TEST BIBLE

新派克
XIN PAI KE
30天突破实用系列

剑桥商务英语证书考试命题研究小组 编

剑桥商务英语证书(BEC)

30天 中级 突破

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新大纲

1000题

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TEST BIBLE

新派书 XIN PAI KE

剑桥商务英语证书(BEC)

30天 中级 突破

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13种考试题型

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前　言

剑桥商务英语证书(BEC)考试是教育部考试中心和英国剑桥大学考试委员会合作举办的权威性考试。自2002年起,英国剑桥大学考试委员会对BEC考试大纲进行了重新修订,由原来的BEC 1、BEC 2、BEC 3改为BEC Preliminary(初级)、BEC Vantage(中级)和BEC Higher(高级)三个等级。该系列考试是一项水平考试,它根据商务工作的实际需要,从听、说、读、写四个方面对考生在商务和一般生活环境下使用英语的能力进行全面考查,对成绩合格者提供由英国剑桥大学考试委员会颁发的标准统一的成绩证书。

商务英语是一种在工作环境中使用的世界通用语言,适用于政府机关、事业单位、企业、商社等各种机构的日常公务和商贸活动。该证书由于其颁发机构的权威性,在英国、英联邦各国及欧洲大多数国家的商业企业部门获得认可,作为确认证书持有者英语能力的首选证书,也是在所有举办该项考试的国家和地区求职的"通行证"。现在,该证书的功能已不仅限于求职,并扩展至进入大学本科学习的语言能力证明。

为了帮助考生熟悉和了解该考试的性质、测试范围、题型,在提高应试能力的同时提高综合英语能力,应广大考生的要求,我们编了《剑桥商务英语证书(BEC)考试30天突破》系列图书。本书特色如下:

1. 遵遵考试大纲,精研历年真题,为考生奉献一道完美的BEC考试大餐。

2. 把学习内容科学地分为30天,有利于考生有条不紊地安排复习。

3. 内容丰富全面,包括阅读、写作、听力、口语等题型的解题技巧、专项练习、仿真试题等内容,真正做到"一书在手,全部拥有"。

4. 以一问一答的方式组织编写全书,既突出了重点,又解除了考生复习中的疲劳。

5. 以崭新的视角总结和归纳了考试出题规律,这是战斗在BEC培训一线的教师的沥血之作,这是颠覆旧应试理念的鼻鼎之作。

本书适合参加和准备参加BEC(中级)考试的人员作商务英语学习和考前培训使用,也可供大专院校、从事商务工作的一般工作人员学习英语时参考。

由于时间仓促,书中难免有不足之处,诚恳希望广大读者批评指正。

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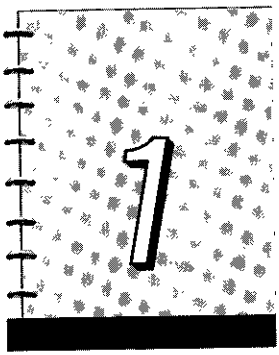


剑桥商务英语证书(BEC)简介

备考指南☞

1. 剑桥商务英语证书由谁颁发？哪些人适合参加该考试？
2. BEC 考试测试的特点是什么？
3. 为什么说 BEC 考试具有客观公正性？
4. 考生在考试后多长时间能够拿到证书？
5. BEC 考试的等级和评分结果是怎样的？
6. BEC 考试证书等级是如何评定的？
7. 考生是不是必须在阅读、写作、听力、口语试卷都合格的情况下才算考试合格通过？
8. BEC 考试证书的颁发如何体现客观公正性？
9. BEC 考试证书有没有时效限制？
10. 如何与剑桥大学考试委员会取得联系？

谚语☞

An optimist sees opportunity in every calamity; a pessimist sees a calamity in every opportunity.

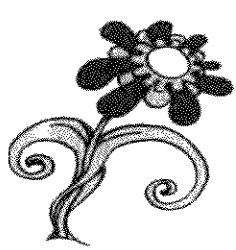
乐观的人在每个险境中看到机会，悲观的人在每个机会中看到危险。

All your strength is in your union. All your danger is in discord.

一切力量在团结中，一切危险在纠纷中。

Beauty is power; a smile is its sword.

美丽威力无比，微笑乃是它的利剑。



1 剑桥商务英语证书由谁颁发？哪些人适合参加该考试？

剑桥商务英语证书由剑桥大学考试委员会(UCLES)颁发。商务英语证书(BEC)考试是在被认可的BEC考试中心举行，每年都在6个固定日期举行，在中国每年举行两次。考试的主要对象是那些希望获得相关的英语语言证书的学习者。BEC证书已得到了社会以及用人单位的广泛认可，应届大学生以及外企、三资企业的人士积极加入了考证的大军，力图为求职应聘以及升迁求得一块敲门砖。

2 BEC考试测试的特点是什么？

BEC考试测试的是以工作场合为背景的英语语言，而不是商务知识。BEC共有三个级别——初级、中级和高级。

3 为什么说BEC考试具有客观公正性？

BEC考试所使用的材料尽可能是真实的、没有偏见的，并能反映考试的国际化特色。主题不会有利于或不利于某一特定考生群体，也不会冒犯宗教、政治或性别等领域。所以说BEC考试具有客观公正性。

4 考生在考试后多长时间能够拿到证书？

在所有试卷都返回剑桥大学考试委员会和分数出来以后进行等级评定。大约在考试后五个星期进行。有两个阶段：等级评定和授予证书。

5 BEC考试的等级和评分结果是怎样的？

Grades(等级)

3 passing grades	Pass with Merit—A
	Pass —B
	Pass —C
2 failing grades	Narrow Fail—D
	Fail—E

评分办法：

通过的分三个等级	优秀——A
	合格——B
	合格——C
未通过的分两个等级	稍差
	不及格

6 BEC考试证书等级是如何评定的？

四份试卷加起来总分为120分，每一部分占总分的25%。

参照以下依据来确定等级(A、B、C、D和E)：

- 考生资格的统计资料
- 全部考生成绩的统计资料

- 某考试部分(阅读和听力)的个别考项统计资料
- 根据考生的成绩和有关考官(写作)建议而得出的主考官的意见
- 与往年的考试成绩和考生资格所作的比较

7 考生是不是必须在阅读、写作、听力、口语试卷都合格的情况下才算考试合格通过?

考生的总的等级是以四份试卷所得的总分为基础的。通过考试并不需要所有四份试卷都达到令人满意的水平。

8 BEC 考试证书的颁发如何体现客观公正性?

颁证委员会处理所有提出需要特殊考虑的情况,例如:暂时丧失能力、考试条件不尽人意或作弊嫌疑等,委员会可以决定对试卷重新打分、检查成绩、改变等级或不给成绩等。由于犯规成需要进一步调查可以扣留成绩。如果一位考生的成绩已受到颁证委员会的审查,则会通知考试中心。

9 BEC 考试证书有没有时效限制?

BEC考试证书是没有时间限制的。

10 如何与剑桥大学考试委员会取得联系?

需要获取关于BEC证书考试或剑桥大学考试委员会(UCLES)的任何其他考试的信息,请写信至:

EFL Information
University of Cambridge Local Examinations Syndicate
1 Hills Road
Cambridge
CB1 2EU
United Kingdom
Tel: + 44 1223 553355
Fax: + 44 1223 460278
Email: efl@ucles.org.uk
www.cambridge-efl.org.uk
在有些地区也可通过英国文化委员会获得相关信息。

阅读测试概述

备考指南☞

11. BEC 中级阅读试题的题型有哪些?
12. BEC 中级阅读题的各种题型有哪些具体要求?
13. BEC 中级阅读考试的搭配题型应当怎样进行训练?
14. BEC 中级阅读考试的句子填空题型应当怎样进行训练?
15. BEC 中级阅读考试的阅读理解题型应当怎样进行训练?
16. BEC 中级阅读考试的完形填空题型应当怎样进行训练?
17. BEC 中级阅读考试的改错题型应当怎样进行训练?
18. BEC 中级阅读试题的评分标准是怎样的?
19. BEC 中级阅读试题有哪些命题特点?
20. 为通过 BEC 中级阅读测试应当采取什么样的策略?
21. 为通过 BEC 中级阅读考试应当养成哪些好的习惯?

BEC中级阅读试题的题型有哪些?

BEC中级阅读题型请看下面表格:

部分	重　点	提示材料	题　型	题数/分数
1	阅读:略读和要旨	一篇较长的或四篇较短的信息性正文(约250~350单词)	搭配	7
2	阅读:理解阅读材料的结构	一篇正文:报刊文章、报告等,留有可填写一句的空格(加上7句供选择的句子共约450~580字)	搭配	5
3	阅读要旨和具体信息	一篇正文(约450~550字)	四选项多项选择	6
4	阅读:词汇和结构信息	一篇信息性的正文,留有待填写的空格(全文包括空出来的词共约200~300字)	四选项多项选择形式的完形填空	15
5	阅读:理解句子结构/错误辨认	短文(150~200字) 找出文中额外的、没有必要的词	改错	12

BEC中级阅读题的各种题型有哪些具体要求?

第一部分

这部分为搭配题,有具有相关主题的4篇短文(例如描述一组产品或招聘广告),或者一篇正文分为4节,尽管每篇文章的背景相似,但也有各自特有的内容。正文上标有A-D的字母,考生可以看到一组共7项与课文内容相关的陈述,要求将每项陈述与相对应的正文搭配起来。这部分的问题侧重于辨认具体的信息和细节。然而,有的题目可能通过测试目标读者或标题把重点放在文章的主旨上。

第二部分

这部分为搭配题,有一篇去掉6个句子的正文和一组标有A-G字母的7个句子。要求考生将他们认为在意思和结构方面合适的句子填入每个空格中,第一个空格总是给出例子,考生只须填写余下的5个空格,做完这部分以后,选项中将会剩下一个没有利用的句子。

这部分的正文有清楚的思路或论据,在句子被删除以后读者仍然能够读懂。因此在做题的时候,应训练学生先浏览留空的正文和所列出的句子,以便对正文所讲的内容有个印象。然后,应该告诉他们每个空只有一个句子是合适的。

这部分测试文章结构和意思。空格间隔适度,以便考生能成功地预测到所缺句子的词汇和语法特点,可能会测试考生根据前后文揭示得到各种逻辑关系,这种关系有时超越了句子的层面。因此,在选择适当的句子填空时,他们应该看上下文以确保选择的句子恰好合适。这部分结束时,他们应通读全文,一边读一边将所选句子插入文中,以确保信息是连贯的。

第三部分

这部分题有一篇正文和四选项的多项选择题。多项选择题的题干可能采取提问或不完整的句子的形式。在正文后共有6道题,正文长450~550字不等,原文可能来源于一般的或商务的出版物、公司文献或管理方面的书籍。正文可能经过编辑,但来源是真实的。

第四部分

这部分是多选项完形填空题。共有15个空格,大多数测试词汇,着重在正确选词、词汇搭配和固定词组。这部分的正文选自不同的资料,但所含有的内容和意思都很容易懂,以测试考生的词汇,而不是他们对一段文章理解。

第五部分

这部分是改错或校对题。有一篇150～200个字的正文和12道测试题。考生要找出正文中外加的和不必要的单词。这道题相当于检查文章错误。因此,适合的正文类型是信件、宣传材料等。正文表示为标有号码的12行,这12行包含了考题。末尾的其他几行可以使正文完整,但没有标注号码。

13 BEC中级阅读考试的搭配题型应当怎样进行训练?

为帮助学生准备这部分考试,可以让他们熟悉一些有类似主题的短文。报章、杂志和产品目录中都是找到这种材料的来源。应该鼓励学生仔细阅读所有信息,特别是因为短文往往包含一些单独在一行上的额外的小段信息(例如价格、日期、名称、计算单位等),这些都很容易被忽视。

在阅读正文以前,学生可以做些测试综合阅读技巧的题。这样他们就会受到训练,自然就会思考文章是为谁写的,为什么要写这篇文章。

14 BEC中级阅读考试的句子填空题型应当怎样进行训练?

这一部分题有相当难度,尤其是对于不熟悉这种题型的考生。为了帮助他们准备这部分考试,应为他们选一些有清楚的、为他们所熟悉的主题,且具有明显的逻辑关系的循序渐进的课文。可以把课文像试题中那样分或小段,或者仅仅是对全文进行讨论。这样,学生可以学会应对更复杂的材料,也可以识别许多不同的表达主题的方式。在填空时,对不合适填入的句子进行研究,讨论其不适合的原因也会很有帮助的。有时候,只改动几个词就可能使一个句子适合所填的这个空。讨论这类问题也会大有帮助。

15 BEC中级阅读考试的阅读理解题型应当怎样进行训练?

(1)这是常见的测试类型,这里用来测试观点和推论,而不是简单的事实。

(2)正确答案不会是简单的词汇搭配,要培养考生解释意译句子的能力。

(3)应鼓励学生对课文的相关部分做出自己的解释,然后根据提供的选项来检验自己的想法,而不是先阅读所有的选项。

(4)只给学生一个错误选项,让他们去写出正确的答案和另外一些错误的选项会很有帮助。

16 BEC中级阅读考试的完形填空题型应当怎样进行训练?

考生通常熟悉这种题型,所以最重要的是设法扩大他们的词汇量。每道题的选项都有相似的意思,但是根据上下文,只有一个词是正确的。熟悉典型的词语搭配会尤其有帮助。商务语言往往非常精确,所以值得花费时间来研究在不同类型的文章中使用的词汇。让学生列一张词汇一览表,鼓励他们积极运用新的词组。

17 BEC中级阅读考试的改错题型应当怎样进行训练?

(1)应该提醒学生:这部分题等于是一种常见的编辑,即使用他们的母语也是这样。

(2)任何错误分析的练习都对做这部分题有帮助。

(3)学生自己的作文可以作为这项练习真实的材料来源。

(3)相反的练习(给学生缺少单词的文章)也会很有益处。

18 BEC中级阅读试题的评分标准是怎样的?

BEC中级阅读试题的评分标准是每个正确答案得1分,整份阅读试题总分为30分。

19 BEC中级阅读试题有哪些命题题材?

BEC考试命题主要是从针对考生在商务及一般工作环境中英语的实际运用能力进行全面考查,测试内容具有很强的实用性。考生应具有中、高级英语水平,并熟悉以下书面形式材料:各种信函

(letters of various types)、广告(adverts)、有关经济及商业事物的消息、公告(public information)、产品介绍(product descriptions)、产品宣传小册子(brochures)、有关商务活动的计划(business plan)、安排、决定、建议(proposals and recommendations)以及会议记录(records of meetings)、工作报告、各种图表、通知、便条(informal messages)、备忘录(memos)等。

为通过 BEC 中级阅读测试应当采取什么样的策略?

BEC 中级阅读考试的时间为 60 分钟。要准备好阅读测试,词汇问题是通过阅读测试的最大的拦路虎。BEC 不仅要求我们掌握大量的常用词汇,还要求我们掌握许多商务词汇。因此,考生从一开始学习商务英语或着手准备考试时就应该做好下工夫积累词汇的心理准备。考生需要学会如何处理、储存、记忆新词的技巧,需要掌握如何熟练使用词典,根据上下文判断新词大意的能力,并培养良好的词汇积累习惯。在学习的过程中,要注意已学词汇在商务语境下的新的含义,比如 policy,outstanding 等词,在商务英语中分别是"保险单"、"剩余的(债务)"的意思;注意积累特定的商务术语,比如表示"客户"的就有 customer,client,prospect 等说法。

另外 BEC 作为商务英语考试,要求考生必须具备一定的商务背景知识,不要求很精深,但一定要有个大致的了解。如果考生想参加考试,但商务知识又很少,那么最好还是先去阅读一些商务方面的书籍,对经济贸易金融术语,如滞胀、推销、离岸价等有大致了解之后再参加考试较好。否则,考试中出现这些术语所造成的理解障碍将会影响考生的考试成绩。考生在准备考试的过程中还需要对上述五个阅读测试题型,特别是自己不熟悉的题型进行系统训练,找到适合自己特定做题方法。

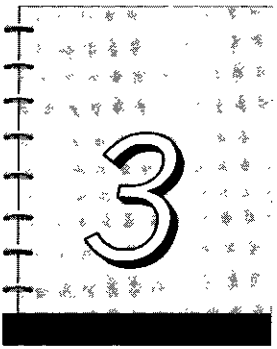
为通过 BEC 中级阅读考试应当养成哪些好的习惯?

为通过 BEC 中级考试,考生需要养成三个好习惯。

第一,考生要养成仔细阅读题目说明的习惯。这样做的好处是可以使考生对文章的大致内容形成正确的心理期待,能够形成理解文章必需的背景知识,因为题目说明一般会点明文章的文体和文章的话题,比如有这样的一个题目说明:Look at the statements below and the information about training course on the opposite page...,告诉了读者下面要读到的文章是一些关于培训课程方面的说明文字。

第二,仔细阅读题目说明有利于了解答题要求,避免不必要的丢分,比如有的题型要求答案全用大写字母作答,如果考生不按要求答题,即使意思正确也不能得分。考生要养成的第二个好习惯就是要多注意文章标题和副(小)标题。这样做可以对文章的主旨、结构有大致的了解,也有利于根据文章的标题快速查找特定的信息,因为文章的各种标题都是对文章内容的精练概括,对读者的揭示作用毋庸讳言。

第三,在做题时,考生要养成在文章中把得出答案的根据划线并标上题目序号的良好习惯,特别是在做句段配对题、句子填空题、阅读理解题时,这样做可以增加考生做题的信心,同时也有利于提高做完后的检查效率。



阅读测试题型(一)——搭配题

备考指南☞

22. BEC 中级阅读搭配题型的特点是什么？

23. BEC 中级阅读搭配题的解题步骤是怎样的？

24. 做 BEC 中级阅读搭配题时应当注意哪些问题？

25. BEC 中级阅读搭配题有哪些解题技巧？

谚语☞

He that cannot forgive others breaks the bridge over which he must pass himself; for every man has need to be forgiven.

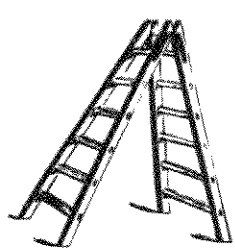
不能原谅别人的人，等于毁掉了一座他自己必须经过的桥，因为每个人都有需要别人原谅的时候。

Both together do best of all.

二人同心，无往不胜。

All your strength is in your union. All your danger is in discord.

一切力量在团结中，一切危险在纠纷中。



BEC中级阅读搭配题型的特点是什么?

搭配题是BEC Vantage阅读考试试卷的第一部分。考生需要阅读总词数为250至350词的四篇短文或被分为四部分的一篇文章。如果是四篇短文,往往四篇短文的文体、话题都一样,比如都是招聘广告、市场调查报告、产品描述等等。考生阅读文章后,需要根据文章提供的信息选择与文章意思一致的句子。包括所给的例示,共有8个句子。此题型主要考查考生查找特定信息和具体细节的略读能力(scanning),但有时候个别句子会考查考生掌握文章主旨的能力。

BEC中级阅读搭配题的解题步骤是怎样的?

考生阅读时可按照卷面排列的自然顺序先看七个单句后读短文,也可在阅读短文后再看单句。根据实际经验,笔者认为先看单句效率更高一些。因为单句即试题,一般说来单句的语言较为简单,容易理解。考生读后可以首先了解试题的内容,这样在阅读时可以做到目标明确,有的放矢,尽量减少盲目阅读对时间的耗费。具体做法可分为以下几步进行:

(1)仔细阅读七个单句,正确理解每个句子的意思。对于谈论相似主体的句子,需区别内容的相同处和不同处,并牢记体现不同处的关键词语。

(2)快速浏览短文,依靠标题迅速抓住每篇短文的主题。浏览过程中若发现答题所需的具体信息,在词语或句子下面划线并标上所答的题号,以初步敲定。对那些暂时无法肯定的可暂且放置一边,留待第二次阅读时解决。

(3)第二次阅读短文时必须有针对性,主要为了解决两个问题:一是仔细检查已初步认定的内容与单句是否匹配;二是找到第一遍浏览时尚未找到的信息。

(4)为确保准确无误,若有时间可再次将单句从短文中已选择的内容进行比较,检查有无谬误或疏漏之处。

做BEC中级阅读搭配题时应当注意哪些问题?

实际操作过程中,考生需注意以下几个问题:第一,把握好用于此项的时间,防止前松后紧,用于此项的做题时间应少于第二、三、四项。第二,阅读时要始终目的明确,凡是与问题部分无关的内容一概略去不看,以免耗费宝贵的时间和精力。第三,在快速浏览短文时,要特别注意所给的标题,这无疑是把握各篇短文主题的最佳途径,它们犹如门牌号码,可使我们在查找信息时直入大门,免走弯路。最后,阅读问题部分的七个单句时,要抓住每句的核心意义,这样有利用我们在查阅时迅速对号入座,减少误差。

BEC中级阅读搭配题有哪些解题技巧?

(1)*收缩寻找范围*

首先看清楚每一组例句问题和最后一道问题,之后找到两者所提问的内容在文中的位置,然后你会发现通常整组问题的答案都在此之间。用这个方法,你可省掉不少时间。

(2)*注意文字或句子的形式变化*

在文章中寻找答案的难度取决于你对字句的形式变化的认识能力。

需要注意三种形式:

第一种:同义、相同的词或词组

第二种:同义、相似的字

第三种:同义、有很大差异的词或词组

a)department stores=department stores(第一类)

b)joined by=linked by(第二类)

c)walkways above and below the ground=over-the-street crossings and underground walkways(第三类)

(3)*留意数字*

数字的位置是最容易找的,如果问题提及过,用寻找关键字的方法就能找到答案。记住,数字有

时候也可用英语表达出来。

经典例题 1

- Look at the export market reports about four central European countries.
- Which country (**A, B, C or D**) does each sentence **1 – 7** refer to?
- For each sentence, mark one letter (**A, B, C or D**) on your Answer sheet.
- You will need to use some of the letters more than once.

Example:

0 The location of this country could well heve an impact on its future.

0	A	B	C	D
				■

1 The majority of business in this country is privately-owned.

2 This is the fastest growing economy of the four countries.

3 This would be a good market for construction companies to enter.

4 In order to succeed in this country, you need to plan for the long term

5 In this country there is very little privately owned industry.

6 A lot of money is being invested in this country's energy sector.

7 This country imports a lot more than it exports.

A

This was the first central European economy to emerge from recession and start growing stronger. Continued growth in the gross national product of five per cent or more is likely over the next few years. The privatisation of former state industries continues and major projects are being developed, notably in the power generation industry.

B

Although the gross national product has been rising marginally since 1994, the country is still facing economic difficulties, most notably a large trade deficit. Despite these problems, its currency hes remained stable against those of its major European trading partners. Privatisation is well advanced, with 75 per cent of wealth now created by the private sector.

C

Despite the government's privatization programme, industrial production is still dominated by large state-owned manufacturing enterprises. However, smaller private companies are starting to emerge, particularly in the service sector. The country is placing a high priority on rebuilding and modernizing its infrastructure and a wide range of products and services are actively being sought.

D

The country's transformation into a market economy has been slow and difficult. However, with its strategic position, substantial natural resources and skilled and multi-lingual workforce, it is likely to become a major European industrial and trading power. Export success in this market requires careful research, patience and a lengthy commitment.

首先我们仔细看一下题目说明,我们可以知道这是四篇关于四个中欧国家的市场调查报告。

接着我们读完这四篇短文后,发现每篇报告都基本上对该国的国民生产总值和经济增长方面有所涉及,同时都涉及到了各个国家的公有经济和私有经济成分情况以及各国目前的行业发展特征和投资前景。这样我们可以对以上四篇文章里的信息进行归类。经济增长方面:A 篇的字眼是"... first economy to emerge from recession and start growing stronger. Continued growth in the gross national product of five percent or more is likely over..."; B 篇则说:"... the gross national product has been rising

marginally...,...still facing economic difficulties,...trade deficit.";C 篇、D 篇没有涉及。经济成分方面:A 篇说道:"the privatization of former state industries continues...";B 篇的内容是:"privatization is well advanced, with 75 percent...private sector";C 篇的说法是:"despite...privatization programme,...still dominated by large state-owned manufacturing enterprise. However, smaller private companies...";D 篇则说:"the country's transformation into a market economy has been slow and difficult".投资前景方面:A 篇的话是:"...major projects are being developed, notably in the power generation industry";B 篇没有涉及;C 篇的内容是:"...on rebuilding and modernizing its infrastructure and...";D 篇有关国家的投资前景则不妙:"...requires careful research, patience and a lengthy commitment".

由于基本上这一题型的四篇文章总是一种文体,所以我们有可能对文章内容进行归类。为什么要进行归类呢?有如下好处:一,可以澄清、整理阅读时一下涌到我们头脑里的众多信息,使思路更为有条理;二,提高做题的速度,极大地提高做题的准确率。

下面我们看一下给的七个句子。同样可以按内容进行以上归类。经济增长方面:第 2 句,第 7 句;经济成分方面:第 1 句,第 5 句;投资前景方面:第 3 句,第 4 句,第 6 句。下面我们可以跟以上内容做一一对应。答案是:第 1 句:B;第 2 句:A;第 3 句:C;第 4 句:D;第 5 句:C;第 6 句:A;第 7 句:B。

这时我们可以发现这一类题型另一特点,即句子中的说法往往是段落中说法的解释性文字,就是我们平常所说的 paraphrase。比如:文中的 with 75 per cent of wealth now created by the private sector. 与第 1 句中 the majority of business in this country is privately-owned 的意思相同。第 3 句中的...good market for construction companies...同样的意思,文中的说法是 rebuilding and modernizing its infrastructure,重建和改造基础设施,自然适合建筑企业进入了。第 4 句中的...,you need to plan for the long term. 文中的说法是...requires careful research, patience and lengthy commitment 需要仔细地调研,足够的耐心,要从长计议,和句中的意思一致。第 7 句的 imports a lot more than it exports,进口比出口要多,那就是 B 篇里的说法 trade deficit 的实际含义。类似的例子有很多。做题时要注意意义的对等,不能仅关心字面是否相同。要把表达同样意思的文中的说法下面划线,以备检查。平时对于单词的意思的掌握要准确和全面,可以多练一练 paraphrase,把碰到的较难的句子成说法用较简易的说法来表达。

最后做完题后,再回头仔细检查。

以上是整体思路的书面体现,在实际操作中所耗的时间大约是 6 至 7 分钟。做题思路的反复实践就慢慢成为了一种良好习惯,同时希望考生在做题中自己多加总结,形成适合自己的做题方法。

题海冲浪

PART ONE

- Look at there sentences and the four paragraphs. Which clip does each sentence refer to?
- For each sentence **1 – 7**, make one latter **A**, **B**, **C** or **D** on your Answer Sheet.

1 The job that had been offered to George Strong in Birmingham paid better.

2 To persuade people, it is wise for an orator to tell them what they use with to hear.

3 A specific group of commodities are involved.

4 Henry Manley's company was in deep trouble.

5 A bridge is an example of public goods.

6 A good author disregards tha opinions of his readsrs when necessary.

7 Sanit John's cheap rents is related to _____.

A

"Unless I get a rise, I'll have a talk with the boss, Henry Manley," George Strong said to himself. George liked his and he liked the town he lived in, but his wife kept telling him that his pay was not

enough to meet the needs of the family. That was why thinking of taking a job in Birmingham, nearby city about 50 miles away. He had been offered a job in factory there, and pay was far better.
Henry Manley was the manager of a small company manufacturing electric motors. The company was in deep trouble because, among other reasons, the Japanese were selling such.
Things at very low prices. As a result, Manley hed to cut his own prices and profits as well. Otherwise he would not get any orders at all. Even then, orders were still not coming in fast enough, so thet there was no for raises (加工资) for his workers, Somehow, ha had to struggle along and keep his best workers as well. He sighed. Just then the phone rang.

B

Public goods are those commodities whose enjoyment nobody can be effectively excluded. Everybody is free to enjoy the benefits of these commodities, and one person's utilization does not reduce the possibilities of anybody else's enjoying the same good.
Examples of public goods are not as rare as one might expect. A flood control dam is a public good. Once the dam is built, all persons living in the area will benefit—irrespective of their own contribution to the construction cost of the dam. The same holds true for highway signs or aids to navigation. Once a lighthouse is built, no ship of any nationality can be effectively excluded from the utilization of the lighthouse for navigational purposes. National defense is anothar example. Even a person who voted ageinst military expenditures or did not pay any taxes will benefit from benefit from the protection afforded.

C

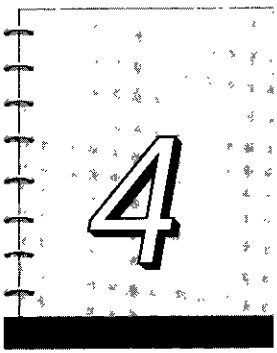
In today's business climate, every corporate decision is measured by one standerd-how it influences bottom line. So for businesses in Saint John, New Brunswich, important decisions usually comed easier. The reason? Saint Joho is the country's most cost-effective city. In Saint John, city center rents run approximately one-third less the national averaga. Downtown Class A office space ranges in price from the low to mid teens. Class B renta for much lower fees. Salaries cost an average of 23 percent less when compared to other centers. These reduced costs and lower household expenses make for a winning combination where employers and employees both benefit.

D

An orator, whose purpose is to persuade men, must speak the things they wish to hear; an orator, whose purpose is to move men, must also avoid disturbing the emotional effect by any obtrusion of intellectual antagonism, but an author, whose purpose is to instruct men, who appeals to the intellect, must be careless of their opinions and think only of truth. It will often be a question when a man is or is not wise in advancing unpleasant opinions, or in preaching haresies; but it can never be a question that a man should be silent if unprepered to speak the truth as he conceives it. Respect to popular opinion is the great source of bad writing and is all the more disastrous because the respect is paid to some purely hypothetical requirement. When a man fails to see the truth of certain generally accepted views, there is no law compelling him to provoke strong dislike by announcing his disagreement. He may be excused if he shrinks from the sensational glory of martyrdom; he may be justified in not placing himself in a position of singularity.

答案

1.A 2.D 3.B 4.A 5.B 6.D 7.C



阅读测试题型(二)——句子填空题

备考指南☞

26. BEC 中级阅读句子填空题型有哪些特点？

27. BEC 中级阅读句子填空题的答题步骤是什么？

28. 做 BEC 中级阅读句子填空题应从哪些方面着手？

29. 做 BEC 中级阅读句子填空题应注意哪些问题？

谚语☞

Usually we praise only to be praised.

我们称赞别人，通常只为了受到别人称赞。

Most folks are about as happy as they make up their minds to be.

对大多数人而言，他们认定自己有多幸福就有多幸福。

Happiness is the capacity for enjoyment. The more we can enjoy what we have, the happier we are.

幸福就是领略享受的能力，我们越是能够欣赏所拥有的一切，就越幸福。

BEC中级阅读句子填空题型有哪些特点?

阅读部分的第二项为句子填空题。阅读文章长度中等,一般在350~400字之间。此部分共五个问题,在一篇350词左右的信函、备忘录或一般性文章中按照一定的规律抽去完整的五个句子。要求考生在文章后面所提供的八个句子中选择合适的句子填补空缺处。这是一种以句子为单位的完形填空,也叫做完成句子题。

这种题型较难,此项试题主要测试考生对文章整体意义的理解以及对逻辑结构的分析判断能力。要花一点儿时间仔细查看文章中的有关部分。要做好这一部分的题目,考生需对英语段落的组织结构有一个较为全面的了解。

BEC中级阅读句子填空题的答题步骤是什么?

这部分内容对考生的要求较高,具有一定的难度。但只要我们能从文章整体意义为目的,从全文的角度审视空缺处,做到既见树又见林,并能充分利用上下文线索进行合理分析、推断,拿满分也并非难事。答题时可采取以下步骤:

(1)详细阅读答题指导,获取必要的答题信息。

(2)参考例句,确定答题形式。

(3)利用语法知识确定句子缺失部分。

(4)仔细查看所给句子的含义,并找出关键词语。

(5)利用所给部分的关键词语在文章中找出相关句子。

(6)在文章中的相关句子里,选取缺失部分(即答案)。

完成句子题型是以多重选择的形式出现的,所以就要将选择答案部分列为问句的一部分,从中选取所需的关键词语,逐个与文章中相关句子进行匹配。

经典例题2

Questions 8 – 12

- Read this text which is about issues of health and safety in a factory.
- Choose the best sentence from the list **A – I** to fill each of the blanks.
- For each blank (**8 – 12**) mark one letter (**A – I**) on your Answer Sheet.
- Do not mark any letter twice.
- One answer has been given as an example.

MEMORANDUM

To:	Dilaw	
	Mooxenhope	
From:	R. S. Hilton	Ext:2 354
Date:	2 522 002	Ref:SG/267/1

Re: DNC Machine Health and Safety

I am now growing increasingly concerned about the dust levels in and around the DNC machine and the surrounding offices. Since the beginning of January we have experienced a number of serious breakdowns of the computer equipment in this area. On each occasion when the equipment has been opened for inspection and repair, there has been such an excessive amount of dust as to cause us considerable concern. .....example ..... In particular, we have experienced frequent memory failures and disc problems as a result of contamination. Other important equipment has also been affected. (**8**).....

Of even greater concern is the effect on the health of the machinists and office staff working in the area. Several have complained of eye irritation problems, sneezing and general difficulty in breathing, lasting for as long as an hour in certain cases. (**9**)..... I recommend that the following action be taken:

1) Damaged pipes from the extraction systems on the machine should be repaired immediately. (10).....

2) All dust levels should be constantly checked in a controlled way and carefully recorded. (11).....

3) A much more satisfactory method of dust extraction should be developed as a matter of urgency. (12).....

A If such a system cannot be produced, improved methods of dust limitation should be investigated.

B For example, there have been several instances of photocopiers and printers being damaged by dust.

C Otherwise the DNC machine has been functioning without too many problems.

D There can be no excuse for operating with defective extraction pipes: repairs are needed now.

E We should explore relocating the machine in another part of the building.

F The large amounts of dust has gathered in spite of regular cleaning of both the work area and the equipment itself.

G The findings of this monitoring should be reported to health and safety officials.

H Inexperienced employees are not permitted to operate the DNC machine.

I Even more serious than thase immediate health problems, however, is the possible effect on tha future health and well-being of our employees.

这一篇以备忘录形式写的报告。第一段里除了答题示范给出答案 F 外，还需要找出恰当的句子作为该段的结尾。全段的主题很清楚：对机器及办公室灰尘污染的担忧。作者以结果"I am now growing increasingly concerned about the dust levels in and around the DNC machine and the surrounding offices"作为引言开始他的报告，然后从第二句开始解释产生此结果的原因，主要是列举事实："a number of serious breakdowns of the computer equipment"、"an excessive amount of dust"、"frequent memory failures and disc problems"，接着就是 Question 8 前的一句话"Other important equipment has also been affected."这句话比较笼统，"other important equipment"具体指哪些设备，作者很可能在下文有所交代。因此，我们在选择答案时，应有意识地注意含有设备名称的句子。B 句中"For example"表示列举，"tbere bave been several instances of photocopiers and printers being damaged by dust"恰恰说明一些重要设备(photocopiers and printers)因灰尘污染而遭到损坏，这样我们就可以确定 Question 8 的答案为(B)。

第二句的首句点明该段主题：灰尘污染对职工身体健康的影响更加令人担忧。接着，作者举例说明理由："Several have complained of eye irritation problems, sneezing and general difficulty in breathing, lasting for as long as an hour in certain cases."到这里，内容中断，出现 Question 9，Question 9 的后面还有一句话"I recommend that the following action be taken"，但这句话主要起承接下文的作用，所以，Question 9 的答案应顺着前面的内容进一步展开。我们看到 I 句中"these immediate health problems"与作者所列举的一些健康问题相吻合，而且，句中的比较级("Even more serious than these immediate health problems")和转折词("however")可以将前文的内容进一步推进，从而说明问题的严重性。

接下去作者提出三点建议，每一段解释一点，我们需要根据每一段中的一句话的内容去找出它们的下文。首先应该明确每一点建议的基本内容。很显然，作者强调的重点在"immediately"一词上。再看答案 D 句强调时间"repairs are needed now"，并且此句中出现的的"defective"、"extraction pipes"等词都与该项建议的内容吻合。所以，Question 10 的答案是(D)。第二点建议是：控制、检查灰尘量并作记录。Question 11 的答案内容应与此保持一致。从所提供的全部答案看，只有 G 句符合要求。"The findings of this monitoring"("这一监测的结果")正是指 Question 11 前一句话的内容("checked"、"recorded")。第三点建议是：找到更令人满意的排放灰尘的办法。顺着这一话题，我们看到 A 句应为 Question 12 的答案。因为它的主要内容"improved methods of dust limitation should be investigated"与前文最接近，并且，"such a system"显然指前面提到的"A much more satisfactory method of dust extraction"，全句内容为第三点建议的补充说明，而且在这两句话中出现了"method(s)"一词。

做BEC中级阅读句子填空题应从哪些方面着手?

(1)由主题内容推想:如果一段的主题句已经给出,或能够推断出主题,顺着这一主题思想去寻找与此相关的内容即可以找到答案。

(2)按逻辑顺序推想:为了使内容的展开具有连贯性,句子的排列组织需要有一定的顺序,如果时间顺序,空间顺序,事情发展过程顺序,从原因到结果或从结果到原因顺序等等。由此,我们做题时要从研究每一空格的前后句子入手,找出它们之间的联系,辨别内容的展开顺序,并由此推断出要填入的句子内容,从而找到正确答案。常用逻辑连接词如下:

①重述关系。这类连接词有:similarly、that is、in other words、for example、likewise 等。

They seemed to have problem with directionality. In other words, they got lost.

②对照关系。这类连接词有:but、in spite of、on the contrary、whereas、paradoxically 等。

The questions were civil enough in form, but Ms. Taylor thought she could detect a hidden malice.

③因果关系。这类连接词有:so、therefore、hence 等。

Ian had not cleaned his car for over two months so it was filthy.

(3)连接手法推想:段落内上下文的连贯也常凭借一些连接手法,常使用的一些表示连接关系的词语有:

①表示增加,补充:besides, in addition (to...), (be) followed by..., another, furthermore, moreover, and also 等等。

②表示列举:for example, for instance, to illustrate 等等。

③表示比较:like, as, the same, similar(ly), according(ly), equal(ly), compared with 等等。

④表示对比:unlike, however, hut, while, though, although, nevertheless, instead(of...), in contrast (with...), on the other hand, on the contrary 等等。

⑤表示结果:because, since, as, for 等等。

此外,还可使用重复、替代等手段,使上下文保持其连贯性。为了强调某一内容,一些关键词语会在前后文中被重复,或用不同的结构、表达方式重复、强调同一内容。替代主要是指运用代词或像here、there、the same、such 等词来替代前文中的名词。因此,我们也可以从这些词着手找到正确答案。

记住千万不要勉强按顺序回答问题,你可选择先回答能令人更了解文章内容的问题。

先读题目,最快找到答案的办法是知道在哪个段落可找到答案。如果你已清楚每一段的内容大意,就能够在接触问题时便知道哪一段最有可能包含答案。要用最短的时间了解每个段落的意思,你可用以下方法:先看每个段落的第一句,然后看第二句,再看段落的最后一句。如果这个时候,还是不清楚这一段的意思的话,就需要全篇都看。

清楚答案的位置,很多时候你不用详细阅读整篇文章也能找到答案。首先你可找出问题的关键词或句,然后找出所有在文章中出现的关键词或句。在每个关键词句的前和后寻找答案,按顺序一个一个找,直到找到答案为止。

(4)分析句际关系:句际关系指的是在连贯的语篇中句子与句子之间在结构上和意思上的联系。从逻辑意义来看,语篇中的句际关系主要有九类:并列关系、对应关系、顺序关系、分解关系、分指关系、重复关系、转折关系、解释关系和因果关系。分析句与句之间的关系有利于更加快速清晰地掌握文章的内容和结构,从而有效、准确地选择答案。

①并列关系

并列关系指的是两上或两个以上句子处于并列的地位,它们互不从属,在内容上表示客观并存的事物或现象,共同说明一个话题。

②对应关系

对应关系指两个或两个以上句子的部分词语在概念上相互对应,这种对应关系主要是依靠我们在第一节中讲的词的复现关系建立的。

③顺序关系

在连贯性句组中,两个或两个以上的句子根据动作或状态的先后发展顺序排列,这种关系叫顺序

关系。句际间的顺序关系会因一些逻辑联系词的使用而更加明了。这样的逻辑联系词有:first,second,third,and so on,then,after,before,next 等。

④分解关系

分解关系指由一个并列句、复合句或并列复合句分解为两个或更多的独立单句(各句中间用句号隔开)。

⑤分指关系

分指关系指前一个句子中的某一成分与后一句子中的某一成分分别指称同一事物。句际间的分指关系,一般依靠词汇复现关系来建立。

⑥重复关系

重复关系指前一个句子的某些词语被后一个句子重复使用,从而体现出两个句子之间在结构上的关系。

⑦转折关系

句与句之间如果存在着语意由一个方向转向另一方向,那么这种句际关系就称为转折关系。按这种关系组织起来的句组通常表达"对比"、"对照"等意思。这样的转折关系有两种表达方式:一种是通过使用转折逻辑联系语来表示,如 but、however;另一种则没有转折逻辑联系语但转折关系明确。无论是哪种转折关系,只要我们通过分析判断,总能跟得上作者的意图转换。

⑧解释关系

解释关系指后面的句子对前面的句子做解释、引申、例证,使意义更加具体、明了。解释关系略接近于因果关系,不过果在前,而因在后。还有一种解释关系类似于添加或增补关系。即当文中或句组中出现的意思不够十分明了时,添加或增补一句,对前面所提到的做补充说明。常用于此类解释关系的逻辑联系语有 and,furthermore,what is more,moreover,in addition。当然若出现此类逻辑联系语,我们可以断定在这些词语前后的句子肯定谈论的是一个问题、一层意思。

⑨因果关系

因果关系,也是一种解释关系,但解释关系并不都是因果关系。同样,根据逻辑联系语的使用,我们可以将因果关系分成两类:一类是使用逻辑联系语,这种是明显的因果关系,另一类则不用逻辑联系语,而是通过其他语法手段来建立句际间的因果关系,这种因果关系是含蓄的因果关系。

第一类因果关系的逻辑联系语有:for,thus,as a result,because,for this reason,so,therefore,as,since,consequently。这一类因果关系也有两种:即先因后果和先果后因。先因后果的逻辑联系语有:since,as,as a result,for this reason,so,therefore,consequently。其中 because 特殊,它可以用先因后果,也可以用于先果后因。用于前果后面的逻辑转折语有:for,because 等。另外,组合搭配也表示出一种因果关系,即一个词项的出现是另一个词项语义上的结果,具有一定的因果关系。

⑩层次关系

处于层次关系的句子层层积累,而又上下照应。句子不是横向直线发展,而是有一种纵向的层次结构。这种语篇通常由几个层次的句子组成,并且有一个主题句(topic sentence),把不同层次贯穿起来。这样,语篇中的句子虽然并不处于同一层次上,但它们却围绕着一个中心。这种关系类似于并列关系与解释关系相加。

在层次关系中,有的除了主题句外,还有总结句与其上下照应。

另外,有的层次关系也可以看作是总分关系。这样对语篇进行条分缕析的解析,就可以把握作者的思路。

总之,在阅读中,无论我们遇到多么复杂的句际关系,只要按我们所讲的十种关系作指导,对语篇加以分析,再大的困难也会变得豁然开朗,清楚明了。

做 BEC 中级阅读句子填空题应注意哪些问题?

在做 BEC 中级阅读句子填空题时,提醒考生注意的是,八个选择项中,一般有三句为文外句,这些句子虽然语法正确、语义完整,但是与文中各段的中心大意格格不入。无论放在何处,其结果只能是牛头不对马嘴。因此,我们最好在按段落中心大意分类时将这些句子排除。如若一时把握不定,可以

把这些句子放入上下文中去检验，很快就能分清真伪。此外，对于选中的答案，应有充分的把握，确信非此莫属。如果心有疑虑，就应回到文章中进一步推敲，直到自己确信无误为止。

题海冲浪

PART TWO

Questions 8 – 12

- Read the article below about meeting business.
- Choose the best sentence to fill in each of the gaps.
- For each gap **8 – 12**, mark one letter (**A – G**) on your Answer Sheet.
- Do not use any letter more than once.
- There is an example at the beginning(**0**).

Meeting Business Challenges at Top of the Tree Baking Company

Gordon Weinberger knew he had his work cut out for him. After all, the pie industry was very competitive indeed. Behemoths like Mrs. Smith's and Entenmann's dominated the price-sensitive end of the spectrum, and anyone who wanted something skin to what grandma used to make headed for the bakery department.

(**0**).....First, appearances aside, pies were rarely baked on premises. Second, in his view, they didn't taste half as good as his pies. (**8**)..... . And apparently, some people agreed including Jerry Weissman, a businessman and friend of the family. (**9**)..... The plan short-term goals, long-term goals, and a ladder-type path to reach those goals. And Weissman liked something else, something far less tangible than Weinberger's well-thought-out plan. (**10**).....

Weinberger's entrepreneurial pie odyssey began at a 1992 Old Home Day fair in Londonderry, New Hampshire, where he won the apple pie baking contest with his great-grandmother Anne' family pie recipe. (**11**)..... To develop interest in his pies, Weinberger approached individual branches of supermarkets, Shop & Save in New Hampshire and Star Marketing in Boston, conducting in-store tastings and parking lot pie-eating contests. For meetings with supermarket buyers, Weinberger spread checkered tablecloths on the executives' desks, played a tape-recorded jingle, and served up warm pie and cold milk.

(**12**).....Once they arrived, they threw open the doors and began handing out thousands of free pies and pints of frozen yogurt. It was a public relations coup, earning Weinberger spots on the evening news and attention in local newspapers.

Example:

0	A	B	C	D	E	F	G
	▭	▭	■	▭	▭	▭	▭

A Taking a cue from Ben & Jerry's Homemade ice cream, Weinberger believed there was room in the market of a relatively expensive, fresh apple pie.

B Weissman sensed that Weinberger had the character and commitment to carry out the plan and he was right.

C In his informal research of the bakery pies, Weinberger learned two things:

D Weissman took Weinberger's business plan to a few friends who were enthralled.

E During their first summer, a period when pie sales notoriously are in the doldrums, Weinberger and

company hitched an 11-foot-tall fiberglass apple to the back of their truck for a tour through Boston and four other New England cities.

F After twice repeating his victory, he began to think he might have a recipe for success, not to mention a way to leave his job running the public relations division for a Boston advertising agency.

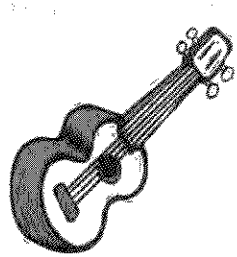
G The figures were almost exactly what Weinberger projected in his business plan, even though the route wasn't exactly as he hed envisioned.

答案

8.A 9.D 10.B 11.F 12.E

阅读测试题型(三)——阅读理解题

30. BEC 中级阅读理解中的派生词现象是否普遍?
31. 如何进行 BEC 中级阅读理解中词汇的复习备考?
32. 怎样抓住段落主题句或全文中心思想句(topic / theme sentence)?
33. 在做 BEC 中级阅读理解题时,哪些地方可以略读与跳读(skim / skip)?
34. 题干具有怎样的特征就可略读或不读文章就可以在文中找到目标信息(scan / search)?
35. 在略读的过程中,是否有必要标记内容?
36. 在 BEC 中级阅读的过程中,过渡字句是否重要?
37. 推测在 BEC 中级阅读中有怎样的重要作用?
38. BEC 中级阅读理解的难句复杂句该如何把握?
39. 怎样理解 BEC 中级阅读中的同义词替换现象?
40. 怎样理解 BEC 中级阅读中的押兵勿现象?
41. BEC 中级阅读出题难点体现在哪些方面?
42. BEC 中级阅读理解解题的方法与步骤是怎样的?
43. BEC 中级阅读的复习应当注意哪些问题?



BEC中级阅读理解中的派生词现象是否普遍?

BEC中级阅读理解中派生词现象也很普遍,有的是词性变化,如名词变化为形容词,动词转化为名词:courage→courageous, challenge→unchallenged, gene→genetical, consolidate→consolidation, ship→shipper, tell→teller。更多的是加前后缀来构成新词,如information→misinformation, charge→overcharged, imagine→unimaginable, fund→overfund等。还有少部分是合成词,如stakeholder、point-and-click, off-the-cuff等。

如何进行BEC中级阅读理解中词汇的复习备考?

(1)结合真题文章复习单词

在阅读文章时记单词,而不是单独孤立的记单词,必须把单词的意思和阅读文章本身的上下文内容结合起来。找出一词多义、派生词的现象,根据上下文的意思,就能更好地理解这些单词最准确的意思。

(2)注意平时积累商务词汇

BEC中级阅读考试中阅读理解题型主要测试观点和推理题,如果学生在准备这部分考试过程中不熟悉积累大量的商务词句,不注意其用法,考生就不能对所问问题进行恰当推论,以得出正确答案。

怎样抓住段落主题句或全文中心思想句(topic/theme sentence)?

许多文章有段落主题句或全文中心思想想句,找出并抓住这些句子是至关重要的。往往这些句子会出现在段落中的首尾或文章的首尾段中。

经典例题3

How is it that we in America have begun to lose this freedom? I believe it has started slipping away from us because of three misunderstandings.

First, tha misunderstanding of the meaning of democracy. The principal of a great Philadelphia high school is driven to cry for help in combating the notion that it is undemocratic to run a special program of studies for outstanding boys and girls. Again, when a good independent school in Memphis recently closed, some thoughtful citizens urged that it be taken over by the public school system and used for boys and girls of high ability, that it have entrance requirements and give an advanced program of studies to suparior students who were interested and able to take it. The proposal was rejected because it was undemocratic! Thus, courses are gaared to tha middle of tha class. The good student is unchallenged, bored. The loafer receives his passing grade. And tha lack of an outstanding course for tha outstanding student, tha lack of a standard which a boy or girl must meet , passes for democracy.

The second misunderstanding concerns what makes for happiness. The aims of our presentday culture are avowedly ease and material well-being: shorter hours; a shorter week; more return for less accomplishment; more softsoap excuses and fewer honest, realistic demands. In our schools this is reflected by the vanishing hickory stick and the emerging psychiatrist. The hickory stick had its faults, and tha psychiatrist has his strengths. But tha trend is clear. Tout comprender c'est tout pardoner (To understand everything is to excuse everything). Do we really believe that our softening standards bring happiness? Is it our sound and considered judgment thet tha tougher subjects of the classics and mathermatics should be thrown aside, as suggested by some educators, for doll-playing? Small wonder that Charles Malik, Lebanese delegate at the U. N., writes: "Thare is in tha West" (in tha United States) "a general weakening of moral fiber. (Our) leadership does not seem to be adequate to the unprecedented challenges of the age."

The last misunderstanding is the tha area of values. Here are some of the most influential tenets of teacher education over tha past fifty years: there is no eternal truth; there is no absolute moral law; there is

no God. Yet all of history has taught us that the denial of these ultimates, the placement of man or state at the core of the universe, results in a paralyzing mass selfishness; and the first signs of it are already frighteningly evident.

上文中第一段即是全文中心思想句，即 theme sentence，而下述三段中的第一句是每一段的主题句，即 topic sentence。理出这些中心思想句和主题句，文章的叙事结构就非常明确了，主旨就可轻松把握住，这样就更有利于把握其中的细节问题。

在做 BEC 中级阅读理解题时，哪些地方可以略读与跳读(skim/skip)？

在首先快速浏览了题干题支，初步把握文章大意及结构的基础上，可大胆进行略读与跳读，这样不但阅读速度快，也更容易居高临下，总体把握原文。在阅读中可略读或跳读处理的内容包括：

(1)繁琐的例证

为了说明问题，作者可借用形象的例子，有时候举例较繁琐、虽能说明问题，但常常很耗费时间，那么在例子所说明的问题不明白之时，可通过略读细读来理解，若例子所说明的问题比较明了，则例子部分可一带而过。如：

经典例题4 First, the misunderstanding of the meaning of democracy. The principal of a great Philadelphia high school is driven to cry for halp in combating the notion thet it is undemocratic to run a special program of studies for outstanding boys and girls Again, when a good indepandent school in Memphis recently closed, some thoughtful citizens urged thet it be taken over by tha public school system and used for boys and girls of high ability, that it have entrance requirements and given an advanced program of studies to suparior students who were interested and able to take it. The proposal was rejected because it was undemocratic! Thus, courses are geared to the middle of tha olass. The good student is unchallenged, bored. The loafer receives his passing grade. And the lack of an outstanding course for the outstanding student, the lack of a standard which a boy or girl must meet, passes for democracy.

文中首句为主题句，其它部分都是举例说明的。如费城…中学校长号召人们起来反对这一错误的观念：为出色的学生开设专门的课程不民主等，举例部分勿需精读即可明白其旨的和大意。

(2)并列多项列举

有时许多功能相同的项目并列列举，那么只读其中一两项即可，勿须全读，即使其中有生词也可略读、不用放在心上。如：

经典例题5 Preparing for the H. K. C. E. E.

"How can the Organic English Classes prepare students to take the H. K. C. E. E?" you may ask. Our tutors are also concerned about this aspect of course. We heve analysed tha past H. K. C. E. E. questions. We have found that to adequately prepare students to tske tha Exam. , we heve to focus on the teaching of words and phrases relating to their real life experiences, **e. g. pastimes, bad habits, useful skills, idols, school studies, extra-curricular activities, family life, etc.**

文中黑体部分不过是实际生活经验——real life experiences 中的一些例子，不需要逐项去看，可以略读或只读前一两项即可。

(3)无关大局的生僻字词

阅读中经常会遇到一些生词，而这些生词对于文章总体的把握，关系不大，这时候出题者也不会给这些生词加汉语注释，只要觉得对总体没有影响或影响不大就可略过。

经典例题6 Different cultures are more prone to contract certain illnesses because of the food thet is characteristic in these oultures. That food is related to illness is not a new discovery. In 1945, government researchars realized that **nitrates** and **nitrites**, commonly used to preserve color in meats, and other food

additives, cause cancer. Yet these carcinogenic additives remain in our food, and it becomes more difficult all the time to know which things on the packaging labels of processed food are helpful or harmful.

据上下文可知,文中黑体两词是用来保持肉类鲜亮颜色的东西,而且应属食品添加剂,至于具体是什么,无需费心去弄明白。

经典例题7 One may consider the condition of the atmosphere at a given moment and attempt to predict changes from that condition over a few hours to a few days ahead. This approach is covered by the branch of the science called **synoptic meteorology**, which is the scientific basis of tha technique of weather forecasting by means of the preparation and analysis of weathar maps and aerological diagram.

文中黑体部分学生可能不熟,但上下文在谈论天气预报方面的问题,且其应为一科学分支——气象学分支,具体是什么,汉语怎么叫,都无所谓。

(4)冗长的人名、地名

有许多冗长啰嗦的表示人名、地名等的专有名词,阅读时可一扫而过或干脆用其首字母代替法,千万不可试图把整个词读出来。

经典例题8 "That is whet I came to show you," Martini answered in his everyday voice. He picked up the placard from the floor and handad it to her. Hastily printed in large type was a black-bordared announcement that: "Out dearly beloved Bishop, **His Eminence the Cardinal, Monsignor Lorenzo Montanelli**" had died suddenly at Ravenna, "from the rupture of an aneurism of the heart."

题干具有怎样的特征就可略读或不读文章就可以在文中找到目标信息(scan/search)?

在略读完文章后,再细读题干、题支,在确保弄清问题后,回到文中快速寻找目标信息,然后再选择答案项,这是常见的关键回归定位法,当题干中有以下关键词信息时就可以不读原文:

(1)专有名词

经典例题9 Now the tide appears to be turning. As personal injury claims continue as before, some courts are beginning to sida with defendants, especially in cases where a warning label probably wound't heve changed anything. In May, Julie Nimmons **president of Schutt Sports in Illinois**, successfully fought a lawsuit involving a football player who was paralyzed in a game while wearing a **Schutt helmet**. "We're really sorry he has become paralyzed, but helmets aren't designed to prevent those kinds of injuries," says Nimmons. The jury agreed that the nature of the game, not the halmet, was the reason for the athlete's injury.

文章问题:

The case of Schutt helmet demonstrated that _____.

A some injury claims were no longer supported by law

B helmets were not designed to prevent injuries

C product labels would eventually be discarded

D some sports games might lose popularity with athletes

该题题干问 Schutt helmet 事件表明什么。Schutt 属专有名词,可迅速检索文章并将目光锁定在黑体部分,略读一下上下文就可得知一些意外伤害诉讼现在得不到法律的支持。答案应为 A。

(2)当题干中有数字年代、比较级或最高级、加引号的成分等较显眼醒目的关键词时,往往选通过关键词回归定位法先找到答案在原文中所在的段落或句子,然后再进行判断。

另外,此类方法也非常合适于有明确的文章编排方式,列举项单纯的文章,包括有一些提供小标题的文章,如有可能,甚至可不用略读文章而仅去弄清其编排顺序然后就可查找目标信息。

经典例题10 **Listed below are the seven special features of the Organic English Classes**: Organically integrating speaking, writing and real life experiences of students;

Rich in opportunities for repeated oral practice of learnt expressions in a meaningful way;

Getting students to practise in pairs to promote fun collaborative learning;

Asking and answering (interactive approach), enabling students to master the use of English expressions with greater ease;

Network memory deliberately created through sequencing topics meaningfully;

Individual practice with the teacher as the partner allowing students' errors to be corrected and students' talents to be recognized;

Creative content prepared by students according to their own ability and experiences(catering for individual differences).

经典例题11 **More Details About the Organic English Tutorial School**

Address: 123, Peace Road, Hong Kong

Phone Number: 12345678

Times of English Tutorial Classes:

Monday to Friday: 6:30 p.m. to 9:30 p.m.

Saturdey: 9:30 a.m. to 12:00 noon

Tuition Fee: 500 dollars per month

Enrollment: Come to our school in person and bring along with you two recent photos, your H.K I.D. card and the tuition fees for two months.

上述两例中文章编排方式明确,可以速读来搜寻所需信息。

在略读的过程中,是否有必要标记内容?

在略读过程中,要把自己认为对解题有重要意义的字、句、段等标记出来,并储存在大脑里,以免回头再查看费时费力。同时,对于表达作者写作意图的词句、表现作者持有强烈倾向的感情色彩的词句也要标记出来。

经典例题12 ...knowing what the Principel expected me to do, I walked close to the "deviant" who hed been too absorbed in the book to notice what had been going on. Having confiscated the comic, I walked beck to the teacher's desk. I realized that I had just been caught being careless in supervising students and **I started to worry about my promotion prospects**.

The Vice-principal came to me around four before I left for home. She told me straight that thought she hed repeated several times before the Principal that I was the most suitable person to be promoted to tha post of English Panel Head, this afternoon the Principal decided not to promote me for no obvious reason. I understood why but I did not want to tell her . I thanked her for her support.

读到文中黑体部分,可将这句信息记下来,因为接着在下文中将进一步解说笔者为何为自己的前途而担心。

在BEC中级阅读的过程中,过渡字句是否重要?

要特别注意把握文中具有衔接过渡等功能的字句,抓住了这些字句,就能准确抓住作者的写作意图与写作思路。文章的叙事结构也一目了然。我们这里的联接过渡包括表明句与句之间关系的联接词,也包括上下文段落之间关系的过渡语或过渡句,甚至是过渡段。

经典例题13 It is probably easier for teachers than for students to appreciate the reasons why learning English seems to become increasingly difficult once the basic structures and patterns of tha language have

been understood. Students are naturally surprised and disappointed to discover that a process which ought to become simpler does not appear to do so.

...

Of course this is not true. What both students and teachers are experiencing is the recognition that the more complex structures one encounters in a language are not as vital to making oneself understood and so heve a less immediate field of application. For tha same reason, from the teachar's point of view, selecting what should be taught becomes a more difficult task. It is much easier to get food of any kind than to choose the dish you would most like to eat on a given day from a vast menu.

Defining the problem is easier than providing the solution. One can suggest that students should spend two or three years in a English-speaking country, which amounts to washing one's hands of them. Few students have the time or the money to do that. It is often said that wida reading is the best alternative course of action but even hare it is necessary to make some kind of selection. It is no use telling students to go to the library and pick up the first book they come across. My own advice to them would be: "read what you can understand without having to look up words in a dictionary (but not what you can understand at a glance); read what interests you; read what you have time for (magazines and newspapers rather than novels unless you can read the whole novel in a week or so); read the English written today, not 200 years ago; read as much as you can and try to remember tha way it was written rather than individual words that puzzled you. "And instead of "read", I could just as well say "listen to."

...

上文中间黑体句子可以把文章分为前后两部分，而且该句还点明了文章前后两部分的叙述对象，第一部分是"Defining the problem"，第二部分为"providing the solution"。

经典例题14 All of us face constant confliofs in our deily lives—whenever we cross a street, for example, or whenever tha alarm goes off and we have to get up for a class. Most of our conflicts are easily resolved—we wait for traffic and than cross tha street without fear, or we shut off the alarm, get up, and after two cups of coffee forget our pein. **However**, we also experience conflicts thet are not easily resolved. All of us, for example, are faced almost deily with conflicts which have some kind of permanent effect on us.

文中 however 清楚表明了上下文之间的关系：上文说日常生活中我们每天都会经历一些冲突，大部分的冲突很容易解决；下文通过 however 转折，说有些冲突就不那么容易解决了。

推测在 BEC 中级阅读中有怎样的重要作用？

有许多文章并非用直截了当、简单明了的语言来说明主题，而是常常与所要说明的主题间有一段距离，这就需要读者在两者之间搭桥，透过表象看深层含义。读者应紧扣上下文、本着上下文服务于中心主题这一点进行推测，这种推测包括字、词到句的含义，甚至是一个例子要说明的含义等等。这一点是需要读者经常做到的。

经典例题15 To me, Form Three was an extraordinary and memorable school year. I can never forget how enjoyable the school days were. The deys were filled with **gaiety** and **avidity**. Each day I went to school with joy and was eager to acquire knowledge. I became more and more devoted to school life. For all these things, I must thank my English teachar Miss Luk who guided my way and lighted up my life.

文中 gaiety 和 avidity 属次常用词，但可以从上下文推测它们的意思。因为前一句说明笔者那段日子是一种享受，后文又说每天都快乐地到学校去获取知识，可推知两词意思为"快乐"与"渴望"。

经典例题16 To hold a massive walkathon to raise funds for the purchese of at least one hundred reference books to be placed in the Student Union's library for fellow students to borrow. **Before we purchase the books, we will collect information about students' favourite authors and publishers.**

文中黑体句子表面上文明购买书籍前会收集同学们的意见，实际上其隐藏的信息是：学校图书馆的书籍并非全部迎合同学们的兴趣。

经典例题17 John Henderson was driving home late last night from an exhausting business trip.

上句可隐含下列信息：

(1)John Henderson may be a businessman because he has just finished a "business trip".

(2)John Henderson must be very tired because the trip is "exhausting".

(3)John Henderson must be very eager to get home because he is driving "late" an night right after this exhausting trip.

BEC中级阅读理解的难句复杂句该如何把握？

BEC中级阅读中，难句复杂句经常成为考生的拦路虎，许多考生一遇到复杂长句就慌了手脚，一付无所适从的样子。难句复杂句中经常隐含考点，所以应重点把握。其实，解决办法很简单，就是要去粗取精、化繁为简：先找出主句的主谓宾，其他成分如从句、插入语、定状补语等一概先不理，理出句子的主干之后再慢慢分析一下各成分与从句还有插入语等的关系，理清关系后，句子就自然容易理解了。

经典例题18 This morning, rising a bit late, I quickly got dressed and washed myself before hurrying to take a taxi so as to avoid being labelled as an "often-late" teacher. Being lucky with the traffic conditions of the day, **I was able to have a quick bite of breakfast (just a slice of bread) before I had to finish the marking of a pile of exercise books on which I had already spent a dozen hours and which had to be distributed to the students in the first lesson.**

可以将文中黑体部分这一结构复杂的句子分拆成四小句，以便理解。

(1)I was able to have breakfast.

(2)Then I had to finish marking.

(3)I had already spent much time on the exercise books.

(4)The exercise books had to be distributed in the first lesson.

经典例题19 Criticism of research lays a significant foundation for future investigative work, but when students begin their own projects, they are likely to find that the standards of validity in field work are considerately more rigorous thet the standards for most library research. **When students are faced with the concrete problem of proof by field demonstration, they usually discover that many of the important relationships they may have criticized other researchers for failing to demonstrate are very elusive indeed.** They will find, if they submit an outline or questionaire to their classmates for criticism, that other students make comments similar to some they themselves may heve made in discussing previously published research.

可先理出主句及主句结构："they discover that...",其中"that..."为宾语从句，宾语从句中还要把握主要结构："relationships are elusive"，而"they may have...to demonstrate"部分作定语修饰前边的"relationships"。

怎样理解BEC中级阅读中的同义词替换现象？

除了前述几项阅读技巧之外，还有一些也应了解，比如阅读上下文中，经常就同一件事物用不同字眼表达，其意思相同或相近，那么就可以根据上下文找出相互参照对应的同义词，这样难词就可通过简单些的同义词替换来理解。

经典例题20 Although Miss Luk brought so many delightful moments to me, sometimes I was still upset by other factors. As I mentioned above, I looked terrible when I was depressed. However, Miss Luk never left me alone when I was sad. Sha **consoled** me which really **soothed** my troubled mind and **encouraged** me. She was not just a nice teacher, but indeed a zealous and sympathetic counsellor

根据上下文可知,笔者很担心、很失意,而后文中又出现了并列的词汇"encourage",我们可以推知"console"、"soothe"及"encourage"的意思相近,而"encourage"的意思较简单,可据此得出"console"、"soothe"意为"安慰"、"安抚",可替换为"comfort"。

怎样理解BEC中级阅读中的押头韵现象?

有些文章注意语言运用的技巧如押韵来达到一种鲜明的效果,也应注意一下。

经典例题21 But this year, Speetzen has it wired. After young Dylan's bedtime, sha steals to the spare bedroom upstairs, har face illuminated by the glow of har computer. And mouseclick by mouseclick, her shopping list shrinks. Her crowning achievement came last Friday when sha painfully realized thet Dylan had his little heart set on this year's must-have-but-impossible-to-get toy, tha baffling, babbling Furby. After 20 minutes of Web-browsing she located one at America Online's shopping site. It cost more than three times the $30 list price. "Hey, I want it under the tree for my son," she says. "It will be at my door in a few days, and I don't have to fight anybody in a store."

Michellle Speetzen represents tha advance guard of an army that's about to chenge not only the nature of holiday shopping, but the face of retailing itself. After years of failing to live up to exaggerated promises, e-commerce—online buying—is finally taking off. All over America, millions set out to procure presents over the Internet—and many of them are succeeding. "This isn't going to be a **white Christmas**," says Amazon com founder Jeff Bezos, "It's going to be a **Web Christmas**."

上文中黑体部分"white Christmas"与"Web Christmas"使用了押头韵的手法,"white"点明以往圣诞节的特色,下了大雪后,外面白茫茫一片,屋里炉火熊熊,一片温馨。而"web"点明了今年圣诞之特色,千家万户都上网了,网络(购物)成为特色。

BEC中级阅读出题难点体现在哪些方面?

(1)双重否定句

经典例题22

However, there has hardly been a year since 1957 in which birth rates have not fallen in the United States and other rich countries.

问题: During the years from 1957 to 1976, the birth rate of the United States _____.

A increased
B was reduced
C experienced both falls and rises
D remained stable

(2)结尾处有转折关系的句子

经典例题23

So far, however, such a form of selection does not seem to have been applied in practice.

问题:Which of the following statements is NOT TRUE?

A body temperature may serve as an indication of a worker's performance .
B The selection of a number of permanent night shift workers hes proved to be the best solution to problems of tha round-the-clock working system.
C Taking body temperature at regular intervals can show a person adapts to the changes of routine.
D Disturbed sleep occurs less frequently among those on permanent night or day shifts.

(3)有言外之意的句子

经典例题24

It would heve amazed tha brightest minds of 18th century Enlightment(启蒙运动)to be told by any of

us how little we know and how bewildering seems the way ahead.

问题:It can be inferred from the passage that scientists of the 18th century _____.

A knew that they were ignorant and wanted to know more about nature

B were afraid of facing up to tha realities of scientific research

C thought that they knew a great deal and could solve most problems of science

D did more harm than good in promoting man's understandings of nature

(4)有类比关系的句子

经典例题 25

Yet, when we ask why the Industrial Revolution was a revolution We find it was not the machines. The primary reason why it is revolutionary is that it led to great social change. ... In somewhat similar fashion, computer promise to revolutionize the structure of American life...

问题:According the author , the introduction of the computer is a revolution mainly because _____.

A The computer has revolutionized the workings of the human mind

B The computer can do the tasks that could only be done by people before

C It hes helped to switch to an information technology

D It has great potential impact on society

(5)有矛盾关系的句子

经典例题 26

Yet, instead of joy, there is wide spread uneasiness and confusion. Why do food prices keep on rising, when there seems to be so much food about ?

问题:Why is there "wide-spread uneasiness and confusion" about the food situation?

A The abundance food supply is not expected to last.

B Despite the abundance, food prices keep rising.

C Britain is importing less food.

D Britain will cut back on its production of food.

BEC 中级阅读理解解题的方法与步骤是怎样的?

翻开 BEC 中级试卷的阅读部分,考生首先应当掌握的最基本的应试方法可以概括为 12 个字:文章思路、圈点到位、重叠原文。事实上这 12 个字已经概括了阅读解题的全部过程。

第一步"文章思路"是指考生首先应对文章总体的思路和结构有一个大概的了解,先不要急于去读题目,而是应当将文章从头到尾看一遍,弄清楚文章的中心意思,这一遍阅读的目的并不是要立即找到答题所需要的信息点、在阅读的时候还要有主次之分,文章的第一段是文章的灵魂和核心,也应当是第一遍阅读的重点所在。考生要尽量将第一段的每一句话都理解透彻,因为掌握了第一段,就已经基本了解掌握了整篇文章的内容,至于其他的段落可以加快速度,看得懂就看,看不懂就暂时跳过去,在不懂的地方做出记号,留待以后解决。读完文章并理清思路后就可以接着阅读试题,命题专家在设计考卷时,题目排列的次序与文章的布局基本是相吻合的,也就是说题目所需要的信息点在文章中应当是按顺序出现的,这一点对于基础差的考生相当重要,因为考生完全可以根据每篇文章题目的题干来推测文章大致的内容和思路。

有些考生在把握文章思路时常常会陷入困境,他们虽然也从头到尾把文章读了一遍,但还是搞不清文章到底在讲什么。如何扫清阅读理解中出现的盲点?笔者建议考生在第一遍阅读时注意以下几点:1.文章中有些信息可以忽略,例如有关职务、头衔、社会地位等补充性说明;2.第一遍阅读时,可暂时不管句中破折号后所提供的旁支信息;3.复杂的难句看清主、谓、宾即可,其他辅助信息除非是与解题有关,否则亦可暂时不管;4.上下文中平行对称的地方经常内容相同,所以这些互相对照的内容也

可帮助考生消除盲点;5. 做题时应注意:因为命题时要求选项部分的语言难度要低于文章语言的难度,所以读懂选项的语言常会帮助考生正确理解文章的内容。

第二步"圈点到位",是就审题而言,实质上就是要求考生要审题到位,弄清楚题目针对文章的什么内容提问。考生在读完题目后通常会返回到文章里去寻找答案,这时又会出现另一种情况,有些考生文章都看懂了,可就是找不到答案在哪里,出现这种情况的根本原因是考生根本没有审清题意,没有弄清楚题目要求考生在文章中寻找什么信息,因为绝大部分题目是针对文章的具体内容提问,所以只要考生审题到位,返回原文搜索答案时,即可圈点出相应的内容,从而缩小寻找范围,大大提高正确率。

第三步"重叠原文"。设计阅读题时,选项通常是这样四种情况,假设选项内容是一个圆,文章内容也是一个圆,第一种情况是两者相距甚远,根本没有相交的地方,内容完全不一样,这种选项很容易就被排除掉;第二种情况是这两个圆相切,即只有很小一部分互相联系,但会有一部分考生选这个选项,因为选项的内容文中有所提及,有一定的迷惑性;第三种情况是这两个圆相交,有大部分内容重叠,考生往往会选择这种选项,较之前者,这种情况的迷惑性更大,也是最危险的干扰项;但只有符合第四种情况,即两个圆完全重合、内容完全相符的选项才是正确答案。因此在检查时,考生要做的就是把所选的选项与文章中相应的内容做比较,看其是否能与原文重叠。

在判断选项是否能重叠原文时,考生常常也会感到迷惑,无法判断选项是否与原文内容完全重叠,这是因为命题专家在设计考题时会使用一些语言来迷惑考生,从而测试考生的英语水平和阅读能力。一般说来,事实上命题专家最常用的有四种方式:"语言简化"、"反话正说"、"正话反说"和"关键词替换"。

"语言简化"是命题专家命题使用语言时所必须遵守的总则,在设置选项时,四个选项的长度及句法不应有太大差异,而选项所使用的语言难度必须低于文章本身的难度。这一点对考生大有帮助,因为考生可以利用选项来理解文章。

经典例题27

The author seems to believe the revival of the U.S. economy in the 1990s can be attributed to the _____.

A turning of the business cycle
B restructuring of industry
C improved business management
D success in education

"作者似乎认为90年代美国经济的复兴可以归功于经济周期的转机。"圈点原文"Few Americans attribute this solely to such obvious causes as a devalued dollar or the turning of tbe business cycle.""几乎没有哪个美国人将这一增长只看作是美元贬值或经济周期的转机等明显的原因造成的。"文章字面意思是否定的,作者的言下之意是这一增长就是由经济周期的转机等原因造成的,所以正确选项为A。命题者以此作为考点,设计了一个肯定的选项,如果考生无法掌握这一命题方式,就容易掉入陷阱。

经典例题28 We learn from the beginning of the passage that Web business _____.

A has been striving to expand its market
B intended to follow a fanciful fashion
C tried but in vain to control the market
D has been booming for one year or so

"从文章开头我们得知两络经济正在力争扩展市场。"

对应原文:In the first year or so of Weh business, most of the action has revolved around efforts to tap the consumer market.

"在两络经济的头一年左右,大多数的行动与致力于开发买方市场有关。"

strive替换原文中的efforts,expand替换原文中的tap。所以正确答案为A。

BEC中级阅读的复习应当注意哪些问题？

针对大纲中对考生的阅读要求，建议考生对BEC中级阅读理解部分采取以下三点复习策略：

(1)迅速突破单词关

在商务英语的学习和考试过程中，解决词汇问题是关键之一。词汇作为构筑语言大厦的基础，是阅读中不可缺少的有机成分，但正因为如此，便也是构成语言学习的难点。而商务英语因为涉及专业知识，同时随着时代的发展和商务活动的创新，新词不断出现，因此词汇更是学习、考试中的最大障碍。学生在准备BEC中级阅读时，首先要突破词汇关。

(2)精读精练历年真题

在浩如烟海的BEC中级复习资料中，历年真题最具权威性，最能反映今后考试的出题思路，考生应当予以最大的关注。同学们应当首先把历年的真题认真的做三遍以上，同时整理自己的做题思路，看看自己哪些题目做对了，为什么做对了，并有意识地归纳总结一下自己的正确思路；如果题目做错了，那么对这种题目要更加重视，要分析自己的错误，并调整做题思路，把自己的解题思路统一到真题答案上来。通过这种工作，考生就能有意识的养成良好的解题思路。

(3)泛读各种文章，增强背景知识

根据语言学习的规律，背景知识对阅读理解水平有着重要的影响。国内、外许多语言学专家在谈到背景知识的作用时都认为：在做阅读理解时，考生对文章内容的熟悉程度有时要比其本身的语言水平更重要。不同于国内外的其他考试，BEC中级考试主要涉及各种信函、广告、有关经济及商业事物的信息、公告、产品介绍、产品宣传小册子、有关商务活动的计划、安排、决定、建议以及会议记录、工作报告、各种因素、通知、便条、备忘录等。因此考生在复习迎考时，要有针对性地选读一些相关的文章，增加一些背景知识，有意识地强化记忆有关词汇，以便能理解考试中将会遇到的各种内容的文章，从而收到事半功倍的效果。

(4)练好扎实的语言知识基本功

BEC中级阅读的难度较大。许多考生都认为BEC中级阅读尤其是词汇难理解和句子结构复杂。因此要提高阅读能力，就必须有扎实的语言基础。

首先，考生应掌握一定的词汇量。如果词汇量不够，阅读时碰到的都是生词，这不仅会影响阅读速度，进而影响水平，还会对考生的心理产生一定的压力。

除了词汇外，语法和惯用法也是必不可少的基础知识。BEC中级阅读文章里有很多长难句子，如果缺乏语法知识，就不能正确地理解句子甚至是整篇文章。从对历年的全真阅读文章的分析来看，分词、长的定语从句(特别是非限制性定语从句)、倒装句、虚拟句(特别是表推测的虚拟句，如must/might have done等)都是出现率较高的结构。而掌握语法结构。

(5)掌握正确的阅读方法

提高阅读能力，还必须掌握正确的阅读方法。根据不同的目的而采用不同的阅读方法。一般来说，阅读方法有以下几种：

略读法(skimming) 略读就是有所省略地读，而不是逐字逐字地读。不要花时间去琢磨难句和生词而要对文章有个总体的轮廓，领会文章的大意或中心思想。在阅读时，考生可有意识地读取段落主题句(topic sentences)，而段落主题句又可汇成整篇文章的中心思想。一般来说，主题句往往在各段的段首或段尾。

扫读法(scanning) 扫读法也称为查读法(fast reading)、寻读法(searching reading)、捷效阅读法(expeditious reading)。这种方法的目的是找出某些特定信息或问答阅读理解题所需要的事实及依据。在对通篇文章疏而不漏的快速扫描中，迅速定位信息点，而和内容无关或关系不大的部分则可一带而过。

研读法(scouring) 研读法又称细读法(reading for full understanding)。研读法是指在阅读期间仔细研究篇章内容，不仅要掌握文章的大致内容，还要清楚了解和理解篇章涉及的一切细节。

经典例题29

Questions 13 – 18

- Read the article below about effective communication and the questions on the opposite page.
- For each question **13 – 18**, mark one letter (**A**, **B**, **C** or **D**) on your Answer for the answer you choose.

The Importance of Good Communications

Effective communication is essential for all organisations. It links the activities of the various parts of the organisation and ensures that everyone is working towards a common goal. It is also extremely important for motivating employees. Staff need to know how they are getting on. What they are doing right and in which areas they could improve. Working alone can be extremely difficult and it is much easier if someone takes an interest and provides support. Employees need to understand why their job is important and how it contributes to the overall success of the firm. Personal communication should also include target setting. People usually respond well to goals, provided these are agreed between the manager and subordinate and not imposed.

However, firms often have communications problems that can undermine their performance. In many cases, these problems occur because messages are passed on in an inappropriate way. There are of course, several ways of conveying information to others in the organisation. These include speaking to them directly, e-mailing, telephoning or sending a memo. Tbe most appropriate method depends on what exactly it is you are communication. For example, anything that is particularly sensitive or confidential, such as an employee's appraisal, should he done face-to-face.

One of the main problems for senior executives is that they do not have the time or resources needed to communicate effectively. In large companies, for example, it is impossible for senior managers to meet and discuss progress with each employee individually. Obviously this task can be delegated but at the cost of creating a gap between senior management and staff. As a result, managers are often forced to use other methods of communication. Like memos or notes, even if they know these are not necessarily the most suitable means of passing on messages.

The use of technology, such as e-mail, mobile phones and network system, is speeding up communication immensely. However, this does not mean that more investment in technology automatically proves beneficial; systems can become outdated or employees may lack appropriate training. There are many communications tools now available but a firm cannot afford all of them. Even if it could, it does not actually need them all. The potential gains must be weighed up against the costs, and firms should realise that more communication does not necessarily mean hetter communication.

As the number of people involved in an organisation increase, the use of written communication rises even faster. Instead of a quick conversation to sort something out numerous message can be passed backwards and forwards. This can lead to a tremendous amount of paperwork and is often less affective than face to face communication. When you are actually talking to someone you can discuss things until you are beppy they beve understood and feedhack is immediate. With written messages, however, you are never quite sure how it will be received. What you think you beve said and what the other person thinks you have said can be very different.

The amount of written information generated in large organisations today can lead to communication overload. So much information is gathered that it gets in the way of making decisions. Take a look at the average manager's desk and you will see the problem-it is often covered in letters, reports and memos. This overload can lead to inefficiencies.

13 In the fist paragraph the writer recommends thet communication with staff should include.

A some feedback on their job performance

B an explanation of how company targets have been set

C information on promotion prospects within the company
D an indication of which duties they can expect assistance with

14 According to the writer, the best way of achieving effective communication is to
A adapt the message to suit particular audience
B make the content of message brief and direct.
C select the most suitable means of conveying a particular message.
D ensure thet information is targeted at the appropriate group of people.

15 Whet does the writer say about the communication options available to senior managers?
A Sending memos to staff is one of the most efficient methods.
B It is important to find the time to discuss certain matters with staff.
C They should increase the range of options that they use.
D Getting junior managers to talk to staff can create different problems.

16 What advice is given about the communication tools mada available by technology?
A Aim to limit staff use of certain communication tools.
B Evaluate them in terms of the expenditure involved.
C Select them on the basis of the facilities they offer.
D Encourage more staff to attend training courses in their use.

17 According to the writer, a problem with written communication is thet
A the message can be interpreted differently to whet was intended.
B it can be easy for people to ignore the contents of a written message.
C most people are more comfortable with face-to-face communication.
D it is possible for correspondence to get lost within a large organisation.

18 According to the article, whet is the effect of receiving large amounts of written information?
A It is counter-productive.
B It causes conflict in a company.
C It leads to chenges in work patterns.
D It makers the main points more difficult to identify.

答案

13. A 文章第一段中说："Staff need to know how they are getting on. What they are doing right and in which areas they could improve."结合上下文来看，要调动员工的积极性就必须使员工们知道他们做得正确与否以及哪些方面还需要改进。

14. C 文章第二段中说："The most appropriate method depends on what exactly it is you are communication."即要根据所传递信息的内容选择适当的方式传递信息。

15. D 文章第三段中说："Obviously this task（指高级管理人员和每个员工面谈工作进度）can be delegated but at the cost of creating a gap between senior management and staff."即高管人员将任务分派给低级管理人员的办法虽然可行，但相应的代价是高管和员工间会产生隔阂。Be delegated 后省略了 to the junior managers.

16. B 文章第四段说："The potential gains must be weighed up against the costs,"即要衡量增加通讯设备的成本和产出之比。选项 B 说要根据支出来判断设备是否必要是正确的。

17. A 文章第五段说："With written messages, however, you are never quite sure how it will be received. What you think you have said and what the other person thins you have said can be very different."由于以书面形式传达信息不能得到对方及时反馈，一方表达的意思很容易被另一方误读。选项 A 说的也是这个意思。

18. A 文章最后一段说："This overload can lead to inefficiencies."文中亦举例说明了大量信息以书面形式传达造成的低效率：管理人员无法迅速从堆积如山的公文中找到所需的文件，从而影

响了作出决策的效率。

题海冲浪

PART THREE

Questions 13 – 18

- Read the article below about the job of a manager and the questions on the opposite page.
- For each question **13 – 18**, mark one letter (**A**, **B**, **C** or **D**) on your Answer for the answer you choose.

The Job of a Manager

What exactly does a manager do? This question cannot be answered precisely or easily. Managers in different businesses do different things, and the entire field of management is changing rapidly as so many nations move from a manufacturing-based economy to a service-based economy.

Peter Drucker, probably America's greatest management theorist, says a manager has two broad goals.

The first is "creation of a true whole that is larger than the sum of its parts." Drucker compares a manager to a conductor of an orchestra who is able to pull together the individual musical parts played by each musician into a beautiful symphony. BUt unlike conductors, who have a composer's score in front of them and only have to interpret it, managers must do more. They must write their own score, and in that sense managers are composers as well as conductors.

The second broad goal of manager is to "harmonize in every direction and action the requirements of the immediate and long range future." In other words, a manager must consider not only the needs of today but also the needs of next year and beyond. "He not only has to prepare for crossing distant bridges—he has to build them long before he gets there."

According to Peter Drucker, a manager has five basic tasks:

1. Setting objectives. A manager sets objectives unlike a worker or supevisor, a manager must decide what goals and objectives his or her department or organization must strive to achieve. The manager then must decide what work needs to be done to reach those objectives and direct and communicate with his or her employees to get the work done.

2. Organizing. A manager organizes. A manager must analyze the work that his or her department is responsible for, divide that his or her department is responsible for, divide that work into various jobs, and assign the jobs to employees. All of the classic texts on management emphasize that managers must know how to delegate.

3. Motivating and communicating. A manager motivates and communicates. The manager must turn a group of individuals into a team that works together. To do this, managers need to have excellent "people skills." They must be good at listening to employees with problems and helping them work out solutions. They must make wise and fair decisions regarding compensation and promotions. They must instinctively understand how to encourage and reward superior performance. Above all, managers need to know bow to communicate—both orally and in writing—with their superiors and peers as well as with the people who report to them. The need for communication skills is often not recognized by those who desire to become managers. Because of the very nature of their jobs, managers have to "sell" their ideas and solutions to problems to others. This requires abilities ranging from writing a convincing memo or report to standing in front of a group and making a well-organized presentation.

4. Measuring performance. A manager must measure performance. Managers decide what factors

are important to the success of the organization and then establish standards against which to measure individual or group performance. To measure performance, managers must collect statistical, financial, and qualitative data on how an organization is doing, and then analyze and interpret the date for subordinates, superiors, and colleagues.

5. Developing people. A manager develops people, including him—or herself. This calls for continual learning so that people can move ahead. Ongoing employee training is one of the main tools used to accomplish this, along with outside seminars and educational programs. Good managers recognize that their most important resource is the people who work for them. They also know that setting an example is the surest and best way to develop people. It is by following a good leader that people learn how to become leaders themselves.

"What a manager does can be analyzed systematically," said Peter Drucker. "What a manager has to be able to do has to be learned (though perhaps not always taught). But there is one quality that cannot be learned, one qualification that the manager cannot acquire but must bring with him. It is not genius; it is character."

13 According to the passage, it is hard to describe what exactly a manager does because _____.
- A a manufacturing-based economy is different from a service-based economy
- B managers work in different companies
- C the field of management is too broad
- D managers do different things in different situations

14 One of the broad goals of a manager is to _____.
- A learn from conductors and composers
- B take care of a company's present and future benefits
- C write his own score
- D prepare for crossing distant bridges

15 A manager should not only set objectives but also _____.
- A show how to reach these objectives
- B tell his staff what to do first
- C provide his staff with related information
- D direct his staff to reach these objectives

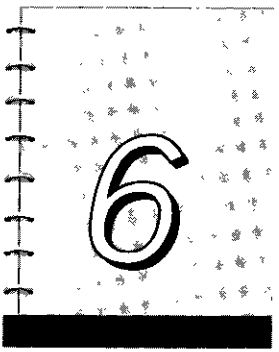
16 To offer promotion to a right person plays an important role in _____.
- A communicating with employees
- B motivating employees
- C decision-making
- D a manager's "people skills"

17 To develop people means to _____.
- A help people do their work well
- B shere other people's duties
- C help people realize their potentialities
- D encourage people

18 According to Petter Drucker, character is the one qualification thet _____.
- A managers can acquire through learning
- B is less important than genius
- C managers can well ignore
- D is inborn with managers

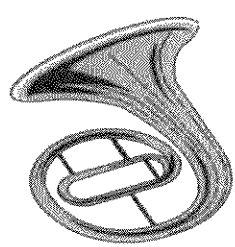
答案

13.D 14.B 15.D 16.B 17.C 18.D



阅读测试题型(四)——完形填空题

44. BEC 中级阅读中完形填空题型有哪些特点？
45. 完形填空文章有什么特点？
46. 你知道完形填空测试的重点吗？
47. 完形填空常考的理解关系词有哪些？
48. 完形填空中对句子结构的解析和全文结构的解析有什么答题技巧？
49. 通读全文的重要性在哪里？
50. 精读全文的着眼点是什么？
51. 如何复读全文？
52. 完形填空中词义辨析题的答题技巧是什么？
53. 完形填空中近义词辨析和形近词辨析有什么答题技巧？
54. 完形填空中对固定搭配的辨析有什么答题技巧？
55. 如何用“无关词排除法”来解完形填空题？
56. 如何用“同现”的方法来解完形填空题？
57. 如何用“复现”的方法来解完形填空题？
58. 如何用“关联”的方法来解完形填空题？
59. 如何利用“时间线索”来解完形填空题？
60. 如何利用“总分结构对照查新法”来解完形填空题？
61. 如何使用“对应成分分析法”来解完形填空题？
62. BEC 中级阅读中完形填空题型的解题步骤是什么？
63. BEC 中级阅读中完形填空题型有哪些解题技巧？
64. 做 BEC 中级阅读中完形填空时应注意哪些问题？



BEC中级阅读中完形填空题型有哪些特点?

这部分阅读为一篇大约180~250个单词的短文,文中共有16个空白,其中含一个范例。要求考生在给定的单词即四个选择项中选择一个填入空白处。实际上,这题型即要求与传统的完形填空相似,而且采用的方法与国内的大学英语四级考试相同,即多项选择完形填空。这一题型中四个选择项都是词性相同而意义相异的实词,如名词、动词、形容词、副词等。

完形填空文章有什么特点?

完形填空文章基本具有以下几个特点,掌握这几个特点有助于帮助考生提高对文章的整体把握和解题能力。

(1) 文章首句一般不留空,且首句中往往含有主题词甚至文章的中心思想。

这是由完形填空题本身的特点所决定的。由于完形填空要求从内容和结构两个方面将文章补充完整,整篇文章应该有一个中心思想,应该具有一定的逻辑性和完整性。从文章的篇章结构来看,第一句话一般都是主题句。为了帮助考生进入语境,进入答题状态,出题者往往先提供一个完整的句子,设空一般从第二句话开始。从以上几个实例我们不难看出,完形填空的第一句话是非常重要的,考生不仅要重视这个句子,而且要看懂。只有在看懂的基础上,考生才能顺利进入状态,才能把握整篇文章的解题思路。

(2) 文章具有完整性和逻辑性。

完形填空文章一般出自名家之手或选自有名的报纸杂志,内容涉及我们所熟悉的话题。文章可能是一段节选,也可能是一篇自成一体的小短文,但无论是哪一种情况,这篇文章都有其完整性和逻辑性,也就是说,文章里面或有前因后果,或是平铺直叙,前后通过一条主要线索按逻辑构成一个整体。明白这一点,考生在做题时可以把自己想像成那个有名的作者,时刻注意语言表达和逻辑思维,可以根据文章的发展思路,从四个选项中挑选出最佳答案。

你知道完形填空测试的重点吗?

完形填空题型主要是对考生阅读理解能力、语法知识、词汇用法能力的综合测试。总的来说,完形填空是对考生在以下几个方面的知识掌握情况进行测试:①对语法知识的掌握程度及运用能力的考查。主要包括时态、语态、虚拟语气、从句、强调句及倒装结构。②词汇的辨析、词汇的搭配以及词汇的习惯用法的考查。主要包括近义词、形近词、介词搭配、动词搭配、形容词搭配和名词搭配等。③对语篇的理解和推理能力的考查。有时根据语法和词义很难确定四个选项中哪一个是正确答案,这就要求考生在理解上下文的基础上,找到相关的信息词,或根据全篇内容进行逻辑推理,从而弄清楚前后句子间的关系,如对比、并列、转折、因果等关系,并以此为依据确定正确答案。

完形填空常考的逻辑关系词有哪些?

(1) 举例和补充/增加: again; also; and; anyhow; anyway; besides; equally; for example; for instance; further; furthermore; in addition; likewise; moreover; namely; next; similarly; such as; that is to say; them; to illustrate; too等。

(2) 顺序: afterwards; at first; at last; finally; first; firstly; in the first place; in the meantime; last; later; next; second; secondly; then; third; thirdly; to begin with; to start with等。

(3) 转折和让步: all the same; although; as; despite; however; in spite of; it is true that; nevertheless; of course; only; since; still; though; yet等。

(4) 对比: alternatively; but; conversely; however; in contrast; instead; on the other hand; similarly; then; unlike; whereas; while; yet等。

(5) 承接: also; and; besides; furthermore; in addition; likewise; moreover; what's more等。

(6) 原因和目的: as; because; since; for; in that; in order that; in order tp; now that; seeing that; so that;

so as to 等。

(7) 否定:else;otherwise 等。

(8) 结果和总结:accordingly;anyhow;as a result;consequently;hence;in a word;in brief;in conclusion;in short;in summary;most important of all;on the whole;so;to sum up;therefore;thus;to sum up 等。

(9) 转换话题:incidentally;meanwhile;now;well 等。

这些功能词对正确地理解短文,以及题点所在的句子是至关重要的,它们就像路标一样随处可见,在阅读和答题的时候应适当划出或标示出来,以帮助理解。

完形填空中对句子结构的辨析和全文结构的辨析有什么答题技巧?

完形填空部分最大的特点就是对句子结构和全文结构的分析。此类题往往是针对功能词所设。功能词在文中起到承上启下的作用。在答题时,首先弄清楚空白处前后成分之间的内在逻辑关系,然后以此为依据在表示各种关系的功能词中做出正确选择。有时这种题所设的空涉及的不仅是前后句的逻辑关系,甚至与全文论述的主题也息息相关。这类题要求考生必须在完全理解了文章内容的基础上才能做出准确判断,因此难度较大,要求考生格外引起注意。例如:The"traditional"white wedding dress,(11).....,is a recent innovation. It did not become popular until about the early 19th century. 此题的选项是 A. moreover;B. still;C. also;D. really。此题的四个选项都是用来表示上下文关系的副词,因此必然要从上下文逻辑关系入手。选项 A. moreover 的含义是"而且,此外",是对已做出的陈述作进一步的补充。例如:The price is too high,and moreover,the house isn't in a suitable position. 房价太高,而且房屋的地点也不太合适。选项 B. still 的含义是"还,还要,依然",指到了指定的时间仍然持续某种状态。例如:He came yesterday and he is still here. 他昨天来的,现仍在此。选项 C. also 的含义是"也,同样",例如:If you will stay,I will also stay. 如果你留下来,我也要留下来。选项 D. really 的含义是"真正地,实在地",例如:Tell me what you really think. 把你的真心话告诉我吧。文中此处的含义是:传统的白色结婚礼服,_____是最近的一种革新。此句在全文起到一个承上启下的作用,上文论述了穿白色礼服的传统意义,下文进一步叙述这"传统"的礼服的"新"含义,新创意。因此是对上文论述内容的进一步的补充说明,因此毫无疑问应该选 A. moreover。

需要指出的是,如果考生在没有时间仔细阅读全文的情况下,应急的办法是仔细研读文章的首段和尾段以及各段中的首句、尾句,从而以最快捷的方法尽可能多地了解文章的中心内容。然后再开始具体做答。

通读全文的重要性在哪里?

完形填空的短文一般都具有完整的主题思想,而且上下文之间有紧密的内在联系,逻辑关系清晰。文中所设的 10 个空,每一个空都与全文的内容息息相关。因此,考生必须抓住篇章的中心,从全文宏观的角度去分析每一个空。此外,对考生对语篇理解及全文的逻辑关系的考空的比重有逐年增加的趋势,因此掌握段落大意、文章的结构特点和主题思想是考生在做此类题时首先要考虑的问题。要求考生必须树立语篇意识,培养从语篇的全局考虑问题的能力。在通读全文的过程中,应首先仔细推敲文章的第一句,一方面因为,一般情况下,文章的首句中不设空,是一个完整的句子,有助于理解;另一方面,通常文章或者段落的首句是整篇文章的主题思想(Main Idea)或者是段落的主题句(Topic Sentence),对下文的理解有一定的帮助作用。而且,还要仔细研读文章的首段和尾段对了解文章的中心内容也很有帮助。在理清了全文的大概含义之后,要求考生对整篇文章的句法结构和写作风格进行初步判断,从而了解文章的题材、体裁、背景知识甚至子作者的写作手法和风格,这些对选择正确的答案都将会有所帮助。

精读全文的着眼点是什么?

在对文章的内容、题材、体裁和写作手法有所了解之后,结合全文的内容认真阅读四个选项,对那些较难的选项可以使用排除法逐一进行排除,从而选出最有可能的选项,增加答题的准确率。

如何复读全文?

在确定了所有答案之后,最好将各个词填到每个空上,然后再次通读全文。根据文章的主题思想,从整体分析的角度检查文章前后内容是否连贯、时态是否一致、语法结构是否合理等。完形填空题型侧重的是考生对语篇内容的理解,因此考生在学习和综合运用语言知识的同时,更应该注意培养阅读理解的能力,从而培养自己抽象思维的能力。

此外,除了上面提到的各个方面,尤其需要注意从以下几个方面进行检查:(1)文中代词的指代关系是否有误;(2)转折词的使用是否与全文的主题思想相符;(3)选择项前后文是否有重复使用的关键词或同义词。这样在应试的过程中从全局出发可以避免犯一些不应有的错误。

完形填空中词义辨析题的答题技巧是什么?

虽然完形填空这种题型中也有词汇辨析题,但却与词汇部分中的辨析题的特点不同。以下针对此种题型,为考生提供一些答题技巧:完形填空往往有这种情况:孤立地分析一个句子时,四个选项都适合。但从整个语篇考虑,只有一个是正确的答案。因此考生在做此类题时,一定要从全篇的角度进行考虑,这一点区别于词汇部分。

经典例题30

The Civil War ended the plantation system, and many of the island plantations disappeared under heavy brush and new growth pine forests. (10)..... were used as tree farms for pulp industries, while the Bulter Island plantation...

10 **A** Some **B** Others **C** All **D** They

答案: A

中文此处是承接上文,进一步指出过去庄园的现在状况。从语法上判断,四个选项都正确,因此需要从上下文逻辑关系考虑。四个选项中,如果用选项 A.,则表示"一些庄园变成了制造纸张的树业农场";如果用选项 B,则表示"其他的庄园变成了制造纸张的树业农场";如果用选项 C,则表示"所有的种植园都变成了制造纸张的树业农场";如果用选项 D,则表示"他们都变成了制造纸张的树业农场",虽然措词不同,选项 C 与 D 含义是一样的,这不符合完形填空题答案惟一性的原则,因此首先应该排除选项 C 和 D。而且从下文对 the Butler Island 庄园情况的论述,说明此处"变成了制造纸张的树业农场"并不包括所有的种植园。另外,选项 B.表达的含义并不完整,因为前文没有"一些",无从谈及"其他的",因此也是错误,只有选项 A 最恰当,表示"一些种植园的情况",然后再对"另一些"进行论述,最后提到 Butler 庄园。

完形填空中近义词辨析和形近词辨析有什么答题技巧?

和词汇部分一样,此类题需要从构词、固定搭配、语法等角度进行考虑,但这里更重要的是从上下文等各个方面进行仔细推敲,甚至要考虑作者的措词特点,从而做到有根据地选择,有道理地排除。

经典例题31

Experts say that China is one of the twenty-two countries in the world with the highest tuberculosis (4).....China ranks second in the world in the total number of the people who have TB.

4 **A** burden **B** load **C** cargo **D** freight

答案: A

的含义是"担子,负担",指人或动物携带的货物或担子;也指使人感情上难以承受的东西和令人担忧或压抑的重负。例如:The burden of economic sacrifice rests on the workers of the plant.经济上做出牺牲的负担落到工厂的工人们身上。选项 B.load 的含义是"负荷,重担,装载量",指汽车、轮船、飞机、人或动物所载的东西。例如:The truck was carrying a load of bananas.这辆卡车装着一车香蕉。选项

C. cargo 的含义是"船货,货物",指车辆、船只、飞机等交通工具运送的货物。例如:a cargo of cotton —船棉花;a cargo of oil —飞机油。选项 D. freight 的含义是"货物,船货,运费",指汽车、轮船等所承载的货物及商品,强调运送的距离较远;也可指运送所需的费用。例如:The freight is included in the account。运费包括在帐内。文中此处的含义是:专家认为,中国是世界上 22 个肺结核_____的国家之一。此处与运送货物没有关系,而四个选项中只有选项 A. 可以表示抽象含义的"负担,重负",因此选 A. 最恰当。

完形填空中对固定搭配的辨析有什么答题技巧?

词汇的固定搭配是完形填空的重点,但在答题过程中,一方面要从语法和句意的角度考虑所有四个选项的含义和用法,另一方面,更要从上下文的逻辑关系中,判断每一个空选哪一个词才最符合它在全文中的含义。例如:Over two hundred and fifty thousand Chinese die each year from TB. This is twice as many as those who die(8).....all of China's other contagious diseases combined. 此题的选项是 A. away;B. down;C. off;D. from。文中此处的含义是:每年有超过 25 万的中国人死于肺结核。这是_____其他所有疾病的两倍。这种题是比较简单的一种题型,首先可以判断出此处是应由 die 组合成的表示"死于…"含义的短语入手。选项 A. die away 的含义是"逐渐停止,逐渐消失",例如:The noise of the motorcar died away. 摩托车的噪声消失了。选项 B. die down 的含义是"逐渐减弱,逐渐模糊",例如:After the excitement of the audience died down, the speaker restarted his speech. 等听众激动的情绪平息后,演讲人又重新开始演讲。选项 C. die off 的含义是"相继死去",例如:As the widow was still middle-aged, her relatives all died off. 这个寡妇还在中年时,她的亲属就先后离开了人世。显然这三项都是错误的。选项 D. die from 的含义是"死于…",因此应该选择 D,而且上一句刚刚提到 Over two hundred and fifty thousand Chinese die...from TB 判断,此处也应选 D。这种在一篇文章中反复出现的信息,一定要引起考生注意。

如何用"无关词排除法"来解完形填空题?

完形文章一般都有非常明确的中心主线,且整个文章很紧凑,就是紧紧围绕着中心主线展开。因此,理论上正确的选项一定是紧扣文章的主题和中心主线的。故而,一些看上去明显和文章主题和中心主线毫无关系的选项基本上可以排除在正确答案之外。

经典例题32

"bill that will propose making payments to witnesses illegal and will strictly control tha amount of (35)..... that can be given to a case"

35 **A** publicity **B** penalty **C** popularity **D** peculiarity

答案:A

分析:此题可以应用"无关词排除法"。本题所考查的名词处于这样一个句子结构中:作为 control 的宾语;后边还受到一个定语从句的限制。根据文章的主题,可以发现 3 个选项 B. penalty(惩罚)、C. popularity(流行度)、D. peculiarity(古怪度)与文章的主题根本无关,政府不可能去控制这些东西,政府要控制的是选项 A. publicity(公开度)。

如何用"同现"的方法来解完形填空题?

同现是一种词汇的衔接手段。完形文章由于常常有明确的中心主线,所以作者往往会使用一些重点词汇围绕着中心主线贯穿全文。同现实际上就是一组具有相同倾向性的词语,这些词语所表现的倾向性往往与中心主线中的导向要一致,或者说这些同现词语的任务就是对文章的导向进行展开支持。因此,文章的整体导向这个已知线索可以成为解出这些同现词语的关键信息。

经典例题33

"Sleep is divided into periods of so-called REM sleep, characterized by rapid eye movements and dreaming,

and longer periods of non-REM sleep. Neither kind of sleep is at all well-understood, but REM sleep is (42)..... ..... to serve some restorative function of the brain. The purpose of non-REM sleep is even more (43)....."

43 A subtle **B** obvious **C** mysterious **D** doubtful

答案: C

分析: 此篇文章有非常明确的中心主线。文章首句 —Sleep is divided into periods of so-called REM sleep, characterized by rapid eye movements and dreaming, and longer periods of non-REM sleep.(睡眠分为两种:REM sleep 和非 REM sleep),探讨两种睡眠就是本文的主题。

FOUCS(主题):有关两种睡眠的问题。

中心主线 — 文章导向:两种睡眠都没有被很好地理解。

本题考查形容词的辨析,需要考生从 4 个形容词中挑出一个最佳的修饰 non-REM sleep 的目的。但如果仅根据本题所在句子的已知信息是不足以解出题的,还需要在本句之外寻找其他与本题相关的已知信息才可以。这个信息就在本文的总述句所表现的文章导向中:两种睡眠都都没有被很好地理解,后面的分述要服从这个导向。所以,本题的 non-REM sleep 既然是两种睡眠中的 一种,其目的当然应该不被理解,即 C. mysterious(神秘的)。本题是很常见的"同现"现象。

如何用"复现"的方法来解完形填空题?

复现是完形文章中词汇的另 一种衔接手段,即表达相同意思的词汇在文章的不同地方出现。复现可以是相同的词重复出现,也可以是用不同的词表达相同的意思。复现的解题意义在于:如果判断出一个未知填空与上下文的那些已知词汇有复现关系,只要从选项中选出与那些词汇同样意义的就是正确答案。

如何用"关联"的方法来解完形填空题?

关联是完形文章中经常出现的一种结构,即将两个或两个以上的同类别词语,比如两个动词、两个形容词,以连续排比性的结构出现。在这种情况下,两个关联词汇在句子中的语法地位一样,且常常起一样的语法作用,之间又明显具有某种逻辑关系。关联的解题意义在于:出题人 一般会将 一个关联词语设置成已知信息,另一个是未知的,这样那个已知的词语成为破解未知词语的关键线索。

经典例题 34

"Companies with low accident rates plan their safety programs, work hard to organize them, and continue working to keep them (42)..... and active."

42 A alive **B** vivid **C** mobile **D** diverse

答案: A

分析: 从本题所处的句子结构来看,to keep them 42 and active,本题的选项受到两个已知信息点的控制:一个是对 them 起修饰作用;再有是与后边的另一个形容词 active 之间形成并列的关联关系,而且形容词 active 同样也是修饰 them。从这两个信息点来看,能够同时满足这两点的选项是 A. alive,表示 them(safety programs 安全制度)是既 alive(有效)又 active(被广泛执行)。选项 B. vivid(栩栩如生的)和 C. mobile(移动的)与被修饰成分 them(safety programs 安全制度)之间根本就没有同质性,够不成修饰关系;而 D. diverse(多种多样的)虽然可以修饰 them,但与 active 没有关联关系。

经典例题 35

"As time went by, computers became smaller and more powerful, and they became "personal" too, as well as (33)....."

33 A institutional **B** universal **C** fundamental **D** instrumental

答案: A

分析: 本题所考查的形容词用来修饰 they 即 computers,而在本题之前文章中已经有下列 3 个形容词修饰了 computers,本题只是前面 3 个形容词的延续:

computers became { smaller / powerful / personal } 33

实际上前边3个已知的形容词就是33题的关联成分，通过分析这3个已知形容词的特征就可以确定本题的答案。smaller / powerful / personal 这3个词首先都是修饰计算机本身的变化，而且其导向都是指计算机变得越来越容易使用(easier to use)；因此，33题我们也要挑选一个具有此特征的词. 选项C. fundamental（根本的，本质上的）和B. universal(普遍的）不能用来修饰 computers，两者没有同质性. 选项D. instrumental（仪器的）不具有前3个形容词的特征，没有表述出计算机变得好用这个概念. 只有选项A. institutional（制度化的）在此处形容计算机变得模块化了，因而有统一的装配和操作标准，也就意味着 computers became easier to use.

如何利用"时间线索"来解完形填空题?

完形文章中出现的时间信息一般都是非常有用的线索，因为只要通过分析这些时间线索就可以很快把握与这些时间线索联系在一起的信息之间的关系。

经典例题36

"But they insisted that its(指工业革命）(**43**)..... results during the period from 1750 to 1850 were widespread poverty and misery for tha (**44**)..... of the English population. (**45**)..... contrast, they saw in tha preceding hundred years from 1650 to 1750, when England was still a (**45**)..... agricultural country, a period of great abundance and prosperity."

43 **A** momentary **B** prompt **C** instant **D** immediate

46 **A** broadly **B** thoroughly **C** generally **D** completely

43. **答案**：D

分析：本题考查形容词的词义辨析，关键要注意的已知信息点是后边的一个时间段—during the period from 1750 to 1850。正是这个时间段决定了不可能选择A. momentary、B. prompt 以及C. instant 这三个均表示"时间短"的词。而 immediate 除了立即的含义外，还包括逻辑上的"直接"的意思，本题在这里就是要表达工业革命"直接的结果"这个意思，所以D. immediate 为最佳选项。

46. **答案**：D

分析：本题考查副词的词义辨析，主要是在表示绝对性的B. thoroughly(彻底地)、D. completely(完全地)和表示相对性的C. generally(通常地，总体上地)之间做一个选择。解出本题的关键是要根据文章的已知信息分析出"英国是完全的农业国还是总体上的农业国"。做这个分析的关键信息是时间线索。文章给出了两个时间段：

1650 1750 1850

没有发生工业革命(英国社会没有工业因素)	发生了工业革命(英国社会有了工业因素)

此时间段内英国为完全的农业国

根据上述分析，应该选择表示"英国是完全的农业国"的选项。B. thoroughly 是指细节上的彻底，而D. completely 是指整体上的完全，显然D. completely 更为合适。

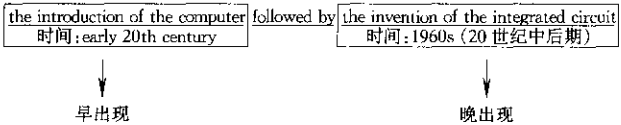
经典例题37

"It is generally recognized, however, that the introduction of the computer in the early 20th century, (**30**)..... by the invention of the integrated circuit during the 1960s, radically changed the process"

30 **A** brought **B** followed **C** stimulated **D** characterized

答案：B

分析：正确解出本题的关键是把握清楚本填空所连接前后两部分的逻辑关系，而且由于前后两部分的信息都配有明确的时间线索，时间就成为最方便利用的已知信息：



通过时间线索马上明确了"计算机的发明"早于"集成电路的发明"，4 个选项中只有 B. followed 能够正确表达这种时间关系，其他 3 个选项都将"集成电路的发明"表达成早于"计算机的发明"。

如何利用"总分结构对照分析法"来解完形填空题？

由于总分之间的基本关系是互相支持，互相印证的对照关系，而且总述是对分述的总结和概括，而分述是对总述的展开。当一些未知填空出现在总述句时，解出这些填空的相关联已知线索往往可以在与其对应的分述部分找到。

经典例题 38

"If no surplus is available, a farmer cannot be (**47**)..... He must either sell some of his property or seek extra funds in form of loans. Naturally he will try to borrow money at a low rate of interest, but loans of this kind are not (**50**)..... obtainable."

47 **A** self-confident **B** self-sufficient **C** self-satisfied **D** self-restrained

答案：B

分析：本题处在一个总述句中：If no surplus is available, a farmer cannot be (47)..... 在此句话之前，文章都是在讲 If surplus is available(有赢余的情况下)，农民的生活如何；实际上，从文章结构来看，从本题开始出现了另一个意群，而 If no surplus is available, a farmer cannot be (47).....为这个意群的总述句，即如果没有赢余，农民会怎样？所以，仅仅看本题所在的句子所包含的已知信息是不够的，还要看其他地方的相关已知信息，这个关键的相关已知信息就在**分述**部分；因为总述部分是对**分述**部分的高度概括，只要总结出**分述**部分，本题答案迎刃而解。

总述部分：If no surplus is available, a farmer can not be (47).....

分述部分：… sell some of his some of his properties…

… loans…

…borrow money at a low (49)..... of interest…

总结一下分述部分很容易判断出 47 题的答案一定是 B. self-sufficient，因为总述句中的 not be self-sufficient 恰恰是对分述的最佳概括.

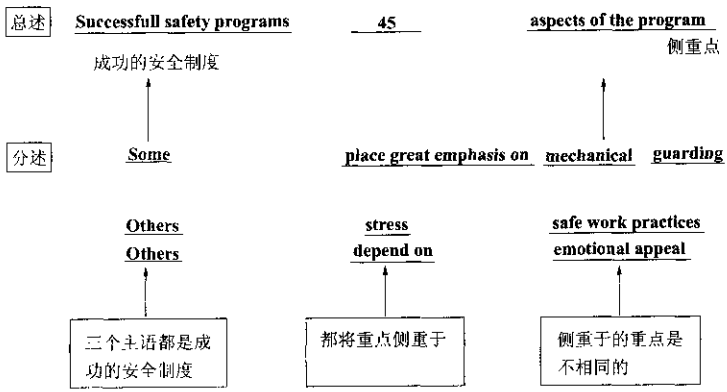
经典例题 39

"Successful safety programs may (**45**)..... greatly in the emphasis placed on certain aspects of the program. Some place great emphasis on mechanical guarding. Others stress safe work practices by observing rules or regulations. Still others depend on an emotional appeal to the worker. But, there are certain basic ideas that must be used in every program if maximum results are to be obtained."

45 **A** alter **B** differ **C** shift **D** distinguish

答案：B

分析：45 题所考查的动词处于本段的总述句中，既然分述所做的是"秉承总述的旨意"，我们通过分析分述的内容可以倒退出总述的意思。



通过分述可以总结出"3 种都是成功的安全项目(主语)" 做的动作都是"将重点放置于(谓语)","但所放置的点不同(宾语)"。由此分述总结出总述句的主语 Successful safety programs 所要做的动作(45 题)就是"differ"。

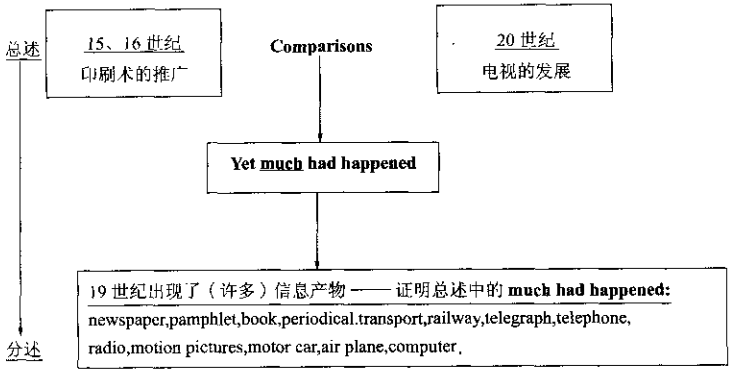
经典例题 40

"Comparisons were drawn between the development of television in the 20th century and the diffusion of printing in the 15th and 16th centuries. Yet much had happened(**21**)..... As was discussed before, it was not until the 19th century that the newspaper became the dominant pre-electronic medium, following in the wake of the pamphlet and the book and in the company of the periodical. It was during the same time that the communications revolution sped up, beginning with transport, the railway, and leading on through the telegraph, the telephone, radio, and motion pictures into the 20th-century world of the motor car and the air plane. Not everyone sees that process interspective . It is important to do so.

21 **A** between **B** before **C** since **D** later

答案:A

分析:解除本题所考查的介词处于文章的总述部分——"作者要在两个时间阶段之间做比较。然后说:但是很多事情发生了"。再去总结分述部分——"文章首段讲 19 世纪出现了许多信息产品",正好支持总述的 much had happened,19 世纪处于两个时间段之间,答案一定是 between。



如何使用"对应成分分析法"来解完形填空题?

由于完形文章的上下文之间,以及句子内部之间往往有着一定的逻辑关系从而句子的各个成分之间形成一定的对应关系,考生可以根据这种逻辑关系找出与未知填空相对应已知成分作为线索,通过对应的已知成分从而推断出未知填空的答案。

(1) 应用于句子内部

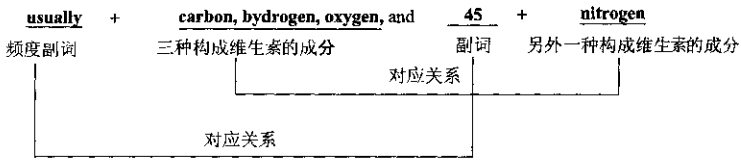
经典例题41

"Vitamins are similar because they are made of the same elements——usually carbon, hydrogen, oxygen, and (45)..... nitrogen."

45 **A** mostly **B** partially **C** sometimes **D** rarely

答案:C

分析:本题是一个典型的可以应用"对应成分分析法"解出的题:



从上述分析可以看出,45题与usually形成对应关系:因为usually是频度副词,所以45题起码要选择频度副词,可以马上排除不是频度副词的选项A. mostly和B. partially。D. rarely(很少)虽然是频度副词,但由于45题与usually之间是and并列的逻辑关系,而rarely与usually是转折对立的关系,所以不对。只有C. sometimes,既是频度副词,又可以与usually形成并列的逻辑关系。

(2)应用于上下句之间

经典例题42

"Vitamins are similar because they are made of the same elements-usually carbon, hydrogen, oxygen, and 45 nitrogen. They are different (45)..... their elements are arranged differently"

46 **A** in that **B** so that **C** such that **D** except that

答案:A

分析:本题应用"对应成分分析法",分析如下:本题所在的这句话的句子结构与本段的第一句的结构一模一样:

通过上述分析,可以非常明确地看出46题与上句中的because形成对应,也就是说46题再选出一个表示because的选项,答案为A. in that。

经典例题43

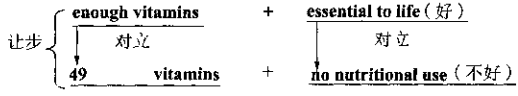
"Getting enough vitamins is essential to life, although the body has no nutritional use for(49)..... ...vitamins."

49 **A** exceptional **B** exceeding **C** excess **D** external

答案:C

分析:本题可应用"对应成分分析法",分析如下:本题需要选出一个修饰vitamins的形容词,我们

发现前边的从句中也有一个修饰 vitamins 的形容词 enough，而且前后两句有着明确的逻辑关系——让步关系的主从句。



通过上述分析，可以非常明确地看出 49 题与上句中的 enough 形成对应成分，而且两者为对立的关系，所以本题的答案就是去 4 个选项中找一个 enough 对立的选项即可，C. excess 是 enough 的对立选项，故为正确答案。

BEC 中级阅读中完形填空题型的解题步骤是什么？

(1)快速通读全文

首先，在略读的方法通读一遍全文、全面理解短文。通读的目的在于抓住主题句，找出关键词，藉以掌握全文的大意。只有在全面理解短文的基础上，才能得心应手，势如破竹。

让我们把样题作为范文，探讨一下这一题型的解法：

PART FOUR

Questions 19 – 33

- Read the letter below about buying a computer.
- Choose the best word to fill each gap, from **A**, **B**, **C** or **D**.
- For each question **19 – 33**, mark one letter (**A**, **B**, **C** or **D**) on you Answer Sheet.
- There is an example at the beginning (**0**)

1 April, 1999

Dear Mike

I have pleasure in confirming our ability to meet your requirements for Silicon Graphics workstation. In view of your special needs, I suggest that you place your(**0**)..... for the agreed equipment as soon as possible. The(**19**)..... time for hardware for example is 6 weeks from receipt of order to (**20**)..... Thus, an order placed with us tomorrow will (**21**)..... delivery to your site by the week commencing Monday, 15th May.

All orders must be accompanied by a (**22**)..... of 20% of the total amount shown on the attached (**23**)..... The (**24**)..... amount should be paid no later than one week following delivery. Please note that (**25**)..... charges have not been included, and a separate invoice covering these charges will be (**26**)..... at the time of delivery.

As I (**27**)..... you on the phone, this particular hardware runs the (**28**)..... version of EUCLID-IS, 2. 2b. However, it is not expected that this software will be (**29**)..... in this country until next month.

We have every (**30**)..... in the suitability of our hardware for such software. Moreover, you can be assured of our (**31**)..... to solve any minor difficulties through our experienced customer serice team.

As I informed you, the equipment carries a one-year (**32**)..... During this period, we undertake to send one of our staff to carry out repairs on site within a period of 12 hours. For your future (**33**)....., however, we also operate an insurance scheme, covering the equipment against breakdowns for a small additional cost.

Yours sincerely,

Vincent Law

Example

A requirement B instruction D demand D order

EXample A B C D

19	A	delivery	B	arrival
	C	transport	D	postage
20	A	institution	B	initiation
	C	introduction	D	installation
21	A	compel	B	ensure
	C	promise	D	maintain
22	A	portion	B	percentage
	C	deposit	D	discount
23	A	cheque	B	invoice
	C	charge	D	demand
24	A	peyable	B	credited
	C	owing	D	outstanding
25	A	transportation	B	transference
	C	transformation	D	transission
25	A	written	B	conveyed
	C	issued	D	distributed
27	A	affirmed	B	confirmed
	C	certified	D	assured
28	A	latter	B	latest
	C	last	D	late
28	A	serviceable	B	available
	C	workable	D	presentable
30	A	confidence	B	certainty
	C	dependence	D	conviction
31	A	skill	B	facility
	C	ability	D	talent
32	A	undertaking	B	guarantee
	C	insurance	D	obligation
33	A	notice	B	concern
	C	awareness	D	reference

快速阅读一遍短文及各题的选择项，只求在总体上对短文的理解，越过每一个空格，不计较一词一义的疑难。通读后，大致了解到该文为一份一封促使顾客关于购买计算机下订单的商务信函。

(2)认真研究和分析各选择项，找出信息词

研究和分析各选择项，不仅可以帮助考生理解短文，揣摩各题测试的意图，利于选择最佳答案，而且还能帮助找出信息词，协助选定最佳答案。例如：样题中的例题，由于该句中的"place"可视为一至关重要的信息词，只有选择"order"与其搭配，意为"订购货物"，才符合上下文之语义。另外，再把眼光放得远一些，即第一段落的最后一句开头"thus, an order placed with us"进一步证实了该选择是有根据的、合乎道理的，也是完全正确的。再如，本文中的第19题和第20题的选择，也可在首先寻找到的信息词"time"的基础上作判断："时间为六个星期，从收到订单到_____"；再继续往下读，"所以，明天

向我们订的货_____发货到您的所在地最迟在5月15日星期一开始的那一周"(注意:该信写于4月1日)。抓住"time"这个信息词,再根据上下文以及选择项的词义进行判断,计算时间。由此可得出这样的结论:一旦找到了重要的信息词,并理解上下文的相互关系,就可各个击破。

(3)上下文及其逻辑关系是选择答案的重要依据

前文讨论的例题"place your order"以及该段落最后一句的开头部分"thus,an order placed with us"亦为上下文、上下句相互关联的例子。同样,第19、20、21题也只有充分考虑其上下文义的相互关系,才能做出有理的选择。在Question 19的四个答案中,arrival表示"到达",若选用该词,则不符合逻辑,因为"到达的时间"只能是一个具体的时刻,而不能是像"六个星期"这样的一段时间;postage表示"邮费,邮资",不符合文中的意思,这样只能从transport与delivery这两个词中进行选择了。我们这时已能判断文中是指"运送货物的时间",transport一般着重于运输的动作或运输工具,而delivery则含有将货物送至顾客手中的意思,所以,该答案应选A,这也可从下一句中出现的"delivery"一词加以确认。Question 20的答案完全是完成介词短语"from receipt of order to..."所表示的内容,institution是指"(机构、条例等的)建设,设立";initiation是"开始,创始";instruction是"介绍";installation是"(设备等的)安装",显然,D是最佳选择答案。

Question 21的答案比较容易确定:compel意为"迫使,强迫",maintain意为"保持,维持",都不符合文中的意思;promise可表示"答应,允诺,预示";ensure表示"使某件事的结果得以保证",B为正确答案。

再来分析一下第22、23及24题的关联意义:"所有的订单必须随带总额的20%的_____标明在随订单的_____上"。从语义的角度分析四个选择项:为总额的20%的"portion部分"、"percentage百分比"、"discount折扣"都不符合上下文的意义,惟有"deposit保证进货定金"才恰当。第23题,首先从语义上进行推敲:标明在随订单的"demand要求"上,显然不通,"cheque支票"、"invoice发票"和"charge费用"似乎都可以。但再从上下文的逻辑角度推断:该信是卖方按订货单来发货,所以,只能是随单而来的"invoice发票",而非其他。

(4)基本的语法知识是选择最佳答案不可缺少的依据

除了上文讨论的三个技巧以外,基本语法知识仍然是举足轻重的一个要诀。语法范畴极广,除了一些基本的语法规则外,还包括句型、惯用法、词义辨析等。该文的第30题对于我们的硬件与这种软件我们完全有_____。选择项为:A. confidence信心;B. certainty肯定;C. dependence信赖;D. conviction信服。乍一看这几个选择项都可以与have连用,而且,意义也大致相同。但是,从惯用法上进行仔细研究,它们的用法分别为:to have confidence in sb./sth.;to have certainty of sb./sth.;to have dependence on sb./sth.;to have conviction of sb./sth..这样,不言而喻,"confidence"为正确答案。再如第31题:"而且,有我们那支经验丰富的顾客服务队伍,您完全可以相信我们有解决任何小毛病的_____"。四个选择项为:A. skill技能;B. facility熟练;C. ability能力;D. talent才能。以上四个选择项可视为广义上的近义词。而且,从大概意义上来看,四个选择项都可以凑合着用上去。但仔细推敲它们的细微区别及不同的用法,就可找到最合适的答案:skill(常指某一具体的技能)。在此句中可以用于顾客服务队中的某一员,而不可用于"our我们的",因为"our我们的"是指整个公司的,所以skill被排除了;facility指熟练的,该词不仅不宜用于整个公司,而且,也很少与to do sth.搭配,其常用搭配应为(have)facility in doing sth.;ability含义极广,即可指具体某个人的能力,也可指整个公司的能力;而talent常指文艺方面的才能。综上分析,只有ability才是最佳答案。

(5)根据常识进行判断

有些试题,考生该根据自己平时积累的常识进行判断:第32题:"正如我以前告诉过您的,这种设备有一定的_____"。选择项为:A. undertaking诺言;B. guarantee担保;C. insurance保险;D. obligation义务。首先,根据全句的意义可以立刻排除undertaking和obligation义务。首先,根据全句的意义可以立刻排除undertaking和obligation;因为undertaking常指对做某事的"许诺,承担",obligation则表示"责任"。然后,凭常识,一般来说,出售的物品不带保险(尤其是以前),而是厂家或商家担保提供售后服务。如厂商允诺自销售之日多长时间之内提供免费的,乃至上门维修等服务项目。guarantee一词正具有"担保(使用)"之意,故只有guarantee才是最佳答案,表示"(对商品质量的)保证"。

总之,在动笔之前,首先应该把全文浏览一遍,略知全文大意。一般来说,文章的第一句不设空白;第二句常常是范例。这两句中常常有许多很有价值的提示,应仔细地加以研究,充分利用。着手做题时,要认真研究和分析四个选择项并仔细阅读空白前后的上下文,找出信息词,以决定选择哪一项。有时可根据语法知识和常识,但在大多数情况下应根据文章上下文的意义及逻辑关系进行判断。

BEC中级阅读中完形填空题型有哪些解题技巧?

此部分主要检测考生对词及短语的应用能力。该部分是以词(组)为单位的完形填空,共有15个问题。一般说来,所涉及的专业词汇不多,主要是日常商务工作中常用的词和词组。要做好这一部分题目,除了应具有一定的词汇量外,还需要借助语法、词法知识及固定搭配、习惯用法来分析所需填空文章中相关句子的含义。

完形填空题旨在测试学生综合运用英语的能力,做此题必须通篇考虑,掌握大意,综合动用所学词汇、语法及常识进行判断推理。解此类题主要从以下五步做起。

第一步　浏览问题,明确目标:着手做题前,快速扫描填空文章以大致了解作者所要阐述的问题及其观点。

第二步　重视首句,把握开篇:完形填空一般无标题,首句一般不留空白,是完整的一句,全文信息从此开始,而文章或段落的开头往往能使我们把握文章基本内容进一步开的方向,保持与作者相同的思路。解题时应从头开始仔细阅读,细读首句,可判断文章体裁,预测全文大意和主旨。

第三步　速读全文,掌握大意:速读全文要一气呵成,尽管有空格、生词或不明白的地方,仍要快速读下去。读时要注意找出关键词、中心词、划出某些代表人物和情节的词,以便于形成思路。要注意不要在未掌握大意的基础上,边阅读,边做题,这样做速度慢、准确率低。

第四步　瞻前顾后,灵活答题:"瞻前顾后"、即先读所填词的句子,回顾上一句,兼顾下一句。如果一句中有两个空白待填,在初定答案时要"双管齐下",在两处同时试填,然后通读全句,确定答案。答题方法:(1)择优法:根据文章及结构边读边填,如果能够立刻判定最佳答案的,不必再去逐个考证其余答案。(2)排除法:如答案一时难以确定,可按空格位置,从语法结构、词语搭配、上下文语境、习惯用法、词义辨析等方面,对选项逐项分析试填。排除干扰项,从而确定正确答案。

第五步　复核全文,调整答案:把填好的短文通读一遍,进行核查。

做BEC中级阅读中完形填空时应注意哪些问题?

(1)上下文的一致性:即时态语态的一致;代词、名词、单复数的一致。

(2)从语法和惯用法及习惯搭配、甚至语感入手,看是否符合上下文的逻辑。

(3)段与段、句与句之间的衔接是否连贯。

(4)注意辨别词义及习惯用法,尤其是一些常用词或词组在商务中所表示的意思,如forward做动词时,常表示"发送,寄发";(be) in the market for (sth.)表示"想购(某物)"等等。

(5)如果在填空题中所需填空的词为名词,还要确定其单数或复数形式。如果是动词,还要查看其动词的主语。如该主语为单数形式,应确定其动词是否为现在时第三人称单数形式。要确定填空所需单词在句中的作用,是肯定还是否定的。连接词通常会决定词意的性质。例如:"however"、"but"、"on the other hand"会改变句子的性质;而"also"、"and"、"to"、"as well as"则仍保持句子的性质不变。

(6)有时所需填空单词会在填空文章的后面出现,这一点值得注意。要特别注意填空题中的代词,每个代词都会表明它所代表的名词或名词短语。因此一定要找出填空后面的代词,以确定它所代表的名词,这在回答填空题时有很大帮助。

这种复核至关重要,常能纠正一两处甚至多处错误。同时对极难确定的答案,也要凭语感任猜一个,决不可不选。

题海冲浪

Part Four

Questions 19 – 33

- Read the article below about public image.
- Choose the best word to fill each gap, from **A**, **B**, **C** or **D**.
- For each question **19**—**33**, mark one letter (**A**, **B**, **C** or **D**) on your Answer Sheet.
- This is an example at the beginning (**0**).

Importance of the Public Image

Public image refers to how a company is viewed by its customers, suppliers, and stockholders(股东), by the financial community, by the communities in which it operates, and by the federal and local (**0**).....C..... Public image is controllable (**19**).....just as the product, price, place, and promotional efforts are.

A firm's public image (**20**).....a vital role in the attractiveness of the firm and its products to employees, customers, (**21**).....to such outsiders as stockholders, suppliers, creditors(债权人), government officials, as well as diverse special groups. With some things it is (**22**).....to satisfy all the diverse publics: for example, a new highly automated(自动化的)plant may meet the approval of creditors and stockholders, but (**23**).....will undoubtedly find resistance from employees who see (**24**).....threatened. On the other hand, high quality products and service standards should bring almost complete approval, (**25**).....low quality products and false claims would be widely looked down upon.

A firm's public image, (**26**).....it is good, should be treasured and protected. It is a valuable asset that usually is built up over a long and satisfying relationship of a firm with its publics. If a firm has(**27**).....a quality image, this is not easily countered or imitated by competitors. (**28**).....an image may enable a firm to charge higher prices, to woo the best distributors and dealers, to attract the best employees, to expect the(**29**).....favourable creditor relationships and lowest borrowing costs. It should also allow the firm's stock to command a higher price-earning ratio than(**30**).....firms in the same industry without such a good reputation and public image.

(**31**).....of factors affect the public image of a corporation. (**32**).....include physical facilities, contacts of outsiders with company employees, product quality and dependability(可靠性), prices(**33**).....competitors, customer service, the kind of advertising and the media and programs used, and the use of public relations and publicity.

Example

A people **B** government **C** governments **D** neighbourhood

0	A	B	C	D
			■	

19 **A** at considerable extent **B** to considerable extent
C to considerate extent **D** at considerate extent

20 **A** establishes **B** plays **C** makes **D** obtains

21	A	but	B	however	C	and	D	as
22	A	possible	B	easy	C	not impossible	D	impossible
23	A	they	B	some	C	it	D	we
24	A	plant	B	jobs	C	machines	D	themselves
25	A	while	B	when	C	as	D	and
25	A	although	B	if	C	even if	D	however
27	A	been	B	developed	C	found	D	learned
28	A	With	B	Such	C	Like	D	/
29	A	a more	B	more	C	most	D	the most
30	A	the other	B	other	C	others	D	another
31	A	A great deal	B	Many	C	A number	D	An amount
32	A	They	B	It	C	Some	D	Most
33	A	related to	B	connected with	C	relative to	D	related with

答案

19.B 20.B 21.C 22.D 23.C 24.B 25.A 26.B 27.B 28.B 29.D 30.B 31.C 32.A 33.C

阅读测试题型(五)——改错题

备考指南

65. BEC 中级阅读改错题型的命题特点是什么？
66. 改错中的语法错误有哪些种？
67. 时态(时间)、语态虚拟语气错误如何识别和改正？
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74. 改错中的词汇错误包括哪些方面？
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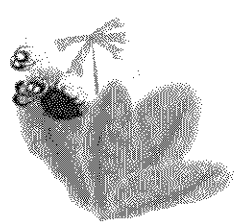
76. 如何分析和改正词汇含义使用的错误？
77. 上下文逻辑关系错误包括哪些方面？答题时应注意些什么？
78. 如何具体识别和改正反义词错误和肯定/否定使用错误？

佳语

The supreme happiness of life is the conviction that we are loved.
人生最大的幸福是坚信有人爱我们。

Nothing in life is to be feared. It is only to be understood.
人生没有什么可怕的东西，只是需要理解。



BEC中级阅读改错题型的命题特点是什么?

改错是阅读的最后一部分,一共有12小题。材料一般是信函、有关商务的文章。文章长度通常为150－200单词。考生需将文章中有编号(34－45)的句子中多余的单词(extra word)找出,并在答题纸上用大写字母写出该词;如果句子中没有多余的单词,则在答题纸上写CORRECT。

改错中的语法错误有哪些种?

错中常见的语法错误一般包括:①时态(时间)、语态、虚拟语气错误;②一致错误;③as的用法错误;④非谓语动词用法错误;⑤从句和引导词;⑥限定词不达意错误和代词错误;⑦介词错误等。

时态(时间)、语态虚拟语气错误如何识别和改正?

时态、语态及虚拟都涉及动词的形式问题,是英语语法内容中较重要的一部分。这类错误要求考生必须具备扎实的语法基础知识。

时态:动词时态的错误主要表面在两个方面:一方面的主从句时态的呼应;另一方面是时间状语与动词时态的错误搭配。

时间性是一个相对于其他错误较简单的内容,我们可以主要从以下两方面进行判断:首先是从时态的角度判断时是与谓语动词所使用的时态是否一致;其次需要判断句子中的时间状语与所论述的内容前后逻辑是否相符。

语态:语态的错误主要是指被动语态与主动语态之间的错误用。尤其需要注意的那结只有被动语态或主动语态的动词。

虚拟语气:虚拟语气是动词的一种特殊形式,用来表达说话人的愿望、请求、意思、意图、建议、惊奇、设想等未能或不可能成为事实的情况,以及在说话人看来实现可能性很小的情况。常见的引导虚拟语气的搭配有:

(1) Wish + that 从句;if only + that 从句;would rather + that 从句;it's (about/high) time + that 从句;as if/as though 所引导的从句;

(2) 动词/名词 + that 从句表示建议、命令、要求、想法等。

此类词常见的有:suggest; advise (advice); agree (agreement); decide (decision); decree; demand; determine (determination); grant; indicate (indication); insist (insistence); order; prefer (preference); propose (proposal); request; require (requirement); resolve (resolution); urge; vote; allow; arrange; ask; beg; concede; demonstrate; ensure; intend; move; pledge; pray 等。

(3) It is/was + 形容词后的 that 从句。

此类形容词常见的有:important; advisable; anxious; appropriate; compulsive; crucial; desirable; eager; essential; fitting; imperative; impossible; improper; natural; necessary; obligatory; preferable; proper; urgent; vital; willing 等。

经典例题44

Technology is another great force for change. In part technology has caused the population explosion. Many of us won't be alive if it weren't for advances in health, agriculture and industry.

正确答案:won't→wouldn't

解题思路:本句... if it weren't for advances in health, agriculture and ...是一个虚拟条件句,谓语动词要用虚拟语气,所以won's是错的,应改为wouldn't。例如:If it were ont for the expense involved, I would go there by air .如果不是因为花费大,我就坐飞机去那里了。If the shop had packed the goods properly, they wouldn't have been damaged. 如果商店馕好了,这些商品就不至于损坏。答对本题的考生只有31%。有些考生误把were't改为wasn't。在虚拟条件句中,if后面可以用were或weren't,因此不必改为was或wasn't。有引起考生把weren't改为isn't。...many of us won't ... if it isn't ...

这样的句子语法结构是对的,但这是一种真实条件句。本句意思是:"如果没有医疗、农业和工业方面的成就,我们中许多人可能现在已不在人世"。显然,这是一种与事实相反的假设的条件,本句必须要用虚拟语气。有些考生把 advances 改为 advance。advance 作名词表示"进展、成就"时,可以用复数。所以,本句中用 advances 是对的。

经典例题45

Now he had the capability to leave that planet and move out into the universe to those worlds he hes known previously only indirectly.

正确答案:had→has

解题思路:此题是主从句时使用不一致。从此题在句子中的谓语动词、时间状语(now)及全篇的上下文来看,应该用一般现在时 has。此题考生需要注意是不要受前后句中的现在完成时时态的影响而改成 has had 的形式。因为动词 have 在表示"拥有"含义时,通常只用动词一般式,而不用完成时。例如:I have one brother.(不说 I have had one brother.)

一致错误如何分析和改正?

一致性是英语中比较常见的一种语法现象。主要包括主谓一致、时态一致(参见时态一节)、指代一致、修辞一致等。此类错误常常是由于句子中主谓部分间隔较长,使前后连贯的内容判断起来比较复杂,因此考生应引起注意。

常见的错误有以下几种:

(1)主句的主谓部分被一个较长的修饰成分分开而无法兼顾所造成的主谓一致的错误;

(2)由于对细节内容的忽视,定语从句中的谓语动词与作主语的关系的代词或先行词没有保持一致;

(3)上下文关系比较复杂,使得指代不清,名词、代词的人称和数与句中或文中内容不符;

(4)某些名词或代词做主语时,对其后的谓误动词的数有特殊要求。例如:表示抽象含义的不可数名词表示具体事件时常变为可数名词;集合名词要看所强调内容是个体还是整体;不定代词、并列名词以及前面有特定修饰语的名词做主语时,谓语动词的单数都有特定的要求和形式;

(5)修辞错误,也就是常说的平行结构的一致,主要指从修辞的角度出发,前后并列的部分应该本着句子结构一致的原则,使用相同的句型、句式和相同的词性等,从而达到结构一致。常见于表语形容词、动词及非谓语动词等的并列或排比结构中。

因此考生在做些类改错题时,须从全文的角度出发,善于抓句子的主要部分进行分析,做到准确、严密。

经典例题46

And if he does notice the matching of his gestures or movements, he finds it pleasing that he is influencing people: they are drawn to them.

正确答案:them→him

解题思路:此处考点为代词一致。此句的意思是:如他注意到其他人对他行为、手势的模仿,他将会很高兴他对别人的影响力,这说明(他)周围的人都被他所吸引。显然,此处的代词 them 使用错误,he 为句子的主语,冒号后面是对前一句的补充说明,他们 they 被前一句的"他"所吸引,因此应将 them 改为 him。

经典例题47

Sensitive people have been mirroring their friend and acquaintances all their lives.

正确答案:friend →friends

解题思路:此题属于修辞一致方面的错误。此句意为:敏感的人生生活中的言谈举止总能反映出他对朋友以及熟人的为人处世的方式。从 friend 应该和 people have 以及 acquaintances 相对应的角度

分析，它应该是复数形式；另外，从常识判断 all their lives（他们一生），他们也不可能只有一个朋友。因此 friend 应该改成 friends。

如何分析和改正 as 的用法错误？

As 这个词看起来简单，但用法很多，且经常出现，对它的正确理解关系到英语运用能力的提高，因此有必要单独进行分类讲解。As 可以作介词、副词、关系代词和连词。常见的 as 固定搭配有：as if/though（好像，好似）。例如：She spoke to me as if she knew me. 她和我说话的神情好像她早就认识我的似的。

as/so long as（只要）。例如：You may horrow this book as long as you promise to give it back. 只要你答应归还，你就可以把这本书借走。

as of/from（自从；自……起）。例如：as of today（从今天起）。

as opposed to（与……不同；与……相反）。

as to(关于；至于)。例如：I don't know anything as to the others. 至于其他，我一无所知。

so as not to(以便不，免得)。so as to(这样……以致)。

so much as(连……都不)。

as above(如上，同上)。

as against(与……比较；比……起来)。

as...as any(不亚于任何一个；不比别的差)。

as...as anything(极为；非常)

as...as...can be(到了……的程度；极其……)。

as...as ever(永远；依旧；仍然；自古；至今；空前)。例如：He is as brilliant a politician as ever lived. 他是古今最卓越的政治家；(尽可能地；越越好)例如：Be as quick as ever you can. 越快越好。

as for（至于；就……方面说来）

as from(从时起(公文用语))。

as if(好像……似的；仿佛……一样)。

as it is(事实上，实际上；照现在的样子)。

as they are（仿佛，好像，可以说）。

as many/much as（到……程度；多达；同量的）。

as well(同样；也；倒不好，还是……的好；最好……还是)。例如：It will be as well to stop that youug screamer. 但是最好还是让那个大哭大叫的孩子住声。

as well as(也；又)例如：The editors as well as the proof-readers are workiug overtime. 编辑和校对得都是加班工作。

as well...as not(反正都行；都一个样)。例如：You may as well go there as not. 你去不去都行。

as yet(多用否定句中)到现在为止；到那时为止。

另外一个常见的考点是 as 和 which 在作为从句引导词时的区别。①在限定性定语从句中，as 指代人物，通常与 the same，such，so 或 as 连用；which 指代物，没有搭配上的限制。②在非限定性定语从句中，as 和 which 都可指代整个主句或句子的一部分，并对其加补充成说明，但二者在用法有很大的区别：

(1) 在指代整个主句时，as 引导的从句可位于句首、句中或句末，而 which 引导的从句只能位于句末。

(2) as 引导的从句在语义上通常是对主句起着顺水推舟的辅助作用，而 which 引导的从句在语义上不受此限制。例如：She married Tom(她嫁给姆)，as/which was natural（这是很自然的）。/as/which was expected（这是预料之中的）。/which wad disgraceful（这是丢脸的）。/which was unexpected（这是出乎意料的）

(3) as 在从句中常作宾语，which 常用主语；当在从句中作主语时，as 仅限于"主＋助＋补"句型(例如：as is often the case，as is known to all)和被动语态句型(例如：as has ben pointed out，as may be

imagined),不能用于"主+动+宾"句型;而 which 在作主语时用法不受此限制。也就是说,当从句位于句末时,as 未必能替代 which,但凡是位于句末的非限定性定语从句都可能用 which 引导。下面两句中的 which 都不能换作 as,例如:They lost the game, which disappointed us. 他们输了这场比赛,这使我们很失望。He doesn't have a phone, which makes it difficult for us to get in touch with him. 他没有电话,这使我们难以与他联系。

经典例题 48

Cities and states have to provide services city people want, such like more police protection, more hospitals and more schools. (This means that more policemen, more nurses and technicians, and more teachers must be hired.)

正确答案:like→as

解题思路:此题的考点是 as 的固定搭配。本题中的错误比较明显。表示"例如……、诸如……"时,英语中常用的 such as 这个短语。例如:such things as iron, silver, and gold 铁、银和金这一类东西。such 后面的 as 有时也可用作关系代词,引出定语从句。例如:I have never heard such stories as he told. 我还从来没听说过他讲的那样式故事。但不论在哪种情况下,such 后面都不能用介词 like。

经典例题 49

The farmer...had much work to do, with his own muscles like his chief source of power. He used axes, spades and other simple tools.

正确答案:like→as

解题思路:此题考点是介词 as 用法(注意介词 as 和 like 的区别)。在这一句中,主要是一个以介词 with 引导的短语作全句的状语:with is own muscles like his chief source of power(直译:他自己的肌肉就是他力量的来源;意译:主要靠自己的双手劳动)。这种结构有两种表达法:用 as(作为、当作)或 being(边系动词)引出后面部分。例如:His father stood in the rain, with a newspaper on the head as his hat. 他爸爸站在雨中,头上顶着一张报纸当作帽子。I won't take part in the excursion with my mother being sick. 因为我妈妈病了,我将不参加远足。因此,本行中应将 like 改为 as 或 being。注意在非限定性谓语动词连用,一起构成由介词引导的独立主格结构,主要有以下几种:with + 不定式短语;with + 名词短语;with + 现在分词短语;with + 过去分词短语等。例如:(With) the rain falling hard, we had to stay at home. 雨下得很大,我们只好呆在家里。(With) a great weight taken off his mind, he soon fell asleep. 由于了却了一大桩心事,他很快就睡着了。(With) his hands wet, he had to keep away from the paper, 由于他手湿,所以他必须离纸远点。另外,考生需要注意 as 与 like 作为介词,意为"像……";"以……身份"或"作为……"时区别。例如:They rose together like one man. 他们像一个人似的同时站起。He worked as a slave. — He was a slave. He worked like a slave. (He was not a slave.)

如何分析和改正非谓语动词用法错误?

在 BEC 考试中,非谓语动词是综合改错的出题要点。非谓语动词指在名句子中不能单独做谓语、不受主语的人称和数的限制的动词。非谓语动词没有时态特征,但有体和语态的形式。其否定形式的结构不需要借助助动词等。而是直接在前加否定词 not。

非谓语动词有三种形式:不定式、动名词和分词,分词又要分为现在分词和过去分词。它们具有名词、形容词和副词的性质,能在句中作主语、补语、宾语、定语和状语等。非谓语动词在句子中作状语的情况是大学英语六级考试中的重点。非谓语动词的逻辑主语有时是句子的主语,有时须根据上下文判断,当逻辑主语不是主句的主语时,这种结构通常被称为独立主格结构。这种题型是六级考试中比较常见的题型。考生需要注意各种非谓语动词之间的主要区别:

(1) 动名词与动词不定式之间的主要区别是:动名词多泛指概念性的动作,在意义上比较笼统和抽象,而不定式多表示集体的、一次性的动作;动名词表示已经进行的动作或概念性的动作,而不定式表示时间上后于谓语动词发生的动作。

(2) 动名词与现在分词之间的区别:动名词不能以短语的形式做定语,也不能做后置定语,动名词做定语表示中心词的目的、用途或场所,而现在分词与中心词之间存在逻辑上的主谓关系。

(3) 现在分词和动词不定式的关系:它们在作定语时,不定式与所修饰的中心词之间可以构成逻辑上的受动关系,现在分词与所修饰的中心词之间只有能够成逻辑上受支关系,现在分词与所修饰的中心词之间只能构成逻辑上的施动关系;不定式表示未来的动作、现在分词表示正在进行的动作;作状语时,不定式主要表示目的、结果和原因,而除此之外,现在分词还可以表示伴随情况。

(4) 现在分词和过去分词的区别:现在分词表示主动和进行的含义,及物动词的过去分词表示被动和完成的含义,不及物动词的过去分词表示主动和完成的含义,而且过去分词不像现在分词能作结果状语。

经典例题 50

So a sportsman's individual way of waling with raised shoulders is often imitated by an admired fan.

正确答案:admired →admiring

解题思路:此处考点是动词-ed 和动词-ing 形式的正确使用。原文论述的是人们之间的互相模仿、互相影响。此句的意思是"追星族往往会模仿运动员抬高肩膀走路的方式。因此应将过去分词形式 admired,改为表示中心词 fan 主动发出动作的 admiring。

经典例题 51

Even the quiet of our carefully protected areas can be invaded at any moment by a passed jet.

正确答案:passed→passing

解题思路:此处考点是动词-ed 和动词 -ing 形式的正确使用。此句有一个过去分词 passed ,用不着暖和(喷气式飞机)的定语。分词作前置定语时有两种情况:如果所修饰的名词是分词所表示的行为的主体,就要用现在分词。例如:the rising sun 正升起的太阳,a developing country 发展中国家;如果所修饰的名词是分词所表示的动作的接受者,就要用过去分词,如句中的出现的 the protected wilderness areas 受保护的地区,又如:a broken cup 被打碎的杯子,这些过去分词一般是及物动词。在本句中 jet 是 pass 这一行为的主体,因此应该将 passed 改为 passing 。有 71% 的考生答对了本题,说明多数考生掌握了现在分词和过去分词的作前置定语时的用法。有的考生把 any 改为 some。at any moment 意为"任何时刻"。在这里的含义是:喷气式飞机并非偶然飞过是随时有可能飞过。而 at some moment 的意思是"在某一时刻"。从上下文看,显然 at any moment 更合适。

如何分析和解答从句和引导词的错误?

这部分内容虽然历年来的考题所占的比例并不多,但此类题型题难度比较大,因为英语中的从句种类比较多,如:定语从句,状语从句等,名词性从句。名词性从句又包括主语从句、宾语从句、补语从句和同位语从句等。由于每一种从句又有固定的引导词,因此难度比较大,历年考生在此类题型的得分率并不高。此处不能一一列举,举一引起常见的考点。

(1) 定语从句与同位语从句的区分。由于定语从句与同位语从句有相似的引导以及同位语从句在英译汉时常译成定语从句,使二者极易混淆。但实际上,这两种从句具有明显的区别:

①同位语从句用来表明与之同位的名词中心词的具体内容;而定语从句则是对其先行词(包括名词、短语和句子)加以限制、描绘或说明。

②同位语从句同位名词仅限于为数不多的具有一定内容含义的抽象名词(见上文);定语从句的先行词则不计其数。

③引导同位语从句的 that 为连词,在从句中不担任任何成分;引导定语从句的 that 为关系词,在从句中担任一定成分。

④引导同位语从句的 wh-词有的具有疑问意义;引导定语从句 wh- 词(不包括 what, how 和 whether)为关系词,没有疑问意义。

⑤由于同位语从句表示同位名词中心词的具体内容,从语义来说,它具有相当于主语补语或宾语

从句的作用;而定语从句则没有这种作用。例如:The news that I passed the examination was known to all. (The news was that I passed the examination.)大家都知道我已经通过考试。Most of the pupils can't answer the question why sea water is salty. (The question is why sea water is salty.)大多数的小学生不知道海水为什么是咸的。

(2)that 与 which 的区别是常出现的考点。两者的区别主要有以下几点:

①在作介词宾语时,紧接介词之后的只能是 which,不能用 these 仅有介词 in,except 和 but 后面可以接由 that 引导的从句。例如:These twins differ only in that one has a mole on his face. 这对双胞胎的区别仅在于其中一个脸上有颗痣。

②当先行项是不定代词 something ,anything ,nothing, everything, anywhere, none, little, few , much, all 等时,通常用 that。例如:She is everything that a wife should be . 她具有一个妻子应有的一切美德。

③先行项前面有形容词最高级形式、序数词、不定限定语(如:some, any, no every, little, few, much all 等)或 only , very 等词修饰时,通常用 that, 例如: This is the most interesting film that has ever come from Hollywood. 这是好莱坞出品的最有意思的一部电影。All that I have is yours. 我所有的一切都是你的。

④但先行项是 that 时,只能用 which, 例如: I use the word not in the present depreciatory (贬义的) sense, but in that which was held in the nineteenth century. 我使用这个词不是用它当今的贬义,而是取其 19 世纪的意义。

⑤当先行项与定语从句被其他或分隔开时,通常用 which, 例如:Marks were discovered near the bedroom window which the police insisted had been made by a dog. 在卧室窗户附近发现了一些痕迹是一条狗留下的。

⑥当先行项不止一个,而且分别表示人和物时,只有在表示物的先行词在后时才可用 which, 而 that 不受此限,例如:There are persons and things which/that we have to deal with in our day-to-day living. 在我们的日常生活中,有我们必须与之打交道的人和事。

⑦当关系代词在从句中做主语补语时,只能用 that,例如:Computers are not the all-purpose instrument that some people say they are. 计算机并不是有些人所说的那种万能工具。

⑧当定语从句为 there be 句型时,作从句主语的关系代词只能是 that,而且 that 常常可省略。例如:I know the difference (that) there is between you. 我知道你们之间的分歧。

(3)关系词 that 和 who 的区别:that 和 who 都可能表示人, 但 that 不能用于非限制定语从句。常考试的用法如下:

①先行项的前面有形容词最高级形式或 any, only, first, last 等词修饰时,通常用 that。

②当先行项与定语从句被其他他分隔开的,通常用 who。

③当先行项不止一个,而且分别表示人和物时,不论哪个先行项在后,都可以用 that。

④先行项特指意义较强时通常用 who。比较下面两句:The man who was killed yesterday was his friend. 昨天被杀的那个人是他的朋友。He is the sort of man who/that will do anything to help people in trouble. 他是愿意竭尽全力去帮助有困难的人的那种人。

⑤当先行项为 who,面且后面紧跟定语从句时,只能用 that 。

⑥当定语从句为 there be 句型时,作从句主语的关系代词只能是 that,that 常可省略。

另外还有许多常考的考点,如:if 引导的从句不能作介词宾语等等。需要引起考生注意,在此就不能加以一一列举。

经典例题 52

In the late nineteenth century, farm work and life were not much changed form that they had been in tha old days.

正确答案:that→what

解题思路:此题是关系词使用错误。题中介词 from 不能接 that 引导的从句。同时,因为 that 前

面无所指代，因此不可能是关系代词，这样此句中 had been 前没有表语，从句就不能成立。What 是个连接代词，可以引出宾语从句，又可以在从句中作主语、宾语或表语，符合此句要求，因此应将 that 改为 what，即：. . . farm work and life were not much changed from what they had been in the old days (……农家的工作和生活过去没有多大改变)。有 53% 的考生答对了本题。关于 What 的这一用法，举例如下：He will take what you offer him. 你给什么，他接受什么。What happened after that was interesting. 在那以后所发生的事情很有趣。He has, what is rare, true tolerance. 他具有一般人没有的宽容精神。What will be, will be. 要发生的事情总是发生的。有的考生误将 days 改为 day。day 作"时期、时代"解时一般用复数形式，前面要加定冠词。例如：in my school days 在我读书的时代。

经典例题 53

The children attended a small elementary school (often of just one room) to that they had to walk every day, possibly for a few miles.

正确答案：that→which

解题思路：此题是关系词使用错误。本题中的 to that they had to walk every day . . . (他们必须每天走到那里……)是修饰上一行中 school 的后置定语从句。可是 that 作关系代词是不可以放在介词后面构短语，因此必须将 that 改为 which，即：to which they had to walk。有 75% 的考生答对了。有的考生看出这里有错，但是他们将 to 删去，认为这样便可以用 that 作 school 的关系代词，引出定语从句。可是他们忽略了 walk 是不及物动词，不能带直接宾语，我们不能说 they had to walk that，因此删去 to 是不对的。试比较：This is the old house tbet/which we are going to tear down. 这是我们拆毁的那所房子。(此句中 that 或 which 作及物动词短语 tear down 的直接宾语。) This is the old house in which we spend most of my childhood. 这是我度过了大部分童年时光的那所老房子。(in which 作及物动词 spent 的状语。) 此处需要引起考生注意的是：句中 to which 也可用 where 表示，即：where they had to walk，但是根据考题规定，只能删或改一个词，因此不可将 to that 两个词删去，改为 where。

如何分析和改正限定词错误?

在早期语法中，限定词不被当作一种词类。现代语法用限定词这个术语包括具有下列特点的一些词：

(1) 从形式上看，大多数是封闭词类，并且具有相应的代词；

(2) 从位置上看，在名词短语中，它们必须位于普通形容词(如果有)之前；

(3) 从功能上看，对其后的名词起限定作用；

(4) 从用法上看，大多数限定词在名词短语中是相互排斥的；

(5) 限定词与其他词类有重叠的问题。例如：few 像形容词那样具有比较级和最高级形式；this 和 that 像名词那样具有复数形式。限定词主要包括：冠词、不定代词、物主限定词、数词、指示词、不定代词等。

常见的限定词错误是限定词使用不当。常见的限定词之间存在着一定的搭配关系，通常的排列顺序分四类：

(1) 前位限定词：all, both, half, douhle, twice, three times, two-fifths, such, what 等。

(2) 中位限定词：a, an, the, this that, these, those, each, every, either, neither, some, any no, my your 等；

(3) 后位限定语：first, second, another, other, last, next 等；

(4) 其他数量限定词：many, much, more, most, (a)few, (a) little, less, least, several, one, two, three 等。

但上述分类并不意味着任何一个限定词都可以与另一类中的任何一个搭配，因为有些限定词在语义上是相互排斥的。例如：all these last few cold days 所有这最后几个冷天；both my next novels 我的下两部小说(都)；the first two days 头两天；every few hours 每几个小时；some more fresh bread 另外一些新鲜面包；a little more time 稍多一点时间；another three more weeks 另外三个星期。大学英语六级考试中主要考这些词之间、以及与它的修饰之间的搭配关系及单复问题。

另外,数词主要有三种:基数词、序数词和分数。基数词可以作数量词也可以用作代词。One 这个数可以与任何可数名词单数连用,其他基数词皆可以与复数名词搭配。序数词常和单数名词连用,表示所修饰的名词的顺序、名次等。注意:也可以有基数词跟在序数词后面的情况,例如:The first three runners won medals. 前三名赛跑者获得了奖牌。注意序数词除表示顺序外还常常表示分数。

指代错是指文中人称代词,物主代词及指示代词使用不当,或与其所指代的词在人称、性、数等方面不一致,造成指代不清,逻辑混乱。

经典例题 54

While technology makes this possible for four or ever six billion of us coexist, it also eliminates our job opportunities.

正确答案:this→it

解题思路:此题考点是 it 用作形式宾语的用法。此题所句子的意思:"虽然科技能养活 40 亿,甚至 60 亿人,但同时也使我们失去了许多工作机会"。Makes 后是一个复合宾语 make it possible for sb. to do sth. 使某人能够做某事。在这样的结构中,makes 后面通常用形式宾语 it。this 不能作形式宾语,所以要把 this 改为 it。例如:These young people made it their business to take care of the old people in the neighborhood. 这些年轻人把照顾邻居的老人作为他们的职责。John found it interesting to be a tourist guide. 约翰发现作为一名游客很有趣。答对此题的考生有 51%。有些考生误把 this 改成 that,that 也不能做形式宾语。

经典例题 55

Finally, the university closely approximates the real world and which provides a relaxed, impersonal, and sometimes anonymous (隐姓埋名的) existence, on the contrary ...

正确答案:which→his

解题思路:此题考点是将连接词错成代词。此句从另一方面论述了大学生活与真实的社会生活非常相似,这为学生提供了一个轻松、非个人的隐姓埋名的生活。Which 在此应拽前面一句话 the university closely approximates the real world 中提到的所有内容,which 作为连接词也有这种语法功能,但这种用法通常 which 引导的从句与主句分开,例如:He left early, which was wise. 他早早地离开,那是很明智。He changed his mind, which made me very angry. 他改变了主意,这使我很生气。另外从语法上考虑,如果用 which 引导定语从句,不应用连词 and。因此此处用具有同样语法功能的代词 this 代替前面刚刚提到的内容。

如何分析和改正介词错误?

严格意义上讲,介词错误属于词汇用法错误中的一种,但由于介词作为一种结构词,不能单独担任句子成分,以及它在英语中与其他词常常固定的搭配使用的特点,我们在此把它作为一种特殊的语法现象单独进行评论。

介词的作用是表示它后面的宾语同句子中其他成分之间的关系。能够担任介词宾语的词有:名词、名词短语、代词、动名词、动名词短语、不定式、不定式短语、名词性从句等。介词连同其宾语一起构成介词短语,可以担当多种句子成分,如主语、宾语、定语、状语、主语补语、宾语补语、形容词补语、同位语或独立成分。

介词使用错误主要是介词与其后的宾语搭配是否是得当。解题关键在于分析介词后对应的成分是否能够作介词的宾语;其次是判断介词与前面的句子成分之间的关系是否正确,此种题型主要是从句子含义的角度入手;还有介词冗余和介词遗漏两种迷惑性很强的错误。由于英语中介词数量较多,用法复杂,固定搭配(参见词汇固定搭配一节)也很多,几乎没有什么规则可以遵循,因此准确辨认此类确难度很大。

经典例题 56

Sensitive people have been mirroring their friends and acquaintances all their lives, and winning af-

fection and respect in this way without aware of their methods.

正确答案：aware of →being aware of

解题思路：此题考点是介词后的搭配问题。此句的意思是：敏感的人在生活中的言谈举止总能反映出他朋友以及熟人的为人处世的方式，用这种他们自己并没有意识到的方法，获得他人的喜爱和尊敬。此题首先需要判断出介词 without 引导的短语在句子中作状语；然后应用有关介词知识判断介词后面应接名词、代词或相当于这个名词或代词的短语；另外 aware 形容词，不能直接做形容词短语变成名词宾语，因此错误在此。在找到错误之后，需要将形容词短语变成名词短语，在形容词 aware 前面加上系动词 be 的动名词形式 being，既然符合形容词短语的构词规则，又符合介词短语的构词规则。此种类型的错误属于比较典型的错误。考生的得分率一般很高，但也应该多加注意，避免出现马虎大意，丧失得分的好机会。

74 改错中的词汇错误包括哪些方面？

用词错误是指由于词汇使用不当造成的句子词汇搭配错误。语法搭配错误或词汇含义使用错误不但影响对单个句子的理解，甚至会影响对全文的逻辑关系的理解。由此会引起上下文一系列的错误，而且历年考试此部分的配分比率都很高，因此应引起考生的足够注意。

75 如何分析和改正词汇搭配错误？

固定短语使用错误是指单词与单词之间形成固定搭配后具备某种特殊的含义，尤其是以一个词可以与多个词形成固定搭配形成的固定短语为最难，如果混淆各个固定短语的含义，词类错误的判断就会比较难。

词汇固定搭配错误时常以漏词错误的形式出现，此类错误常涉及形容词的固定搭配、名词的固定搭配和动词的固定搭配。应付这类错误不但要求大量记忆词语的固定搭配，而且必须注意阅读理解能力和猜词能力的培养。要求考生不但要掌握足够多的动词搭配，而且要能够读懂上下文，从而做出正确判断。如果能做到这几方面的培养，此问题自然迎刃而解。

Big cities of the world are well-known by their noisiness.

正确答案：by→for

解题思路：此题是词汇固定搭配(be well-known for 因……而闻名)。本行中的句子意思："世界各地的大城市以嘈杂喧嚣而闻名"。Well-known 是"以……著称"的含义，在句中作表语，后而应该跟介词 for 才可以接短语。例如：He is well-known for his frankness. 他以坦率而出名。因此，本句中的 by 应该改为 for。我们也可说 be known for。例如：This new theatre is becoming known for its good productions. 这家新剧院因上演节目的质量好而渐渐出名。此类词型要求考生在记忆词组时，对介词引起足够的重视。如果 be known 与介词 as 连接，它的意思就变成"公……认为、作为……而著称"，例如：They are known as the house of Representatives and the Senate. 它们被公认为众议院和参议院。如果与介词 to 连用，别意"为……所知"。本题的答对率为35%。有的考生将 noisiness 改为 noise。这两上都是名词，但前者具有抽象意义，即"嘈杂喧嚣的情况或状态"，是不可数名词，后者则表示具体的"嘈杂的声音"，可以作可数名词，也可作不可数名词。从句义看，noisiness 更确切。

76 如何分析和改正词汇含义使用的错误？

词汇含义及用法错误指含义及功能使用不够准确，在句子中起到了相反、相异的作用，因此造成错误。词汇用法错误中时常出现多词错误。词类使用错误是学生最常犯的错误，集中在名词、动词、形容词和副词的使用上，尤其以形容词、副词居多。一方面由于考生对词汇的句法功能及固定搭配模糊不清造成的；另一方面是由于受母语的影响，将一些词类混淆、误用。要求考生牢记名词、动词、形容词、副词的语法功能以及它们通常情况下在句子中的位置。例如：名词在句子中做主语、宾语、表

语;动词在句子中做谓语;形容词在句子中做表语、定语和补语;副词在句子中做状语,修饰形容词、动词乃至于整个句子。主要有以下几方面的错误:

(1)及物动词和不及物动词的混淆,从而造成搭配错误。

(2)形容词和副词的混淆。常表现为:用副词(→形容词)+ 名词的修饰错误;形容词(→副词)+形容词的错误;动词+形容词(→名词)的动宾修饰错误;形容词(→副词)+动词的修饰错误;系表结构中使用了"系动词+副词(→形容词)"的错误等。

(3)形容词、副词比较级和最高级的错误。形容词和副词的比较级主要三种形式:第一种是表示同等比较,即两个对象之间在某种性质上的程度相同,其结构为:as +形容词/副词+ as;not so/as +形容词/副词 +as 和 the same...as....。第二种表示等比较,表示两个对象之间在某种性质上的程度差异,其结构分为:形容词/副词+ -er/more+形容词/副词+ than 和 less +形容词/副词+than。第三种形式是最优等比较和最劣等比较,其结构分为:the most +形容词/副词和 the least + least +形容词/副词。

(4)复合形容词的错误。复合形容词中最常见的错误是将单数写成复数。例如:five-years-old boy。

经典例题 58

This tendency of technology to make workers superfluous but at the same time allowing their numbers to grow up so large is creating psychological tensions.

正确答案:grow up →grow

解题思路:此题考点是对动词词义的正确理解。Grow up 指人或动、植物的"长大、成长"或某事物的"兴起、产生",例如:New cities grow up in the desert. 新的城市在沙漠中崛起。此句中,grow up 的动词主体是 their numbers,显然不能搭配。从句子的意思来看,这里的动词应表示"增长"的意思,grow 就表示"增长、扩大",所以应把 up 去掉。答对此题的考生只有 5%。有的考生误把 large 改为 largely,这里应当用形容词 large 作 grow 的表语。有的考生误把 tensions 改为 tension。Tension 表示"紧张(情绪或状况)"时可以用复数形式,例如:racial tensions in Africa 非洲种族间的紧张状况。

上下文逻辑关系错误包括哪些方面?答题时应注意些什么?

逻辑关系是指在全文的主题思想指导下,文章细节的论述要求与文章的主题相符。主要分为语义错误、指代与上下文不一致、时态错误。由于时态错误和指代错误已在语法错误一类中详细说明,这一部分我们着重分析一下语义错误。

语义错误经常表现为有关肯定或否定的逻辑关系错误。这类错误上下文及语义关系严格设计出来的。因此考生不但要读懂全文的大概含义,更要理解上下文细节内容的上下出承接、转折、进等比较复杂的关系。因此难度较大。

语义错误主要有四种,一是肯定句式用了否定句式;二是表示肯定意义的单词被用了否定,或反之,三是反义词的使用错误;四是表示逻辑的连接词被误用。

对于这类错误,需要注意:①认真理解原文和原句的内容和含义;②仔细分析错误一行,找出与全文主题含义不一致的地方。③根据原文的理解,找出相应的词汇进行改正,但同时应注意兼顾语义和语法方面的错误;④将改正后的词放回到原文中,仔细推敲内容连贯、一致后,再作最后定夺。

如何具体识别和改正反义词错误和肯定/否定使用错误?

经典例题 59

People are earning higher wages and salaries. ...As income goes down, people may not want more food to eat or more clothes to wear.

正确答案:down→up 此题考查对上下文的确切理解。上文讲到人们挣钱愈来愈多,从而给生活方式带来了变化。是什么变化呢?那就是随着收入的增加,人们可能不一定需更多的吃穿,而可能需要许多其他方面的东西。而此句中的 as income goes down(随着收入的减少),正好意思相反,因此是错误的,必须将 down 改为 up。答对此的只有 30%成绩很好的考生,说明不少考生还不太注意上下文

衔接关系。本句如孤立地来看，意义上也许并没有什么问题，语法上更没有错，但从上下文的意义上一看，就明显有误了。

经典例题50

Read this letter confirming a booking at an exhibition. In most of the lines there is **one extra word** which does not fit in. One or two lines, however, are correct. If the line is correct, write CORRECT. If there is an extra word in the line, write the extra word in CAPITAL LETTERS.

Examples:	0	C	O	R	R	E	C	T	
	00	B	E						

Dear Sir

0 I am very interested in the position for a sales manager that

00 you be advertised in the October 10 issue of Anhui Daily. I am

1 confident in the job on the basis of my a training and work

2 experience in do my previous jobs.

3 I studied for business administration (商务管理) and sale as

4 my major at Sichuan University. I think I have been obteined a

5 broad foundation of the business knowledge. I studied the

6 subjects of management, sale, marketing, finance, accounting

7 as well as other courses such as law, and statis-

8 tics(统计学). For the past three years, I heve to worked

9 for Daqing Petroleum Company (大庆石油公司)as a sales

10 clerk and a sales manager later. I was been praised and

11 Rewarded many times for my excellence in my job at there.

12 I would welcome for an opportunity to meet with you in person to telk on my knowledge and experience. Please phone or write me at your convenience.

Yours faithfully

这是一封求职信。现在我们先通读一下全文，从语感上看看哪些词句不存在问题。接着从我们上面提到的考试中常出现的问题出发，逐句加以推敲。试分析如下：

1. "my a training"多了"a"。

2. "in do my "多了"do"。如果是"doing"，还可以认为是正确的，注意介词后跟动名词。

3. "studied for business"多了"for"。"studied"是及物动词，不需要带介词。

4. "heve been obtained"多了"been"。"obtained"是主动语态。

5. "the business knowledge"多了"the"。"business knowledge"是抽象概念，不带不定冠词。

6. CORRECT

7. CORRECT

8. "heve to worked"多了"to"。"worked"是过去分词，前面不会出现"to"。

9. CORRECT

10. "I was been praised"多了"been"。"was... praised"已是被动语态，中间不需要"been"。除非"was"变成"had"。

11. "at there"多了"at"。"there"是副词，前面不加介词。

12. "welcome for an opportunity"多了"for"。"welcome"是及物动词，不需要带介词。

最后提醒读者：在BEC考试时，要记住题目的要求。答题时，句子正确时要在答题卡上相应的题号后写"CORRECT"，而不是打"√"。写多余的词时，务必整个词都用大写字母，而不是仅单词首字母大写。

以上这两点要在练习时养成一种良好的习惯,以免犯不必要的错误而失分。

题海冲浪

练习一

Questions 34 – 45

- Read the article below about the job advertisement.
- In most of the lines **34 – 45** there is one extra word. It is either grammatically incorrect or does not fit in with the meaning of the text. Some lines, however, are correct.
- If a line is correct, write **CORRECT** on your Answer Sheet.
- If there is an extra word in the line, write the extra word in **CAPITAL LETTERS** on your Answer Sheet.
- The exercise begins with two examples, **0** and **00**.

Example:	0	A	N	D					
	00	C	O	R	R	E	C	T	

Investment Analysts Wanted

0 A Fund Management and subsidiary of a prestigious Investment Bank
00 seeks bright young Investment Analysis to augment its rapidly expanding
34 research on department. Our client is a top US institution with significant
35 funds under management from world – wide, increasingly it is seeking to
35 manage the European component of its portfolio from London. This
37 has been led to an impressive rise in its profile in European markets.
38 The Bank is looking for talented and ambitious Investment Analysts
39 to form a new specialist research team. Investment Analysts who perform
40 rigorous and detailed investigetion into companies and securities before
41 making recommendations to those Fund Managers ideally, you will heve
42 excellent academic credentials and a solid professional with grounding, in
43 analytical techniques. Particularly useful would be training in an accountancy,
44 an MBA or a legal qualification. Excellent communication in skills are required.
45 For an initial, confidential conversation with contact the Bank's Personnel Manager directly.

练习二

Questions 34 – 45

- Read the article below about an order introduction.
- In most of the lines **34 – 45** there is one extra word. It is either grammatically incorrect or does not fit in with the meaning of the text. Some lines, however, are correct.
- If a line is correct, write **CORRECT** on your Answer Sheet .
- If there is an extra word in the line, write the extra word in **CAPITAL LETTERS** on your Answer Sheet.
- The exercise begins with two examples, **0** and **00**.

Example:	0	C	O	R	R	E	C	T	
	00	I	T						

Special Products Co. —how to order

0 Our speciality is our convenient catalogue system. Instead of
00 spending time going to a shop, you simply order it direct from
34 us. Ordering is easy and delivery fast. Once it received, your
35 order will normally be dispatched within 72 hours. We will
35 inform to you immediately should any items be out of stock.
37 If you are not happy with your purchases please return them
38 to us within the 15 days in their original packaging and we
39 will refund you for in full. Quality is our main criterion.
40 Each item is under unconditionally guarantead for **6** months.
41 You will receive a receipt and with your order which is your
42 guarantee. In the unlikely event of damage as to an item during
43 delivery, should please contact us immediately on 0197－3101772
44 and we will arrange for its return or replacement. All prices
45 and promotional offers are so valid until 30th September.

答案

练习一

34. ON 35. FROM 36. CORRECT 37. BEEN 38. CORRECT 39. WHO 40. CORRECT 41. WILL 42. WITH 43. AN 44. IN 45. WITH

练习二

34. IT 35. CORRECT 36. TO 37. CORRECT 38. THE 39. FOR 40. UNDER 41. AND 42. AS 43. SHOULD 44. CORRECT 45. SO

博德曼

People need responsibility. They resist assuming it, but they cannot get along without it.

人们需要责任感。他们抗拒承担责任，但是没有它就无法前进。

No man was ever endowed with a right without being at the same time saddled with a responsibility.

没有人在被赋予一项权利时不同时承担一项责任。

Equality is the life of conversation. And he is as much out who assumes any part above another, as he who considers himself below the rest of the society.

平等原则乃彼此交谈的灵魂。自认为高于别人固然不对，表现为低于别人同样也不对。

The measure of a man's character is what he would do if he knew he would never be found out.

衡量一个人真正的为人，要看他在知道永远也不会被人发现的情况下做些什么。

There is not a heart but has its moments of longing yearning for something better, nobler and holier than it knows before.

人心无不有其向往的时刻，向往比眼前更美好、更高尚、更圣洁的东西。

READING 1 hour

PART ONE

Questions 1－7

- Look at the sentences below about the job advertisements.
- Which job (**A**, **B**, **C** or **D**) does each sentence **1－7** refer to?
- For each sentence **1－7**, mark one letter (**A**, **B**, **C** or **D**) on your Answer Sheet.
- You will need to use some of the letters more than once.

Example:

0 You will need to know a foreign language for this job.

0	A	B	C	D

1 You could get this job without having a degree or diploma.

2 You must have a science degree for this job.

3 If you are interested in this job, you should send for an application form.

4 Thay want to know how much you are earning in your present job.

5 Your letter of application should not be typewritten.

6 The company wants you to tell them how much you want to earn with them.

7 This job is a management position.

A

Medical Representative to sell pharmaceutical products to doctors and pharmacists. You need to have a science degree, experience in sales/marketing, and an ability to get on with people. The job offers an excellent salary, employee benefits and opportunities for career advancement. Apply in writing, with CV and expected salary.

B

Senior Training Officer (**Technical**) to take charge of Bukit Vehicle Maintenance Training Centre. Tha job involves running the Centre, providing in-house staff training and updating present programmes. An engineering degree and previous experience of tha automotive industry are essential. Send career details with photograph and three professional references.

C

Lecturers for the Singapore Excellence Institute to teach Tourism, Business Management or Media Studies. Tha posts are part-time, but could become permanent after one year. Candidates need a degree or diploma in a relevant subject and five years' teaching experience. Send CV with covering handwritten letter and details of current salary.

D

Executive Officer (**Payment**) to supervise payment operations. You must be fluent in English and Mandarin, familiar with computer operation, and heve a qualification in accounting or three years' relevant exparience. We offer a competitive salary, generous holiday allowance, bonus scheme and free medical insurance. For further details and an application form, phone or write to Personnel Officer, Jurong Ltd.

PART TWO

Questions 8 – 12

- Read this advertisement about business book reviews.
- Choose the best sentence to fill in each of the gaps.
- For each gap **8 – 12**, mark one letter (**A – G**) on your Answer Sheet.
- Do not use any letter more than once.
- There is an example at the beginning (**0**).

Special Introductory Offer!

Gain a working knowledge of the top
Business books – rapidly and easily

Now you can read the best business books – in just 15 minutes each!

It's the executive dilemma of the Nineties: information overload(**0**).....G.....

There should be a simpler way to keep track of the latest ideas. And there is.

A systematic solution:

Suppose you had an assistant who screened and selected only the quality books for you. (**8**).....

So you could obtain a working knowledge of the book's contents in a fraction of the time. Now you can have that assistant with Executive Book Summaries. Every month, you receive quick-reading, time-saving summaries of the best new business books. (**9**)..... This means that rather than taking five to ten hours to read, it takes just 15 minutes!

How you'll benefit.

Executive Book Summaries, designed for the busy executive, are a solution to the growing management problem of too much to read and too little time to do it.

- **Improve you business confidence.**

  You gain a real understanding of the key points of the best new business books.

- **Learn more, remember more.**

  We've taken account of extensive research into the memory functions of the human brain (**10**).....

- **Get ideas you can use.**

  (**11**).....In a summary, these ideas are more accessible and 'actionable'.

- **Cut hundreds of hours off your reading load.**

How often have you opened a new book with great expectations – only to find it a huge disappointment? (**12**).....

The books we summarise cover just about every subject you need to know, from management techniques to guidance on your career.

Example:

	A	B	C	D	E	F	G
0							■

A These introductory texts are the most important books and using them can pay big dividends.

B Discover practical tips and techniques you can apply without delay.

C In order to avoid this problem, we select for you only the truly worthwhile titles can reject the rest.

D According to studies published in psychology journals, you retain the content of a summary better than a book.

E He or she would take the most important ideas from each one, and compile them into a neat executive summary.

F Each contains all the key points in the original book, but instead of 200 to 500 pages there are only eight pages.

G With all the reading you have to do in the normal course of your work, you find it impossible to keep up with all the new business books.

PART THREE

Questions 13 – 18

- Read the article below about Captain Collins.
- For each question **13 – 18**, mark one letter (**A, B, C or D**) on your Answer Sheet, for the answer you choose.

Case Study: What Should Captain Collins Do?

Fire Station 13 is commanded by Captain Eric Collins. He has been in charge of the station for a period of six months, following his promotion and transfer from another fire station. Station 13 is located in foothills outside a large community. The station's location, along with some additional factors, had led to the confrontation between Collins and the Battalion Chief, David Mark.

Chief Mark: "I don't care, Captain Collins, what the reasons are. There are rules and regulations that must be followed. As long as I am the battalion chief, it is my duty to see that the fire stations under my supervision perform perfectly, and that means these rules and regulations must be followed."

Captain Collins: "It is my opinion, with all due respect, Mr. Mark, that your insistence upon following fire department regulations to the letter is hindering my men in their job performance and hurting their morale. I can't help but feel that in this case the regulations should be eased or modified for the benefit of this station and its men."

Chief Mark: "We have a good public image as a result of our uniform rule. The public sees us as a neat, clean, efficient fire-fighting unit. You're asking me to bend the rules to make it easier for your own men. If I were to bend the rules for you, I'd ha obliged to bend the rules for everyone, and that I won't do."

Captain Collins: "But sir, ours is the only station that is removed from the community. We fight brush fires, not structural ones. We seldom come into contact with the public and we are constantly in the dust. I can't help hut feel that you're being too strict with the men about appearances. I agree that appearance is important, but keeping uniforms spotless and shoes highly shined is next to impossible here. And I don't think you reprimanding Johnson this afternoon is fair. We don't even have a cement floor beneath our trucks here. How can you expect him to remain clean when he has to lie in the dirt to make his safety checks of the truck?"

"When I'm at it, sir, I would also like to say that I think your haircut and television policies are too strict. Ours is the only department that is forced to wear our hair this short. In comparison to many other fire departments, we look bald. I feel this, and the fact that you won't allow men to watch television while relaxing on duty, is unfair to the men. These men are professionals, and they should be treated as such. They have asked me to speak to you about this, and I myself am in total agreement with them. As their captain, I am asking that you relax the regulations that are too severe."

Chief Mark: "Captain, we have a good public image. We shall continue to have a good public image in spite of your protests. If you and your men find the situation unbearable, transfer can be made available."

1 If you were Captain Collins, would you accept things as they are or would you continue to protest the rules and regulations imposed upon your station?
2 If you accept the Battalion Chief's wishes for a strict code, how would you handle the supervision of the firemen?
3 If your men then encourage you to ignore the rules established by the chief, what would you do?
4 If you disobey the chief's orders, are you showing the firemen that it is all right for you to disobey even though you expect them to obey you? Is this a situation of cognitive dissonance for the firemen—that is, are they being asked to hold two mutually contradictory viewpoints at the same time?

13 Captain Eric Collins has been working at a fire station for _____.
A half a year
B more than half a year
C one year and a half
D six years

14 The confrontation between Collins and Mark lies in _____.
A whether the regulations should be observed
B how the regulations should be observed
C why the rules should be observed
D when the rules should be observed

15 To create a good public image, Mr. Mark puts great emphasis on _____.
A efficient work
B strictly observing all rules and regulations
C neat and tidy appearances
D short hair and shining shoes

16 What Collins believes is that _____.
A strict rules might improve people's performance
B a chief should treat his men kindly and friendly
C rules can be modified to suit different situations
D professional firemen should not be restricted by regulations

17 It can be inferred from the passage that as an officer Chief Mark is _____.
A flexible
B congenial
C stubborn and unyielding
D quite humorous

18 The author's attitude towards the argument is _____.
A objective
B critical
C subjective
D clearly biased

Part Four

Questions 19 – 33

- Read the article below about Federal Deposit Insurance Corporation.
- Choose the best word to fill each gap, from **A**, **B**, **C** or **D**.
- For each question **19 – 33**, mark one letter (**A**, **B**, **C** or **D**) on your Answer Sheet.
- There is an example at the beginning.

Federal Deposit Insurance Corporation

Before 1993, and particularly (**0**).....B..... the period 1929－33, bank failures were not uncommon. (**19**)..... a bank overextended itself in creating credit or if several of its important loans could not be repaid, depositors in the bank would frequently become panicky (惊慌的) and (**20**)..... to make large withdrawals. (**21**)..... the bank had only a small number of its deposits backed by currency, the bank would soon be unable to meet withdrawals, and most depositors (**22**)..... their money. Most frequently a bank merely needed time to improve its cash position by calling in some of its loans and not making additional ones. In 1933, the number of bank failures (**23**)..... a peak, forcing the federal government to intervene and (**24**)..... the banks temporarily (暂时地). To help restore the public's confidence in banks and strengthen the banking community, Congress passed legislation setting (**25**)..... the Federal Deposit Insurance Corporation. (**26**)..... corporation, an agency of the federal government, now insures over 90 percent of all mutual (互相的) savings and commercial bank deposits for (**27**)..... $100,000 per deposit. The FDIC has (**25**)..... its insurance fund by charging member institutions one-twelfth of 1 percent of their total deposits.

As a result of the protection (**29**)..... by the FDIC and through other kinds of suporvision (监管), bank failures have been reduced to a few isolated instances. When deposits are federally insured, people (**30**)..... rush to withdraw their money if they become (**31**)..... the financial condition of their bank. The delay gives the banks the necessary time to adjust their cash credit balance, and this action helps to reduce the (**32**)..... of bankruptcy(破产). For an example of the value of the FDIC, note that the failure in 1974 of the huge Franklin National Bank did not (**33**)..... a panic, and that depositors lost no money as Franklin was taken over by another bank.

Example: **A** in **B** during **C** about **D** at

0	A	B	C	D
	□	■	□	□

19 A Although	**B** Even if	**C** If	**D** Because
20 A have begun	**B** begin	**C** can begin	D will begin
21 A Because	**B** Because of	**C** As a result	**D** Considering
22 A lost	**B** had lost	**C** will lose	D would lose
23 A fell from	**B** reached	**C** climbed up	**D** arrived
24 A closed	**B** closing	**C** close	**D** has closed
25 A in	**B** about	**C** up	**D** to
26 A For the	**B** This	**C** As a	**D** A
27 A up to	**B** as much	**C** as many as	**D** equal
28 A built up	**B** build up	**C** built	**D** build
29 A provided	**B** providing	**C** provided with	**D** provided by
30 A no	**B** any more	**C** no longer	**D** not

31	**A** concerned about	**B** concerned with	**C** concerned in	**D** concern
32	**A** likely	**B** possibility	**C** possibly	**D** opportunity
33	**A** touch up	**B** touch down	**C** touch off	**D** touch on

PART FIVE

Questions 34 – 45

- Read the text below.
- In most of the lines **34 – 45**, there is one extra word. It is either grammatically incorrect or does not fit in with the meaning of the text. Some lines, however, are correct.
- If a line is correct, write **CORRECT** on your Answer Sheet.
- If there is an extra word in the line, **write the extra word** on your Answer Sheet.

Examples 0 C O R R E C T
00 T H E

QUESTIONAIRE – AREMINDER

Dear Colleague,

0 You recently received a short questionnaire from us about the way brands change
00 over the time and why. As we sent out a limited number of questionnaires to
34 respondents for whom we thought might be able to help us, your answers are
35 very important as for the accuracy of our research. Therefore, if you have not
35 already completed in the questionnaire, we would be most grateful if you would
37 do this as soon as possible. In case you have been mislaid the original questionnaire,
38 please find enclosed another copy and a pre-paid envelope in which to return back
39 your completed questionnaire. Your responses, of course, will remain a confidential.
40 We are very much look forward to you early reply and to being able to send you a
41 copy of the study's findings (if you have indicated an interest in receiving them).
42 Should this letter have crossed in the post with your reply, please accept our
43 thanks for your own valuable assistance. Once again, we assure you that the results of the survey
44 will be made available as soon as possible.
45 Yours sincerely,
Dominic Behr
Professor of Brand Marketing

答案

Part One

1.D 2.A 3.D 4.C 5.C 6.A 7.B

Part Two

8.E 9.G 10.D 11.B 12.C

Part Three

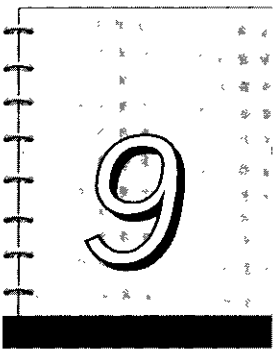
13.B 14.B 15.B 16.C 17.C 18.A

Part Four

19. C 20. B 21. A 22. D 23. B 24. C 25. C 26. B 27. A 28. A 29. D 30. C 31. A 32. B 33. C

Part Five

34. ON 35. THAT 36. AS 37. BECAUSE 38. BE 39. THE 40. IS 41. WHAT 42. TO 43. FOR 44. CORRECT 45. CORRECT



写作测试概述

79. BEC 中级写作测试主要考查学生哪些方面的能力?
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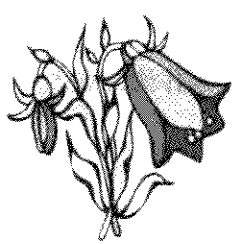
89. 在商务报告写作中如何取得高分?
90. 如何为 BEC 中级写作考试做准备?



BEC中级写作测试主要考查学生哪些方面的能力?

BEC Vantage(中级)考试写作部分的测试重点是考查考生运用书面语言形式表达思想、成功完成考题指令的能力。

BEC中级写作测试有哪些形式?

我们可以通过剑桥大学提供的考试大纲列出的BEC Vantage考试写作部分的试题种类和格式,更进一步了解一下具体的任务。

部分	功　能	提示材料	题　型	语　域
1	例如,给出提示、解释发展进程、征求意见、要求信息、同意请求	写作要求(及对文章的格式要求)	内部交流(形式可为便条、留言、备忘录或电子邮件)(30－40字)	中性/非正式
2	函件:例如,解释、道歉、消除疑虑、投诉 报告:描述、总结 建议:描述、总结、推荐、劝说	一段文字材料,选自商务函件(形式可为信件、传真或电子邮件),内部通信(形式可为便条、备忘录或电子邮件)、通知、广告等(如果不是信件,则有格式或文章类型提示)	商务函件(形式可为信件、传真或电子邮件)或简短的报告或建议(形式可为备忘录或电子邮件)电子邮件(120－140字)	中性/正式

从上表中我们可以看出,在考试形式方面,BEC Vantage考试写作部分要求考生完成两篇文章,时间总共45分钟,具体来说,Part I要求写一则40－50个词的商务便函或商务便条;Part II要求写一篇120－140个词的商务书信或商务报告。尽管题目只有两个,却涉及到四种题型,即商务便条、商务便函、商务书信和商务报告。

从写作要求上来看,BEC Vantage考试写作部分不同于以往的单一的命题作文,而是从实用角度出发,首先给考生提供一段模拟真实场景的背景材料,然后再进一步要求考生针对这一特定商务环境的特点,做出恰当的书面反应。我们把这样的写作方式称做情景写作以区别其他考试当中的Academic Writing。

BEC中级写作的评分标准是什么?

写作给总分,每篇都给印象分。考官使用等级描述来评估语言和答卷的成绩。每篇作文都要给个0到5之间的等级,每级别可能有两个成绩。BEC中级的合格成绩是3级。

总体印象分参照以每项任务的完成标准为重点的具体给分。具体评分重点放在内容、结构的多样化、词汇、组织、语域、格式和对具体试题的目标读者的影响。

美式拼写和用法可以接受。

第一部分分级分要转接为10分制的分数,第二部分转换为20分制的分数。

BEC中级写作测试常涉及到哪些商务情景?

考试中经常涉及到的商务场景,即其选材范围与阅读、听力部分基本相同,内容广泛多样,取自真实商务环境,这充分反映了BEC考试的务实性,力求对考生走出BEC考场之后的商务活动,尤其是书面交流能力起到巨大的帮助作用。因此我们可以得出这样的结论,BEC考试决不仅仅只是一门考试,更是一个学科,其意义不仅仅在于拿到一个权威的证书,更在于对时代所急需的能力的掌握。

BEC中级写作测试的题材有哪些?

(1) 商务便条类

这一题型要求考生根据所提供的背景材料写一则便条,字数控制在30－40个词范围内。

经典例题61

● You work for a company which produces laser printers. You are visiting another company, Microsoft, to buy some computer software for your department. They have expressed an interest in your company printers and you would like to take twenty brochures and three sample printers with you.

● Write a short note to Mr. Jim Asano, tha Sales Manager.

- Ask for his permission to take these items.
- Explain why you want them.
- Mention the time and date when you want to collect them.

● Write 40－50 words on your Answer Sheet.

题解：

该题首先假定考生是某一打印机公司的员工，因工作机会了解到 Microsoft 软件公司对本公司的激光打印机有购买意向，故有意携带三台样机及二十份宣传手册去 Microsoft 公司推销。本题目要求考生给销售部经理写一则便条，其中必须包括以下三条要点：

(1) 请求许可携带三台样机及二十份宣传手册去 Microsoft 公司。

(2) 陈述理由。

(3) 说明需要样机及宣传手册的具体时间。

考生在动笔之前应该仔细审题，明确自己在背景材料中的身份，吃透考题的要点精神，写作时必须对所有要点面面俱到，但切忌节外生枝，这样做不仅会超过字数限制，还会增加出错的可能性。

(2) 商务便函类。

这一题型要求考生根据所提供的背景材料写一则便函，被除数控制在 40－50 个词的范围内。

经典例题62

● Christmas is coming. Your company is going to hold the annual Christmas party. As the secretary of the general manager, you help arrange the preparation for it.

● Write a memo to all employees.

- Announce the planned party.
- Welcome all employees to join it.
- Introduce the programs of it.
- Mention the time and place that it takes place.

● Write 40～50 words on your Answer Sheet.

题解：

该题首先假定考生是总经理秘书，目前正在协办公司的圣诞晚会，接着题目要求考生写一则便函式的通知，内容必须包括：

(1) 宣布既定的圣诞晚会。

(2) 欢迎所有员工参加。

(3) 介绍晚会的节目安排。

(4) 说明晚会的时间和地点。

商务便函的写作要求与便条相似，但要注意的就是商务便函比便条更讲究格式，因而显得更正式。

(3)商务书信类

这一题型要求考生根据所提供的短文，如书信、传真、便函、留言条(电话留言条)等，起草一封书信，字数控制在 120－140 个词的范围内。该题型的难度显然要比前面两种大。

经典例题63

You heve organized a production conference for your company which will be held on October 10, 2001. The following is the letter of confirmation you received from the Conference Centre.

Dear Conference Crgenizer,

ABC PRINTER CO: PRODUCTION CONFERENCE

I am writing to confirm the arrangements for the conference.

DATE AND TIME:	10th October 10 a.m. to 5 p.m.
NUMBER OF GUESTS:	50
ROOMS RESERVED	10 a.m. to 12:30 p.m.
	CONFERENCE HALL 3
	2 p.m. to 5 p.m.
	SEMINAR ROOMS 1,2, and 3
CATERING:	COFFEE-11 a.m. to 11:30 a.m.
	Lunch—12:30 p.m. to 2 p.m.
	in Conference center Restaurant
	Tea—4 p.m.

We look forward to welcoming your company to the Nuffield Conference Center.

Yours sincerely,

Black Smith

Today your Production Manager has sent you the fax below with changes he would like to make to the conference arrangements.

FAX ABC

Printer Company

I'm afraid we have to make some last-minute changes to the arrangements for our production conference.

1. Ten more guests have accepted.

2. The President wants only one hour for lunch, and just a simple buffet-not seated in therestaurant.

3. Tha conference Speaker(Tome Moors)can't come until 2 pm. So he will give his presentation in tha afternoon. Can we move the seminars to the morning?

Sorry about this!

Tonny

题解:

该题首先假定考生正在筹备定于 2001 年 10 月 10 日的公司生产年会,昨天会议中心来信要求进一步核实会议的具体日程安排,而今天上午公司生产部经理又发来传真,通知几项临时的日程变动,考题最后要求考生立即给会议中心写一封商务书信,向对方说明计划变动的具体情况。考生在动笔前一定要认真仔细地阅读考题提供的原始商务书信和传真,要确实吃透原文,并在此基础上利用原文的信息,详细说明会议日程变动的细节情况。考生在写完之后一定要检查是否遗漏了要点,或者有无添油加醋,节外生枝的现象。

(4) 商务报告类

这一题型要求考生根据所提供的图表及其所反映的信息,起草一篇商务报告,字数控制在 120 - 140 个词的范围内。

经典例题

● You work for Tomatsu, a company which produces video recorders. You are responsible for Product Development.

● Read the following table showing the results of a survey of video recorders. Tha recorders are rated from * (POOR) to * * * * * (EXCELLENT). Column A shows the ratings for your company's products, Col-

umn B shows the ratings for the products of Shikei, your main competitor.

● Use the information in the table to write a short report (about 120 – 140 words) recommending ways of improving the quality and the marketing of your company's video recorders.

● Write on your Answer Sheet.

	A Tomatsu	B Shikei
Value for money	* *	* * * *
Reliability	* *	* * * * *
After-sales service	*	* *
Availability	* * * * *	*
Advertising	*	* * *

题解:

该题首先假设考生是一家录像机公司的产品开发部负责人,接着考题提供了一张市场调查结果表,该表格比较了本公司产品与竞争对手的产品在性能价格、质量稳定性、售后服务、市场份额及广告宣传等方面的优势与不足,考题最后要求考生根据这张表格所反映的信息,撰写一份报告,就提高产品的质量,加强市场营销等问题提出建议。考生在动笔前一定要认真仔细地阅读考题提供的原始图表,力求看懂并吃透原文精神,然后准确地把图表信息转换成语言文字,在分析数据的基础上再根据考题要求,有的放矢地提出建议。显然这题的难度相当大,因为它要求考生首先应该具有阅读和解释根觉信息的能力,并进面在此基础上发表观点,提出建议。

商务便条和商务便函在写作方面有哪些不同?

这两种题型的要求相似,但是在两种文本 Writer 和 Reader 之间的关系有些许区别,也就是说商务便函用语要稍比便条用语正式,但近年来便条与便函之间的模糊区别已经逐渐淡去,考试当中可以都使用便函用语,提高交流效率。

因为是情景写作,考生在动笔之前都应该仔细审题,明确自己在背景材料中的身份吃透考题的要点精神,写作时必须面面俱到,但切忌节外生枝,否则不仅会超过字数限制(40 – 50 words),还会增加出错的机率。

我们看例题:

● You work for a company which produces laser printers. You are visiting another company, Microsoft, to buy some computer software for your department. They have expressed an interest in your company printers and you would like to take twenty brochures and three sample printers with you.

● **Write a short note to Mr. Jim Asano, the Sales Manager.**

● Ask for his permission to take these items.

● Explain why you want them.

● Mention the time and date when you want to collect them.

● **Write 40 – 50 words on your Answer Sheet.**

通过对多年考试题目的分析,我们可以发现,在 Memo 或者 Note 的考试题目当中,考题指令极其有规律。在这道题目中,我们可以发现,我们需要做的工作就是把三个由星号引导的句子(以下简称星号)进行重组,形成一个逻辑上流畅、表达上通顺正确的 40 – 50 个字的 Memo 或者 Note。

(1)历年考试当中几乎所有的星号都是由动词引导的祈使句或者动名词短语(少数例外也只是形式上的)。

(2)这些动词可以分为两类,一类是祈使性的,比如说上面题目中的 Ask,其他还有 Rrquire, Suggest, Request 等。一类是告知性的,比如说上面题目中提到的 Explain 和 Metion,其他还有 Tell, Inform, Note 等。

(3)针对这些极有规律的动词,我们可以积累许多和这些动词相同功能的句型和表达方法,从而来满足题目中所据到的三个具体星号要求之所以要很多的句型和表达方法,是因为考官在阅卷的时

候尤其反感直接照抄星号指令或者千篇一律)。

(4)举几个句型的例子:

*祈使性的:

Please could you do... Could you please do

Please would you do... Would you please do

I suggest something

*告知性的:

Please note that... Please be noted that...

It is advisable to do...

写商务报告有哪些要求?

这一题型要求考生根据所提供的考题信息(可以是图表或者文字)写一篇商务报告,字数在120-140个单词左右,对字数的要求并不特别固定,不象Memo中的40-50的字数要求那么严格,我们一般鼓励考生写到150字左右(注意:不需要写地址)。

写商务报告应注意哪些问题?

商务报告的写作除了要满足商务英语写作应该遵循的大原则(准确、简洁、清楚、具体、礼貌)之外,还有区别于其他商务写作的特点:明显的结构感。这个特点决定了我们对于这类题目的准备和解决办法。

商务报告一般具有四个部分:Introduction, Findings, Conclusions and Recommendations。

写商务报告应采取哪些步骤?

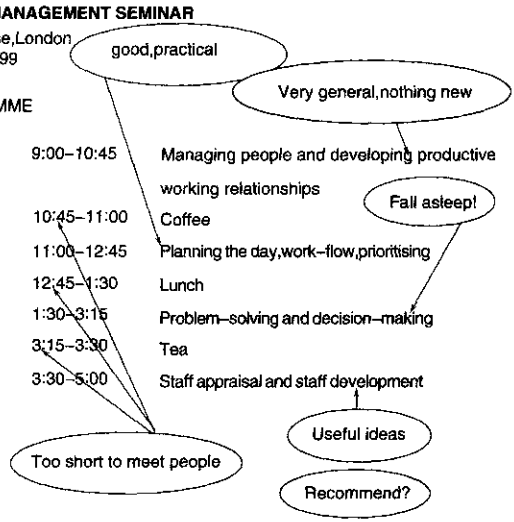
要写一个好的报告,对于每个部分就应该采取针对性的措施。但同时四个部分又应该是一个完整的统一体,首先Introduction需要非常明确地说明该报告的目的,有时候需要添加诸如调查手段、调查范围之类的信息。在之后的Findings这个部分的写作过程当中,我们应该清楚地意识到这个部分是为后面的conclusions以及Recommendations服务的,而且在Introduction中确定了写作目的的前提下,我们对材料进行分类、取舍就不再是一件困难的事情,也就是能够证明观点、满足写作目的的我们就可以用较多文字来表述;和观点联系不大、甚至起反商作用的材料我们就要适当减少文字的分量,一笔带过,或者用诸如"The advantages far outweigh the disadvantages."之类的句子来加强我们文章逻辑的完整性。总之,后面的建议和前面的描述和分析应该互相呼应、互为犄角。

在上面的四个组成部分中间,前面两个部分都可以直接在题目中找到很直观的原材料,只需要合理加以改动就可以了。第三个部分Conclusions也是前面的Findings的合理延伸,同样不足为惧。倒是最后的Recommendations使很多考生非常头痛。其实在BEC报告写作中的Recommendations部分是最容易的部分,通过对历年真题的研究,我们可以断言,几乎所有的recommendation都已经是跃然纸上,呼之欲出。不信?请看下面的题目。

● You recently attended a one-day course on office management. Below is the course programmed, with the comments you wrote on it.

● Write a short report about the course for your Manager. Include all your comments and say whether your company should send other staff on this course. Write 100-120 words.

● **Write on your Answer Sheet. Do not write in capital letters.**



在这个题目中,考生首先需要想象自己的身份是刚刚参加了为期一天的培训项目的员工或者是初级经理,应自己经理(题目中提到的 Manager)要求写一篇报告,需要对各门课程进行评价,做出合理的建议,也就是说,本公司的其他员工是否有必要参加同样的培训。

只要看懂题目,可以说你就已经知道了 Recommendations。

To recommend or not to recommend, is that the questions? NO, 当然不是,我们只需要轻松惬意地从推荐还是不推荐中随意选择一个,然后展开证明就可以了。

BEC 考官如何评价学生的商务报告?

有的考生担心 BEC 报告写作过程中的态度取向会影响分数,其实考官在给 BEC Vantage 中的报告写作评分时,最关注的是该报告的逻辑是否严密,Findings 是否能够有力地支持后面的 Conclusions 以及 Recommendations。至于考生到底是怎么样的观点(是支持还是不支持)倒不是考官关心的内容。

在商务报告写作中如何取得高分?

考生在写商务报告过程中可以支持这个观点,也可以不支持以上观点,但是只要我们确定了一个立场,并且论证有理有据,就是高分作文。比如说不支持,我们就要从题目的材料中去寻找支持我们这个立场的内容。对题目所提供的材料稍加分析,我们就可以发现负面的 Comments 有三个,正面的 Comments 有两个。看到这个地方,是不是我们已经完成了对材料的分类和取舍呢? 为了证明我们不推荐,我们当然需要多说负面的 Comments,而适当地提到那些正面的 Comments(必须注意:所有在考试题目中出现的考题指令都必须出现在写作内容当中,不可以故意或者无意忽略)。剩下的工作就只是如何把这些需要详写或略写的内容用语言表达出来 就可以了。

可以看下面的范文:

Report

I am writing this report to evaluate the feasibility that we should send other staff on the office management seminar.

There is nothing new in the managing people and developing productive working relationships seminars, all are

very general things. In addition the problem-solving and decision-making which was discussed in the afternoon was also useless despite some original ideas in planning and staff development. What is more, the arrangement of the seminar is also inconvenient, the breaks for coffee, lunch and tea were too short for us to meet people.

Therefore I recommend that:

1. Our company send no other staff on this course.

2. Next time, when choosing a course to take, consult other companies who have taken the course first before we make a decision.

如果表示支持,可以像下面的这样写:

Report

I am writing this report to evaluate the feasibility that we should send other staff on the office management seminar.

The day-planning, work-flow and prioritizing seminars are very good and practical ideas, especially when we have just enlarged our company though we have only some general ideas in managing and developing productive relationships. Then the seminar discussed staff appraisal and staff development, which are very useful in the coming new staff training-program. The discussion on problem-solving and decision-making was not that interesting but this just made up the time for me to get to know more people from other companies, then we had further talks in the breaks for coffee, lunch and tea.

Therefore I recommend that our company send other staff on this course.

如何为BEC中级写作考试做准备?

学生应该练习清楚准确地陈述书面信息,阅读和讨论尽可能广泛的相关文章会有好处。

首先考虑:

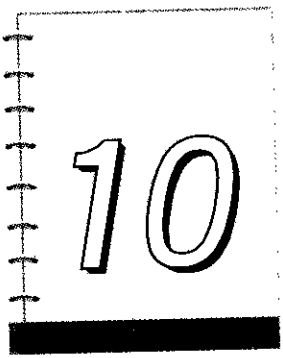
- 目标读者
- 参考以往的交流
- 写作的目的
- 格式要求(如:信件、报告)
- 所要处理的要点
- 每一要点要写的大致字数
- 适当的开头和结尾
- 信函(语气)正式程度

因为掌握一定程度的结构和词汇是评分的标准之一,让学生意识到需要重新确切地表述试题中所给的内容点和手写注释的措词,以便将原有的词汇和结构包括进去是很重要的。

其次,我们要多读,俗话说,读写不分家。多读多想,不仅仅可以扩大自己对于各种商务环境的了解,在考试的过程当中替自己节约构思的时间,还可以积累大量的语言素材。这里就必须提到多读的另一个方面:多背。也就是说,不仅仅要读,而且在阅读的过程当中,一旦发现好的语言材料、好的措辞、好的句型、好的结构都需要背下来。成功的写作从某种程度上说是重组已经存在的语言元素以表达自己的思想和观点。

其次必须提到的是范文,有针对性地学习和模仿范文是提高自己能力的一大捷径。但是我们在研究范文的时候,要对学习的重点和需要吸取的精华有一个正确的认识。通常的误区是以为只要背诵了几篇范文就可以万事大吉,但这恰恰是事倍功半的做法。范文对于我们的意义更在于学习它的描写顺序和论证方法,以及范文用来描述和论证的语言元素。无数事实证明,想通过生硬的背诵范文来押宝是行不通的。

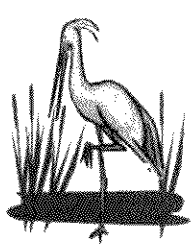
再有,要多写。熟能生巧,就好像和人打交道一样每天都见面想不认识都困难。在提高写作水平的过程当中,亲自动手写文章和修改文章是绝对不可以省略的。写了一次,还要改,改一次,改两次,同时不断和范文比较,到满意为止。不亲身参与创作极品,永远不会知道极品是怎么制造出来的,最多只有临渊羡鱼、望梅止渴了。



商务便函

参考指南☞

91. 什么是商务便函?
92. 商务便函有哪些优点?
93. 商务便函的文体结构是什么?
94. 商务便函的基本要领有哪些?
95. 商务便函的格式是怎样的?



什么是商务便函?

商务便函在英文中称 Memo,系 Memorandum 的缩写形式。它常用于机关、公司等组织内部,是联系工作、信息交流、处理一般公务时使用频率较高的一种简便函件,有时相当于国内机关内的通知。常由主管某项工作的人写给有关人员。虽然便函采用了书面形式,但却不像正式公文那样严格,语言通常较为通俗,以便能达到简明、易懂、切题的目的。

商务便函有哪些优点?

商务便函便条的优点很多,现归纳如下:

(1)形式简单,用途广泛;
(2)能节省时间,提高工作效率;
(3)能避免文字冗长,含糊不清;
(4)有助于机构内部信息快速传递;
(5)清楚表述要点,免去耗时长谈;
(6)便于汇集存档,需要时有据可查;
(7)责任人明确,能增强事业心。

商务便函的文体结构是什么?

商务便函不同于一般商务信函,它不需要封内收信人地址、称呼和客套结束语等诸多部分。大多数机构都设计有自己规范化便函笺,虽形式有所不同,但笺头部分通常都包括致函人和受函人姓名或职位,以及事由和日期。

一般来说,便函内容分段排列,可用平头式,也可用缩行式。有时各段也可编上序号,注明要讲的不同事项。一般来讲,有笺头和段落排序的便函更显得清晰、明了。

商务便函便条结构如下:

MEMO

To:(致)_____ Subject:(事由)_____
From:(自)_____ Date:(日期)_____

Message (内容要点)

ABC Company MEMO

To:(致)_____ Subject:(事由)_____
From:(自)_____ Date:(日期)_____

Message (内容要点)

写商务便函的基本要领有哪些?

(1)仔细审题,充分利用所给的材料。
(2)备忘录或便条的内容必须包含题目中的每项要点。
(3)文章必须符合备忘录或便条的一般格式,使用的体裁必须恰当。
(4)措辞简洁,意义连贯。
(5)切忌过多发挥,偏离主题。
(6)尽量将数字控制在要求的范围内。

商务便函的格式是怎样的?

SCHOOL OF ENGLISH FOR BUSINESS
MEMORANDUM

To: Mr. Kingswick, Course Coordinator
From: Barnsby Campbei
Date: 19 November, 1995
Subject: Lesson Plan for 28 November lecture

I intend to teach memo writing in my next lecture. I plan to cover the following parts:
1. Inside Address
This is omitted in a memo. As internal communication the reason is obvious.
2. Greeting
It is more polite to put Mr., Mrs. or Ms before and the office after the name of the recipient. You may sometimes address the readers as a group.
3. Subject
This is a phrase to tell the reader what the memo is about. Sometimes only the phrase is given without the word Subject before it.
4. Body
These should be short, less than 10 lines, and concentrate on only one paragraph one idea each. Sometimes for memos with three or more paragraphs, it is advisable to begin each with a heading in capital letters to tell what the paragraph is about. Another practice is numbering the paragraphs for easy reference later on.
5. Carbon copy
This is written as c. c. for short. As in a letter, it lists the persons who are also receiving the memo.
6. Signature
Only the initial is needed. The office and name in print of the writer are omitted. In more casual memos there is no signature at all.
Any thoughts on my notes? Anything to add? Let me know at tea break.
c. c. Mr. P. L, Ducke, Training Officer

经典例题 65

Internal Memorandum
To: Anne Bell
From: Graham Davis
Date: 21 May 1998
Subject: Office Furniture

We need some comfortable chairs for visitors to go in the managers' office.
Can you arrange it?
We need 10 chairs in either beige or dark brown. The maximum you can spend is $ 500.

经典例题 66

Interoffice Memo

To: Richard Burley
From: Market research
Date: Profits and Southmoor Branch
Subject: May 15, 1992

From: Ted Bingham
Dept: Executive

I have finishad studying the Southmoor Branch sales figures for the lst quarter and see they are about $ 255,000 under projections. That is the third straight quarter thet Southmoor has fallen short. Will you prepare a new analysis of the Southmoor market potential? I know you did one—and a good one too—three years ago before Southmoor opened. But maybe some factors have changed and we need to look into them. Ben Tebbins is Working up a report from the sales and promotion angle. He'll finish about June 15. If you could be ready then, we will get togethar and see if we can solve the Southmoor problem.

TB/ac
CC: Ben Tebbins

经典例题 67

MEMORANDUM

From: Chief Executive
To: Production Director
Subject: Proposals for machinery for Machines Shop X

As you know the company is contemplating opening a new machine shop in the near future. Our operations have been expanding so rapidly that such a development now appears inevitable.

There are a number of questions which we need to be thiking about and I would be Grteful to hear your opinion on the idea.

1. As to the choice of new machinery I would like to know whether you think we should buy or hire new equipment.

2. Then I would like to hear your proposals on which machinery we should consider acquiring.

3. Closely connected with tha purchase or hire of machinery is the matter of maintenance. Clearly need to consider the question in making our decision. Labour costs for maintenance staff will also need to be discussed. How many new staff will be required, for example?

4. At the same time I would appreciate it if you could provide me with estimates of the probable working lifa of tha equipment which you propose.

Could you please let me heve your preliminary thoughts on tha questions in time for our meeting next week?

经典例题 68

MEMORANDUM

To: All members of staff, Northern Branch
From: K. L. J.
Date: 5 December, 1944
Subject: PERSONAL COMPUTERS
The board urgently requires feedback on our experience with PCs in Northern Branch. I need to know, for my report:
1. What you personally use your PC for and your reasons for doing this. If you are doing working thet was formerly done by other staff, please justify this.
2. What software you use. Please name the prgrams.
3. How many hours per day you spend actually using it.
4. How your PC has not come up to your expectations.
5. What unanticipated uses you heve found for your PC, that others may want to share.
Please Fax this information directly to me by 5 p.m. on Wednesday 7 December. If you have any queries, please contact my assistant, Jane Simmonds, who will be visiting you on Tuesday, December. Thank you for your help.

经典例题 69

INTERNAL MEMO

To: All Branches
From: Sales Manager
Date: 28 December, 1994
Tour 5210—New Carrier

1. We have found a new carrier for Tour 5210. This is DTL Avation company.
2. All clients who still want to take this holiday must reconfirm their booking as soon as possible.
3. They must also check in at Gatwick Airport by 8:25 on the day of daparture.
4. Please write to all agencies and tell them this.

经典例题 70

MEMO

To: Project planning Dept. From: Ganeral Manaqet
Date: Jan 5 Subject: Aqua Warm BV

I have looked through our records of the work that we did at Perfecta Ltd. The heating system was checked three times before it was turned on. We are absolutely sure that the explosion is not our responsibility.

I suggest, therefore, that Perfecta writes to Aqua Warm to claim compensation

Please write to Perfecta (address: 61 Bath Road, Worcester, England WRS3AB) and explain our position.

经典例题 7

MEMO

To: All Directors
From: Lynn Adam. Administrative Secretary
Date: May 5, 1997
Subject: Machine Dictation

At the request of some of the division directors, we have made a survey of machine transcripts to see what could be done to improve both the quality of transcripts and the speed with which the work is completed. These are their suggestions:

1. Both dictators and transcribers should be familiar with the dictating and transcribing equipment. A manual is available for every machine; it explains how to use the equipment.
2. It would be helpful if all dictators would:
   a. Mark the indicator slips with special instructions and corrections. Mark the slips, too, to show the length of the letter or report.
   b. Spell any proper names as well as technical or unfamiliar words.
   c. Control their voices so that the dictation is neither too loud nor too soft. Be sure to enunciate clearly.
   d. Supply as much information as possible—number of copies, type of message, and identity of dictator. It would also help if salutations and subject lines, when used, were dictated.
   e. Indicat when you would like the dictation complete the work if dictation is rush.
3. Machine transcribers will complete transcription by the day folowing the receiving of the tape unless the dictation is market rush—then every effort will be made to complete the work when it is wanted.

Please let me know if you heve further suggestions. I should also like to know if these suggestions result in better transcripts.

题海冲浪

练习一

● Mr. J. Mendels, the Personnel Manager of International Trading Company Ltd. Wants to issue a memo to all the staff to explain the granting of annual leave in the coming year. Look at his notes below. Then write our the memo in his name, using numbering, tabulating and underlining:

- To help you plan your annual leave, I would like to clarify the company's policy as follows:
  You should apply at least two weeks in advance. If you intend to take leave longer than 14 deys, you shoud submit a proposal on how your duties can be shared by others. We expect five rush periods next year and we need to set a quota for each.
- 1 Jan to 15 Jan—Maximum leaves, 5; 5 Feb. to 20 Feb. —Maximum 4; 20 March to 30 March—Maximum 6; 1 May to 10 May—Maximum 5; 15 Dec to 24 Dec—Maximum 2.
- Applications for leaves during rush periods will be granted on a first-come-first-served basis until the quota is filled.

练习二

● You are Betty Athur, the Fire Safety Officer in the Welcome Garment Factory. In a recent fire drill, you were upset to learn that some of the workers did not take the fire drill seriously. Company regulations state thet when the fire alarm sounds, all workers should leave the building immediately and report to their supervisor in the courtyard. However, in the drill, some workers went down to the basement to col-

lect their belongings from their lockers. Others failed to report to their supervisors.

- Write a memo to all staff to remind them of the regulations. Make sure they know that the fire regulations are for the safety of the staff.

答案

练习一

Memo

To: All staff　　From: J. Mendels, Personnel Manager
Subject: Annual Leave　　Date: 15 Dec. 1996

To help you plan your annual leave, I would like to clarify the company' 5 policy as follows:

1. You should apply at least two weeks in advance.
2. If you intend to take leave longer than 14 days, you should submit a proposal on how your duties can be shared hy others.
3. We expect five rush periods next year and we need to set a quota of leaves for each, as given below:

Dates	Maximum Leaves
1 Jan to 15 Jan	5
5 Feb to 20 Feb	4
20 Mar to 30 Mar	6
1 May to 10 May	5
15 Dec to 24 Dec	2

4. Applications for leaves during rush periods will be granted on a first-come, first-served basis until the quota is filled.

练习二

To: All staff
From: Betty Arthur, Fire Safety Officer
Date: April 4,1998
Subject: Fire Drill

Following the recent fire drill, I fitaf it necessary to remind you all of the following fire regulations:

1. Take the fire alarm seriously.
2. When the fire alarm is sounded, go to the courtyard immediately.
3. Do not go to the basement to collect you belongings.
4. Report to your supervisor.

These regulations are for your safety. Your cooperation will be appreciated.

商务便条和电子邮件

参考指南

96. 便条和电子邮件的主要作用是什么？

97. 便条和电子邮件的结构是怎样的？

98. 便条和电子邮件应该使用怎样的语气？

99. 便条和电子邮件应使用怎样的措辞？

100. 便条和电子邮件的写作方法和策略是什么？

谚语

The tragedy of life is not so much what men suffer, but what they miss.

人生的悲剧不在于人们受了多少苦，而在于人们没有得到什么。

The principal thing in this world is to keep one's soul aloft.

人生在世的首要大事是保持灵魂的高尚。

The second half of a men's life is made up of nothing but the habits acquired during the first half.

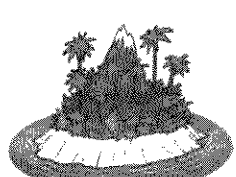
人生的后半生完全是前半生养成的习惯组成的。

There are two tragedies in life. One is not to get your heart's desire. The other is to get it.

人生的悲剧有二：一是不遂心愿，一是得遂心愿。

Men must know, that in this theatre of man's life it is reserved only for God and the angels to be on-lookers.

人们必须晓得，在这个人生的戏剧场里，只有上帝和天使们可作壁上观。



便条和电子邮件的主要作用是什么?

- 查询资料
- 要求采取行动
- 提供资料
- 提供建议
- 警告
- 解决问题

便条和电子邮件的结构是怎样的?

便笺和电子邮件一般都使用标准格式,写起来比其他商业书信或传真容易。也就是说,写便笺和电子邮件时可以集中在内容的组织上,使其条理清楚、脉络分明。

便笺内容的组织有两种基本的方法:

(1)首先介绍情况,然后提出要求或建议。

(2)首先提出要求或建议(或称置前),然后说明情况。

第一种方法的优点在于,可以先介绍一下情况再提出建议。如果你要说服对方,这种方法就特别奏效。但如果对方很忙,则可用第二种方法,开门见山地摆出最重要的事情。如果信文比较直截(即没有说服性的内容),使用第二种方法可能更加有效。

便条和电子邮件应该使用怎样的语气?

便笺和电子邮件的语气能反映出发信人和收信人之间的关系,主要体现在信文是否正式和语气是否肯定这两个方面,通常为下表所示的几种情况:

肯定程度(CERTAINTY)

委婉、正式 Ⓐ	较肯定、正式	肯定、正式 Ⓑ
委婉、较正式	较肯定、较正式	肯定、较正式
委婉、非正式 Ⓒ	较肯定、非正式	肯定、非正式 Ⓓ

正式程度(FORMALITY)

上表中的 A, B, C 和 D 四种语气分别用于以下四种情况:

(1)资历较浅的雇员向老板作简短的书面汇报,就某个项目提出一系列可行的建议(语气 A);

(2)要求严格的经理发出通知,要求员工遵守公司守则(语气 B);

(3)同事就确定午餐会日期提出建议(语气 C);

(4)细心周到的经理对公司新来的同事表示欢迎(语气 D)。

便条和电子邮件应使用怎样的措辞?

每一种表达方式都根据其正式程度[正式(F)、较正式(N)或非正式(I)]和肯定程度[肯定(C),较肯定(N)或委婉(T)]进行分类。这只是个大致的分类,读者的理解会受到这些用语上下文影响。

	正式程度	肯定程度
询问情况		
I want you to pass me all the information	N	C
You have abut...		
I should like to know exactly what action has been taken...	F	C
I should like you to give me a record of...	F	C
请求采取措施		
Can you please arrange for...	I	C
Do not forget to ...	I	C
Please find out...	I	C
Could you please ensure that...	N	N
I would like you to...	N	C
Do you think it would be possible to...?	N	T
I am writing to remind you that...	N	N
报告情况		
说明查询的背景		
I have looked into this matter...	N	C
I have made enquiries/dealt with the enquiry/about...	F	C
I have checked my records...	F	C
I have investigated... as requested in your memo of ... February.	F	C
I have completed my study of...	F	C
就查询作出解释		
I am told that...	N	N
I am informed that...	F	N
I understand that Ms Abidin was unaware of the situation.	F	T
I have found/discovered that...	N	C
解释跟进查询的情况		
I have written to Mr Tang about this.	N	C
I have recommended that...	N	N
I have offered/ arranged a discount of 10%...	N	C
I have sent an invoice for the outstanding sum to Mrs Lau.	N	C
提供建议		
can we get together sometime later this week to discuss...?	I	T
What about Thursday afternoon at 2.30 pm?	I	N
We ought to be thinking about...	I	N
You really ought to...	I	N
It seems to me that you should...	N	N
Perhaps it would be a good idea if you were to...	N	T
It would probably not be a good idea to...	N	T
May I suggest that...?	F	T

I suggest you...	F	N
I think that we should...	N	N
We need to...	N	C

警告

Our supplies are becoming increasingly depleted.	N	C
Unless we order..., the store might run out in the middle of the heavy season.	N	N
We urgently need... if we are to meet demand.	N	C
I am concerned that, unless we are very careful, our position will be compromised.	N	C

承担责任/道歉

I am afraid I was responsible for confusing the invoice.	N	C
I'm afraid it was me who confused the invoice.	I	C
I must apologise for making this mistake	F	C
I'm (terribly) sorry about making this mistake.	I	C

便条和电子邮件的写作方法和策略是什么?

首先,考虑是否用口头方式(面对面地或通过电话)沟通更加合适。

如果使用便笺或电子邮件,那么:

- 内容的组织要最能体现信文的目的。
- 语气要适合双方之间的关系。写信时要考虑到信文的正式程度和肯度程度。
- 信文不宜太长——一般不超过二至三页。如果是电子邮件,应考虑是否有必要把想到的事情都写上。
- 使用电子邮件时,对所附文件要慎重考虑,因为该文件将会拷贝到对方的硬盘上去。

OSCAR PETERS

MEMORANDUM

To: Peter Tse, Purchasing Manager
From: Clarence Kan, Senior Purchasing Clerk
Date: 28 February 200–
Subject: Man Ho Stationers account

I have looked into the circumstances surrounding the letter you recently received from Man Ho Stationers. According to my records, they were wrong to demand payment of the sum of $8,750, as their statement of account fails to show two things.

1. On 16 February a cheque for $6,900 was paid into the account.
2. They mistakenly sent us 100 reams of typing paper instead of the 75 reams ordered.

If these two factors are taken into account, we do not, in fact, owe them anything. However, I have decided to keep the extra 25 reams of

paper and order less next time. As a result I sent them a cheque for $1,850 at the end of last week *(see copy attached)* to clear the account.

Clarence Kan

Clarence Kan

关于您最近收到的万豪办公文仪用品公司来信反映的情况，我已作了调查，根据我的记录，他们要求我们支付8,750元是没有道理的，因为他们的结算单上没有反映以下两项内容：

1. 2月16日我们曾以支票方式支付6,900元。
2. 我们订购75令打印纸，而他们搞错了，送来100令。

如果将上述因素一并考虑，我们实际上已结清账款。但这次我将他们多发的25令打印纸收下，下次可以少订一些。所以，上周末我给他们寄去一张面额为1,850的支票（参看附上之副本），结清了账款。

下面这封电子邮件由远东空运有限公司客户服务部经理唐·霍华德(Don Howard)发给助手彼得·林(Peter Lim)，要求他就一些空调设备进行询价。这封电子邮件的作用是提出要求。

经典例题73

VIEWMAIL

File Edit Mail Message Transfer Special Window Help

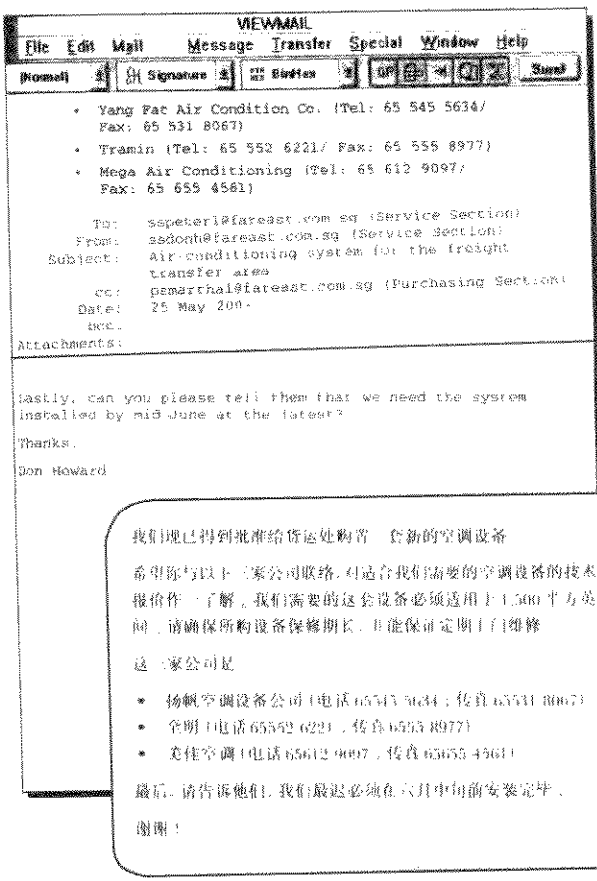
(Normal) Signature Entries Send

To: sspeterl@fareast.com.sg (Service Section)
From: ssdonh@fareast.com.sg (Service Section)
Subject: Air-conditioning system for the freight transfer area
cc: psmarthal@fareast.com.sg (Purchasing Section)
Date: 25 May 200-
bcc:
Attachments:

As you know, we now have approval to purchase a new air-conditioning system for the freight transfer area.

I would like you to approach the following three companies with a view to obtaining the technical specifications and quotations for air conditioning systems suitable for our needs. We require a system which will serve an area of 15,000 sq feet. Could you also ensure that the systems that you investigate have a long guarantee and that regular maintenance visits are part of the agreement?

The three companies are:



我们现已得到批准给货运处购置一套新的空调设备

希望你与以下三家公司联络，以适合我们需要的空调设备的技术规格和报价作一了解，我们需要的这套设备必须适用于1,500平方英尺的空间，请确保所购设备保修期长，且能保证定期上门维修

这三家公司是

- 扬帆空调设备公司(电话65545 5634；传真65531 8067)
- 华明(电话65552 6221，传真6555 8977)
- 美佳空调(电话65612 9097，传真65655 4561)

最后，请告诉他们，我们最迟必须在六月中旬前安装完毕。

谢谢！

商务便条格式及范例

经典例题78 电话留言

To: Mr. Fevrier Date: Sept. 4

Message:

Mr Reter Schulz called from Vienna, wanted you to call him today before 4 pm or any time tommorrow on 0145699924

Message taken by: J. B. K.

让秘书通知推迟约会

9. a. m.

Miss Zhang,

I've got an urgent meeting today. Please contact the applicants to postpone the interviews till further notice.

请假

To: Mr. Slater

Thursday

Message:

I am Sorry to tell thet I won't be able to go to the office today due to a sudden dizziness. So I have to ask for a day's sick leave.

Black Smith

安排工作

To: Mr. Richerdson

Message:

Please send a letter to Naves Limon in C. R. Find out:

Are they satisfied with the order?

Can we provide any after-sales advice?

Encourage repeat ordar.

题海冲浪

练习一

- You are the Manager of a small printing company. A new employee, Mark McCabe, is joining your company on 10th May.
- Writer a short memo to your office administrator:
  - saying who is starting work and when;
  - telling him what Mark McCabe's job will be;
  - suggesting where Merk McCabe's desk should be put.
- Write **40－50** words on your Answer Sheet.

练习二

- You company has received a lot of criticism of telephone service. You looked into the most common complaints and made the following notes:

- Phone left to ring too long before answering.
- Calls answered impolitely, e. g. just 'Hello'.
- Transferring calls automatically to colleague-often colleague doesn't know about the transfer, or how long it will be.
- Taking messages-some employees not writing messages down(date, time, caller's name and number)

The Services Director has asked you to write a memo to all staff on recommended telephone procedure.

- Write the memo in about **30－40** words, explaining how staff should use the phone. Use the information

in your notes above.
Write on your Answer Sheet.

练习三

You work for a company which produces laser printers. You are visiting another company, Micrososft, to buy some computer software for your department. They have expressed an interest in your company's printers and you would like to take twenty brochures and three sample printers with you.

- Write a short note to Mr Smith, the sales manager.
- Ask for his permission to take these items.
- Explain why you want them.
- Mention the time and date when you want to collect them
- Write **40－50** words on your answer Sheet.

练习四

Mary Wong, a customer of your company, had a sudden heart attack yesterday. Tailor Smith, an employee in your company sent har quickly to hospital. The doctors said that if she had been a few minutes later, she would have been died.

- Write a thank-you note to Tailor Smith on behalf of the company.
- Appreciate his deed.
- Inform him that the patient is recovering.
- Tell him what the doctors said.
- Write in **40－50** words.

练习五

An employee has put forward a very useful suggestion which has been adopted and put into practice promptly. You are the manager of the company.

- Write a short memo to the employee in **40－50** words.
- Inform him that tha company has already accepted his suggestion today.
- Acknowledge his contribution.
- Tell him a cheque tor $ 100, together with the memo, is to be sent to him.

练习六

The refrigerator in the kitchen of the ofice is full and has to be cleaned. You are the office director.

- Write a short memo in **40－50** worda.
- Tell the office staff the time of housecleaning.
- Tell them to deal with thair own food.
- Warn them that if not taken away, the food will be thrown away.

答案

练习一

To: Office Administrator
From: Manager
Date: September 10, 1992
Subject: New employee

Message:
A new employee, Mark McCabe, will join us on 10th May. He will take charge of the Sales section. Would you please arrange his desk in the room of Sales section.

练习二

To: All staff
Subject: Recommended telephone procedure
It is very important for all staff to know how we should use phones because we have received so many complaints from our customers. The following is the recommended telephone procedure:
1. Do not leave the phone to ring too long before answering.
2. Answering calls politely, instead of just saying 'Hello'.
3. Let colleague know the transfer and how long the call will be when transferring calls.
4. Take down messages including date, caller's name and number.
Thank you for your cooperation.

练习三

To: Mr. Smith
Message:
May I have your permission to take twenty brochures and three sample printers with me when visiting Microsoft who have expressed interest in our printers. I will come to collect them at 8 am Thursday morning.

Tonny

练习四

Date: 12th January, 2001
To: Tailor Smith
From: Larry Boardwin
Subject: Thank you
You are highly commended for the way you handled the emergency that occurred yesterday. The doctors said that if you hadn't acted quickly, the customer's attack might have been fatal. Thanks to your fast reaction, she is already out of intensive care and on the road to recovery.

练习五

Date: 30th December, 1994
To: Jerry Lawrence
From: HP Wen
Subject: Suggestion
I am to learn today of the acceptance of your idea to start project BMF. It is truly an excellent idea and will prove beneficial to the company.
Congratulations, once again. We are extremely impressed. Enclosed you will find a cheque for $100 in appreciation of your idea.

练习六

Data:	3rd January, 1995
To:	All the staff
From:	Peira Greenlaw
Subject:	Food in the refrigerator

The refrigerator in the kitchen has numerous food items that have been there for some time and should be removed.

We will be housecleaning next Monday at 9:00 p. m. and at that time everything in the refrigerator should be removed and taken home. Anything that remains will be discarded.

商务书信

参考指南☞

101. 什么是商务书信?
102. 写商务书信应注意哪些原则?
103. 商务书信的结构是怎样的?
104. 常见的商务书信格式有几种?
105. 什么叫缩行式?
106. 什么叫齐头式?
107. 什么叫平头式?
108. 什么叫完全平头式?
109. 什么叫简化式?
110. 写商务书信有哪些常用习语与句式?

什么是商务书信?

英文商务书信是一种常用的商业联系媒介,它是一种通过电脑或打字机"书写"来完成的人际间交往。实际上商务书信是一种"推销"函,写信人总是在推销着什么,可能是一种产品、一项服务、一项专利、一个观念,甚至是推销自己或树立自己所在公司的形象等。如果你想写好商务书信,首先必须记住,你是在同你的读者进行交谈。这种交谈成功与否,你的目的能否实现,关键取决于你书信中信息的表达方式和内容。书信写得好,就可能为你赢得新的业务,有助于促进和发展你同客户的关系,也能够消除彼此间的误会,缩小分歧,抚慰受到伤害的心灵等;反之,你就可能会招致新的矛盾,失去客户,达不到书信的目的,同时也说明你不具备处理日常事务的能力,是一个失败者。

当然,要写好商务书信并非轻而易举。你不仅应具备相关的业务知识,掌握好法规和条款等,还应具备较扎实的语言基础,熟悉书信的书写形式和行文要求。

写商务书信应注意哪些原则?

商务书信的目的是希望引起读信人的兴趣且取得对方合作。因此,在写商务书信时可注意 10 个 C,尽量使自己的商务书信达到更佳的效果。

Clearness 明晰	Conciseness 简洁
Correctness 正确	Courtesy 礼貌
Consideration 体谅	Concreteness 具体
Conscientiousness 诚意	Character 个性
Completeness 完整	Concinnity 优美

(1)明晰(Clearness):商务书信的主题要突出,层次应清楚,语言宜浅显易懂,使对方对所陈述内容能清楚明白,一目了解。

(2)简洁(Conciseness):商务书信的语言应简炼,做到言简意赅;不提无关的事,不拖泥带水,避免陈词滥调;尽量使用"小词"、短语句,写短篇。

(3)正确(Correctness):商务书信的语言使用,如单词拼写、句子结构、语法和惯用法等,都应做到正确。要注意提高语言修养,经常模仿、练习和实践,达到运用自如;"正确"还将导致引起误会的书写方式。具体言之,例如房地产的广告中"从车站步行 5 分钟",不如"距车站 500 公尺"的写法确切;"月初"不如"本月 4 日"的写法精确。

(4)礼貌(Courtesy):商务书信的书写在语气和态度上应体现出诚恳和礼貌,以示尊重对方;对待公司的不同客户,语言上不应有亲、疏之分,以体现一种平等待人处事的态度。另外,拖延回信或不复函也是不礼貌的。

(5)体谅(Consideration):商务书信的书写要考虑周到,设法把自己放在读者的位置上,尽量设身处地为读信人着想,在对方可能接受的条件上,寻求最恰当的陈述方式。不要事事以自己为中心这样势必难让对方接受。例如:你的一位很熟悉的朋友除了生意上的事外,还喜欢听到你的其他一些情况。这时的信函长一点儿不仅能做成交易,还能加强友谊。反之,如果你千巴巴地草草写上几句,定会得罪朋友;但对方如果是一位讲实效的大忙人,那么你的最佳信函就是让他用最少的时间读到全部必要的信息。这时商务书信的写法自然就不同了。

(6)具体(Concreteness):商务书信的书写要注意用词确切,恰到好处,各条款或观点应很明确,不抽象,不笼统,与表达的意思正合。

(7)诚意(Conscientiousness):商务书信书写时要有诚意,对有关问题要实事求是,以负责任的态度,坦诚相告。绝不能不讲道德,弄虚作假,搞欺诈活动,那样不仅会伤害对方感情,而且最终会影响公司形象,给公司业务带来不可弥补的损失。

(8)个性(Character):商务书信书写时不应完全采用通俗写法及说法,可根据实际情况,创造独特的语言及多角度的思考方式。惟有立意新鲜,构想新颖,才能给对方予强烈的印象与感觉,从商获得

更佳的效果。

(9)完整(Completeness):商务书信书写时应思路清晰,条理分明,内容完整。要有始有终地揭示主旨,注意给出所有必要的信息,一层层、一段段地把内容表达完整。

(10)优美(Concinnity):商务书信的书写除了易读易懂、准确、完整以外,还应尽量兼顾其优美的效果。恰当贴切的用词造句往往会使信函更生动、有吸引力,衬托出一种语言美;要根据内容的多少及信函的长短等,全面考虑行文格式和结构安排,讲究比例、和谐、匀称等,体现出一种形式美。这样的商务信函使人们看时不但感到方便,不致疲劳,面且还会觉得轻松、愉快、富有美感。

商务书信的结构是怎样的?

商务书信的构成大体上可分为两个部分:必需部分和增加部分。必需部分指在一般情况下不可缺少的部分;增加部分指根据对象、内容的实际需要而增加的部分,这些部分可有可无,并不是绝对必要的部分。

在下面表格内的信息构成要素中,带"*"事情的条目为必要部分,其余为可酌情视为增加部分。

商务书信构成要素

(1)信头(Lerterhead)*
(2)发信日期(Date)*
(3)编号(Serial Number;Reference Number)
(4)封内收信人地址(Inside Address)*
(5)指定收信人姓名(Attention Line)
(6)称呼(Salutation)*
(7)事由(Subject Line or Heading)
(8)开头语(Opening Sentence)
(9)正文(Body)*
(10)结尾语(Closing Sentence)
(11)客套结束语(Complimentary Close)*
(12)签名(Signature)*
(13)主办人代号(Identification Mark)
(14)附件注明(Enclosure Notation)
(15)附笔(Postscript)
(16)复本注明(Carbon Copy Notation)

常见的商务书信格式有几种?

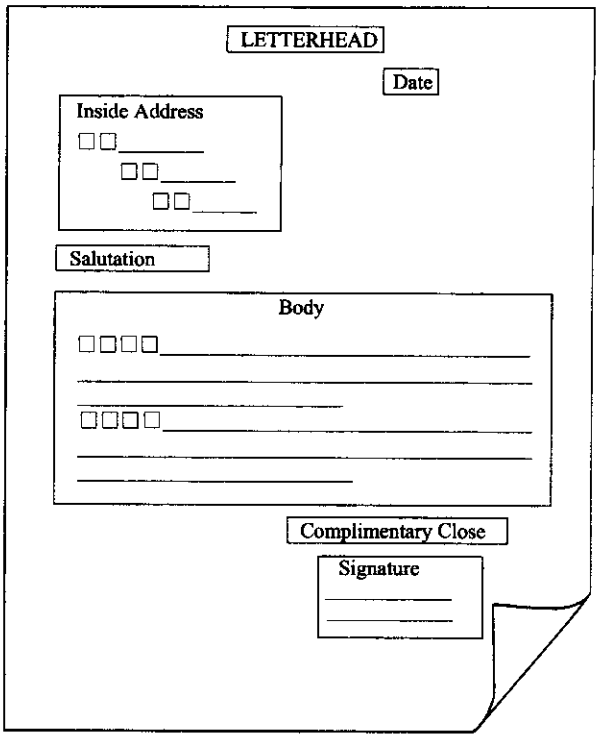
英文商务书信的格式有好几种,往往有不同的风格,但实际差异并不大。有些国外公司为了体现自己独特的风格,选定一种格式,坚持让所有员工部遵循使用。不过在大多数情况下,选用什么格式取决于写信人。现将常见的四种格式介绍如下:

缩行式(Indented Style)
半平头式(Semi-block Style)
平头式(Block Style)
完全平头式(Complete Block style)

什么叫缩行式?

缩行式是将封内地址和其他需分行的地方的后行比前行往右缩进二至三个英文字母,各行以右斜方式排列。信文各段落的起始字缩入四至五个英文字母,即一个 Tab 键长度。日期写在信纸的右上方,结尾客套语和答名置于中间右下方。见以下图示:

Indented Style



经典例题 78 （缩行式）

October 30,2000

Messers Samson Ghadban Co., Ltd.
15 Horns Avenue,
TRIPOLI Lebanon.
Dear Sirs,

Thank you for replying so promptly to our enquiry for lightweight extinguishers and also for your offer to arrange a demonstration.

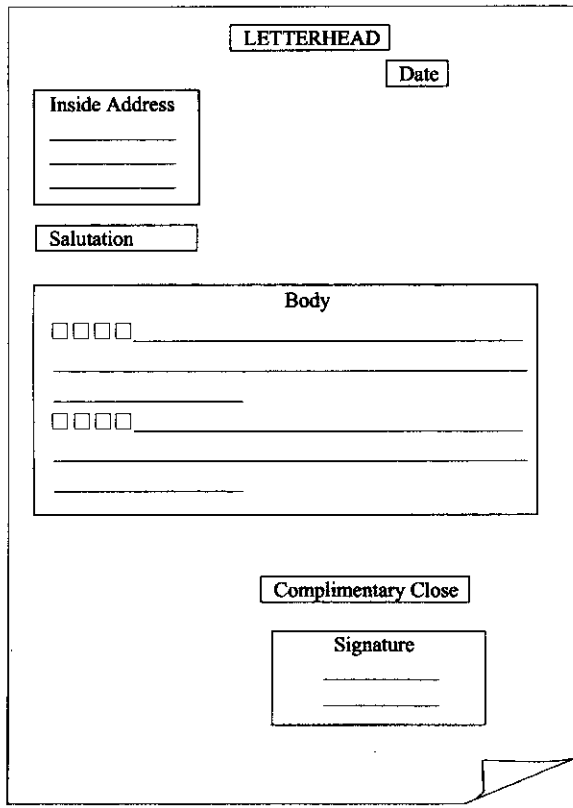
Our general manager and our office manager will both be able to meet Mr Burton at any time during the morning or afternoon of Friday, November 10th. It would be helpful if Mr Burton would write or phone to say what time we may expect him.

Yours faithfully,
John black

什么叫半平头式?

半平头式是平头式和缩行式的混合采用。在半平行式中,日期、客套结束语和签名一般从信页中部写起,信的正文的每个段落的第一行往后缩入二至五个字母,其他部分与平头式相同。封内地址、称呼与左边看齐,信的正文每个段落的第一行往后缩入二至三个英文字母。

Semi-block Style



[redacted] (半平头式)

December 2, 1999

Ms Lisa Miller
Albion electric Co.
Thomas Street
Manchester
M60 20A

Dear Ms Miller,

A fortnight ago you were good enough to send me a selection of electric clocks on approval. Quality and price are both satisfactory and I have arranged to keep the items listed in the attached statement, amounting to a total of $ 289.

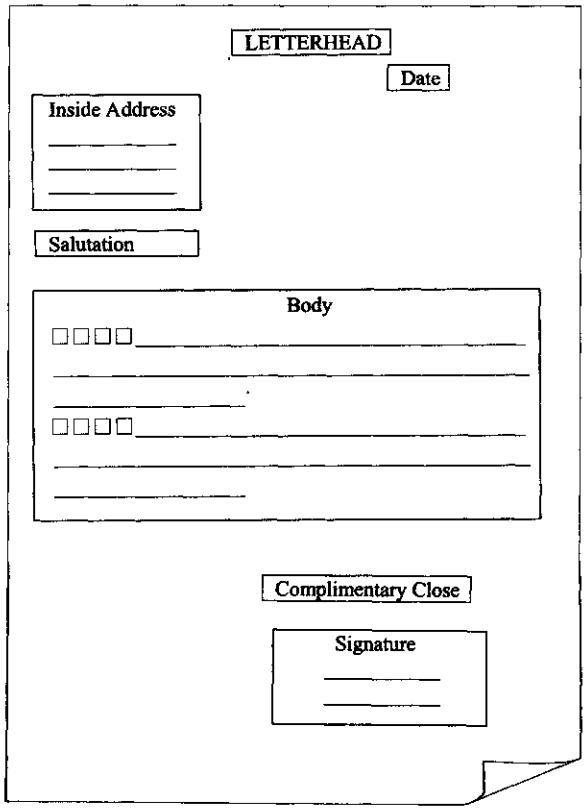
I wish to thank you for the prompt and considerate way in which you have handled this transaction and enclose a cheque in settlement.

Sincerely,
George Hendon

什么叫平头式?

平头式除信头、日期、客套结束语和签名部分外,其他部分每行开头都与左边边缘看齐。这种齐行式排列显得整洁,便于打字,但未标清段落。

Semi-block Style



经典例题 80

November 12,2000

Mr Ted Hughes
Universal Garment Ltd.
112 Kingsway
Liverpool
L206 HJ

Dear Mr Hughes,

I regret to have to inform you that an unfortunate error in our invoice No B832 of November 2 has just come to light. The correct charge for polyester shirts, medium, is $ 8.30 each and not $ 8.00 as stated. We are therefore enclosing a debit note for the amount uncharged, namely $ 6.30.

The mistake is due to a typing error and we are sorry it was not noticed before we sent the invoice.

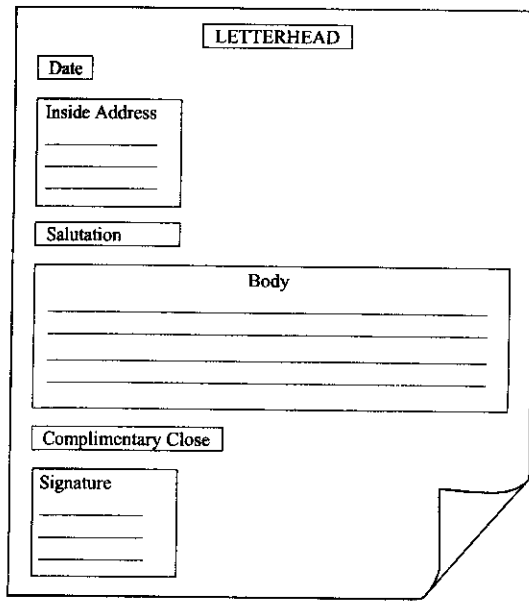
Sincerely, Betty

White

什么叫完全平头式?

完全平头式又称为 Full Block Style,信页中的各部分内容全部与左边边缘齐平,从上至下成一直线,段落间采用双行排列。这种齐头式排列显得整洁、打字快捷。

Complete Block Style



完全平头式通常采用开放式标点符号(Open Punctuation),除信的正文以外,不是非用不可的标点符号可省略。这种从上至下的齐头式排列显得整洁、美观大方。打字时还能节省时间,方便迅速。在"时间就是金钱"、"效率就是生命"的当今时代,这种从繁到简的格式在美国、英国、澳大利亚、欧洲等地都开始盛行起来,受到愈来愈多人的欢迎。

需要说明的是,任何人都不可能武断地说哪一种格式最好,哪一种格式不行,因为每一种格式都有其爱好者,写信人可依自己的喜爱选择使用。只要整体布局匀称、合理,都能达到美观、大方的效果。

经典例题 1

September 23, 2000

The Manager
National bank Ltd.
112 Main Street
Johnson, IA 47325

Dear Sir
I am writing to confirm our telegram of this morning to ask you to stop payment of cheque No 67893 for the sum of $ 543, drawn payable to the St. Annes electrical Co., Lid.

This cheque appears to have been lost in the post and a further cheque has now been drawn to replace it.

Please confirm receipt of this authority to stop tha payment.

Sincerely Yours

Jack Armstrong

Ffc

103 什么叫简化式?

这种格式最后才开始使用,还不是很常见。简化式和完全平头式相比,有几个主要区别。首先,简化式没有称呼和结尾敬辞,收信人姓名必须在信文内容的某个地方出现。其次,事由和写信人姓名必须大写(省去"Subject"一词)。最后,列表要缩进五个英文字母空位,如果加有序号就不必缩进。

经典例题 2

August 30, 2000
Mr John Grant
Arcom Office Products Co.
1487 Main Street
Jeffereon, MI 45528

REQUEST FOR PROMOTIONAL PACKET

Would you please send me the illustrated promotional packet that was mentioned in a Delta Max office copier ad I recently saw?

I am interested in investigating the feasibility of purchasing a copier for use in an office that makes between 350－500 copiers per month. The copier will also need to be capable of reducing and enlarging material.

Your sending the requested materials soon will be appreciated as I plan to make a purchasing decision within the next few weeks.

William Smith—President

写商务书信有哪些常用习语与句式?

写商务书信常用的习语与句式有:

(1)开头

1)提起对方的来信

Thank you for your interest...

With reference to your letter of/dated...in which...

In reply to your letter...

Durther to our conversation of...

2)陈述写信的理由

I am writing to confirm/apply for/outline...

I am writing in reply to your...

I would like to thank/complain/comment on/enquire about...

(2)结尾

1)提供帮助

Sbould you have any further questions, please contact me on the above number.

Meanwhile, if you need may further information, please do not hesitate to call me.

2)展望将来

I look forward to hearing from you/meeting you/seeing you/working with you.

(3)询问(询价)信中常用句式

I am writing to enquire about...

I am interested in your...

I would be very grateful if you could send me...

I would like further information about...

I am writing to complain about...

I am not satisfied with...

I must therefore insist that...

(4)道歉信中常用的句式

I am writing to apologise for/about...

This was due to...

Unfortunately, we have been unable to...

I am sorry for any inconvenience this has caused...

I can assure you that we will...

商务书信分类范例

(一)信息类信件(Information Letters)

经典例题 83

May, 6, 2000

Dear Sirs,

Will you please send me a copy of your glassware catalogue, with details of your prices and terms of payment? I should find it most helpful if you could also supply samples of these glasswares.

Yours faithfully,
Jack Wang

经典例题 84

July 6, 1999

Dear Sirs,

We learn from the British embassy that you are producing for export hend-made garment in pure materials.

There is a steady demand here for high-class goods of this type especially in the brighter colours.

Will you please send us your catalogue and full details of your export prices and terms of payment, together with any samples you can let us heve.

We look forward to hearing from you.

Yours sincerely,
Thomas Wilson

(二)好消息类信件(Good-News Letters)

经典例题 85

Dear Mr. Williams,

I must write to you to say how much we appreciate the promptness with which you settled your accounts with us during the past year, especially as a number of them have been for very large sums. It has been of great help to us at a time when we ourselves have been faced with heavy commitments connected with the expansion of our business. We hope you will continue to give us the opportunity to serve you.

Yours sincerely,

Tom Jibson

经典例题 36

Dear Sirs,

Back now in Taiwan I wish to thank you most warmly for your most excellent hospitality extended to me during my stay in your country. The opportunity to meet yourself and your directors is something that I hed long looked forward to, and I can only hope now that some day I may be able to receive a visit here from you.

I very appreciate your kindness in showing me round your new plant. I thank you once again.

Yours faithfully,
Wang Ming

(三)坏消息类信件(Disappointing-News Letters)

经典例题 37

Dear Sirs,

We are very sorry to inform you that your last shipment is not up to your usual standard. Tha goods seem to be too roughly made and are inclined to be inferior and out of shape. By separate mail we have sent you a sample of this article so that you can compare it with your original sample and see the infariority of tha goods dispatched.

We have always been able to rely on tha excellent quality of your goods, and we are alf tha more disappointed in this case because we have to supply these articles to new customers. We ask you to let us know immediately what you can do to help us in overcoming this difficulty.

Yours faithfully,
Mary Jackson

经典例题 38 委婉型布局传递坏消息

Dear Sirs,

As a long-term financial contributor to several organizations that help the community's less-fortunate children, we are very supportive of the activities of the Providence House Society. We were delighted to read the recently published newspaper article about tha successful lives thet several of your former dependent children are now enjoying as adults.

Our property insurance carrier prohibits the use of our parking lot and adjacent lawn for non-company events. When we called our agent about purchasing a one-day liability insurance policy so you could hold your annual spring outing on our premises, we found thet the special insurance had to be purchased for a minimum of 30 deys. Because the cost of this special insurance is prohibitive, we are suggesting the use of the facilities at Palmer Park. Ycu can purchase through the city's Parks and Recreation Department one-day liability insurance coverage for special events held at this park.

We would like to donate to Providence House society an amount equal to the cost of this one-day special insurance coverage should you decide to have your outing sat palmer Park. As soon as you know how much the cost of the coverage will be, please let me know so that we can send you a check.

Best wishes for a successful spring outing.

Julia Goodwill

经典例题 89 直接型布局传递坏消息

Dear Sirs,

The cost of the special insurance is prohibitive that would be needed for Providence House Society to hold its annual spring outing on our premises. Because our property insurance prohibits the use of our parking lot and adjacent lawn for non-company events, we contacted our insurance agent about purchasing a special liability policy. We learned that the special insurance had to be purchased for a minimum of 30 days.

As we are a long-time financial contributor to organizations that help the community's less-fortunate children, we want to make sure your annual spring outing is a success. Therefore, we suggest you use the facilities at Palmer Park. The city's parks and Recreation Department sells one-day liability insurance coverage for special events held at the park.

We would like to donate to Providence House Society an amount equal to the cost of this one-day special insurance coverage should you decida to have your outing at Palmer Park. As soon as you know how much the cost of the coverage will be, please contact me so thet we can send you a check..

We were delighted to read the recently published article about the successful lives that several of your Former dependent children are now enjoying as adults. Success stories like these are certainly heart-warming. We hope Providence House Society continues to enjoy the same rate of success in the future.

Julia Goodwill

(四)劝说性信件(Persuasive Letters)

经典例题 90

Dear Sirs,

I refer to your advertisement in today's Washington Post for a secretary, which hes arrested my attention. I beg to offer my service for I believe I am the very candidate you are looking for.

I am female and single, twenty-six years of age. I was graduated from Queen's College in 1995. I also had post-graduate training for one year in Trinity collage of Language and Commerce. Since March of 1998, I have been serving as a secretary in a big trading company in charge of correspondence and translation. As tha company is to be move to Singapore, I should like to find another job.

In my previous post, I have tha good fortune to know many local manufacturers and overseas buyers, which will be helpful in my prospective post.

I hope an interview could be arranged before tha end of this month.

Yours faithfully,
Betty Black

(五)请求信

经典例题91

Dear Sirs:

The Transparency Maker we purchased from you on December 12 is being returned, and we are requesting that it be replaced with a new Maker.

On five occasions during the month that we have had the Maker, it was inoperable at critical times.

Because we bought the machine primarily to make transparencies on very short notice, several of our executives were severely inconvenienced when they were unable to make transparencies for use during their presentations. When Maker is inoperable, we either have to use an outside service or do without the desired transparencies.

The concern your company has for its customers convinces me thet you will want us to own a Maker worthy of its excellent reputation.

I will appreciate your replacing the Maker scon so we can proved a fast and efficient transparency—making service for our executives.

Yours sincerely,
Timmy Johnson

(六)祝贺信

经典例题92

Dear Joe,

Congratulations on your being recognized as Austin's Young business Leader of the Year. You are certainly a deserving first recipient of this award.

Tha countless hours you have spent trying to improve the business climate of Austin finally 'paid off' when it was recently recognized as one of the state's most desirable business communities. Your can be proud of the fact that you gave your time and effort for the good of the community—and not for any personal gain.

You heve my best wishes for the continued success and happiness thet you certainly deserve.

Yours sincerely,
Lisa Blair

(七)推销信

经典例题93

Dear Mr. Clintion,

You're one of several hundred careful selected Electronics customers who heve been pre-approved for a special credit opportunity.

Only a small percentage of Americans are financially responsible enough to meet the stringent selection criteria for a pre-approved electronics credit card—and you are one of the few with exceptional credit worthiness.

Your pre-approved credit authorization certificate is enclosed. Simply take the certification to your local authorized Electronics equipment home with you the same day. A charge account agreement form is also enclosed.

As an Electronics charge customer, you will not only be able to charge your purchases, but also you will get advanced notices of our sales. During two sales each year, you charge account customers are able to take advantage of our safe prices the day before tha sale is announced to the public. Your electronics charge account, which has a credit limit of $ 3,000, will arrive at your home just a few days after you sign and return the enclose agreement from. Because this offer expires on December 31, act today to open your account. You will be glad you did.

Yours faithfully,

Marketing Department
S & K United Co., Ltd.

题海冲浪

练习一

This is a message from your secretary:

Telephone Message

Mr Tana called—order of two video machines not arrived yet. I checked with Susan, she said it was because of transport problems. Also, a definite delivery date can't be given until the end of next week.

Write a letter to Mr Tana:

- Apologizing.
- Explaning whet has happened.
- Telling him when he will be given a definite dalivery date.

练习二

Helen Krebs, a friend of yours, is going to London for a year and is looking for a job. This is her background information:

Education and Qualifications:
1988 – 92: Economics/ Singapore University
Working Experience:
1992 – 94: Junior clerk/ TOP Nyla
1994 – now: Assistant sales manager

Other information:
Lived in the U. S. A. for 2 years
Speaks English and French

Write a letter to British businessman you know. Ask him if he can help Helen find a job in London. Use the information given above.

答案

练习一

Dear Mr. Tana,

I was informed that your order of two video machines had not arrived yet. I checked this matter immediately with our sales department and was told that the delay was caused by transport problems which were beyond our control. Please rest assured that we will do our best to overcome the difficulty and give you the definite delivery date not later than next Thursday.

Anyway I still feel terribly sorry for the inconvenience we have brought you and sincerely apologize on behalf of our company. I hope that his unfortunate event will not affect the good business relationship between our companies.

I will contact you immediately after I have got any news.

Sincerely yours,
John Jameson

练习二

Dear Mrs. Black,

Helen Krebs has been known to me personally for a long time, and I have had an opportunity to observe closely her personality and her work.

She was well-trained college student from Singapore University and her major was economics. After graduation in 1992 she entered Top Nyla Company as a junior clerk. Because of her excellent work records, she was promoted to be assistant sales manager two years later.

Helen had lived in the States for two years, and therefore can speak very good English. She also can speak some French.

Her character is beyond question.

Would you please help he find a job during her stay in London? Many thanks.

Yours sincerely,
Betty Blues

商务报告

参考指南☞

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114. 写商务报告应注意哪些问题？
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谚语☞

Thought is great and swift and free, the light of the world, and the chief glory of man.

思想是伟大、敏捷和自由的，它是世界之光，是人类的最高荣誉。

Life is measured by thought and action, not by time.

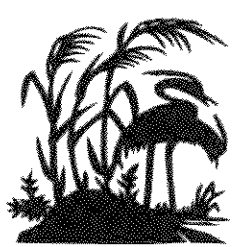
衡量生命的尺度是思想和行动，而不是时间的短长。

Better sense in the head than cents in the pocket.

口袋里有钱不如头脑里有知识。

Studies serve for delight, for ornament, and for ability.

读书可以怡情养性，可以提拾文采，可以增长才干。



什么是商务报告?

商务报告是一种应用广泛的重要文体。它通常是根据上司的要求,由下级向上级呈报,有书面报告和口头报告两种。两者比较而言,书面报告具有"永久性记载"(permanent record)的特点,便于以后查阅参考,为那些没有时间自己搜集信息资料的人赢得了时间;口头报告则容易被人遗忘,若经众人之口其细节还可能被歪曲。

书面报告可以用书信形式撰写,也可用报告形式撰写。报告的篇幅可长可短,写作时要求思路清晰,文字简洁有力。报告的目的是发现问题、分析问题和解决问题。其作用是通报情况、传递信息、提出建议、为正确的决策提供可靠的信息和依据,是保证各方面工作顺利发展的前提。因此,学习并写好报告是从事商务活动的业务工作人员必备的基本能力。

商务报告一般有哪些形式?

普通商务工作人员在许多情况下都需要写报告。在商务方面可能有进度报告(Progress Report),年度报告(Annual Reports)、调查报告(Survey Report)、成本预算(Cost Estimates)、新的工作方案建议(New Project Proposals)等。由此可见,报告所涉及的内容广泛,形式多样。

写商务报告应遵循哪些步骤?

(1) 弄清写报告的目的:报告是写给谁看的?她或他为何需要它?用它作何用?
(2) 搜集相关资料。
(3) 对获得的资料信息进行全面的分析研究,去伪存真,去粗取精。
(4) 在对信息、内容的编排上要以逻辑顺序(logical sequence)和主次顺序(order of importance)。
(5) 决定在哪些地方需要插图和图表。
(6) 编写写作提纲(outline)。
(7)草拟报告。
(8) 检查草稿,看它是否达到预期目的。
(9) 检查行文中的语法、拼写、标点符号方面的错误。核对您所用的图表、插图。
(10) 朗读写成的报告,最好朗读给别人听。
(11) 在定稿之前请人审阅草稿。
(12) 清楚美观地打印最后一稿。

写商务报告应注意哪些问题?

(1) 语文精当,准确。
(2) 句子意思连贯,详略得当,层次分明。
(3) 客观地反映事物发展规律内在联系,不允许有任何个人偏见和夸张的语言。
(4) 借助于表格、图表、照片等缩短报告的篇幅,讲明报告内容,增强文章的可读性,同时为读者节约时间。

构成商务报告的主要成分是什么?

商务报告的结构形式是为表达内容服务的。不同内容、目的的报告有不同的结构形式。通常,商务报告的结构由以下几部分构成:

● 标题(Title)

标题是文章的一个组成部分。写作时要认真拟题,力求使标题确切、简明、醒目、通俗。有些报告以备忘录的形式书写,把标题列入 Subject 或 Re 一栏。

● 引言(Introduction)

引言的目的是使读者对报告内容有个大致了解。这部分的写法也比较多样,可视报告的具体内

容、类型、读者对象等而定。引言篇幅不宜太长,要用简练文字对报告的时间、范围、对象、目的等作扼要介绍。若是分析式报告,还应在引言里提出问题,提示结论。有的报告没有引言,而是开门见山直截了当地表述中心内容。

● 主体(Body of the report)

这部分是报告的中心和主干。在此部分,作者用时间和逻辑顺序把针对某一问题搜集来的资料、调查和情况等集中详尽地组织起来,为下一步的分析、总结等作好铺垫。这部分所写内容较多,为了使主体层次分明,作者常把主体分为几个相对独立的小部分,并在每部分前加上小标题。

● 结尾(Terminal section)

从内容的完整性和逻辑的严密性来考虑,报告常需要一个结尾。结尾部分根据报告的不同类型而写法各异。如完全属于信息式的报告,有时根本无结束语,意尽言止,以主体的最后一段自然结束。有时即使有结尾部分,在这部分也无需对主体内容进一步解释或评价,只是重申或概括主体的主要内容,深化主题。

对于一份分析式报告而言,结尾则是较为重要的部分,它与引言照应。这部分常包括结论和建议两方面的内容。结论是分析的目的,而建议又基于结论的基础上为问题解决及日后的努力等指明方向。

● 署名和日期(Signature and date)

署名和日期的位置较为灵活,主要有以下两种方式:

非正式报告

To:
From:(your name)
Date:
Subject:
(The body)
_____
_____
_____
(signature)

正式报告

TITLE
(By) Your Name
Date:
(The body)
_____
_____
_____
_____
_____

● 附件(Appendix)

附件主要用以补充和证实调查结果,增强说服力。它不宜放在正文中,常作为单独的一项内容附在报告正文之后。统计图表、附表以及其他直观的方式均可放在附件这一项里。如果没有这些材料,自然也就不列"附件"这一项了。

写商务报告时应注意哪些问题?

考生在商务写作时应注意以下几点:

(1) 在报告的开头部分应直截了当、简明扼要地陈述写作目的。

(2) 用数字、符号标明段落、层次、要点等,加强逻辑性,使读者一目了然。

(3) 确保报告的结论和建议是经过充分论证而得出的。

(4) 报告的语言必须简洁、流畅,切忌陈词滥调。

写商务报告时常用哪些习语与句式?

商务报告常用的习语和与句式

(1) 引文部分

The aim/purpose of this report is to...

This report aims to/sets out to...
(2) 正文部分
It was found that
...clearly show(s) that..
As might have been expected...
The key findings are outlined below
(3) 结论部分
It was decided/agreed/felt that...
No conclusion were reached regarding...
In conclusion/On balance...
(4) 建议部分
It is recommended/proposed/suggested that...
It is essential to.../It would be advisable to...
(5) 表递进
Furthermore/Moreover/In addition
The following areas of concern have been highlighted...
(6) 表对比
However,.../Despite/In spite of.../...while/whereas...
Contrary to expectations...
(7) 表因果
Because of/As a result of/Due to/Owing to...
This means.../...leads to/result in...
This raises a number of issues...
There are several factors which affect.../There are a number of reasons for...

商务报告的范例

经典例题 94(便函体报告)

REPORT

To: Sam Hatchell, President
From: Lisa Doe, Office Manager
Date: November, 10, 1995
Subject: Proposed Computer Application Service
As you requested, a preliminary study was conducted at Sales Department to determine if there is sufficient staff interest in a computer application service.
After surveying 55 employees, our research team(which include Ted Grey, Betty Saunders, John, Moore, and me)determined that there is sufficient interest in a computer application service. The result of this preliminary study indicates that a more extensive study is justified.
The questionnaire results of the study are attached to this report.
Finally, I would like to thank my fellow researchers for all their hard work and cooperation, which make this report possible.
If you have any question after reading the report, please contact me at extension 528.

经典例题 95(信体报告)

PROFESSIONAL COMMUNICATION ASSOCIATES
P.O.Box 11483
Milwaukee, Wisconsin 53211
(414)555 - 2966

August 30, 1995
Mr. Oliver Lawrence
Neville Development, Inc.
2555 N. Oakland Avenue
Milwaukee, WI 53211
Dear Mr. Lawrence:
Subject: An Analysis of Communication Network at Neville Development
Here is the report you authorized on July 10, 1995 which demonstrates the results of the study dealt with the possible technical communication problems of Communication Network at Neville Development. Our study indicates that Neville Development is experiencing particularly good communications among management levels.
It's been a pleasure to work with your staff. After you've read the report, we can meet to discuss the recommendations offered.
Sincerely,
Natalie Chandler
Senior partner

经典例题 96(简短的文件报告)

REPORT ON RECORDS MANAGEMENT CONFERENCE

A summary of the Records Management Conference I attended in Detroit on August 10 is included in this report.

Summary of Sessions Attended

The following summarizes each of the sessions I attended.

1. Filing Equipment

This session was designed to acquaint the participants with the latest filing equipment. Much of the equipment on display was automatic.

2. Records Retrieval

The purpose of this session was to acquaint the participants with the various factors thet needed to be considered in developing a records retention schedule.

3. Records Transfer

In this session, participants learned about the new developments in transferring records from active status to inactive status.

Recommendations

On the basis of my attending the conference, I am making the following recommendations:

1. We investigate the possibility of purchasing lateral filing equipment.
2. We evaluate the validity of our records retention schedule and revise as needed.

经典例题 97(重心前置式布局法)

REPORT ON FLEXTIME ADVANTAGES AND DISADNVANTAGES

The report I am submitting discusses the flextime concept and the possibility of instituting flextime scheduling in all company departments. Since Sest Hospital

Products and American Cabinetry in our city have operations similar to ours, I consulted with tha personnel director at San Antonio branch, which uses flextime schaduling now. Overall, the personnel managers report that the Advantages appear to outweigh any disadvantages in the system.

Flextime Schaduling System

Flextime schaduling is a system that allows individual employees to arrange their own work schedules, within defined limits. Tha workday usually extends to 10 to 12 hours, five days a week, and cartain hours are designated as core hours during which all employees must be on tha job. Arrival and deperture times are flexible for employees.

Best Hospital Products and American cabinetry, for example, both use the same schedule. Tha compenies open at 6:30 a.m. when one-third of the employees arrive. Tha core hours are between 9:00 a.m. and 3:00 p.m. . , and the closing hour is 6:00 p.m. , with about one-third of the employees still on the job. Our San Antonio Antonio branch open at 7:00 a.m. , closes at 7:00 p.m. , and the core hours are 9:30 a.m. to 4:30 p.m.

All three personnel managers reported that about 45 of employees prefer to work tha traditional hours of 8:00 a.m. to 5:00 p.m. Female employees with children in day care centers and single, unmarried employees under age 35 were the most likely to arrange flextime hours. No one reports any disputes among employees over scheduling.

Advantage of Flextime Scheduling

All three personnel managers cited significant advantages in tha flextime scheduling:

1. Employees have lower rates of absence and tardiness because thay pick hours that complement their personal lives.
2. Employees have higher productivity when on the job because they take care of personal business outside tha office.
3. Employee morale is high because employees perceive the management as interested in their needs and problems.
4. Company customers have greater access to departments since business can begin earlier, accommodating customers on tha East Coast, and end later, accommodating customers on the West Coast.
5. Use of office equipment, such as computars and copying machines, is more efficient because tha use is spread over 12 hours instead of 8 hours.

With our nationwida network of daalers and customers, the convenience of expanded hours could contribute substantially to our growth.

Disadvantage of Flextime Scheduling

Personnel managers all cited the following disadvantages:

1. Key employees in one depertment may not be on hand when key employees in another depertment or customers need them.
2. Total utility bills are higher because the office is open longer hours and facilities are in use longer.
3. Cleaning services must accommodate tha longer hours, and tha San Antonio branch reports having to pay a premium rate because the service must start late than it does at other companies.
4. Direct employee supervision is not possible in a full dey because supervision will eithar start later then some employees of leave earlier.
5. Careful scheduling might compensate for the possible problems resulting if key employees are not on the job at tha same time.

Conclusion

In spite of some disadvantages, the personnel managers report that thare is general satisfaction with tha flextime scheduling system. Best Hospital Products conducted a formal survey after six months on flextime, and the results indicated employees were comfortable with the system and did not want to return to

the traditional working hours. American Cabinetry and our San Antonio division did not formally survey employees, but both personnel managers reported employees appeared to be satisfied. If you would like to discuss this matter further, please let me know. I would be happy to give a presentation of my study of flextime at the next division meeting.

经典例题3 (重心后置式布局法)

REPORT ON ULTRASOUND EQUIPMENT

Since ultrasound is a noninvasive procedure and presents no radiation risk to the patients, it has become increasingly popular with most physicians. In our department, ultrasound use over past five years has increased 32. In 1985, we performed 1479 procedures, and last year we performed 2186 procedures. We expect this increased demand to continue. To prepare for the demand on our equipment (estimated 2297 this year), we need to consider ways to increase our capability.

Updating Current Equipment

One possibility is to update the current ultrasound unit with new software. Costs for updating tha present equipment are as follows:

current unit update	$ 28,000
Maintenance contract (first year)	$ 8,500
Total	$ 36,500

The maintenance contracts will increase slightly in each succeeding year. The maintenance charge is rather high because as tha equipment ages, more replacement parts will be needed. This basic hardware is now seven years old. Although updating the present equipment will improve tha performance of tha equipment, it will only marginally increase the number of tha procedures that can be performed over a 24-hour period. We cannot reasonably expect to make up tha cost of updating our equipment because our volume will not increase significantly.

Purchasing New Equipment

Purchasing new ultrasound equipment will provide Columbia Hospital with the ability to keep up with the expected growth in requests for the procedure. A new unit with increased capability will allow us to expand by 16 in the first year. The unit alone will enable this expansion; we will not need new staff or floor space. Increased capability will also increase our patient referals. At an average cost of $ 120 per examination, an additional $ 41,000 will result in the first year, and the full cost of the equipment should be recovered within the first two years.

Patients may also use other services at the hospital once they come here for ultrasound, resulting in further income. Cost of new equipment is as follows:

New Unit	$ 74,000
Maintenance contract	0
Total	$ 74,000

Conclusion

Updating old equipment is merely a holding technique; even such a decision would save money initially. To increase our capability and provide the latest technology for our patients, I recommend that we purchase a new unit to coincide with the opening of the new community clinic on our ground floor. June 1. I would appreciate the opportunity to discuss this matter further. If you wish to see sales and services literature, I can supply it.

经典例题99（可行性报告）

REPORT ON INSTALLATION OF A NEW WORD PROCESSING

On several occasions, we have discussed the desirability of installing a new word processing system to replace the six-year-old stand-alone word processing system we currently use.

In installing a new word processing system the following identify the important characteristics that should be used in judging its desirability.

a. The system should be expandable.

One of the concerns that I have had for several years is that we can no longer obtain equipment identical to our present stand-alone equipment. Since we have the need for additional workstations, a different brand of equipment will have to be purchased, which will destroy system compatibility if we continue to use the present stand-alone system.

b. The equipment should be integrated.

An efficient word processing system is integrated, which means that various pieces of office equipment—such as desktop computers, microcomputers, and terminals—are capable of being electronically attached to one another. Thus, each word processing station can also function in other ways—to prepare graphics, to maintain spreadsheet, etc.

c. Tha system should be capable of performing all word processing functions currently found.

To purchase a system that cannot perform all functions is tantamount to purchasing a system that is several years old.

Among the alternatives available for installing a new word processing system are the following:

a. Replace the old stand-alone system with a new stand-alone system. While stand-alone system can be expandable, they cannot be integrated. Stand-alone systems are capable of performing all world processing functions.

b. Replace tha old stand-alone system with a new integrated system. These systems are expandable, thay can be integrated with other devices, and they are capable of performing all word processing functions. The recommended alternative is tha installation of an integrated system since it possesses the essential characteristics thet a new system should possess. The primary disadvantages of the integrated system are their cost and the installation time. Training time on both systems should be approximately equal.

经典例题100（事故报告）

REPORT ON ACCIDENT—John Smith

Description of the Incident

On July 2, 2001, at 2:10 p.m., John Smith began checking and cleaning a cold portable tar kettle in the Processing Department, Building 4. While Smith was leaning over the kettle, the hinged steel cover fell, knocking his hard hat to the ground and his safety glasses into the kettle.

Smith raised the cover again and reached into the kettle to retrieve his glasses. The cover fell a second time and caught his right middle finger between the cover and the rim of the kettle. His finger was nearly amputated. There were no witnesses to the accident. However, Ann Caldwell, working nearby, heard Smith yess and ran to his aid Galdwell wrapped the injured finger in a loose bandage and called for medical attention. She reported that Smith told her he had difficulty setting the cover lock before his accident.

The Waverly Ambulance Service arrived at 2:42 p.m. and took Smith to Memorial Hospital. Dr. Jake Meyer reattached Smith's finger. The success of the procedure will not be known for 8 deys. Smith was advised to remain at home for 48 hours and keep his hand in sling.

Causes

When I examined tha tar kettle, I found thet the cover latch was badly clogged with hardened tar. There was enough tar clogging the latch to make the hinge unreliable and difficult for the user to be sure the cov-

er was in a upright position. In addition, however, the safety-locking device was not engaged, indicating that Metlock did not fully secure the cover before reaching into the kettle.

Recommendations

To prevent similar occurrences in the processing Department, I suggest tha following:

1. Clean the tar kettle with the recommended solvent weekly.
2. In struct all employees to fully engage the safety-locking device before leaving the tar kettle covers open.

经典例题 4.1（进度报告）

REPORT ON THE DEVELOPMENT OF A TRAINING PROGRAM

The following outlines tha status of the development of the training program i have been working on for several months.

Introduction

The purpose of this research project is to determine the need for a training program in ABC Corporation. The project, which is being undertaken by Beth Smith and me, is to be completed by December 15, 2001.

Summary of Progress Already Completed

The progress that has been reported up to this point includes tha following:

1. Determination of objectives of the project.
2. Definition of parameters of the project.
3. Development of an appropriate research instrument(Questionnaires and interviews.)

Detailed Summary of Progress

Since the last progress report was prepared, the following heve been completed:

1. Obtained approval of the questionnaire and interview record.
2. Pilot tested tha questionnaire and interview record.
3. Determined tha method for selecting tha respondents.
4. Belected the respondents.

Nature of Exceptional Progress

Tha project is six deys behind schedule because of a strike at Johnson Printing, the company we heve contracted with to print the questionnaires. The strike ended October 8, and we expect printed questionnaires this week.

Summary of Work Yet to Be Completed

The following work remains to be done:

1. Distribution of questionnaires
2. Completion of interviews
3. Analysis of date
4. Preparation of tha final report.

经典例题 4.2（公差报告）

REPORT ON TRIP TO GENTRY MANUFACTURING

Summary

In order to observe computer-integrated manufacturing in operation, I spent two days at Gentry Manufacturing, studying the use of CIM and talking to Henry Brophy, vice president of production. Mr. Brophy showed the facility to me and explained tha system features. Based on my visit to Gentry, I believe the CIM could increase our competitive position in an international market and provide a strategic investment for Barlow-Taylor. I recommend that we explore CIM further.

CIM Operation

Through CIM, machine and computer are linked to design and quality control. When design personnel need to create a new part for special order, they can display it on video screen for the customer. When the customer is satisfied, the design parsonnel transfer and information to the engineers via the deta link. The engineers then can analyze the design and make changes. The final specifications for the new part are sent electronically to the machine section, where computers make changes in machines to produce the new part. Gentry reduced the machining time for multiengine frame parts from 14 days to 24 hours with CIM.

Meeting with Gentry Executives

My meeting with Henry Brophy included Kimberly Collier and Tyrone Harris, both on the CIM planning team for Gentry. They told me that we need to think of CIM as an investment rather than a technology acquisition. CIM ultimately can affect the entire organization. Departments, such as sales, purchasing, engineering, and production, heve to be brought into the initial planning effort. I was alo told that may managers would view CIM as a threat to their autonomy. With CIM, all pieces of machinery—production, design, materials handling, and computers—must fit into the subsystems that integrate the total CIM system. The emphesis when we present the system to company managers should be on competitive advantage rather than production efficiency.

Conclusions and Recommendations

Because Gentry's operation is similar to ours, I believe we need to explore CIM furthar. My trip was successful in showing me how affective the system could be with full implementation and full support in a company. I recommend that a team of managers visit Gentry again as well as Darrow Machines, also with a CIM system. The team should include Janet Harkin and Patricia Samuelson, our senior design engineers. I would be glad to accompany the team on a second visit.

PV: ss

c. c. : Ben Shelley
Roger Bordon
Victoria Lord

经典例题103（审计报告）

REPORT ON FRINGE BENIFITS PROGRAM AT AMERICO COMPANY

Here is the report you requested on October 21, 1995 concerning the information about our fringe benefits program, specifically, what percent of our total peyroll is paid out for fringe benefits, so you can determine the relative cost of our fringe benefits program.

After undertaking a fairly laborious search of the information related to this topic, I discovered that last year(the most recent year for which dete are presently available), companies on the average spent 37.6 percent of their total peyroll costs for the company-provided fringe benefits. This percentage is expected to increase by approximately 8 percent for this year. The following statistics are available for the years 1988－1993:

Year	National Average	Our Average
1993	37.2	37.1
1992	37.1	37.0
1991	36.8	36.9
1990	36.3	36.5

1989	36.0	36.1
1988	35.8	35.7

I was unable to find separate statistics for the various categories (banking, wholesale, manufacturing, etc.). The composite information presented above was made available by Colorado Clearing House. I have complete faith in the accuracy of the information that has been provided.

The information presented above provides rather conclusive evidence that our expenditure for fringe benefits is neither too high nor too low. Therefore, I recommend that we make no changes. In some years we are somewhat above the national average, while in some other years we are a little below the national average. As long as we continue to pay out in fringe benefits and amount thet approximates the national average over the long run, I recommend that we make no changes. On tha other hand, if our average ever becomes significantly more or less than the national average, then I would recommend that we implement the necessary changes to assure the consistency of our fringe-benefit expenditures average with the national average.

经典例题 104（定期报告）

REPORT ON EXPENDITURES FOR T6HE CREDIT DEPARTMENT DURING June, 2001

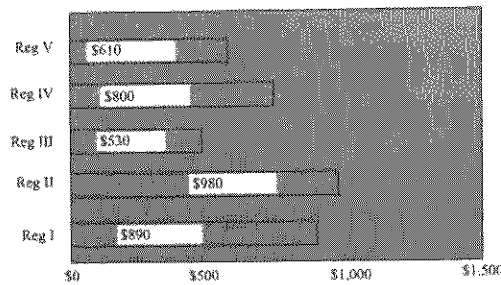
The expenditures you asked me to calculate for the Credit Department for June, 2001, follow:

	Beginning Balance	Ending Balance	Expense
Salaries	$96,000	$87,000	$9,000
Supplier	9,000	8,200	800
Telephone	300	230	70
(Long Distance)			
Printing	250	220	30
Equipment	480	440	40
Rental			
Dm			

题海冲浪

练习一

- You work for a company producing photocopiers. You are the sales manager.
- Read the following chart which shows tha sales volumes of photocopiers in five different regions.
- Use the information in the chert to write a short report(about 100－120words)analyzing the chart and recommending ways fo improving the marketing of your company's photocopiers.
- Write on your Answer Sheet.



练习二

- You work for a factory which produces typewriters. You are in charge of the marketing department.
- Read the following table which demonstrates the results of the recent market research of typewriters. The typewriters are rated from * (POOR) to * * * * *

Column Ⅰ demonstrates the ratings for common typewriters.

Column Ⅱ demonstrates the ratings for electric typewriters.

- Use the information in the table to write a report(120－140 words) discussing the information in the table and proposing that the production of electric typewriters be started as quickly as possible.
- Write on your Answer Sheet.

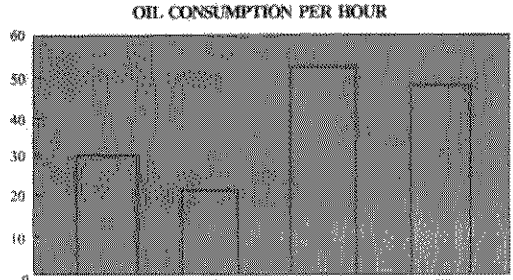
	COMMON TYPEWRITER	ELECTRIC TYPEWRITER
QUALITY	* * * *	* * * * *
TYPING SPEED	* *	* * * * *
AVAILBILITY	* * * * *	*
PRICE	* *	* * *
SHARE OF MARKET	* * * *	*

练习三

You work at the Purchasing Department of J & K Mining Textile Co. The company decides to innovate the engine for its gist product.

- Read the following chart showing the oil consumption per hour of four different brands of engines.
- Use the information in the chart to write a short report(120－140 words) comparing the four brands of engines and recommending which one to purchase.
- Write on your Answer Sheet.

OIL CONSUMPTION PER HOUR



练习四

You work for Tomatsu, a company which produces video recorders. You are responsible for Product Development.

- Read the following table showing the results of a survey of video recorders. The recorders are rated from * (POOR) to * * * * * (EXCELLENT). Column A shows the ratings for your company's products. Column B shows the ratings for the products of Shikei, your main competitor.
- Use the information in the table to write a short report (120 – 140 words) recommending ways of improving the quality and the marketing of your company's video recorders.
- Write on your Answer Sheet.

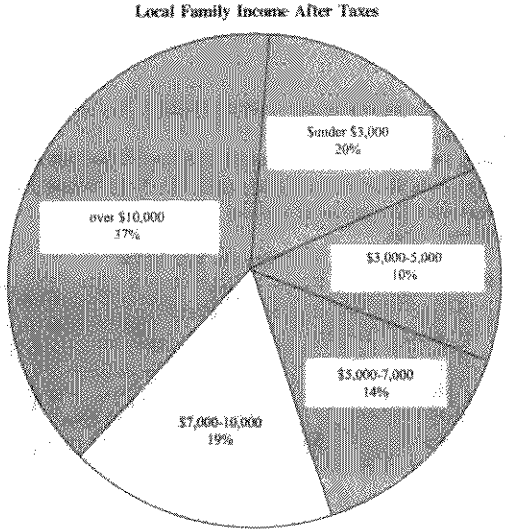
	A Tomatsu	B Shikei
Value for money	* *	* * * *
Reliability	* *	* * * * *
After-sales service	* * * * *	*
Availability	*	* * *
Advertising		

练习五

You work for Marks & Spencer, Britain's leading retailer. Your company plans to invest in a local retail market. You are asked to assess the local purchasing power.

- Read the following pie chart which demonstrates the local family income after taxes.
- Use the information in the chart to write a report (120 – 140 words) interpreting the chart, discussing the prospects of your company's investment in the local retail market, and explaining the conclusion you reach from the information in the chart and how the chart supports your conclusion.
- Write on your Answer Sheet.

Local Family Income After Taxes



答案

练习一

Here is the report concerning the 1999 year-end sales totals by regions.

Analysis

On the whole, the total sales of volume of photocopiers have reached the planned target. However, the sales totals of different regions varied greatly.

Recommendation

I believe that it's of great importance for a company to be strict and fair in carrying out rewards and punishments in the marketing promotion. The following are the recommendations which I offer:

1. Encourage and give reward to model salespersons, that is, those who are responsible for the failure of their sales task.

2. Demote the unqualified sales managers, that is, those who are responsible for the failure of their sales task.

练习二

According to the recent market research undertaken because of the changing typewriter market, it can be concluded that, compared with the common typewriter, the typing speed of the electric typewriter is much faster; its quality is much better, its availability is less, its market sbere is much smaller and its price is inexpensive.

Based on the advantages held by the electric typewriter over the common typewriter, we recommend that the production of the electric typewriter replace that of the common typewriter, so that we can occupy the typewriter market and make a good profit. Therefore we propose that the production of the electric typewriter be started immediately.

The earlier, the better.

练习三

As requested by Product Development Department, I'm submitting the following report about the purchase of new engines.

Since the innovation of engines for our gist products will improve the working efficiency, we are asked to conduct a market research to choose a new one that can meet the demands required. We find that the quality and functions of different brands of engines are similar.

However, one important point has called our attention. That is, the oil consumption of different brands of engines varies sharply. As is known, the low oil consumption can greatly reduce the production cost.

Based on the analysis above, we decide to purchase EB which has the lowest oil consumption per hour.

练习四

Report

The results of the market survey are dissatisfying. Therefore effective measures must he taken immediately to extricate us from the predicament.

Discussion of Facts

From the table shown, it can be concluded that our efforts in such fields as 'Value for Money', 'Reliability', 'After-sales Service' and 'Advertising' are less successful than those of Shikei.

Recommendations

On the basis of the results, I have the following recommendations:

1. To organize quality circles to study and supervise every sector in our production so that any quality problems can be discussed and solved in the course of production.

2. To give the marketing manager more power to make his own decisions so that he can respond to the changing business situation timelier.

练习五

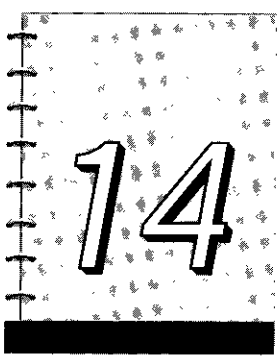
Report

As you requested on November 12, I'm submitting the following report on the assessment of the local purchasing power. As is known, the purchasing power is closely related to the family income. So it's sensible to look into tha local family income after taxes first.

From the chart shown, we find that about 70% of tha families have an income over $5000, while only about 30% of the families have an income under $5000. Therefore it can ha concluded that the local family income is fairly high, and accordingly the local purchasing power must be potential.

On the basis of the analysis, I believe that the local retail market is promising and the investment in this market will have brilliant prospects. Since up to now there isn't much investment in the retail market, so I recommend that we invest in it as quickly as possible.

The earlier, the better!



写作试题综合测试(一)

诗语

Poetry is the record of the best and happiest moments of the happiest and best minds.

诗歌是最快乐、最高尚的心灵的最美好、最幸福的时刻的记录。

Poetry is the opening and closing of a door, leaving those who look through to guess about what was seen during a moment.

诗是把门开一下又关上，让往里看的人去猜那一瞬间看到的是什么。

Poetry is both prose and verse.

诗既是散文，又是韵文。

A complete poem is one where an emotion has found its thought and the thought has found the words.

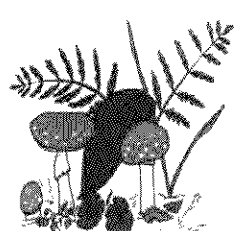
一首完善的诗，就是一种感情已经找到了它的意念，而那个意念也已经找到了它的文字。

You'll be a poorer person all your life if you don't know some of the great stories and the great poems.

如果你不曾读过若干伟大的故事和伟大的诗篇，你将终生成为一个比较浅薄的人。

The poet ranks far below the painter in the representation of visible things, and far below the musician in that of invisible things.

表现可见事物，诗人逊不如画家；表现不可见事物，诗人逊不如音乐家。



PART ONE

You are the Human Resources Manager of an insurance company. You want to arrange a 2-day teambuilding event with Team-Plus for eight sales staff.

Write a note of **40 – 50** words to your assistant:

- Telling him to contact the providar
- Saying who and how long the event is for
- Suggesting two possible weekends for the event.

PART TWO

You work for Toshiba, a company which produces TV. You are responsible for Product Development.

- Read the following table showing the results of a survey of TVs. The TVs are rated from E (poor) to A (excellent). Column Ⅰ shows the ratings for your company's products. Column Ⅱ shows the rating for the products of National, your rival.
- Use the information in the table to write a short report (**120 – 140** words), recommending ways of improving the quality and marketing of your company's TV.

	TOSHIBA	NATJONAL
Value for money	D	B
Reliability	D	A
After-sales service	E	D
Availability	A	E
Advertising	D	C

答案

Part One

To: All staff

From: Mr. Port

Could you please contact Team-Plus to book a team-building event for two days for eight of our sales staff? I suggest the weekend of 24/25 November or the following weekend.

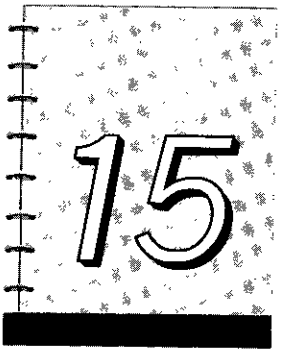
Thanks.

Alan

Part Two

We have done a survey showing that our products are rather lower in quality, which has been hindering our sales volume, although they are extensively available on market. Compared with those by National, our TV is about 50% lower in both value for money and reliability. Besides, National has done much better than us in after-sales service and advertisement, which can be decisive in increasing sales volume. Therefore, I recommend that:

1. We make more technological investment in production so as to improve the quality.
2. We spend more money in advertisement while offering better after-sales service, which can make our products popular on market.



写作试题综合测试(二)

谚语☆

Take time while time is, for time will wear away.
当有时间的时候要利用时间，因为时间即将消逝。

To choose time is to save time.
选择时间就是节省时间。

A plant may produce new flowers; man is young but once. 花有重开日，人无再少年。

Don't waste your precious time, for youth, once spent, will never come again.
光阴如虚度，青春不再来。

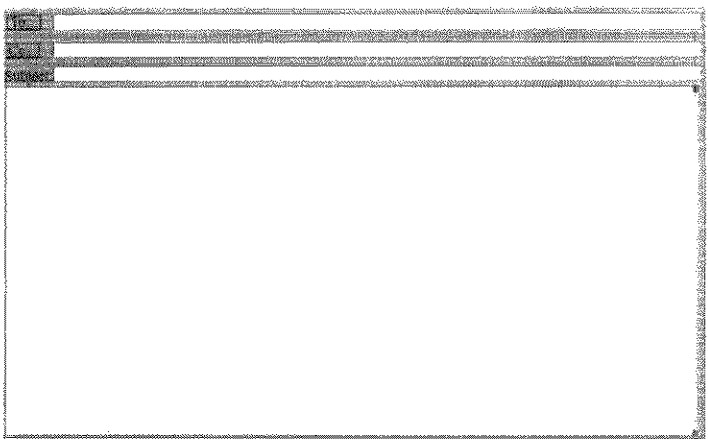
Seize the present day, trusting tomorrow as little as may be.
抓住今天，尽可能少信赖明天。

Today gold, tomorrow dust.

今日值黄金，明日等尘土。

PART ONE

- You would like to go to remind Gloria Chiu to increase stock of oil heaters.
- Write an **email** to Gloria Chiu
  - requesting time to stock
  - saying when stocking
  - explaining why you want to remind
- Write **40－50** words on a separate sheet.



PART TWO

You are Gerry Shockley, an American businessman. You are planning a trip to Europe next week. This is your agenda:

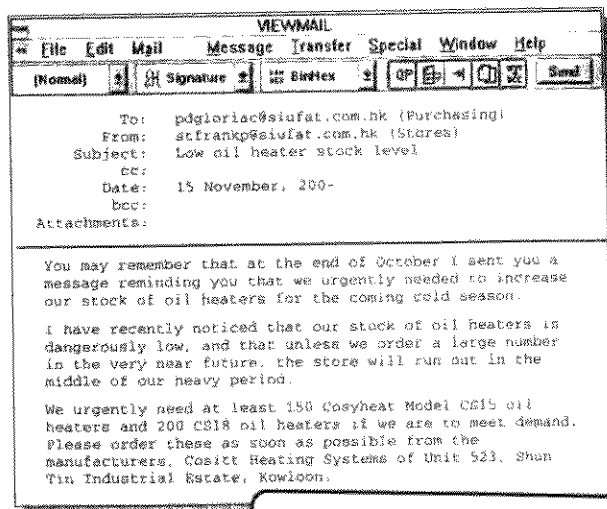
AGENDA	
05 Thu.	Arrive at Prague
06 Fri.	Prague Fair
07 Sat.	Prague Fair
08 Sun.	Prague Fair
09 Mon.	meet Patric Rogers in Frankfurt?
10 Tue.	Meet Patric Rogers in Frankfurt?
11 Wed.	Meet Alan Milligan in Warsaw
12 Thu.	Leave Warsaw

Write a letter (**120－140** words) to Patric Rogers to arrange a meeting, telling him that you want to discuss a possible agency agreement with him and asking him to reserve a hotel room for you.

Write on your Answer Sheet

答案

Part One



你可能还记得，十月份我曾发函提醒你，冬天即将来临，我们油动加热器库存急需补充。

目前我发现油动加热器存货奇缺，若不立即订购，将会在汇当销时断货。

我们急需要"适意"CS15型150台和CS18型200台，才能满足需要。请速向厂商订购。厂方地址：九龙顺天工业村523室可适暖气设备公司。

Part Two

Dear Mr. Patrick Rogers,

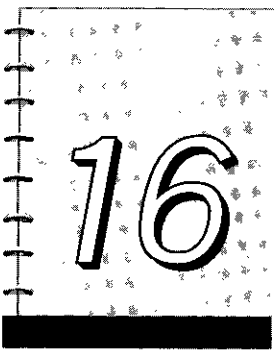
I'm planning a trip to Europe next week. According to my agenda, I will arrive at Prague on July 5 to attend the Prague Fair. I intend to stay there for three days. Then I will fly to Frankfurt on July 9 and leave on July 11. I hope I can meet you in Frankfurt because I want to discuss a possible agency agreement with you. Would you please make a good preparation for the coming meeting so that we can have a negotiation in depth?

By the way, would you please do me a favor to reserve a hotel room for me?

Please contact me before my departure if you have any questions.

Yours faithfully,

Gerry Shockley



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BEC中级考试听力考查学生哪些能力?

BEC中级考试在听力上要求考生有能力在商务交往这一特定语言环境中,听懂短小的对话或独白,从中提取有用的信息。所谓"信息"不但包括谈话的内容(如涉及的商品、交货的日期等),也包括谈话人的态度(如同意、承诺等)、谈话的目的(如辩解、推销等),以及谈话发生的背景与场合。因此,只有当对谈话的场合做出判断后,才有可能迅速调动大脑中已储存的商务英语语言知识与商务专业知识,有效地在听的过程中完成"预测",以提高听解的速度和准确性。

BEC中级考试听力由几部分组成?

BEC中级听力由三部分试题组成,大约需要34分钟左右的时间完成,其中包括把12分钟的录音放两遍的时间和10分钟把答案写在Answer Sheet上的时间。因此,考生可以不用急着把答案写在答题纸上,可以先写在试题册上,以避免忙乱中将答案写错位置。听力测试共分三个部分,其中第一部分和第三部分的形式与要求和BEC初级听力测试的第三部分和第四部分相似。具体内容如下所示:

部分	题数	题号	重点	提示材料	题型
1a-c	12	1-12	获取具体信息	三篇含有具体信息的简短听力材料	填空:电话留言补全记录
2a和b	10	13-22	识别话题、场景、功能等	简短录音片段;共两部分,每部分包含5个片段	多项搭配题
3	8	23-30	听懂大意,细节	一长篇独白或对话	多项选择题

BEC中级考试听力第一部分包括哪些具体内容?

第一部分是根据三个对话填写记录表,由三段长度约十几句话的对话组成,每个对话的长度约为一百多个字,每个记录含四个填空。对话既有可能是电话通话,也有可能是面对面的谈话,对话的内容则可能十分的广泛。考生要听懂对话中的特别信息,如人名、地名、公司名称、各种事物名称、代号、型号以及电话号码、价格、时间、证件号码、距离数、体积、容积数等,回答好全部的十二个问题。每段对话中往往有四个小问题,考生一般只要写下一个词或者是数字以完成对话记录表格,表格中有些信息是对话中没有出现的,有些是出现过的,但是要求考生填写的词或者是数字则一定是对话中出现过的,或者是通过简单计算可以得到的数字。

BEC中级听力第二部分包括哪些具体内容?

BEC中级听力的第二部分为单人独白(Monologue)。共10段独白,每5段独白为一个部分,共分成二个考试部分。独白一般在30—50字之间,由2—5句话组成。这样短的单人谈话已经很明显地给出一种情景,前五个独白情景相关,形成第一部分,后五个独白情景相关,形成第二部分。这一部分主要考查考生辨认听觉信息的能力,在很短的谈话中迅速判断各种情景。从题目形式上看,这道题目并不是很难,题目中已提供了二组A-H十六个情景的答案,考生只要选出其中一个情景答案写在相应的谈话题号旁就可以了(Matching)。独白情景可能有辨认谈话主题(Topic)、谈话者(Speaker)、谈话发生地点(Place)、谈话发生时间(Time)以及谈话数量(Amounts)和原因(Reason)等等。考生应该根据对商务交际的惯例和对参与者一般情况的了解,并借助自己的英语知识,按照每组题目的要求对谈话人的身份、职业,谈话的原因或议题等做出判断,并从为每组提供的8项选择中选5个小题的答案。

BEC中级听力考试第三部分包括哪些具体内容?

BEC中级听力的第三部分为较长的单人独白(Monologue),也可能为较长的对话(Dialogue)。只有一段,大约为500字左右的较长的听力信息。这部分题目的测试目的是考查学生的听力理解能力,当然考生还要有较好的记忆力和做记录的能力,才能完成听力材料后8个选择题。这部分听力内容非

常的广泛,可能是采访、讨论、演讲、领导发言、收音机广播、电视录音、通告广播等等。要求考生把握其中的主要思想和一些细节,而不是每一个单字。这一部虽然是BEC初级中出现过的题型,但是相对来说篇幅更长,信息量更大,增加了难度。不过,题型要求跟BEC初级相应部分无明显的差别。

BEC中级听力常测试哪些内容?

BEC中级听力考试中较为困难的应该是判断整个听力内容的基本情况,而不过分注重一些细节。当然,这并不是说考试的时候不要注意细节,而是指考生在考试的时候应该重点把握材料的整体,不要局限于听懂某些或者是某个单词或词组。这样就要求考生能够在听力材料刚开始播放的时候就能大致地把握住听力的主要内容和可能涉及的场景。这样即使出现一些生词或者一些比较生疏的词汇,考生也可以根据对其内容的整体情况的把握,判断或者是猜测出问题的正确答案。

按照BEC中级考试听力部分的大纲中的具体内容的要求,正文的内容一般可以分为四种:预订;邀请和抱怨;询问;下达命令。

BEC中级听力中有关预订话题常考哪些内容?

电话预订在西方非常普遍,可以电话预订旅馆的房间、餐厅的座位,预订机票、车票、船票、电影票、音乐会的票,预订通常都是受话者手里有固定的表格,因此对话往往按照表格的顺序进行。

预订通常包括预订事物的数量(Quantity)、地点(Place)、时间(Time;包括日期、钟点等)以及各种具体的细节。

关于房间的预订常考哪些细节?

预订者一般会先说出预订的时间和一些简单的细节,如房间的数量,房间的类型或者是预订的天数。

—Can I reserve a suite of two rooms from 11th or June till 21st of June?

—Have you got two connecting double rooms for the 17th of May?

—I'd like to make a reservation for five days for my family and myself.

如果,预订者没有把情况说明清楚的话,那么接电话的一方就会详细询问预订房间的一些细节。或者对预订者提出的问题做相应的解答。

—How long do you intend to stay?

—What kind of room would you like?

—How many people are there?

—A single room with a bath, if possible.

—Could you manage 4 doubles and 6 singles for a week?

—I want a room with windows facing south.

—By the way, is there a dining room in the hotel?

—Is there an IDD phone in the room?

—You can make a long distance call just from your room.

关于音乐会门票的的预订常考哪些细节?

主要的细节包括:门票的张数,音乐会的时间,对座位的要求以及价格等。

—Could I book two tickets for the classical concert you advertised on the newspaper?

—I'd like to book one ticket for the Beethoven Symphony Concert on June 7th.

—Where would you like to sit?

—How much would you like to pay? We have got three kinds—$2, $5 and $10.

—Would you like the fourth row in the circle?

关于机票的预订常考哪些细节?

主要的细节有:如出发地点、目的地、时间、航班、对飞机和座位的要求以及价格问题。还有就是是否预订返程的机票。

—Please book me three economy class seats on NAN Flight 201 to London.

—By the way, I do not want a night flight.

—I'd like a first class ticket to Paris for this Friday.

—I am going to stopover at New York.

—A two-week return to Berlin, second class, please.

—First class, facing the engine, please.

—I prefer window seats.

—May I reserve two seats on the Manchester train leaving at 8:47 this evening?

关于预订与某人的约会或者是某种服务常考哪些细节?

主要细节问题有:相见谁、想预订何种服务、什么时间想见、什么时间提供服务以及对服务的要求等。

—Could you arrange me to meet Dr. Wang?

—I'd like to see Dr. Baker on Thursday morning.

—I'd like to have a haircut this afternoon.

—Could Ms. Johnson do my hair on Wednesday?

—Could you manage a table for four?

—I'd like to book a table by the window.

—Our company is going to buy a new meeting table and chairs.

预订之后,预订者一般会问哪些问题?

预订之后,预订者一般会询问价格或受话者会主动地报出价格,同时受话者也会询问具体的付款方式。这一部分经常是考试的重点,所以考生要尤其重视,最好的方法就是多听多练。如果平时经常使用这些用语的话,那么听到的时候自然而然地就会反应出来。

询价:

—Can you tell me the rate for a double room, please?

—How much is boarding and lodging a day?

报价:

—For one week the price would be $ 500.

—A single room's $ 5 a night, including three full meals.

做出决定或者是继续询问:

—I'd like to book one ticket at the price of 2 pounds.

—What's the price for the front stalls?

询问支付方式:

—How are you going to pay?

—Can you tell me your card name and number?

支付方式的回答方式:

—By credit card, please.

—My card's name is Visa.

通常这种时候考生要注意的就是预订者最后同意选择价格和付款方式。如果预订者选择的是信用卡方式支付,那么最好能记录下来该信用卡的名称、使用期限、信用卡号码等相关的信息。

在预订结束时,预订者一般会重复哪些问题?

在预订结束的时候,通常预订者还会重复一次自己的姓名,并且一般还会拼写出自己的姓名以及地址、电话等。

—My name is West. W-E-S-T.

—I live in Madison Street. It is M-A-D-I-S-O-N.

—My telephone number is 2027816.

—You may contact me at 3211188 around 4:00 p.m.

—You may call me at 3763241.

或者受话者会拼写预订者的姓名、地址以及号码等待预订者确认。

—Could you say your name again?

—Could you spell it?

—Is it J-A-C-K-S-O-N?

—Is it S-T-O-N-E-W-O-O-D?

因此,在这个时候考生要集中注意力,做好记录的准备。

邀请和抱怨有一定的出题规律吗?

预订电话通常是受话者手里已有固定的表格,可以根据表格的设计填写内容,因此对话往往按照表格的形式进行。但有些电话通话,如邀请电话和抱怨电话以及关于一些受话人不能解决的问题的电话,都需要以 memo 的形式记录下来,这样的电话、信息主要在打电话者的一边,而受话者则是重复或问一些相关的问题。

如果邀请某人参加会议或者其他什么活动,你会听到哪些相关信息?

—We would be happy if you can come to attend our meeting.

—*If you can manage, can you attend our meeting?*

—As Mr. Cheng was ill, we have to find the new interpreter, who is a lady and her name is Ms. Wang.

关于抱怨的电话,一般包括哪些内容?

(1)关于抱怨的电话,一般包括抱怨的对象(名称、型号、获得的时间等)及其现在的问题和造成的损失。

—I've received the goods under Contract No T-31, but some sacks of peanuts are already uneatable.

(2)抱怨往往会强调不好的商品或服务的程度、数量以及抱怨者提出的解决方案,尤其是抱怨者的联系地址和电话,一定会出现在对话中,如:

—If Mr. Lee comes back, how can he contact you?

—We hope to solve this matter no later than this Friday.

—My telephone is 9788462.

—Every morning this week he can reach me at 7845163.

(3)打电话者的问题要是一时解答不了,也往往需要记录联系电话和地址。由于限于篇幅原因,就不再举例,请参看上面的例子。

关于邀请,一般会包括哪些内容?

邀请往往会强调准确的时间、地点、活动的内容及安排,这些细节需要考生特别注意:

—The conference will last for 4 days from August 12th to August 16th.

—The meeting will be held in the Great Wall Hotel at 2:30 p.m. on November 11th.

—We'll have working luncheon after the ceremony.

35 询问常包括哪些内容?

询问电话指的是打电话者电话询问有关产品、服务或者是企业的相关信息,并把这些信息记入表格。在听这种询问电话的时候,一定要多注意接电话者的各种答复,因为这些答复往往就是回答问题的关键。

询问的内容也会十分广泛,如询问产品的各种品质、特性、规格、性能、价格、服务项目、设施、种类、各种人事事宜等等。

36 询问汇率,一般会听到哪些内容?

—What's the annual interest rate?

—Could you tell me the current rate for sterling, please?

—The buying rate of US dollar is 780 yuan per hundred dollars.

—How much is the exchange rate today?

37 在邮政服务中的询问包括哪些内容?

在邮政服务中可能发生的询问包括:邮寄重量的限制、邮寄的时间长短、邮寄方式的特点等等。

—What's the maximum weight allowed?

—What's the size limit for mailing a package?

—The rate for printed matter are cheaper, but it doesn't go as quickly as ordinary mail.

—Approximately how long does it take for a letter to go by air from here to Rome?

38 询问旅行地点的过程中常涉及到哪些内容?

在询问旅行地点的过程中可能出现的内容包括:风景点的特色、咨询者自己对旅行的一些要求等,如:

—Are there any scenic spots there?

—Would you please tell me some of the attractions there?

—If I'm going to take a boat trip. What would you advise me to do?

—I'm afraid I've got only two days' time, so I have to see some places of interests in London.

—If I want to swim, where will you suggest me to go?

39 询问旅行交通工具时常包括哪些内容?

询问旅行交通工具的细节一般包括:中途是否停留、可带的行李重量、起飞的时间、旅行的价格等等。

—Are the flight to Chicago non-stop?

—Can I fly to California on Sunday?

—How long does the flight take?

—What's the allowance of luggage?

—When does the plane take off?

—It's a non-stop flight.

—Round trip is $215.

—The coach leaves for the airport at 8 o'clock.

40 询问人物特征时常用哪些问话方式?

询问人物特征的问句:

—What kind of clothes did Mr. King wear?

—Does he wear glasses?

—Is it fair hair?

—Was she in red?

下达命令涉及到哪些场景?

下达命令通常发生在上下级之间,一般为上级命令下级去办理各种事宜,出现的内容可以包括上面所涉及的三个方面:预订、邀请和抱怨以及询问等。这里不再一一举例。

以上讲解了电话通话可能涉及的内容,下面则要讲解一下面对面的对话中可能出现的有关内容。

面对面对话通常是为了完成某些例行的表格登记,所以被登记者的语言中往往包含有许多重要的信息。如旅馆登记、求职登记、出入海关登记、点菜登记、在银行首次办理储蓄业务登记、产品验收登记等等。考生主要注意的是涉及登记者姓名、通讯地址、联系电话、登记事物的名称、数量、颜色、特点、特殊要求等。下面列出几个常见的例子以供考生参考:

—Your passport?

—Your nationality?

—Where are you form?

—My passport number is CN16845485.

—I come from Switzerland.

—I want a cup of coffee.

—You live in Room 1504. Here is the key.

—I suggest you try today's specialty.

在电话通话及面对面谈话场景中应注意哪些问题?

BEC 中级听力测试主要涉及电话通话、面对面的谈话以及单人的独白,考生应该在考前尽量熟悉可能出现的考试内容,并多做练习,多揣摩对话者的语气,根据其语气的变化猜测其所要表达的内容,以提高应试的能力。

BEC 中级听力考试常见的语音问题有哪些?

BEC 中级考生在做听力测试时,常会出现这种情况,就是考生在听音时,不知道说话者说些什么,而一看到听力文字时,却发现每个句子都能看懂。这到底是因为什么呢?最主要的原因是听力考试中的语音问题造成的。BEC 中级听力考试常见的语音问题有:连续,失爆,弱化,缩略,英美音之间的差异,音变,语调及语气等方面内容。

什么叫连读?

连读即连在一起读,就是两个或多个分属不同单词的音因相邻或因语速快等而连在一起读出的现象。

连读是听力中遇到的最基本的问题,也是最经常遇到的问题。刚接触听力的初学者,就不可避免地要遇到连读的问题;即使听力水平已经很高的人,常常还会由于某个普通的连读而犯错误。

连读现象在 BEC 听力中极为常见。因为 BEC 听力考的是口语,而口语必有连读。英语是这样,汉语和世界上任何语言都是如此。传说古英语中并没有字母 W,只有常连在一起双写的 U(UU)。两个 U(DOUBLE U)连在一起写草了,便成了 W 的形状;连在一起读快了,便成了[dʌbljuː]读音。久而久之,双写的 U 就成了现在字母 W。又如汉语的"甭"字,起初只是口语中"不"和"用"形成的一个连读音变,久而久之人们又把两个字合写成一个字,于是连读便创造出了一个新的汉字。考生只需稍加留意便会发现连读的作用和影响在 BEC 听力中也是无处不在。

造成连读错误的情况有哪些?

众多的连读现象在BEC听力中给中国考生造成的错误和失分主要有以下几种情况。

(1)BEC听力中的关键词　BEC听力中很多题目的考试关键经常是落在某个习语或词组上。只要这个关键词听懂了,即使其余内容都未听懂,这个题目也能做对。相反,考生即使听懂了其他的内容,但这个关键性的习语或词组未听懂,那么这个题目必然失分。多数情况下,这种关键词的书面形式考生相当熟悉,在语法、阅读等书面考试中绝不会因此失分。可一旦在磁带上变为了听力,考生却不认识这些最熟悉的词了。连读造成的失分首当其冲便是这种情况。

像词组 not at all(一点也不)考生都很熟悉。BEC听力一旦考到它,便把这三个小词紧紧挨在一起,放在一个长句子中间,然后发生强烈的连读。于是考生就听不出这是他们最熟悉的 not at all 词组。比如一个单句题:

The meeting yesterday wasn't at all boring.

四个选项为:

A　The meeting was rather interesting.

B　The meeting wasn't held yesterday after all.

C　We didn't go to all of yesterday's meetings.

D　We brought everything to the meeting.

做这个题时,前半句的 the meeting yesterday 读得缓慢清晰,考生听得很清楚。句尾的 boring 因重读考生听得也很清楚。但在 yesterday 与 boring 之间,考生虽然也感觉到疙疙瘩瘩有点东西,却不知道到底是什么。于是便开始浮想联翩,并夹进自己的生活体验:"开会肯定是无聊的(boring)!"因此,正确选项A反倒不敢选,在另外三个选项中瞎猜一个,这道题便做错了。

(2)普通的常用词和词组　有大量极常用的单词和词组,虽不是考试关键,但因是日常口语离不了的,在BEC听力中出现的频率极高,分布极广。这些单词和词组也属于考生最熟悉的词汇之列,而且每个单词的标准发音多数考生也能听懂。可问题在于,这些词汇出现于BEC听力中,总与某些单词有着相当固定的搭配关系。这种固定的搭配又进一步造成固定的连读等音变,从而使某些单词在BEC听力中总不能听到它的标准发音,而是它连读以后的某种音变形态。多数考生对常用词的连读音变形态并不熟悉,于是固定搭配产生的连读就把考生本来认识的词变成了生词。这就是连读造成严重失分的第二种情况。

例如 for 和 him,任何说英语的人都不会不认识这两个词。在BEC听力中,for him 搭配在一块,很多考生可能听不懂了。因为 for 的[r]要击穿 him 的[h]音,直接与 him 的[i]音连读,于是 for him 在听觉上就成了 for [rim]。还有,for 和 him 这两个小词在句子中经常要被弱读,for 读作[fə],him 的[i]音也变作了[ə]音,这样 for him 就成了[fərəm],发音完全等同于单词 forum 的弱读形式。有时候,for 的元音部分因过于弱化而完全消失,这时的 for him 的发音成了[frəm],在听觉上就与单词 from 无异了。这也就使得对连读等音变现象不熟的考生听不出处于上下文中的 for him 了。

(3)BEC听力段子、对话、句子中的非固定的、偶发性连读现象这种情形是BEC听力的连读问题中量最大,造成错误最多的。因为它不像前两种情形有着一定的典型性而且数量有限,它的发生往往具有很大的随机性,使考生很难预防。因此第三种情形应是连读问题中最难解决的部分。

如何解决连读问题?

针对连读在BEC听力中造成的种种错误,考生可采取以下对策:

(1)基本方法:这是解决连读问题的基本方法,也是适用于所有音变问题的共同方法。即考生在备考阶段听题时,如遇到听不清的音,首先应反复聆听至少四到五遍,尽最大努力从听觉上把它搞清楚。但在听了四五遍后,如感到无论如何也听不清了,则可翻开听力原文,对照书面上的原文加以解决(***注:准备BEC听力并不忌讳看原文,但看原文应是在反复听听多遍确定无效后**)。

翻看原文后,如认为按原文标准的发音,不应是磁带上所听到的音,则可确定BEC磁带上发生了连读或者其他音变。这时,考生应把原文出声朗读数遍。朗读时可先以较慢的语速按标准音标读出,

后几遍则逐次加快语速,使自己自然地发出相应的连读或其他音变。藉此体会自己的发音,自己的连读或其他音变又是如何发生的。

然后,再听磁带,并跟读、模仿。藉此体会磁带的发音与自己朗读原文的发音有何差别,以及这些差别是如何产生,通过哪些音变产生的,并修正自己可能不规范的发音。

如仍不清楚,则再次朗读原文,之后再次聆听磁带并跟读、模仿。如此朗读、跟读、反复对比,约四五遍后,无论是连读还是其他音变,都可得到有效解决。

(2)除上面的基本方法外,在记忆 BEC 听力词汇时还有以下两个对策。

对策一:BEC 听力词汇要通过耳朵记,而不是通过眼睛。也就是说,记听力词汇一定要注意它的发音。考生必须要改变传统的单词记忆方式,不要再单纯地通过默默的书面拼写记单词,而要在记忆的同时听音、跟读乃至反复朗读。

对策二:考生记 BEC 听力习语和词组时,不要只记每个单词独立的发音,而要把习语和词组内部单词之间固定的连读等音变当成习语或词组的组成部分一起接受下来。

例如,考生记忆词组 tie up 时,可不记它的原形而记它的被动语态 be tied up,因其被动语态在 BEC 听力中更常见,并且记被动语态 be tied up 时,要把 tied 中[d]音和 up 中[ʌ]音的连读,以及[p]音可能的失音和 be 变形后可能的音变一起记熟。

(3)对于偶发性连读问题,考生需要对连读的一般性规则和规律进行了解,并把这些规则和规律结合前述两种方法,在 BEC 听力的实际准备过程中,加以落实和应用。

连读有哪些基本规则?

下面列出连读的基本规则,考生应浏览一遍。但最重要的是把这些规则落实到听力实践中去,弄清楚这些规则实际反映到听觉上到底是什么样子的。所以,对以下规则的浏览一定要与听题相结合。

(1)前一个词以辅音收尾,后一个词以元音开头,并且两个词处于同一个意群或者说话者语速较快时,两词发生连读。

这是连读发生的最基本情况。属于这种情况的连读最多,考生也最为熟悉。故这里仅举一些例词,不作过多说明,主要靠考生在听题时通过朗读、跟读、反复对比的基本方法加以解决。

①as it is→[ə si tiz]三个单词因连读而分割,重组为三个不同的发音组合。

②Is a come-back at his age at all likely? →[i zə kəm bækə ti zi dʒæ təl laikli]整个句子因连读,单词被肢解重组,变得面目全非。

③My pen's out of ink again.→[mai pən zau tə fiŋ kə gein]辅音和元音间的典型连读现象。

④not at all→[nɔ tæ tɔl]词组的发音和三个独立单词的发音相去甚远。

⑤once in a week→[wʌn sinə wiːk]和上一个词组如出一辙。

⑥Our group broke up at two.→[auər gru bru kʌ pæ tu] 连读中又夹有失音,造成大量考生失分。

⑦rush hour→[rʌ ʃauər] 连读后,发音极接近单词 shower。

⑧This car is incapable of passing most others on the road.→[ðɔz kaː ri zin kæpəb ləf pæsiŋ məus tʌðər zən ðə rəud] 句子长,且连读多,考生不易听懂。

⑨This dictionary is not exactly **what I wanted but it will do.**→[wɔ tai wɔntɪ bʌ ti təl du]尤其是句子后部黑体部分连读,考生还可顺便留意轻辅音[t]在美语中的浊化味道。

⑩travel agent travel agency→[trævl leidʒənt],[trævl leidʒənsi]内部固定的连读音变[lei]永远明显。

(2)击穿轻辅音[h]的连读

在 BEC 听力中,处于单词开头的轻辅音[h]几乎永远都是连读的。如果前一个单词以辅音收尾,则该辅音几乎必然地要击穿后一词开头的轻辅音[h],直接与[h]后面的元音发生连读。

例如:isn't he 在 BEC 听力中听到的往往是[izn ti]。

又如:the rent here →[ðə ren tiə]

don't have →[dɔn tæv]

for him→[fə rim], [fə rəm], [frəm]

sell her books→[se lər buks]

这种连读在 BEC 听力中极为普遍,却常常为考生所忽略。考生通常以为既然有了一个辅音[h]的阻隔,就不会产生连读了,从而掉以轻心,意识不到这种连读的存在。因此一旦这种连读发生,便使考生措手不及,更容易造成障碍,造成失分。所以这种情况的连读有必要特别提醒考生注意。

下面举出几个例子,考生可对照音标反复练习熟悉连读现象。而更多的例子将会在实际听题中遇到,考生都应反复练习,以扎实地把握这一易被疏忽的连读现象。

①I lent him a book.

[ai lən ti/tə mə buk]

②Larry is taking a lot of art, isn't he?

[læriz teikiŋə lɔ tə fɑːr tizn ti]

③The stuff the nurse gave me seemed to have helped.

[ðə stʌf ðə nəːrs geiv miː siːmd twæ vælpt]

④I must have left my keys at my sister's house.

[ai məs tæv lef(t) mai kiːzə(t) mai sistər zaus]

⑤She learned to use the computer on her own.

[ʃiː ləːrn(d) tə juːz ðə kəmpjuːtər ənə rəun]

(3)元音与元音的连读、辅音与辅音的连读实际上也是可以发生的,但它们在 BEC 听力中的出现并不明显。曾经出现过的例子有:do + any =[dwe ni]; t + s=[ts]等。

148 什么叫失爆?

失爆即爆破音的失去。如有两个爆破音或同一爆破音([p],[b],[t],[d],[k],[g])连贯出现在同一单词或连贯出现在前一单词尾与后一单词首,前一音只按其发音部位形成阻碍,但不爆破,稍作间息后立即过渡到后一个音的发音部位并爆破。这种现象称为失爆。

如 sit down→ si(t) down,似乎听不到任何人会把 sit 的[t]音完完整整地发出来,这个音几乎永远失去。

又如 bike key→bi(k)e key,考生听到的通常也不会是清清楚楚的 bike 和 key 两个词,而是[bai (k)kiː]。bike 中的[k]音在正常的语速中也将失掉。

有时后一单词词首不一定是爆破音,而是其他的辅音也同样可以造成前一单词词尾爆破音的失掉。如 Good night→Goo(d) night, contact lens→conta(ct) lens

失爆现象不仅仅发生在两个单词之间,也可以发生在一个单词的内部。例如:English→En(g) lish, friendly→frien(d)ly 等。

149 造成错误的情况有哪些?

有的失爆现象由于经常发生于一些极常用的词组或固定搭配之中,考生已经相当熟悉。如 si(t) down, goo(d) night 等,考生都习以为常,如果不发生,反倒显得有点别扭了。因此这一类失爆通常不会造成失分。

但有更多的失爆考生并不熟悉,这些便是造成 BEC 听力中因失爆而失分的原因了,如 bi(k)e key 等。

150 造成失爆错误的方式有哪些?

(1)考生在书面上极为熟悉的单词、词组、短语,由于失爆的发生,在听力中就可能成为生词,其中包括 BEC 听力中的常用词和题目考试的关键词。

—This calculator isn't working right.

—I think you've got the battery in upside down.

—What does the woman mean?

选项为:

A The battery is not correctly positioned.

B She doesn't know how the calculator works.

C The calculator needs a new battery.

D The man should enter the numbers in a different order.

很明显,本题的考试关键就是词组 upside down. 这是考生很熟悉的一个词组,而且书面答案的标志 not correctly 也很明显,但这道题失分的人却很多。失分的原因不是在书面答案这一环节上,而是因为磁带上从 battery 开始,失爆加上连读使第二人的答语面目全非,考生实际听到的变成了:

batte/ry i/n u/(p)si(d)e down→[bætə ri nʌ sai daun]。

介词 in 因连读被肢解而消失,upside 中的[p]、[d]两音因失爆也无影无踪,而[ʌ(p)]由于连读又变成了[nʌ]。于是很多考生竟未能认出关键词 upside down,在这个尽人皆知的词组上失了分。

(2)和那些非典型的连读一样,失爆也不仅仅存在与某些典型的关键词和常用词里,而是普遍地散布于 BEC 听力的各种段子、句子和对话之中,不时地造成考生的听力障碍,产生各种错误和失分。

如何解决失爆问题?

对于这些问题,考生可采取与连读问题相似的对策:

(1)注意有关失爆的注释,并结合对磁带的反复聆听切实把握这些失爆在听觉上的反映。因为本书把这些失爆在"词汇"和"题型"中列出,是因为它们的发生往往关系着考试的关键。一旦没听清,就要造成失分。所以,这些含有固定失爆现象的重要词汇必须通过听觉切实把握。

(2)除上述第一种情况外,数量更大的偶发性失爆仍靠考生在听题实践中通过朗读、跟读、反复比较的基本方法加以解决。

下面列出一些失爆的实例,考生应使用朗读、跟读、反复对照比较的基本方法真切体会失爆音变的发生。

①Chess eats up too much of my time.

up 中的爆破音[p]在 too 中[t]音前失去。

②I've got to get a new car.

got 中[t]在 to 的[t]前失爆。

③We stopped at the snack bar for a bite to eat.

at 的[t]在 the 前面失爆,snack 的[k]音受 bar 中[b]阻挡失爆,bite 的[t]在 to 前面因同样原因完全消失。

④It'll sure beat carrying around a wallet for a big bill.

beat 的[t]在 carrying 的[k]前面失音,wallet 的[t]在 for 前面极度弱化而近于失音,big 的[g]在 bill 的[b]失爆。

⑤Let me treat you.

单词 let 和 treat 中的两个[t]音,都因为后一个单词的影响而失音。

除以上五个实例的练习外,考生还可参看前文连读音变实例中含有失爆现象的例句。但更大量的工作是在听题时,每当遇到失爆现象都采用对待音变的基本方法——朗读、跟读、多次反复,直到失爆产生的音变能被自己的听觉自然而然地接受。

什么叫缩略?

所谓缩略即在书写时将两个或多个相邻的单词省略某些字母而连接起来,在口头说出时则省略相应的某些音后读做一个单词。我们把缩略的书写形式称为缩略式,把因缩略产生的音变称为缩略音。例如:

I am[ai æm]→I'm [aim]　　you have [ju: hæv]→you've[ju:v]

how is [heu iz]→how's[hauz]　　that would[ðæt wud]→that'd[ðæ(t)d]

缩略造成的音的错误情况有哪些?

缩略产生的音的变化在BEC听力中是个小问题,因为:

(1)绝大多数缩略式考生已经相当熟悉,无论在日常口语还是听力上都能运用自如,一般不会产生听力障碍。

(2)缩略式的数量也比较有限,而且搭配也很固定。尤其BEC听力考试涉及面较窄,这就对缩略式的数量和出现机会进一步缩小了范围。因此,此类问题非常容易解决。

(3)关于缩略式值得特别提醒考生注意的是not的缩略式引起的弱音。很多考生在听到doesn't, didn't, shouldn't, hadn't, hasn't, wouldn't, won't等词时,分不出与这些词的肯定式的发音差别。这一问题的解决可参见下文"弱音"的有关内容和negative否定题型。下面仅列出BEC听力中部分常见缩略式并注明它们引起的音变,但未注明年份。因为缩略式在BEC听力中分布广泛且零散,不易集中训练,也不必集中训练。听力基础稍好的考生甚至可跳过例子部分,直接阅读"缩略式与BEC听力的虚拟语气题型"。听力基础差的考生则可利用所列例子,在听题时采取朗读、跟读、多次反复的基本方法熟悉缩略引起的音变。

I'm, you're, she's, they're, there's, he's, who's等是词be的不同缩略形式,最为常见,但难度最小,通常不构成听力障碍。

we've, he'll, she'd, she'll, she's, they'd, they've, they'll等由would, will, have, had等词产生的缩略形式,在BEC听力中也很常见。其中would的缩略形式最易造成听力困难,考生应在听磁带时多加留心。

can—can't, weren't—won't—went, are—aren't, would—wouldn't, should—shouldn't等由否定词not产生的缩略形式经常造成BEC听力失分。因为这是英语初学阶段应解决的问题,考生可在BEC材料之外,利用入门性的基础听力教材提高对它的辨别能力。

gotta由got to变来:[gɔt tu:]→[gɔtə]。[t]音失爆,[u:]音弱化。

gonna由going to变来:[gəuiŋ tu:]→[gɔnə]。[əu]音弱化,[t]失爆后单词连读形成。

缩略音与BEC听力在虚拟语气题型中有哪些表现形式以及应对策略?

缩略式在BEC听力中有个极有价值的地方,就是虚拟语气题型的听觉识别。考生有时会把真实条件句误当作虚拟语气条件句,有时又把虚拟语气条件句当成了真实条件句。由于这两种条件句在BEC听力的做题方法上正好相反,一旦两者判断错误,失分必然不可避免。所以,能否从听觉上迅速而又准确地判断一个句子是否为虚拟语气条件句是十分重要的。而要做到这一点,缩略音是个极有效的帮助。

考生都知道,虚拟语气必有特殊的时态:

①与过去相反:If + 主语 + had + 过去分词,主语 + would + have + 过去分词。

②与现在相反:If + 主语 + 过去式, 主语 + would + 原形。

BEC听力中常见的虚拟语气时态形式有以上两种,其中的第一种尤为常见。而在虚拟语气的句式中,would, have, had, 过去式, 过去分词等是必不可少的。这些词在口语中又经常不可避免地成为缩略音,变为:主语'd've, 主语'd等形式。爆破音[d],辅音[v]和主语因缩略紧紧连在一起而造成的失爆、吞音的动作给人特别明显的感觉。尤其在与过去相反的情形下,这种吞音的现象在听觉上的反映更加强烈。

根据语法规则,如果一个句子是虚拟条件句,助动词与相邻词之间这种明显的缩略音通常是不可避免的。因此,如果考生的听觉可以敏感捕获虚拟语气这一标志性音变,它便可以成为迅速准确判断一道BEC听力题是否为虚拟语气题型的关键。要做到这一点并不难。考生只需采用对待音的问题的基本方法:在备考阶段听题时,每逢遇到虚拟语气句子就反复聆听、跟读、模仿,仔细感觉和体会助动词处的缩略音。照此方法练习二十个左右的句子,考生的耳朵便可以达到对这些缩略音的敏感程度,

以后的虚拟语气题型应不再会因判断失误而失分。

什么是弱音?

弱音即元音的弱化,指一个单词中的元音在口语中由于说话时语速快或在句子中处于次要位置而不被强调等原因,不能发出完全而标准的读音,却变为强度较弱的其他元音的现象。如:元音[i:]有时会弱化为[i],在进一步还可弱化为[ə]。

英语中的许多单词都因元音的弱化存在两种或两种以上不同的读音。其中一种为强式读法,其他为弱式读法。当一个单词被单独说出,或在连贯性句子中被特别强调时,该单词用强式读法。词典和课本等处的注音音标一般为强式读音。

当一个单词处于一个连贯性句子中又非该句子主要意思所在,因而不被重读时,它的发音常以弱式读法读出。这种弱式读法就是我们说的元音的弱化,亦即弱音。词典或课本等一般不标注单词的弱音或只标注单词的少数几个弱音形式,但人们的听觉实际听到的总是经过变化的弱音,而不是书本上的标准读音。有人说:外国人讲的英语和老师教的读音不一样!其重要的原因之一就是老师教的是单词的标准音,而外国人说的是单词置于上下文中的某种弱音。弱音可以说是听力最基本、最普遍的问题之一。

元音弱化的一般规律有哪些?

(1) 元音弱化的第一阶梯是,如果一个元音的弱化程度不大,则它仅改变为比它低一级的元音发出。如:[i:]可弱化为[i]。如单词 he [hi:]在日常口语中最常发出的实际上是[hi]的音,而不是完完全全的[hi:]。考生只需仔细听一下磁带或体会一下自己以自然速度说口语时的发音就会发现这一点。

同理,其他元音在第一阶梯的弱化形式为:[u:]弱化为[u],[ɔ:]弱化为[ɔ],[ə:]弱化为[ə],[ei]弱化为[i]等。属于这种情况的弱化由于变化较小,考生在听觉上并不能感到明显的差别,因而也不构成明显听力障碍。故第一阶梯的弱化一般不会造成 BEC 听力的失分。

(2) 弱化的第二阶梯是所有的元音经过一定程度弱化后都可以变为[ə]音。这是元音发生了较大程度的弱化,却未因弱化而完全消失,还依然存在的最后状态。由于这是所有元音共有的弱化状态,所以弱音中表现形式最多的就是这一音。如:

单词	for	from	to	some	am	do	have	does
强式	[fɔ:r]	[frɔm]	[tu:]	[sʌm]	[æm]	[du:]	[hæv]	[dʌz]
弱式	[fər]	[frəm]	[tə]	[səm]	[əm]	[də]	[həv]	[dəz]

当元音弱化为第二阶梯的形式时,发音已与原来的标准发音截然不同,它是造成 BEC 听力失分的主要弱音形式。

(3) 弱化的第三阶梯,也就是它的最后归宿,是元音因过分弱化而消失。这一阶段的弱化可视为失音的一种。这种情况往往出现在语速过快的时候,出现于长句子中被弱读的单词上。比如 for 的弱读形式除了[fər]外,还有一种形式即[fr]。前文提到的 for him 的弱读形式[frəm]即由此而生。其具体弱化过程可表示为:

[fɔ:rim] ([h]被击穿,即轻辅音[h]因弱化而消失,使两词连读)⇒[fərəm]⇒[frəm]

弱音在听力中造成错误的原因主要有哪些?

(1)弱音意味着考生实际听到的单词发音与考生熟悉的单词标准音之间的差异,这一差异是弱音问题的根源。如前文所说,考生所熟悉的单词的读音,往往只是音标所标注的音。而这个音实际上是听不到的。音标上所没有标注的,单词的各种弱读形式才是实际中最常用的,也是 BEC 听力中最常听到的。这就产生了 BEC 听力中实际听到的一个单词的发音和考生自己所熟悉的该单词的发音之间的偏差,再加上因上下文产生的连读、失爆等其他音变,考生经常发出"按原文不应该是这样的音啊!"的哀叹。

(2)弱音形式的过多和不确定性。上面弱音形式表中列出的众多种弱音的形式说明一个单词往

往有着不止一个弱音形式,而且单词的音节越多,它的元音也就越多,它可能发生的弱音形式也就越多。至于某种弱音形式究竟在哪种上下文里出现是没有任何固定的规则可以遵循的,它完全取决于说话人本身的偶然性因素:说话人当时的情绪、语气、特殊爱好以及说话人的说话习惯等等。理论上讲,听众根本无法预测他将听到的是哪种弱音形式。弱音的繁芜复杂和飘忽善变是令人头疼的又一难题。

(3)弱音分布的普遍性。至此,考生也许已经感到弱音有着各种各样的情况,已经够烦了,然而它的麻烦并未就此为止。因为英语和其他任何语言一样,其口语如同音乐,抑扬顿挫,都有着自己的韵律和节奏。BEC 听力中听到的任何句子必是经口头说出的,而任何句子一经口头说出,都不能例外地要轻重相间,缓急有别。有的词语重读,如句子核心意思所在的实意性词语;有的词语轻读,如功能性词语(像介词、冠词等)和句子次要内容所在的实意性词语。重读时读重音,即音标注的标准音;轻读时则念弱音,直至失音。也就是说,一句话中有重读音,也必有弱音。所以弱音在 BEC 听力中出现极其广泛。可以说,BEC 听力中任何段子、句子或对话都有音的弱化。

如何解决弱音的问题?

弱音在BEC听力中的广泛性和复杂性说明了考生针对这一音的问题进行准备的必要,但并不意味着其准备工作也必然是漫天撒网,毫无章法。考生只需对以下几个具体的方面加以把握,便可取得好的效果。

对策一:熟听并牢记BEC听力中常见固定搭配的弱音变化。这些固定搭配主要是指BEC听力段子、对话和单句中的习语、词组和其他总是在一块出现的常用词。这类弱音问题中的习语和词组部分,考生可参见第三类词汇有关音的注释。其余一些零碎单词则由考生结合听题时的跟读、模仿,熟悉其在BEC 听力中实际发音,修正自己的听觉。

例如:event 的标准发音是[i'vent],BEC 听力实际听到的往往是[ə'vent];effect 标准音是[i'fekt],BEC 听力经常听到[ə'fekt]等。

对策二:修正自己不正确或不准确的单词发音。有一定数量的单词,考生自己所习惯的和想当然的发音是不正确的,或者是不准确的。这主要由两个原因造成:

第一,因为一组同根词之间由于词性不同,重读所在音节不同而引起强弱音的变化。考生却没有注意这些变化,总是由自己最熟悉的一个词想当然地推出其他同根词的读音,因此常得到不准确的发音。关于这一问题请考生参看第五节。

第二,英美音在一些单词上的弱音和强音是不同的。相对而言,中国考生更熟悉的是英音,这又产生了与听力考试实际的偏差,因为听力有时是美式发音。

对策三:通过上述准备,弱音产生的麻烦已得到了绝大部分的解决。但仍建议考生熟记解决音问题的基本方法:听题时一旦遇到听不清的情况,则必进行朗读、跟读、多次反复的基本工作,确定是哪种音的问题。如是弱音问题,则需进一步弄清楚属于哪一种弱化。是上下文中词的搭配引起的呢?还是单词本身固有的呢?考生通过这第三方面的工作来对弱音问题进行拾遗补缺。

什么是[r]音?

[r]音的问题就是指在一个单词里当字母 r 位于一个元音的后面时,英式英语是不将[r]音读出的,而美式英语中则总是把它发出来。如 ear 和 course 两个词,在英音中读作[iə]和[kɔəs],美音读作[iər]和[kɔ:rs]。也就是说,[r]音在美音中的读法规则是每当有 r 出现时都发音。

[r]音造成错误的情况有哪些?

[r]音是最为考生所熟悉的美音特点。它听起来类似于汉语中的"儿化音"。由于众多年轻的考生正值爱赶时髦的年龄,又由于一些说不清的原因,大家似乎都竟得美式英语比英式英语更时髦,再加上很多人又搞不清到底什么才是美式英语,以为只要多发几个[r]音便是美音了。但是,错发[r]音的就会在 BEC 听力中失分。

比如 idea 是考生的一个典型发音错误。许多学生都把它发为[aidiər],词尾多出了一个"儿化音"。可是美国人的[r]音不是乱发的。上文说过,当单词中有 r 时,美式英语总是要发出它的音。可当单词中没有 r 这个字母时,美音中也不能凭空添一个[r]音。所以在 BEC 听力中,一个单词有无[r]音取决于这个单词的拼写中有无 r 这个字母。比如 dear 和 deer 两词词尾都有字母 r,它们在 BEC 听力听到的都将是[diər],有[r]音。但是 idea 中并没有字母 r,更不是以 r 结尾,所以即使是美国人也不会把 idea 读作[aidiər],而只能读作[aidiə],没有[r]音。

考生可比较以下几个例子:

course[kɔrs]—cause[kɔz]

once more [wʌnsmɔr]—one small[wʌnsmɔl]

career[kəriər]—Korea[kəriə]

worse[wɔrs]—was[wɔz]

[r]音在 BEC 听力中造成失分的原因就在于考生在说英语时错发[r]音,本不该有[r]音的地方也统统加上[r]音。这就使得 BEC 听力上本来有明显发音区别的单词,对于中国考生的听觉却没有区别了,于是做错题,失掉分也就十分自然了。如下面单句题:

They weren't at the dorm last night.……❶

A They went to the dormitory.

B They turned out the light in the dormitory.

C They didn't go to the dormitory.

D They are the last people to go to the dormitory.

这道题的关键就在于考生能否从听觉上区分 went 和 weren't。而这两个词听觉差别的关键就是[r]音。之所以考生大都错选了(A),是因为他们把原文错听为:

They went to the dorm last night.……❶

这两句话在听觉上确实非常相近。实际上,它们经音变后的惟一差别就是[r]音。介词 at 和 to 已经不能在听觉上产生区别。下面就两句话的音变情况稍作分析。

考生可以看出,句❶和句❷的不同之处是 weren't at 和 went to。其中 weren't 和 went 有[r]音的差别,这一点不会因音变而消失。除此以外,句❶中的音变有:

①weren't 与 at 必然连读。

②at 的 a 必然弱化,变为[ə]音。

③at 受后面单词 the 的[ð]音影响,其爆破音[t]也必失爆。

④三者综合起来,weren't at 两词被考生实际听到的是[wɑrn tə]

句❶的音变有:

①went 中的[t]音受后面 to 的影响失爆。

②went 中的[e]音由于语速快而轻度弱化,实际发音近似于[ə]。

③to 的 o 必然弱化为[ə]音。

④三者综合起来,went to 两词被考生实际听到的是[wən tə]

这样,考生实际听到的句❶为:

[ðei wɑrn tə ðə dɔrm lɑs nait];

句❶为:

[ðei wən tə ðə dɔrm lɑs nait]。

可见句❶和句❶经过口语中不可避免的音变再反映到听觉上,其惟一差别便是有无[r]音。若考生分不清[r]音的有无,这一类的题在 BEC 听力中被做错就不奇怪了。

如何解决[r]音问题?

为避免因[r]音而失分,考生可采取以下对策。

(1)加强对题型等技巧的把握,以技巧之长,补听音之短。例如:

—The snow is really coming down, isn't it?

—Rarely do we have so much snow in December.

—What does the man mean?

四个选项为:

A It is typical December weather for this region.

B It won't really snow until December.

C Such a large amount of snow is unusual for this month.

D There has never been much snow down South.

这道题多错在really与rarely两词音的相互干扰上。尤其是对[r]音把握不好的考生,更不能从听觉上区分really和rarely。但是,如果对关键词题型把握牢固,则很容易识别出这是在考时间副词rarely,因为选项C中的标志词unusual在那儿明显地摆着呢。所以,建议考生在备考阶段因音的问题做错题时,除了尽力克服这个音的障碍外,还应查找一下本书题型、场景等有关技巧的部分,看看该题是否符合某种技巧,从而绕过较难做的音的工作,走条更省劲的路。

(2)在听题过程中,采取反复朗读、跟读、模仿的基本方法,克服BEC听力中[r]音的问题。考生在听题时每逢遇到有[r]音的词,则反复聆听几遍、体会其[r]如何发出,在听觉上的反映是什么样子。每逢遇到不该有[r]音而自己平时喜欢多加一个[r]音的词,则反复跟读、模仿,熟悉正确发音,纠正自己的错误发音。

与其他音的问题相比,[r]音是容易得到解决的。因为它只是一个单纯的音标问题,具体并且容易把握。还有,它也只是单词本身的问题,与上下文无关。只要考生在数量有限的一些常用词上稍下工夫,熟悉正确发音,去掉自己多余的[r]音,该[r]则[r],不该[r]则不[r],BEC听力中出现的[r]音的问题便足以得到解决了。

下面列出一些考生易犯[r]音毛病的常用词。建议考生仔细对照着朗读5~10遍,并在听题时结合BEC听力中的实例加以体会,直至熟练准确地掌握。

China, Australia, Austria, vomit, vanilla, banana, cause—course, was—worse, wall—war, ball—bore, doll—door, call—core, tea—tear, shot—short, sauce—source

注:考生在朗读这些单词时,应尤其注意单个的词以及单词对应前面的词,因为这些词才体现了[r]音错误的症结所在。这些词绝对不应有[r]音,考生的最大错误就是在这些词的发音中多加了[r]音。

(3)在进行英语会话时,注意纠正自己的发音。听、说、读、写四项技能中,听与说是一家,读与写是一家。一个人音经常发错,其听力肯定差;反之口语好了,其听力肯定好。通过多练口语,纠正错误和不规范的发音,使自己的英语发音更标准、更规范,这才是从根本上解决听力问题的办法。所以,[r]音的解决不要忘了练口语这最有效的办法。

英美音在元音上有哪些差别?

大家知道,在英音中的某些元音,到了美式英语中往往变为另外一些元音。英美两种英语之间的元音转化比较复杂,本书不就此做深入的理论探讨,仅列出BEC听力中最常见、最实用的一种情形,即由[ɑ:]变为[æ]。

[ɑ:]—[æ]dance path bath

英音与美音在这两个音标上的变化已为大多数考生所熟知,一般构不成听力障碍。但这一变化产生的一个最麻烦的问题是can和can't在BEC听力中如何靠听觉加以区别。大家知道,这两个词在英音中的听觉区分非常容易,can为[kæn]音,而can't为[kɑ:nt]音。但是在美音中can为[kæn],can't为[kænt]。两者的差别仅仅是轻辅音[t],而且轻辅音[t]在上下文中很容易受相邻词的影响而失音,这时,"能"和"不能"在听觉上便没有了差别。例如:

John can drive……❶

John can't drive……❷

句❷中can't的[t]音受drive[dr]的影响,必然产生失爆。在此处听力好的考生可感觉到一个吞音的动作,听力不好的考生则不能感觉到有任何与句❶不同的地方。而且can和can't属最常用的口

语词汇,在 BEC 听力中的使用率是相当高的。

can 和 can't 的听觉区分在普通情况下可通过否定句重读产生的语调差别实现。因为在肯定句中 can 通常不被重读,而是重读 can 后面的谓语动词;而在否定句中 can't 要被重读,它后面的谓语动词反而被弱读。如上面的例子:

❶"约翰会开车"读为:John can' drive.

❶"约翰不会开车"读为:John' can't drive.

这样听觉差别就很大了。

可是,这个方法在 BEC 听力中并不太适用。因为 BEC 听力一旦考到这个音,往往 can 和 can't 都同样重读。例如:

—I wonder if a job like this can be handled by Alex.

—Well, if he can't handle it, no one can.

—What does the woman imply about the job?

题目中的 can 和 can't 都同样地被重读,许多考生都很难分清被此。这个问题到底如何解决,多年来一直未发现有效办法。本书只是提出问题,提醒考生注意。

英音与美音在辅音上有哪些差别?

与元音相同,本书也同样仅列出 BEC 听力中最实用的一种辅音差别。

[t]—[d] water letter rating lasting

在美音中,当[t]后面跟有元音时,[t]发出的并不是纯粹的清辅音,而是有着明显的浊化味道。这种变化反映到听觉上使人感到它更像[d]音,但又不是完全的[d]音,而是介于[t]和[d]之间的一个音。例如 letter 在英音中为[letə],其中的[t]音清辅音味道十足。而在美音中它常使很多中国考生感觉听到的是[ledər]。在这种情况下,如果考生对于[e]与[æ]两音的差别也不敏感,就会难于分清美音中的 letter 与 ledder 两词。又如 carter 和 carder 两词也给中国学生以同样的感觉。

美式英语中[t]音的这种发音特点在 BEC 听力里非常零散地散布于段子和句子中。所以它并不造成很典型的失分错误,因而也未引起大家的注意。但这种零星的发音偏差如果就此放过,不做准备,它就会像暗清一样,经常给考生造成听力障碍,产生失分。因此上面列出的一些例词在 BEC 听力中多有出现,考生应在听题时找到相应的实例,反复跟读模仿,把握这一美音特点。如有可能,考生可找一美国人帮忙朗读一下这些例词,自己跟读,直至熟练。

常用的美式发音的单词有哪些?

常见词美音与英音

	美音	英音
neither	[niːðər]	[naiðə]
either	[iːðər]	[aiðə]
record	['rekɔːrd]	['rekɔid]
cupboard	['kʌbəːrd]	['kʌbɔd]
cassette	[kə'set]	['kaːset]
garage	[gə'rɑːʒ]	['gærɑːʒ]
laboratory	['læbə(rə)təri]	[lə'bɔrətəri]
adult	[ə'dʌlt]	['ædəlt]
ordinarily	[ɔːrdi'nerili]	['ɔːdinərili]
secretary	['sekriteri]	['sekritri]
dictionary	['dikʃəneri]	['dikʃənri]

BEC中级听力常见的音变问题有哪些?

有四个特定的音变,极易发生于最常用的口语词汇之间,因此也成了BEC听力中极常见的音变。它们是:

[t] + [j] = [tʃ]　　[d] + [j] = [dʒ]
[s] + [j] = [ʃ]　　[z] + [j] = [ʒ]

这四个音变在BEC听力中使考生听到的是音质本身的完全改变,若不熟悉,很容易出错失分。对它们进行专门准备是很有必要的。准备方法考生仍可采用前文所述音的基本方法——朗读、跟读,以达到熟悉的目的。练习的材料,考生可利用例词进行朗读,结合实例进行跟读。

例如:

won't you　　[wəʊnt juː]—[wəʊn tʃuː]
don't you　　[dəʊnt juː]—[dəʊn tʃuː]
didn't you　　[didnt juː]—[didn tʃuː]
haven't you　　[hævnt juː]—[hævn tʃuː]
hadn't you　　[hædnt juː]—[hædn tʃuː]
wouldn't you　　[wudnt juː]—[wudn tʃuː]
weren't you　　[wɜːnt juː]—[wɜːn tʃuː]
last year　　[lɑːst jɪə]—[lɑːs tʃɪə]
next year　　[nekst jɪə]—[neks tʃɪə]
not yet　　[nɒt jet]—[nɒ tʃet]
did you　　[did juː]—[di dʒuː]
had you　　[hæd juː]—[hæ dʒuː]
would you　　[wud juː]—[wu dʒuː]
I advice you　　[ai ədvais juː]—[ai ədvai ʃuː]
I use your　　[ai juːs jɔː]—[ai juː ʒɔː]
because you　　[bikɔz juː]—[bikɔː ʒuː]
How's your　　[hauz jɔː]—[hau ʒɔː]

这四个音变所以特别提出说明,就在于它们在BEC听力中的普遍性。如第一个音变常发生于haven't you, wouldn't you之间,而这些单词及其搭配是日常口语须臾不可或缺的。

此外,这些音变也发生在单词内部,例如:

actual　　[ˈæktʃuəl]
altitude　　[ˈæltitjuːd]—[ˈæltitʃuːd]
attitude　　[ˈætitjuːd]—[ˈætitʃuːd]
congratulation　　[kəngrætʃuˈleiʃən]
culture　　[kʌltʃə]
duty　　[djuːti]—[dʒuːti]
education　　[edjuːkeiʃən]—[edʒuːkeiʃən]
individual　　[indiˈvidʒuəl]
issue　　[iʃuː]
nature　　[neitʃə]
procedure　　[prəˈsidʒə]
schedule　　[skedʒuːl]
stupid　　[stjuːpid]—[stʃuːpid]
sugar　　[ʃuːgə]
suit　　[sjuːt]—[ʃuːt]

这其中不乏使用频繁的日常词汇,反复使用的时间长了,音变后的读音便演变成了单词的正式读

音。如上面单词 issue 等的原始读音或许就是读作[isju:],只不过大家都发生[s]+[j]=[ʃ]音变,约定俗成就变为了现在的读音。美国人自己经常为 issue、sugar 等词的发音感到惊异,他们认为 s 在 u 前面发[ʃ]的音太奇怪了,这就是因为他们没有意识到这四个特定音变的规律。单词 suit 现在正式注音仍是[sjut],可在日常生活口语中经常听到的倒是[ʃut],或许多少年后它的正式读音也会变为[ʃut]。这是语言——尤其是口语发展的一种客观规律,人们可以意识不到它,却不可避免地遵循着它。

常容易混淆的音有哪些?

英语中中国人不易分清的音比较多,本书同样进一步缩小范围,只讨论在 BEC 听力中常造成失分的几个。

(1) [n]—[l]

这是中国南方人特有的一个发音障碍,北方人并不受它的困扰。南方的方言中不存在鼻音[n],北方话中的[n]音在南方各省方言中一律读作边音[l],所以南方人说普通话时常把"奶奶"读成"lai lai","牛"读成"刘"等。

南方方言的这一发音特点使南方同学在英语发音和听力上产生了[n]和[l]不分的缺陷。如 no—low、snow—slow、knife—life 等,很多南方同学不仅发音不准,更重要的是不能从听觉上区分这些不同的单词而在 BEC 听力中失分。

如对话题目:

—There's a knock on the door.

—I'll open it.

—What will the woman probably do?

许多考生选择了选项 She'll lock the door. 这一错误固然有 will 和 open 之间连读的问题,但 knock 和 lock 两词发音的混淆也是很多南方考生对这一错误选项深信不疑的重要原因。

对策

鼻音[n]的缺失是造成问题的根本原因,所以解决这一问题的关键便是发出鼻音[n]。为了使自己及时、轻松地发出[n]音,南方同学需要掌握[n]音的发音部位,并通过反复练习达到一定的熟练程度。具体操作可采取两个办法。

方法一:在练习的初期,遇到带[n]音的英语单词不要读得过快,可先发出一个"嗯"的音开头以逼出鼻音,接着徐徐过渡到元音部分,中间切莫有中断和停顿。如 no 的发音过程为"嗯——no";snow 的发音过程为 s——嗯——no。经过一段时间的这种训练,考生可随意地发出[n],这个问题也就解决了。

下面给出一些单词供考生进行发音练习:

net—let　　nut—slut　　not—lot　　nip—lip　　need—lead

knit—lit　　nap—lap　　name—lame　　night—light

方法二:如果直接在英语中进行纠正有困难,考生可从汉语纠正,因为中国人母语中[n]和[l]两音是有明显区别的。南方考生在说普通话时可注意自己的发音,在母语内纠正要容易些。一旦在汉语普通话中把这两个音能明确区分了,BEC 听力中这个失分的问题也就解决了。

(2) [i:]—[i]

在英语有几对带两点和不带两点的音,如:[u:]—[u],[ɑ:]—[ɔ],[ɔ:]—[ɔ],[i:]—[i]。但其中只有[i:]—[i]在 BEC 听力中造成过多次失分,故在此只讨论它们两个。

这两个音不只是长度上的差别,它们的音质本身就是不同的。其中[i:]有气擦音在,类似于汉语中"一"字的读音;而[i]没有气擦音,它在正式的汉语语言内也没有近似的音。比如你和几个同学正在走路,突然看到远处围着一群人,好像出了什么事,这时你可能会招呼同行的同学说:"哎!哎!你看那儿!"这时你说的"哎"便像英语中的[i]音了。

BEC 听力中音的失分经常涉及到这一对音的区别。如果磁带上有 leave 或 live 中任一个,则书面上必然会用另一个词设计两个左右的选项作为陷阱,这时的考试关键便是这一对音。

(3) 词性变化引起的读音差别

英语单词的词性变化往往引起读音的变化。这种变化在书面考试中不会造成任何麻烦,考生能

很快由词根理解单词的词义。在听力考试中，读音的差异使考生的听觉不具有像视觉那样的识别能力。例如 method—methodically，在阅读中，考生都能看出后者是前者的副词形式，词义为“讲究方法地”、“有条不紊地”。但 methodically 的发音是[mə'ɔdikəuli]，与 method[meɔd]迥然不同，不熟悉副词 methodically 的考生很难听出它和名词 method 有什么关系。

这一问题在 BEC 听力中的重要性首先在于一类常见的校园词汇——课程的名称。如 meteorology，economics，geography 等，在 BEC 听力中以名词、形容词、副词等各种形式出现，读音变化各不相同，给考生造成许多听力障碍。

另外，一些常用词的词性变化也产生同样的问题，如 climate—climatic，ignore—ignorant 等。

对策

这类音的问题遵循着以下固定的规律。

(1)这类音的变化源于词性变化后重读音节的转移，而重音向前或向后的移转根据单词的结尾呈如下规律：

'ology→o'logical→o'logically，'ography→o'graphical→o'graphically，以-tion这类结尾的单词重音总在倒数第二个音节上。

(2)重音转移后，元音的变化遵循元音弱化规则，考生可参见第二节相关内容。例如 method 的重读在第一音节上，于是元音 e 发出强度大的音[e]，而第二音节的 o 则发出弱音[ə]；变为 methodically 后重读转移到第二音节上，于是元音 o 发出强度大的音[ɔ]，而第一音节的 e 则发出弱音[ə]。

(3)基本规律以外的常用词考生可单独熟记，数量不多，考生在听题时略做总结即可解决。

此外，也可参见本书总结的部分词汇：

'company—com'panion，'library—lib'rarian，ge'ography—geo'graphical，

ig'nore—'ignorant，'photo—pho'tographer—photo'graphic，de'clare—decla'ration，

e'conomy—eco'nomic—eco'nomical—eco'nomics invite—invi'tation，

tech'nology— techno'logical，'type—ty'pical，'wild—'wilderness

如何把握 BEC 中级听力中语调和语气的问题？

书面语言只有一个表达手段，即它的字面意思。而口语在字面意思之外，还有一个书面语言所不具备的表达手段——语调和语气。这使得口语语言比书面语言表叙更丰富、更生动。同样的文字在口语中可表达出比在书面上更多的含义。例如一个独立的句子：When will these pictures be ready? 在书面上一般只能理解为单纯的疑问句。在听力中它由于可以有不同的语调，从而可以表达完全不同的多个意思：①通常语调可以表达单纯的疑问含义，即字面意思；②特殊语调之一可表达责备的含义，“洗照片用的时间太长了！”③特殊语调之二可表达不以为然的含义，“你不必担心时间的问题”；④特殊语调之三可表示反问的含义，“你没有资格问我这种问题！”⑤特殊语调之四可表达某种否定的含义，“照片永远都不会洗好了”等等。书面语言努力通过标点符号等手段来弥补自己的不足，但无论如何都赶不上口语语言的表达能力。

多数中国学生从 ABC 开始学的就是书面语言，他们可以精确理解每一个单词的字面意思，然后再把它们合在一起组成一个句子的意思。这种工作方法非常符合中国人所谓治学“严谨认真”的传统思维和传统道德，也非常符合现代逻辑分析式的“科学”精神，但在口语中这种方法却不能准确理解句子的含义，成为 BEC 听力的天敌。因为听力考的是口语，而口语表达的意思需要一句话作为一个整体，并置于一定的语调下才能确定。一味的割裂分解不是口语语言的研究方法，它需要一种整体性的观念。这就像看电视一样，与屏幕保持一定的距离，可看到完整而清晰的画面；若紧趴在屏幕上看那些麻麻点点，不是使画面更清晰了，而是什么也看不见了。因此，BEC 听力的语气题中更需要智慧的头脑，活跃的思想，敏锐的直觉和丰富的想像。

在 BEC 听力中，以语气语调——口语语言的独特表达手段为考查核心的题目已经很多，而且还在增多。它与 imply/infer 的提问角度一脉相承，体现了 BEC 出题人思路的最新变化，也是 BEC 听力将来发展趋势所在。

但是，这一问题的特殊本质决定了它不像其他音那样可以理出一些条条框框，它更多地依赖考生

在听磁带时实实在在地培养出自己的语感。本节摘要归纳出了BEC听力中某些经典性的语气语调类型,作为练习题附在后面。每一类型的语气题目又简要说明了其语气含义和相应的语调特征,考生应反复听磁带,体会语气含义与语调特征之间的联系。这一工作对克服BEC听力新题中最大的困难会有极大的帮助。

听力测试题型(一)——听写填空

备考指南

168. BEC 中级听力部分的 Part One 有哪些解题技巧？

169. BEC 中级听力 Part One 部分常考的形式是什么？

谚语

A picture is a poem without words.
一幅画是一首无字的诗。

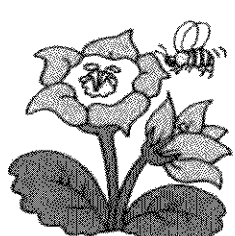
That is the best part of beauty, which a picture cannot express.
图画无法表现的美才是美的精华。

Music is the only language in which you can not say a mean or sarcastic thing.
音乐是惟一不能用来表达卑鄙的或讽刺的事物的语言。

Proper words in proper places, make the true definition of a style.
恰当的词用在恰当的地方，这就成为风格的真正定义。

A proverb is much matter decocted into few words.
许多内容精炼成寥寥数语，这就是谚语。

Literature is a kind of intellectual light which, like the light of the sun, may sometimes enable us to see what we do not like.
文学是一种理智之光，它和阳光一样，有时能使我们看到我们不喜欢的东西。



BEC 中级听力部分的 Part One 有哪些解题技巧?

对话的听力考试形式对于大多数考生来说应该是司空见惯了,这种题型在很多英语考试中都会出现,但是相对于 BEC 中级听力考试来说,不管是从对话的长度上还是从对话的内容上来说都有很大的独特性。因为,这一部分听力对话是以一段完整的对话为基本单位,因此可能涉及的细节问题比较多也比较隐蔽,内容更偏向于商务方面,考生需要有比较强的记忆力才能听懂整个对话的内容。而且,BEC 中级听力本身所涉及到的内容种类就比较多,可能发生的场景情况也更加复杂,可能出现许多商务专业的词汇,因此,考生在复习这部分听力考试时,切不可因为熟悉这种题型而忽视了它的特殊性,对于相对容易的题目应该做到尽量不失分。

请仔细听每段对话,尤其是姓名、数字,以及简单的事实等。在听的同时,应看着表格,一听到说出适当的词或数字时就将它写下来。不要等听完全部的对话才开始动手写。试题目的是考查考生辨别词汇和短语的能力。而不是考查考生的记忆力。

可能通过阅读表格以求在听电话对话的时候能够抓住或跟上对话的主旨,对话中将经常反复用到相同或相近的短语。考生听到的信息出现的顺序,几乎全部与答案表格中出现的顺序相同。

如果考生自感漏掉了一条信息,不必着急。最重要的是,不要往回看表中的词和短语,应力求尽快找到现在听到的内容在表格里的位置。记住你还会再听到一遍对话,使你能够检查所有的信息。有时你可以提前扫一眼表格中的标题,这能帮助你在听电话对话的时候识别有关的词汇、数字或短语,以便填表。

对话可能包括有关便条、留言和日记的简单的信息,以及有关询价、要求、邀请、订货、提意见、计划、订座、安排及对要求和安排的确认等内容。

经典例题 105

Part A:短对话题(Short Conversation)考试当天你将会碰到如下的答题提示:

Questions 1 – 12

- You will hear three telephone conversations or messages.
- Write **one word or a number** in the numbered spaces on the forms or forms below.
- After you have listened once, replay the recording.

F: Airlines Booking office. May I help you?

M: Yes, please. I am planning a holiday in Australia this summer. Would you suggest a good airline?

F: Certainly sir. Considering your time and dastination, SAS is a good choice. That is, tha Scandinavian Airlines.

M: Oh? How is it? Are they using Boeing 757? I like big airplanes.

F: Thay are doing better than that! SAS is using Boeing 767 now. It offers 2 + 2 + 2 business class seating, so every business class passenger is guaranteed a window or an aisle seat. And the economy seating is the best in the air, too.

M: Good. Is it nonstop?

F: Yes.

M: How about tha price, then?

F: It is reasonably cheaper than other airlines. And, if you make a reservation now, you will get a 5% discount.

M: That is fine. I will think of it. Thanks a lot.

Now listen to the conversation again.

你查以将听到的信息内容填写到下列的表格中。

Conversation One(Questions 1 – 4)

- Look at the form below.
- You will hear a man calling about a trip.

Message

To: Airlines Booking Office
Subject: Planning a trip
Details: Time: (1).....
Destination:(2).....
Plane: Boeing 767, with the advantages in
(3).....arrangement, Nonstop
(4).....discount in price if reserving now.

在这段对话中我们听到:

女:航空订票处,我可以为您效劳吗?

男:今年夏天,我想去澳大利亚度假。你可以介绍一下机票的情况吗?

女:当然可以。根据您所提供的时间和地点,我想 SAS 是一个不错的选择,就是斯堪的纳维亚航空公司。

男:哦,它怎么样,是波音 757 吗?我比较喜欢乘坐大飞机。

女:比那更好,SAS 现在都是 767,它提供 2+2+2 的商务等级座位,因此每一个商务旅客都有一个靠窗户的或者是靠近过道的座位。而且它的经济舱在航空公司中也是最好的。

男:好的,它中途没有停留吧?

女:是的。

男:那么价格怎么样呢?

女:它比其他的航空公司便宜不少。而且如果你现在就预订的话,会得到 5% 的折扣。

男:这太好了。我再考虑一下。非常感谢。

很明显,这是一道询问式的电话对话,这方面的内容将是这部分考试的重点,因为电话通话的内容不外乎包括预订、邀请和抱怨、询问和下命令。而这些内容往往都是以询问作为开场白。考生如果能在一开始就把握住内容的关键对于以后回答问题将会有很大的帮助。

根据对话的内容,我们可以得出的正确答案是:

(1) summer

(2) Australia

(3) seating

(4) 5%

通过对答案的分析,我们可以看到,类似这种咨询式的电话,一般都是由打电话的人提供一些简单的条件,然后由接电话的一方根据其条件做出解答。因此,考生在回答这种类型的听力时,首先要注意听打电话一方的第一句话,因为往往这句话中会给出打这个电话的目的。接下来则是电话的主要信息内容会出现在接电话的一方,因为它会根据打电话一方所提出的相关问题做出解答。在此期间,考生要尽量去听明白接电话者说什么,如果不能把所有的语言都听明白的话,也不要紧,主要是要把握一些比较关键的词语,比如说:discount rate 或者是 address、telephone number 这样的词语。如本道题中所提到的 5% 的 discount rate,其实即使考生没有听懂她说的话,根据答案可能出现的形式一定是数字这一特性,也可以得出正确的答案。所以考生在听听力的时候,一定要把所听到的有关数字、人名、地址这些单词记录下来,因为这些往往就是考试的重点。

Conversation Two(Questions 5 - 8)

Look at the form below.

You will hear a woman booking a tour.

F: Good afternoon. Lowell Travel Planner. What can I do for you?

M: Good afternoon. Well, I have a two-week vacation next winter. I'd like to go somewhere that is warm. Where do you think is a good place?

M: Well, it depends on what you'd like to do. Would you like to see different places? Or would you prefer to stay at a resort and just relax?

F: I think I'd like a resort where I could go swimming.

M: Then perhaps you'd like a resort on tha ocean. You can go deep-sea fishing, too.

F: That sounds nice. Where is it?

M: An island called Santa Monica. It's a ten-dey package tour.

F: What about the price?

M: $1,000, including the flight, meals, and accommodations.

F: Fine, I'll make a reservation. My name is...

Now listen to the conversation again.

你可以将听到的信息内容填写到下列的表格中。

Conversation Two(Questions 5-8)

- Look at the form below.
- You will hear a woman booking a tour.

Telephone Message	
From:	Lovell Travel Planner
About:	a package tour
When:	next(**5**).....
Where:	an island named Santa Monica
What:	swimming and(**6**).....
Duration:	(**7**).....days
Price:	(**8**).....dollars including airfare, meals and accommodations

从上面的会话中我们可以听到如下内容:

男:下午好。诺维尔旅行社。我可以为您效劳吗?

女:下午好。明年冬天我有两个星期的假,我想去一个比较温暖的地方。你认为哪里比较好呢?

男:这要看你想做些什么了。你是想看一些与众不同的地方呢,或者就是想呆在一个旅游胜地松弛一下呢?

女:我想我比较愿意去一个能游泳的地方。

男:那你可能就是想去海边,这样你还可以去深海捕鱼。

女:那听起来太美妙了,在哪里呢?

男:圣莫尼卡岛,是一个十日游。

女:多少钱呢?

男:1000美元,包括机票、伙食和住宿。

女:好的,我现在就预订。我的名字是……

这道题相对于第一道题来说就难了一点,因为这是一道询问加预订的内容,其中既包括了询问的内容,最后又有预订的内容。

根据对话的内容,我们可以得出的正确答案是:

(5) winter

(6) fishing

(7) 10

(8) 1000

由此可以看出,我们刚才总结的方法在很多场合是适用的,第一题的答案一般情况下都会出现在第一句话。如winter就出现在打电话一方的第一句话,其余的信息都可能在接电话一方的回答中,其

中两个数字,很容易记下来。因此在做这道题时,即使考生没有完全听懂双方所说的细节问题,如果能记住其中的一些数字,也可以得分,切不要因为没有听懂前面的内容,就放弃了后面的对话,或者产生消极情绪。

Conversation Three(Questions 9－12)

Look at the form below.

You will hear a man calling about an MBA program.

F: Hello. Graduate School of Business Administration.

M: Hello. I'm applying for your MBA Program. So I'm calling to check some information about it.

F: Yes?

M: Is it one year?

F: Right.

M: And your focus?

F: We emphasize global and Pacific Rim business studies.

M: That is exactly what I am concerned. When will the next program begin?

F: In August 1995. If you leave your name and address, we'll send you a booklet with application forms. The deadline for application is March 31, 1995.

M: OK. I'm John Smith. I live in 988 Irving Street, Leicester LE7 5TF.

F: Thank you. And your phone number, please?

M: 0533—24126653.

F: Well that's it. Thank you very much.

Now listen to the conversation again.

你可以将听到的信息内容填写到下列的表格中。

Conversation Three(Questions 9－12)

- Look at the form below.
- You will hear a man calling about am MBA program.

Message
Subject: Enquiring about(**9**).....Program.
How long it lasts and(**10**).....of the courses.
Time of beginning and deadline.
Results: Sending a(**11**).....and application forms
Name: John Smith
Address: 988 Irving Street, Leicester LE5 7TF
Tel: (**12**).....

That's the end of Part one. You will have 15 seconds to check your answers.

从刚才的对话中,我们可以听到以下的内容:

女:你好。工商管理研究生院。

男:你好。我想申请你们的 MBA,因此电话来咨询一些相关的信息。

女:好的。

男:MBA 的学制是一年的吗?

女:是的。

男:你的教学重点是什么呢?

女:全球及太平洋周边地区商业研究。

男:那正是我想学的。那么下一学期什么时候开始呢?

女:1995 年 8 月。如果您能留下您的姓名和地址,到时候我们会给您寄去申请手册和表格。申请的截止日期是 1995 年 3 月 31 日。

男:好的,我是约翰·史密斯。地址是莱切斯特 LE7 5TF,欧文大街 998 号。

女:谢谢,你的电话号码吗是?

男:0533－24126653。

女:好的,非常感谢。

根据对话的内容,这道题的答案是:

(9) MBA

(10) focus

(11) booklet

(12) 0533－24126653

相信根据上面所讲述的答题技巧,考生应该能很容易地得出这道题的正确答案。其中第一个答案 MBA,可以很快从"I'm applying for your MBA Program"中得出。"And your focus?"和"We emphasize global and Pacific Rim business studies."都可以看出这段对话的主题是关于 MBA 课程学习的重点。接着从"Sending a (11)_____and application forms"这个提问方式看出,要填写的应该是一个和申请有关的东西,在对话中出现了"We'll send you a booklet with application forms."这句话,所以答案是"booklet"。电话号码似的问题一般都是送分题,考生一定要把握住,认真记录,这里就不一一讲解了。

BEC 中级听力 Part One 部分常考的形式是什么?

由上面的例题我们可以看出,这一部分由三段对话组成,每段对话都对应着记录表格。对话可能是电话谈话(Telephone conversations),也可能是面对面的谈话(Face-to-face conversations);所要完成的表格可能是电话记录(Telephone messages or memos),也可能是登记记录(Registrations),所要填写的内容包括各种各样的名称和数字以及关键字;对话可能是一个男声和一个女声,也可能是两个男声或者是两个女声,并且不一定是标准的英语。一般说来,一个男声和一个女声的情况比较多见,如果是两个男声或者是两个女声的话,那么这两种声音是可以明显区分开来的。

题海冲浪

PART ONE

Questions 1－12

- You will hear three telephone conversations or messages.
- Write **one or two words or a number** in the numbered spaces on the notes or forms below.
- After you have listened once, replay the recording.

Conversation One (Questions 1－4)

- Look at the form below.
- You will hear a man calling his Head Office about arrangements for his visit there.

Phone Message Pad

Message for John:

Mr Kim(Barcelona)rang re: Head Office visit

Time of arrival:(1)..... Day:.....

Charles de Gaule airport-can you pick him up?

Wants meeting arranged with(3).....,about

proposed(4)

Please phone back soon.....

Conversation Two (Questions 5 – 8)

● Look at the form below.

● You will hear a woman telephoning a Commercial Property Agent about an advertisement in the press.

Greenways & Co.	
Letting Agents for Commercial Premises	
Date of Message:	22/05/96
Name of caller:	Mrs Liz Duffy
Occupation:	(5).....
	Requires premises located in (6).....
Length of lease:	minimum of (7).....
Rent:	maximum £ 1,000 per month
Other requirements:	wants premises to include (8).....

Conversation Three(Questions 9 – 12)

● Look at the form below.

● You will hear a man telephoning an office supplier to place an order.

CAXTON OFHCE SUPPLIES	
Customer	
Name:	Mr. (9).....
Customer Account No.:	902256
Order:	50 of the £ 7.99 packs of (10).....
	10 of the £ 4.95 packs of (11).....
Delivery requested for:	(12).....

答案

1 15:40 2 Tuesday 3 Sales 4 price changes 5 shop owner 6 city center 7 5 years 8 living accommodation 9 Deetman 10 standard paper 11 computer discs 12 today

听力原文

This is the Business English Certificate, Vantage Listening Test.

Part One. Questions 1 to 12.

You will hear three conversations.

Write one or two words or a number in the numbered spaces on the notes or forms below.

After you have listened once, replay the recording.

Conversation 1. Questions 1 to 4.

Look at the form below.

You will hear a man calling his Head Office about arrangements for his visit there.

You have 15 seconds to read through the form.

[pause]

Now listen, and fill in the spaces.

F Lucy Clay Marketing. Can I help you?

M Hello. Is John Lee there, Please?

F I'm terribly sorry. He's in a meeting. Can I take your message?

M Well, it's Mr. Kim here in Barcelona. I'm coming nest week to head office. Could you tell John my plane is getting in at 15:40, not 16:40, as in my fax. It's still Charles de Gaulle Airport, though, and still on Tuesday.

F OK. I'll tell him, Mr. Kim. Would you like him to meet you there?

M Oh, that would be lovely. The other thing I'm phoning about is the schedule of the department meetings John's arranged for me. I see there's nothing with sales. Do you think it's too late to fix up a chat with them?

F I'm not sure, Mr. Kim. But I'll pass that on to John.

M I'm really most anxious to talk about the suggested price changes. They are really causing trouble out here.

F OK, I'll tell John to call you. He's got your number?

M Yes, he has.

[pause]

Now listen to the recording again.

[pause]

Conversation 2. Questions 5 – 8.

Look at the notes below.

You will hear a woman telephoning a Commercial Property Agent about an advertisement in the press.

You have 15 seconds to read through the notes.

[pause]

Now listen, and fill in the spaces.

M Good morning. Greenways & Co. Commercial Property Agents.

F Hello, I'm phoning about your advertisement in yesterday's *Daily News*.

M Yes, of course. Can I just take down some details? Your name is...?

F Duffy, Miss Liz Duffy.

M Thank you. And could you tell me what you do, Mrs. Duffy?

F I'm a shop owner. I'm interested in your advertisement for shop premises.

M I see. And were you looking for anything in particular?

F Yes, I'm looking for something in the city centre.

M And what sort of time period you're boping to rent for, Mrs. Duffy?

F I don't want anything for less than 5 years. It needs to be at least a five-year lease.

M OK. I've got that. Now could you tell me what your top figure is for the rent?

F Um. I don't really want to pay more than a thousand pounds a month.

M I see. Now I think that we may have a couple of things that you'll ha interested in.

M Are there any other details?

F Ideally I'm looking for a shop which also has some living accommodation. I realise this isn't always possible. So you could still send me information about suitable premises without.

M Fine. I'll see what we have on our files and I'll get something in the post to you today. If I could just have your current address...

[pause]

Now listen to the recording again.

[pause]

Conversation 3. Questions 9 – 12.

Look at the note below.

You will hear a man telephoning an office supplier to place an order.

You have 15 seconds to read through the note.

[pause]

Now listen, and fill in the spaces.

F Good afternoon! Caxton Office Supplies.

M Hello. I'd like to make an order, please.

F By all means. Can I take your name first?

M Yes, it's Mr. Deetman.

F Is that D – I – E – t – M – A – N?

M No, it's D-Double E-T.

F And do you have an account with us, Mr. Deetman?

M Yes, I opened one a few months ago. The number is 902256.

F Two Five Six. Fine. And you want?

M It's not such a large order. We've run out of some things, and they are needed rather urgently. I'd like some paper. 50 packs of the standard. They're seven pounds ninety-nine a pack, I think. At least that's what they

cost on the last order. They heven't gone up, have they?

F No, they are still the same price. And you'd like fifty packs?

M Yes, I would. And I'd also like some computer discs. I'd like about sixty. Could you tell me how much they are?

F Yes, they come in packs of six. And they are four pounds ninety-five a pack.

M OK, I'll have ten packs of those then, please.

F Fine. And when was it for?

M I said it's urgent. We'd like them today if possible?

F I'll see what we can do.

M Thank you. Good bye.

F Good bye.

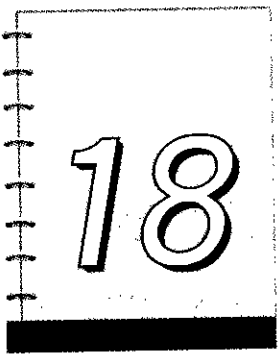
[pause]

Now listen to the recording again.

[pause]

That is the end of Part One. You now have 20 seconds to check your answers.

[pause]



听力测试题型(二)——配伍题

备考指南

170. BEC 中级考试听力部分 Part Two 的测试要求是什么？
171. BEC 中级考试听力 Part Two 部分的解题技巧有哪些？
172. 正确听懂 BEC 中级听力部分 Part Two 的方法是什么？
173. 如何扩充商务相关背景知识及相关词汇？
174. BEC 中级部分听力测试的焦点是哪些问题？

谚语

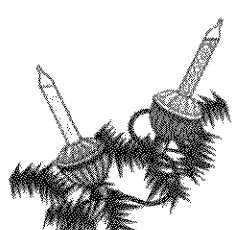
He who makes no mistakes makes nothing.
不犯错的人将一事无成。

A covetous man is good to none, but worst to himself.
贪心不足的人对他人无益，对自己最有害。

Good temper is like a sunny day; it sheds its brightness everywhere.
好脾气就如灿烂的阳光，普照四方。

He that knows others is learned, and he who knows himself is wise.
知人者智，自知者明。

Pride is a kind of pleasure produced by a man thinking too well of himself.
骄傲是一个人过分重视自己而产生的一种快感。



BEC 中级考试听力部分 Part Two 的测试要求是什么?

这一部分的听力题型是 BEC 初级听力中所没有的,其特点是提供了 3 - 5 句独白(Monologue),然后要求考生在 8 个选项中选出正确的答案。从整个听力考试来分析,这一部分的听力在题型上是最难的,因为考生在听的时候不仅要记录,而且要在答题的时候看 8 个选项,这对于速度和记忆都有了更高一步的要求。

BEC 中级考试听力 Part Two 部分的解题技巧有哪些?

要想做好这种题目,首先要利用选项的标题判断出"听"的目的。考生从试卷上一般都可以很容易判断出将要听到的听力材料的大致的事物种类。其实,8 个选项实际上是属于同一类事物,不外乎是,对谈论场景的判断、对谈论内容的判断或者是对谈话者身份的判断等等。从笔者对历年的 BEC 中级听力部分的研究来看,这几类事物,不外乎就是"what, who, where, when, how much"的回答。下面我们所给出的样题中包括了两类事物"Speaker(谈话者身份,回答'who')"和"Topics(谈话主题,回答'what')",此外还会有"Places(谈话地点,回答'where')"、"Amount(数量,回答'how much')"、"Actions(正在进行的事情,回答'what...doing')"等等。在听力开始之前,如果考生能够先对可能听到的材料有一个初步的认识,在随后的录音中有的放矢,就不会在考试的时候产生紧张的情绪,这有助于对这一部分试题的解答。

考生了解"听"的目的之后,有了听力的重点,那么怎样才能进一步做出正确的判断呢?人们在一定的情景中会使用特定的语言。因此,人们也就可以根据一些相关的关键词、词组和句子去辨别某个特定的情景。这就是此题目的突破口。独白尽管只有 3 - 5 句,却已通过关键字、词组和句子提供了一种情景。

经典真题 106

Questions 13 – 22

Section One (Questions 13 – 17)

You will hear five people talking during their work.

For each person, decide which type of job they do from the list in the box.

Write one letter (A – H) next to the number of the person.

Do not use any letter more than once.

After you have listened once, replay each recording.

You have 15 seconds to read the list A – H.

[pause]

Now listen, and decide which type of job they do.

[pause]

Thirteen

Person 1

Excuse me, madam, but the visiting hour is over, and the general check-up will begin in ten minutes. Would you kindly leave your child to me? We will take good care of him. You may come again tomorrow afternoon. Thanks.

Person 2

Now I'll repeat the assignments. First you are supposed to write an outline for your essay, just the outline, and hand it in this coming Tuesday. Second, you will read Chapter 4 to 6 by Anderson and Chapter 7 by Robinett. All right, let's call it a day. Good-bye.

Person 3

Good evening, sir. Is this you car? I'm afraid you have parked at a wrong place. Can I look at your license, please?

Thank you. And this is your ticket. Please report to your local station in a week. Thank you.

Person 4

Then, perhaps, you will like this PIFCO Car Polisher. It can wax and polish your car in minutes with minimum effort using the twin interchangeable heads. This car polisher operates from vehicle cigarette lighter socket with approximately 16 feet of cable. The price is 17.50 pounds.

Person 5

First plug the cord into a regular local voltage AC outlet. Then put the batteries into the correct positions of + & −. When charging only two batteries, use the two terminals on the left or the right. The charging begins when the "LED"lights.

Now you will hear the pieces again.

13. Person 1.....
14. Person 2.....
15. Person 3.....
16. Person 4.....
17. Person 5.....

Jobs	
A	doctor
B	driver
C	nurse
D	manufacturer
E	professor
F	police
G	technician
H	salesman

通过上面的这个例子,相信考生们对这一部分的考题都已经有了初步的了解,对子考试的形式也应该都明白了。接下来,我们来看做这部分题目时应该注意的内容和答题的一些技巧。

Person 1

打扰一下。女士们,探视时间已经结束了,十分钟以后就要查床(健康诊断)了,你们可以放心地把你们的小孩托付给我,我们会很好地照料他们。你们可以明天下午再来探视。谢谢你们的合作。

当考生们听到 visiting hour 和 take good care of 这些词的时候应该很容易就会联想到 nurse,然后再对照题目中所给的 Jobs 种类,很容易就会得出正确的答案(C)。如果还不确定的话,当听到"leave your child to me"的时候,就应该没有什么疑问了。

Person 2

现在我再重复一下我们的指定作业。首先,你们应该写一份论文提纲,仅仅是提纲,在下周二的时候交给我。接着,阅读安德森的 4 到 6 章以及罗宾特的第 7 章。好的,今天就到这儿,再见。

当考生听到 assignment, essay 和 chapter 这些词时,就会联想到校园里的生活,再看看选项中和校园有关的职业只有 Professor 一种,因此很容易就可以得到正确答案(E)了。在这里,有一点很值得一提,BEC 等级考试中经常会出现一些与校园生活有关的场景,切不可认为是商务英语考试,就不可能是发生在校园里的场景了。

Person 3

晚上好,先生。这是您的车吗?我想您停错地方了。请出示您的驾照。谢谢!这是您的罚单。请您在一星期之内到当地的警察局报道。谢谢。

当考生听到"Is this your car?"的时候,相信这道题就几乎没有什么难度可言了。如果考生没有听清楚这句话,那么后面的 license, ticket 相信也一定能让考生做出正确的判断,这道题的正确答案是(F)police。

Person 4

也许你会喜欢这款 PIFCO 汽车磨光器。它可以在最短的时候内用一对可换喷头给你的汽车磨光和上蜡。这一款汽车磨光器只是从你的汽车点烟槽中连出约 16 英尺的电线,价格是 17.5 英镑。

这道题就更容易了,根据最后一句关于价格的论述,考生们即使没有跟上前面的内容,也能根据这句话,选择(H)salesman。

Person 5

首先把插头插入当地通常的交流电插口,然后再把电池按照正负级放入其中。当只有两个电池

充电的时候,使用靠近左边或者是右边的两个端口。当"LED"灯亮的时候就开始充电了。

"first plug"和"then put"这两个词很容易让人联想到有人在卖东西。但是,只要考生继续仔细听不难发现,其实这是一个技术人员在教大家怎么使用充电器。因此正确答案是(G)。

从上面这道例题来看,考生在做这道题的时候,如果没有能够听明白整个独白的内容的话,也可以根据一些关键的词或者是词组判断出正确答案。在没有听清楚的情况下,为了能够做出正确的判断,考生在听听力的时候最好能够把所能听到的词或者是词组写下来。如果当时没有时候做判断的话,等到听力部分结束的时候,根据写下来的内容还可以重新对该题做出猜测。但是,有一点是必须记住的,就是千万不要因为这道题没有听明白,就在听力部分没有结束的时候根据所下来的单词做判断,而影响了接下来的考试。

接下来,考生就要进入第二部分了,不要受第一部分的影响,利用听力间隙的时间先看看选择项中的各个选项,大概猜测一下可能出现的情况。

Section Two (Questions 18 - 20)

You will hear 5 people talking about different subjects.

For each speaker, decide the subject of their talk from the list in the box.

Write one letter (A - H) next to the number of the speaker.

Do not use any letter more than once.

After you have listened once, replay each recording.

You have 15 seconds to read the list of reasons A - H.

[pause]

Now listen, and decide the subject of their talk.

[pause]

Speaker 1

It showed a population of 1,008,175,288, or one-quarter of the human race. There was a nineteen-point questionnaire to complete, and with the help of twenty-nine computers the information was broken into categories such as age, occupation and marital status.

Speaker 2

The morning starts with a jog through the forest followed by a freezing cold shower. Then comes a frugal breakfast. After breakfast there are lectures on all sorts of health subjects, such as smoking, overeating, and maintaining a balanced diet.

Speaker 3

A kind of oil-eating bacteria has hasn developed in the laboratories. They are sprayed from a plane in a sort of powder form and then, when they fall on the water, they begin to breed and multiply. Their energy, you see, comes from oil.

Speaker 4

We'll all see them on TV commercials with that special gait looking out at us, from the covers of glossy magazines or showing off the latest creations by tailors from Paris, and it must have seemed to us that they have lives which are all glamourt.

Speaker 5

In your country, is there one chief mode of transport or do two exist side by side on an equal basis? For example, in some countries rail and highway work together, in others, rail and canal barges work together, etc.

Now you will hear the pieces again.

That's the end of Part Two.

You will have 15 seconds to check your answers

18. Speaker 1.....
19. Speaker 2.....
20. Speaker 3.....
21. Speaker 4.....
22. Speaker 5.....

Subjects	
A	fitness
B	oil pollution
C	advertisement
D	census
E	laboratory work
F	sports
G	transportation system
H	fashion model

Speaker 1

它包括了 1,008,175,288 个人,或者说是总人口的四分之一。其中有 19 道问题,需要借助 29 台计算机根据年龄、职业和婚姻状况分类。

在这一段听力材料中,笔者认为应该记录下来的关键词有 a population of 1,008,175,288/a nineteen-point questionnaire to complete/with the help of twenty-nine computers/the information was broken into categories,以上四个关键性的词组是做对这道题所必须听到的,听懂了这些词组,就能很容易地从选项中选出正确答案(D)。

Speaker 2

清晨先在树林里慢跑,然后洗一个凉水澡,吃点儿简单的早点。早餐之后有关于各种健康的讲座,包括吸烟、饮食过量和均衡饮食等方面。

这道题相对来说比较简单,因为"such as smoking, overeating, and maintaining a balanced diet"这几个词很容易就会让人和健康联系在一起。因此正确答案是(A)。

Speaker 3

一种靠食用石油而生存的细菌在实验室里被研发出来。它们以一种粉末状形式从飞机上被抛洒出来。当它们掉在水面上时,它们就开始生长和繁殖,所以它们的能量来自石油。

听力材料中的第一句话说,实验室里研究发现了有一种可以靠食用石油而生存的细菌。如果考生听到这句话以后还不敢断定这道题的大案是(B)的话,那么接下来材料又说,这种细菌"fall on the water"和"begin to breed and multiply",考生一定就知道因为水里有石油,所以细菌才可以在水中生存。所以这道题说的是关于石油污染的问题。

Speaker 4

我们经常会在电视广告或者是杂志的封面上看到他们迈着特别的步伐看着我们,或者展示着巴黎服装设计师的最新创作。它看上去让人们觉得他们的生活充满了魅力。

在听这段听力材料的时候,考生应该把握住的几个关键性词级表"TV commercials/with thet special gait/the covers of glossy magazines/showing off/the latest creations by tailors from Paris"。即使不能完全听懂,只要能记录下来几个,再加以简单的猜测,这道选择题的答案(H)"fashion model"也很容易得出。

Speaker 5

在你们的国家里,是不是存在着一种主要的交通工具或者是两种同时并存?比如说,在一些国家铁路和高速公路并存,或者是铁路和船只并存。

这道题的关键就在于"mode of transport"、"rail and highway work together"以及"rail and canal barges work together"这几个地方。相对来说,这几个单词比较简单,记录下来应该没有什么问题。这道题的正确答案是(G)transportation system。

上面的这道例题说明,这一部分听力其实不是很难,因为每一段独白(monologue)的长度都不长,一般最多都是四五句话,这就有利于考生对于听力内容的记忆。既然听力本身没有什么困难,那么这道题到底难在哪里呢?笔者通过这几年教学经验和考生的普遍反映,BEC 中级第二部分听力试题难就难在对备选答案的阅读和理解之上。一般说来,试卷上所列出来的八个备选答案会具有一定的相似性,这就要求考生在阅读备选答案的时候能很快地反应出来各个答案之间的区别,甚至应该联想到

命题人员可能要考的考点,这对于听力的理解将有很大的帮助。某些考生往往能把听力的大概内容听懂,但是由于两个听力内容之间的间隔时间,也就是可供考生选择时间非常有限,还没等把八个备选答案看完,下一部分的内容就又开始了。因此,这一部分试题的考试技巧很关键。

下面再举一些常见的例子,介绍一些适用的经验和技巧。

Cigarettes will do no good to your health. And it's medically proven that they can cause lung cancer and a lot of other diseases. If you feel run-down without them, I'll give you a prescription which will help you sleep.

备选答案

(A) to stop smoking
(B) to fall into sleep
(C) to leave a company
(D) to mail a parcel
(E) to go shopping
(F) to go to the beach
(G) to resign from the office
(H) to find a motel

一般说来,这一部分听力材料中,第一句话往往都是一整段文章的重点,如果考生能够把第一句话完全听明白,就可以大致地猜测到以下可能会谈到的内容。就像这道题一样,如果考生能够听到"Cigarettes will do no good to your health.",知道了"吸烟有害健康",那么这道题就很容易得到正确的答案(A)to stop smoking。所以考生在做听力练习的时候,要掌握一定的技巧,把握住听力的中心语句,这些语句往往都在材料的开头或者是结尾,这样往往能事半功倍。

请看下面这道例题:

Each request for payment should be accompanied by receipts, showing how much has been spent and what it has been spent on. Employees are allowed 80 cents a kilometer if they use their car, or else the price of an ordinary return ticket by rail.

备选答案

(A) A filling cabinet
(B) A van
(C) A television set
(D) A committee meeting
(E) Business correspondence
(F) A refrigerator
(G) An interview
(H) An expenses claim

不需要听懂每一个字,只要听懂关键字"payment, receipts, spend"就可以判断出选择答案(H)an expenses claim,而其他的备选答案中不可能会出现"payment, receipts, spend"等关键词。这样即使未理解上面的听力材料,只要听懂了关键词,一样可以做出正确的判断。

这种类型的题有点像 TOFEL 听力第二部分 Mini-talk 中的情景判断题。Mini-Talk 中的对话也只有两句,因此关键词也只有1~2个,这就要求考生能够迅速地捕捉到。两 BEC 中级听力中的这部分听力材料比较长,因此关键信息词也比较多,相对会容易一些。但是有的时候光凭一两个关键词也不能做出正确的判断,如下面这个例子:

Good morning. You're Mr. Short, aren't you? Would you mind taking a seat here for a minute, Mr.

Short? Mrs. Lee is expecting you, but she's still with the precious candidate. I'm sure she won't be long.

如果你听到关键词"take a seat, expect you"则很可能会选择(D)a committee meeting,而不是正确的答案(G)an interview。这时,关键词"candidate"就显得非常重要了。所以,对听力材料应尽可能多记些关键词,最好能记录下所有的关键词。从这个角度来说,BEC 中级的听力又比 TOEFL 听力难了一些。

正确听懂 BEC 中级听力部分 Part Two 的方法是什么?

逐字阅读往往不能理解文章,只有按有意义的意群进行阅读才能明白文章的内容。听力也是这样的,逐字听只能听见一些文字的发音,在脑海中形成的只是杂乱的文字意义,只有听懂了意群的意义,再加上头脑的加工,才能说一个人具有了听力能力。阅读可以通过语法手段帮助划分意群;听的信息是连续不断的、不可反复的,应该怎么划分听力的意群呢?往往是按照意群把一个完整的意义又划分为几个有意义的音串,音串中的每一个意群连在一起在人脑中进理解,这个听力理解过程随着听力材料的延续而不断进行下去。如果能够在理解的基础上记下意群的关键字,就会帮助考生记忆听力的材料。

听力理解过程是可以通过训练得到提高的。希望考生能够进行关键词记录练习,以提高自己的听力能力。

如何扩充商务相关背景知识及相关词汇?

需要跟考生强调的是,这一部分考试的听力材料会涉及许多方面和领域,不只局限在商业。根据 BEC 中级考试大纲的要求,可能涉及的各种职业(出现在 speaker 中),各种 topics(工作职责,会议安排,各种商店和服务,商品买卖价格,培训,购物,天气等等),也可能有各种 Places(办公室、饭馆、旅馆、俱乐部、电影院、剧院、商店、医院、体育馆、健身房、机场、邮局、银行等等)。这样看来,考生最好能在复习准备阶段看一些分类词汇手册方面的书,以保证在听到关键词的时候,能很快地做出判断,知道谈话者的谈话目的和意向。

例如,下面是一组关于打电话时可能出现的关键词:telephone booth, dial, telephone line, extension number, operator, telephone directory, to ring, to call, to dial, beep, busy line, connection 等。

这一组关键词可以变化成很多题目。比如,你听到 dial, numbers, line, beep 时,就应该判断出 topics 应为"telephone";如果你听到 extension number, busy line, to connect 等,就应该判断出 speakers 为"operator"。能够做到这样举一反三,就需要考生对各个领域内的常用词汇非常熟悉。所以,按照词汇分类去记忆单词往往能事半功倍,这一点是非常重要的。

经典例题 107

听力原文

Advertisement 1

You know what they say about all work and no play. That's why we've built Oakwood Corporate Apartments around a truly impressive recreational facility. Your employees can take a swim in a large beeted swimming pool, play tennis day or nigbt on lighted courts with the residents, event enjoy a workout in one of the high-tech fitness centers.

Advertisement 2

In San Francisco tbere's one hotel the world calls home. The Palace offers excellent service. It has magnificent architecture, versatile mix of classic and ultra-modern meeting spaces. Let the warmth of the Palace capture your heart. For reservation, call 800 - 325 - 3535.

Advertisement 3

The new model has wider and more comfortable seats, with foot-and leg-rests to comfort the body over long haul of flights. Besides, the redesigned working environment has met the approval of many experienced air hostesses and pursers.

Advertisement 4

Bob Lee's new three-season storm-wear is built to keep you absolutely dry. The collection includes 9 models, hand-tailored in Scotland to Mr. Lee's exact specifications, with waterproof seams, inside pockets for valuables, and elasticized wristlets. All models are available in Hunter Olive. Sizes S-M-L-XL.

Advertisement 5

Over 60 quality items have been selected from previous catalogues and are to be offered to you at special clearance prices. The stocks are strictly limited. Please check your local Index Shop for availability.

试卷原文：

Advertisement 1.....
Advertisement 2.....
Advertisement 3.....
Advertisement 4.....
Advertisement 5.....

Objects	
A	a hotel
B	a special offer
C	a recreational center
D	apartments
E	an airplane
F	a raincoat
G	furniture in an office
H	a place

Advertisement 1

你们知道现在很多员工说他们整天工作而没有休闲的时间。因此，我们在这个动感娱乐设施附近修建了这个橡木公司公寓。你的员工们可以在一个大的温水游泳池里游泳，和邻居们在灯光球场上打网球，还可以在一个高科技的健身中心健身。

材料中的"recreational facility"，"swimming"，"tennis"和"fitness center"这些单词或词组都误导这则广告所指的内容是"a recreational facility"，但是如果考生注意到"That's why we've built Oakwood Corporate Apartments"，就会发现其实正确答案应该是(D)。因此，考生一定要集中注意力，听清楚开始的一两句话，因为这往往是全文的重点。

Advertisement 2

在旧金山有一个名叫家园的旅馆。这个旅馆提供优质的服务，华丽的建筑，集古典和超现代化的多功能会议厅。它的温馨气氛一定会吸引你的。预订电话：800－325－3335。

这道题相对容易，因为短文一开始就提到了"hotel"，接下来又说"excellent service"，"meeting spaces"这些都不断地提醒考生这则广告的对象是(A)"a hotel"。

Advertisement 3

这种新的模型有更宽更舒适的带有腿脚固定器的座椅，使您在长途飞行中更加舒适。另外，重新设计的工作环境符合了许多经常飞行的老板的需要。

这道题中提到了"flight"，"air"很容易会让考生明白这是一则飞机的广告，因此正确答案是(E)。

Advertisement 4

李鲍勃新设计的三季风雪衣可以让你的身体保持绝对干燥。这种设计主要有 9 种类型，根据李先生的设计在苏格兰手工缝制，其中包括放水的缝合线，防止贵重物品淋湿的内袋和富有弹性的腰带。所有的类型都可以在亨特·奥利弗商店买到。规格为小、中、大和加大。

"storm-wear"，"waterproof"可以看出是防雨工具，而"hand-tailored"，"inside pocket"和"elasticized wristlets"这些单词都很容易看出这是一则关于衣服的广告。两点结合起来得出正确答案(F)。

Advertisement 5

大约有 60 个质量指标从先前的目录中被挑选出来，并且提供给你特殊的清理价格。原材料则是严格限制的，请查看当地的商店看是否有售。

这道题的答案是(B)。

根据笔者多年的考试辅导经验，这部分主要包括两部分内容，每部分包括五个短篇谈话，但是总的说来听力的内容并没有太多的变化，主要是要求考生聆听所有的谈话以便弄清下列各点：

1. 讲话者是谁：(如讲话者的工作、角色等)

2. 讲话者讲的内容是什么(如话题)
3. 讲话者在做什么(如拒绝、抱怨或道歉等)
4. 讲话者在表达什么(如失望、焦虑、奇怪等)
5. 讲话者在如何做某事(如旅行)
6. 讲话者为什么打电话(即打电话的目的)
7. 讲话者在同谁讲话(如经理、会计等)
8. 谈话发生在何处(如在工厂、办公室、银行等)

BEC 中级部分听力测试时应注意哪些问题?

(1)做这部分题的时候,考生千万不要操之过急,不要听到某个单词,凭第一感觉就理所当然地觉得某个就是答案。因为,这道题中经常会出现容易让考生产生误解的单词,而且这往往也是出题人员的初衷。

(2)就答题效率来看,这种类型的题考生最好在放录音之前就对选项有所了解,并针对选项的内容,想像一下可能发生的场景。

(3)从答题方式来说,这种题还有一种比较有效的方式,即排除法,当考生对某一道题不是很确定的时候,可以采用排他法进行选择。

(4)做这部分题的时候,选择完答案以后最好不要做太大的改动,因为听力内容很多情况下对语感的要求比较严格,所以很多时候第一感觉很重要,除非有非常大的把握,否则轻易不要改动已经选择好的答案。

题海冲浪

Section One

(Questions 13－17)

- You will hear five short recordings.
- For each recording, decide which item(**A－H**)the speaker is talking about.
- Write one letter(**A－H**)next to the number of the recording.
- Do not use any letter more than once.
- After you have listened once, replay each recording.

13 .....
14 .....
15 .....
16 .....
17 .....

A	answering machine
B	cassette machine
C	fax machine
D	overhead projector
E	paper shredder
F	photocopier
G	printer
H	video player

Section Two

(Questions 18－22)

- You will hear another short recordings.
- For each recording, decide what the speaker is trying to do.
- Write one letter(**A－H**)next to the number of the recording.
- Do not use any letter more than once.
- After you have listened once, replay each recording.

18 .....
19 .....
20 .....
21 .....
22 .....

A	place an order
B	make a complaint
C	change an appointment
D	give a warning
E	explain a delay
F	thank someone
G	make an appointment
H	reject an offer

答案

13 B　14 F　15 A　16 E　17 C　18 B　19 G　20 F
21 E　22 C

听力原文

Part Two. Questions 13 – 22.
Section 1. Questions 13 – 17.
You will hear five short recordings.
For each recording, decide which item the speaker is talking about.
Write one letter (A – H) next to the number of the recording.
Do not use any letter more than once.
After you have listened once, replay each recording.
You have 15 seconds to read the list A – H.

[pause]

Now listen, and decide which item the speaker is talking about.

[pause]

[pause]

Thirteen

Well, it's not really used that often in the Office. And when you do need it, you normally can't find it because one of the managers takes it home with him sometimes. I think he uses it as a kind of dictation machine. We've tried to record a couple of presentations with it before, but it didn't really work very well because the sound quality isn't very good.

[pause]

Fourteen

We recently got a new one that's got hundreds of functions on it. It can sort and staple and do all sorts of other clever things. Of course, only the secretary knows how to do any of these things, so even if we want to do something quite simple like duplicate a two-sided document, we have to ask her. If try to do it, I just end up wasting lots of paper.

[pause]

Fifteen

It's the first thing I do when I arrive at the office. I press the playback button before I check the fax and

switch on the photocopier. Then I sit down and read the post while I'm listening to the messages, I still can't believe how many people leave messages without a name or number. And the worst thing is, of course, people who don't leave any message at all.

[pause]

Sixteen

Whenever I tell people that we have one in the office, they're always very impressed. They think the company must do some kind of important, secret business. The truth is our Dispatch Department uses it, not our main office. They collect ail our waste paper from the photocopier and printer and use it for packaging.

[pause]

Seventeen

[*pause*]

People say it'll be taken over by e-mail, but I cant see it myself. If I want to send a document to someone or a quick drawing, say then it's the only real solution. It's quick, easy to use and you don't have to worry ahout compatibility either. And once or twice it's been a life-saver when the photocopier's broken down.

Section 2. Questions 18 - 22.

You will hear another five recordings.
For each recording, decide what the speaker is trying to do.
Write one letter (A – H) next to the number of the recording.
Do not use any letter more than once.
After you have listened once, replay each recording.
You have 15 seconds to read the list A – H.

[pause]

Now listen, and decide what the speaker is trying to do.

[pause]

Eighteen

This is the third time I've called about this. It's a complete waste of my time and my staffs time. When we ordered the photocopier from you, you assured us it would be installed by one of your engineers and set up ready for use. Well, all your engineer basically did is plug it in and that was that. And now every tune we switch it on, we get a warning message. But we don't know what it means because your man didn't even leave us a copy of the manual.

[*pause*]

Nineteen

Before we begin, I've been asked to tell you that Dr Jones has been delayed. That means he won't make it in time for his presentation on 'Dealing with Complaints'. Unfortunately, this means we've had to cancel the session and anyone who signed up for it should now choose between the other two sessions which are running this afternoon. Thank you. And now I'll hand you over to Kate.

[pause]

Twenty

I'm just ringing to tell you about the positive feedback we've had on the presentation you gave the other day. I really appreciate you stepping in like that at the last moment. I know you were a bit nervous, hut I'm

very grateful you agreed to do it. And looking at the feedback forms, it seems the only complaint was about the size of the room. So, well done!

[pause]

Twenty-one

I've checked with the Warehouse Manager and it seems there was a mix-up with the transport documents and your order was somehow sent to Gatwick instead of Heathrow. By the time the driver got back to Heathrow, he'd missed the next flight out. And then there was an announcement cancelling the last flight due to technical problems. Anyway, your order *11* be on the first plane tomorrow.

[pause]

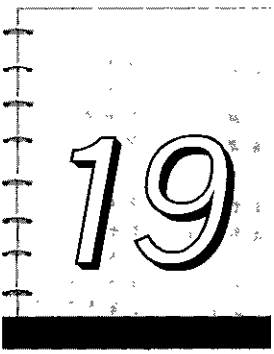
Twenty-two

Hello, David. This is Tina Woodhouse. I was just calling to say I'm actually busy on the *15*th so I won't able to see you in the morning. In fact, I'll be out all that week. So, I was wondering, rather than delaying things any longer, could we bring everything forward to the *14*th? If that's OK. for you, perhaps you could call me. My extension's *349*.

[pause]

That is the end of Part Two

[pause]



听力测试题型(三)——听力理解

备考指南☞

175. BEC 中级听力部分中 Part Three 的难点和重点有哪些?

176. BEC 中级听力部分 Part Three 的题型是什么?

177. 在做 BEC 中级听力部分 Part Three 的题型时考生应注意些什么?

178. 如何做好 BEC 中级听力部分的 Part Three?

179. BEC 中级听力部分 Part Three 的测试题目通常有哪几种形式?

情语☞

The principal thing in this world is to keep one's soul aloft.

人生在世的首要大事是保持灵魂的高尚。

The tragedy of life is not so much what men suffer, but what they miss.

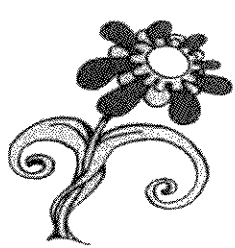
人生的悲剧不在于人们受了多少苦,而在于人们没有得到什么。

The second half of a men's life is made up of nothing but the habits acquired during the first half.

人生的后半生完全是前半生养成的习惯组成的。

There are two tragedies in life. One is not to get your heart's desire. The other is to get it.

人生的悲剧有二:一是不遂心愿,一是得遂心愿。



BEC 中级听力部分中 Part Three 的难点和重点有哪些?

这一部分题型在很多种考试中都可以见到,BEC 中级的这部分听力相对来说是比较难的,因此考生在复习的时候要多下功夫。关于 BEC 中级这部分听力内容的难点和重点有以下几点:

(1)听力的材料比较长,可能是以对话的或者独白的形式出现,总共有 500 词之多,这对考生的记忆力要求很高。

(2)题材涉及面很广,可能是商业或其他方面,而且经常是一些层次比较深,或者是领域比较新的内容。

(3)听力理解问题多,共有八道。因此考生一方面要有很好的理解力,一方面还要有很好的记忆力以及记笔记的能力。

(4)这部分只有一段听力材料,如果没有听懂,会影响整个这个部分的得分。而 TOEFL 等其他考试,往往会有几段听力材料,一段没有听懂,不会影响全局。

BEC 中级听力部分 Part Three 的题型是什么?

这部分包括一次会面、谈话、讨论或介绍,涉及一或两名讲话者,试题采用 8 道多项选择题,每题包含三种选择:1 个正确的,2 个是为了分散考生注意力的。考生必须非常认真地听谈话,并边听边看着多项选择题。

在做 BEC 中级听力部分 Part Three 的题型时考生应注意些什么?

考生应力求尽可能快地回答每道多项选择题。如果花过长的时间停留在考虑某一道题上,就可能错过谈话的一些重要部分。这样做至少会使考生跟不上谈话进度,从而发现很难回答下一个问题。考生应当尽力同时追随谈话和问题,二者兼顾,使每道多项选择题同谈话相应的部分对得上,这是极为重要的。最重要的是,如果没有听到一道选择题的答案,也不要太着急,可以阅读接下来的一个或两个(或者如果可能更多)问题,力求在谈话中听出第一个问题独特的内容或事物。

如何做好 BEC 中级听力部分的 Part Three?

在试卷上的题目指令中,往往已给出了将要听到的听力材料的主要内容介绍,这样就有了听力的方向。如果考生能在听录音以前先粗粗看一遍题目,就更明白听的目的了。在做听力的时候,应该边听边记录,尤其是关键名词(包括人名、地名、时间、数字等)、形容词和动词。

尤其重要的是,考生做笔记的时候,一定要着重记录下开首的几句话,因为这几句话往往包括了全文的重点内容,或交代了行文的顺序。此外还应该着重记录细节、事实、观点和例子的关键词。

如果考生的听力基础扎实的话,那么可以选择边听边看题目,但是一定要注意在你将要听到的部分之前看到题目,这样才能把握住听力的进度。通常这一部分题目的顺序也是按照说话者所讲内容的顺序进行排列的,所以最好能在选择出第一题答案之后就去看第二题的题目,这样会对下一步将要听到的内容有一个初步的认识,有助于理解将要听到的材料。如果考生的听力基础不是很扎实,会因为边听边看题目而影响了听力的理解,那么考生最好还是按部就班地做好记录,等听完全部材料后再答题,这样对听力记录的要求就比较高了。因此考生要尽可能地把自己听到的所有词记录下来,因为这部分时间较长,记录的单词越多越有利于考生回忆听力内容。

BEC 中级听力部分 Part Three 的测试题目通常有哪几种形式?

(1)主体问题是对文章的主要思想、大体内容做一个总结,考查听者对文章的内容有没有一个总体把握,可能提问的方式有文章最恰当的题目,文章的主要论点等。

What is the talk mainly about?

What is the main topic of the talk?

What is the speaker mainly discussing?

(2)细节问题,如一些小的比较重要的事实、观点,尤其是几个事实、观点并存时,往往会有这类的题目。这些细节包括事件发生的时间(when),地点(where),原因(why),经过(what/how),人物(who)等。提问方式有:

What does the speaker say about...?

According to...,what...?

What's the reason for...?

When...?

How...?

Who...?

(3)倾向性问题,包括对作者的观点、立场和所指等综合判断的问题。

What is the author's meaning?

Which side did the author stand?

What does the author imply?

(4)暗示推理题是对文章的内容做一个合理的推断,考查听者对文章一些细节内容的把握,通过简单的推理得出合理结论的能力。一般提问方式有:

What can be inferred from...?

What does the man mean by saying...?

Why does the author say like that?

What can we learn from the conversation?

(5)继前续后题是根据文章的开头和结尾以及文章的整体结构和内容来做出符合事件发展逻辑的推断。注意在加入这些事前事后的可能情况后,文章要成为一个统一的整体,不能出现内在的逻辑错误。一般的提问方式如下:

What subject is the speaker most likely to discuss next?

What has been discussed before...?

另外,考生还要注意口语冗余性很大,语义经常重复,有一句话听不懂,往往不会影响全局,考生可通过其他句义进行推断,一样可以做出题目,得出正确的答案。如果还是做不出选择,那么就根据自己的常识猜测一个答案,切不要因为一道题做不出来就影响了下面考试的发挥。

现以 BEC 中级样题为例具体说明。

你将听到:

You may not be familiar with the term"contracting-out"—it involves calling in professional help to carry out activities which don't form the central core of a particular business. Contracting-out is now being used increasingly in special partnership arrangements with individuals and other companies. Contracting-out is popular because it makes it possible for other companies and individuals to perform functions previously done by a company's own staff.

考生应该记录下至少以下的内容:

contracting-out/professional help/activities/form/business/used in/arrangements/individuals/companies/popular/companies & individuals/perform/done by/own staff

考生将看到的题目是:

Contracting-out refers to:

A completing a deal.

B using outside companies.

C reducing production costs.

题目中问道:外包是指什么?

A 完成一个交易

B 使用外界的公司

C 降低产品的成本

这实际上是一个细节问题,问到"contracting-out"的定义。如果考生没有听懂"it involves calling in professional help to carry out activities which don't form the central core fo a particular business"没有关系,后面在 management consultant 又解释了一遍"Contracting-out is popular because it makes it possible for other companies and individuals to perform functions previously done by a company's own staff.",听懂了这句话,考生仍旧可以得出正确的答案(B)。如果考生对这两句话都听不懂的话,也不用着急,听力材料的下文马上就给出了一个"contracting-out"的具体实施的例子。

For example, accounting—though a basic requirement of any business—is carried out by accountants who may have little or no knowledge of the products manufactured and marketed by business. An accountant working in one firm will do pretty much the same tasks as an accountant working in another, completely different business.

如果考生理解了这个例子,一样可以推断出"contracting-out"的意思。

接着我们再看一个例题:

Results from Japan's largest petrochemicals companies for the year to March 31st reflect the crisis facing a sector plagued by sluggish domestic demand, over capacity, plunging prices and the appreciation of the yen.

考生会在试卷上看到:

The crisis met by Japanese chemical groups is caused by one of the reasons.

A over capacity

B high prices

C high cost

如果考生能够记录下来"sluggish domestic demand/over capacity/plunging price"这些关键的字眼,那么这道题还是比较容易的。

题目中提到:日本石化集团遇到的危机是由以下哪种原因引起的

A 过量的生产

B 高价格

C 高成本

本道题的正确答案是(A)。

因此可以看出,这一部分试题的关键应该是对所听到的内容做有效的记录,因为这一部分内容相对来说比较长,考生需要记录的东西比较多,如果没有很好的记录技巧的话,经常会出现"听了后面忘了前面"的情况。虽然有些信息可能会在紧接着的部分中重复出现,但是,有时像数字题、时间题就可能一遍过去,不会再提了。因此,考生在一边听题的时候最好就能把自己所能听懂的信息用自己的方式记录下来,以免答题的时候出现遗漏。这里要强调的一点就是,并不是所有的题目都可以通过听力材料去直接判断的,有些问题要根据所听到的材料再加以简单的分析和判断才可以得出正确答案。

现在我们以一道正式的模拟题来具体说明一下这一部分考试的程序:

在正式考试中,考生会首先在试卷上看到这样的提示:

Questions 23 to 30

You will hear a talk given by Mr. Posnor about the magazine FAST TIMES.

Choose the correct ending to complete each sentence (23 - 30).

Mark one letter(A, B or C)for the ending you choose.

如果考生对这一部分很熟悉的话,就可以跃过这一部分提示,先看看问题的内容,好对将要听到的材料有所了解。

接着就会听到录音,在这篇短文材料还没有开始放之前,乘机先看看题目的内容,当然这一切都要在考生对题目要求很熟悉的前提下完成。

You will hear the talk twice.

You have 30 seconds to read through the questions.

You will now hear the talk.

Good morning. I'm Steve Posnor, president and senior editor fo FAST TIMES.

Fast Times contains articles that are timely, thought-provoking, and entertaining to readers around the world. It is read by both adults and young people alike. It emphasizes the use of critical thinking skills, not just as an "add-on" to traditional material but as an inherent part of the publication and the exercises it contains. Fast Times is nonpartisean, with no political or religious affiliation of any kind.

Fast Times offers a uniquely American perspective about contemporary issues in the news, along with feature stories on the latest movie and television releases from Hollywood. It is published in the United States and has been a core element in American schools since 1984. Fast Times is assigned in over 20,000 classrooms and is read by more than 2 million students throughout the U.S., Europe, and Asia.

In the United States, social studies teachers provide the newsmagazine to their students as a primary source of information about current events. In other countries, teachers of English as a foreign language assign Fast Times as a reading supplement to their regular curriculum, offering their students the opportunity to read authantic tests that are written on a mature level but which are especially designed for classroom use. Some of tha countries that received Fast Times on a regular hasis include Albanis, Algeria, Belarus, Bulgaria, Burma, the Central African Republic, the Czech Republic, Egypt, Estonia, the Republic of Guines, Hungary, Indonesia, Israel, Italy, Japan, Kuwait, Malaysia, Pakistan, the Philippines, Laos, Oman, Poland, Romania, Russian, Singapore, Slovakia, Slovenia, South Korea, Latvia, Thailand, and the United States of America.

Fast Times is also used as a teaching aid by Peace Corps and United States Information Agency instructors, who are teaching English throughout Europe and Asia.

This Reader's Guide presents some of the ideas upon which Fast Times is based. Understanding the theoretical framework behind Fast Times can help users maximize its value. It may also prompt readers into coming up with their own ideas on how best to use the articles contained in each issue.

Please note that all of the activities found on the assignment page of Fast Times are self-explanatory, so there is no need for a special teacher's guide. This makes using Fast Times easier and more efficient for instructors while being consistent with current educational theory. This Reader's Guide also contains a suggested exercise for using Fast Times in a cooperative learning setting: readers do much of the work in pairs or in small groups. If this is a new approach for you, it might take a few times to become comfortable with it; After a while many will find it preferable to working alone.

If you would like more information on Fast Times or wish to share your recommendations regarding its use, please do not hesitate to contact me personally.

You may either write to me at 221 Pawnee Street, Suite 105, San Marcos, California 92069, USA, or call me on (619)519-9105.

Now you will hear the talk again.

That is tbe end of the Listening Test. Now you have 10 minutes to transfer you answers onto your answer sheet.

考生会在试卷上看到对这一部分内容的题目提示：

Part Three

Questions 23-30

You will hear a talk given by Mr. Steve Posnor about the magazine FAST TIMES.

Choose the correct ending to complete each sentence (23-30).

Mark one letter(A, B or C)for the ending you choose.

通过上面一小段的书面介绍，我们可以知道这是一篇介绍一本杂志的短文材料，是由一个叫做Stever Posnor的先生介绍的。该杂志的名称叫做"FAST TIMES"。接下来，我们就可以开始做题了。

23. The magazine FAST TIMES intends to:

A provide timely news in the USA.

B discuss educational issues.

C he both serious and entertaining.

这道题问,FAST TIMES 倾向于

A 定期提供美国的新闻。

B 讨论教育问题。

C 既具严肃性又具娱乐性。

很明显,这是一道细节题,如果考生听到了"thought-provoking, and entertaining to readers",那么选择正确答案(C)就不成问题了。而且,如果考生当时没有听懂这句话,那么接下来的一段中的"Fast Times offers a uniquely American perstpective about contemporary issues in the news, along with feature stories on the latest movie and television releases from Hollywood."其中的"contemporary issue 和 movie and television"也很容易让考生联想到这份杂志是集严肃性与娱乐性为一体的,因此,也会选择(C)。可以看出,在这一部分的考试题中,很多题目的答案并不是只能从一句话中得到,很多信息在接下来的材料中也会涉及。

24. FAST TIMES is read:

A in most non-English speaking countries.

B by about 2 million students.

C at over 2000 American schools.

这道题问:都有什么人阅读 FAST TIMES 杂志

A 在大多数非英语国家。

B 约 2 百万名学生。

C 大约 2000 个美国的学校。

相信如果考生们能记录"Fast Times is assigned in over 2000 classrooms and is read by"这句话中的一些信息,如:2000 classrooms/more than 2 million students/throughout the U.S., Europe, and Asia 的话,那么这道题就很容易解决了,并能选出正确答案是(B)。尤其是短文中提到的有关数量的关键词,考生一定要记录下来。

25. FAST TIMES

A offers authentic texts for classroom use.

B is a primary source for information about the current news.

C has become part of the regular curriculum.

这道题问道:FAST TIMES 杂志都有什么用途:

A 为教学提供权威的课本。

B 为时事新闻提供第一手信息来源。

C 成为正式课程的一部分。

根据上面所讲述的听力方法和技巧,考生在听到短文材料中的"In other countries, teachers of English as a foreign language assign Fast Times as a reading supplement to their regular curriculum, offering their students the opportunity to read authentic tests that are written on a mature level but which are especially dsigned for classroom use."这句话时,至少应该记下以下几个关键词:"a reading supplement/regular curriculum/authentic tests/classroom use",只要掌握了这些关键词,那么这道题的答案就出来了。正确答案是(C)。

26. Countries that receive FAST TIMES include

A Japan, Indonesia and Argentina.

B Egypt, Burma and Peru.

C Italy, Poland and South Korea.

这道题问道:接受 FAST TIMES 杂志的国家都有哪些?

A 日本、印尼和阿根廷。

B 埃及、缅甸和秘鲁。

C 意大利、波兰和韩国。

建议考生在听听力以前,可以先看看题目的类型,像这种答案中包含有若干个名次的题目,考生

可以先有一个印象，当听力放到那一部分的时候，考生就可以看着那道题来做，这样边对照边选择的方法成功率很高，既不用担心记忆力的问题，也不用记录相关的单词，节省了不少时间。

正如这道题中，当听力放到"Some of the countries that receive Fast Times on a regular basis include Albania, Algeria, Belarus, Bulgaria, Burma, the Central African Republic, the Czech Republic, Egypt, Estonia, the Republic of Guines, Hungary, Indonesia, Israe, Italy, Japan, Kuwait, Malaysia, Pakistan, the Philippines, Laos, Oman, Poland, Romania, Russian, Singapore, Slovakia, Slovenia, South Korea, Latvia, Thailand and the United States of America."的时候，考生应该就要反应的，目前听力所涉及的内容和这道题有关。这时考生可以对照短文中所念到的国家的名字，相应地在试卷上做出一些明显的标志。这样，这句话结束的时候，考生一般就会得到正确的答案(C)，因为(A)中阿根廷和(B)中的秘鲁在这句话中并没有被提及。总之，类似的题目希望考生能够在放录音的时候就能知道它是在说某一道题的答案，这样成功率就会高很多。

27. Using critical thinking skills is

A an important section in FAST TIMES.

B mainly reflected on exercise pages.

C encouraged throughout the magazine.

这道题问道：用批判的角度进行思考是

A FAST TIMES 杂志的一个重要部分。

B 主要反映在练习记录上。

C 整篇杂志所提倡的。

"It emphasizes the use of critical thinking skills, not just as an "add-on" to traditional material but as an inherent part of the publication and the exercises it contains."这句话明明白白地告诉考生们这道题的正确答案是(C)。

28. To use FAST TIMES more efficiently, the students should

A work on their own or in pairs.

B follow the Reader's Guide closely.

C understand the principles of the magazine.

这道题问道：为了使 FAST TIMES 杂志更有利用价值，学生们应该

A 独立或者集体学习。

B 尽量遵循读者指南。

C 理解该杂志的原则。

这道题是一道细节问题，材料中所涉及的这一题的句子是"This Reader's Guide presents some of the ideas upon which Fast Times is based. Understanding the theoretical framework behind Fast Times can help users maximize its value."如果考生们能听懂这句话，那么这道题也就不是很难了。答案应该是(C)。

但是，如果考生没有能够把这句话完全理解，就可能会根据"This Reader's Guide also contains a suggested exercise for using Fast Times in a cooperative learning setting: readers do much of the work in pairs or in small groups."而选择了错误的答案(A)。因此，考生在做这部分试题的时候，不要仅仅用耳朵听，更重要的是用心去理解这篇短文的目的。

29. Readers are advised to call Mr. Posnor on

A (920)591－9105.

B (619)591－9105.

C (591)619－9150.

这道题问道：要找 Posnor 先生咨询可以打电话

A (920)591－9105。

B (619)591－9105。

C (591)619－9150。

相信如果考生认真阅读了上面的考试技巧，在听到材料中"You may either write to me at 221 Pawnee Street, Suite 105, San Marcos, California 92069, USA, or call me of(619)591－9105."的时候，就会把听到的所有数字都记录下来，这道数字题应该很容易得到正确的答案(B)。

到此为止，BEC 中级考试的听力部分就完全结束了，考生将会有 10 分钟的时间将答案填到答题纸上，这一步骤非常重要，一定要十分的小心。不要因为赶时间而将答案填错，涂写一定要清楚，以避免不必要的失分。

题海冲浪

- You will hear a radio interview with Kate Orebi, a recruitment manager at Carters (a national chain of department stores), and Chair of the Association of Graduate Recruiters(AGR).
- For each question **23－30** mark one letter (**A**, **B** or **C**) for the correct answer.
- After you have listened once, replay the recording.

23 In her job as recruitment manager at Carters, Kate Orebi
- **A** trains executives in recruitment procedures.
- **B** interviews secretarial staff for each store.
- **C** decides on the company's recruitment policy.

24 The AGR represents
- **A** major graduate employers.
- **B** recruitment executives.
- **C** small and medium-sized companies.

25 The AGR's ectivities involve
- **A** encouraging good recruitment practice.
- **B** organizing the training of new graduate recruiters.
- **C** analyzing recruitment statistics to predict trends.

26 Ms Orebi thinks that the present Higher Education system
- **A** should accept more students than it does.
- **B** provides people with important skills for employment.
- **C** offers language courses which are too short to help students.

27 Ms Orebi thinks that in the future, colleges should provide more.
- **A** practical work experience.
- **B** group learning situations.
- **C** formal examinations.

25 The main thing thet employers look for in graduates is
- **A** the ability to use computers.
- **B** good academic qualifications.
- **C** the ebility to work with others.

26 At Carters, the graduate selection process
- **A** allows applicants to demonstrate their skills to the company.
- **B** is based on success at three individual interviews.
- **C** lasts as long as the recruiter thinks it should.

30 Tha company is keen to develop graduates who have
- **A** initative.
- **B** average ability.
- **C** leadership skills.

答案

23 C 24 A 25 C 26 B 27 B 28 C
29 A 30 B

听力原文

Part Three. Questions 23 – 30.

You will hear an interview with Kate Orebi, a recruitment manager at Carters (a national chain of department stores), and chair of the Association of Graduate Recruiters (AGR).

For each question 23 – 30, mark one letter (A, B or C) for the correct answer.

After you have listened once, replay the recording.

You have 45 seconds to read through the questions.

[pause]

Now listen, and mark A, B or C.

[pause]

M: Now, Mrs. Orebi, can you tell us something about your job as a recruitment manager at Carters?

F: Yes. I'm responsible for all aspects of staff recruitment, including policy making, that's for all staff from secretarial to executive level. I make sure that everyone's following the right procedures. I'm also involved in tha interviewing and selection of management staff. That's for all the stores.

M: You have another role in recruitment, don't you? With the Association of Graduate Recruiters?

F: Yes, I chair the executive committee.

M: Can you tell us a bit more about the Association?

F: Yes, at the moment, the AGR consists of a group of major employers of graduates, but more and more graduates are being recruited by small and medium-sized companies, so I expect the membership of the Association will change along with that. We have quite a range of activities, we have information service through which we give advice to any graduate employer and, uh, we also supply statistics to the education sector. For the future, we're hoping to develop as training body, particularly working with, uh, new graduate recruiters. So, in general, you could say that we exist to spread good practice.

M: There've been quite a few changes in Higher Education over the last few years, of course. As a graduate recruiter, these must have been quite important to you.

F: Yes. Universities and colleges have certainly changed. They're far less elitist now than the used to be. And, yes, they've opened their doors too much wider range of people. And there are different types of courses now. There are short, modular courses in languages and business skills and of course these are all helpful when it comes to looking for a job.

M: Do you think that further changes are needed in the future?

F: Yes, I do. I think that colleges need to listen to what employers are saying about the need for people to learn to work in groups. In this situation, people get used to cooperating and sharing information. Of course, at the moment, we've got examination systems that doesn't allow for collaboration. So it seems to me that more team work is required when it comes to studying.

M: What kind of skills wonld you say employers are looking for? I mean, are graduates ready for work?

F: Well, as always, some are, and some aren't. You see, the colleges have to achieve good exam results, but this isn't always what employers are looking for. Certainly in the service sector, employers want people who can interact with customers and who can work as part of a team. The ability of using computers and all the other new technology isn't such an issue any more. I suppose employers feel they can take it for granted

now and it's very easy to train people up.

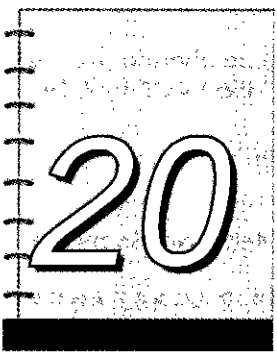
M: And how does a company decide whether a graduate has the skills he's looking for? For example, what is the selection procedure at Carters?

F: Well, the first stage consists of individual interviews. These are followed by group exercises. There are three exercises and they last about 24 hours. I suppose ideally they should be longer. But there are some practical constraints. Anyway the process itself gives people the opportunity to display certain skills, like the ability to work in a team or the ability to plan and organize.

M: Do these skills develop after selection?

F: We can teach graduate employees certain things, such as leadership techniques, and we also encourage certain things with rewards, initiative for example. But the basis of our approach is career development for all graduates, not just the real high fliers. We actually think the companies benefit more from improving the performance of the typical graduates, not just a selected few.

M: Kate Orebi, Thanks for joining us.



听力测试综合练习

谚语

If you want to succeed you should strike out on new paths rather than travel the worn paths of accepted success.

如欲成功，必须开创新路，决不墨守成规。

It is never too late to learn.

活到老，学到老。

Studies serve for delight, for ornament, and for ability.

读书可以怡情养性，可以按拾文采，可以增长才干。

Life demands to be lived.

人生需要好好度过。

All healthy people like their dinner, but their dinner is not the main object of their lives.

一切健康的人都吃得很香，但是吃饭并不是他们生活的主要目标。

LISTENING 40 minutes (including 10 minutes' transfer time)

PART ONE

Questions 1 – 12

- You will hear three telephone conversations or messages.
- Write **one or two words or a number** in the numbered spaces on the notes or forms below.
- After you have listened once, replay each recording.

Conversation One (Questions 1 – 4)

- Look at the note below.
- You will hear a woman calling about an order.

HARRISONS OFFICE SUPPLIES LTD
TELEPHONE MESSAGE

Caller's Name: Janice Freeman
Company: (1).....
Order Number: 78362
Despatch Date: (2).....
Notes: Last batch of (3).....was faulty.
Action: Collect from shop this afternoon.
Return to (4).....

Conversation Two (Questions 5 – 8)

- Look at the note below.
- You will hear a man calling about a meeting.

PHONE MESSAGE
To: Paul Green
Re: (5).....meeting.
- John Brown is unable to attend meeting arranged for (6).....
- Can meeting be rearranged for (7).....?
- If not, please leave a message with his (8).....

Conversation Three (Questions 9 – 12)

- Look at the note below.
- You will hear a man requesting some information about a job.

MESSAGE
For: Mrs Brinkman
Michael Cornwall phoned about the post of (9).....
He's already got the (10) .....
Told him interviews were being held in the (11).....of June.
He said he isn't available then and requested a (12).....
Can you let him know if that's possible?

PART TWO

Questions 13－22

Section One(Questions 13－17)

- You will hear five short recordings. Each speaker is reporting on a training course they have attended.
- For each recording, decide what the subject of the training course was.
- Write one letter(**A－H**)next to the number of the recording.
- Do not use any letter more than once.
- After you have listened once, replay each recording.

13.....
14.....
15.....
16.....
17.....

A financial planning
B stress management
C marketing strategies
D negotiation skills
E time management
F computer skills
G presentation skills
H team-building

Section Two

(Questions 18－22)

- You will hear another five recordings.
- For each recording decide what the speaker's main purpose is.
- Write one letter (**A－H**) next to the number of the recording.
- Do not use any letter more than once.
- After you have listened once, replay each recording.

18.....
19.....
20.....
21.....
22.....

A to get some information
B to ask someone to take action
C to make a criticism
D to give a warning
E to apologise for something
F to congratulate someone
G to offer halp
H to ask for somebody's opinion

PART THERR(Questions 23－30)

- You will hear a discussion about in-company courses (courses given inside a company) and outside courses (courses given outside a company).
- For each question **23－30** mark one letter (**A**, **B** or **C**)for the correct answer.
- After you have listened once, replay the recording.

23 The speakers heve met to discuss the usefulness of

A certein members of staff.
B training courses.
C recent developments

24 The woman refers to the Management Training Board in

A Japan.

B Singapore.
C London.

25 A company can recover the cost to sending staff on a course if
A an individual's performance improves as a result.
B it dismisses staff who are not efficient.
C it asks a participant's relatives to help to pay.

26 The greatest cost of any course results from
A the high fees for attending the course.
B travelling and accommodation expanses.
C the absence from work of staff attending the course.

27 The woman thinks the best length for a course is between
A four and ten weeks.
B a fortnight and ten weeks.
C two weeks and one month.

28 One of the speakers favours in-company courses chiefly because such courses can be
A attended by all the staff.
B designed to meet the company's special needs.
C arranged for early in the morning.

29 The woman says that an advantage of staff attending courses abroad is the chance to
A meet people from other companies and countries.
B take part in workshops about other companies.
C listen to international experts and consultants.

30 It is important for participants on courses to
A write detailed reports.
B judge their own performance.
C keep in contact with people they heve met there.

答案

Part 1

1 STP Stationery
2 10 May
3 computer discs
4 manufacturer
5 Finance Committee
6 tomorrow afternoon
7 Wednesday
8 wife
9 project manager
10 application form
11 third week
12 telephone interview

Part 2

13 C 14 A 15 H 16 B 17 G 18 F 19 B
20 G 21 H 22 D

Part 3

23 B　24 C　25 A　26 C　27 A　28 B　29 A　30 A

听力原文

This is the Business Ensiness English Certificate, Vanvtage, Listening Test.

Part One. Questions 1 to 12.

You will hear three telephone conversations or messages.

Write one or two words or a number in the numbered spaces on the notes or forms below. After you have listened once, replay the recording.

Conversation 1. Questions 1 to 4.

Look at the form below.

You will hear a woman calling about an order.

You have 15 seconds to read through the form.

[pause]

Now listen, and fill in the spaces.

M: Harrisions Office Supplies Ltd. Can I help you?

F: Oh, hi! This is Janice Freeman here, assistant manager at STP Stationery.

M: Hello, Janice, what can I do for you?

F: I'm afraid we've had a bit of a problem with the last order you sent to us.

M: Oh, dear, do you have the order number there by any chance?

F: Yes, it's 78362 and it was dispatched on the tenth of May.

M: Right, I've got a note of that. Now, what was the problem?

F: Well, we have a lot of customer complaints about those computer discs—apparently it was impossible to save any data on them. I'm not sure why exactly.

M: Was that all the discs or just one or two of them?

F: Well, we exchanged the first few, but the replacements were just as bad. So after that we gave everyone a refund and withdrew them from sale.

M: Mmm. It looks as if the whole batch is faulty then.

F: I'm afraid so.

M: I'll tell you what I'll do. I'll come over and collect them myself this afternoon and I'll send them all back to the manufacturer.

F: OK.

M: Great. And we'll adjust the invoice accordingly of course. Sorry about this.

F: That's all right. Thanks a lot.

[pause]

Now listen to the recording again.

[*pause*]

Conversation 2. Questions 5 to 8.

Look at the note below.

You will hear a man calling about a meeting.

You have 15 seconds to read through the note.

[pause]

Now listen, and fill in the spaces.

F: Hello, Marketing.

M: Hello, this is John Brown speaking. Can I speak to Paul Green, please?

F: Oh, I'm sorry, but he's in London this afternoon. Can I help?

M: Yes, please. I need to get a message to him.

F: Of course. Is tomorrow morning soon enough?

M: Well, actually it's rather urgent. I'm calling about the meeting of the finance committee. I've been having some serious problems with the new software, and I'm not sure if I have all these spreadsheets ready for our meeting tomorrow afternoon. Can you ask Paul if we can postpone the meeting and have it on Wednesday, which I think was one of the alternative dates we discussed.

F: Well, the best I can do is contact him at home this evening.

M: Yes, that's a good idea, thanks. I'm not available this evening, but if he'd like to change it to another day, could you ask him to call my home number and leave the details with my wife. She will be in all evening. I'll be very grateful if you could do that(fade out).

[pause]

Now listen to the recording again.

[pause]

Conversation 3. Questions 9 to 12.

Look at the note below.

You will hear a man requesting some information about a job.

You have 15 seconds to read through the note.

[pause]

Now listen, and fill in the spaces.

M: Good afternoon. Could I speak to Mrs Brinkman, please?

F: I'm afraid she is in a meeting at the moment. I'm her assistant. Can I help you?

M: Maybe, yes. It's Michael Cornwall here. I am calling about the vacancy of the position of the project manager, which was advertised in the national papers last week. I've just received the application form. And before I send it back to Mrs Brinkman, there are one or two points I'd like to clarify.

F: All right. Mr Cornwall. What are they?

M: Firstly, I'd like to know when you're planning to hold the interviews.

F: Mrs Brinkman has schaduled those for the third week of June. Is that OK for you?

M: Uh, no, it's not, actually. I'm afraid I'm out of the country all that week. Would it be possible to have a telephone interview?

F: Uh, I'm not sure. I'll have to ask Mrs Brinkman about that. And then she'll get touch with you.

M: OK, Thanks very much. I hope there's something...

[pause]

Now listen to the recording again.

[pause]

That is the end of Part One. You now have 20 seconds to check your answers.

[pause]

Part Two. Questions 13 – 22.

Section 1. Questions 23 – 17.

You will hear five short recordings.
For each recording, decide what the subject of the training course was.
Write one letter (A – H) next to the number of the recording.
Do not use any letter more than once.
After you have listened once, replay each recording.
You have 15 seconds to read the list A – H.

[pause]

Now listen, and decide what the subject of the training course was.

[pause]
Thirteen

M I especially like the session on customer needs. We look at how to identify these with things like product research and market analysis. There was also quite a bit on promotional techniques and we looked at different approaches there and we talked about stressing value for money. I thought all the trainers were very good. Everything was presented clearly and we always had time for questions and discussion.

[pause]
Fourteen

F I met lots of people on the course. They were from lots of different companies but most of them are trained as accountants. The course was aimed at companies who were expanding internationally, so we spent quite a bit of time on the influence of exchange rates and on allowing for it in budgets. Yes, and there was also on session on computer packages and how they might be useful.

[pause]
Fifteen

M We looked at the role of leaders in large companies and we talked about the kind of qualities, communication skills and so on, that we thought they needed in order to get the supported people working for them. We looked at some case studies where managers had worked very hard at getting groups of staff to work together and then we discussed how this made these projects more successful.

[pause]
Sixteen

F I've become a lot more organized since doing the course. Some of the things we learned are too quite easy to do, but they're effective and I'm no longer under such pressure from deadlines. I suppose a large part of the course was about setting targets and managing diaries properly. We also talked about ways of being more efficient like grouping similar tasks together.

[pause]
Seventeen

M One thing that we are always reminded of was the need to research who you're going to be speaking to. It may seem obvious thet how you put things across should depend on your audience, but we spent a lot of time watching videos and saw examples of people forgetting this. We learned that preparation wasn't just finding out how many people there'll be, but also something about the kind of thing they are expecting to hear.

[pause]

Section 2. Questions 18 – 22.

You will hear another five recordings. Each speaker is leaving a message on an answering machine.
For each recording, decide what the speaker's main purpose is.
Write one letter (A – H) next to the number of the recording.
Do not use any letter more than once.
After you have listened once, replay each recording.
You have 15 seconds to read the list A – H.

[pause]

Now listen, and decide what the speaker's main purpose is.

[pause]

Eighteen

M Mark! It's Peter. Just a quick call to say "Well done." I saw the way you presented the information was very clever. I mean it called everybody's interest. I haven't heard a single word of criticism form anybody, not one.

[pause]

Nineteen

F Anyway, we feel that the time for discussions with Alec, and suggestions and warnings has passed. Something has got to be done. And we think you are the one to do it, because you were so heavily involved in the Greeling contract. We're asking for your help. It will benefit absolutely everybody. Will you do it?

[pause]

Twenty

M You're a brilliant organiser, I know. But if you do happen to need a hand with your arrangement, I have got a bit of time available towards the end of the week. So if I can be of use, just give me a ring, OK?

[pause]

Twenty-one

F Sorry to bother you, but I'm in the process of renewing a patent and I remember you had to do the same thing last year. I wondered whether you could give me an idea of what the first step is, and so on, —the procedure.

[pause]

Twenty-Two

M Uh, look, uh, sorry, Richard, but this really must be the last time, OK? One more mistake like this, and I should beve no alternative but to make it a disciplinary matter, and I'm sure that you know wbet that will mean. I hope that's clear.

[pause]

Now listen to the recording again.

That is the end of Part Two.

[pause]

Part Three. Questions 23 – 30.

You will hear a discussion about in-company courses (courses given inside a company) and outside courses (courses given outside a company).

For each question 23 – 30, mark one letter (A, B or C) for the correct answer.

After you have listened once, replay the recording.

You have 45 seconds to read through the questions.

[pause]

Now listen, and mark A, B or C.

[pause]

M1: Good morning. I've asked you both to my office to hear your views on useful framing courses which might benefit certain members of our staff. First, what do you think about the general idea of training courses that we might send personnel on? How useful would such courses be. And should we look at courses outside the company or sbould we seek to bring in specialists to give such courses on the premises? I just want your general views at this early stage.

M2: I think training courses would be very useful indeed to improve our performance and keep abreast with recent developments of all kinds.

F1: There are a lot of extremely good courses given in many countries in East Asia, especially in Japan and also in Singapore. There's also a particularly good course tbet's very relevant to our needs given by tbe Management Training Board in London.

M2: The trouble is that it costs a lot to send our people abroad on training programmes.

F1: Training and development are always expensive, but they usually pay for themselves in the end mean in the improved performance of the people wbo attend. It's the company that benefit seven more than the individual.

M2: That's true, bot my point is that it would be cheaper to bring in a couple of specialists and have the training sessions here within the company.

F1: Clearly, we've got to consider in-company training courses-but we shouldn't dismiss outside courses as being necessarily much more expensive. Even the best courses abroad are only slightly more expensive relatively speaking. Tbe most expensive part of any training course is not the course fee, high as this often is! Neither is it the cost of travel and accommodation. It is simply the length of tune staff are absent from their jobs. They still have to draw their salaries. Also, special arrangements have to be roade to do their work while they're away, But even in this respect we can save something by good planning beforebend. I mean planning efficient ways of substituting staff and reorganising the work of people wbo're going to ha absent.

M1: How long are the courses you're thinking of?

F1: The longest course I envisage would he about ten weeks. Some courses might last no longer than one month. One month to ten weeks seems to be about the best time to justify the expense involved in travelling and accommodation costs.

M2: The advantage of in-company courses is that tbey can ha shorter or longer than the time you've just mentioned. But their chief advantage is that the course can be specially tailored to meet tbe precise needs of the staff attending—that is, the company's own special requirements.

Also all courses can be given at times which cause least inconvenience to tha company perhaps during the mornings for one group of personnel and during the afternoons for another.

F1: But isn't another advantage of courses provided by the opportunity to meet other people attending the course? During discussion sessions and workshop groups, participants can meet people from other companies and even from other countries. In this way they can get an insight into other methods of working and of dealing with problems something they can't get on in-company training courses.

M1: Well, thank you both for your views. This session has been very helpful. Whatever decision we make here outside courses or in-company courses I feel it's very important for all those attending to be reminded that such courses are a considerable expense for the company. And consequently, it's only reasonable to expect all those attending a course to write full reports. Also I'd want them to complete a course evaluation form which we must arrange to draw up.

口语测试概述

备考指南

180. BEC 中级口语的测试形式是怎样的？
181. BEC 口语考试的特点是什么？
182. 怎样应对 BEC 中级口语考试？
183. BEC 中级口语测试的题型是什么？
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185. BEC 中级口语考试评分标准是怎样的？

俗语

To learn and at due times to repeat what one has learnt, is that not after all a pleasure? That friends should come to one from afar, is this not after all delightful? To remain unsoured even if one's merits are unrecognized by others, is that not after all what is expected of a gentleman?

学而时习之，不亦说乎？有朋自远方来，不亦乐乎？人不知而不愠，不亦君子乎？

He who by reanimating the Old can gain knowledge of the New is fit to be a teacher.

温故而知新，可以为师矣。

The foundation of every state is the education of its youth.

每个国家的基础在于对其青年的教育。

180 BEC 中级口语的测试形式是怎样的?

从 2002 年 5 月开始,国内所有考点的剑桥商务英语考试(BEC)口语测试都有所改变。作为全套 BEC 考试的有机组成部分,新的口试形式变为:第一阶段是对话(conversation with the interlocutor),考生以真实身份与考官进行交流,内容涉及到日常生活中的各种简单话题,包括个人资料、学习、工作、爱好、时间运用和对交通工具、衣着、培训课程等项目的观点,每人的时间为一分半钟;第二阶段现在被小型口头陈述(mini-presentation)所取代。在这个部分,考官会给每个考生一个话题,题目内容与商务工作有关,要求考生在准备一分钟后进行一分半钟到两分钟的展开陈述;第三阶段现为双向讨论(two-way discussion),在两名考生中进行。考官给考生一张信息卡,上面有一个模拟情景和两点提示,要求考生根据提示卡提供的情景进行角色扮演,轮流提问、回答、辩论,获取相关信息。

BEC 口语测试的形式比较独特,对于中国考生来说,存在不少的困难。实际上,历年的 BEC 考试中,中国考生的口试通过率一直低于笔试通过率。因此,口语测试已经成为广大 BEC 考生考试的瓶颈,其重要性不容忽视。同时,这似乎也正是我国高校学生阅读写作能力较强而听说能力较弱的又一体现。BEC 口语部分考查的是考生在商务环境下用英语交际的实际应用能力,对于长期以来不注重语言的交际功能的中国学生来说是个巨大的挑战。为此,广大考生除了在平时的英语学习中加强听说训练以外,还应该在对 BEC 口试特点进行分析的基础上有意识地针对 BEC 口试进行技巧性训练。

181 BEC 口语考试的特点是什么?

BEC 考试的命题思路是测试非英语母语国家人士在真实商务情境下针对具体工作需要进行有效交流的实际能力。这种命题思路决定了整个 BEC 口语测试的方式是 work-related can-do statements,即考生需要在口试中展示其对于剑桥考试委员会 BEC 大纲中的目标行为(can-dos)的掌握和运用,这可以说是 BEC 考试的"指挥棒"。针对这一整体思路,笔者将 BEC 口试的特点总结如下:

(1)情景性

一套完整的 BEC 口试题,除第一阶段的对话外,其余部分均被设计为商务工作人员的日常工作情景。在剑桥考试委员会的大纲中共列出了十个话题范围(topic areas),包括工作环境、客户关系、商务旅行、公司架构、经营管理模式、产品和服务等。这些任务并不是虚构的,而是来自商务工作者的真实需要。考生应从不同的身份出发来考虑如何完成具体的商务工作任务。此时,英语已经成为载体,考生不能忘记自己使用语言交流时,需要解决什么问题。

这种强烈的情景性,既是考生的障碍,同时也为他们提出了最明确的要求。因为既然考查的是商务英语交际,则无论如何也不可能脱离这个范围出题。剑桥考试委员会的 can-do statement 对命题者同样是个约束,同时也明确了其要求。因此考生如果在这个范围内将所有的任务一一攻破,就达到了考试对商务背景知识的要求。

(2)功能性

我们暂且抛开商务工作的情景,不可否认的是 BEC 口试仍然是一种英语水平测试,并非针对商务知识的检测。在 BEC 口试中,每个部分都综合体现了明确的语言功能。在这个方面,剑桥考试委员会的用词是 functions/communicative tasks。可以看出,命题过程贯彻了一种 task-orientation 的指导方针。这正是目前外语教学领域众多语言学家所倡导的交际教学法和测试法的集中体现。考官从语法词汇、语音语调、话语使用和交际互动几个方面衡量考生运用英语同时完成多个语言功能的能力。如:同意、反驳、证实、预测、建议、询问、观点表达、事实确认等。

(3)互动性

BEC 口语测试的另一个特点是考生交互参与。剑桥考试委员会规定考试的形式是 2:2,即两个考官对两个考生。正常情况下,考生两人一组进行考试;在考生人数为奇数时,允许最后一组三个人一起考试。这种测试方式表现了语言交际的互动性,不同考生之间存在信息差,他们需要通过有效的交流获取信息,完成对一个特定话题的认识和分析。这显然也是语言交际功能的反映。而考生除了展示语言能力以外,还应该表现出相应的交际技巧和应变能力。

就以上三大特点,笔者以 BEC 中级口语考试第三阶段的双向讨论题为例进行详细分析。

Example

Ordering raw materials

Your company is going to order some raw materials for your production.

You have been asked to help with the order.

Discuss the situation together, and decide:

(1) what you need to consider when you choose your supplier;

(2) how will you communicate with your supplier and work together to reduce your production costs.

Example Analysis

Candidate A: When considering a supplier, I think we must consider the price of goods first. (表明观点)

We would rather choose those who offer us a favorable price. (正说阐述观点)

或: We would not choose those who offer us a fancy price. (反说阐述观点)

Candidate B: Yes, I agree because only if we get the supply at a lower price can we make profits. (同意并说原因)

Well, another important thing we should consider is reliability. (引出另一个观点)Candidate A: Right. (表示同意)

We will choose those who always deliver their goods on time or those who can ensure the quality of goods. (正说加强观点)

或: We would never choose those who always deliver their goods late or those who can't ensure the quality of goods. (反说加强观点)

Candidate B: Absolutely. Late delivery may bring a heavy loss to us, and quality is the lifeline of a business or we may lose our own clients. (同意并说原因)

What's more, I think we should also consider the location of the supplier. (引出另一个观点)

Do you agree? (征询意见)

Candidate A: No I don't agree. In my opinion, the location is not the problem. If they can offer us a rock-bottom price, we would still choose them. (表示不同意并给出理由)

从这一部分题解示范中可以看出,整个第三阶段的双向讨论中,贯穿了商务情景、语言功能和交际技巧。这也正是一套 BEC 口语测试的重点和难点。

怎样应对 BEC 中级口语考试?

针对 BEC 口试的这些特点,要想取得口语考试的好成绩,考生必须解决好以下几个问题。

(1)了解商务工作背景知识

笔者在进行 BEC 口语教学过程中发现,相当一部分学生的问题并不是英语不好,而是对于商务知识的了解完全为零。特点是那些商校学生,没有从事商务活动,没有相关的经验,每次一到讨论时,就表现得有些不知所措,面对一个话题不知道从何下手。为此,考生需要积累一定的专门知识,包括经营管理、产品营销、售后服务、客户联系等。还应对一些商业名词或术语,如:CFR, distribution, TQM, networked organization 等有所了解。试看下面几个第二阶段小型口头陈述题:

①What is important when aiming to improve production quality?

- Up-to-date equipment
- Staff training

②What is important when developing new products?

- Market research
- Costs involved

③What is important when improving company efficiency?

- Restructuring the organization
- Improving managerial styles

如果没有相应的商务知识,考生几乎是不可能就这些话题展开两分钟的论述的。

(2)熟练掌握英语交流的各项功能

值得一提的是,近年来由于BEC考试逐渐被国内许多公司所重视,许多在商务工作的人士为了提升自身的职业前景,也越来越多地加入BEC的考生队伍。这一部分考生由于具有一些实际工作经验,面对具体的商务话题显得比较成熟和自如。无奈他们离开学校有一定时间,英语的表达能力非常薄弱。对于这部分考生,需要迫切解决的问题就是在备考期间,将英语口语的各项表达功能,如:建议、预测、表达观点、评论观点、询问观点、同意或反驳观点等加以总结和复习,达到熟练运用的程度。在平时可以先用一些生活化的话题来训练自己,然后逐渐过渡到复杂的商务话题表达。

(3)注意运用交际策略

交际策略是指交际者能够运用语言或非语言手段克服由于语言能力不足引起的交际困难。

不可避免,由于考生存在信息差和语言表达能力的优劣之分,在对话和双向讨论阶段都可能出现突然不知道如何表达的情况。此时考生如果紧张,就会在语言和非语言方面显示出交际的困难。针对这个问题,建立考生在备考期间,一方面训练自己运用一些交际策略,比如在说错了话时如何挽救,在听不清对方话时如何询问,在自己思路出现堵塞时如何调整思路,在不同意对方观点时如何显得有礼有节。这些看似微小的表达方式对于BEC口语考试成功有着不可估量的重要作用;另一方面,考生还要多培养自己的心理素质,以求在考试时能够表现得大方自如,赢得考官的好感。

83 BEC中级口语测试的题型是什么?

部分	形式和重点	时间	考生的重点
1	考官和每位考生交谈。 考生介绍个人信息、谈论目前的情况、过去的经历、将来的打算、表达意见、推测等	3分钟左右	考官鼓励考生介绍自己,表达个人的意见。
2	每位考生就商务话题做"小演讲"。 组织一段较长的谈话,提供信息,表达并证明意见有道理。	6分钟左右	考生得到提示,从而展开一段有关商务话题的简短谈话。
3	考生之间互相交谈并由考官做进一步提示。 表达意见并证明其有道理、推测、比较和对比、赞同与反对等。	5分钟左右	考生就一个商务话题进行讨论。 考官就相关话题做出提示,以扩展讨论范围。

口语测试由两位口语考官(一位提问官,一位评分官)对两位考生同时进行。提问官负责主持口试,还要求他给每位考生的成绩打总分,评分官负责对每一位考生成绩进行分析评估。经提问官介绍以后,评分官就不再参与交流。

口试为两人一组进行。然而,如果考点的考生人数为奇数,最后三位考生可以同时进行考试。在题型里有特别适合三人小组的试题。

84 如何准备BEC考试口语部分?

可以在课堂上进行两人一组的活动,让考生熟悉测试的形式安排,老师需要向考生说明这种形式对评分的好处,两人一组的考查目的是为了获得比单独面试更广泛的话题。在测试的第一部分,考生主要应对考官提出的问题或所做的评论。

学生需要练习交流私人或非私人的信息。在中级水平中,学生可能两人一组,借助或不借助提示

(如写在纸上的问题)谈论自己的情况。然而,第二、第三部分则需要提示材料。可以鼓励学生自己设计这些提示材料,或者为他们提供一些专门准备的材料。在小班里,学生在进行两人一组的活动之前,可以小组讨论真实的材料。这些活动可以使学生熟悉在提问和提供事实性信息时所需的各种类型的交流技巧,如:说话清晰、明确地提问、仔细聆听、给出确切答案。

在"小演讲"中,要求考生展示出长时间谈话的能力。讨论活动和做简短的谈话或演讲都有助于提高这种技能。

中级考试最后的讨论,也测试考生表达意见、进行比较和对比、承认观点正确以及可能得出结论的能力(考生承认有分歧,保留不同意见也是完全可以接受的)。任何鼓励学生运用这些技能的有关商务主题的讨论活动都是有益的。小组或者全班讨论都是发展这些技能的很有用的方法。

1.5 BEC 中级口语考试评分标准是怎样的?

根据以下的分析标准,即:语法和词汇、谈话组织、发音、互动式交流,并根据考生的整体表现,对成绩进行评分,考生彼此之间互不影响。中级水平考试说明了这些标准。

两位考官都给考生评分,评分官运用详细的评分标准给出,与考生谈话的考官参考评分标准给出总分。现将分析标准进一步描述如下:

(1)语法和词汇

指的是对语法和词汇形式恰当运用的范围和准确性。BEC 中级测试,需要一定程度的语法和词汇量。这一水平的考生应该相当准确并使用足够的适当词汇表达自己的意图。

谈话组织

(2)谈话组织

指每位考生个人谈话是否连贯,长度是否合适,是否切题。谈话应足以符合 BEC 中级水平的要求。由于时间有限,有时候考生的谈话可能长度不当。

(3)发音

指考生发出让人能够理解的声音能力。在 BEC 中级水平,要求通过恰当使用重读、节奏、语调和清楚的单个发音来表达意思。尽管听者偶尔可能听起来费力。

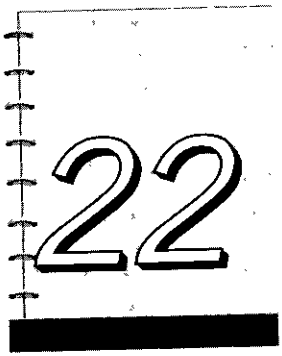
(4)互动式交流

指考生在谈话的过程中积极参与的能力。在 BEC 中级,考生应该对轮流说话反应灵敏,并通过恰当地提问和回答使谈话能持续进行。有时会有停顿,需要听话者有耐心。

(5)综合成绩等级

指考生参加口试的总成绩。

整个口语测试都在对考生的语言技巧进行评价。为了能公平、准确地对每位考生的成绩进行评分,必须让考官有足够的语言样本来评估。因此,考生必须准备充分地回答考官或其他考生的问题,说话清楚、让人听得见。考官有责任在必要时控制或指导交谈,以确保每位考生都有均等的机会说话,考生也有责任尽可能保持交谈的持续进行。考生均等地轮流谈话可以最有效地利用可以使用的时间。



口语测试题型(一)——考官口头提问(Interview)

备考指南☞

186. BEC 中级口语测试 Part One 的考查内容是什么?
187. BEC 中级口语测试 Part One 要注意什么问题?
188. 口语考试中最忌讳的问题是什么?
189. 口语考试中随声附和的表示方法是什么?
190. 如何使口语表达连贯流畅?
191. 具有画龙点睛效果的口语表达有哪些?
192. BEC 中级口语测试 Part One 常考的话题有哪些?

谚语☞

Education is not the filling of a pail, but the lighting of a fire.
教育不是注满一桶水,而是点燃一把火。

Education has for its object the formation of character.
教育的目的在于品德的培养。

What sculpture is to a block of marble, education is to the soul.
教育之于心灵,犹如雕刻之于大理石。

Libraries are not made;they grow.
藏书贵积累,哪能一蹴而就。

I have never let my schooling interfere with my education.
我从来没有让我在学校学的东西干扰我的教育。

BEC 中级口语测试 Part One 的考查内容是什么?

第一部分将持续 3 分钟左右,它包含的内容都是很简单的、日常的问题,其目的是让考生放松和调节情绪,进入考试状态。它主要包括以下两个方面的内容:

(1)考生的个人信息

(2)对最基本的商业问题的看法

BEC 中级口语测试 Part One 要注意什么问题?

在第一部分测试中,考生对提出的问题需要形成迅速的反应,避免给考官留下不好的第一印象从而影响后边的发挥以及得分。既然这些都是很平常的问题,考生应该注重平时积累,形成条件反射甚至是固定的回答模式,这样就可以赢得考官的好感。

以下是一些关于第一部分测试的素材,考生如果勤加练习,即可轻松通过。当然考生也应该尽可能多想一些别的问题,特别是关于个人信息,因为个体的差异,答案当然也就各异。个性化的、鲜明的答案会让考官有眼前一亮的感觉,也为自己树立信心和拔得头彩。个人的职业信息也是需要注意的地方,因为考官对你提出的最基本的商业问题以及看法可能往往是基于对你职业与商业活动相关性的延伸,比如他不会对一个市场营销人员提出很专业的财会方面的问题,而很有可能是问你为什么会选择去做一个市场营销人员。

SPEAKING COMPONENT TRAINING

PART 1: Exchanging personal information

This part aims to prepare the candidate for phase 1 of the speaking test, which takes the form of an interview, with each candidate talking in turn to the examiner. This involves the candidate answering questions, responding to a comment or participating in an exchange or greeting.

The examiner addresses each candidate in turn and guides the interaction in order to elicit information about the candidate. Phase 1 takes 4 – 5 minutes, so each candidate will have about 2 minutes.

Activity 1:

Asking each other's name (including spelling), hometown, occupation, hobbies

Further probing: describe your hometown(location, city, town, village)climate, population, etc.

Further probing: describe your occupation/or major(if student), likes and dislikes about your occupation.

Further probing: asking each other about marital status/with or without boy friend/girlfriend.

Asking for opinion on married/single life, which is beeter?

Further probing: asking each other about hobbies.

Activity 2:

Asking about personal views.

(1) Why do you study English?

(2) Why do you want to study business?

(3) What do you think of some modern methods of payment

(credit cards, cheques, bank transfers)?

(4) What role does the computer play in modern business?

(hints: speed of communication, more and speedier information, storage of information, processing of paperwork)

(5) What are some necessary steps for preparing a business trip overseas?

(hints: flight enquires, accommodation enquires, booking accommodation, preparing passports and documents, etc.)

(6) Which kind of office would you prefer to work in, a cellular of an open-plan office?

(hints: privacy vs. more space & flexibility, savings on rent, easier cleaning and greater mobility)

(7) What do you think of international trade?

(hints: comparative advantage, foreign exchange earnings, promotion of mutual understanding)

(8) How to deal with customer enquires on the phone?

(hints: name and organization of customer, product of service he/she needs, model/type of product or service, quantity yoy are able to supply, delivery schedule, price terms, method or payment, etc.)

(9) Transportation: (What is your usual means of transportation? Compare the various means of transportation.)

(10) Health and safety in the workplace (How to ensure a healthy working environment for employees? What are some health hazards in the office/factory shop? What safety measures should be adopted in tha workplace?)

(11) How to keep a balance between growth and environment protection?

(12) Radio and TV (What are your favorite radio/TV programs? Why?)

(13) What kind of role does advertising play in promoting your products/services? Which form of advertising is most effective in your opinion?

(hints: radio commercials, TV commercials, newspaper/magazines, billboards, posters, etc.)

(14) Wbet are tha required qualities of a modern manager?

(hints: Ambition, solid knowledge of management and interpersoual skills, languages, mathematics, etc.)

(15) What do you know about flexible time?

(hints: core time, other time, advantages & disadvantages, etc.)

口语考试中最忌讳的问题是什么?

口语考试中最忌的问题是大脑空白,无话可说。因此考生在考试前,在考试过程中,都应做好充分的心理、语言以及技巧方面的准备,以避免考试中最忌的问题发生。

口语考试中随声附和的表示方法是什么?

一个"善于听话的人"并非自始至终保持沉默,反而应该是积极地加入话题,尤其是在考试中。常用的随声附和表达法如下:

You're right.	That's it.	That's right
Certainly.	Quite right.	Sure.
Right.	Surely.	I'm sure.
Of course.	Exactly.	

如何使口语表达连贯流畅?

要使自己的表述连贯流畅,就必须注意句子间的衔接。实现自己要表述的一个段落,或者说一段叙述的连贯性,其手段主要是词汇过渡段。这里简要介绍几种词汇过渡手段。

(1)表示递增

additionally; in addition, also, moreover, furthermore, besides, not only... but also, not only... but... as well, wbet is more, again

(2)表示举例

for example, for instance, such as, just as, as, like, a case in point, take... for example, as an example, as an illustration, as follows

(3)表示同位

i.e., that is, tbet is to say, namely, in other words.

(4)表示相似

similarly, correspondingly, in the same way, likewise, in fact, in reality, as a matter of fact

(5)表示列举

first, furthermore, finally; firstly, secondly, thirdly; above all, first and foremost, most important, to begin with, to start with; in the first place, in the second place; and to conclude; next, then/afterwards; lastly, finally, in the end, eventually

(6)表示过渡

with regard to, regarding, concerning, considering, as to, as for, as far as... is concerned, speaking of

(7)表示总结

in conclusion, to sum up, to summarize, to conclude, in summary, in brief, altogether, overall, in short, as has been mentioned above, on the whole

(8)表示因果

so, thus, therefore, as a result, consequently, in consequence, due to, because of, owing to, thanks to, for this reason, so that, so much so that

(9)表示让步

even so, or else, however, nevertheless, nonetheless, in spite of, despite, although, regardless of, on the other hand, admittedly, after all, even if , even though

(10)表示对照

but, in contrast with/to, conversely, on the contrary, while, whereas, on the one hand... on the other hand...

(11)表示选择

rather than, instead of, not... but..., whether... or..., either... or..., neither... nor..., both... and...

考生如能正确地使用过渡词语来标示出句间的逻辑关系,使段内各句有机地衔接,表述出来的语句就会有连贯性。例如:

He was stronger than I. He often protected me when someone wanted to strike me. I was more clever. He often wanted me to make something like toy guns for him.

上例是由四个单句组成的,读起来连续性不强。如果作者根据各句所表达的意思进行修改,使用恰当的过渡词语标志出句间的逻辑关系,就会使其连贯性得到明显的强加。在该例句中,第一句与第二句有因果关系,用过渡词 therefore 连接可使前后更加紧密。第三句和第四句也有因果关系,用过渡词 hence 衔接,不但可以避免 therefore 的重复出现,又同样会起到承接上文的作用。当然,此外不用 hence 也可。现试将该例修正如下:

He was stronger than I, therefore when someone tried to strike me, he would protect me. But I was more clever; (hence) he often asked me to make some toy guns for him.

过渡词的使用看起来简单,但事实上并非如此。用得不好,不但不能起来承上启下的作用,反而会破坏段落或篇章的统一性和连续性。例如:

He was a most diligent student in our class, yet he like reading and often read while eating. He often played basketball with us.

在该例中,作者误用了并列连词 yet。yet 一词多用于表示让步关系的句子里。但在该例中,第一句的两个分句存在因果关系,显然用 yet 是不合适的。如果把 yet 去掉,中间不用过渡词,其效果可能会更好些。该句的最后一句有增补、递进的意思,作者没有使用合适的过渡词来表示出这一层关系。现将该例修改如下:

He was a most diligent student in our class. He like reading and often read while eating. Besides, he often played basketball with us.

具有画龙点睛效果的口语表达有哪些?

有时候在某些场合里,适时地运用一些生动的辞句,也常常会有出人意料的效果。那种效果远远超乎警句、谚语之类的运用。

生动的遣辞用字,在人际沟通上具有"事半功倍"的功效,所以我们最好多记得一些这种具有"画龙点睛"效果的口语用法,以备不时之需要:

(1)What's this all about? 这是怎么一回事?

(2)When it comes to fixing things, I'm all thumbs. 每次处理东西,我总是笨手笨脚的。

(3)I don't like her. She's always apple-polishing the teacher. 我不喜欢她。她总是爱阿谀老师。

(4)The girl I was fixed up with was bad news. 我被安排的那个女孩真是丑得可以。(指盲目约会)

(5)My sister is into judo. 我妹妹迷上了柔道。

(6)Why don't you break it up? 你们不要在一起了好不好?(指打架时)

(7)I don't care for the same old horse operas. 我不爱看那千篇一律的西部片。

(8)We chipped in on gas. 我们大家一齐分摊汽油钱。

(9)Be sure to tell her to come on time. 一定要告诉她准时来。

(10)You always come out well in photographs. I envy you. 你总是那么上相,真令人羡慕。

(11)I'll drop you off at the station on my was back. 我会在回去的路上放你在车站下车。

(12)I usually feel blue Monday morning. 星期一早上我常常无精打采。

(13)He must have got cold feet. 他一定是胆怯了。

(14)Let's get it over with. 我们将它结束掉了吧!

(15)Tell me straight now. 有话直说吧。

(16)His loud tie does not go with his conservative suit. 他那条花哨的领带与他保守的西装不搭配。

(17)Give me a rain check on it. 以后再补请我好了。

(18)Please don't go to any trouble for me. 请不必为我添麻烦。

(19)Where do you go to school? 你上哪个学校啊?

(20)He's a good hand at drawing a bow. 他是个拉弓好手。

(21)Why don't you give it a try yourself? 你何不自己试一下?

(22)My wife has a weakness for sweets. She has a sweet tooth. 我太太特别爱吃糖,喜欢甜的东西。

(23)Have it your own way if you don't take my advice. 如果你不接受我的建议,随你便好了。

(24)I have no head for figures.(=I am not good at figures.)我没有数字头脑。

(25)How did you do on the test? 你考得怎样呢?

(26)It's just your imagination. 那是你神经过敏啊!/那是你自己胡思乱想!

(27)I'm in no mood for it. 我没有心情。

(28)You had better take your umbrella just in case. 你最好带把伞去,以防万一。

(29)You can keep it for the asking.(=Tbis is yours for the asking.)你要的话就给你。

(30)Keep your shirt on. He's only asking you why. 你别生气,他只不过问你为什么。

(31)You know better than to go there alone. 你不该一个人去那地方。

(32)Don't let cat out of the hag. 你可不说露了嘴哦!

(33)I wouldn't miss the game for anything. 我说什么也不愿意错过这场比赛。

(34)Many teachers moonlight as taxi drivers in the United States. 美国有很多教师都兼开计程车。

(35)It's none of your business!(=Mind your own business!)你别管闲事!

(36)My wife is trying to lose weight. She's now on a diet. 妻子正在努力减肥。她现在在节食中!

(37)She said she did very well on the finals. 她说她期末考试考得很不错。

(38)They have been on the go all afternoon. 他们一整个下午都很忙碌。

(39)The first drink is on the house. 第一杯由店老板请客。

(40)Americans are always on the move. 美国人总是不停地在动。

(41)He must ha out of his mind. 他一定是心神错乱了。

(42)Let's go downtown and paint the town red. 我们上街狂欢一番吧。

(43)He plays it entirely by ear. 他做事全凭直觉。

(44)His books always sell like hot dogs. 他的书一向畅销得很。

(45)It serves him right! [Serve(s) him right!]他活该!
(46)I'm sick and tired of him. 我对他又厌又烦。
(47)So much for the outline. Let's talk about the details. 要点大概这样,我们来谈谈细节。
(48)Set on it! [=Step on the gas!]快! /赶快!
(49)We've been working too hard. Let's take a break. 我们工作得太辛苦了,休息一下吧。
(50)After dinner we took in China Town. 晚饭后我们参观了中国城。
(51)I take it you've no objection to a shot of whiskey. 我想你大概不反对一杯威士忌吧。
(52)Take it or leave it. I guess this is a good buy. 要不要买随你便,我认为这个买下来很划算。
(53)I'd like to take the Fifth. 我要保持我的"沉默权"→我不想回答任何问题。
(54)There's nothing like show business. 没有哪一行像演艺业那样多彩多姿的了。
(55)You've got to turn off that tape recorder when you leave. 你离开的时候一定要把录音机关掉。
(56)Could you turn the music down? 你把音乐的声音放小一点好吗?
(57)I'm sorry I can't go. I'm up to my ears in work. 对不起,我不能去。我的工作多得不得了。
(58)You're wanted on the phone. 你的电话。

BEC 中级口语测试 Part One 常考的话题有哪些?

口头提问即针对所给的 Topic(主题)设计出若干问题,向考生发问。它出现在考试的起始阶段。在这两部分中每位考生大约分别有一分钟的时间回答问题,大概要说十句话。所以不能简单地说上一两句就结束了。因为在口头提问部分不给准备时间,因此考生无论在考试前还是考试过程中都应有足够的准备。

● 事先学习使用一些表达方式给自己争取一点时间思考。常用的表达方式有:

As everybody knows....	So far as I am concerned...
What I mean is...	Well...
That is to say...	You know,...

● 重复考官的问题也是一种得体的方式,为的是让自己有一点时间思考。

● 考试中选择自己熟悉的东西或事情来谈,否则就会由于有些词不会用英语表达,而给自己千万麻烦。比如就音乐或书籍来讲,考试时选择一种会表述或表述较为容易的音乐,或一本自己熟悉的书比选择一种自己真正喜欢的音乐或一本书更现实。

● 考试中为了使自己的回答问题的内容更充实些,可以用列举法或举例说明法予以适当展开阐述。

● 考生在回答问题时,如果发现自己要说的话太少,或觉得无话可说时,不妨把自己想到的问题再详细说明或细化一下。

(1) *My name is Jack Edward. Could you tell me your surname please*?
My family name is Huang, and my given name is Qi Guang.

(2) *Where are you from*?
I in from Xi'an, which is in the centre of China. It's a famous historic city, and is also well known to tourists who travel the Silk Road.

(3) *Would you like to tell us something about your hometown*?
Xi'an is surrounded by plains, and is bordered by a plateau to the north and the Qinling Mountains to the south.

(4) *Where's the interest of placese to in Beijing*?
They are the Great Wall, the Forbidden City, Tiananmen Square, Temple of Heaven, and the Summer Palace. Beijing has a lot of other famous sites as well.

(5) *What do you think of the people in your hametown*?
I think they are usually very friendly and somewhat conservative. If you were to visit Xi'an, you'd soon notice that the people still retain many ancient customs and traditions, which is what I mean by conservative. You'd also notice that people there are very helpful. If you ask someone for direc-

tions, they will try to help you out, or find someone else who can help you.

(6) *What food and dishes do people have in your hometown?*

Of course jiaozi or dumplings. My province is famous for its vinegar, which is used when we eat dumplings.

(7) *How do you spend the Spring Festival?*

I spend it in my hometown and spend a week in my parents' home. We eat delicious food, visit family and friends, and watch TV. I also like to try and contact my high school friends and see how they're doing and what they're up to. We give each other presents and we buy ourselves new clothes to wear for the new year.

(8) *Could you tell us some customs in your country?*

It has a great number of customs. Let me tell you something about friendship. Really good friends will always help each other. I can go to a friend's home any time of the day, and he will drop what he is doing and welcome me. It might sound strange to you, because I know that in the West, people usually schedule appointments with each other in advance. But, our friendships in China are very strong and deep, and it would be unheard of not to drop what you are doing and invite a friend in.

(9) *How is the weather like in Beijing?*

There are four seasons. Winter is cold, dry and windy, with a bit of snow. Spring is short and wet. Summer is hot and humid, with temperatures as high as 30 degrees Centigrade. It's pretty miserable in the summer unless you have air conditioning. Fall is probably the best season—it's very comfortable—not windy, not cold, not humid.

(10) *Where do you usually go? Why?*

I usually go to the Temple of Heaven best because it's very besutiful. The park around it is very spacious and is filled with large gingko trees and some very old trees. Also, in the early morning, it's very peaceful. The older generations are practicing their Tai-ji, while the younger children are running around and playing.

(11) *What problems does the governments face (in Beijing)? How can they be dealt with?*

A lot of people have recently been laid off work. They have little income and many have a family to support. I think they should be given a chance to get another job—mayhe by giving them more training or something like that. Perhaps if the government provided a short-term vocational training course to people who have been laid off... that would help with the unemployment problem.

(12) *What does tourism bring to China?*

Each year we are getting more tourists coming to China since the adoption of the open door policy. People see more foreigners and are used to the sight of foreigners compared to years ago. This is true in big cities like Shanghai, Beijing, and Guangzhou etc. China is becoming more cosmopolitan and people are getting more koowledge of the outside world.

(13) *Where do you like to visit on your holidays? and tell us why.*

Xinjiang if I have a chance. Xinjiang is in the west of China and it has a large platform. The people there are mostly minority groups and I saw in the pictures the landscape is incredibly beautiful. If I travel to Xinjiang, I would take a train so that I can see the landscape throughout the journey.

(14) *How do you spend your holidays?*

I usually meet with friends and go on outings. That's the only time I can relax and do something I enjoy. Other than tbet, it is really difficult because I am always busy with my work and sometimes I have to work night shifts.

(15) *Would you like to say something about your family?*

Yes, I'd like to I have 3 brothers and no sisters. Both of my parents are still living, and are still working. My grandparents on my father's side are both living too, though my mother's parents have already passed away. I am also married... I got married 2 years ago.

(16) *Do you like going shopping?*

a. Very much I spend most of my weekends shopping. Even if it's just buying something small, I love to walk around and see what's on sale and what's available. My husband thinks I'm crazy about shopping, and he always tells me that I'm spending too much money. So, it's a bit of an issue of conflict between my husband and me right now.

b. No, not at all. I really can't stand it. Whenever my wife wants to go shopping, I just hand her some money and tell her to have a good time. I'd rather stay at home and just relax than fight the crowds in a busy shopping mall. I also hate just standing around and waiting for my wife to decide what to buy. It seems she takes an eternity to make a simple decision.

(17) *Can you cook?*

a. Yes, I can cook many different styles of dishes—from Sichuan style to Peking duck. My husband says that I'm really a very good cook, and he always talks about starting a restaurant one day, and hiring me as his chief cook.

b. No. I really hete cooking. I just don't like to spend much time on cooking, so I usually eat in the cafeteria. I know the food's not very tasty in the cafeteria, but I don't have enough money to eat out in a restaurant all the time, and I'm too lazy and unmotivated to cook for myself.

(18) *Do you often cook in your family?*

No. My husband does most of the cooking. For some reason, he finds cooking more enjoyable than I do. He also gets home from work earlier than I, so he just starts cooking dinner. By the time I get home, dinner's almost ready. I do cook meals on weekends, but most of the time, it's my husband who cooks.

(19) *Can you tell me what your major is?*

Accounting, a major part of the School of Business at my university. I mainly studied international accounting system in foreign trade, to be more specific.

(20) *What do you think of your major?*

a. I enjoy it very much. I didn't know very much about it before I studied it, but I'm glad I chose it because it suits me a lot. My father actually suggested that I major in Accounting, because he thought that I would enjoy it.

b. I don't like it at all. I wish I could have chosen a different one, but it's next to impossible to change majors. I just hope that when I get a job, I won't heve to do a lot of work in my major.

(21) *What's your educational background?*

I went to Tsinghua University and studied Civil Engineering. I graduated with a Bachelor's degree in 1996. Then, I worked for 3 years in a factory before I went hack to school and continued my studies at Beijing Polytechnic University, where I just greduated last year with a Master's degree in Business.

(22) *You think Qinghua is the best university in our country. Please give me some reasons.*

Because it is one of the leading centres of scientific research, not only in China but also around the world. Many of the professors are doing research projects with professors in other countries, and are at the cutting edge of new technology. Also, it is one of the most difficult universities to get into.

(23) *How do you try to get good grades when you are a student?*

I think it's important for a top student to be very intelligent, hardworking, and motivated. Without these three key factors, a student will not achieve his/her full potential. Also, the very best student must ha more intelligent, more hardworking and even more motivated than his peers.

(24) *What's your job?*

I work in the head office of Motorola. It's near the Lufthansa Centre, by the third ring road and Liangmahe Road in Beijing. I've been there since 1985.

(25) *What is your business?*

I'm a professor in the Mathematics Department at Renmin University. I've been there for 9 years already.

(26) *What do you do during a day?*

Most of the time, I sit behind a desk and answer phone calls. It's not a very active job, but I do enjoy it most of the time, except when I get a phone call from a very angry customer. Sometimes, they just want to shout at someone, and because I'm the first one to answer the phone, I get the full vent of their anger.

(27) *Say something about your job?*

Well, I'm a teacher of French. I teach undergraduate students who are majoring in French. I've been working for about 10 years already, teaching a whole variety of courses over the past 10 years. I suppose my teaching method is rather unconventional. I like to use French in the classroom as the medium of instruction. Many professors still prefer to teach the second language while speaking Chinese. I really feel that students need to he challenged from the very start to overcome their insecurities of speaking a different language.

(28) *What hobbies do you have?*

Baskethall I'm a hig basketball fan, even though I'm not very good at playing basketball myself. I love to watch the NBA on TV whenever I get a chance. I play ping-pong and volleyball whenever I can.

(29) *What do you do in your free time?*

I usually play on the computer and surf the internet. Once I get on the internet, I find that time really passes very quickly. Before I know it, several hours have passed and my back and neck are aching. I also like to go out for walks and read novels on ancient Chinese history.

(30) *Can you tell me? What your favorite sport is? What are the rules?*

Football most. The rules are basically this: There are two teams of eleven players. Each team tries to kick the ball into the other team's goal. You can't hit the ball with your hands, unless you're the goalkeeper. Also, football is a non-contact sport, so if you tackle an opposing player, you will be given a warning, and you might even be kicked out of the game if you persist.

(31) *Can you say something about facilities in your university/Beijing?*

a. At my university, we have mostly outdoor facilities—a track, football field, volleyball and hadminton courts, and ping pong tables. The university is just now installing a new sports facility, but I'm not really sure what it's going to ha. I think there will probably be a weight room and maybe even a swimming pool.

b. Beijing bas a lot of modern indoor facilities offering bowling, tennis, swimming, and other things. But, it's too expensive for most Chinese, and you have to balong to the club in order to use the facilities.

(32) *Which da you prefer, reading books or newspapers?*

I like to read newspapers such as the 21st Century and China Daily. I usually read as much as I have time for, which sometimes is quite a lot. Both of these newspapers are in English, and I find

that it really is a good way for me to practise my English.

(33) *Where do you often go to see a film*?

A cinema just around the corner from my home. It's called the Poly Plaza Cinema. It's probably one of the largest cinemas in Beijing, so they always play the most modern films. And, the ticket price is still fairly reasonable.

(34) *What do you like doing when you're free*?

a. I like reading most. Because I'm kind of an indoor type of person I am interested in reading all kinds of books and newspaper or magazine articles, especially those on current issues. I just want to be informed of what's going on in the world.

b. I'm kind of an outdoor type. I like to go swimming or play badminton with my family or friends during weekends or holidays. If I have a longer vacation, I usually travel to further away places all over the country.

(35) *Do you like music? What kind of music do you like*?

Yes. Definitely classical music. I have nearly every famous classical work ever recorded. I could sit for hours in a room with my stereo turned up, just listening to classical music. I have also attended several concerts here in Beijing, where world famous orchestras have come to play the great works of Mozart or Beethoven or Chopin or other composers.

(36) *Where have you been*?

I've been to most of the major cities in China, and I've also travelled to Thailand and Singapore. I think that the more I travel, the more I want to travel. It's so interesting to see how other people live, and it helps me to have a better understanding of other people. It's really an amazing way to learn about different cultures—much more exciting and lasting longer than just reading about it in a textbook.

(37) *What do you think of the courses in your university*?

a. I can say most of my courses will ha helpful in the future. My university has tried very hard to keep up to date with the latest developments in our field. Having said that, there are some compulsory classes which I have no interest in, like politics and history. But overall, I do think the university has provided me with a good education. I don't tbink it's possible to learn everything one would need for a job, but I am satisfied with my courses and know that they will give me a good start.

b. I don't think they are very good. There are some compulsory classes which I bave no interest in. Also, our facilities are not very modern, so there are many things we cannot do.

(38) *Is American English better than British English*?

Yes. It's much easier to understand for me because I've had 2 foreign teachers—one of whom was from America and the other from Canada. I find the American accent to ha more natural and informal, while the British accent is somewhat proper and inaccessible in some ways.

(39) *Can you tell me something the traditional architecture of our country*?

Yes. Firstly, the buildings are made of wood or bamboo instead of stone or metal. Secondly, they are very high and always have curved eaves. Thirdly, the traditional buildings have doors and windows that are edorned with paintings.

(40) *Something about the sporting facilities like in your hometown*?

There aren't very many sporting facilities that are free and open to the public. To use most of the indoor facilities you must be a member. Tbe outdoor fields are open to anyone. We have two indoor swimming pools, four football fields, and many basketball, badminton and volleyball courts. Also, there are a number of outdoor swimming pools, which are very popular, especially in the summer.

(41) *What is the reason of the rising birth rate in the rural areas in China*?

Well, in my opinion there are mainly three causes. First of all in the countryside, especially in underdeveloped areas where farm work is done mainly with manual labour, people want to have as many children as possible to help out in the field. Another reason is that many farmers are still quite conservative and prefer to have a son to carry on their family names. Besides, there is no retirement insurance in the rural areas, so farmers need more than one child to support them when they are too old to work.

(42) *What is the difference between friendship and love*?

I think friendship is a kind of loyalty. It's strong and devoted, but it doesn't have tha same feeling as love. When you fall in love with someone, there's this excitement, this chemistry, this feeling in the air that makes you feel really good. Friendship can provide you with some of that feeling, but not the depth nor heights of it. Love is stronger and more intense than friendship.

(43) *Are the subjects you studying today are relevant to present day society? Give me some reasons*?

Most of them are relevant, but some, like History and Politics, are not. I think that most of what I'm currently studying will ha useful some time in the future. It's true that there have been many changes in China, and there will ha many changes to come. So, I suppose it's not possible that all my subjects will he relevant in the near future. Even so, I know that I'm learning a lot of good principles that will be important no matter what changes may occur.

(44) *What do you think of TV and newspapers*?

I like to know what's going on in the world, so TV and newspapers are good ways for me to know what's happening. I can't say that I completely believe everything that I see on TV or read in the newspapers, but I do find them very interesting and entertaining. I'm kind of an information junkie, so I just like to know current things.

(45) *Would you like to say something about this idea education should be more practical*?

a. I love to study theory. Even if we do practice, it won't necessarily ha exactly relevant to our future jobs. Also, learning theories helps to develop our way of thinking. It gives us new ways of understanding and seeing things. Learning these ideas will help us as we meet problems in our day to day work. We need to ha good problem solvers, so if we learn many ways to conceptualize a problem, we will also have more ways to solve it.

b. I'll say practice is more important. What good are theories if they can't be used in some practical way? I've heard of many people who study in university and earn a bachelor's, master's, or even a doctor's degree, but they're really no use at work. This proves that practice is more important than theory. I certainly don't want to spend my time studying all kinds of theories, and not knowing anything useful for my job.

(46) *Do you think many people are aware of environ mental issues*?

I think the average person knows very little about global environmental issues. Even environmental issues in China are nearly unheard of. I think it's probably because we're still a developing country, and we don't have the luxury of spending money on environmental concerns. I would say that most people know that it's important to conserve water if possihle, though.

(47) *What are the most important changes in your field over the past ten years*?

a. One big change has been the introduction of technology in all aspects of research. Now, it is possible to use computers to conduct simulated experiments, while controlling for most of the variables. This has been a great leap forward, as it opens up the doors for researcb to he conducted without the problem of extraneous factors.

b. I think the most important change in my field is that there is more and more competition from the western world. Many big foreign companies have entered the Chinese market. It is a chal-

lenge or an opportunity for some Chinese enterprises, but a disaster for others.

(48) *You have told me about a frightening car accident you had. Can you tell me why we have many traffic accidents?*

It's a case of modern society encountering the old way of life. Older people in China are not used to car traffic and do not have a "road sense" of how to travel on roads with cars. Sometimes I see a car zooming down a road, and the next thing you know there's a bicycle cart making it's way slowly across the road. The car slams on its brakes, but the man riding the bicycle cart really has no inkling of how close a call that just is. The other major factor causing road accidents is that there are really too many vehicles on the road. The more vehicles, the more likely it is that there will be an accident.

(49) *Is drug a serious problem in China? What are the results?*

It's getting more serious than before. I think there are two main consequences. First, it's obviously harmful to people's health. Second, it threatens the social stability of the country because people living on drugs may commit crimes if they are short of money. A lot of crimes are drug related.

(50) *Do you think the unemployment problem could be solved?*

Well, It is not easy to solve it. I don't think the problem can be solved in the near future because there are a large number of laid off workers and not enough job opportunities. The government should try to create more job opportunities in the field of tertiary industry, and on the other hand, laid off workers should put more efforts in self-improvement in order to find better jobs.

题海冲浪

PART 1

The interview—about 3 minutes

In this part interlocutor asks questions to each of the candidates in turn. You in this part have to give information about yourself and express parsonal opinions.

答案

Part One

What is your name?

My name is A.

What work do you do?

I am a teacher in middle school.

I have never been to your country. What s it like?

His is a big question. But I think there are several things you should know:

First of all China is a large country with a territory of 9,600,000 square kms.

Another thing you should know is that China has a long history of over 5000 years. Again China has the largest population in the world. Does that give you a clear idea?

Which is the best university in your country?

I suppose Beijing University is.

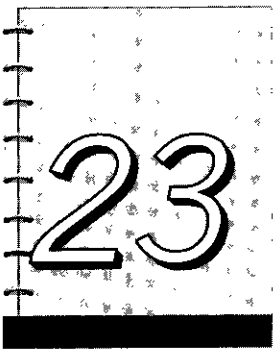
For one thing it has a world-wide reputation as a comprehensive university. It has been my dream to go to Beijing University since I was a child.

For another a lot of famous statesmen and scholars used to study or teach there.

One more reason is that it is in the capital of China. I've always wanted to heve a look at the beautiful city.

What are the most important factors when you accept a new job?

If there's plenty of training offers, I'd he satisfied. In service training course will help me a lot in my future career. The other factors like salary, location etc. are of minimum importance. A man shouldn't ha too fussy when he's aiming high.



口语测试题型(二)——小演讲(Mini-presentation)

备考指南

193. BEC 中级口试 Part Two 题型是怎样的？
194. 如何准备 BEC 中级口语考试的 Part Two？
195. BEC 中级口试 Part Two 的解题步骤是什么？
196. 如何要求考官重复提问？
197. 口语中如何正确地表达同意或不同意？
198. 如何询问和提供信息？
199. 拖延回答的技巧有哪些？

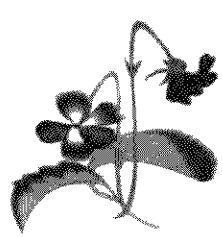
谚语

He is not laughed at that laughs at himself first.
自己首先知道自己可笑之处的人，不会被他人耻笑。

Do but set the example yourself, and I will follow you. Example is the best precept.
你只要以身作则，我就会效法你。榜样是最好的告诫。

If you have tasted the bitterness of gall, you know better the sweetness of honey.
吃过黄连苦，方知蜜糖甜。

I like fish and I like bears' paws too. If I cannot have both, I leave the fish and take the bears' paws. I like life and I like right too. If I cannot have both, I leave life and take the right.
鱼，我所欲也，熊掌，亦我所欲也；二者不可得兼，舍鱼而取熊掌也。生亦我所欲也，义亦我所欲也；二者不可得兼，舍生而取义也。



BEC 中级口试 Part Two 题型是怎样的?

第二部分是一个小型的演讲(mini-presentation),考生被要求在三个给出的 topic 中选择一个主题,准备一分钟,然后发表一个小型的演讲,时间也是一分钟,并回答 partner 在演讲结束后对自己提出的问题。

如何准备 BEC 中级口语考试的 Part Two?

(1) 考生需要有一个完整的、比较严密的逻辑来组织和贯穿于自己的整个演讲过程。这样会显得整个演讲是有序的、完整的和有说服力的。

(2) 考生必须控制好时间,时间超出或不足都会影响考生的发挥和最终得分,也显示出考生对机遇的驾驭能力不强。

(3) 考生演讲一定要做到有的放矢。你的演讲对象是考官和你的 partner,因此保持与他们的交流是必须的,考生可以不时地以目光扫视来保持持续的信息沟通。

(4) 综合运用肢体语言。在有限的一分钟内要征服考官的确不容易,但是一个手势、一个眼神,都会为你增色不少,多途径的沟通能让你增加与考官交流而博得其好感,因为较中国人而言,西方人是非常重视肢体语言的。当然考生的表情和动作应该自然而避免扭捏做作和惺惺作态,那样只会适得其反。

BEC 中级口试 Part Two 的解题步骤是什么?

(1) 快速浏览试卷,果断地确定自己熟悉的 topic。

(2) 根据该主题提供的关键词(key words),深入挖掘,将关键词组织成句子,最好争取能用每个关键词分解出 1－2 个句子。

关键词是对考生回答的提示,而且往往构成了回答的绝大部分,最好在关键词下再 explore a little bit,比如可以通过解释、举例、对比等方式,将单一的词转化为 1－2 个较长的句子,清晰地阐述该关键词对主题的意义,记住:Focus on your material first and explore a little bit related to the theme!

请看下面的例子:

A:WHAT IS IMPORTANT WHEN...?

Selecting applicants for a job

▲working experience

▲personal qualities

B:WHAT IS IMPORTANT WHEN...?

Choosing a new supplier

▲prices and discounts

▲reputation

C:WHAT IS IMPORTANT WHEN...?

Aiming to improve production quality

▲up to date equipment

▲staff training

假设考生选择主题 A,即 what is important when selecting applicants for a job? 该主题提供了两个关键词:working experience 和 personal qualities。如果需单地说"First, I think working experience of the applicants is very important; second, personal qualities are also very important."这样的表达就肤浅、空洞、没有力量,而且也很难持续一分钟。

如果我们将关键词进行分解,并扩展成句子就变成了完全不一样的表达:

First, I think working experience is very important when selecting applicants. Applicants who have already had the work experience in the relevant fields will learn the new job easier and quicker. And it will also

save the company a lot of training fees if the applicants have the related experience.

Second, we must consider the personal qualities of the applicants, such as personality and health. Companies tend to employ people whose character fits a special job. For example, consulting company tends to employ applicant who is analytical and knowledgeable, but advertising agents like their employees to be energetic and creative.

(3) 根据选定的 topic，增加一到两个论点(kep words)，以使你的演讲变得丰满，同时也能使考官看到你的语言和组织能力。增加的论点必须跟题目中给出的论点不同，同时该 key words 也应该按照 2 中所述的一样进行扩展和分解，变成一个句子。接上一个例子，在招聘时应该考查应聘者的哪些方面？题目中提到了 working experience 和 personal quality，我们可以补充一个论点，比如说：language skill，这样在演讲时就可以这样表述：

Thired, I believe language is of great importance when selecting applicants. Nowadays, we do business with people from all over the world. Always we buy goods from Africa, and sell our electronic products to Europe; a foreign language especially English is needed if the company wants to expand to the world. Applicants who can speak one or more foreign languages will have a better chance to get the job.

(4) 有开始，有结束，条理清晰，逻辑严密是演讲最基本的要求，考生应将自己的演讲内容统一在一个完整的框架内，有用的词语和短语如下：

● 选择主题

I choose topic...表明自己所选择的 topic，提醒考官和 partner 注意自己表达的主题。

● 开篇点题

表明自己有几个论点要说。

As regards to...		There are 3 points I want to say.
As to...		I think we need to consider 3 aspects.
Concerning...	This topic,	There are 4 things to consider.
In regard to...		I heve the following points.
In realation to...	From my point of	I have the following consideration.
Regarding to...	view/As far as I am	My points are as follows:
With regard to...	concerned,	
With respect to...		

● 论点组织

1. first...second...third...
2. firstly...secondly...thirdly...lastly...
3. one...another...the third one...and the last
4. to begin with...in addition/...another important consideration...finally
5. first of all...in the second place...last but not least...
6. to begin with...moreover...finally...

● 论点拓展

举例：for example, for instance, take...for example, such as...
解释：that is, that means, it means that...
对比：in comparison with, compared to...

● 结束演讲

Well, that's all my points.

Right, it looks as though I've covered the main areas/main points.

I think that just covers everythiug.

Before I close, let me just summarize the main points.

So, to sum up...

这样就将一次演讲完整地展现出来了，而且按照这样的框架将演讲的内容组织起来就显得比较丰满，接上题一例，请看一次完整的 mini-speech.

I choose topic A—what is important when selectiug applicants for a job. As to this topic, as far as I am concerned, there are 3 things to consider.

First, I think working experience is very important when selecting applicants. Applicants who have already had the working experience in the relevant fields will learn the new job easier and quicker. And it will also save the company a lot of training fees if the applicants have the related experience.

Second, we must consider the personal qualities of the applicants, such as personality and health. Company tends to employ people whose character fits a special job. For example, consulting company tends to employ applicant who is analytical and knowledgeable, but edvertising agents like their employees to be energetic and creative.

Third, I believe language is of great importance when selecting applicants. Nowadays, we do business with people from all over the world. Often we buy goods from Africa, and sell our electronic products to Europe; a foreign language especially English is needed if the company wants to expand to the world. Applicants who can speak one or more foreign languages will have a better chance to get the job.

Well, I think I have covered the main points. Thank you!

如何要求考官重复提问?

如遇到没听懂的情况，可以要求重复问题。有时考官也会主动换个问题。

要求重复的情况有两种：

(1) 如果你没听到，你可用下列说法：

sorry, could you... 对不起，你能否……

Pardon,... 请重复……

Pardon me,... 请原谅……

Excuse me,... 对不起……

I'm sorry I didn't hear what you said. 对不起，我没有听到你说什么。

I didn't quite catcb what you said. 我没全听懂你说什么。

I missed that. 我没听到。

Could you repeat what you said, please? 你能重复一下您说的吗?

Could you say that again, please? 请重复一遍好吗?

Would you mind repeating that, please? 请你重复一遍，不介意吧?

(2) 如果你没听懂，你可用下列说法(上述有些说法也可用)：

Sorry, I don't quite follow you. 对不起，我不太明白。

I don't quite see what you mean. 我没听懂你的意思。

I don't quite catch your meaning. 我不理解你的话。

I don't understand what you've just said. 我不懂你刚才的话。

口语中如何正确地表达同意或不同意?

我们可以运用下列结构表示同意，部分同意，不同意。

	Agree with someone	Agree to something
agreement	I totally agree with you. I fully/completely agree. I'm in total agreement with you there.	I totally accept that. I fully/completely agree. I'm all in favour of that.
partial agreement	Up to a point/a certain extent I'd agree with you, but... You may have something there, but... You could/may ha right, but...	Up to a point/a certain extent I'd accept that, but... That may be so, but... That may/might be right, but...
disagreement	(I'm afraid) I can't agree with you. I don't agree. I can't go along with you on that.	(I'm afraid) I can't accept that... I don't accept that... I can't go along with that.

表达同意的其他说法：

That's what I think. 咱俩想的一样。

It certainly is. 真是那么回事。

I take a positive view of it. 我同意这个观点。

I feel the same way. 我有同感。

I think so. 我是这么认为的。

I agree completely. 我完全同意。

I quite agree with you in this way. 在这方面我完全同意你的观点。

I can't agree more. 我非常赞同你的看法。

I believe so. 我也是这样看的。

I guess that's true. 我认为那是真的。

I'm for your proposal. 我赞成你的提议。

I'm on your side. 我支持你。

You're right. 你是对的。

He has said what I wanted to say. 他说的也是我想说的。

What I want to say is what he said just now. 我想说的话也正是他刚才说的。

Mine is the same as yours. 咱俩的观点一样。

Sure. 对的。

Yes. 是的。

There's something in what be suggested. 他的建议有道理。

There's no doubt about it. 对此没有异议。

That's true. 的确如此。

That's right. 对的。

表达不同意的其他说法：

I disagree with most of his opinions. 他的大部分观点我都不同意。

I doubt if what he said is right. 我怀疑他说的对不对？

I'm not sure I agree with you. 我不能说同意你的意见。

I want to agree with you, but I can't. 我想同意你，但不行。

What you said is incorrect. 你所说的不对。

In opposition to that idea,... 与那个观点相反……

On the contrary,... 正相反……

It's just the other way around. 我的观点与你的观点相反。

It's just opposite. 正相反。
It's not the case. 事实并非如此。
It's not true. 事实不是那么回事。
That isn't so. 不是那么回事。
That's wrong. 你说的不对。
I take a negative view of it. 我对此持反对意见。
I don't think so. 我认为不对。
I don't think that's true. 我认为那不是事实。
I don't think you're right. 我认为你不对。
I don't say things like that. 我可没那么说。
I don't agree. 我不同意。
I think you're wrong. 我认为你不对。

198 如何询问和提供信息?

If you ask for some information, you may say: 当你要询问信息时,可以这样说:
Could you tell me whather/where/when/why...? 你能告诉我是否/哪里/什么时候/为什么……
I'd like to know... 我很想知道……
I take the liberty of asking you... 我想冒昧地问您……
Would you please tell me... 您能告诉我……
I want to get some information about... 我想知道一些关于……的信息
Can you give me some information about... 您能告诉我一些关于……的消息吗?
We require the above mentioned information... 我们需要上面提到的消息……
Please let me know if... 请告诉我是否……
When someone gives you some information, you may reply: 当有人向你提供信息时,可答复如下:
Oh, I understand/see. 我明白了。
Oh, I catch it. 我懂了。
That sounds interesting. 听起来很有趣。
That interests me very much. 我很感兴趣。
Thanks for you giving us... 谢谢你告诉我……
If someone asks you for information, you may reply: 如果有人向你询问信息,可以答复如下:
Well, as far as I know,... 据我所知……
Ok, I can tell you that... 是的,我能告诉你……
Yes, I get some knowledge of what you asked... 是的,我知道你问的……消息。
Sorry, I don't know. 很抱歉,我不知道。
I'm afraid I have not idea. 恐怕我不知道。
I am not quite sure about... 我不能确定……
If you want to give someone some information you may say: 如果你想向他人提供信息,你可以说:
I would let you know that... 我可以告诉你……
I'd like you to know that... 我很愿意告诉你……
I guess you didn't know... 我猜你还不知道……
I think you should know... 我想你该知道……
If you haven't been given enough information you may say: 如果你还没有得到足够的信息,你可以说:
Would you please tell me some more about... 你能再告诉我一些关于……
I'd also want to know... 我还想知道
What and where exactly...? 具体在什么时候,什么地点,……

There is something else I'd like to know...我还想知道其他一些关于……
Could you give me some more details about...您能再详细点告诉我关于……
Shall I have more information about...我可以再知道一些关于……
Can you tell me for certain...您能确切告诉我……
May I be informed of more about...我可以知道更多关于……

拖延回答的技巧有哪些?

当你需要想一想或核对有关事实时,你或许想要拖延回答。这里提供一些有关拖延回答的技巧。

Well, let me see...
Well, now...
Oh, let me think for a minute.
I'm not sure; I'm have to check...
That's a very interesting question.

另一方面,当你可能不知道答案,或者出于某些原因,不愿意回答时,可以使用下述方法予以回绝。

I'm not really sure.
I can't answer that one.
I'm sorry, I really don't know.
I've got not idea.
I'd like to help you, but...
That's something I'd rather not talk about right now.

题海冲浪

PART 2

'Mini presentation'—about 6 minutes

In this part of the test you are asked to give a short talk on a business topic. You have to choose one of the topics from the three below and then talk for about one minute. You have one minute to prepare your idea.

What're the effects of deflation and inflation on the distribution of income?

- Neither in inflation nor in deflation of prices all move in the same direction or in exactly the same proportion.
- Unseen inflation tends to favor debtors and profit receivers at the expense of creditors and fixed-income receivers.
- In time of deflation, Creditors and fixed-income receivers tend to gain at the expense of the debtors and profit receivers.
-

What is important when developing new products?
- market research
- costs in volved

What is important when entertaining foreign business clients?
- Venue for entertainment
- Cultural Differences

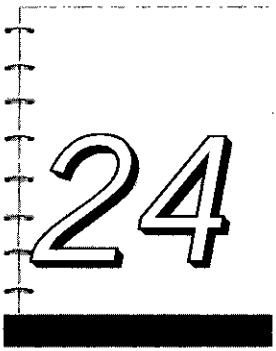
答案

Part Two

Neither in inflation nor in deflation of prices all move in the same direction or in exactly the same proportion. As a result of changes in relative prices and in total spending, the two processes of inflation and deflation cause definite and characteristic changes in the distribution of income among economic classes. Unforeseen inflation tends to favor debtors and profit receivers at the expense of creditors and fixed-income receivers. In time of deflation, the situation is reversed, Creditors and fixed-income receivers tend to gain at the expense of the debtors and profit receivers. If prices fall between the tie that a creditor lends money and is repaid, then he gets back more purchasing power than he lent.

It's common sense that companies should do lots of market research in the process of developing a new product. Technocrats are used to taking their judgments for granted, while policymakers are inclined to he arbitrary and jump to hasty. Acting on mere assumption is risky in a constantly changing market. Time, money and market share can he lost when we make a false step, so market research is a must.

There's a popular phrase called price performance, which comes from computer field. For the research and development department in a company, it's important to make inventions at any cost. Their plans should come to terms with real world situations, such as the allocation of funds. Many wonderful ideas have to he given up for lack of capitsl.



口语测试题型(三)——考生讨论(Two-way Collaborative Task and Discussion)

备考指南☞

200. BEC 中级口试 Part Three 的题型是怎样的?
201. BEC 中级口试 Part Three 着重考查考生的哪些能力?
202. BEC 中级口语 Part Three 的特点是什么?
203. 如何准备 BEC 中级口试的 Part Three?
204. BEC 中级口试 Part Three 应注意的问题是什么?
205. 讨论过程中如何开始自己的发言?
206. 常用于开头的句型有哪些?
207. 常用于插入的表达方式有哪些?
208. 讨论中如何防止别人插话?
209. 常用于结尾的句型有哪些?

谚语☞

Poetry is the record of the best and happiest moments of the heppiest and best minds.

诗歌是最快乐、最高尚心灵的最美好、最幸福时刻的记录。

Every man's work, whether it be literature or music or pictures or architecture or anything else, is always a portrait of himself, and the more he tries to conceal himself the more clearly will his character appear in spite of himself.

一个人的作品不论是文学、音乐、绘画、建筑或任何其他东西,往往就是他自己的肖像,他越隐隐藏自己,越会把自己的性格更为清楚地显现其中。

201 BEC 中级口试 Part Three 的题型是怎样的?

第三部分是 discussion,通常是由两人进行谈话和讨论,在特殊情况下可能有三个人参加讨论。考官会给考生一个限定的主题,考生大约有 1 分钟的准备时间,然后测试开始,进行大约 3 分钟的讨论,考官会在适当时候对讨论进行引导和限制,在考生讨论结束后,考官会分别问考生一个问题。

第三部分是整个口语测试中时间最长的部分,也是最重要的部分。相对宽泛的时间可以让胸有成竹的考生尽情发挥,但请注意,对于那些缺乏准备的考生来说,3 分钟的讨论过程也足以让你的破绽和不足暴露无余。所以,考生如何做到扬长避短,既能和 partner 紧密协作,又能凸显自己的优势是获得高分的关键。

202 BEC 中级口试 Part Three 着重考查考生的哪些能力?

第三部分题型着重考查考生的以下几种能力:

(1) 驾驭主题和控制长段对话的能力。长段对话往往是围绕一个中心话题,考生双方都应具备主动的去操控对话的能力,不应该有离题的现象发生。

(2) 互动能力。考生和 partner 应该有良好的沟通,保持信息的互动和信息传播的对称,让话题能够有机地、自然地延续下去。

(3) 逻辑能力。考生的对话应该是一个完整的、结构严密的整体。论点必须鲜明,论据必须充分且强烈支持论点。讨论过程中考生的发言应该有序,而不应该重复或者颠三倒四。最后应该与开篇部分相呼应,形成一个完整的逻辑体系。这样既可以在考官心中强化自己的论点,又可以升华自己的论证。

203 BEC 中级口语 Part Three 的特点是什么?

(1) 第三部分是一个 two-way 的 conversation,是两个考生之间的 communication 和 cooperation。

这跟前两个部分有很大的区别,前两个部分基本上是考官与考生之间的问答,考生之间的交流很少,除了第二部分考生做完 mini-presentation 后,partner 会问一个问题。而第三部分整个题目的开展需要考生之间的通力合作,考生之间的合作意愿和技巧在很大程度上决定了本题的得分。

(2) 第三部分的 topic 是限定的。

在第二部分 mini-presentation 中考生可根据自己的熟悉程度挑选主题,而第三部分的 topic 是由考官给定的,考生没有选择的余地,考生有可能遇到自己不熟悉的主题。

204 如何准备 BEC 中级口试的 Part Three?

(1) 准备好背景知识

第三部分的讨论是对相关商业问题较深入的讨论,如果缺乏背景知识,考生之间很难展开对话,BEC VANTAGE 的 topic areas 有以下几个方面(摘自"Business English Certificates Handbook"):

- personal identification
- the office, general business environment and routine
- entertainment of clients, free time, relationships with colleagues and clients
- travel and conference meetings
- using the telephone
- health and safety
- buying and selling
- company structures, systems, process
- products and services
- results and achievements
- business issues

▲ other topic areas

因此作为口语考试的知识准备,考生可以通过 BCE 阅读复习或其他参考书准备相关的背景知识,也可以参考我们精选的一些背景商业信息。

(2) 处理好与 partner 的合作

第三部分是考生之间的 conversation,考生之间的合作直接决定该题的得分。只有双方积极合作,互相促进,才能使 conversation 得以进行,否则就是自问自答或者是难堪的沉默。在第三部分中要遵循以下原则:

① 抛弃自我主义和依赖思想,遵循"**give your opinion + ask the opinion of your partner**"的谈话方式。

conversation 是两个人之间的沟通,一个人是不能进行对话的。考生不要以为只要自己口语好,就可以把所有的论点都谈到,甚至独立完成对话。如果缺乏同伴的配合,一个人是很难将讨论继续下去的,记住你们共同的目标是:**Carry out the communication!** 同样,考生也不能有依赖思想,幻想自己的同伴能"带自己过关",由于 BEC 口语考试将独立评估每个考生的表现,所以你的同伴表现得很好并不会使你的成绩得到提高。

如果遵循"**give your opinion + ask the opinion of your partner**"的谈话方式,首先将自己的观点表达清楚,记住一次只说一个论点,不要说的太长,然后询问 partner 的观点,将论题转给你的 partner。记住:**talk about the point and shift it to your partner, don't talk too long!** 基本按照这个原则循环,既能将各自的观点表达清楚,同时也能使谈话得以进行。请看下面的例子:

> You company is attending a trade fair in a foreign country for the first time.
> You have been asked to help with the preparations for the trip.
>
> Discuss the situation together, and decide:
> - What travel and accommodation arrangements you will need to make before the trip?
> - Which kinds of business customs in the foreign country would be useful to know about, and how could one find about these before the trip.

Examinee A: OK, shall we make a start?

Examinee B: OK!

Examinee A: Let's start with travel and accommodation arrangements we need to make for the trade fair in China before the trip. First, **I think** we need to book the British Airlines tickets, because the open day is very close. **What's your opinion?**

Examinee B: **Traveling by BA is a good idea**, and **I think** we can book the roundtrip ticket. It can save us a great deal!

Examinee A: **Wonderful!** And we must also consider the accommodation, **what do you think?**

...

② 对于自己确实不熟悉的主题,可以通过强调、转换、解释、说明等方式将 **partner** 的话进行复述(**say again in other words!**),这样既展现了自己的 **rich vocabulary**,又使对话得以延续。接上面的例子:

Examinee B: We need to stay there for 3 days, so I think we need to book a hotel. Crown Hotel is a famous local hotel in China. It can provide us with comfortable bed, breakfast and supper. Do you think it's a good idea?

Examinee A: Crown Hotel is fine. **We can get a good rest in the hotel, I think we don't need to bother with lunch, because we have to go to the trade fair and may have lunch outside. We will be very busy then!**

黑体部分实际上就是对考生 B 观点的解释和说明。

③ 保持交流,注意倾听,营造讨论的良好气氛。

这部分是两个人之间的对话和交流,因此考生不能只盯着自己的考卷,干巴巴地表达自己的意思,或者只是冷冰冰地问一句"What's your opinion?",这都不能算是沟通,你应该与你的 partner 保持眼神交流,如同朋友般自然地交谈,你应该注意倾听他的谈话,了解他的观点和想法,考官在讨论最后会分别问考生一个问题,目的就在考查考生是否倾听了 partner 的谈话。

记住下面的原则:

Don't fix your eyesight on the paper!

Talk with your partner naturally!

④ 如何与不合作的 partner 沟通。

口语考试时如果 partner 之间能够积极合作,按照上面两点谈到的原则 carry out the communication 当然最好,但是很多情况下,你的 partner 并不是那么合作,这时候应该怎么办呢?常见的不合作情况有以下几种:

症状 1:partner 口语很好,对主题认识较深,控制了谈话的大部分时间,甚至不给你说话的机会。

应对策略:在适当的时候直截了当地打断他,**let your voice be heard by the examiner!**

BEC 口语考试将独立评估每个考生的表现,所以你的同伴表现得很好并不会使你的成绩得到提高,你必须让考官听到你的声音,如果你在大部分的时间里面都沉默寡言,考官会认为你缺乏信心,发音很烂,语言组织能力很差,这样你就无法获得好的分数。

实际上即便是同伴咄咄逼人,你也可以发出自己的声音,首先应该在适当的时候毫不犹豫地打断他,比如说:

Excuse me, may I interrupt?

May I interrupt for a second, I think in this point we should consider...

打断之后如果你对此问题有真知灼见,那就自信地表述,如果没有,你可以通过强调、转换、解释、说明等方式将 partner 的话进行复述,记住:**say again *in* other words!** 请看下面的例子:

Examinee A:...(he has talked so much) as to the media selection of our new advertising campaign, I think we must also consider the coverage and frequency...

Examinee B:**Excuse me, can I say something here?** I think coverage is very important to our campaign. If we choose TV, we can get to the most audience, but it costs too high. Considering our budget, I think we could choose radio; it costs far less, and can get to our target. The most important advantage it we choose radio is that we have enough money to let our target hear the brand, memory the name, and finally buy our products.

症状 2:partner 口语很差,一言不发,冷眼旁观!

应对策略:鼓励他发表自己的观点,让考官看到你在努力跟他沟通,如果 partner 实在不配合,自己说自己的!

常用的句子有:

What do you think?

What's your opinion?

症状 3:partner 随意或恶意打断你的谈话。

应对策略:坚持就是胜利!

你好不容易等到说话的机会,或者你正要说的内容是你的谈话中最精彩也最容易赢得考官欣赏的一部分,如果被 partner 随意或恶意地打断,一定要坚持把话说完。常用的句子有:

Just let me finish.

I'll come to that in a moment.

I haven't finished what I was saying.

症状 4:你们的谈话已经偏离了主题,而且你的 partner 还在错误的道路上越走越远。

应对策略:提供他回到主题,如果实在拉不回来,按照正确的思路自己往下走,让考官看到你尽力往回调的努力。

讨论的内容如果偏离了主题,将失去大部分的分数,一旦发现这个问题,要及时调整,常用的句子有:

Can we just deal with...?
Let's just deal with...
Let's get back to the main point.
如果 partner 不肯调整,一定不要跟着他一错再错,坚持正确的说下去,即便是自说自唱。

⑤ 注意讨论的开始和结尾。

一个好的开始和结束将使你的讨论显得完整和充实。常用的表达方式有:

开　始	结　束
We'd better start. OK, shall we make a start? Right, let's begin.	Right, it looks as though we've covered the main areas/main points. I think that just covers everything. Is there anything more to discuss? Before we close, let me just summarize the main points. Shall I just go over the main points? So, to sum up...

⑥ 一些有用的短语和句子。

▲Language focus on linking items and ideas

开始一个论题	Let's start with... Shall we begin with... ..., would you like to take off? ..., would you like to introduce this item? When we talk about/mention...
结束一个论题	Right, I think that covers the first item. Shall we leave the item? Let's move on to the next item... Now, we come to the question of...
限定讨论话题	Can we just deal with...? Let's just deal with... We're getting off the point. Let's get back to the main point. Can we come to that in a moment?

▲**Language focus on interrupting, commenting and resuming**

打断插话	Excese me, may I interrupt? May I interrupt for a second, I think in... This point we should consider... Can I say something here? Jack, sorry,... (using someone's name is a good way to get their attention)
评价对方论点	Yes,... That's interesting. That's a good point. I see what you mean.
强调	I'd like to point out... Let me emphasize... Can I just draw your attention to...
坚持讲完自己的论点	Just let me finish. I'll come to that in a moment. I haven't finished what I was saying. No, wait a moment.... May I just finish?
考虑其他论点	Have you considered...? What about...? That's another way of looking at this? ...is worth considering.

▲**Language focus on opinions and reactions**

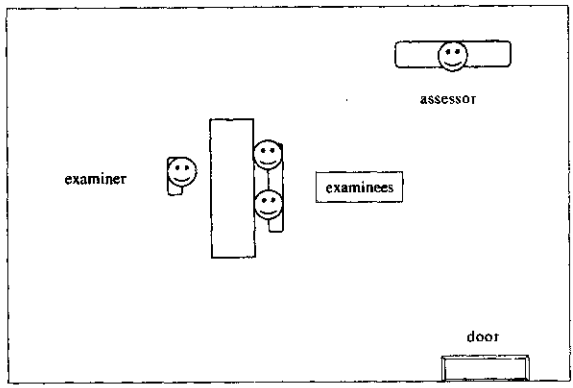
询问意见	What do yo think? What's your opinion?
给出意见	I think/feel/believe... In my opinion, we should... In my view.../my view is...
评价对方观点	That's a good/excellent idea. That's very interesting. I'm sure we'd all agree with that. That's a very good/important point.
要求对方明确观点	I don't see what you're getting at. I'm not sure what you mean. I'm not sure what you are saying. It's not clear what you mean.
给别人机会说话 (If there are more than 2 people in a discussion)	We haven't heard from John? Can we hear what Tom has to say? What's your opinion, Philip?

▲Language focus on agreeing and disagreeing

完全不同意	I totally disagree. I couldn't agree less. You must be joking!
待议,不确定	There are two sides to the argument. On one hand...,on the other... I'm not sure/convinced about... Well,it depends...
部分赞同	I agree,but... I'm not against it,but... Perhaps,but don't you think tbet... I suppose that's true in a way,but... I guess you could be right,but don't you think...?
完全赞同	I'm 100% behind you. I entirely agree with you. I couldn't have put it better myself. That's just what I was thinking. I couldn't agree more. That's exactly my opinion. Well,wbet I am trying to say is that. That's absolutely true. That's how I feel. That's just how I see it.
积极回应	That's marvelous. That's great. That's fine.
中性回应	OK. All right. I see your point. I understand your concern.
消极回应	That's crazy. That would be a disaster. I'm afraid I don't agree. I wouldn't accept tbet.

⑦ 了解考试程序和布局

很多考生对考试没有把握是由于对 BEC 口语考试布局不熟悉,BEC 口试考场布置一般如下图所示:



Examiner and Assessor:

每次考试会有两个考官,一个是 examiner,一个是 assessor,examiner 负责在口试开始前介绍自己和 assessor,在各个部分对考生进行指导,考生所有回答都应该按照 examiner 的提示来进行,examiner 还负责在最后给出一个总评分。

Assessor 一般坐在角落,在整个口试过程中不参与任何部分的谈话,assessor 会对每个考生的表现从四个方面(语法和词汇、话题组织、发音和沟通技巧)进行独立打分。

Examinee and Partner:

在一般情况下,每次口语考试有两个考生共同进行(特殊情况下会是三个考生一起进行),考官根据考生的准考证号随机配对。

Process:

BEC 口语考试一般安排在笔试的第二天进行,考生应在考试规定的时间准时到达考试地点,在正式考试前大约 10 分钟,BEC 各考点工作人员会将参加口试的考生进行配对,在配对完以后大约有 10 分钟左右的准备时间就将进行口试。整个口试过程持续约 18 分钟,包括三个部分,第一部分"personal information"约 3 分钟,第二部分"mini-presentation"约 6 分钟,第三部分"discussion"约 9 分钟。

Preparation:

一旦找到你的 partner,双方首先应该互相介绍,表达相互合作的意愿和重要性,比如说告诉你的 partner:BEC 口试是独立评分,考生成绩不会相互影响;其次,BEC 口试考查的重要一个项目是考生之间的沟通能力,特别是第三部分的 discussion,如果不能很好地配合,根本无法将话题进行下去。

⑧ 保持与考官的良好沟通

在考生进入考场时,要礼貌地与考官寒暄,考生应主动问候考官,问候语要礼貌、正式。

回答考官有关 personal information 的问题时,要积极诚恳的回答,博取考官的好感。

考生坐在自己的位置上后,可以把双手放在桌上,挺胸直立,眼睛看着考官,面带微笑。这种开放式的姿势是欢迎对方与你交谈的姿态。

在考生进行沟通时,特别是在第二部分的 mini-presentation 时,一定要注意考官也是你的听众,你需要要让他们听到你的声音。

⑨ 应试心理准备

要想通过 BEC 口语考试,应试心理起着很大的作用。在准备 BEC 口试时要认识到以下几点:

a. BEC VANTAGE 难度并不是很高,考生完全有能力获得认证。Be confident!

b. 避免受前一天笔试情况的影响，认真准备口试。

c. 不要紧张，把BEC口试当成一次经历和学习，克服心理障碍，自然地表现自己。Be as natural as possible!

d. Believe God is always with you. God will bless you!

BEC中级口试Part Three应注意的问题是什么？

在小组讨论部分，要根据当时情形，既要有合作、礼让，又要有插话、抢话，尽可能多地为表现自己寻求机会，在尽可能清楚地阐示自己观点的同时，还要争取说服别人相信自己的观点和看法。

讨论中至关重要的一点是考生间要彼此认真地听取同组考生的谈话，只有如此，你才能有机会插话，有机会附和，有机会表示你的赞成或反对，才不会出现彼此间你讲你的，我说我的互不衔接的局面。

小组讨论可以反映出一个考生的听力水平，反应程度，应对能力以及口语技巧。

讨论过程中如何开始自己的发言？

讨论并不是要按考生的顺序一个个轮流发言。考官会根据考生在前一阶段的表现，指定某个考生首先发言，有时考生也可自发先行发言。讨论过程中会有打断、插话，附和等，作为考生不能一味表现自己，太"霸道"，也不能一味沉默，太"谦虚"。要把握分寸，掌握时机，恰当地运用口语表达技巧，自然地接续、打断、插入或附和别人的话茬，完整地展现自己。

常用于开头的句型有哪些？

(1) Sb's view on...

People's views/ideas/opinions on... vary from person to person. Some people think that...

经典例题108

People's ideas on educational reform vary from person to person. Some people think that the educational reform is of great importance and necessity.

People's opinions on consumption vary from person to person. Some people think that they should spend money moderately and save money for a rainy day.

(2) Different people have different views on.... It is held that...

经典例题109

Different people have different views on boxing.

It is held that boxing should be eliminated.

(3) Is...? Answers to this vary greatly. I think that...

经典例题110

Is failure a bad thing? Answers to this vary greatly.

I think that it's natural to meet failures in one's career.

Can money buy happiness? Answers to this vary greatly.

Some people think that money is the source of happiness. But my opinion...

(4) When asked about..., different people will offer different opinions. Some people say that...

经典例题111

When asked about whether smoking is good or not, different people will offer different opinions. Some people

say that smoking...,others say that...

When asked about whether a test of spoken English is necessary, different people will offer different opinions, some people say that it's necessary to adopt such a test...

(5) Advantages and disadvantages of...

Nowadays, { ... is popular around us. / ...play(s) an important part (role) in...

Like everything else,... has (have) both favorable and unfavorable aspects. Generally, the advantages (disadvantages) can be listed(summarized)as follows.

经典例题 112

Nowadays, computers are very popular around us.

Like everything else, computers have both favorable and unfavorable aspects. Generally, the advantages can be listed as follows.

Nowadays, television plays an important part in people's daily life. Like everything else, television has both favorable and unfavorable aspects. Generally, the advantages can be summarized as follows.

(6) How to...

...Many ways(methods) can contribute to solving this problem, but the following ones may be most effective.

经典例题 113

With the booming of the motor industry, there are an increasing number of vehicles on the roads. As a result, traffic jams often occur. Many ways can contribute to solving this problem, but the following ones may be most effective.

(7) Why...

...There are many reasons/causes for..., but in general, they come down to three major ones.

...There are many factors that may account for..., but the following are the most typical ones.

经典例题 114

For the past ten years, traffic jams in big cities have been more and more serious. There are many reasons/causes for traffic jams, but in general, they come down to three major ones.

Chinese people are keen on saving. They lay aside a sum of money almost every month or every year. There are many factors that may account for this phenomenon, but the following are the most typical ones.

常用于插入的表达方式有哪些?

会话讨论时所使用的句子,有很多都是有一定的格式,若能在适当的地方插入一些适当的称呼,或者一些能引起对方注意的惊叹语,将使会话显得更自然,效果更佳。比如:

I beg your pardon, but ...

I'm sorry to trouble you, but...

I'm sorry to interrupt you, but...

Pardon me, but...

Excuse me, but...

以上这些句子,都是用来表示"对不起……"之后的惯用句型,如果话中再插入对方的称呼或名字,将更能达到沟通的效果,:

Excuse me, Mr. Liu, but...

Now, Xiao Li, I want to ask...

在讨论中,当别人讲话时,如果你想插上几句,你得注意寻找合适的机会。如果在一个不当的时候插话,人家会认为这是一种冒犯。一般来说,一句话的结尾是插话的好时机。

除了上面介绍的一些插话技巧外,还可使用如下方法:

Um...Um...Um...(repeated until the speaker lets you speak)

By the way...(to change the subject)

That reminds me...

The way I see it...

讨论中如何防止别人插话?

也许你是一个好的听众,但在考试中,还是应尽可能充分地表现自己,当你谈话时,尽量不被他人打断。这里介绍一些有用的方法,可用以防止别人插话。

There are three points I'd like to make...

(You can't be interrupted until you have made all three!)

Even though...

(You can't be interrupted until you have spoken two clauses.)

And another thing...

(You can't be interrupted until you have added a sentence.)

Pausing in the middle of a sentence, not between sentences.

(You can't be interrupted until you have completed your sentence.)

常用于结尾的句型有哪些?

无论是口语表述还是书面作文,结尾经常用来总结全文,提出自己的看法或希望,给出自己的观点或建议。因此,还是有一些固定的句型可以套用。

(1) 对前面的表述进行归纳总结的句型:

From what has been discussed above, we may safely draw the conclusion that...

Taking all these factors into account, we may safely come to the conclusion that...

Judging from all evidence offered, we may safely arrive at/reach the conclusion that...

All the evidence supports a sound conclusion that...

From what is mentioned above, we may come to the conclusion that...

To draw a conclusion...

To sum up...

To summarize...

In general,...

In short,...

In brief,...

In conclusion,...

In a word,...

(2) 表明自己的观点的句型:

I think that...

The point is...

As I see it...

I'd just like to say that I thing...

I'd like to point out that...

As far as I am concerned...

In a word, I believe that...

In my opinion, we should...
As for me, I...
In my view...
From my point of view...

在表达观点时，一般可根据说话人表达观点的程度，采用不同的说法。

- weakly
  - I tend to think that...
  - I am inclined to think that...
  - I guess that...
- neutrally
  - From my point of view...
  - In my opinion...
  - To my mind...
  - As I see it...
  - I halieve that...
  - I am sure that...
  - I am certain that...
  - I think that...
  - I consider that...
  - I feel that...
- strongly
  - I am absolutely convinced that...
  - I am completely positive that...
  - I am definitely sure that...
  - I strongly believe that...
  - I certainly think that...
  - I really do think that...
  - I really feel that...
  - I have absolutely no doubt that...

(3) 表明建议，希望，解决方法的句型：

I think it'd be a great idea to...
I've got a fantastic idea...
I've got a really good idea...
How about...
Why don't you...
Why not...
I hope...
I suppose...
I guess...
I imagine...

题海冲浪

Discussion—about 5 minutes

In this part of the test you are given a discussion topic. You have 30 minutes to look at the prompt card, an example of which is below, and then about 3 minutes to discuss the topic with your partner. After that the examiner will ask you more questions related to the topic.

Discuss with your partner

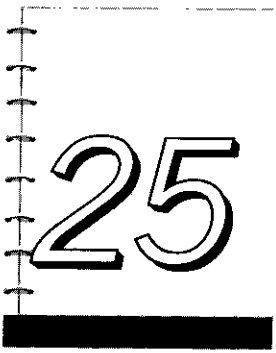
- What's responsibility for the export manager.
- Consider the functions of the manager.

答案

A: A small company, or one which is trying to break into export markets for the first time, may not have a separate export office. But once a reasonable export trade is established it may be necessary to set up an export office.

B: I agree with you. In order to function efficiently an export office must be properly organized. There are a variety of ways this can be done, and much depends on the particular company, its products and perhaps on the target export markets. A simple, but typical export office may be staffed by an export manager, a dispatch clerk and a secretary. The three main functions of an export office can then be divided between them, with the manager also taking responsibility for seeing that the other functions of an export office are covered. This type of small firms accounts for a big proportion of the foreign trade companies in foreign countries.

A: Yes. In addition, the export manager deals with inquiries, pricing, quotations, orders and terms of delivery. He is responsible for dealing with customers, salesmen, agents and distributors. He is also concerned with the production of goods for export, maintaining contact with the factory or the suppliers. He represents the export department of a firm, so to speak.



口语试题综合测试

A wise man will make more opportunities than he find.
智者寻找机会，更要创造机会。

Genius only means hard-working all one's life.
天才只意味着终生不懈的努力。

Strength alone knows conflict; weakness is below even defeat, and is born vanquished.
只有强者才懂得战争；弱者甚至连失败都不够格，而是生来就是被征服者。

Victory won't come to me unless I go to it.
胜利是不会向我走来的，我必须自己走向胜利。

Success is never final and failure never fatal. It's courage that counts.
没有最终的成功，也没有致命的失败。决定的因素是勇气。

The people who get on in this world are the people who get up and look for circumstances they want, and if they cannot find them, make them.
在这个世界上，取得成功的人是那些努力寻找他们想要的机会的人，如果找不到机会，他们就去创造机会。

口语综合测试(一)

Part One

The interview—about 3 minutes

In this part interlocutor asks questions to each of the candidates in turn. You in this part heve to give information about yourself and express personal opinions.

Part Two

'Mini presentation'—about 6 minutes

In this part of the test you are asked to give a short talk on a business topic. You have to choose one of the topics from the three below and then talk for about one minute. You heve one minute to prepare your idea.

What's the reason and disadvantage of intarest rate increase?

- The People's Bank of China failed to curb over-investment in such sectors as steel, property, cement and aluminum by other means, it would resort to rate increases.
- Interest rate increases would lure even more overseas capital into China.

What is important when aiming to improve production quality?

- up-to-date equipment
- staff training

What is important when aiming to improve customer service?

- Staff Training
- Customer Satisfaction Surveys

Part Three

Discussion—about 5 minutes

In this part of the test you are given a discussion topic. You heve 30 minutes to look at the prompt card, an example of which is below, and then about 3 minutes to discuss the topic with your partner. After thet the examiner will ask you more questions related to the topic.

Packing issues

Your company wants you to

- do some research about packing.
- discuss the related things about packing.

口语综合测试(二)

Part One

The interview—about 3 minutes

In this part interlocutor asks questions to each of the candidates in turn. You in this part have to give information about yourself and express personal opinions.

Part Two

'Mini presentation'—about 6 minutes

In this part of the test you are asked to give a short talk on a business topic. You have to choose one of the topics from the three below and then talk for about one minute. You heve one minute to prepare your idea.

What the organization like "survive" can help you?

- Help you to calculate what the chances are of a disaster
- Discover from your employees potential dangerous
- Professional assistance in drawing up a plan
- Assist companies in assessing their risk of unexpected events

Whet is important when preparing for a job interview?

- studying the job advertisement
- finding out about the company

What is important whan aiming to reach new markets?

- Market research
- Advertising

Part Three

Discussion—about 5 minutes

In this pert of the test you are given a discussion topic. You have 30 minutes to look at the prompt card, an example of which is below, and then about 3 minutes to discuss the topic with your pertner. After thet the examiner will ask you more questions related to the topic.

Discuss with your partner

what is important when choosing a job to apply for?

Consider location of work, details of contract, financial benefits, and any other points.

答案

口语综合测试(一)

Part One

What's your name? How to spell?

My name is A. It's spelled as . . .

What do you study?

I major in business in Tsinghua University.

What do you like about your study?

I learned how to deal with people, this will be very useful in the future.

Do you come from a large family or a small one?

My family is just the same as many others. Because of the family planning policy in China, I have no siblings.

When you choose a job, do you pay attention to its environment?

I have to say yes. I wish to work in a skyscraping office building. Perhaps it's out of vanity, since when I flaunt my working place, everybody would know it and admire.

How do you think China's membership in WTO will benefit China?

Well, It's a big topic to talk about. But I m sure it will benefit China and other WTO members as well if Cbina becomes a member of WTO. The common Chinese customers will benefit most from it because prices of imported products will ha reduced and the quality and after-sales services of national products will be improved.

What do you think of the unemployment problem in China?

I think the unemployment problem is getting more and more serious now. China is a country with a large population and there heve always been more labors than required. It was not a big problem in the past under the planned economy system, but now enterprises could not afford the burden of a surplus labor force and many workers in state-owned enterprises are being laid off. Something must he done about it before more serious problems arise.

Part Two

It depends on the economic trend whether there will be an interest rate hike. If the People's Bank of China failed to curb over-investment in such sectors as steel, property, cement and aluminum by other means, it would resort to rate increases just as developed countries heve to meet similar situations. Economists point out that the central bank, however, still has worries because interest rate increases would lure even more overseas capital into China to cash in on the already big rate gaps between Renminbi and foreign currencies including the US dollar, resulting in heightened pressures on Renminbi appreciation. If more so-called"bot :money" flows into China, the central bank will purchase it under the current stringent force administration by releasing more Renminbi base money unwillingly, offsetting its efforts to rein in money supply. So, experts believe the central bank will announce rate hikes.

As the old saying goes, you can't make bricks without straw. If the equipment is outmoded, your staff can only make very limited improvement to the production quality. Their potentiality would be wasted, no matter how skillful they are. A knife sin match for a gun; sticking to your out-of-date weapon could only lead to a crushing defeat in the battle. His principle also applies to tbe business of war.

And the staff members are priceless resources for an organization. A department manager should look upon his subordinates as his own children. Why do parents send their kids to school and pay for their tuitions? Parents want their children to be equipped with skills that will allow them to he productive and prosperous. A manager's investment in their subordinates educationists should strive for the same goal.

Part Three

A: In international trade, buyers and sellers usually live far from each other and this creates a problem. It is impossible for the buyers to examine the quality of the imported goods. Thus there needs to be some means for the sellers to inform the buyers of the quality. In international trade, four means are generally used to express the quality of products. They are sales by sample, sales by specification, grade or standard, sales by trade mark or brand, and sales by description.

B: Yes, a sample is a small quantity of the products which represents the whole. Through the sample, buyers are able to know the quality of the products.

A: Ok, sales by specification, grade or standard are another way to show the quality of the products, namely through certain recognized specification, grades or standards.

B: Sales by trademark or brand are normally useful to the products that have already obtained export markets whose brands or trade marks are already widely known.

A: The last method is sales by description. Sales by description are usually applied to some whole set of mechanical and electrical products such as instruments or equipment. For these products there must be detailed descriptions provided for the buyers so that the buyers are able to know the structure, function, usage of the products, and so the products can be used accordingly.

B: In export trade, sales contract plays an important part. A quality clause is always a major part in the contract, which the exporters should also pay great attention to, when working it out, so as to make it really workable.

口语综合测试(二)

Part One

What's your name?

My name is A.

Are you working or still a student?

I'm working now, as a engineer for China Mobile.

What do you do in your spare time?

I like playing go. It makes me thoughtful.

Do you like English study? **Why**?

Well, I feel English is boring. You have to remember countless idioms and expressions that I just want to give it up if possible.

If you could choose travel by any form of transport, what would you choose?

I'd like to travel by car so that I can stop wherever I want on the road. When it comes to selecting a route, I'm the boss.

How do you think you will travel to work in 20 years' time?

May be I will travel to work by helicopter, who knows. It has already introduced I some science fiction films.

Part Two

Survival can help you to calculate what the chances are of a disaster hitting your company and find out from people outside your business which is the safest location for your business. Also it can discover from your employees what is happening in your office that is potentially dangerous. And professional assistance in drawing up a plan can be provided by Survive, who will give you access to publications, conferences, databases and workshops where you can discuss problems with people in similar situations to yours. Survive will assist companies in assessing their risk of unexpected events, and point them in the direction of suitable insurance companies.

There are misleading advertisements everywhere. So long as they're paid, even some authoritative newspapers and TV stations print or broadcast unauthentic ads. Don't accept job advertisement at face value, do research and ask questions about the job and employer. Remember, when you're fooled by a vicious

employer, the deceptive media bears no responsibilities at all.

We have many ways to analyze a company. First of all, from its annual report, which is easily available if the company is publicly listed, at the very least this will reveal the company's structure information and operation. Secondly, the performance of the company's stock also provides valuable information about the firm. And finally, firsthand experience from someone working in the company serves as the most valuable suggestion.

Part Three

A: As far as I am concerned, location of work is very important. I just don't want to travel every day for one hour or two to get to my office, especially in a city with frequent traffic jams. In this sense, I prefer to work near my home. And I like to be in close contact with my family. What do you think?

B: Well, I can't accept that. I m a totally different type. I prefer to work far away from my home. I always look forward to working in a foreign country. The opportunity to work in a foreign country and to experience a totally different culture is so attractive that I find it very hard to turn away from it. Details of contract(omission)Other points:

Nature of company

Training offered.

Opportunities for promotion

Company culture.

仿真试题(一)

谚语

People often ask me if I know the secret of success, and if I could tell others how to make their dreams come true. My answer is, you do it by working.

人们时常问我是否知晓成功的诀窍，能否告诉别人怎样使他们的梦想成为现实。我的回答是：成功和实现梦想的诀窍是工作。

Don't aim for success if you want it; just do what you love and believe in, and it will come naturally.

如果你想成功，不要去追求成功。只要你干自己热爱的工作并相信它，成功自然会到来。

Always bear in mind that your own resolution to succeed is more important than any one thing.

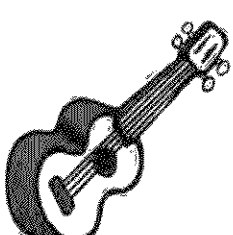
永远记住，你自己的取得成功的决心比什么都重要。

Success often depends upon knowing how long it will take to succeed.

成功常常取决于知道需要多久才能成功。

There are but two roads that lead to an important goal and to the doing of great things: strength and perseverance.

世间只有两条路可以使人达到重大目标或完成伟业，那就是：力量和坚持不懈。



READING 1 hour

READING

PART ONE

Questions 1－7

- Look at the statements below and the four paragraphs.
- Which clip(**A**,**B**,**C** and **D**)does each sentence **1－7** refer to?
- For each sentence **1－7**, mark one letter (**A**,**B**,**C** or **D**) on your Answer Sheet.
- You will need to use some of the letters more than once.

Example:

0 Teamwork is very important in business.

0	A	B	C	D
	○	●	○	○

1 Teamwork has helped the us VS General Electric Company.

2 There are many immigrants there.

3 The technology change is speeding up.

4 If you want him reach you in the future, you should give it to him.

5 It is not an easy job to trade in second-hand medical equipment.

6 It is better to use it to deal with making decisions in a disaster, than to leave it to one person.

7 It will add to your professional demeanour.

A

This speeding-up of technology renovation is specially marked in the modern medical equipment industry. The average life span of most medical equipment today, as statistics data collected from many American hospitals show, is shortened to three years. All new medical equipment becomes obsolete after three years of use and are placed in the second-hand market. Our company is interested in the second-hand medical equipment discarded by American hospitals and would like to do business in this market.

B

Teamwork

And what has proved useful in disaster relief has proved equally useful in business. Big corporations like General Electric Company of the US heve successfully operated self-managing teams with member's drawn from the traditional departments of marketing, finance and production. Such teams heve now become the basic unit of their organizational structure.

C

Is Norfolk Island's Peace To Be Shattered?

At a meeting of the House of Representatives yesterday, it was proposed that some of the latest influx of refugees from South-East Asia might be settled on Norfolk Island as a way of relieving pressure for Canberra suggested that an initial 500 immigrants could easily be integrated into the life of the existing 2,000 islanders. He went on to point out that such a policy would have the additional advantage of policy would have tha additional advantage of bringing Norfolk Island more closely into union with the national territory.

D

Business Cards

Tha protocol of exchanging business. Cards parallels that of the handshake: usually the senior, or higher-ranking person starts the process. However, if they do not, you should present yours and then also ask for theirs. In a group or party situation, the card exchange should be private. People sometimes pass out their business cards as if they were dealing at a poker game, and this unprofessional. You want your card to be respected and valued, which it can't be if it is randomly distributed. An appropriate card exchange most often occurs between just two individuals at a time.

PART TWO

Questions 8 – 12

- Read the article below about Hikikomori.
- Choose the best sentence to fill in each of tha gaps.
- For each gap **8 – 12**, mark one letter (**A – G**) on your Answer Sheet.
- Do not use any letter more than once.
- There is an example at the beginning (**0**).

Hikikomori has become a major issue in Japan. Loosely translated as "social withdrawal," Hikikomori refers to the state of anomie into which an increasing number of young Japanese seem to fall these days. (**0**).....**B**.....

They live in reverse: they sleep all day, wake up in the evening and stay up all night watching television or playing video games.

(**8**)..... Their funk can last for months, even years in extreme cases. No official statistics are available, but it is estimated that more than one million young Japanese suffer from the affliction. One such young man was the protagonist of my latest novel, Symbiosis Worm.

Hikikomori is a consequence of the phenomenal growth of the Japanese economy during the latter half of the 20th century and the tremendous technological progress the country made during that time. Japanese youth could not afford to be socially withdrawn if their parents were not affluent enough to provide them a home, meals and extras that have come to be thought of as basics—audio and video equipment, software, mobile phones, computers. (**9**) .....

Affluent Japanese do not know what kind of lifestyle to take up now. (**10**).....

"Socially withdrawn" people find it extremely painful to communicate with the outside world, and thus they turn to the tools that bring virtual reality into their closed rooms. (**11**)..... The country has to accept that World War Ⅱ ended long ago—and so did the glory days of national restoration and economic growth. We don't need the state to come up with an alternative national goal. Instead Japan should develop into a society in which each member is able to set his or her own aims. That's not easy, but is it impossible. If the culture cannot adjust and drowns in a tsunami of technology. (**12**).....

Example:

0	A	B	C	D	E	F	G
	▭	■	▭	▭	▭	▭	▭

A Some own computers or mobile phones, but most have few or no friends.

B Socially withdrawn kids typically lock themselves in their bedrooms and refuse to have any contact with the outside world.

C Japan, on the other hand, must face reality itself.

D Great changes in a country's social structure heve always caused stresses.

E That uncertainty has pulled people further apart and caused a whole raft of social problems. Hikikomori is naturally one of them.

F Japan will end up sinking even deeper into a labyrinth of confusion.

G And there are plenty of newer technological devices for these youths to pursue.

PART THREE

Questions 13－18

- Read the article below about managing a small business.
- For each question **13－18**, mark one letter (**A**, **B**, **C** or **D**) on your Answer Sheet, for the answer you choose.

The Difficulties Of Managing A Small Business

Ronald Meers asks who chief executives of entrepreneurial or small businesses can turn to for advice.

'The organisational weaknesses that entrepreneurs have to deal with every day would cause the managers of a mature company to panic.' Andrew Bidden wrote recently in *Boston Business Review*. This seems to suggest that the leaders of entrepreneurial or small businesses must be unlike other managers, or the problems faced by such leaders must be the subject of a specialised body of wisdom, or possibly both. Unfortunately, neither is true. Not much worth reading about managing the entrepreneurial or small business has been written, and the leaders of such businesses are made of flesh and blood, like the rest of us.

Furthermore, little has been done to address the aspects of entrepreneurial or small businesses that are so difficult to deal with and so different from the challenges faced by management in big business. In part this is because those involved in gathering expertise about business and in selling advice to businesses have historically been more interested in the needs of big business. In part, in the UK at least, it is also because small businesses have always preferred to adapt to changing circumstances.

The organisational problems of entrepreneurial or small businesses are thus forced upon the individuals who lead them. Even more so than for bigger businesses, the old saying is true—thet people, particularly those who make the important decisions, are business's most important asset. The research that does exist shows that neither money nor the ability to access more of it is the major factor determining growth. The main reason an entrepreneurial business stops growing is the lack of management and leadership resource available to the business when it matters. Give an entrepreneur an experienced, skilled team and he or she will find the funds every time. Getting the team, though, is the difficult bit. Part of the problem for entrepreneurs is the speed of change that affects tbeir businesses. They have to cope with continuous change yet heve always been suspicious about the latest 'management solution'. They regard the many offerings from business schools as out of date even before they leave the planning board and have little faith in the recommendations of consultants when they arrive in the hands of young, inexperienced graduates. But such impatience with 'management solutions' does not mean thet problems can he left to solve themselves. However, the leaders of growing businesses are still left with the problem of who to turn to for advice.

The answer is horribly simple: leaders of small businesses can ask each other. The collective knowledge of a group of leaders can prove enormously helpful in solving the specific problems of individuals. One leader's problems have certainly been solved already by someone else. There is an organisation called KITE which enables those responsible for small businesses to meet. Its members, all of whom are chief executives, go through a demanding selection process, and then join a small group of other chief executives. They come from a range of business sectors and each offers a different corporate history. Each group is led by a 'moderator', an independently selected businessman or woman who has been specially tranined to head tbe group. Each member takes it in turn to host a meeting at his or her business premises and, most important of all, group discussions are kept strictly confidential. This encourages a free sharing of problems and increases the possibility of solutions heing discovered.

13 What does the writer say about entrepreneurs in the first paragraph?

A It is wrong to assume thet they are different from other managers.
B The problems they heve to cope with are specific to small businesses.
C They find it difficult to attract staff with sufficient expertise.
D They could learn from the organisational skills of managers in large companies.

14 According to the second paragraph, whet has led to a lack of support for entrepreneurs?

A Entrepreneurs have always preferred to act independently.
B The requirements of big businesses have always taken priority.
C It is difficult to find solutions to the problems faced by entrepreneurs.
D Entrepreneurs are reluctant to provide information about their businesses.

15 What does the writer say about the expansion of small businesses?

A Many small businesses do not produce enough profits to finance growth.
B Many employees in small businesses have problems working as part of a team.
C Being able to recruit the right people is the most important factor affecting growth.
D Leaders of small businesses lack the experience to make their companies a success.

16 What does the writer say is an additional problem for entrepreneurs in the fourth paragraph?

A They rely on management systems that are out of dete.
B They will not adopt measures that provide long-term solutions.
C They have little confidence in the business advice that is available.
D They do not take market changes into account when drawing up business plans.

17 What does the writer say the members of the KITE organisation provide?
- **A** Advice on how to select suitable staff.
- **B** A means of contacting potential clients.
- **C** A simple checklist for analysing problems.
- **D** Direct experience of a number of industries.

18 The writer says that KITE groups are likely to succeed because
- **A** members are able to elect their leader.
- **B** the leaders have received extensive training.
- **C** members are encouraged to adopt a critical approach.
- **D** information is not passed on to non-members.

PART FOUR

Question 19 – 33

- Read tha fax below.
- Choose the best word to fill each gap from **A**, **B**, **C** or **D** on the opposite page.
- For each question **19 – 33**, mark one letter(**A**, **B**, **C** or **D**)on your Answer Sheet.
- There is an example at the beginning, (**0**).

LTC AUSTRALIA 618 823777
25 Apr. 1999
P.02

Dear Mr. Lin

Thank you for your fax, which we (**0**).....**C**..... on 21 April. However, I have been away at a conference for a few days and I have only just had the (**19**).....to read it. I apologize for the consequent delay in (**20**).....to you.

It appears that you were not completely (**21**).....with the training videos that we sent you. However, there seems to he some confusion, and I would just like to (**22**).....a couple of points.

First of all, I would like to (**23**).....what I said in my original letter: if you (**24**).....the videos unusable we will be quite prepared to (**25**).....all your money.

However, it was not clear from your fax whether you had (**26**).....all the videos, or just one or two. We have received favorable (**27**).....about the videos from a number of our customers. In particular, the "Safety at Work" and First Aid "videos are extremely" (**26**)..... I would he grateful, therefore, if you could (**29**).....that all ten videos are checked. Please (**30**)..... out the ones that you find most (**31**)....., or your needs, and return the (**32**).....cassettes. I will then be able to (**33**).....the amount payable to you.

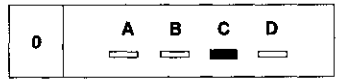
I look forward to hearing from you.

Yours sincerely,

(*Signature*)
John Peters
(Customer Services)

Example:

A took B sent C received D wrote



19	A	pause	B	opportunity	C	moment	D break
20	A	answering	B	rewriting	C	replying	D corresponding
21	A	satisfied	B	glad	C	convinced	D sure
22	A	show	B	mark	C	take	D make
23	A	reproduce	B	repeat	C	recycle	D return
24	A	find	B	discover	C	notice	D observe
25	A	offer	B	provide	C	replace	D refund
26	A	recognized	B	glanced	C	viewed	D looked
27	A	stories	B	reports	C	documents	D sayings
25	A	favorite	B	common	C	popular	D typical
26	A	recommend	B	trust	C	comment	D ensure
30	A	put	B	pick	C	place	D give
31	A	suitable	B	close	C	right	D convenient
32	A	unnecessary	B	incorrect	C	unrequested	D unwanted
33	A	calculate	B	measure	C	count	D value

PART FIVE

Questions 34 – 45

- Read the letter below.
- In most of the lines **34 – 45** there is one extra word. It is either grammatically incorrect or does not fit in with the meaning of the text. Some lines, however, are correct.
- If a line is correct, write **CORRECT** on your Answer Sheet.
- If there is an extra word in the line, write **the extra word** in CAPITAL LETTERS on your Answer Sheet.
- The exercise begins with two examples, (**0**) and (**00**).

Example:

0	B	E	E	N					
00	C	O	R	R	E	C	T		

I'm Sorry

Dear Customer

(**0**) Over the last two years Milair has been experienced unprecedented growth.

(**00**) Whilst we are delighted at the increasing popularity of our products, this suc-

(**34**) cess has brought with it some problems. Even though with

(35) over 450 trained customer service staff, our telephone answering standards
(36) have fallen down on a number of occasions, particularly during July and Au-
(37) gust. The vast majority of our customers have continued so to receive a good
(35) quality of service, but some have experienced by a service well short of
(39) their, and our, expectations. As a result, we are speeding up our recruitment
(40) program to have the more people available to take your calls. We are also
(41) making much greater use of automated telephone technology. As to Managing
(42) Director of Milair, I want to take up this opportunity to contact those of you
(43) who have been affected and for assure you that my colleagues and I are ded-
(44) icated to delivering the highest possible standard of a service. I am confident in
(45) thet the steps we are taking on will help up to do this and apologize for
any inconvenience caused.

Yours sincerely

WRITING 45 minutes

WRITING

PART ONE

- You are a manager at an auditors called Golding & Co. Your company has just merged with a competitor to become MasonGolding. You have been asked to inform staff of the change of name.
- Write a memo of **40 – 50** words:
  - informing staff of the new name
  - telling them when to start using the new name
  - asking staff to use only tha new name after that time.

PART TWO

- You are tha manager of an office supplies company. A colleague has received a letter complaining about an order for office furniture. She has left the letter for you to answer and has written some notes on it.
- Write a **120 – 140** word reply using the letter below and the handwritten notes.
- Do not include addresses.

Bureau tech
33 avenue Louis
Blanc
75019 Paris
France
June 25 2000

The Manager
Adhoc Designs
29 George Street
Dover
England

Dear Sir

Order No. B 13/4620

I am writing to complain about your handling of the above order for 20 Linsdon office desks and to say how disappointed we are with how this order has been dealt with

Explain why

When we placed our order with you in April, we were assured that the desk would be sent to us within four weeks. In fact, in has actually taken nearly two months to deliver the goods.

Send next week

In addition, two of the desks are hadly damaged and will need replacing.

Also, we were told that as we were established ustomers, you would give us a special discount of 10 per cent off your catalogue prices. I note from your invoice that this discount has not been given.

I trust any future orders we place with you will be dealt with in a more satisfactory manner.

I look forward to your reply.

Assure him of this

He's right. Send correct invoice & offer extra discount

Yours faithfully
Paul Chandler
Manager

LISTENING 40 minutes(including 10 minutes' transfer time)

LISTENING

PART ONE

Questions 1 – 12

- You will hear three telephone conversations or messages.
- Write **one or wo words or a number** in the numbered spaces on the notes or forms below.
- After you have listened once, replay each recording.

Conversation One(Questions 1 – 4)

- Look at the note below.
- You will hear a man making a call about a delivery.

Telephone Message

To: John White
Date: 19/10/2001
Patrick Fishar range to say our new (1) ..... would be delivered tomorrow. You need to tell Sarah Robbins, the (2) ....., where to (3) .....them.
Please phone Mr Fisher on (4) ..... if there are any problems.

Conversation Two(Questions 5 – 8)

- Look at the note below.
- You will hear a man telephoning his personnel officer.

Message

Data: 12 November 2003
From: Roshan Singh, (5) .....Department.
Message: He has received an interesting (6) .....
and wants to discuss (7) .....
He has to reply by (8) .....

Conversation Three(Questions 9 – 12)

- Look at the note below.
- You will hear a woman calling a company about a possible order.

TELEPHONE ENQUIRY RECORD

Caller: Julie Ventnor from Polareach Ltd

She's interested in our (**9**) .....

Requires details of our (**10**) .....

Total monthly order: approx. (**11**) £ .....

Meeting on: (**12**) .....

PART TWO

Questions 13 – 22

Section One

(**Questions 13 – 17**)

- You will hear five short recordings.
- For each recording, decide what the speaker is booking.
- Write one letter (**A – H**) next to the number of the recording.
- Do not use any letter more than once.
- After you have listened once, replay each recording.

13 .....
14 .....
15 .....
16 .....
17 .....

A a seat for a concert
B a table in a restaurant
C a flight
D a holidey
E a rental car
F a meeting room
G a tennis court
H a parking space

Section Two

(**Questions 18 – 22**)

- You will hear another five short messages.
- For each message, decide what the speaker is doing.
- Write one letter (**A – H**) next to the number of the message.
- Do not use any letter more than once.
- After you have listened once, replay each recording.

18 .....
19 .....
20 .....
21 .....
22 .....

A arranging a meeting
B making an appointment
C offering an invitation
D canceling an order
E making an apology
F making an enquiry
G confirming an arrangement
H making a complaint

PART THREE

Questions 23 – 30

- You will hear a job applicant talking to the Personnel Manager of a chain of stores.
- For each sentence **23 – 30**, mark one letter A, B or C for the correct answer.
- After you have listened once, relay the recording.

23 The job vacancy is for
- **A** an Assistant Manager.
- **B** a Shop Assistant.
- **C** a Store Manager.

24 Mr Benn got his business qualification at
- **A** university.
- **B** night school.
- **C** a training centre.

25 Mr Benn disagreed with the Manager about
- **A** product promotion.
- **B** customer relations.
- **C** pricing policy.

26 At Town and Country Stores, he deals with
- **A** suppliers.
- **B** secretaries.
- **C** sales staff.

27 Mr Benn is attracted to the vacancy because it offers better
- **A** career prospects.
- **B** wages and bonuses.
- **C** working conditions.

28 The American shops are currently run by
- **A** American managers in America.
- **B** British managers in America.
- **C** British managers in Britain.

29 The new job deals with
- **A** sales patterns.
- **B** suppliers.
- **C** customer service.

30 Mr Benn could start the new job in
- **A** two weeks.
- **B** four weeks.
- **C** six weeks.

You now have 10 minutes to transfer your answers to your Answer Sheet.

SPEAKING 14 minutes

SAMPLE SPEAKING TASKS

PART 1

The interview—about 3 minutes
In this part interlocutor asks questions to each of the candidates in turn. You in this part heve to give information about yourself and express personal opinions.

PART 2

'Mini presentation'—about 6 minutes
In this part of the test you are asked to give a short talk on a business topic. You have to choose one of the topics from the three below and then talk for about one minute. You have one minute to prepare your idea.

A WHAT'S RESPONSIBILITY FOR THE EXPORT MANAGER?
- RESPONSIBLE FOR DEALING WITH CSTOMERS SALESMEN AGENTS AND DISTRIBUTORS
- CONCERNED WITH THE PRODUCTION OF GOODS FOR EXPORT
-

B WHAT'S IMPORTANT WHEN SELECTING APPLLCATIONS FOR A JOB?
- WORK EXPERIENCE
- PERSONAL QUALITY
-

C WHAT IS IMPORTANT WHEN PLANNING A PRESENTATION?
- FINDING OUT ABOUT THE AUDIENCE
- RESEARCHING THE TOPIC
-

PART 3

Discussion—about 5 minutes
In this part of the test you are given a discussion topic. You heve 30 minutes to look at the prompt card, an example of which is below, and then about 3 minutes to discuss the topic with your partner. After that the examiner will ask you more questions related to the topic.

New product introduction

Your company is planning to introduce a new product. Discuss the benefit of the new product introduction.

答案

Reading

Part 1

1.B 2.C 3.A 4.D 5.A 6.B 7.D

Part 2

8.A 9.G 10.E 11.C 12.F

Part 3

13.A 14.B 15.C 16.C 17.D 18.D

Part 4

19.B 20.C 21.B 22.D 23.B 24.A
25.D 26.C 27.B 28.C 29.D 30.B
31.A 32.D 33.A

Part 5

34.THOUGH 35.CORRECT 36.DOWN
37.SO 38.BY 39.CORRECT 40.THE
41.TO 42.UP 43.FOR 44.IN 45.ON

Writing

The following candidate responses were awarded marks in bank 5(the highest band).

Part 1

Question 46

To: All staff
From: Mr. Port
I would like to inform you that as of 14.11.99, the new name for our company will be MasonGolding. Please note that that from this time, only the new company name should be used. Thank you.

Part 2

Question 47

Dear Mr. Chandler

Re:Order No B134620

Tbank you for your letter of 25 June. First of all, I would like to apologise for the unsatisfactory handling of your order.

Deliveries have unfortunately been delayed by several weeks due to the truck drivers' strike. However, this dispute has now been settled and I am pleased to inform you that we can replace your two damaged desks next week.

As for the invoice, as an established customer you should indeed have received a 10% discount. I enclose the amended invoice and trust that you will accept a further 2% discount for the inconvenience caused.

I would like to assure you that future orders will be dealt with reliably and efficiently.

Yours sincerely

Listening

Part 1

1.computers
2.technician
3.install
4.553106
5.Accounts
6.job offer
7.(his)pension
8.Friday(morning)
9.clothing range
10.payment terms
11.20,000
12.January 30th/30(th)January

Part 2

13.C 14.H 15.A 16.F 17.D 18.D
19.A 20.F 21.G 22.C

Part 3

23.A 24.B 25.A 26.C 27.A 28.C
29.B 30.C

听力原文

This is the Business English Certificate, Vantage, Listening Test.

Part One. Questions 1 to 12.

You will hear three telephone conversations or messages.

Write one or two words or a number in the numbered spaces on the notes or forms below.

After you have listened once, replay the recording. Conversation 1. Questions 1 to 4.

Look at the note below.

You will hear a man making a call about a delivery.

You have 15 seconds to read through the note.

[Pause]

Now listen, and fill in the spaces.

Woman: Good morning. Sales Department.

Man: Hello. Could I speak to John White?

Woman: He's not in the office today, I'm afraid. He's in London for a conference. Would you like to leave a message for him?

Man: Yes, I think I'd better. This is Patrick Fisher from A & L Systems. I wanted to tell John that the computers he ordered will be arriving tomorrow.

Woman: Oh, yes. He's been expecting them to arrive this week.

Man: Will he be in the office tomorrow?

Woman: Yes, he should be back. It's only a oneday conference.

Man: It's just that he'll have to speak to the technician who'll be coming out to see you. Her name is Sarah Robbins, she'll be arriving about 10 o'clock and she'll need to ba told where to install the computers. I haven't been given any instructions, and anyway, it's much easier to sort tbet out on the day.

Woman: OK, I'll leave the message on his desk so that he gets it first thing tomorrow morning.

Man: If there are any problems, I'll be in the office tomorrow and he can ring me. The number's 55 31 06.

Woman: OK. Thanks for ringing. Goodbye.

Man: Goodbye.

[pause]

Now listen to the recording again.

[pause]

Conversation 2. Questions 5 to 8.

Look at the note below.

You will hear a man telephoning his personnel officer.

You have 15 seconds to read through the note.

[pause]

Now listen, and fill in the spaces.

Woman: Human Resources, Mary speaking. Can I help you?

Man: Oh, good morning. I'd like to speak to Peter Robinson, please.

Woman: I'm afraid Mr Robinson's out of the office at the moment.

Man: I see. It's Roshan Singh here, from Accounts. I really need to speak to him fairly urgently.

Woman: He's not going to be back until Thursday. I'm his Personal Assistant, maybe I can help you.

Man: OK. The thing is I've had a very attractive job offer.

Woman: Oh, congratulations. Where is it?

Man: Well, I don't want to say too much about it right now, but it would be a promotion and the pay and conditions are very good. The trouble is I need to speak to Mr Robinson about my pension before I make a final decision.

Woman: I tell you what I'll do. I'll give him a message as soon as he gets in on Thursday morning.

Man: If you could, I'd be grateful, because I've got to give them an answer by Friday morning.

Woman: All right. I've made a note of that. I'll contact you as soon as I've spoken to him on Thursday.

Man: Thanks a lot.

[pause]

Now listen to the recording again.

[pause]

Conversation 3. Questions 9 to 12.

Look at the note below.

You will hear a woman calling a company about a possible order.

You have 15 seconds to read through the notes.

[pause]

Now listen, and fill in the spaces.

Man: Good morning. Adventure Holidays Equipment Ltd. Philip Sykes speaking.

Woman: Good morning, Mr Sykes, it's Julie Ventonor from Polareach Ltd. I spoke to you briefly last week and you sent us your brochure.

Man: That's right. Was it useful?

Woman: Well, we're not really interested in the tents and other equipment, but we may want to order from your clothing range.

Man: Oh right. Have you got one of our order forms?

Woman: Yes, but first I need some information on the payment terms. These are quite important because, as I think I said last time, we're interested in purchasing quite large quantities.

Man: Right. What sort of quantities are you thinking of?

Woman: We'll want about two thousand pounds worth of goods for each of our ten stores, so we'll probably be giving you orders of around twenty thousand pounds a month.

Man: I'm very pleased to hear that. Can I send the information to you later today?

Woman: Tbet'll be fine. Thanks.

Man: If the terms are acceptable, may I suggest a meeting towards the end of January?

Woman: Yes, that would ba good. Let me see. I can do the 23rd or tha 30th.

Man: The 23rd's no good for me, I'm afraid.

Woman: Let's say January the 30th then. I'll be in touch at a later date to confirm the time.

Man: OK, tbat's fine. Bye.

Woman: Bye.

[pause]

Now listen to the recording again.

[pause]

That is the end of Part One. You now have 20 seconds to check your answers.

[pause]

Part Two. Questions 13 – 22.

Section 1. Questions 13 – 17.

You will hear five short recordings.

For each recording, decide what the speaker is booking.

Write one letter (A – H) next to the number of the recording.

Do not use any letter more than once.

After you have listened once, replay each recording.

You have 15 seconds to read the list A – H.

[pause]

Now listen, and decide what the speaker is booking.

[pause]

Thirteen

There'll be three of us and we'd like to leave around seven tomorrow evening. We'll be returning the following day round about the same time. The accommodation has already been taken care of. We're all non-smokers and I'd like a window seat, please.

[pause]

Fourteen

I'll be there on Wednesday, the second of July, arriving at about 7: 30. I am bringing tbe car this time, not the van. But if I could be as near to the main entrance as possible, that would be great. I've got a lot of equipment to carry. And some of it is quite heavy.

[pause]

Fifteen

Hello, I'd like a ticket for tbis evening, please. I

hope you haven't sold out. I'd like to sit fairly near the front, not actually on the front row, though, about four or five rows back, and somewhere in the middle so that I can get a good view.

[pause]

Sixteen

There'll be quite a few of us so we'll need a large table, let's say about 30, though I'll phone near the time to confirm that. Could we have the usual refreshments on the table—bottled water, fruit juice, etc.? A tea served mid-morning, please. And we'll be breaking for lunch at one.

[pause]

Seventeen

There'll just be the two of us for a couple of weeks—somewhere quiet. All what we really want to do is to have a bit of rest, some nice food and do a bit of walking. Perhaps somewhere where we can play a bit of sport, tennis or something like that.

[pause]

Section 2. Questions 18 – 22.

You will hear another five recordings.

For each recording, decide what the speaker is doing. Write one letter (A – H) next to the number of the recording.

Do not use any letter more than once.

After you have listened once, replay each recording.

You have 15 seconds to read the list A – H.

[pause]

Now listen, and decide what the speaker is doing.

[pause]

Eighteen

This is Mr. Lim from T. P. Consultants. We arranged to rent some computers from you for a tranining course in July, but they won't be needed. We've run into some problems with the training room. When it's sorted out we'll get back to you.

[pause]

Nineteen

Donald, this is Mary here. I'm trying to get the project leaders together to discuss the current delivery delays. I've provisionally booked Room W72 for Wednesday morning. Could you phone round to see if everybody can make it?

[pause]

Twenty

Hello, I wonder if you can help me. This is Bill Kennedy on 3416577. I am phoning to see if you have any vacancies in your Accounts Department. I spoke to someone at the weekend who thought there might be the possibility of a temporary position. And I'd like to find out more about it.

[pause]

Twenty-one

Hi, it's Tom Ling. You left a message asking if I could attend the directors' meeting Friday lunch time. I'm just calking to let you know that I'll be able to make it although I might be a few minutes late. I've got an appointment with the dentist earlier on, but I hope to be back in time.

[pause]

Twenty-two

Dave, it's Maisy. If you're free at the weekand, would you like to come with us to the theatre. We'd like to treat you. We feel we owe it to you for all the help you've given us recently. There's a new comedy on. Supposed to be really good.

[pause]

Now listen to the recording again.

That is the end of Part Two.

[pause]

Part Three. Questions 23 – 30.

You will hear a job applicant talking to the Personnel Manager of a chain of stores.

For each question 23 – 30, mark one letter (A, B or C) for the correct answer.

After you have listened once, replay the recording

You have 45 seconds to read through the questions.

[pause]

Now listen, and mark A, B or C.

[pause]

F Er, good afternoon, Mr. Been. Thank you for coming. Do take a seat.

M Oh, thank you.

F Right. I've looked through your letter of application and your curriculum vitae. uh... interesting! I see you're nearly twenty-seven. Well, I think I'd better tell you generally about the job we have on offer here. It's an important position. It's an assistant manager ship reporting directly to the managing director. It covers several of the aspects of our business—supervising the purchasing of goods and deliveries, pricing, special offers and so on. Anyway, I see you have some experience with one of our main rivals. Can you tell me something about that?

M Yes, well, er, after I left school. I joined Sparton's Stores as a trainee. I was eighteen then.

F Yes?

M Uh, after the initial six months' trial period, they sent me to their retail training centre for a month. Then I went back to tha branch in Marx Town. I then went to the night school for 2 years to get a diploma in commerce.

F Uh, yes.

M And I did a short computer stndies course at university last summer as well. Anyway I worked in tha Marx Town branch for another couple of years. I really enjoyed it there. But then Sparton's moved me to the city centre branch. And it wasn't quite so good, I'm afraid.

F mmm, why was that?

M Welll, I'm afraid the general manager and I had different opinions. There was a terrific downtum in retail sales six years ago. Shoppers weren't spending much. Anyway I thought we ought to advertise our goods in our store more widely to draw in more customers. I had a few ideas, but we couldn't agree on the policy. It was a shame. I had hoped to move up to the deputy assistant there. But the job was given to someone else.

F mmm

M so I thought it was time to move on.

F I see. Well, uh, could you tell me what you do in your current job at, uh, ah, yes, Town and Country store, isn't it?

M Yes, uh, I've been there for nearly two years now. I help with store displays and promotions. And I've also been in complete charge from time to time when the proprietor's away at trade fairs and so on. But my main job is to do with the shop assistants—there are nearly forty, mostly part-timers. I used to supervise the cleaners and also the typists at one time too, but it became too much.

F So why are you looking for another job, Mr. Benn?

M Well I expect you know it's family firm. And there's really no chance of getting ahead. The proprietor's son will take over when Mr Richards retires in two years. So I'd like to get hack into a big chain with a number of stores where there're more opportunities for training and promotion. So I must say tbe working conditions at Town and Country are pretty good.

F Right, well, thank you, Mr. Benn. I expect you realise that our company moves its staff to different branches just like Sparton's. Now how would you feel about that?

M Sure. That's all right by me. I was going to ask you something about thet if I may?

F Yes, yes, of course.

M Well, I understand from the press that you recently opened three stores in three American cities. Is there any possibility... uh... of being moved to one of those, after a time?

F Well, uh, not really. All shop staff are recruited locally in America though the stores are being managed at present directly from our head office in Britain. Tha plan is for total independence with locally recruited managers within five years.

M I see. Ah, and another question was to do with this position here again. Does it involve much contact with customers? I really enjoy getting to know what's selling well, how to give the best service and so on.

F Yes, well, not a great deal really. That's generally dealt with hy customer services. Ah, Now as I said, it's mostly dealing with our producers.

checking that orders are delivered on time, checking product quality, and that sort of thing. Now, the general manager is the one who tries to understand the sales figures.

M OK.

F Anyway, if you were offered the job, Mr. Benn, when would you be able to start?

M Well, I'm on four weeks' notice at Town and Country, but the proprietor's away for two weeks, so I wouldn't ha able to see him until the beginning of next week. So it will take about six weeks, probahly.

F Right. I see. Well, I think we should discuss now the terms and conditions we could offer you here. As you know, we have different salary scales hased on...

[pause]

Now listen to the recording again.

[pause]

That is the end of Part Three. You now have ten minutes to transfer your answers to your Answer Sheet. Stop here and time ten minutes.

Speaking

Part 1

What's your name?

My name is A.

How do you spell your name?

It's spelled as ...

What work do you do?

I am a manager.

What do you remember about your first school?

It's a very common school in our city. However, the teachers were responsible. The school had a super playground where we played badminton after class.

What are your goals in life?

My short-term goal is to improve my English and go abroad to study. My long-term goals include adjusting to a new country getting a good job beving a family and eventually owning my own business. I have a lot of goals in life but some of them are really just dreams. I mean I don t think I'll ever be able to attain them all.

Part 2

Once a reasonable export trade is estahlished it may be necessary to set up an export office. In order to function efficiently an export office must be properly organized. There are a variety of ways this can be done and much depends on the particular company its products and perhaps on the target export markets. A simple but typical export office may be staffad by an export manager a dispatch clerk and a secretary. The three main functions of an export office can then ha divided between them with tbe manager also taking responsihility for seeing that the other functions of an export office are covered. This type of small firms accounts for a hig proportion of the foreign trade companies in foreign countries. In addition the export manager deals with inquiries pricing quotations orders and terms of delivery. He is responsible for dealing with customers salesmen agents and distrihutors. He is also concerned with the production of goods for export maintaining contact with the factory or the suppliers. He represents the export department of a firm so to speak.

We can see how important work experience is from reading hob edvertisements in the papers. Most employers are looking for candidate with a minimum of two years of relevant work experience. For some intermediate or high-level positions, five or even eight years could ha required. If e were a boss, I would certainly like to employ people with know-how rather than people with no experience. As for personal qualities, when a personnel manager is holding an interview, tha qualities of an applicant should ha considered more than his capabilities. Nowadays, young kids are clever enough to grasp up-to-date technologies, yet they're growing

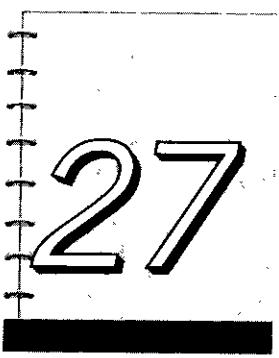
impatient to become rich. A talented engineer could be liability to a company if his conduct is unscrupulous and unprofessional.

Part 3

A: New product introduction is important to the industry. They generate excitement in tbe marketplace and sales in your store. Customers are anxious to learn about what's new and can the new product can solve their problem.

B: Yes. Actually, when you sell a new product, your company become more than a place to get the new product, it become a problem solver for the customer. This is a huge advantage over the other company.

A: And your customers are able to discern the difference hetween makeshift solutions and application-specific products. By focus on their needs, industrial companies can offer the right solution for demanding jobs. These solutions are coupled with the necessary product knowledge to educate the customer. In this way, you can become more profitable in your business.



仿真试题(二)

What is defeat? Nothing but the first step to something better.
什么叫失败？失败是根达往境的第一步。

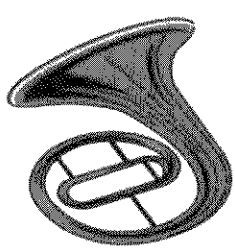
The very reputation of being strong-willed, plucky, and indefatigable is of priceless value.
意志坚定、胆量过人和不屈不挠的名声，乃是无价之宝。

In order that people may be happy in their work, these things are needed: They must be fit for it; they must not do much of it; and they must have a sense of success in it.
为了使人们在工作时感到快乐，必须做到以下三点：他们一定要胜任自己的工作；他们不可做得太多；他们必须对自己的工作有成就感。

What we do during our working hours determines what we have; what we do in our leisure hours determines what we are.
我们工作时所干的事决定我们拥有什么；工作之余所干的事决定我们是什么人。

If we want light, we must conquer darkness.
我们要光明，就得征服黑暗。

There is no such thing as genius; it is nothing but labor and diligence.
世间无所谓天才，它仅是刻苦加上勤奋。



READING 1 hour

READING

PART ONE

Questions 1 – 7

- Look at these sentences and the four paragraphs.
- Which clip (**A**, **B**, **C** and **D**) does each sentence **1 – 7** refer to?
- For each sentence **1 – 7**, mark one letter (**A**, **B**, **C** or **D**) on your Answer Sheet.
- You will need to use some of the letters more than once.

Example:

0 It can perform many functions such as a chair or a vehicle.

0	A	B	C	D
	■			

1 The architectural skill of the Charokee Indians represents an advanced civilization.

2 You can arrange for someone to come to your home tc show you this machine.

3 The company hes grown in Europe over the past 30 years.

4 It is not designed to go up steps.

5 The company has added two new warehouses as a result of the increase in production.

6 It's products are used for building.

7 Shanghai International is considering setting up a new oparation in northern China.

A

The Motorover

Strck at home? Need a better wheelchair? The Motorover could be the answer, whether you just want to move more easily about the house or if you want to go out, visiting friends or shopping. Unless you want to go up steep hills or stairs, the Motorover will take you almost anywhere...

- You can use it as a chair or a vehicle.
- You can even fold it up neatly to put into the car.

And don't worry about coming in to look at the Motorover; at your request a member of our highly trained sales team will visit you at home with one for you to test drive free of charge.

Call Freephone: 0800 500 600 and we will send you more details.

REMEMBER: For ease and convenience, tha Motorover is unbeatable!

B

Early Cherokee Architects

The Cherokee Indians, who considered themselves the "real people" established their villages along the streams and rivers of what are now the Carolinas , Georgia, Virginia, and Kentucky. The building methods used by the Cherokee people reveal a unique civilization. The walls of their houses were constructed with large, sturdy posts planted at the three-foot intervals. Smaller posts were used to fill in the intervening spaces. The posts were held in place by twigs and long grasses interwoven to provide strength and protection. To insulate against the wind and cold, the woven walls were plastered with a mixture of grass and clay. This process also improved the appearance of the house and kept the posts from rotting. Many historians feel that these building techniques the Cherokee at the forefront of early American Indians.

C

Company Sales Highest Yet

Business at Shenghai International is breaking all records as a result of the boom in shipbuilding in China. The company , which produces paint, is owned jointly by a British firm from Birmingham and a Chinese firm based in Shanghai, Last year was the best for the company, with total sales up by 50% in quantity and 60% in value on the previous year. Shanghai International now sells eight times more paint than when it started in 1990, and is growing fastar any paint production operation in South-East Asia. Sales heve doubled since it moved to a factory two years ago, and the possibility of further expansion is already being discussed, with plans to build a plant in Dalian, in the north of China.

Shanghai International now supplies China's biggest shipbuilding companies with more than 50% of their paint requirements. To deal with the sherp rise in production, two new warehouses recently been built at the present factory site.

D

GRAFT PLC REPORT

As one of the world's leading producers of construction of construction materials, Graft has succeeded in maintaining a good share of the market despite strong competition.

It has manufacturing operations in over 25 countries and more than 20,000 employees, Graft makes a range of products, including bricks, tiles and cement. These are processed from Graft's own reserves of raw materials.

More than seventy-five par cent of Graft's profit is earned outside the United Kingdom. The largest of the overseas operations are in Germany, Italy and the United States, with steady growth in Asia. In Europe Graft's expansion has continued steadily since 1963 and Graft now has factories in almost every western European country. One of Graft's fastest growing regions is the former East Germany, where it now has six processing plants.

PART TWO

Questions 8－12

- Read the article below about the body shop.
- Choose the best sentence to fill in each of the gaps.
- For each gap **8－12**, mark one letter(**A－G**)on your Answer Sheet.

- Do not use any letter more than once.
- There is an example at the beginning(**0**).

The Body Shop—A New Kind of International Business

The Body Shop—good to its employees, its customers, the environment, worthy causes and the Third World—has pioneered a new kind of corporate culture, and made a great deal of money at the same time. When Anita Roddick, the founder of The Body Shop, is asked questions about her company, it is clear that she is passionate about the good work that The Body Shop does at the same time that it is a corporate business. (**0**).....

"Her level of passion and commitment is what's really required in business now," he says. (**8**) ..... By all accounts, the huge British company, which makes and sells skin and hair-care products around the world, is

Good to employees: they are encouraged to have fun to challenge management, to put love where their labour is;

Good to customers: they can sample products with in-store "testers" and buy small bottles to start with; they are given information about ingredients; they are offered refills at a discount;

Good to the Third World: Anita Roddick, who runs the company, spends months each year traveling to remote regions to study the people's skin and hair care. (**9**) .....

Good to charities and worthy causes: Amnesty International, Romanian orphanages and the threatened rainforests of South America are among many beneficiaries of money, million-signature petitions, supplies, volunteers, membership sign-ups, shop-window campaigns;

Good to the environment: the Body Shop uses minimal packaging, recycles almost everything in sight and hattles pollution. In one Body Shop paper-making business in Nepal, paper is made from water hyacinths that used to clog waterways, and from specially planted hanana palms that have helped stop erosion and provide food. Residue from the paper-making is used to make pots for transplanting much-needed trees. (**10**) .....

While Roddick might say nasty things about some of the Body Shop shareholders—she loathes uncaring "speculators" who are just in for a quick profit—the company has certainly been good for their bank accounts. Since the shares were floated, in 1981, their price has increased almost 100—fold, says Fortune magazine. (**11**) ..... Asked in a phone interview about how the Body Shop is likely to fare when Roddick retires, he says, "A couple of thousand years ago, you might have asked, "What's going to happen to Christianity if Jesus Christ dies? If Anita Roddick goes, the Body Shop could potentially become even stronger. The corporate culture is very strong."(**12**) ..... Roddick gets angry about suspicious questioning—"Anyone claiming to be altruistic is considered suspect." But, in a phone interview while she is visiting the Madison Avenue, New York, Body Shop, she gives some answers.

Example:

0	A	B	C	D	E	F	G
	▭	▭	▭	▭	▭	■	▭

A But first let's look at what makes The Body Shop seem just too good to be true.

B One London stock analyst, John Richards of Country Natwest, even compares Roddick to Christ.

C All this, plus jobs and income!

D She has set up several Third World suppliers under a "Trade not Aid" policy;

E Still, no person and no business is perfect.

F Auckland businessman Roger Lampen of the job search Lampen Group Ltd says he's inspired by what he has read and heard about Roddick.

G But each year we're slowly getting better.

PART THREE

Questions 13 – 18

- Read the article below about responsibility.
- For each question **13 – 18**, mark one letter (**A**, **B**, **C** or **D**) on your Answer Sheet, for the answer you choose.

Business and Social Responsibility

Today more and more people believe that business should play an active role in improving society and solving social problems. For example, we expect that businesses will take care not to pollute the air we breathe or the water we drink. We also expect them to offer fair wages and employee benefits and to provide a satisfactory product or service at a reasonable price. Many companies recognize this and have stated publicly that they will act as a good citizen. They support local arts, build parks, raise funds for charities, and try to put back some of their profits into the community that has made their success possible.

A good reason for businesses to ha socially responsihle is that society gives business organizations the right to exist. A social setting or environment, with its laws, customs, and other social and cultural norms, allows businesses to form and function. It is only right for businesses to participate in making the community in which they operate a hatter place.

To be socially responsible also benefits businesses. In many cases, a company will make greater profits in the long run if it considers benefits to society. Customers actually vote for products and companies when they make a purchase. If a product is of good quality and priced fairly, they will probably buy it more than once. But when customers find out that a manufacturer produces only inferior or shoddy products that cheat them out of their money, they may become so angry that they will never purchase another of their products. Consumers may also shun firms that pollute the environment or engage in unethical practices by not buying tbeir products. When enough people believe a business no longer serves society's hast interests, they may pressure the firm into its doom by boycotting its goods or services, influencing officials against it, condemning it in the media, or patronizing other firms.

A business whose goal is to maximize profits is not likely to act out of a sense of social responsihility although its activity will probably ha legal. Only businesses that are concerned about society as well as about maintaining profitahility are likely to invest voluntarily in socially responsible activities. For example, the former president of Pizza Hut, Orr Gunther, implemented a program called "Book-it." This program rewarded cbildren with a free pizza for reading a certain number of bouks. Such a husiness may win the trust and respect of its customers andin the long run increase profits.

To ha successful, a business must determine what customers and society want or expect in terms of social responsibility. Although social responsibility may seem an abstract idea, managers consider it on a daily basis as they deal with real issues. A business must monitor changes and needs in society in order to behave in a socially responsible way.

13 The passage mainly focuses on _____.

A doing business

B social responsibility

C what customers and society want
D cultural and social norms

14 To take social responsibility, a business should _____.
A help solve social problems
B play a part in improving the quality of life in the community
C profect the environment
D all of above

15 According to the text, a business should be socially responsible because _____.
A society requires it
B social laws and customs demand it
C it owns its existence to society
D it is indebted to the community in which it operates

16 Many business organizations are willing to take social responsibility because the prectice also does good to _____.
A the needs of consumers
B the stability of society
C the profection of environment
D the profits of a business

17 From paragraph 4, we can infer thet those who do not act out of a sense of social responsibility are _____.
A shortsighted
B farsighted
C concerned about society
D likely to increase profits in the long run

18 To ect in a socially responsible way, a business must _____.
A reward children with food
B observe changes and wants in society
C build parks for people
D maximize its profits

PART FOUR

Question 19 – 33

- Read the fax below about people express.
- Choose the best word to fill each gap from **A**, **B**, **C** or **D** on the opposite page.
- For each question **19 – 33**, mark one letter(**A**, **B**, **C** or **D**)on your Answer Sheet.
- There is an example at the beginning, (**0**).

People Express

People Express, (**0**) .....**C**.....in April 1981, grew rapidly on the basis of low fares and no-frills service. It soon became a leading airline and (**19**).....changed the industry as firms constantly engaged in price wars to lure passengers. Then, People Express' bubble (**20**)..... because it overexpanded, consumer complaints mounted and other airlines matched its fares on popular routes. In 1986, People Express (**21**).....hundreds of millions of dollars and was forced to sell out to Texas Air, the owner of Continental and Eastern Airlines.

In early 1987, Texas Air (**22**).....People Express into its Continental division and industry observers believed (**23**).....the costly fare wars would be ended. They could not have been more wrong. To stimulate business for its (**24**).....Continental Airlines, Texas Air instituted a new low fare category (**25**).....MaxSaver. The fare offered prices that were up to 40 per cent lower than "supersaver" rates offered·····28·····all airlines. For example, the round-trip MaxSaver fare from New York to Houston was $79. The MaxSaver fares were immediately matched by all major airlines, (**26**).....feared losing business.

While MaxSaver rates were low, they also had restrictions. Tickets could not be (**27**).....or flight times modified after purchase. Passengers would have to stay over either a Saturday or Sunday. Reservations had to be made at least two days (**26**).....,and there were limited seats available. Three weeks after MaxSaver rates were (**29**).....American Airlines announced plans to raise its discount fares and require 30-day (**30**).....purchasing for its lowest fares. It felt it could not continue at the rates in effect. However, just 10 days (**31**).....American Airlines had to revise its plan. Texas Air refused to abandon the MaxSaver fare; it even extended the (**32**).....program into the busy summer season. Competitors went along and the price war raged on, (**33**).....an executive's comment that "nobody's cost structure can survive MaxSavers."

Example:

A. found　B. find　C. founded　D. finded

example	A	B	C	D

19	**A** little	**B** slowly	**C** quick	**D** radically
20	**A** burst	**B** explode	**C** opened	**D** disappeared
21	**A** gained	**B** made	**C** lost	**D** disappeared
22	**A** emerged	**B** merged	**C** has combined	**D** mixed
23	**A** what	**B** which	**C** where	**D** that
24	**A** expand	**B** to extend	**C** expanded	**D** extended
25	**A** called	**B** calling	**C** to call	**D** calling on
26	**A** to	**B** for	**C** with	**D** by
27	**A** put off	**B** canceling	**C** destroyed	**D** canceled
28	**A** before	**B** in advance	**C** ahead of	**D** later
29	**A** introduced	**B** brought in	**C** taken in	**D** adapted
30	**A** advanced	**B** before	**C** ahead	**D** prior to
31	**A** lately	**B** later	**C** late	**D** latter
32	**A** further	**B** desply	**C** great	**D** promotion
33	**A** despite of	**B** despite	**C** in spite	**D** although

PART FIVE

Questions 34 – 45

- Read the text below about redundancies in the insurance industry.
- In most of the lines **34 – 45** there is one extra word. It is either grammatically incorrect or does not fit in

with the sense of the text. Some lines, however, are correct.

- If a line is correct, write **CORRECT** on your Answer Sheet.
- If there is an extra word in the line, write **the extra word** in CAPITAL LETTERS on your answer sheet.
- The exercise begins with two examples, (**0**) and (**00**).

Example:

0	C	O	R	R	E	C	T	
00	A	S						

Redundancies Threatened In Insurance Takeover

0 Hundreds of insurance workers were facing redundancy last night after
00 two companies announced as they were joining forces. The redundancies
34 are under threatened by a £4 billion takeover of Bastion Insurance
35 which has been a 17,500-strong workforce, by overseas rival Sunshine
35 Provincial, which employs a staff of 20,000. A spokesperson for
37 Bastion workers who accepted there would be rationalization of the two
38 companies' operations, causing redundancies. However, since there was
39 relief when workers heard the job losses would be nowhere near the
40 5,000 level initially were feared. These bigger cuts would have resulted if
41 Bastion had accepted that a bid from Total Insurance two weeks ago. It opted
42 instead of for joining up with Sunshine, whose employees are mostly based
43 abroad. The spokeperson added, "Recently we were talking with about thousands of
44 redundancies, so this is at best for all. "Experts predict thet this is only one of many
45 such developments that can be expected in tha insurance industry in the near future.

WRITING 45 minutes

WRITING

PART ONE

- You are the Head of Research for an international car manufacturer. You have to make an urgent trip tomorrow to visit Pierre Blanco, a colleague who works for a subsidiary.
- Write a memo to your secretary:
  - telling her who you are going to see and when
  - asking her to book flight tickets and accommodation
  - telling her what work you would like her to do in your absence
- Write **40 – 50** words on the separate answer paper provided.

PART TWO

- You are the manager of a TV and radio repair workshop. One of your employees has received the letter below about a faulty cassette player which he inspected. You have been asked to write a reply to explain why your company can not repair the cassette player.

- Read the letter below, on which the employee has written his notes.
- Then, using **all** these handwritten notes, write your reply.
- Write **120－140** words on the separate answer paper.

35 Dorse Road
London W6
September 12, 1997

Mr. D. Mason
Radio World
6 Adelaide Park
London W6

Dear Mr Mason,

Re: Repair of Tashita Cassetta Player

You returned our cassette player to us on 5th September, after having it (Sorry! Technician off sick) in your shop for over a month, saying that you could not repair the following faults:

1. A problem with the volume control. (needs replacing; part not available)
2. Difficulty operating the on/off switch. (Possible to replace, but very expensive)

I was very surprised to hear this, because the equipment is not all that (Manufactured in 1985) old. Therefore I would be grateful if you could explain in writing why the equipment is, in your opinion, beyond repair, so that I can discuss this (out of business since 1990) matter with the manufacturers.

Yours sincerely,

Paul Johnson

LISTENING 40 minutes (including 10 minutes' transfer time)

LISTENING

PART ONE

Questions 1－12

- You will hear three recorded telephone messages.
- Write **one or two words or a number** in the numbered spaces on the forms below.
- After you have listened once, replay each recording.

Massage One

(Questione 1－4)

- Look at the form below.
- You will hear a man ordering some items.

Product	Quantity	Product Title	Cost
Book	One	(1).....	$24.95
(2).....	Two	Building Teams	$200
Video	One	Competitive Strategies	(3).....
Shipping and Handling within (4).....: $18 per item			$72

Name: John Hunt
Address: 601 Harmsworth Way, Boston, MA 02163, USA

Message Two
(Questions 5 - 8)

- Look at the form below.
- You will hear a woman asking for some information.

Date: 8.6.01
To: Oxford Management(5) .....
Attention: David (6) .....
Please send details of:
- The Oxford Management Programme
- (7) .....

Name: Caroline Lomas
Address: BC701, Core B, Hung Hom, Kowloon, Hong Kong
Tel: (852)235 664485 e-mail: (8).....

Message Three
(Questions 9 - 12)

- Look at the form below.
- You will hear a woman making a booking for an awards ceremony.

The Marketing Week Awards

celebrating 20 years of excellence, will take place on March 3, 1998 at the (9).....Hotel

☐ Please reserve a table for (10) ..... @£1,120.00
or
☐ Please reserve an individual place @(11).....
☐ Please send me a Dinner Booking Form

Name: Kari Mahmood Job Title: (12).....
Company: Apollo Address: 23 Mercer Street, Covent Garden, WC2H 9QB
Tel: 0171 674 2233 Fax: 0171 603 7884

PART TWO

Questions 13 – 22

Section One
(Questions 13 – 17)

- You will hear five people talking about different documents.
- For each recording decide which document (**A – H**) the speaker is talking about.
- Write one letter (**A – H**) next to the number of the recording.
- Do not use any letter more than once.
- After you have listened once, replay each recording.

13 .....
14 .....
15 .....
16 .....
17 .....

A an itinerary
B a passport
C a contract
D an application form
E a diary
F an invoice
G a bank statement
H a sales brochure

Section Two
(Questions 18 – 22)

- You will hear another five short recordings.
- For each recording decide who is talking.
- Write one Letter (**A – H**) next to the number of the recording.
- Do not use any letter more than once.
- After you have listened once, replay each recording.

18 .....
19 .....
20 .....
21 .....
22 .....

A a receptionist
B an interpreter
C an accountant
D a typist
E a lawyer
F a salesperson
G a trainer
H a courier

PART THREE

Questions 23 – 30

- You will hear a discussion.
- For each question **23 – 30** mark one letter (**A, B** or **C**) for the correct answer.
- After you have listened once, relay the recording.

23 The proposals being made affect
- A every department in the company.
- B the production engineering department.
- C several other successful companies.

24 The production engineering department has a total workforce of
- A 100.
- B 600.
- C 800.

25 At present the engineering services and expertise is
- A concentrated at headquarters.
- B spread unevenly throughout 12 factories.
- C both at headquarters and in the company's 12 factories.

26 Someone else agrees thet the production engineering department is
- A losing touch with its factories.
- B too powerful.
- C in need of more specialist knowledge.

27 The proposal is for the factories to become
- A more independent and less closely integrated.
- B more closely integrated and less independent.
- C more independent but closely integrated.

28 The parson who is making the proposal about the production engineering department is
- A the company production director.
- B one of the factory managers.
- C a production engineering manager.

29 Under the proposed organisational structure, the factory managers will have
- A the same responsibility as previously.
- B less responsibility.
- C more responsibility.

30 Production engineers from headquarters can give instructions to the production engineering manager in a factory only with permission from
- A the general manager there.
- B the engineering manager there.
- C the chief production engineer at headquarters.

You now have 10 minutes to transfer your answers to your Answer Sheet.

SPEAKING 14 minutes

SAMPLE SPEAKING TASKS

PART 1

The interview—about 3 minutes

In this part interlocutor asks questions to each ct the candidates in turn. You in this part heve to give information about yourself and express personal opinions.

PART 2

'Mini presentation'—about 6 minutes

In this part of the test you are asked to give a short talk on a business topic. You have to choose one of the topics from the three below and then talk for about one minute. You have one minute to prepare your idea.

A WHAT SKILLS A MANAGER SHOULD HAVE?
- CONSIDER TECHNICAL SKILLS
- CONCEPTUAL SKILL
- HUMAN SKILLS

B WHAT IS IMPORTANT WHEN DECIDING WHETHER TO ATTEND A CONFERENCE?
- CHOICE OF VENUE
- APPOINTED SPEAKERS
-

C WHAT IS IMPORTANT WHEN MANAGING A PROJECT?
- ENCOURAGING TEAMWORK
- KEEPING TO SCHEDULE
-

PART 3

Discussion—about 5 minutes

In this part of the test you are given a discussion topic. You have 30 minutes to look at the prompt card, an example of which is below, and then about 3 minutes to discuss the topic with your partner. After that the examiner will ask you more questions related to the topic.

Discuss the related issues of public image.
- The meaning of public image
- The public image should be protected
- The main factors effect public image

答案

Reading

Part 1

1.B 2.A 3.D 4.A 5.C 6.D 7.A

Part 2

8.G 9.D 10.F 11.A 12.E

Part 3

13.B 14.D 15.C 16.D 17.A 18.B

Part 4

19.D 20.A 21.C 22.B 23.D 24.C
25.A 26.D 27.D 28.B 29.A 30.A
31.B 32.D 33.B

Part 5

34.UNDER 35.BEEN 36.CORRECT
37.WHO 38.SINCE 39.CORRECT
40.WERE 41.THAT 42.FOR 43.WITH
44.AT 45.CORRECT

Writing

The following candidate responses were awarded marks in bank 5(tbe highest band).

Part 1

Dear Sandy,

I am about to visit my colleague Pierre Blanco in one of our subsidiaries in London tomorrow morning in a hurry, would you please book a flight and a hntel there for me? Please remember to answer phones for me while I am absent. Thanks.

Part 2

Dear Mr Johnson,

We are terrihly sorry that the repair of your cassette player is really beyond our reach. There are several reasons why we left your equipment unrepaired.

Firstly, our technician in charge of the cassette player repairs had been several days off for serious flu, this delayed the handling of the equipment.

Secondly, there is no parts found in the present market to replace the volume control which really needs repairing.

We have the ability to replace the on/off switch, however, the cost is too high to worth it, because you can use the amount of money to buy a new one.

According to our survey, this type of equipment is manufactured in 1985 and the manufacturer has gone out of business, so it is impossible for you to talk with them.

We are really sorry for our helplessness.

Sincerely,
Mason
Manager

Listening

Part 1

(1 mark for each correct answer)

1.Customer Care
2.CD-ROM
3. $279
4.US/United States
5.Programme Office
6.Grossman
7.Oxford MBA
8.caroline@lomas.net.hk
9.Park
10.ten places
11.£125
12.Marketing Manager

Part 2

13.B 14.H 15.A 16.D 17.C 18.G
19.B 20.A 21.F 22.H

Part 3

23.B 24.B 25.A 26.A 27.C 28.A

29.C 30.A

听力原文

This is the Business English Certificate, Vantage, Listening Test.

Part One. Questions 1 to 12.

You will hear there recorded telephone messages. Write one or two words or a number in the numbered spaces on the forms below.

At the end of each message, rewind the tape and listen again.

Message 1

Message One. Questions 1 to 4.

Look at the form below. You will hear a man ordering some items.

You have 15 seconds to read through the form.

[pause]

Now listen and fill in the spaces.

Man: Yes, um... I want to order some books and things. The first thing is a book called 'Building Teams'. Oh no, sorry, that's the CD-ROM. It's actually called 'Customer Care' and it's $24.95. Then the CD-ROM. Well, I want two of those and I see that's $100 each but never mind. That's 'Team Building'. No, the other way round, 'Building Teams'. And finally the video about Competitive Strategies which is $279. Thank goodness I only want one of those! Oh, I'm John Hunt and my address is 601 Harmsworth Way, Boston, MA 02163, USA. I see I'll have to pay a handling charge but as I live in the country that's only $72. Great, thanks.

[pause]

Now rewind the tape and listen again.

[pause]

Message 2

Message Two. Questions 5 to 8.

Look at the form below. You will hear a woman asking for some information.

You have 15 seconds to read through the form.

[pause]

Now listen and fill in the spaces.

Woman: I'm leaving a message for the Oxford Management Programme Office. I think the person I want is David Grossman—G-R-O-S-S-M-A-N? It's Caroline Lomas speaking. Could you send me some information about the Management Programme and the Oxford MBA? The easiest thing is for you get me on my e-mail which is caroline@lomas.net.hk and that's all in lower case. If you need it, my telephone number is 852 235 664485. And my address...

[pause]

Now rewind the tape and listen again.

[pause]

Message 3

Message Three. Questions 9 to 12.

Look at the form below. You will hear a woman making a booking for an awards ceremony.

You have 15 seconds to read through the form.

[pause]

Now listen and fill in the spaces.

Woman: I saw the advert for your award ceremony at the Park Hotel and I want to book a place. I don't want to book one of those tables with ten places. I just want a seat for one, if that's possible. That's only £125, I hope! I believe that there is someone else from my company booking a table for the senior managers here. Please don't confuse us—I can't afford to pay £1,120! Anyway, my name is Kari Mahmood and I'm the Marketing Manager of Apollo. We are on your mailing list so you'll have the rest of my details. Can you let me know if this is OK?

[pause]

Now rewind the tape and listen again.

[pause]

That is the end of Part One. You now have 20 seconds to check your answers.

[pause]

Part Two. Questions 13 – 22.

Section 1. Questions 13 – 17.

You will hear five short recordings.

For each recording, decide which document the speaker is talking about.

Write one letter (A – H) next to the number of the recording.

Do not use any letter more than once.

After you have listened once, replay each recording.

You have 15 seconds to read the list A – H.

[pause]

Now listen, and decide which document the speaker is talking about.

[pause]

Thirteen

(F) Oh, dear, this is out-of-date. It expired over 6 months ago. And you don't really look anything like this anymore. You'll have to apply for a new one before your next trip abroad and you'll have to have another photograph taken.

[pause]

Fourteen

(M) Well, I'm very impressed with this. Tbe illustrations are excellent. Look at these ones of tbe new models. I think our customers are going to be very excited when they see this. And it's all laid out very professionally, easy to find the information you want.

[pause]

Fifteen

(F) I've arrangad for a car to pick you up at your house in time for you to get 9 o'clock flight. I couldn't find anything direct, so I'm afraid you'll be changing in Frankfurt for the 2pm connection to Boston, arriving at 5 pm local time. It's all written down here for you, along with flight numbers and so on.

[pause]

Sixteen

(M) Yes, sir, if you could just fill this in for me. Just the name, address and phone number, and whether you want a full membership or just an associate membership. I can probably fill in the rest of the details for you and then I'll pass it on to our membership department.

[pause]

Seventeen

(F) We've not been able to get the terms we wanted, but I still think it's a good deal. They'll ba paying 50% in advance and the remaining 15,000 pounds in three equal installments over the first two years. I'm showing it to our lawyers later today and we should be signing by the end of the week.

[pause]

Section 2. Questions 18 – 22.

You will hear another five recordings.

For each recording, decide who is talking. Write one letter (A – H) next to the number of the recording.

Do not use any letter more than once.

After you have listened once, replay each recording.

You have 15 seconds to read the list A – H.

[pause]

Now listen, and decide which visitor each speaker is talking about.

[pause]

Eighteen

(M) Well, we find a great range in ability, some are very experienced and have a lot of knowledge already and some, quite honestly, know very little at all. The most important thing, though, is their willingness to learn. There is nothing worse then a group who bave no interest at all in tbe course.

[pause]

Nineteen

(F) They took me on as their share of the Japanese market grew. So few of their managers could speak the language! I spent three or four months of the

year travelling, accompanying a particular manager, sitting in on meetings, checking any paperwork and also helping them to communicate all kinds of social events... anywhere where Japanese was needed.

[pause]

Twenty

(M) Good morning. Mr. Tranter, Mr. Casson has been expecting you. Here's your security badge. Could you just sign in for me here on this sheet? Could you enter your company name and the time? I'll just call Mr. Casson's office and then someone will be down to see you in a moment. Could you please take a seat over there?

[pause]

Twenty-one

(F) This is a new line we've recently introduced into the American market. It's proving very popular over there and so we are giving a few selected customers here the opportunity to try them out. They're extremely economical and benefit from the latest technology.

[pause]

Twenty-two

(M) They might call at any time. Then I need to go out to their premises to pick it up, whatever it is, onto tha airport, make the delivery, possibly heng around in case there's some sort of reply, and then back on the plane for the return journey.

[pause]

Now listen to the recording again.

That is the end of Part Two.

[pause]

Part Three. Questions 23 – 30.

You will hear a discussion. A company production director is discussing with senior executives a proposed structure for the production engineering department of a large company.

For each question 23 – 30, mark one letter (A, B or C) for the correct answer.

After you have listened once, replay the recording

You have 45 seconds to read through the questions.

[pause]

Now listen, and mark A, B or C.

[pause]

M1: I'd like to discuss with you a proposed structure for the production engineering department in our company-not our entire company but only one department-our production engineers. These proposals are based on the type of organisational structure in several successful companies both at home and abroad. Nevertheless, I'm aware tbat some of these proposals are controversial and may come as a shock to some of you.

As you know, there are now 600 workers in our production engineering department. This workforce ranges from skilled machinists to production technologists. Their services are highly centralised in our production engineering department at our headquarters. I appreciate tbat this results in a slightly smaller workforce as well as greater ordination and a concentration of specialist know-how. But we're now finding that this very concentration of expertise here at headquarters encourages us to overlook some of the problems which many of our colleagues have in our twelve factories throughout the region. In a sense, the production engineering department is not aware of all that is happening in the factories and can't understand some of the day-to-day problems.

M2: If you mean that we are getting out of touch with our factories, I think I agree. We don't appreciate many of their difficulties. Shouldn't our factories bave more power to make decisions for themselves?

M1: Well, both yes and no. The whole issue is very complex.

F1: But after all, if our factories bave more power to act as they like with regard to production engineering, we run the risk of them losing sight of the company's overall objectives.

M1: That's true. And so what I'd like to aim for is making our factories more independent from the view of production engineering while, at the same time, encouraging a greater degree of integration in the company.

F2: What about your position as the company production director? Surely, this is an, essential position, and it's essential for the company production director to have direct control of the factories.

M1: Yes, and, as the company production director, I'll continue to have direct responsibility for each factory as well as for our headquarters.

M2: What about the managers of the factories?

M1: They'll now heve much more responsibility for their own factories.

F2: Will they be able to make decisions regarding production engineering?

M1: Yes, tbey will. But under each factory manager there'll be a production engineering manager, responsible to tbe factory manager. He'll be working at the factory itself and not at our headquarters. He'll also have authority in his own field.

M2: Wbet about all tbe production engineers at headquarters? Will they no longer be required here?

F1: A few will, but others will be transferred to our various factories to work there. Our chief production engineer here at headquarters will he responsible for co-ordinating policy. And he'll be assisted by a small team of production engineers. This team will be given direct access to each factory hut it own't be in a position to give instructions to the production engineering manager there unless the general manager of the factory has first given permission.

[pause]

Now listen to the recording again.

[*pause*]

That is the end of Part Three. You now have ten minutes to transfer your answers to your Answer Sheet. Stop here and time ten minutes.

Speaking

Part 1

What is your name?

My name is A.

What do you study?

I study accounting at Peking University.

Do you enjoy studying English? Why (not)?

It's no problem I do enjoy English. There are many brand-new ways of English study nowadays. I also go to tbe English corners in school. I used to fear dealing with native English speakers, but now I can talk to them fluently. English is a useful tool and it helps me a lot.

Can you talk someone in your family?

I'd like to say something about my father. He was an engineer working for the ministry of agriculture before retirement. But he's still very active now and involved in quality control scbemes.

What kind of clothes do you wear when you're at college?

There's no school uniform in college, and I normally wear famous brands, such as Nike, Reebok, Adidas etc. They boost my self-confidence.

How do you think the unemployment problem could be solved?

Well, there is no easy solution. I don't think the problem can be solved in the near future because tbere is a large number of laid-off workers and not enough joh opportunities. The government should try to create more job opportunities in the field of tertiary industry, and on the other hand, laid-off workers should put more effort in self-improvement in order to find better jobs.

Part 2

Managers are responsible for seeing that others their subordinates perform the work. To do this effectively managers must become ekilled in five functions of management discussed in the last chapter. And managers need to develop certain skills to be successful in a particular position. The technieal skills are necessary. While it is not necessary for managers to know all the technical aspects of tbe work they are managing they

must have enough technical knowledge to communicate effectively with their subordinates and superiors. And they must have enough technical knowledge to gain some credibility with their subordinates. Technical skills are most needed by first line managers and least critical to top level managers. In addition the conceptual skills are also important for managers. Conceptual skills involve the ability to think in abstract terms the ability to see how parts fit together to form the whole. Creative thinking is behind the development of many innovative products and ideas. Rather than concentrating solely on a short term solution to an immediate crisis good managers put all of their smaller decisions in a broader long term perspective that benefits the total organization. Managers at all levels and in all areas need conceptual skills but none more so then top level managers.

Choosing the venue for a conference absolutely deserve the organizer's attention. Of course we call a meeting to deal with important issues, but if the working environment and accommodations turn out to be a nightmare, the achievements of this conference might be greatly discounted due to the attendees' low spirits. Preferable I'd like to he present at a meeting, which is held at a five-star offshore holiday resort.

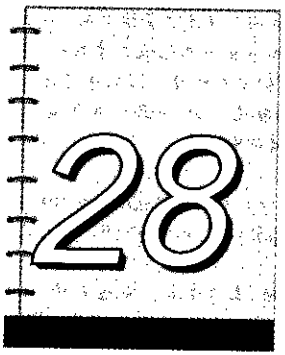
I've encountered all kinds of poor speakers. Some of them pretend to he authorities, finding faults with this and that, which makes the audience insecure. Others however, have bad habits such ad telling lewd jokes, which are offensive to the respectable ladies and gentlemen. There're speakers who include as much obscure jargons as possible to show off their so-called erudition. I have to take a Webster's dictionary to understand them.

Part 3

A: Well, I think public image refers to how a company is viewed hy its customers, suppliers, and stockholders. With something it is impossible to satisfy all the diverse public. And high quality product end service standards should bring almost complete approval, while low quality products and false claim would he looked down upon.

B: Yes, I agree with you. So a firm should he treasured and protected. It is a valuable assert that usually is built up over a long and satisfying relationship of a firm with its publics. If a firm has developed a quality image, this is not easily countered or imitated by competitors. And the public image is difficult to build up. It's determined by a lot of factors.

A: Yes, the main factors that affect the public image of corporation include physical facilities, contacts of outsider company employees, product quality and dependability, prices relative to competitors, customer service, the kind of advertising and the media and programs used, and the use of people relation and publicity.



仿真试题(三)

People who thrive on excellence stand out. They pursue their goals with a will, with energy. They contribute more than talent and time—they care. They don't wait for someone else to do what needs to be done. They seek no easy way out; they know that excellence is hard and you have to pursue it purely and relentlessly. They preserve. They have a sense of priority and purpose. They appreciate the dignity of others. They enjoy the journey.

在追求完善中成长起来的人才是出类拔萃的。他们意志坚强、精力充沛地为自己的目标而奋斗。他们奉献出的不仅仅是才能和时间——他们用心。他们不会袖手旁观，坐享其成。他们不走捷径。他们懂得追求完美是艰难的，必须全力以赴、执著地去追求。他们特立独行，他们能分清主次，目的明确。他们尊重别人。他们陶醉于追求完美的旅程之中。

Successful people don't just land where they are on a parachute. You've got to climb up there; you've got to go through all the hurdles and look for the opportunities.

成功者决不会一帆风顺，直上青云。要想成功，就得不断攀登，不断克服障碍，寻找机会。

Sometimes our fate resembles a fruit tree in winter. Who would think that those branches would turn green and blossom, but we hope it, we know it.

有时候，我们的命运类似冬天的果树，谁会想到它的枝杈还将再次吐绿开花。但我们希望这样，也知道会是这样。

READING 1 hour

READING

PART ONE

Questions 1－7

- Look at these sentences and the four paragraphs.
- Which clip (**A**, **B**, **C** and **D**) does each sentence **1－7** refer to?
- For each sentence **1－7**, mark one letter (**A**, **B**, **C** or **D**) on your Answer Sheet.
- You will need to use some of the letters more than once.

Example:

0 They show their views on the new furnifure.

0	A	B	C	D
	☐	☐	☐	■

1 Customers can get their ordered goods within a days.

2 The writer also requires a list of prices for different kinds of rooms.

3 An ordinary telegraph costs much more than a mailgram does.

4 It has a special parking place for its customers who drive to shop.

5 The boss for whom the room is reserved is a man.

6 The meeting was held in late November.

7 You can use the mailgram service if you want to pay less and send a brief message over quickly.

A

Reservations

Our chairman, Herr Franz Hauptmann, will be making an entente business visit to North-West of England from 20 th August ,using Manchester as his headquarters, He will be accompanied by his secretary.

Please let us know whether you can provide of them two single rooms, with beths, for this period.

If you cannot provide accommodation we should be grateful if you could arrange accommodation in some other suitable hotel in Manchester associated with your group.

B

Mailgrams

Mailgram is Western Union's highly efficient electronic mail. It is delivered with the next regular mail, usually the day after it's sent, sometimes the same day.

Simply call Western Union, Within seconds it is put through electronically to a U. S. Post Office near your addressee. There it's placed in a special blue and white envelope for dalivery in the next dey's mail. It can be sent for a small part of the cost of a telegram and probably less than most of the cost of a special dalivery letter.

It should be used only when one wishes to have rapid delivery along with a brief written record. It should be short, usually no more than 65 words. It can not take the place of fist-class letters. Study the attached list showing comparative costs for messages of different lengths of special dalivery and Mailgram services to different locations.

C

The Hub

You will find 28 departments at The Hub, stocked with a lot of quality items. And polite sales clerks are here to help you in choosing the goods that best meet your requirements.

If you prefer to shop within the verge of your home, instead of coming to the store, you need only to telephone 762-1349 and ask for "Personal Shopping Service." A Personal Shopper will gladly take your order for any number of items, answer your questions about brands and sizes available, and make sure that the goods you order reach you by store delivery within a few deys.

When you shop at our downtown, you can use the free customer parking area which is provided just across the street.

D

MINUTES OF NEW OFFICE PLANNING COMMITTEE

CHAIR:	John Bromide
ALSO PRESENT:	Hai Long Geng, Yong Feng Liu, Chun Ming Lin, Owen Waterhouse
DATE:	30.11.94
APOLOGIES:	Ruth Maynard

Aften apologizing for RM who is in Washington on a sales trip, JB updated the team on tha current situation.

JB said the building was going well and should be finished about one month earlier one month than expected in late May or early June.

The team gave their opinion about the new furnifure. All agreed that Robinson's 'High Life' range seemed the most comfortable. YFL agreed to compare suppliers' prices and check othar options. OW requested wall sockets every metre so people would not trip over loose wires and hurt themselves.

HLG said there should be no more than two staff per phone. Expecting six pecple to use one phone was, he said, 'out of the question'.

PART TWO

Questions 8 – 12

- Read the article below about foreign exchange trading.
- Choose the best sentence to fill in each of the gapa.
- For each gap **8 – 12**, mark one letter(**A – G**)on your Answer Sheet.
- Do not use any letter more than once.
- There is an example at the beginning(**0**).

Foreign Exchange Trading

Without foreign exchange trading, international trade itself could not exist. In former times trade was based on bartering—goods were exchanged for other goods. The introduction of precious metals (i.e., gold and silver) to pay for goods can be considered the forerunner of the foreign exchange market. (**0**)..... Most world trade continued to be based on gold until the nineteenth century. But then industrialization in Western Europe and the United States had boosted world trade to

such an extent that gold reserver were no longer adequate to meet the requirements. Governments introduced a par value of their respective local currencies in gold. Thus, the currencies were related to one another through a system called the gold standard. The gold standard system determined the value of all currencies based on gold. (**8**)..... The system worked well until World War I, when trade was interrupted. After the war, currencies fluctuated widely is terms of gold and, thus, in relation to each other. The value of currencies was meant to be regulated by supply and demand (the market mechanism) , but speculators often interfered with this mechanism So in an effort to create more stable exchange markets, some countries, notably the United States, England, and France, returned to the gold standard. (**9**)..... By 1971 it was the only country whose currency remained convertible into gold, and so, by declaring the dollar inconvertible, the gold standard was finally abolished.

In 1944 toward the end of World War Ⅱ, the Western industrialized nations realized that foreign trade would be necessary to quickly and effectively heal the wounds of war. To create a calm and stable foreign exchange market, the United States government called for a conference in the summer of 1944. It was held in Bretton Woods, New Hampshire. (**10**).....

The Bretton Woods Agreement stipulated that all member countries would express the value of their currencies in gold. However, only the United States dollar was convertible into gold, at the price of $ 35 an ounce.

Central banks of the member countries were required to intervene in the foreign exchange marketa to keep the value of their currencies within 1 percent of the par value. This intervention was achieved by buying or selling foreigu exchange or gold. A given currency could, therefore, never rise above nor fall below fixed points, which are called intervention points. These are the prices beyond which the central bank intervenes. (**11**).....

The system of fixed early 1970s. At tbat time a number of countries devalued their currencies. This meant that their currencies were now worth less in terms of gold. England in 1967, France in 1969, and the United States in 1971 and 1973, devalued their currencies, This caused an almost unprecedented turbulence in the foreign exchange markets. In addition, countries such as West Germany and Holland revalued their currencies (increased the par value of their currencies in terms of gold). Intervention by central banks became very costly. Foreign currency and gold reserves were drained. (**12**).....

Example:

0	A	B	C	D	E	F	G
	▭	▭	■	▭	▭	▭	▭

A This meant the values of different currencies could be compared in terms of one another.

B At this conference, both the International MONETARY Fund (IMF) and the International Bank for Reconstruction and Development were established.

C The Greeks and Romans commonly used gold as a medium of exchange.

D It is not surprising, then, thet the world saw a return to

E Except for a brief period in the early 1930s, the United States stayed on the gold standard.

F Countries had to buy their own currency with gold and foreign exchange in order to keep its value above the minimum intervention point, as agreed a Bretton Woods.

G This is called the system of fixed exchange rates.

PART THREE

Questions 13 – 18

- Read the article below about Smithson's, a British department store, and the questions on the opposite page.
- For each question **13 – 18**, mark one letter (**A**, **B**, **C** or **D**) on your Answer Sheet for the answer you choose.

Department Store Magic

For most of the 20th century Smithson's was one of Britain's most successful department stores, but hy the mid-1990s, it had become dull. Still profitable, thanks largely to a series of successful advertising campaigns, but decidedly boring. The famous were careful not to be seen there, and its sales staff didn't seem to heve changed since the store opened in 1908. Worst of all, its customers were buying fewer and fewer of its own brand products, the major part of its business, and showing a preference for more fashionable brands.

But now all the has changed, thanks to Rowena Baker, who became Smithson's first woman Chief Executive three years ago. Since then, while most major retailers in Britain have been losing money, Smithson's profits heve been rising steadily. When Baker started, a lot of improvements had just been make to the building, without having any effect on sales, and she took the bold decision to invite one of Europe's most exciting interior designers to develop the fashion area, the heart of the store. This very quickly led to rising sales, even before the goods on display were changed. And as sales grew, so did profits.

Baker had ambitious plans for the store from the start, 'We're playing a big game, to prove we're up there with tbe leaders in our sector, and we heve to make sure people get that message. Smithson's had fallen behind the competition. It provide a traditional service targeted at middle-aged, middle-income customers, who'd been shopping there for years, and the customer base was gradually contracting. Our idea is to sell such an exciting variety of goods that everyone will want to come in, whether they plan to spend a little or a lot, 'Baker's vision for the store is clear, but achieving it is far from simple. At first, many employees resistad her improvements because they just wouldn't he persuadad thet there was anything wrong with the way they'd always done things, even if they accepted that the store had to overtake its competitors. It took many long meetings, involving tha entire workforce, to win their support. It helped when they realised that Baker was a very different kind of manager from tbe ones they had known.

Baker's staff policies contained more surprises. The uniform thet had herdly changed since day one has now disappeared. Moreover, teenagers now get young shop assistants, and staff in the sports departments are themselves sports fans in trainers. As Baker explains, 'How can you see jeans if you're wearing a black suit? Smithson's has a new identity, and this needs to he made clear to the customers.' She's also given every sales assistant responsibility for ensuring customer satisfaction, even if it means occasionally breaking company rules in the hope company profits.

Rowena Baker is proving successful, but the City's big investors haven't been persuaded. According to retail analyst, John Matthews, 'Money hed already been invested in refurbishment of the store and in fact that led to tbe boost in sales. She took the credit, but hedn't done anything to achieve it. And in my view tbe company's shareholders are not convinced. The fact is that unless sbe opens several more stores pretty soon, Smithson's profits will start to fall because turnover at the existing store will inevitably start to decline.'

13 According to the writer, in the mid-1990s Smithson's department store
- **A** was making a loss.
- **B** had a problem keeping staff.
- **C** was unhappy with its advertising agency.
- **D** mostly sold goods under the Smithson's name.

14 According to the writer, Smithson's profits started rising three years ago because of
- **A** an improvement in the retailing sector.
- **B** the previous work done on the store.
- **C** Rowena Baker's choice of designer.
- **D** a change in the products on sale.

15 According to Rowena Baker, one problem which Smithson's faced when she joined was that
- **A** the number of people using the store was falling slowly.
- **B** its competitors offered a more specialised range of products.
- **C** the store's prices were set at the wrong level.
- **D** customers were unhappy with the service provided.

16 According to the writer, many staff opposed Baker's plans because
- **A** they were unwilling to change their way of working.
- **B** they disagreed with her goals for the store.
- **C** they felt they were not consulted enough about the chenges.
- **D** they were unheppy with her style of management.

17 Baker hes changed staff policies because she believes that.
- **A** the corporate image can be improved through staff uniforms.
- **B** the previous rules were not fair to customers.
- **C** customers should be able to identify with the staff serving them.
- **D** employees should share in compeny profits.

18 What problem does John Matthews think Smithson's is facing?
- **A** More money needs to be invested in the present store.
- **B** The company's profits will only continue to rise if it expands.
- **C** The refurbishment of the store is proving unpopular with customers.
- **D** Smithson's shereholders expect a quick return on their investments.

PART FOUR

Questions 19 – 33

- Read the article below about credit in business.
- Choose the best word to fill each gap, from **A**, **B**, **C** or **D**.
- For each question **19 – 33**, mark one letter (**A**, **B**, **C** or **D**) on your Answer Sheet.
- There is an example at the beginning, (**0**).

Catching out the Dishonest Candidate

Most personnel managers agree that job interviews are one of the least objective recruitment methods. But the advantages of testing are not going to change the (**0**)..... of the interview to employers. The appeal of the interview has everything to do with the (**19**)..... factor. Most people believe they are a (**20**)..... judge of character and trust their instinctive feelings. We might use some kind of test to aid the (**21**)..... process, but we usually pick a candidate who interviews will, has good (**22**)..... and an impressive work record.

But (**23**)..... the candidate lies or is less than completely honest 'This can be a serious, problem for employers', (**24**)..... Alan Conrad, Chief Executive at Optimus Recruitment. 'The most difficult liars to find ar those who (**25**)..... half-truths rather thsn complete lies.' Research (**26**)..... that up to 75 per cent of curriculum vitaes are deliberately inaccurate. The most common practice is (**27**).....

Interviewers should therefore concentrate on areas of (**28**)..... such as gaps between periods of employment and job (**29**)..... that seem strange. 'Focusing on these areas will force candidates to tell the truth or become increasingly (**30**)..... This is usually when people signal their (**31**)..... hy their body language. Sweat on the upper lip, false smiles and nervous hand movements all (**32**)..... discomfort.'

Conrad does not suggest an aggressive police-style interview technique, but insists that (**33**)..... inspection of a curriculum vitae is absolutely essential. Only by asking the right questions can you confirm the suitability of the candidate or put pressure on those who are being less than completely honest.

Example:

A attraction **B** Addiction **C** Necessity **D** Temptation

0	A ■	B	C	D

19	**A**	emotion	**B**	feeling	**C**	human	**D** person
20	**A**	reasonable	**B**	sensible	**C**	substantial	**D** normal
21	**A**	choice	**B**	selection	**C**	identification	**D** discovery
22	**A**	examinations	**B**	papars	**C**	notes	**D** qualifications
23	**A**	pretend	**B**	think	**C**	suppose	**D** fantesize
24	**A**	reveals	**B**	admits	**C**	exaggerates	**D** explains
26	**A**	say	**B**	tell	**C**	inform	**D** talk
28	**A**	shows	**B**	predicts	**C**	calculates	**D** reckons
27	**A**	ignorance	**B**	forgetfulness	**C**	omission	**D** carelessness
28	**A**	erro	**B**	incorrectness	**C**	uncertainty	**D** indecision
29	**A**	descriptions	**B**	advertisements	**C**	interpretations	**D** routines
20	**A**	untrue	**B**	illegal	**C**	dishonest	**D** criminal
31	**A**	annoyance	**B**	anger	**C**	anxiety	**D** disappointment
32	**A**	indicate	**B**	prove	**C**	present	**D** picture
33	**A**	immediate	**B**	tight	**C**	near	**D** close

PART FIVE

Questions 24 – 45

- In most lines of the following text, there is one unnecessary word. It is either grammatically incorrect or does not fit in with the sense of the text.
- For each numbered line **34 – 45**, find the unnecessary word and then write the word in CAPITAL LETTERS on your Answer Sheet. Some lines are correct. If a line is correct, write CORRECT on your Answer

Sheet.

- The exercise begins with two examples (**0**) and (**00**).

Example:

0	T	H	A	T					
00	C	O	R	R	E	C	T		

Customer care

0 Apart from ensuring that an efficient electricity supply for our
00 customers, Nat Electric provides an invaluable service in other areas
34 as wee. While our Customer Helpline(charged a local rates)is the
35 first point of contact with when you want to make an enquiry and
35 we receive a huge number of calls from customers-on
37 average, there are 50 000 calls a one week. Available 24 hours
38 a day, seven days a week, 365 days a year, our Helpline on advisors
39 aim at to answer 95 per cent of all calls within 15 seconds. There
40 are more then 200 advisors, working in around the dock to
41 provide for this service, backed by a further 80 support staff
42 who do handle any necessary paperwork. Although our target
43 is to reply to letters within 10 working days, Nat Electric regularly responds within three to four
44 days, and we are especially proud of the standards
45 achieved by our customer relations team.

WRITING 45 minutes

WRITING

PART ONE

- You are taking your annual holiday at the beginning of next month and you will be out of the office for three weeks.
- Write a memo of **40 – 50** words to your secretary, telling him/her:
  - When you are going on holiday and for how long
  - What should happen to your mail
  - What he/she should do in case of an emergency.
- Write on your Answer Sheet.

PART TWO

Question 47

- You are the secretary in a company which makes plastic tableware. Your boss has left the letter below for you to answer.
- Write a letter of **120 – 140** words to Ms, Jerome, explaining the reason for the damaged goods. Use the

information in her letter and the notes from your boss.

- Do not include addresses.
- Write on your Answer Sheet.

Chris: please write back to Ms Jereme with regrets, etc. We mustn't lose this customer Thanks-Hugh.

QUALITY
CAFETERIAS INC.
NEW ROAD
MELBOURNE
6 October 2003

The Manager
Plastic-A-Plenty Co.
Gough Industrial Estate
Melbourne

Dear Sir or Madam

5 years to be exact

PLASTIC TABLEWARE-Product nos. 0821(forks)and 7234(bowls)

We have used your company as supplier to our restaurants for several years, and until recently the quality of your products has always been good.

However, on 2 September this year, we took delivery of some plastic tableware which was of extremely poor quality. Many of the bowls were chipped and several of the forks were broken. We cannot use them in our cafeterials.

We will replace them free of charge.

I do hope that such a delivery will not be repeated, and that your supplies to us in the future will again be of high quality. If, however, we receive any further faulty plastic tableware from you, we will be obliged to find another supplier to provide us with goods which meet our own high standards I am sure you will be able to provide us with a satisfactory explanation.

So do I! It was the faulty packing machine now repaired.

Tell her it won't happen again-she's an excellent customer, so please offer our apologies:

Yours
Faithfully

Ann Jerome

A. Jerome
Restaurants
Director

LISTENING 40 minutes(including 10 minutes' transfer time)

LISTENING

PART ONE

Questions 1 – 12

- You will hear three telephone conversations.
- Write **one or two words or a number** in the numbered spaces on the forms below
- After you have listened once, replay each recording.

Conversation One(Questions 1 – 4)

- Look at the note below.
- You will hear a man making a call about a delivery.

Customer Order Form Order Reference XR4930
Date Received 27/5/99
Customer Name Lacey Graphics
Delivery Address (1).....
Hailsham Industrial Estate
Hailsham
For the attention of:(2).....
Order Details 10 boxes of(3).....
Delivery Date (4).....
Payment Method Invioce

Conversation Two(Questions 5 – 8)

- Look at the note below.
- You will hear a man telephoning a friend about an advertisement.

Computer hardware wholesaler requires a (5).....
Employment. (6)..... + benefits.
Applicants should include full CV, references and details of
(7).....Interviews to be held in the week commencing
(8).....
Closing date for applications 17 March.

Conversation Three(Questions 9－12)

- Look at the note below
- You will hear a man calling about meeting with somebody.

FRENCH BUSINESS TRIP: Wed 2/10-10-Fri 4/10
Appointments
11.30 Meeting at Maplo with(**9**).....
She's their new(**10**).....
15.30 Meet Monsieur 361051 at (**11**).....
to discuss hew products.
Don't forget Call office tomorrow.
(**12**).....to Rome on Friday

PART TWO

Questions 13－22

Section One
(Questions 13－17)

- You will hear five short recordings.
- For each recording, decide which type of business each speaker is talking about.
- Write one letter(**A－H**) next to the number of the recording.
- Do not use any letter more than once.
- After you have listened once, replay each recording.

13 .....
14 .....
15 .....
16 .....
17 .....

A a market research agency
B an office design service
C a translation service
D a delivery service
E an IT consultancy
F an advertising agency
G a commercial property agency
H a recruitment agency

Section Two
(Question 18－22)

- You will hear another five short recordings.
- Each speaker is talking about the effects of a new development in the workplace.
- For each recording decide whet the speaker is talking about.
- Write one letter(**A－H**)next to the number of the recording.
- Do not use any letter more than once.
- After you have listened once, replay each recording.

18 .....
19 .....
20 .....
21 .....
22 .....

A	the creation of a new post
B	a new computer system
C	a change of management
D	a move to new premises
E	a salary increase
F	tha loss of a contract
G	the introduction of a social programme
H	a change in internal budgets.

PART THREE

Questions 23 – 30

- You will hear two people discussing Point of Purchasing (POP)projects.
- For each question **23 – 30** mark one letter (**A**, **B** or **C**)for tha correct answer.
- After you have listened once, replay each recording.

23 What do POP projects aim to do?
- **A** encourage managers to plan their advertising
- **B** in crease sales of particular products
- **C** increase the amount spent on advertising

24 Why has interest in POP been slow to develop?
- **A** Most other forms of advertising are cheaper.
- **B** The displays are difficult to set up.
- **C** Managers need to make large initial investments.

25 What has made TV advertising less effective?
- **A** Tha number of TV channels has increased.
- **B** People are watching less TV these deys.
- **C** Tha quality of TV commercials is poor.

26 Samsung believes that POP will work for them because
- **A** its products are of tha best quality.
- **B** customers can be persuaded to change thair minds.
- **C** other companies do not give value for money.

27 Some companies are investing in planning and research to
- **A** encourage the use of POP.
- **B** cut the costs of POP.
- **C** assess tha benefits of POP.

28 Tha Cheltenham and Gloucester Building Society improved their sales of pensions by
- **A** offering well-designed leaflets and brochures.
- **B** focusing advertising in specific physical areas.
- **C** making better use of wall space for posters.

29 Why do large stores want to control POP campaigns?
- **A** Stores may be unable to cope with demand.
- **B** Stores do not approve of POP.
- **C** Stores may sell less of their own products.

30 What is one of the problems facing POP agencies?
- **A** There is a shortage of retail space.

B There are insufficient POP specialists.

C There is not enough interest in the medium.

You now have 10 minutes to transfer your answers to your Answer Sheet.

SPEAKING 14 minutes

SAMPLE SPEAKING TASKS

PART 1

The interview—about 3 minutes

In this part interlocutor asks questions to each of the candidates in turn. You in this part heve to give information about yourself and express parsonal opinions.

PART 2

'Mini presentation'—about 6 minutes

In this part of the test you are asked to give a short talk on a business topic. You have to choose one of the topics from the three below and then talk for about one minute. You have one minute to prepare your idea.

A HOW TO DEAL WITH YOUR BOSS EFFECTIVELY?
- CHECK WITH THE BOSS'S SECRETARY TO DETERMINE HIS MOOD.
- DON'T APPROACH THE BOSS WHEN HE'S ON DEADLINE; DON'T GO IN RIGHT BEFORE LAUNCH, WHEN HE IS APT TO BE DISTRACTED AND RUSHED.
- PUT YOURSELF IN THE POSITION OF BEING A PARTNER TO THE BOSS.

B WHAT IS IMPORTANT WHEN FIXING THE PRICE OF A PRODUCT?
- COST
- ACCEPTABILITY OF CONSUMERS
-

C WHAT IS IMPORTANT WHEN MOTIVATING STAFF?
- FINANIAL BENEFITS
- CAREER DEVELOPMENT OPPORTUNITIES
-

PART 3

Discussion—about 5 minutes

In this part of the test you are given a discussion topic. You have 30 minutes to look at the prompt card, an example of which is below, and then about 3 minutes to discuss the topic with your partner. After that the examiner will ask you more questions related to the topic.

> What's the importance of the quality and specification of the exporting products. Consider both raw materials and consumer goods.

答案

Reading

Part 1

1.C 2.A 3.B 4.C 5.A 6.D 7.B

Part 2

8.A 9.E 10.B 11.G 12.F

Part 3

13.D 14.C 15.A 16.A 17.C 18.B

Part 4

19.C 20.D 21.B 22.C 23.C 24.A
25.C 26.A 27.A 28.A 29.B 30.D
31.C 32.C 33.D

Part 5

34.WHILE 35.WITH 36.CORRECT
37.ONE 38.ON 39.AT 40.IN 41.FOR
42.DO 43.CORRECT 44.CORRECT
45.CORRECT

Writing

The following candidate responses were awarded marks in hank 5(the highest hand).

Part 1

To: Ann
From: Cristina

I'm going on holiday on Monday 2 nd October for three weeks. I'll let you know my hotel and telephone number as soon as possible. Please keep my mail until my return. If something urgent occurs, please call me.

Thanks

Part 2

10 October 2003

Dear Ms Jerome

Thank you for your letter of 6 October. After supplying your restaurants for five years, I was extremely sorry to hear that the hatch of bowls and forks which you received on 2 September was not of the usual quality.

The cause of the problem was a faulty packing machine. This has now been repaired, and I can promise you that this type of problem will not happen again.

We will, of course, replace your faulty delivery free of charge.

I would like to offer our apologies once again, and thank you being an excellent customer.

Yours sincerely,
Chris Bond

Listening

Part 1

1.Unit 5
2.Office Manager
3.photocopy paper
4.Thursday
5.Regional Manager
6.Competitive salary
7.current salary
8.26(th) April/April 26(th)

9.(Maria/Mrs. /Madame)Delorme
10.Research Director
11.His/the company
12.Confirm flight

Part 2

13.F 14.H 15.G 16.C 17.B 18.C
19.F 20.G 21.B 22.H

Part 3

23.B 24.C 25.A 26.B 27.C 28.B 29.C
30.A

听力原文

This is the Business English Certificate, Vantage, Listening Test.

Part One. Questions 1 to 12.

You will hear three telephone conversations or messages.

Write one or two words or a number in the numbered spaces on the notes or forms below.

After you have listened once, replay the recording. Conversation 1. Questions 1 to 4.

Look at the note below.

You will hear a man making a call about a delivery.

You have 15 seconds to read through the note.

[Pause]

Now listen, and fill in the spaces.

Conversation One

IBS= Initial Business Supplies LG= Lacey Graphics

IBS: Initial Business Supplies. Good morning.
LG: Good morning. This is Lacey Graphics. I'd like to place an order, please.
IBS: OK, I'll just get an order form. Right. Now, It's Lacey Graphics?
LG: That's right We have an account with you.
IBS: Sorry. I didn't know. I'm new here.
LG: Oh, that's OK.
IBS: Could you give me your address, please?
LG: Yes, of course. It's Unit 5, Hailsham Industrial Estate, Hailsham.
IBS: And that's the delivery address?
LG: Yes.
IBS: And could I have your name, please?
LG: Well, I'm Liz Price, but I'd like you to address it to the 'Office Manager', please.
IBS: OK. Fine. Now what's the order for?
LG: We'd like 10 boxes of printer paper.
IBS: I'm afraid we haven't got any printer paper at the moment. Will photocopy paper do?
LG: Yes, that'll fine.
IBS: And when Would you like it?
LG: Well, as soon as possible, really. We've nearly run out.
IBS: I can get it to you on Thursday, if you like.
LG: That's great. Thanks.
IBS: And how will you be paying?
LG: Well, you usually send us an invoice.
IBS: OK. And that's to the same address?
LG: That's right.

[pause]

Now listen to the recording again.

[pause]

Conversation 2. Questions 5 ~ 8.

Look at the note below.

You will hear a man telephoning a friend about an advertisement.

You have 15 seconds to read through the notes.

[pause]

Now listen, and fill in the spaces.

Conversation Two

S= Sarah D= David

S: Hello, David. It's Sarah.
D: Hello, Sarah.
S: David, I'm just going over my notes for the advertisement we're putting in the paper. There are still one or two bits of information indeed.
D: OK. What do you need to know?
D: Oh, sorry. The job title should ha Regional Manager.
S: And whet salary should I put?
D: Well, it depends on the quality of the candidate, really, just put "competitive salary plus benefits". Whet we'll ask them to do is send details of their current salary and we'll from there.

S: So you want me to put that in the advert as well?

D: Yes. Add it to the bit about applicants including their CVs and references.

S: OK. And have you decided when you'll be holding interviews?

D: Yes. It'll be the last week in April. So that's, what, the week starting the 25th?

S: No, I think it's the 26th, actually.

D: OK.

S: And you gave me a date of 17 March. That's the closing date for applications?

D: That's right.

S: Right, David. I think that's everything. Thanks.

[pause]

Now listen to the recording again.

[pause]

Conversation 3. Questions 9 – 12.

Look at the note below.

You will hear a woman calling about meeting with somebody.

You have 15 seconds to read through the notes.

[pause]

Now listen, and fill in the spaces.

Conversation Three

A = Anna R = Roger

A: Simpson & Co. Good morning.

R: Hello, Anna?

A: Oh, hello Roger.

R: I'm glad I caught you. Listen I'm at the airport, and I've just realised I've left my diary in the office. You can see it anywhere, can you?

A: Hang on. Here it is.

R: Oh, great. Now can you have a look at tomorrow? I've got an appointment at eleven-thirty at Maplo. But what's the name of the woman I'm seeing?

A: It's Delorme. Marie Delorme.

R: That's it. It had gone right out of my head. Is that D-E-L-O-R-M-E?

A: That's right.

R: And what's her position in the company, exactly?

A: She's their new Research Director.

R: That's it. Right. Then in the afternoon, I'm meeting Monsieur Belois at 3.30. But I can't remember whether we agreed to meet at his company or the hotel.

A: Well, there's nothing here about the hotel.

R: Right, then it must be at his company. Sorry, Anna, I'll have to go. My plane's boarding.

A: OK, Roger. Oh, before you go. Don't forget on Friday you'll need to confirm your flight to Rome.

R: Thanks. I'll make a note of it. I'll call you first thing in the morning.

A: Bye.

[pause]

Now listen to the recording again.

[pause]

That is the end of Part One. You now have 20 seconds to check your answers.

[pause]

Part Two. Questions 13 – 22.

Section 1. Questions 13 – 17.

You will hear five short recordings.

For each recording, decide what the speaker's job is.

Write one letter (A – H) next to the number of the recording.

Do not use any letter more than once.

After you have listened once, replay each recording.

You have 15 seconds to read the list A – H.

[pause]

Now listen, and decide what each speaker's job is.

[pause]

Thirteen

(M) First of all we look at the target, then we'd like to collect some information about the products before deciding on the best approach for the promotion. Our marketing and design teams are very ex-

perienced and they'll be happy to discuss their ideas with you. We'd also give you any estimates free of charge before you decide which media to go for.

[pause]

Fourteen

(F) We need to get some details done first. You need to fill in a standard application form and then we can register you. Most companies will want computer experience, so you'd better put down the equipment and software you're familiar with. If you have any languages to offer, that would he a great help, and then we'll match you with some of the companies registered with us and you should get a phone call by the end of the week.

[pause]

Fifteen

(M) Would you like me to send you a brochure? It gives some information on this service. We can advise you on how to use your premises to their maximum potential. You'll also be able to look at our range of furniture—desks, computer work stations and furniture for reception areas and you can choose from the many layouts available.

[pause]

Sixteen

(F) We're experienced with various document types but specialize in commercial and technical. We work in all major European languages and we'll consider most deadlines. In the case of longer documents, we can always get more than one person working on them if necessary. Everything is treated as confidential and we have our own courier service to guarantee safe delivery.

[pause]

Seventeen

(M) Would you like me to make an appointment for one of our staff to visit you? He'll be able to advise you on the best type of equipment and software packages to suit your particular business. He can also talk to you about installation and he'll take note of any restrictions in the office space and as part of our promotional campaign, the installation service is free of charge.

[pause]

Section 2. Questions 18 – 22.

You will hear another five recordings. Each speaker is talking about a visitor to the office.

For each recording, decide which visitor the speaker is talking about. Write one letter (A – H) next to the number of the recording.

Do not use any letter more than once.

After you have listened once, replay each recording.

You have 15 seconds to read the list A – H.

[puse]

Now listen, and decide which visitor each speaker is talking about.

[pause]

Eighteen

(F) I think things are going to be different from now on. I'm not sure that they'll be any better but at least we should know what's going on. Uh, look at the schedule he's given us for next month: two meetings a week minimum and a daily update on departmental activity on the network. I like Mr Renalds, but you must admit he wasn't very good at office communications.

[pause]

Nineteen

(M) It would have made a great difference to next year's budget. We would be able to afford a significant increase in the wage bill, even create some new positions, but now things aren't looking so good. It's hard to halieve they decided to cancel. They were so keen on our product initially.

[pause]

Twenty

(F) I'm looking forward to it. I know we see each other every day and it'll be the same old faces, but I think it's a good opportunity to get to know each other better. I understand they decide to do something different every two or three months, which I

think is excellent. It's surprising that nobody's thought of this before, you know.

[pause]

Twenty-one

(M) It's made a big difference already. Before I used to spend ages looking things up in menus. And now it's all there right in front of me. Sally and I can get things done in half the time now. That leaves us plenty of time to do all the other administrative work that we never used to have time for. In fact, I don't know why I objected so strongly to having it in the first place.

[pause]

Twenty-two

(F)Tha hig news this year without doubt has been the reallocation of resources within the company. Some departments now have much less to spend and have hed to lose a considerahle number of staff but others are expanding at great speed and are recruiting new people almost every week. As you can imagine, it's caused a lot of unhappiness in some departments.

[pause]

Now listen to the recording again.

That is the end of Part Two.

[pause]

Part Three. Questions 23 to 30.

You will hear two people discussing Point of Purchasing (POP) projects.

Choose the best phrase to answer or complete questions 23 to 30.

Mark one letter A, B or C for the phrase you choose.

At the end of the interview, rewind the tape and listen again.

You have 45 seconds to read through the questions.

[pause]

Now listen and mark A, B or C.

[pause]

Man: So what exactly is POP?

Woman: Well, POP stands for Point of Purchasing and it refers to the advertising techniques used to sell specific products at the point where customers buy them.

Man: Such as at the supermarket check-out or on the shelves in a shop?

Woman: Yes, that's right, and managers are slowly beginning to realise how successful it can ha and are building it into their general plans for Promoting product ranges. The surprising thing is it's taking a while to catch on in a big way.

Man: Is that because firms are going to have to spend a lot of money in the early stages?

Woman: That's true, and of course the displays have to be serviced regularly. But we know that most people don't decide whet to buy until they are in the shop. And it seems that retail Managers are beginning to see sense at last. Firstly, it's generally accepted that consumers ignore adverts on TV. Secondly, the expansion of cable and satellite TV channels has made it much more difficult to reach all consumers with an effective TV advertising campaign while remaining within budget. Point of Purchasing advertising is more selective but cheaper.

Man: I believe that Samsung, for example, have invested heavily in POP to boost sales of its computer monitors?

Woman: That's right. They wanted to convince consumers to purchase individual components when buying a computer system rather than what it describes as 'inappropriate' packages. They say they have gone for POP because it wasn't just awareness-raising they were after. They wanted to influence even those customers who had decided on something else by Demonstrating Samsung's products in store.

Man: So are companies actually employing POP agencies?

Woman: Some are but many, like Ford, are asking their planners to look into the research that has been done in the area to find ont things like how long it take to launch a new brand, how many people visit an advertising fixture in a shop and so on.

Man: But companies are still reluctant to allocate large budgets to POP because it's almost impossible to assess the results of specific campaigns?

Woman: Yes, but there are success stories. The Cheltenham and Gloucester Building Society decided to move into a retail environment and sell their pensions more aggressively. They looked seriously at where they sited displays and did some research to find out where the best places in the branch were. They placed their leaflets in well-designed dispensers in the walk ways between the doors and the counters rather than on the walls.

Man: So you think more companies can be persuaded down the POP route?

Woman: I think retailers will always want to set a number of conditions on POP campaigns. They'll want the campaign to fit in with their store's style and they won't want the products detracting too much from their own brands. They'll also want to manage the area themselves or ensure that the agency keeps the displays in good condition.

Man: So is the future for POP agencies looking good?

Woman: In the short term it's reasonable. The pressure on retail space brought about by retailers' own-label products is an obstacle and POP needs to develop a more exciting image by using interactive ideas such as smell, visual effects and sound. Hopefully this will mean that consumers stay longer to consider their

[pause]

Now rewind the tape and listen again.

[pause]

That is the end of Part Three. You now have ten minutes to transfer your answers to your Answer Sheet. [*Teachers: Time 9 minutes starting now.*]

[pause]

You have one more minute.

[pause]

That is the end of the test.

SPEAKING

Part 1

What's your name? How to spell your first name and last name?

My name is A. It's spelled as ....

What do you doing in your spare time? Why?

I like gaming because it practice my shooting skill.

Do you enjoy studying English? Why (not)?

Of course, I do. I'm indulged in surfing on the internet. The ruling language there is English. Can almost do nothing if I don't know English.

Can you tell me something about the company you now work in?

I'm working in a foreign company. Its main products are cosmetics. We heve branches throughout the country. Our staff is as large as over 200 members.

Tell me something about transport in your city.

Even through Beijing is an international metropolis which has been developing rather fast, city transport is still a bottleneck. Cars wait in long lines at crossroads before they crawl forward inch by inch. Don't you curse the delay for it's no use. Just he patient and pray.

Part 2

If you are mad, that will only make your boss mad and don't let particular concern open the floodgate for all accumulated frustration. Your boss has enough on his mind without your adding more. People who frequently present problems without solutions to their bosses may soon find they can't get pass the secretary. 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 good idea to ask him for something. And 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 launch, when he is apt to

be distracted and rushed. Also remember don't go in just before of after he has taken a vacation. And I think the most important thing is to consider your boss's goals and his positions. 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.

A simple pricing method is to cover all the expenses spent on research and development, production, promotion etc. to decide on the price tag. Further more, a markup would be added on the costs to make a profit. Nobody is willing to sell something at a loss. But since demand is price sensitive, when our strategy is to gain market share I a short period of time, price war is often turned into account.

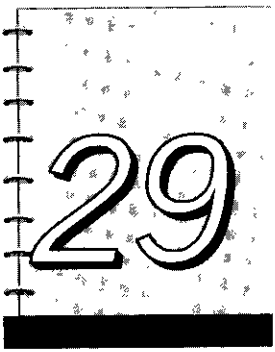
One of the assignments for our sales department is to estimate how much people are ready to pay for a certain product. Questionnaires and telephone interviews are usually employed to analyze the market. Potential consumer groups are segmented by their income and family status. Innovative products sold at a lofty price would go begging fro a long time. People just flinch from buying them before a wait-and-see attitude.

Part 3

A: Even in highly demanding markets there is always a range of quality and price levels for any group of products. Even for those cheap products there are minimum quality requirements which must be met. An exporter should find out what these requirements are for different price levels and decide at which price level he is going to sell. If necessary he should adapt his products to the appropriate qualities and price levels before trying to introduce them to the market. After the exporter has found a buyer it is very important for him to maintain the agreed specification or he will lose the business he has won. This means there must be procedures for carefully checking the quality and specifications of the products before dispatching them.

B: Yes, I agree with you if an exporter is selling raw materials it is essential for his customer to know that after processing he can sell the product to his own customers and they will be well satisfied with. his is equally true whether the commodity is agricultural products like corn or raw coffee or industrial raw materials like metal ores.

A: Yeah that's very right if an exporter is selling consumer goods it gives the product extra appeal if the customer knows that it is well made and gives reliable performance to the end user the consumer. He can buy with confidence and is more likely to be prepared to pay good price. Quality aod reliability are just as important if industrial goods are heing sold perhaps even more important. For example if industrial goods are components for industrial equipment it is important that tbeir materials and craftsmanship are reliable enough to stand up to the use intended for them. Breakdown in a particular component could cause a complete equipment failure.



仿真试题(四)

Man's dearest possession is life. It is given to him but once, and he must live it so as to feel no torturing regrets for wasted years, never know the burning shame of a mean and petty past; so live that, dying, he might say: all my life, all my strength were given to the finest cause in all the world—the fight for the Liberation of Mankind.

人最宝贵的东西是生命。生命属于我们只有一次。一个人的生命是应该这样度过：当他回首往事的时候，他不因虚度年华而悔恨，也不因碌碌无为而羞耻。这样，在临死的时候，他就可以说：我的整个生命和全部精力，都已献给了世界上最壮丽的事业——为人类的解放而斗争。

I count him braver who overcomes his desires than him who conquers his enemies; for the hardest victory is the victory over self.

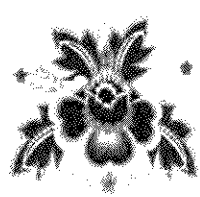
我认为克服自己欲望的人比征服敌人的人更为勇敢；因为最艰难的胜利是战胜自我的胜利。

A man's life is limited, but there is no limit to serving the people. I will dedicate my limited life to the limitless job of serving the people.

人的生命是有限的，可是，为人民服务是无限的，我要把有限的生命，投入到无限的为人民服务中去。

Life is thickly sown with thorns, and I know no other remedy than to pass quickly through them. The longer we dwell on our misfortunes, the greater is their power to harm us.

人生布满了荆棘，我所能得的惟一办法是从那些荆棘上迅速踏过。我们对自己所遭遇的不幸想得越多，它对我们的伤害就越大。



READING 1 hour

READING

PART ONE

Questions 1－7

- Look at these sentences and the four paragraphs.
- Which clip **A**, **B**, **C** or **D** does each sentence **1－7** refer to?
- For each sentence **1－7**, mark one letter (**A**, **B**, **C** or **D**) on your Answer Sheet.
- You will need to use some of the letters more than once.

Example:

0 The breakfast in a guest's room is free of charge.

0	A	B	C	D
	■			

1 All rooms have both a TV and a private bathroom.

2 Only one training course will be in Room 301.

3 You can have a swim at the heelth centre.

4 The aim of the project is to make businesses in Bolton more successful.

5 You do not have to go to the first aid course.

6 Companies can obtain financial halp to replace old equipment.

7 Alaska, a vast wilderness, offers thrilling opportunities for adventure.

A

STAR HOTEL

Stay at one of Bangkok's top hotels and make you stay one to remember. Enjoy excellent facilities and first-class service.

All double rooms heve an attached bathroom/shower, a mini-bar and 12-channel TV. Guests in single rooms may have to share bathroom facilities. Each of our rooms provides direct dial telephone and plenty of stationery for writing all those important letters.

You may order up to midnight, or smacks and drinks any time of day of night. No extra charge is made for serving breakfast in a guest's room

The Star Hotel is particularly suitable for conferences—our main conference room accommodates up to 400 people ,though there are also a number of rooms groups of 10 to 100 people.

Leisure facilities include evening entertainment most deys of the week, tennis courts and a haalth centre, with an indoor swimming pool.

The Star Hotel is easy to get to. It's just seven miles from the airport, and 5 miles from the nearest railway station. Thare is parking space for at least 200 cars.

B

'These four introductory training courses will generally last two or three hours and will be timetabled over the first two weeks of your employment. For all of the courses, you should go to the Training Gentre, except for the Health and Safety Course which is held in Room 301.

The first course will begin with a tour of the building. You will be shown key places such as the post room, the first aid room and the Chief Executive's office.

Everyone must attend the second course, on health and safety. This will include what to do in case of fire. Any employees who would like to follow a course on emergency first aid should tell their instructor after this talk.

The third course covers company goals, plus information on the structure of the company and the senior management team.

The final course looks at hours of work, salaries and sick leave. However, we will not be able to discuss individual contracts and job descriptions. If you heve any doubts what your job includes, please speak to your department Head.'

C

Mt. McKinley eternal snowcap towers 20, 320 feet — the highest point on the North American Continent. Wide valleys ,worn by such meandering streams as the Kuskokwim and the mighty Yukon , are filled with unique and colorful plants and animals, Big game hunting and fishing are unparalleled. Moose, bear, Dall sheep and caribou are plentiful. Arctic grayling, salmon, and spectacular trout abound in lakes and rivers. About 95 percent of Alaska, home of the Eskimo, Indian and Aleut, remains untamed.

D

Financial Assistance for Companies

The Training and Enterprise Council (TEC) in the City of Bolton is advertising financial grants to businesses located in the city to help them improve their computer systems and train staff in the latest software. This project has been launched in an effort to fight increasing competition from businesses located in neighbouring regions.

Mrs. Maria Barker, Project Co-ordinator, explains how the project works: 'Assistance is available to companies after an assessment of their activities and current systems. This assessment is carried out by an independent consultant.'

All advice is offered free of charge and TEC can offer 50% of the cost of investing in up-to-date computer hardware, up to a maximum of £5,000. Training will be provided by lectures from Bolton Technology College.

Research shows thet up to a third of the companies in Bolton will benefit from this scheme. Those companies interested should apply by 19th November.

PART TWO

Questions 8 – 12

- Read the article below about the securities exchange.
- Choose tha best sentence to fill in each of the gaps.
- For each gap **8 – 12**, mark one letter(**A – G**)on your Answer Sheet.
- Do not use any letter more then once.
- There is an example at the beginning(**0**).

The Securities Exchange

When people buy stock, most do so through one of the securities exchanges or marketplaces for stocks and bonds. These marketplaces are commonly called "stock exchanges" and they provide a meeting place for both the buyer and seller. To understand why such securities or stock exchanges are important in the purchase and sale of stocks and bonds, consider what would happen if you ,and everyone who wanted do buy (or sell) securities, had to find your own buyer (or seller). (**0**)..... More importantly, how would you find out who is interested in selling that stock to you (or buying it from you?) In order to handle this marketing problem, securities exchanges sprung up. These exchanges are nothing more than locations where stocks are bought and sold. And since there is a common meeting place for there (or send their representatives). The result is a very systematic market process, where transations are handled in an orderly manner and the operations are both supervised and regulated by law. (**8**).....

Buying and Selling Securities

The general approach in buying and selling securities, regardless of the exchange where they are purchased, is basically the same, We provide a general picture of how security transactions take place; and for a fuller understanding, we will discuss some of the important terminology and functions of security trading. (**9**).....

How would you go about buying stock in a major corporation? It's really quite simple. First, you would decide what you want to buy—such as 100 shares of IBM. (**10**).....

Assuming your broker works for a major stock brokerage, the order would be telephoned directly to a company clerk on the floor of the New York Stock Exchange. The clerk would hand the order to a member of the Exchange who is a partner in the brokerage. This individual would then go to the appropriate locale on the trading floor and ask for the latest quote on IBM. Let us say it is "70 to a quarter." (**11**).....

If your broker wants, a sale can he struck at $70.25 since the order calls for a purchase at the current market price. More likely, however, your broker will bid $70.125 and hope to save you one eighth of a point or $12.50. And it is likely that another broker with an order to sell will show up and accept the bid of $ 70 1/8. The two brokers will then initial each other's sales orders and see that the transaction is relayed to the exchange employee known as the reporter. The reporter sees that the sale is reported and a few minutes later it will come out on the ticker tape.

Bulls and Bears

What does "a bull" mean? It is a term that is used to refer to an invester who expecta prices to rise. (**12**).....

Of course, the market will not always rise. Sometimes stocks drop and remain low for extended periods of time. Those investors who expect stock prices to decline are known as "bears." During the Great Depression, the bears made a great deal of money. While the bulls were "buying long" the bears were "selling short."

Example:

0	A	B	C	D	E	F	G

A How would you know what a fair price for the security is?

B This means that someone is currently bidding "$70 for the stock and another party is willing to sell at

$70.25."

C How Stocks Are Actually Purchased

D "Bulls" buy in anticipation of the market going up.

E In this way, the buyer (or seller) is ensured that the best price is secured and they are not short-changed or cheated in any way.

F Then you would place a call to your stockbroker, who would enter an order to buy the 100 shares at the current market price.

G If the market is going down the only way to recover your investment is to hang on to tha stock and wait for it to come back.

PART THREE

Questions 13 – 18

- Read the article below about public relations.
- For each question **13 – 18**, mark one letter (**A**, **B**, **C** or **D**) on your Answer Sheet, for the answer you choose.

Public Relations

A company does not function in a vacuum, but rather as part of a society. That society consists of the people who work for it, the people and companies that do business with it, the public at large, and the government that regulates and taxes it. These groups are known as a company's "publics." In order for a company to deal with these publics effectively, a relationship of trust must exist. Employees will not cooperate with or put forth their best efforts for a company that they do not trust or that they feel is taking advantage of them. The public will not buy products or services from a company that, in their view, is not responsible or trustworthy. And the government, as the protector of the society it governs, is especially vigilant in dealing with a company that it regards as not operating in the public interest. Given these circumstances, every business, whether it is a giant corporation or a small factory, a five-star hotel or a roadside tavern, needs to give some thought to the relationship it has with all the various publics it interacts with. The techniques that a company uses to improve these relationsbips are known as "public relations", also called "PR".

The goal of public relations is usually to improve the climate or atmosphere in which a company operates. Here are some results a company might expect from a successful public relations campaign:

- Its products and services are better known.
- Its relationship with employees has improved.
- Its public reputation has improved.

A successful public relations campaign can get people to do something that will help a company, stop them from doing something that might hurt it, or at least allow tbe company to proceed with a course of action without criticism. "An organization with good public relations has a favourable image or reputation, perhaps as a result of public relations activities." Says Richard Weiner, a noted and award-winning public relations counselor. In developing and implementing public relations plans, companies often use a simple five-step process: research or fact finding, planning, action, communication, and evaluation.

A classic example of public relation at work is McDonald's. it has always been important to McDonald's to be known as a company that values cleanliness. Indeed, founder Ray Kroc emphasized cleanliness along with quality, service, and value as heing tbe four most important things in any McDonald's operation. For that reason, Kroc instructed the first McDonald's franchisees to pick up all litter within a two block radius of their stores, whether it was McDonald's litter or not. The company also did many other

things to help protect the environment. In 1990, it announced a program called McRecycle in which McDonald's committed itself to buy $100 million in recycled materials for use in building and remodeling its restaurants. It is important to understand the role public relations has played in all the company's decisions. McDonald's has always been socially responsible and extremely concerned about its image. These two facts are part and parcel of its public relationships. To McDonald's, public relationships activities go much deeper than simply sending out press releases and having corporate officers serve on various charitable boards. The company understands that real public relations means taking significant actions first, then announcing them to the public. Without the first step, the second would be meaningless. Many companies do not understand this basic principle: If you want to make news, you must first do something newsworthy.

13 According to the passage, a company's publics refer to _____.
- **A** people in a society
- **B** employees and employers within a company
- **C** people and organizations in and outside a company
- **D** the company and the government

14 A good public relationship is based on _____.
- **A** mutual understanding
- **B** mutual familiarity
- **C** mutual attraction
- **D** mutual trust

15 The aim of public relations is to _____.
- **A** improve a company's operating environment
- **B** make a company's products known to the public
- **C** make a company's name known to the public
- **D** establish a good relationship with employees

16 The passage tells us thet a good reputation of a company mostly comes from _____.
- **A** its high quality products
- **B** the fame of its executives
- **C** its public relation activities
- **D** its relationship with the government

17 According to the text, how many steps are usually adopted to implement public relation plans?
- **A** Three.
- **B** Five.
- **C** Eight.
- **D** Not mentioned.

18 Which of the following can ba inferred from the passage?
- **A** Public relations first, business second.
- **B** Actions speak louder than words.
- **C** It is easier said than done.
- **D** One should seek truth from facts.

PART FOUR

Question 19 – 33

- Look at the guidelines below about staff appraisal.
- Choose the best word from the opposite page to fill each gap.

● For each question **19 – 33** mark one letter **A**, **B**, **C** or **D** on your Answer Sheet.

Staff Appraisal

Management and staff have agreed to put in (**0**).....(example) a company-wide system for staff appraisal. Each member of staff will meet at least once a year with their manager to discuss and assess the employee's performance and to complete an appraisal form.

Staff appraisal interviews are a valuable means of (**19**)..... between managers and subordinates: they ensure that an organization develops its human (**20**)..... and that employees get maximum job (**21**).....

The guidelines below have been drawn up in order to assist in this (**22**).....

The Appraisal Interview

The main (**23**)..... of the interview is to (**24**) .....employees be as effective as possible in their present jobs. It (**25**)..... the manager and subordinate the opportunity to review past and present job performance together, and to (**26**)..... for the future.

First Stage-Preparation for the interview

Before the appraisal interview the manager and subordinate should (**27**)..... the specific areas for discussion and agree on a time-period which the appraisal should (**28**)..... (normally 12 months).

Second Stage-At the interview.

If necessary the employee and manager should (**29**)..... to last year's appraisal and decide whether key aims and targets have been achieved. They should (**30**)..... on aims for the future appraisal period and how performance should be judged.

Third Stage-Assessment of performance.

The appraisal document should be completed by the manager after the interview. It should then be discussed with the employee before tbe (**31**)..... signing.

It should include:

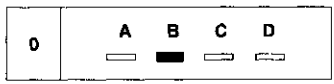
a) Areas of the employee's work where there have been failures.

b) Areas where there have been prominent successes.

c) An assessment of the employee's (**32**)..... to organize and plan his or ber time, and to make the most efficient (**33**)..... of resources.

Example:

A situation **B** place **C** time **D** arrangement



19	**A**	speech	**B**	talk	**C**	function	**D** communication
20	**A**	resources	**B**	services	**C**	facilities	**D** supplies
21	**A**	enjoyment	**B**	pride	**C**	heppiness	**D** satisfaction
22	**A**	design	**B**	process	**C**	organization	**D** method
23	**A**	way	**B**	purpose	**C**	reason	**D** definition

24	A	assist	B	aid	C	help	D	support
25	A	gives	B	produces	C	presents	D	supplies
25	A	outline	B	plan	C	determine	D	propose
27	A	distinguish	B	notice	C	point	D	identify
28	A	cover	B	focus	C	contain	D	fulfill
29	A	see	B	consult	C	consider	D	refer
30	A	confirm	B	agree	C	discuss	D	arrange
31	A	past	B	end	C	final	D	closing
32	A	talent	B	practice	C	technique	D	ability
33	A	use	B	value	C	wroth	D	service

PART FIVE

Questions 34 – 45

- In most lines of the following text, there is one unnecessary word. It is either grammatically incorrect or does not fit in with the sense of the text.
- For each numbered line **34 – 45**, find the unnecessary word and then write the word in CAPITAL LETTERS on you Answer Sheet. Some lines are correct. If a line is corract, write CORRECT on you Answer Sheet.
- The exercise begins with two examples (**0**) and (**00**).

Examples

0	B	E	E	N				
00	C	O	R	R	E	C	T	

Milair—Letter of Apology

Dear Customer

0 Over the last two years Milair has been experienced unprecedented growth. Whilst we are
00 delighted at the increasing popularity of our products, this success has brought with
34 it some problems. Even though with over 450 trained customer service staff, our telephone
35 answering standards have fallen on a number ot occasions, particularly during July and
35 August. The vast majority of our customers have continued so to receive a good quelity of
37 service, but some have experienced by a service well short ot their, and our, expectations.
38 As a result, we are speeding up our recruitment programmed to heve the
38 more people available
40 to take your calls. We are also making much greater use of automated telephone technology.
41 As Managing Director of Milair, I want to take this opportunity to contact those of you
42 who heve been affected and for assure you thet my colleagues and I are dedicated to
43 delivering the highest possible standard of a service. I am confident that the stepe we are
44 taking in will help us to do this, and apologize for any inconvenience caused.
45 Your sincerely

WRITING 45 minutes

WRITING

PART ONE

- You are the manager of a small office. In order to reduce costs and improve the company's environmental practices, you have decided to collect and recycle all paper used in the office.
- write a memo of **40 – 50** words:
  - informing staff of the new policy
  - explaining how the paper will be collected
  - requesting staff to co-operate with the scheme.
- Write on your Answer Sheet. Do not write in capital letters.

PART TWO

- You work for a company thet sells electrical good. You have recently visited a potential supplier in Slovakia. Look at the memo and your handwritten notes.
- Writa a **120 – 140** word report recommending whether your company should deal with the supplier or not.

To: Alan
From: Georgina
Date: 16 February 2000
Re: Your visit to Ludova Technologies Slovensko

Alan

Here's the information about Ludova Technologies. It isn't much, I'm afraid, but it's all we have. The company is 15 years old and employs about 20 people. It's located in the south west of Slovakia, on the Austrian border. They make electrical goods such as pocket radios, but we're not really sure what else.
Can you find out the following and write a report recommending what we should do?

Don't forget to make a final recommendation

The factory
- What are the production facilities like? — Old equipment, but modernization planned
- What is the production capacity? — Quite low due to old machines

Products
- What is the product range like? — Wide range, good quality

Production times
- How quickly can they deliver? — Long delivery times-explain why

Your flight and hotel are booked and Mr pavol Kukura will meet you at the airport on Friday. Good luck!

LISTENING 40 minutes(including 10 minutes' transfer time)

LISTENING

PART ONE

Questions 1－12

- You will hear three telephone conversations.
- Write **one or two words or a number** in the numbered spaces on the notes or forms.
- After you have listened once, replay tha recording.

Message One(Questions 1－4)

- Look at the note below.
- You will hear a man making a call about a delivery.

Express transportation Company: Messages COMPLAINT
From: (1) ..... Production Company
Re: 2 damaged desks (out of 6)-broken during transportation? Consignment Number:
(2) .....
Desks sent to (3) ..... World
Import Company.
Action to be taken: Ring (4) ..... and arrange to inspect desks.

Message Two(Questions 5－8)

- Look at the note below.
- You will hear a woman telephoning a company about complaint.

CUSTOMER COMPLAINT
From: (5) ..... Electronics
(6) ..... Road, Newtown
Complaint: Bill for 12 (7) ..... wrong.
Only 10 ordered and sent, but we charged for 12.
Action to be taken: Need to cancel invoice and send new one for
(8) ..... (instead of $1176)

Message Three(Questions 9－12)

- Look at the note below.
- You will hear a man calling about repairing.

REPAIRS

Name: (9) .....

Export Company

Tel Number: (10) .....

Details repairs: Main (11) .....

Requires attention. Constant paper jams.

Model: (12) .....

Visit time arranged: Today; between 3 and 5 pm

PART TWO

Questions 13 – 22

Section One

(Questions 13 – 17)

- You will hear five short recordings.
- For each recording, decide which document (**A – H**) the speaker is talking about
- Write one letter (**A – H**) next to the number of the recording.
- Do not use any letter more than once.
- After you have listened once, replay each recording.

13 .....
14 .....
15 .....
16 .....
17 .....

A	the minutes ot a meeting
B	a guarantee
C	an invitation
D	an invoice
E	a quotation
F	an application form
G	an instruction manual
H	a driving licence

Section Two

(Questions 18 – 22)

- You will hear another five short recordings.
- For each recording, decide what the spaaker is doing.
- Write one letter (A – H) next to the number of the piece.
- Do not use any letter more than once.
- After you heve listened once, replay each recording.

18 .....
19 .....
20 .....
21 .....
22 .....

A	congratulating
B	canceling
C	warning
D	postponing
E	offering
F	refusing
G	booking
H	confirming

PART THREE

Questions 23 – 30

- You will hear a radio report about family businesses.
- For each question **23 – 30**, mark one letter (**A**, **B** or **C**) for the correct answer.
- After you have listened once, replay each recording.

23 The speaker says that tha percentage of businesses that are family run is
A 40% **B** 70% **C** 80%

24 The major problem which family businesses face is
A inexperience. **B** communication. **C** money.

25 to prevent problems it is important to
A define roles clearly.
B work as efficiently as possible.
C treat each other with extra care.

26 Before starting a family business you should
A get advice from friends.
B carry out market research.
C discuss possible difficulties.

27 What does tha speaker say about contracts for family businesses?
A They don't always need to be written down.
B They should be produced by a lawyer.
C They are important only if the business fails.

25 Tha final decisions must be made by
A one person.
B a small committee.
C all shareholders.

29 What was the first job the speaker's son had?
A assistant manager
B accounts clerk
C factory worker

30 Tony was promoted after
A three months.
B six months.
C twelve months.

You now have 10 minutes to transfer your answers to your Answer Sheet.

SPEAKING 14 minutes

SAMPLE SPEAKING TASKS

PART 1

The interview—about 3 minutes

In this part interlocutor asks questions to each of tha candidetes in turn. You in this pert have to give infor-

mation about yourself and express personal opinions.

PART 2

'Mini presentation'—about 6 minutes

In this part of the test you are asked to give a short talk on a business topic. You have to choose one of the topics from the three below and then talk for about one minute. You have one minute to prepere your idea.

A WHAT'RE THE THREE MAIN BEHAVIOR TYPES OF YOUR BODY LANGUAGE?
- PASSIVE POSTURE
- AGGRESSIVE POSTURE
- ASSERTIVE POSTURE

B WHAT IS IMPORTANT WHEN RAISING FUNDS?
- BUSINESS PLAN
- LOAN
-

C WHAT IS IMPORTANT WHEN DEALING WITH COMPETITION?
- PRICING POLICIES
- ADVERTISING STRATEGIES
-

PART 3

Discussion—about 5 minutes

In this part of the test you are given a discussion topic. You have 30 minutes to look at the prompt card, an example of which is below, and then about 3 minutes to discuss the topic with your partner. After that tha examiner will ask you more questions related to the topic.

Discuss what're the performances of Apple Computer Atari and the Federal Express Corporation?

答案

Reading

Part 1

1. A 2. B 3. A 4. D 5. B 6. D 7. C

Part 2

8. E 9. C 10. F 11. B 12. D

Part 3

13. C 14. D 15. A 16. C 17. B 18. B

Part 4

19. D 20. A 21. D 22. B 23. B 24. C
25. A 26. B 27. D 28. A 29. D 30. B
31. C 32. D 33. A

Part 5

34. THOUGH 35. CORRECT 36. SO 37. BY
38. THE 39. CORRECT 40. CORRECT
41. CORRECT 42. FOR 43. A 44. IN
45. CORRECT

Writing

The following candidate responses were awarded marks in bank 5(the highest band).

Part 1

Question 46

To: All staff

From: Paul Blake

Please note that all paper used in the office will now be recycled. It should be placed in tbe green bin next to the photocopier for collection. All staff are asked for their full cooperation with this scheme.

Part Two

Question 47

Report on suitability of Ludova Technologies Slovensko (LTS)

Introduction

This report aims to assess whether the Slovakian company Ludova Technologies would be a suitable supplier of electrical goods.

Findings

A recent visit to the company showed that its facilities are quite old, resulting in a limited production capacity. Despite this, LTS produces an extensive range of high-quality products including radios, cassette recorders and CD players.

However, out-of-date machinery means delivery times of up to three months. This may change when the planned modernization takes place.

Conclusion

LTS would not be suitable for large orders that require quick delivery

Recommendations

It is recommended that we remain in contact with LTS and reconsider a supply contract once the factory modernization is completed.

Listening

Part 1

1. Eagle
2. 85902417 AHPTU
3. Golden
4. 79967372
5. Hi Tek
6. Greenfield
7. calculators
8. $980
9. Handai
10. 4440581
11. printer
12. Panda 203

Part 2

13. C 14. E 15. B 16. F 17. G 18. C
19. A 20. B 21. H 22. E

Part 3

23. B 24. B 25. A 26. C 27. B 28. A
29. C 30. C

听力原文

This is the Business English Certificate, Vantage, Listening Test.

Part One. Questions 1 to 12.

You will hear three telephone conversations or

messages.

Write one or two words or a number in the numbered spaces on the notes or forms below.

After you have listened once, replay the recording. Conversation 1. Questions 1 to 4.

Look at the note below.

You will hear a man making a call about a delivery.

You have 15 seconds to read throug the note.

[Pause]

Now listen, and fill in the spaces.

Conversation One

F=Female M=Male.

F: Express Transportation Company.

M: Good afternoon. Eagle Production Company here.

F: How do you spell 'Eagle'?

M: EAGLE. Eagle Production Company. We recently dispatched some office desks through your company and we've just heard from our customers that two of the six desks were damaged when they arrived.

F: Are you sure they were all right before we packed and transported them?

M: Absolutely sure. All our items are carefully checked before leaving our warehouse. In fact, one of your supervisors was present while the desks were being packed by your people.

F: What was the consignment code?

M: 85902417.

F: Were there any letters after the number?

M: Yes, A HPTU. That's 85902417 AHPTU.

F: Ah yes. We delivered the desks to Golden World Import Company for you.

M: That's right.

F: Could you please let me have their phone number so that we can arrange with them to inspect the damage?

M: Certainly. It's 799-67372.

F: 7 double 967372. Thanks.

[pause]

Now listen to the recording again.

[pause]

Conversation 2. Questions 5-8.

Look at the notes below.

You will hear a woman telephoning a company about complaint.

You have 15 seconds to read through the notes.

[pause]

Now listen, and fill in the spaces.

Conversation Two

F1: Could I speak to someone in the accounts department, please?

M: I'll put you through.

F2: Accounts. Can I help you?

F1: Yes, please. I've just received your last invoice and there's an error in it.

F2: What's the name of your company, please?

F1: Hi-Tek Electronics. Two words: Hi-HI and Tek-TEK.

F2: Hi-Tek Electronics. Is that Greenfield Road, Newtown?

F1: Yes, that's right. You sent us a bill for 12 calculators, but we only ordered 10 and you only sent 10.

F2: Let me check a moment, please. Yes, you ordered only 10 and we sent only 10. I'm very sorry. There's clearly been a mistake.

F1: What should I do?

F2: Please destroy tbe invoice, and we'll send you a new one. The total amount will now be $980 instead of $1,176.

[pause]

Now listen to the recording again.

[pause]

Conversation 3. Questions 9-12.

Look at the notes below.

You will hear a man calling about repairing.

You have 15 seconds to read through the notes.

[pause]

Now listen, and fill in the spaces.

Conversation Three

M: Good morning. Carlton Repairs.

F: Good morning. This is Handai Export Company.

M: Handai Export Company. That's HANDAL, is it?

F: Yes, that's correct.

M: Could you let me have your phone number, please?

F: Treble 4 05 81.

M: Let me see. 4440581. Got it.

F: Our main printer needs looking at. We're getting constant paper jams. There's obviously something wrong.

M: What model is your photocopier.

F: It's the Panda 203.

M: The Panda 213.

F: No, the Panda 203.

M: I'll arrange for our engineer to call later today.

F: Have you any idea what tune the engineer will come?

M: Between three and five, I think.

[pause]

Now listen to the recording again.

[pause]

That is the end of Part One. You now have 20 seconds to check your answers.

[pause]

Part Two. Questions 13 – 22.

Section 1. Questions 13 – 17.

You will hear five short recordings.

For each recording, decide which document the speaker is talking about.

Write one letter (A – H) next to the number of the recording.

Do not use any letter more than once.

After you have listened once, replay each recording.

You have 15 seconds to read the list A – H.

[pause]

Now listen, and decide which document the speaker is talking about.

[pause]

Thirteen

Section One

Speaker One

When I received this I must admit I wasn't expecting it. I mean most people who go are a lot higher up than me. So I was quite flattered really. But then I realized that I couldn't go. I have been ignoring the RSVP, but I suppose I have to let them know I can't make it. I'm a bit disappointed because they may never ask me again.

[pause]

Fourteen

Speaker Two

Yes, hello, yes, I received it yesterday morning, but there must be some mistake. It's just far too high. I think the problem is that you've included things that we are not asking for. You see, I have approached several other companies. They are all about half of what you suggested.

[pause]

Fifteen

Speaker Three

Our photocopier's getting a bit unreliable and I was wondering what I could do about it. If you read this form we were given when we hough it, it says that if the photocopier has a problem in the first three years, someone will come and fix it free of charge. Is thet correct?

[pause]

Sixteen

Speaker Four

I didn't realize I had to attach a photograph. I filled in this sort of things so many times before and it has never been as complicated as this. All these ridiculous questions, like "When did I pass my test?" It was so long ago. I can't remember. I hate filling these things in. it's going to take me ages. And the I'll bet half of it will he wrong.

[pause]

Seventeen

Speaker Five

When I first saw it, I couldn't believe it. It's 10 pages long. I though it would be a simple matter of plugging the video in and switchiug it on. But no! I had to study the thiug. It was like being hack at school. It was so complicated. I still can't get some of the functions to work. Maybe you could have a look.

[pause]

Section 2. Questions 18 – 22.

You will hear another five recordings.

For each recording, decide what the speaker is doing. Write one letter (A – H) next to the number of the recording.

Do not use any letter more than once.

After you have listened once, replay each recording.

You have 15 seconds to read the list A – H.

[puse]

Now listen, and decide what the speaker is doing.

[pause]

Eighteen

Section Two
Speaker One

Tim, on the subject of whether to accept that credit application you received from Express systems Limited. I think you need to ha very careful about this one. The thing is, I've just been talking to Mark at the bank and he told me a few things about Express Systems. They'd had problems with them in the past over a failure to repay a loan.

[pause]

Nineteen

Speaker Two

Tom, just to say "Well done". I thought you raised your points just the right moment. Someone needed to ask that question, and I think you put it very well.

[pause]

Twenty

Speaker Three

This is Dr Thompson's secretary at A & T Consultants. I'm afraid Dr Thompson will not ha able to keep his appointment with Mr Hope at 11:30 because he's had to fly to France at very short notice. He asked me to express his apologies.

[pause]

Twenty-one

Speaker Four

Richard, look. I thought you might be getting worried about whether next Thursday was actually on or not. Anyway, yes, it is, so the table is reserved at 12:30 at Cavemdish Hotel where the lunch is the best in town. Well, almost.

[pause]

Twenty-two

Speaker Five

I was just talking to Tony and he said you had bit of a problem with your mobile phone. I know you got to be out of your office this afternoon. And if it's any help, I wonder if you'd like to borrow mine?

[pause]

Now listen to the recording again.

That is the end of Part Two.

[pause]

Part Three. Questions 23 – 30.

You will hear a radio report about family businesses.

For each question 23 – 30, mark one letter (A, B or C) for the correct answer.

After you have listened once, replay the recording

You have 45 seconds to read through the questions.

[pause]

Now listen, and mark A, B or C.

[pause]

Many people at some stage in their lives consider setting up a business with their partner or other members of tbeir family. The idea may seam very appealing, but the reality of working with someone close to you can often create unforeseen problems. I'd say, 80% of family run businesses think that when times get tough, love, romance or family bonds will see them through. But the fact is that although 70% of business are family run, only 40% of these companies survive into the second generation. Wby, then, do so many family businesses fail? Well, money has traditionally been thought of as the root of all difficulties. But in my experience the major problem is much more basic. In businesses which don't have family ties or relationships, people find it easier to communicate and to say what's on their mind,. In contrast, which family businesses, people often make the mistake of thinking that they know what views others family members have without actually discussing them. There is one strategy which should be employed in all family businesses to prevent future problems. as time goes by, one partner may lose interest or not work as effectively as they're expected to. If each partner's responsibilities are identified from the start so that they know exactly what is required of them, difficulties are less likely to arise as the business develops. I would also recommend asking yourselves a few "what if" questions before staring a family business. for example, what if one of tbe partners brought a friend into the business and the others didn't like this person? What would you all do? To avoid this kind of situation, you should talk it over amongst yourselves. This sort of research can make you aware of both you own attitudes and the attitudes of tbe other members of the family before problems actually occur. Contracts are another potential problem area. Too many family businesses are run on the most informal of terms. People often think it an insult to ask a relative to sign a contract outlining the terms of a business venture. But you should treat the family business like any other business and get a professional to draw up a contract. Whether the business is profitable or not, it is supposed that the shares and who owns them must be clearly defined and written into a formal agreement. It must also be clear who is running the company. I know of a family business whose members took a vote on every decision. Perbeps this exercise in democracy should be applauded, but it created so many complications that in the end the business failed. Even a small committee can sometimes be too large. In matters affecting the entire company, only one of you should be the decision maker. He or she doesn't have to be the largest shareholder, but should ha tbe one best able to lead the business. Another type of problem arises when a relative decides to join an already established business. In these cases, you should do everything you can to avoid favouritism. When my son, Tony, completed his accounts course, he wanted to work in the family business. it was important to avoid putting him straight into any kind of managerial position. So he worked on the shop floor on the assembly line. He learned everything about his job within three months. At the end of six months, he knew more about manufacturing process than I did. But Tony learned not just about the company, but the people who made it work. The factory workers had respect for tbe fact that he understood them and the business. So after 12 months there was no problem when we then moved him into a junior executive position. Ask any family member who wants to join your company to walk a similar road. They will then always prove to be a valuable asset.

[pause]

Now listen to the recording again.

[*pause*]

That is the end of Part Three. You now have ten minutes to transfer your answers to your Answer Sheet. Stop here and time ten minutes.

Speaking

Part 1

What's your name?

My name is A.

Tell me a bit about your educational background.

Well, first I went to primary and high school in my hometown. Then I enrolled in Fudan University in Shanghai where I majored in computer science. I studied software development for four years and graduated in 1992. After that I went on with postgraduate courses in my university for two years.

What work do you do now?

I am an engineer.

How are you getting along with your colleagues?

We're friend, I would say. I have no problem getting along with them. They are willing to know different people. Almost everybody in my company is pleasant and friendly.

Have you ever been to any parties? Did you enjoy yourself there? Why (not)?

Parties are too common now. I've been to several get-togethers. They're all the same, singing, dancing, drinking and flirting. All in all, it's an occasion for people to forget trouble and make merry.

How do you entertain your guests?

I try my best to avoid disappointing them. Colorful events are arranged for night life. I take them to pubs and discotheques if the budget is plenty. After all, it provides an opportunity to enjoy myself at the same time.

Part 2

The three main behavior types are passive, aggressive and assertive. You can use any of these types although the assertive posture that suits most occasions best. The passive body types have a withdrawn posture. You may fidget a bit with your hands and hair. Beware of some funny little mannerisms. They can become intensely irritating to an audience. If your posture is aggressive, however, you tend to ba quite rigid. You could be constantly swinging your leg or crossing your arms and clenching your fist and the audience will fell uncomfortable. That brings me to the assertive posture. In this position there is minimal tension and your voice is full, clear and varied. You're a delight to listen to.

Perhaps you're starting a business. Then how can you make dream come true? Persuasion is the answer when you try to attract finance from individuals. Remember that he who has possessions couldn't be naive. So it would be unwise to promise them the moon. Put them and effort into a business plan and analyze the feasibility of your proposals. You're more likely to succeed with adequate preparations.

When the business is expanding at a fast pace, we can no longer depend solely on individual source for needed funds. It's the time tbet we begin to deal with financial institutions, e.g. hanks. They can't'be more cautious when if comes to granting loans. In response to their suspicion, you can apply for a small amount at first. Repay it before the maturity together with the interest due. Repeat this procedure until you've won the bank's trust.

Part 3

A: Have you ever heard of these companies: Apple Computer Atari and the Federal Express Corporation?

B: Yes, I've heard of these.

A: Do you know anything about the men who started them?

B: No, I don't.

A: Well Steven Joba was a twenty years old college drop out when he and a friend started Apple Computer in 1977. Today he is a very rich man worth more than 150 million.

B: And what about Atari?

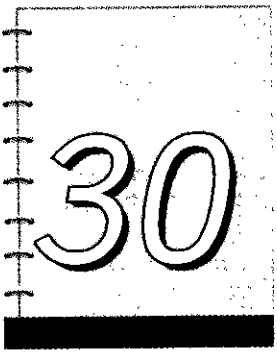
A: Nolan Bushnell the man who started Atari became rich and famous in 1972 when he invented Pong the first video game. At that time he was twenty years old. In 1976 he sold Atari for 28 million.

B: What about the third company?

A: The third company Federal Express delivers packages anywhere in the United States in twenty four hours or less. Its president is Frederic Smith. He is forty one years old. This young company is worth more than 600 million.

B: What do Steven Jobs Nolan Bushnell and Frederick Smith have in common?

A: Well to begin with they are all relatively young. Second they are all rich and most important each of them became rich by doing something that no other person had done before.



仿真试题(五)

谚语 IV

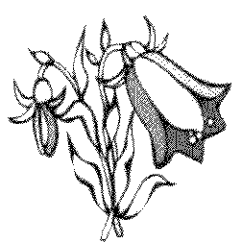
No man is useless in this world who lightens the burden of someone else.
在这个世界上就算别人减轻负担的人都是有用的。

A man should so live as to be like a poem, a thing should so look as to be like a picture.
人须求可以入诗，物须求可以入画。

It is easy to fall into a trap, but hard to get out again.
堕入陷阱容易，逃出陷阱难。

Be able to be alone. Lose not the advantage of solitude.
要有离群索居的能力，不要失去了孤寂的好处。

Man's good and evil is at the peril of the public for tune.
人的善与恶与公众之祸福息息相关。



READING 1 hour

READING

PART ONE

Questions 1 – 7

- Look at these sentences and the four paragraphs.
- Which clip (**A, B, C or D**) does each sentence refer to?
- For each sentence **1 – 7**, mark one letter (**A, B, C or D**) on your Answer Sheet.
- You will need to use some of the letters more than once.

Example:

0 We will return your money if your foreign language is not fluent in 30 days.

0	A ■	B □	C □	D □

1 He applied for this course over a month ago .

2 For different languages, the number of CDs required is different.

3 He hasn's paid any money to the university yet.

4 Ordinary copiers make about 30 copies par minute.

5 You can try free of charge for a month.

6 How Mel went to see Cindy and talk with her?

7 It takes just as much time to produce two-colour copies as to do black ones.

A

Think and Talk

Berlitz makes it surprisingly easy to learn another language with Think and Talk. Based on the world-famous Berlitz Method, Think and Talk gives to you on tape or CD a complete language course so unique and successful, it's guaranteed.

And it's easy and inexpensive. You get 7 audio-cassettes, or 6to 8 CDs depending on the language you pick, 2 illustrated manuals, a bilingual dictionary plus a free tape player —— all for just 155 for cassettes, 175 for compact discs (plus shipping and handing).

And if you're not speaking a foreign language fluently in 30 days, we'll give you your money back. No questions asked.

B

Department of Business Studies
City University of Singapore
11 th January 1996

Dear Ms Blye,

With reference to your letter of 28 th Novemben 1995, I am writing to confirm your acceptance on the 1996 Training Programme entitled International Marketing. I acknowledge receipt of your deposit and am able to provide some additional information.

The course will begin on 24 th April. You will be in the 6 pm group on Mondays and Wednesdays, as you requested. There has been a change to the published information: the course will now be led by Doctor Yew, instead of Professor Chow. Dr Yew is Deputy Head of Department and has an international reputation in this field. During the eight-week course, the same topics will be covered as advertised.

Although materials are included in the course fee, we recommend thet participants purchase and read International Marketing Affairs before starting the course.

Pleaes do not hesitate to call if you require any further information.

Yours sincerely

Joho Hoy

C

"Cindy, of course — still waiting for him at her charity wingding—would raise all hall, because he was going to be late; he would have to brace himself to absorb the extra wrath as a result of not appearing at all. He supposed he might as well get Cindy's first salvo over with, but not sure whet would happen next. Timidly he dialed.

As before, it took several minutes for Cindy to come to the phone, and when she did, surprisingly, there was none of the fire she had shown during their previous conversation, only an icy chill. She listened in silence to Mel's explanation—why it was essential ha should remain at the office. Because of the lack of argument, which he had not expected, he found himself floundering, with labored excuses not wholly convincing to himself. He stopped abruptly.

D

Simul-colour EP490z

Think of it. A copier thet makes two-colour copies in one quick scan. It's now a reality for your business with the new Minolta EP490z's simul-colour function.

Simul-colour makes two colour copies in 3 fast steps. Simply set the Colour Lever, then press the Simul-Colour Key and the Print Key. The result is a perfect copy in black plus another colour; red, blue, sepia or green. So now you can say goodbye to ordinary colour copying. No more waiting for setting the colour area.

That's because tha Minolta EP490z makes high quality two-colour copies just as fast as it makes regular black copies, at a quick rate of 30 copies per minute.

So contact your Minolta dealer about new Minolta EP490z with simul-colour.

It's the world's first practical colour copier.

PART TWO

Questions 8 - 12

- Read the article below about.
- Choose the best sentence to fill in each of the gaps.
- For each gap **8 - 12**, mark on letter (**A - G**) on your Answer Sheet.
- Do not use any letter more then once.
- There is an example at the beginning (**0**).

The Steady Progress of APEC

It is a measure of APEC's success that its summit meetings (stating with the first held in 1993 at Seattle in USA) are now held annually. (**0**)..... It adopted a declaration to abolish tariffs between all its members by the year 2020. APEC's developed economies would, however, follow an earlier schedule of freeing trade by 2010. The third summit at Osake (Japan) in November was to stock of the progress towards the free trade goal.

APEC's progress is even greater considering that until the first Asia Pacific Economic Cooperation (APEC) meeting of 12 regional foreign and economic ministers in Australia, it was simply a laudable idea. (**8**)..... Ever since that fateful Canberra conference in November 1989, APEC has never looked back. The original 12-member forum has 18 members: Australia, Brunei, Canada, Chile, China, Hong Kong, Indonesia, Japan, South Korea, Malaysia, Mexico, New Guinea, the Philippines, Singapore, Taiwan, Thailand and the United States, the Philippines, Singapore, Taiwan, Thailand the United States. The rush to join the APEC club is so great that it had to impose a three-year moratorium on new membership till 1996. (**9**).....

When Australia first mooted the proposal to convene a conference for regional co-operation, there was considerable misgiving and scepticism about it . Most ASEAN countries (Association of South East Asian Nations) —Brunei, Indonesia, Malaysin, the Philip pines, Singapore and Thailand (Vietnam was not a member them) —were not particularly enthusiastic. (**10**) ..... Indonesia' s Foreign Minister, Ah Alatas, simply wanted any Pacific organization to be an extension of ASEAN. Indonesia' s hosting of the APEC sunmit last year, where President Soeharto played a leading role in putting together the free trade declaration, would suggest that Jakarta' s earlier misgivings have disappeared. (**11**) ..... In the lead-up to the Osaka summit, the report card on the free trade agenda (gleaned from the meetings of officials from member countries) did not seem terribly good. The United States, which seeks expanded access (and at a quicker pace) to regional markets, was unhappy with the slowness of Japan to advance the free trade agenda. Japan was the country chairing APEC for1995. According to MS Sandra Kristoff, the US State Department' s Coordinator for APEN, Japan bad " to go out there and create a consensus [on free trade], lead a consensus, make this happen ... " The United States doubted Japan' s free trade credentials and felt that its heart was not in the APEC pledge. Tokyo bas wanted a free trade agenda to develop on a voluntary basis. (**12**) .....

However, because of America's growing preoccupation in the months ahead with presidential elections, the Clinton administration's impatience and consequent negative rhetoric need not be taken at its face value. Washington cannot afford to ignore or opt out of APEC, with the USA having about $ 400 billion annual trade with the region.

Example:

	A	B	C	D	E	F	G
0	■						

A The second summit was held in 1994 at Bogor in Indonesia.

B It was felt thet a pan-Pacific organization would dwarf 12 ASEAN, which might then lose its reason for being discussed and even its existence.

C But, it was an idea whose time had come.

D It would , however, be naive to suggest thet APEC will be all smooth sailing.

E This in itself is a proof of the considerable headway APEC has made in a short period of about six years.

F It needs emphasizing that all APEC members are in favour of regional free trade but all do not favour set time-schedules and their enforcement.

G Washington has not been heppy with this approach.

PART THREE

Questions 13 – 18

- Read the article below about common stock and preferred stock.
- For each question **13 – 18**, mark one letter (**A**, **B**, **C** or **D**) on your Answer Sheet, for the answer you choose.

Common Stock and Preferred Stock

A public corporation issues certificates of ownership, called common stock, that may be traded on stock exchanges. Anyone can buy and sell shares of common stock. Owners of stock are referred to as shareholders and stockholders. Common stockholders are accorded certain rights by the corporate charter. In the United States, these rights vary from sate to state, but in general the articles of incorporation spell out voting rights and rights to receive profits.

Common stockholders are the voting owners of a corporation. They are usually entitled to one vote per share. They may vote on numerous decisions affecting the corporation (including a decision to sell or merge with another corporation) and elect a board of directors, who, in turn, hire managers to run tbe business. A majority shareholder is one who owns over 50 percent of the outstanding (issued) shares in a corporation and, thus, can call the shots. All other shareholders are minority shareholders. In large corporations no single person or organization owns anywhere near a majority interest. In large, publicly owned corporations a shareholder with as little as 10 percent of the shares may control the corporation effectively. If things go badly, a coalition of so called dissident shareholders may gather enough votes to replace the existing board of directors; the new board may fire tbe existing management and bring in their own management team.

Although common stock represents ownership in a company, it does not guarantee the owners a specific rate of return. As owners, the stockholders receive profits after all expenses, including debts and taxes, have been paid. They receive profits from the business in the form of dividend payments, which represent a percentage of profits. Not all after-tax profits are paid to the stockholders in dividends. Directors usually decide quarterly how much, if any, of the profits they wish to distrihute to tbe owners. The profits are eithar distributed to the owners in dividends or they are reinvested back into the company in the form of retained earnings. If the company decides to keep the profits, the company may become more valuable and the price of the stock usually goes up. Some investors prefer profits in the way of dividends while others speculate for an increase in the price of stock. If a company goes broke, common stockholders get last claim on whatever is left over.

Corporations may also issue preferred stock to investors. Preferred stock usually has no vote in the election of the board of directors, but does get preference in the distribution of the company's earnings. It offers investors a different type of security and may be issued only after common stock has been issued. The term "preferred" applies to two conditions. First, preferred stockholders gain preferential treatment in the matter of dividends; that is, they receive a fixed rate of dividends prior to the payment of dividends on common shares. Second, if the company goes out of business or liquidates, preferred stockholders are closer to the front of the line than common stockholders when distrihuting the company's assets.

Dividends to preferred stock may be cumulative or noncumulative. Cumulative preferred stock maintains its claim to dividends even if the company decides not to pay them. For instance, if the company had a bad year in 1994, they might decide not to pay dividends. But if they had a good year in 1995, noncumulative preferred stock dividends do not accumulate. If dividends are not declared, noncumulative owners lose their claim to the profit of that period.

In short, common stock usually has more control through voting privileges, greater chance for high returns, and more risk, whereas preferred stock usually has less control, fixed returns, less risk, and less chance for big gains.

13 Common stock traded on stock exchanges represents _____.
- **A** the voting rights the stockholders have
- **B** the stock shared by common people
- **C** the profits the shareholders receive
- **D** the ownership of a public corporation

14 The second paragraph describes _____.
- **A** the returns to common stockholders
- **B** the majority and minority stockholders
- **C** the voting rights of common stockholders
- **D** tha formation of common stock

15 The main purpose of the third paragraph is to tell us _____.
- **A** the rate of returns to the stockholders
- **B** tha risk of common stockholders
- **C** the distribution of profits to the stockholders
- **D** the benefits of common stock

16 One of the differences between common stock and preferred stock lies in that _____.
- **A** the former is safer in getting dividends
- **B** common stockholders get more stable profits
- **C** the latter gets more fixed returns
- **D** preferred stockholders heve more rights in voting

17 With cumulative preferred stock, stockholders can _____.
- **A** claim to the former profits when the company has a good year
- **B** heve more control over the company
- **C** claim to the former profits when the company has a bad year
- **D** receive high returns

18 For those who want to get high returns, it is better for them to buy _____.
- **A** preferred stock
- **B** common stock
- **C** noncumulative stock
- **D** cumulative stock

PART FOUR

Questions 19 – 33

- Read the article below about computers.
- Choose the best work to fill each gap, from **A**, **B**, **C** or **D**.
- For each question **19 – 33**, mark one letter (**A**, **B**, **C** or **D**) on your Answer Sheet.
- There is an example at the beginning (**0**).

Making computers work for you

It is a typical day at the office—a senior manager is away when an urgent letter arrives from one of her clients. Meanwhile someone has... Example ... that the wrong price list has been sent out and half of the last(**19**).....has been returned because the addresses are out of date. after a lot of time and effort has been (**20**)..... sorting out all these problems, someone asks (**21**)..... ..... the new computer system didn't (**22**).....all of this from happening. Unfortunately, such problems are (**23**).....

One firm which used to have serious computer problems is Brinkman Lewis, a professionals ervices firm. David Callaghan, a partner at the firm, (**24**)..... 'The initial problem for us was that we had all this information on computers around the office but didn't know what to (**25**)..... ... with it.'

Finally, Brinkman Lewis decided to (**26**)..... a network linking all the machines in the office. (**27**).....than simply asking one of the senior managers to (**28**).....responsibility for information technology, the firm brought in (**28**).....Zoe Edlington to plan the development of its network. She began by upgrading the (**30**)..... telephone system so it could be integrated with the computers to provide closer links between the (**31**).....of the firm. She then began finding other ways in which the information already on the network could be (**32**).....more effectively.

The strategy worked. The company soon realized that there could be a market for such a (**33**) ....., and before long Zoe Edlington was head of the firm's new network consultancy business.

Example:

A discovered **B** recognised **C** detected **D** revealed

0	A	B	C	D
	■			

19	**A**	campaign	**B**	postage	**C**	mail shot	**D**	launch
20	**A**	spent	**B**	lost	**C**	taken	**D**	employed
21	**A**	where	**B**	what	**C**	when	**D**	why
22	**A**	avoid	**B**	prevent	**C**	block	**D**	frustrate
23	**A**	common	**B**	average	**C**	traditional	**D**	general
24	**A**	convinces	**B**	discusses	**C**	refers	**D**	explains
25	**A**	make	**B**	try	**C**	have	**D**	do
26	**A**	manufacture	**B**	found	**C**	introduce	**D**	make
27	**A**	Rather	**B**	Other	**C**	Instead	**D**	Opposite
28	**A**	confirm	**B**	manage	**C**	exercise	**D**	accept
29	**A**	agent	**B**	specialist	**C**	master	**D**	authority
30	**A**	former	**B**	once	**C**	existing	**D**	ongoing
31	**A**	members	**B**	colleagues	**C**	workmates	**D**	subscribers
32	**A**	used	**B**	workad	**C**	practiced	**D**	operated
33	**A**	result	**B**	clarification	**C**	solution	**D**	decision

PART FIVE

Questions 34 – 45

- Read the text below, about qualification of a business person.
- In most of the lines **34 – 45**, there is one extra word. It is either grammatically incorrect of does not fit in with the meaning of the text. Some lines, however, are correct.
- If a line is correct, write **CORRECT** on you Answer Sheet.
- If there is an extra word in the line, write **the extra word** on your Answer Sheet.

Examples	0	D	O	N	E				
	00	C	O	R	R	E	C	T	

Education or experience?

0 Recently there has been much debate done about what should qualify a person
00 for promotion in tha business world. In the past, a new employee would
34 start by delivering the office mail. He would then work his way up the ladder,
35 gaining higher and more responsive positions, eventually leading to the management.
35 But with the rapid growth of getting business courses and qualifications there is
37 now another way. many of people who aim for top management can miss out on the
38 'mail delivery' stages by studying for a period and geining in one of the numerous
39 business qualifications now available. . There is some criticism of this accelerated
40 promotion. It is felt that it results in knowledge without also experience, and such
41 knowledge type is inevitably incomplete. On the other hand the growth in business
42 courses has led to much more highly skilled business practices. The answer seems
43 to be that both experience and qualifications have their value, but as it should not be forgotten
44 that experience is
45 a qualification in itself

WRITING 45 minutes

WRITING

PART ONE

Tha staff in your office decided to spend holidays together this year. While reading the new you are attracted by the advertisement of the Grand Palazzo Hotel in Italy. No one in your office hes ever been to Italy. So you want your secretary to contact the hotel through telephone.

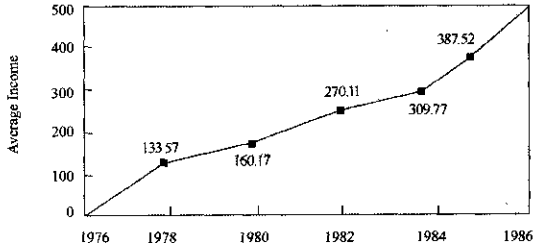
- Write a short message to Ms. Emily Malan, your secretary.
  - Suggest the visit to Italy.
  - Give the hotel telephone number to her.
  - Ask her to contact with that hotel.
- Write **40 – 45** worde on your Answer sheet.

PART TWO

You are doing a survey on the life of the Chinese peasants.

Read the following graph showing the results of the survey of the living conditions of the Chinese peasants.

● Using the information in the graph to write a simple report in about 120 – 140 words, analyzing the changes in the living conditions of the Chinese peasants in the 8 years and making some predictions.



Average Income of the Chinese Peasants Between 1978 and 1986

LISTENING 40 minutes(including 10 minutes' transfer time)

PART ONE

Questions 1 – 12

● You will hear three conversations.

● Write one or two words or a number in the number in the numbered spaces on the notes or forms below.

● After you have listened once, replay each recording.

Conversation One (Questions 1 – 4)

● Look at the notes below.

● You will hear a secretary giving information to her boss about his schedule.

9:30 (1) .....

11:00 (2) .....

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	④	⑤	⑤	⑦	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

14:00 (3).....

Thursday (4).....

Conversation Two (Question 5－8)

- Look at the note below
- You will hear a man phoning about a document thet is needed urgently

Southern Region Electricity
Telephone Message
For: Paul Scott
Date: 19/8/98
Message:
Jon Hausmann range from (5) ..... He would like last month's (6) ..... for the South－East. Please (7) .....to him, because he needs to get it as soon as possible: it is essential that he receives it (8) .....

Conversation Three (Question 9－12)

- Look at the form below.
- You will hear a staff development officer booking a new member of staff on an in－house training course.

ABP IN－HOUSE TRAINING: COURSE BOOKINGS
Course (9) .....
Level (10) .....
Name: Ms Amy Choi
Position/job (11) .....
Name of Line Manage: Mr Lim
Position/job of Line Manager (12) .....

Part Two

Questions 13－22

Section One(Questions 13－17)

- You will hear five short pieces.
- For each piece decide who is talking.
- Write one letter (A－H) next to the number of the piece.
- Do not use any letter more than once.
- After you have listened once, replay each recording.

Manufacturer

13 .....

14 .....

15 .....

16 .....

17 .....

Speakers
A a sales person
B a security guard
C a customer
D a typist
E a maintenance engineer
F an accountant
G a cleaner
H make a change

Section Two (Questions 18－22)

- You will hear another five short recordings.
- For each recording decide what the speaker is doing.
- Write one letter (**A－H**) next to the number of the recording.
- Do not use any letter more then once.
- After you have listened once, replay each recording.

	The speaker is
18	**A** refusing
19	**B** complaining
20	**C** advising
21	**D** thenking
22	**E** agreeing
	F apologising
	G making excuses
	H contradicting

Part Three

Questions 23－30

- You will hear a radio interview with Brian Williams, a management expert. The interview deals with staff management issues.
- For each question **23－30** mark one letter (**A**, **B**, **C** or **D**)
- After you heve listened once, replay each recording.

23 Brian thinks the most important quelity for a manager is

A being able to concentrate.
B being honest.
C being respected.

24 Brian thinks thet a good strategy for dealing with problems is to

A react as soon as they happen.
B avoid discussing them with staff.
C be prepared for them.

25 Brian says that people who work on their own

A achieve more than those working in teams.
B work harder than other staff.
C are being ignored by their manager.

26 According to Brian, people working in a team feel

A more responsible towards their colleagues.
B as if they are achieving more.
C that they are rewarded more for their work.

27 Brian says that to improve team parformance, firms should pay more a attention to

A speoific individuals.
B specific teams.
C the whole staff.

26 According to Brian, most job appointments are based on

A personality tests.
B interviews
C qualifications.

29 Brian thinks that job applicants should be asked to
- A discuss what they know about the company.
- B receive training in relevant skills.
- C Provide a practical demonstration of their work.

30 Brian thinks that in order to control staff, managers should
- A issue clear orders to them.
- B not get too close to them.
- C always show sympathy with them.

SPEAKING 14 minutes

SPEAKING SAMPLE TASKS

Part 1

The interview—about 3 minutes
In this part interlocutor asks questions to each of the candidetes in turn. You in this part heve to give information about yourself and express personal opinions.

Part 2

'Mini presentation'—about 6 minutes
In this part of the test you are asked to give a short talk on a business topic. You heve to choose one of the topics from the three below and then talk for about one minute. You heve one minute to prepare your idea.

A WHAT SHOULD YOU PAY ATTENTION TO WHEN YOU HAVE SOME BUSINESS IN BRAZIL?
- SHAKING HANDS AND EXCHANGING BUSINESS CARD.
- NEVER GIVE THE OKAY SIGN OF A RING FORMED BY THE THUMB AND INDEX FINGER.
- ACCEPT CAFEZINHO(A VERY STRONG BRAZILIAN COFFEE) GRACIOUSLY SO AS NOT TO OFFEND YOUR HOST.

B WHAT'S THE IMPORTANCE OF HAVING A GOOD CV?
- YOUR CV IS THE EMPLOYER'S FIRST IMPRESSION OF YOU.
- IT SHOWS YOUR ABILITY TO SUMMARIZE, PRIORITIZE AND PRESENT INFORMATION EFFECTIVELY.
-

C WHAT IS IMPORTANT WHEN PLANNING HEALTH AND SAFETY TRAINING?
- SELECTING TOPICS
- SELECTING STAFF TO ATTEND
-

Part 3

Discussion—about 5 minutes

In this part of the test you are given a discussion topic. You have 30 minutes to look at the prompt card, an example of which is below, and then about 3 minutes to discuss the topic with your partner. After that the examiner will ask you more questions related to the topic.

Discuss with your partner why you will join the company.
- Consider the better Opportunities
- Rapidly growing
-

答案

Reading

Part 1

1. B 2. A 3. B 4. D 5. A 6. C 7. D

Part 2

8. C 9. E 10. B 11. D 12. G

Part 3

13. D 14. C 15. C 16. C 17. A 18. B

Part 4

19. C 20. B 21. D 22. B 23. A 24. D
25. D 26. C 27. A 28. D 29. B 30. C
31. B 32. D 33. C

Part 5

34. CORRECT 35. TO 36. GETTING 37. OF
38. IN 39. CORRECT 40. ALSO 41. TYPE
42. CORRECT 43. AS 44. CORRECT
45. CORRECT

Writing

Part 1

Question 46

To: Emily

As on one in the office has been to Italy, it will be a good idea to visit it. We may stay in the Grand Palazzo Hotel and the telephone is 809.775. 3333. Please contact them to get further information.

Part 2

Question 47

The Chinese peasants' personal income rose steadily from 1978 to 1986.

At the end of tbe 1980's the peasants' income was rather low. Their average annual income was around 134 yuan. But great changes took place and in 1980, the average personal income increased approximately 18% reaching 160 yuan. Their income

doubled in 1983. After that there appeared an even more consistent tendency for income to rise. In 1984, a peasant earned an average of 309.77 yuan. In 1986, his earnings almost tripled. During the eight years, the peasants 5 income had been rising at a rate of 25% each year. It is evident that the life of the Chinese peasants has been and will be improving.

Listening

Part 1

1. Project Meeting 2. Able Consultants 3. Fire Drill 4. Marketing Conference 5. Head Office 6. Sales Report 7. Fax it 8. By Monday 9. Financial Statements 10. Advanced 11. Junior Accountant 12. Accounts Manager

Part 2

13.F 14.A 15.G 16.B 17.E 18.H 19.E 20.G 21.F 22.C

Part 3

23.B 24.C 25.C 26.A 27.A 28.B 29.C 30.B

听力原文

This is the Business English Certificate, Vantage, Listening Test.

Part One. Questions 1 to 12.

You will hear three telephone conversations or messages.

Write one or two words or a number in the numbered spaces on the notes or forms below.

After you have listened once, replay the recording.
Conversation 1. Questions 1 to 4.

Look at the note below.

You will hear a secretary giving information to her boss about his schedule.

You have 15 seconds to read through the note.

[Pause]

Now listen, and fill in the spaces.

F: Good morning. Jenny Rhyme speaking.

M: Jenny, it's Gordon. Look I'm not feeling too good this morning. I've seen the doctor and he suggested I take a couple of days of work.

F. Oh dear! I'm sorry to hear that.

M: Well, these things happen. Now, I haven't got my schedule with me. I just want to make a note of what I've got on this week.

F: OK, let's see. It's Monday, so there's the usual project meeting at 9:30.

M: Ah, yes, I haven't got that much to talk about actually. Maybe you could let the others know I won't be coming in.

F: Right. And that's all you've got down for today. Tuesday, you will see in Able Consultants at 11:00.

M: Able Consultants? Oh, dear, yes, I remember. Now, what can I do about that? Tbet's more difficult. maybe you could phone them and postpone the meeting until next week.

F: OK,I can do that.

M: Now, I should be back by the sixth. If I remember rightly, there's something in the afternoon. I'm interviewing someone, aren't I?

F: Uh, no, I don't think so. It says here "fire drill." That's at 2:00 in the afternoon.

M: Oh, I'm obviously mistaken. Is the interview on Thursday, then?

F: The seventh? I don't think so. It looks as if you're at a marketing conference all day.

M: Oh, yes, that's right. Well, I'm sure I'll be batter by then anyway.

F: Yes. Well, I hope so.

[pause]

Now listen to the recording again.

[pause]

Conversation 2. Questions 5 to 8.

Look at the note below.

You will hear a man telephoning about a document that is needed urgently.

You have 15 seconds to read through the note.

[pause]

Now listen, and fill in the spaces.

F: Good morning, Southern Region Electricity.

M: Hello, I'd to speak to Paul Scott, please.

F: I'm afraid he's in a meeting at the moment. Can I take a message?

M: Uh, yes, it's John Hausmann here. I'm phoning from Head Office. Do you know what time the meeting finishes?

F: He'll be in meetings all day, I'm afraid.

M: Well I wanted to speak to him about the sales report for the southeast region. It should have arrived here last week, but we haven't received it yet.

F: Is that last month's report?

M: Yes, the July one. Well, with this delay, I think, you'll have to fax it. There's a meeting next Wednesday looking at the different regions, so I need the figures to prepare a paper.

F: I'll make sure he knows that.

M: Could you ask him to ring me if there's a problem. I need the figures by Monday at the latest. I need time to write up the paper.

F: OK. I'll leave a message for him.

M: Thank you. Goodbye.

[pause]

Now listen to the recording again.

[pause]

Conversation 3. Questions 9 to 12.

Look at the notes below.

You will hear a staff development officer booking a new number of staff on an in-house training course.

You have 15 seconds to read through the notes.

[pause]

Now listen, and fill in the spaces.

M: ABP In-House Training, Mike speaking. Good morning.

F: Good morning, Mike. This is Kim here, from Human Resources. We've got someone new starting in the Accounts Department and I'd like to book her on the course on financial statements. Is there a place for her on the next course?

M: Well, it depends. We actually run two courses, one for beginners, and there's also an advanced course, but she'll have to be a qualified accountant to go on that.

F: Yes, she'll actually need the advanced one.

M: OK, that should be all right. Can you give me her name, please?

F: Amy Choi.

M: And her job title?

F: Junior accountant.

M: Now, we'd like to consult with her line managers to ensure that the courses meet staff needs. Who is her line manager?

F: Mr Lim, he's the Accounts Manager.

M: OK, then. I think that's all I need for now. I'll send you confirmation of this hooking and the dates in the internal mail.

F: That's very helpful. Thank you very much. Good-bye.

F: Good-bye.

[pause]

Now listen to the recording again.

[pause]

That is the end of Part One. You now have 20 seconds to check your answers.

[pause]

Part Two. Questions 13 – 22.

Section 1. Questions 13 – 17.

You will hear five short recordings.

For each recording, decide who is talking.

Write one letter (A – H) next to the number of the recording.

Do not use any letter more than once.

After you have listened once, replay each recording.

You have 15 seconds to read the list A – H.

[pause]

Now listen, and decide what each speaker's job is.

[pause]

Thirteen

It's essential to keep accurate records of all our income and of everything spend. Some shops seem to

be very successful if you look at the number customers in them, but you obtain a true picture only if you find out how much profit or loss they are making each month.

[pause]

Fourteen

The latest designs are extremely attractive. They're already becoming very popular and I'm sure they'll sell very quickly. Unfortunately, we won't get any more from our suppliers for several weeks, so I'd advise you not to wait too long if you want to make sure of getting one. I think they're a really good bargain.

[pause]

Fifteen

It's very important that all our staff should be as polite and as helpful as possible to our customers. Sometimes we get difficult customers who are rude and complain a lot. But remember that you should always be courteous and patient. And another important thing to remember is: smile and look happy. Make it very pleasant for people to shop in our store.

[pause]

Sixteen

We've got several video cameras in our store, but we really need more. That's why it's so important for me to walk round the store, observing everyone and everything. Often the most innocent-looking people are the ones who take things—they put something into a bag while the assistant isn't looking.

[pause]

Seventeen

Making sure that everything is all right is a very responsible job. A power failure or something breaking down can cause a lot of panic. Imagine being stuck in the dark in a crowded lift or a fire breaking out in the store as a result of an electrical fault. My job is to check continuously that everything is working properly.

[pause]

Section 2. Questions 18 - 22.

You will hear another five recordings.

For each recording, decide what the speaker is doing. Write one letter (A - H) next to the number of the recording.

Do not use any letter more than once.

After you have listened once, replay each recording.

You have 15 seconds to read the list A - H.

[pause]

Now listen, and decide what the speaker is doing.

[pause]

Eighteen

I really can't understand you saying these computers are unreliable. It certainly hasn't been my experience. I've been using one for over a year and it's never given me any trouble at all. Whatever else you say about them, you must admit they're far more reliable than most other computers.

[pause]

Nineteen

You couldn't be more right. It's the best on the market. Like you, I feel the computer can't be beaten. I know you wouldn't exchange it for any other type of computer, and I don't' blame you. I wouldn't exchange it either if I bed one.

[pause]

Twenty

Well, this computer has rarely broken down before. It's probably because it's been moved. You may beve accidentally knocked it against something. Even if you haven't, there's the cbenge in climate to take into account. Heat and humidity can affect computers, you know. Because this computer is such an advanced model, it's very sensitive to such changes.

[pause]

Twenty-one

I can't say how much I regret the action taken by one of our shops in the city. When you bought your

computer, you automatically had a one－year guarantee, and we shall honour that guarantee. We'll be glad to repair your computer free of charge and we're very sorry indeed for what's happened.

[pause]

Twenty-two

I do think you ought to get a small computer for your business. It would do most of the routine tasks in a tenth of the time you spend on them now. Then you'd have time to do other things. You'd soon wonder how on earth you ever managed without one.

[pause]

Now listen to the recording again.

That is the end of Part Two.

[pause]

Part Three. Questions 23 - 30.

You will hear a radio interview with Brian Williams, a management expert. The interview deals with staff management issues.

For each question 23 - 30, mark one letter (A, B or C) for the correct answer.

After you have listened once, replay the recording

You have 45 seconds to read through the questions.

[pause]

Now listen, and mark A, B or C.

[pause]

W: Good afternoon and welcome to Your Business. We have in this studio today Brian Williams, head of the management unit of Lawson & Fowles Publishing. Brian is here to discuss successful staff management. Brian, what makes a good manager?

M: Well, it's a combination of things, but at the top of the list I think I'd put being truthful. Staff have certain expectations of how they should be treated and they want their managers to be fair. Not telling your staff what's happening is a sure way of losing their respect. You need to concentrate on solving problems, not hiding them.

W: But not all problems can be solved, can they?

M: Most can, actually, but that's not the point. The thing is, instead of reacting after the damages done, you should be talking to staff about how things are going and avoiding a situation where they come to see you about the problems after the event. The trick is to decide what problems might arise before they actually happen.

W: What about having staff work together? How should that be managed?

M: Well, some people appear to like working on their own, but in most companies, people who work on their own do so because they have been neglected. They have been given a task and their boss is not interested in how it is being done. This makes their sense of achievements smaller no matter how hard they work. People who work in teams have clearer overall picture of tha work they are involved in. They have a role to play, and they know that if they don't perform well, it is not only the business is going to suffer but also the other members of their team. So it is up to managers to create teams within their organization and encourage this team spirit. It raises performance.

W: How is this best done?

M: Well, it's important to identify certain key employees among your staff and give them particular support and attention. If these key people are encouraged in their work, they would perform better themselves, and more importantly raise the general level of performance of all the others in their area.

W: Isn't it also a question of recruitment?

M: Yes, yes, lots of difficulties in staff management arise because mangers genuinely don't know how to select the right person. Sometimes interviewees are chosen on the basis of written personality tests which bear no relation with the work they'll be actually doing. Many managers admit that they sometimes ignore the lack of appropriate skills in recruiting the staff. I'd say that in the vast majority of cases they simply opt for the candidates who's made the best impression in half an hour or so...

F: So, what should we have instead?

M: Well, the selection procedure should involve matching the skills and knowledge of the applicant to the actual job. And they should be done in the most immediate and relevant way possible, for example, if you try to recruit a trainer for your company, an important part of the interview should involve the applicant giving a prepared training session. Training is what they'll be doing, so you should see them in operation before employing them.

F: That sounds sensible. The final question, Brian, is about discipline, which is perhaps the hardest factor to get it right. What is the latest thinking?

B: Umm, well, the issues are: should you be a hard, unfriendly boss, make sure everyone obey your order without a question, or should you be more sympathetic and listen to your employees' difficulties? Then there will be time when you have to discipline someone who has done something wrong. It can be difficult if you are on very friendly terms with them. So a certain distance is necessary. On the either hand, if you are too unapproachable, you may not be made aware of important problems.

M: Well, thank you, Brian. I'm sure plenty of managers out there will find out our talk very interesting.

[pause]

Now listen to the recording again.

[*pause*]

That is the end of Part Three. You now have ten minutes to transfer your answers to your Answer Sheet. Stop here and time ten minutes.

Speaking

Part 1

What's your name?

My name is ×××.

What's your major?

I am major in computer science.

What do you remember about your first school?

Tha teaching conditions were not satisfactory enough, but fortunately, the teachers worked pretty hard. I learned a lot from them.

Do you come from a large family or a small one?

My family is a big one. I have a pair of twin brothers and five sisters.

Can you talk something about anyone in your family?

I'd like to talk about my mother. She is a very good housewife and devoted the family. Everything is tide around the house. As to the meals, I can't complain a word about them.

Do you enjoy watching or doing any sports? Which sport do you find most enjoyable? Why?

Yes, I like swimming. When all the people on a boat unfortunately fall into water, my skill would save many others and make me a hero overnight.

If you could travel by any form of transport, what do you choose?

I'd rather choose to travel by train than air. Although is takes more time. I don't have to worry about my safety.

Part 2

Shaking hands and exchanging business card begin any first business meeting in Brazil. Formalize your contacts first name by preceding it with Senhor, Senhora or Senhorita (Mr, Mrs or Miss). If you are indicating approval on a business matter, never give the okay sign of a ring formed by the thumb and index finger. This is an obscene gesture in Brazil. Instead close the first and shoot tbe thumb up. During the business day you will most likely be offered cafezinho, a very strong Brazilian coffee. Accept it graciously so as not to offend your host. If you don't like coffee, sip it slowly.

Well, in my opinion, you can never underestimate the importance of having a good CV.

In the majority of cases, your CV is the employer's first impression of you, your first chance to impress your potential employer, let's say. It is the essential illustration of your suitability for tha job, showing how your skills and experience match your employer's requirements.

But more than that, it shows your ability to summarize, prioritize and present information effectively, essential skills in today's job market. It also shows your linguistic and communicative abilities.

Even though employers these days use a variety of selection techniques, such as analyzing your handwriting, a good TV is still the single most important part of any application.

Part 3

A: What made you decide to join our company? You know we are rather small and young.

B: I realize that. In fact I have received attractive job offers from a few larger corporations. But I believe I would have better opportunities with a small but rapidly expanding company like yours.

A: I see. But you'll have to work on many difficult projects I m afraid.

B: I m not afraid of challenges.

A: Do you mind working on weekend?

B: No, I don't.

A: When can you start work?

B: Anytime.

A: Then report for work tomorrow morning at 9.

B: I will. Thank you very much.

附录　答题卡

Sample

UNIVERSITY of CAMBRIDGE
Local Examinations Syndicate

V A N T A G E

Candidate Name
If not already printed, write name in CAPITALS and complete the Candidate No. grid (in pencil).

Centre No.

Candidate's Signature

Candidate No.

Examination Title

Examination Details

Centre

Supervisor:
If the candidate is ABSENT or has WITHDRAWN please write clearly

BEC Vantage Reading Answer Sheet

Instructions

Use a PENCIL (B or HB).
Rub out any answer you wish to change with an eraser.

For **Parts 1 to 4:**
Mark one box for each answer.

For example:
If you think C is the right answer to the question, mark your answer sheet like this:

0 A B C

For **Part 5:**
Write your answer clearly in CAPITAL LETTERS.
Write one letter in each box.

For example:

0 E N G L I S H

Part 1

1	A	B	C	D
2	A	B	C	D
3	A	B	C	D
4	A	B	C	D
5	A	B	C	D
6	A	B	C	D
7	A	B	C	D

Part 2

8	A	B	C	D	E	F	G
9	A	B	C	D	E	F	G
10	A	B	C	D	E	F	G
11	A	B	C	D	E	F	G
12	A	B	C	D	E	F	G

Turn over for Parts 3 - 5

Sample

Part 3

13	A	B	C	D
14	A	B	C	D
15	A	B	C	D
16	A	B	C	D
17	A	B	C	D
18	A	B	C	D

Part 4

19	A	B	C	D
20	A	B	C	D
21	A	B	C	D
22	A	B	C	D
23	A	B	C	D
24	A	B	C	D
25	A	B	C	D
26	A	B	C	D
27	A	B	C	D
28	A	B	C	D
29	A	B	C	D
30	A	B	C	D
31	A	B	C	D
32	A	B	C	D
33	A	B	C	D

Part 5

34		1 34 0
35		1 35 0
36		1 36 0
37		1 37 0
38		1 38 0
39		1 39 0
40		1 40 0
41		1 41 0
42		1 42 0
43		1 43 0
44		1 44 0
45		1 45 0

Sample

UNIVERSITY of CAMBRIDGE
Local Examinations Syndicate

VANTAGE

Candidate Name
If not already printed, write name in CAPITALS and complete the Candidate No. grid (in pencil).

Centre No.

Candidate's Signature

Candidate No.

Examination Title

Examination Details

Centre

Supervisor:
If the candidate is ABSENT or has WITHDRAWN please mark ×

BEC Vantage Listening Answer Sheet

Instructions

Use a PENCIL (B or HB).
Rub out any answer you wish to change with an eraser.

For Part 1:
Write your answer clearly in CAPITAL LETTERS.
Write one letter or number in each box.
If the answer has more than one word, leave one box empty between words.

For example: 0 QUESTION 12

For Parts 2 and 3:
Mark one box for each answer.

For example:
If you think C is the right answer to the question, mark your answer sheet like this:

0 A B C

Part 1 - Conversation One

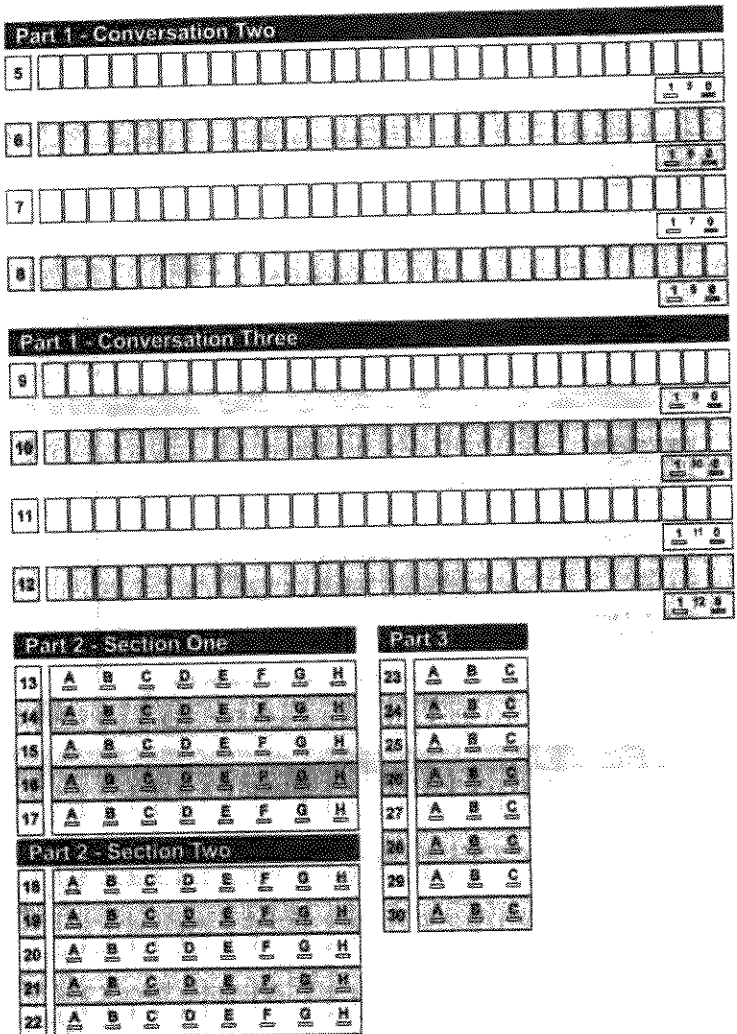
1

2

3

4

Continue on the other side of this sheet


Part 1 - Conversation Two
5
6
7
8
Part 1 - Conversation Three
9
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11
12
Part 2 - Section One
13
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16
17
Part 2 - Section Two
18
19
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Part 3
23
24
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30