

全 国 国 际 商 务 英 语 考 试 教 材

# 全国国际商务英语考试

## 题型精讲与模拟测试 (一级)

蒋 磊 主编

CHINA NATIONAL BUSINESS ENGLISH TEST



中国商务出版社  
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全国国际商务英语考试教材 ■

# 全国国际商务英语考试 题型精讲与模拟测试

(一级)

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## 前 言

经济全球化的趋势使得越来越多的跨国企业进入我国,越来越多的人迫切希望熟练掌握商务英语这一具有极高商业价值的语言。为了配合“国际商务英语考试”,帮助考生熟悉和了解全国国际商务英语考试(一级)的性质、测试范围和题型,掌握考试的重点和难点,有效地进行复习和备考,同时为了给各培训中心和相关教育培训机构进行的短期强化培训提供一个可参阅的学习辅导资料,并为那些工作学习繁忙,无暇参加培训的考生提供便于自学的考试辅导,我们编写了《全国国际商务英语考试题型精讲与模拟测试》一书。

全书共七章。第一章全文收录“全国国际商务英语考试(一级)大纲”,旨在全面介绍考试的目的、对象、性质、范围和要求等;第二章为笔试题样题、样题答案和听力原文,帮助考生初步了解考试的题型、题量和难度;第三章为听力试题类型解析及5套同步专项练习,第四章为阅读理解题型解析及5套同步专项练习;第五章为翻译与写作题型解析及5套同步专项练习;第六章为笔试综合仿真模拟测试题与解析,包括10套综合仿真模拟测试题;第七章为口试(一级)测试解析、口试样题及答案、15套口语模拟测试及参考答案。本书从听力、阅读、写作、翻译和口试五个方面针对考试题型介绍应试技巧,辅以同步专项强化训练,精心编写的综合仿真模拟测试题配有详尽的解析,以帮助考生在提高应试能力的同时提高综合英语能力,适应国际商务工作的实际需要。

本书有以下特色:

1. 谨遵考试大纲,精研真题和样卷,全面涵盖考题类型,各章节有针对性地分析了各题型的特点及应对技巧,并提供了与实际考题难度相当、形式相同、内容紧扣考试要求的配套练习,科学地分解编排并详尽解析了学习内容,有利于考生有条不紊地安排复习。

2. 采取试题类型解析、应试技巧、专项练习、仿真模拟等各部分有机组合的编写方式。内容由易到难,循序渐进,重点突出,考生可先进行同步专项基础练习,再进入综合模拟训练,以便能够打下扎实的语言基础并提高语言运用能力。

3. 有的放矢、实用性强。本书主要针对全国国际商务英语考试的五部分,即听力、阅读、翻译、写作、口语的内容、任务、要求进行了详细的解析,应试策略方向明确,易于实践。适合大题量强化训练,真正做到“一书在手,全部拥有”。

4. 内容丰富, 突出时效。为了适应现代商务活动实际, 跟上考试出题走向, 本书在内容上力求时效性与典型性, 力求以新鲜的商务语言传递最新的国际商务信息, 注重反映经济社会的最新发展动态与商务热点问题, 以期帮助考生充分准备应试, 并为其将来工作打下良好的基础。

本书适合于参加和准备参加商务英语考试的人员作考前培训使用, 也可供大专院校及从事商务工作的一般工作人员学习参考。

参加本书编写的人员均是长期从事商务英语教学和培训并有丰富教学经验的一线教师, 其中有全国国际商务英语考试口语考官, 及获得全国国际商务英语考试培训师证书的教师。我们希望能对宣传和推进全国国际商务英语考试工作尽微薄之力。

本书在编写过程中, 得到了中国国际贸易学会各位领导、全国国际商务英语考试中心主任徐小贞教授的热情指导和帮助, 得到了中国商务出版社的鼎力支持以及全国国际商务英语培训认证考试的一些考试点和培训中心的同仁们的支持。在此我们谨致谢忱。

在本书编写的过程中, 我们参阅并借鉴了国内外出版的相关教材和资料, 谨向这些作者和出版社表示衷心感谢。

本书由蒋磊教授总体设计并承担部分编写工作及全书的统稿和审定工作。编写人员具体分工如下:

宋启慧、吕兆芳 第一章、第二章、Model Test 1-2

李 凌、赵杨颢 第三章、Model Test 3-4

胡富茂、王丽慧 第四章、Model Test 5-6

蒋 磊、刘彩霞 第五章、第七章、Test 7

王 征、邢 琰 Model Test 8-10

由于时间仓促, 书中难免有不足之处, 恳切希望专家、同行和广大读者不吝批评指正, 以利于本书日后修订并日臻完善。

编者

2008年8月6日

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# 第一章 全国国际商务英语考试（一级）大纲

为建立与我国国际商务发展相适应的商务英语水平评价标准和认证体系，满足相关企事业单位对员工和应聘人员英语能力测评的需要，为相关院校和培训机构提供教学参考，特制订本大纲。

## 一、考试目的

本考试是对国际商务英语交际能力的测试。考试结果可作为相关企事业单位人员招聘的参考和国际商务从业人员英语能力的评价依据。本考试旨在统一测试标准和操作规范，促进相关的教育和培训工作，提高国际商务从业人员的职业英语水平。

## 二、考试对象

国际商务从业人员以及有意从事国际商务工作的各类院校学生和其他社会人员。

## 三、考试性质

本考试是职业英语水平考试，是一种尺度参照性标准化考试，评价被测试者在国际商务环境中的英语应用能力。

## 四、考试范围

本考试涵盖语言和商务两方面的内容。语言方面测试国际商务环境中英语听、说、读、写、译能力；商务方面涉及国际商务中的常见业务，突出国际贸易实务。

## 五、语言能力要求

本考试语言方面具体要求如下表所示：

编号	能力项目	能力要求
1	听力	能够听懂语速为 130 词/分钟左右的商务会话或陈述，能掌握其要点和相关细节，并领会说话人的态度、感情和真实意图。内容涉及日常问候、接听电话、约会安排、招聘面试、会议组织、产品描述、价格谈判等商务活动。词汇不超出本大纲词汇表。
2	口语	能够在日常接待、会议安排、产品描述、业务联系、价格磋商等商务活动中进行交流。表达清楚、流畅，能够较好地运用会话策略，准确表达意见、观点、情感等。
3	阅读	能读懂商务信函、广告、备忘录、便条、通知、通用商务单证等商务材料，能运用有效的阅读技巧，掌握中心意思，理解主要事实和细节，并能够进行归纳推理。阅读速度不低于 70 词/分钟。

续表

编号	能力项目	能力要求
4	写作	能够在30分钟内完成不少于100词的商务写作任务。涉及简历、备忘录、商务信函、通知等应用文体。内容完整,格式正确,语言准确,语意连贯。能够运用基本的写作技巧。
5	翻译	能够翻译简单的商务信函、产品说明等材料,译文正确。

## 六、商务内容要求

本考试所要求的主要商务内容如下表所示:

编号	商务模块	国际商务内容要点
1	商务办公	1. 工厂/公司介绍 2. 电话接听 3. 来访者接待 4. 邮件/包裹收发 5. 约见登记 6. 工作日志 7. 办公设备操作 8. 事故报告 9. 时间分配和管理 10. 工作岗位描述 11. 求职面试 12. 工作流程组织和监督 13. 会议组织和记录 14. 商务旅行和住宿安排
2	商务礼仪	1. 电话礼仪 2. 名片礼仪 3. 信函礼仪 4. 求职礼仪 5. 宴请礼仪 6. 谈判礼仪 7. 文化差异与禁忌
3	国际市场营销	1. 市场与需求 2. 消费者购买行为 3. 产品 4. 定价 5. 分销 6. 促销
4	国际贸易	1. 国际贸易基本概念 2. 合同磋商的基本环节 3. 质量和数量的表示方法 4. 包装与运输标志 5. 主要贸易术语的具体内容 6. 折扣与佣金 7. 运输方式选择和条款订立 8. 运输中的风险、损失、险别 9. 主要结算票据 10. 主要结算方式 11. 检验、索赔、不可抗力、仲裁 12. 服务贸易与知识产权
5	其他	1. 外汇汇率 2. 外汇风险 3. 合同的成立、履行、让与、违约救济 4. 汇票、本票和支票 5. 网上批发、在线零售、在线拍卖



## 七、词汇要求

本考试要求词汇量达到 4500 词，其中商务专业词汇 1500 词左右。

## 八、考试项目

本考试分为听力、阅读、翻译与写作、口语四大模块。各个项目、题数、计分和考试时间等如下表所示：

序号	形式	模块	分值	时间（分钟）	项 目	题数	计分
1	笔 试	听力	20	25	商务信息捕捉	5	5
					商务对话理解	10	10
					商务短篇理解	5	5
					合 计	20	20
2		阅 读	50	55	商务短语选择	10	10
					选词完形填空	10	10
					陈述正误判断	5	5
					图表信息阅读	5	5
					商务阅读理解	10	20
					合 计	40	50
3		翻译与 写作	30	40	商务短文翻译（英译汉）	1	10
					商务应用文写作（英文）	1	20
					合 计	2	30
前三个模块合计			100	120		62	100
4	口 试	口语	50	12	口头作文	1	20
					商务句子口译（汉译英）	2	10
					商务会话	1	20
					合 计	4	50

## 九、考试组织机构

由常设的“全国国际商务英语考试中心”负责组织考务培训、命题、考试、阅卷和认证工作。由来自相关行业和高校的专家组成专家委员会指导考试和认证工作。

通过考试中心资质认证的各地高校和培训机构可以申请设立考点。考试中心对各地考点实行年审和动态管理。

## 十、考试时间

每年四月第二个星期六组织一次考试，上午笔试，下午口试（每人约 8 分钟）。

### 十一、考试成绩和认证

考试分为笔试和口试两部分。笔试总分为 100 分，成绩 60 分以上（含 60 分）为通过；口试总分为 50 分，成绩 30 分以上（含 30 分）为通过。被测试者可以同时报考笔试和口试或单独报考其一，笔试和口试成绩有效期为两年。每次考试后，被测试者可以获得相应成绩报告单。两年内，笔试和口试均通过的被测试者可获得认证证书。

## 第二章 全国国际商务英语考试（一级）笔试

### 全国国际商务英语考试（一级）

TEST OF ENGLISH FOR INTERNATIONAL BUSINESS (Level One)

(TEIB-1)

试卷册 (120 分钟)

### 注 意 事 项

一、请将自己的姓名、准考证号写在答题卡和答题纸上。试卷册、答题卡和答题纸均不得带出考场。考试结束，监考人员收卷后考生才可离开。

二、全部考试时间为 120 分钟，不得拖延。

三、选择题的答案一定要填涂在答题卡上；听力理解 (LISTENING) 部分第一节 (Section A) 以及翻译和写作 (TRANSLATING & WRITING) 部分的答案要写在答题纸上，凡是写在试卷册上的一律不给分。

四、选择题每题只能选一个答案；如多选，则该题无分。选定答案后，用 HB 或 2B 浓度以上的铅笔在相应字母的中部划一条横线。正确方法如下：

[A]      [B]      ~~[C]~~      [D]

使用其他符号答题者不给分。划线要有一定粗度，浓度要盖过字母底色。

五、如需改动答案，必须先用橡皮擦净原来选定的答案，然后再按上面的方法重新填涂。

### Part I Listening

(25 minutes)

#### Section A

**Directions:** In this section, you will hear five short sentences. Each sentence will be spoken twice.

At the end of each sentence there will be a pause. During the pause, you are required to fill in the corresponding blank according to what you've heard. Then write your answer on the Answer Sheet.

**Example:** You'll hear:

You'll read: Mr. White will be back before \_\_\_\_\_.

From the sentence we learn that Mr. White will be back before 5:00. Therefore you should write 5:00 in the corresponding blank on your Answer Sheet. Now the test will begin.

1. The time Mr. Malay arrives at the airport is \_\_\_\_\_.

2. Mr. North's extension number is \_\_\_\_\_.
3. The unit price quoted is US \$ \_\_\_\_\_ CIF, Puerto Limon.
4. The former HR manager was \_\_\_\_\_.
5. The destination address of the parcel is \_\_\_\_\_ 19, Copenhagen, Denmark.

## Section B

**Directions:** In this section, you will hear ten short conversations. At the end of each conversation, a question will be asked about what was said. Both the conversation and question will be spoken only once. After each question, there will be a pause. During the pause, you must read the four choices marked A, B, C, and D, and decide which is the best answer. Then mark the corresponding letter on the Answer Sheet with a single line through the center.

**Example:** You will hear:

You will read: A. She will post it later.

B. She could not contact the man.

C. She's not sure if the computer is fixed.

D. She can't send it right now.

From the conversation we learn that the woman cannot send the new catalogue immediately. Therefore, the correct answer is D. Now the test will begin.

6. A. A stereo repairman. B. A hi-fi salesman.  
C. A storekeeper. D. The woman's house keeper.
7. A. Word-of-mouth advertising is needed for this campaign.  
B. Commercials are needed for this campaign.  
C. Word-of-mouth advertising is as effective as commercials.  
D. Commercials are more effective than word-of-mouth advertising.
8. A. \$96. B. \$98. C. \$100. D. \$102.
9. A. They are discussing about the price.  
B. They are discussing about the contract.  
C. They are complaining about the packing and shipping marks.  
D. They are complaining about the price.
10. A. A check-guarantee card. B. A cash card.  
C. A credit card. D. A debit card.
11. A. In a department store. B. In a bank.  
C. At the customs. D. In a jewelry store.
12. A. She needs to apply for another visa.  
B. She will take part in a trade negotiation in a month.  
C. Her visa is still valid for her purpose.  
D. She wants to visit Philadelphia and Boston.
13. A. She was selected for further interviews.  
B. She was recruited by the company.  
C. She failed in the interview.  
D. She will try another company.

14. A. Accounting.      B. Marketing.      C. Security.      D. Human Resources.  
15. A. Confused.      B. Interested.      C. Indifferent.      D. Unsatisfied.

### Section C

**Directions:** In this section, you will hear two recordings. At the end of each recording, some questions will be asked about what was said. You will hear the recordings and questions only once. After each question, there will be a pause. During the pause, you must read the four choices marked A, B, C, and D, and decide which is the best answer. Then mark the corresponding letter on the Answer Sheet with a single line through the center.

#### Task 1

16. A. The advertising agency.      B. Radio commercials.  
C. The advertisement slogan.      D. The plan for advertising campaign.  
17. A. Once a day.      B. Twice a day.  
C. Every fifteen seconds.      D. Every twenty seconds.

#### Task 2

18. A. 22%.      B. 9%.      C. 60%.      D. 40%.  
19. A. They complain about the quality of products.  
B. They complain about the price of products.  
C. They complain about delivery times.  
D. They complain about after-sale service.  
20. A. Increasing the volume of business in the European market.  
B. Analyzing the revenue of the company this year.  
C. Establishing three Asian distribution centers.  
D. Promoting the company's products in Asia.

## Part II Reading

(55 minutes)

### Section A

**Directions:** Choose the best answer for each statement from the four choices marked A, B, C and D, and mark the corresponding letter on the Answer Sheet with a single line through the center.

21. Our company is going to \_\_\_\_\_ a new business this year.  
A. make      B. launch      C. forward      D. manufacture  
22. In 2001, the business \_\_\_\_\_ of the multinational company reached 126 billion US dollars.  
A. amount      B. quantity      C. scale      D. volume  
23. The seller should make sure that shipment is to be \_\_\_\_\_ within 30 days after receipt of L/C.  
A. sent      B. made      C. started      D. effected  
24. The \_\_\_\_\_ communicated in business interactions through facial expressions and the movements of arms, legs and hands are very important.  
A. verbal signals      B. nonverbal signals      C. contacts      D. languages  
25. The exporters expect their distributing agents to \_\_\_\_\_ the products actively.  
A. improve      B. demonstrate      C. promote      D. display

26. \_\_\_\_\_ at Medico Co. Ltd. is 1.8% this year.  
A. Sale growth B. Sales growth  
C. Selling growth D. Selling growing
27. I regret to tell you that we cannot grant you \_\_\_\_\_ for our garden furniture in Sydney.  
A. only agent B. sole agent C. sole agency D. only agency
28. The car is sold with a twelve-month \_\_\_\_\_.  
A. guarantee B. promise C. certification D. protection
29. The annual turnover last year was US \$28 million and the company made a large \_\_\_\_\_.  
A. interest B. profit C. benefit D. finance
30. Because of the poor performance this year, the company has a lot of \_\_\_\_\_ debts now.  
A. outstanding B. collecting C. settling D. clearing

### Section B

**Directions:** Read the following passage. Fill each gap with the best answer from the four choices marked A, B, C, and D, and mark the corresponding letter on the Answer Sheet with a single line through the center.

Insurance is a device that has been developed to handle risks. Nearly everyone 31 risk of some sort. The house owner, for example, knows that his property can be damaged by fire; the ship owner knows that his vessel may be lost at sea; the breadwinner knows that he may die 32 and leave his family the poorer. On the other hand, not every house is damaged by fire, not every vessel lost at sea. If these persons each put a small 33 into a pool, there will be enough to meet the needs of 34 who do suffer loss. In other words, the losses of the few are met from the contributions of the many. This is the basis of insurance. Those who pay the contributions are known as the 35 and those who administer the pool of contributions as insurers.

The legal basis of all insurance is the policy. It states that in return for the regular payment by the insured of a named sum of money, called the premium, which is usually paid every year, the insurer will pay a sum of money or 36 for loss, if the risk or event insured against actually happens. The premium for an insurance naturally depends on how likely this is to happen, as suggested by past experience. If companies 37 their premiums too high, there will be more competition in their branch of insurance and they may lose business. 38, if they make their premiums too low, they will lose money and may even have to drop 39 business. So the ordinary forces of supply and demand keep premiums 40 a level satisfactory to both insurer and insured.

31. A. is exposed on B. is exposed to C. is exposing to D. exposed to  
32. A. in an early age B. in early years C. at an early age D. at early ages  
33. A. sum B. quantity C. number D. count  
34. A. the little B. the few C. a little D. a few  
35. A. insurer B. insured C. insurance company D. beneficiary  
36. A. bill B. interest C. compensation D. price  
37. A. fix B. decide C. hold D. remain  
38. A. Despite of that B. But C. On the other hand D. Therefore  
39. A. across B. out of C. off D. away  
40. A. with B. on C. in D. at

### Section C

**Directions:** Read the following passage and the statements that follow. Choose the best answer for each statement from the three choices marked A, B, and C, and mark the corresponding letter on the Answer Sheet with a single line through the center.

Dear Ms. Jean,

I am writing about the order for the clothes you placed with us three months ago and your letter of enquiry relating to it. We are very sorry that we are having difficulty with the supplies of some of the clothes partly because of the strike here for the moment.

It would be helpful if you would confirm receipt of the first package of Men's Jackets and Men's Jeans. We have not yet received payment for these clothes, so we enclose a copy of the invoice with this letter. We expect to receive payment in full before the end of the month.

We are having problems in supplying both Women's Sweaters and Women's Jeans. The former are completely out of stock at all our suppliers, so we have cancelled the order and advise you to order at a later date. Delivery of the latter clothes is being delayed because of the strike, so we need to know whether you wish to pursue the order or cancel it.

Women's Jackets have been dispatched to you and they will be with you within ten days. Please make the payment for it before the end of next month.

The other two kinds of children's clothes are very popular. However, our usual suppliers are unable to meet this demand, so we have to find another supplier for these clothes. The Boys' Sweaters will be supplied to us and shipped to you very soon, but we are not so sure when the Girls' Sweaters will be supplied, so we advise you either to cancel the order or to order at a later time.

I hope this letter answers your questions satisfactorily. Please do not hesitate to contact us again should you have any further problems.

Yours sincerely,  
Helen Bateman

41. Another reason for the seller's problems is that a fire took place in the factory.  
A. True.                      B. False.                      C. Not mentioned.
42. The buyer shall make the payment for the Men's Jackets and Men's Jeans this month.  
A. True.                      B. False.                      C. Not mentioned.
43. The delivery of the Women's Sweaters is delayed by the strike.  
A. True.                      B. False.                      C. Not mentioned.
44. The buyer will receive the Women's Jackets in ten days.  
A. True.                      B. False.                      C. Not mentioned.
45. The seller will deliver the Girls' Sweaters to the buyer very soon.  
A. True.                      B. False.                      C. Not mentioned.

### Section D

**Directions:** Look at the tables and charts below. For each table or chart, there are four statements describing it. Choose the best statement from the four choices marked A, B, C and D to match it. Then mark the corresponding letter on the Answer Sheet with a single line through the center.

46. The price list of Portable DVD Players.

NEWMAN Portable DVD Players	
Model	Price
PDP830	\$ 105
PDP833	\$ 98
PDP835	\$ 122
PDP838	\$ 115

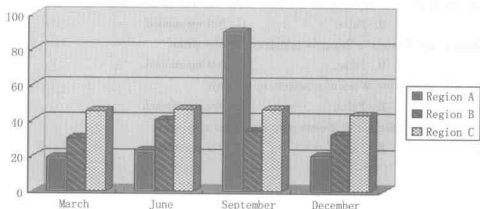
- A. Model PDP830 is more expensive than Model 835.  
 B. Model PDP838 is more expensive than Model 835.  
 C. Model PDP833 is less expensive than Model 838.  
 D. Model PDP835 is less expensive than Model 830.

47. The summer flight schedule.

Flight	Departure Time	Destination
BA128	17:30	London
CA838	13:10	Paris
JA447	12:15	New York
UA420	11:40	San Francisco
SA308	12:30	Sydney

- A. UA420 leaves five hours earlier than BA128.  
 B. JA447 and SA308 go to the same continent.  
 C. All flights except one leave in the evening.  
 D. All flights except one leave in the afternoon.

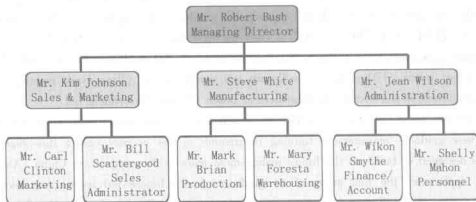
48. The sales volumes of cars in different regions.



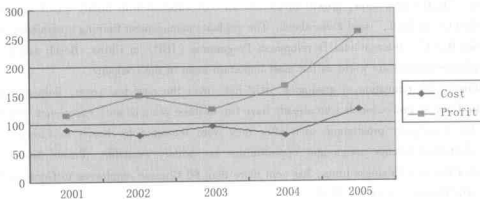
- A. In Region A, the sales volume in June is a bit lower than that in December.



- B. In Region C, the sales volumes are almost stable in the four months.  
 C. In Region B, there was a sharp increase in September.  
 D. In Region A and B, the sales volumes declined in June compared with those in March.
49. The organization chart of a company.



- A. Mr. Bill Scattergood is in charge of interviewing job candidates.  
 B. Ms. Mary Foresta is in charge of working out the company's costs and profits.  
 C. Mr. Carl Clinton and his team shall investigate possibilities for new markets.  
 D. Ms. Shelly Mahon is in charge of storing the company's products.
50. The profits and costs (US dollars in thousand) of Star Trading Corp. in the past five years.



- A. The profit increased in 2002 but declined in 2003.  
 B. The cost increased in 2004 and declined in 2005.  
 C. Both the profit and cost increased in 2004.  
 D. In the year 2005, the cost increased faster than the profit.

### Section E

**Directions:** Read the following two passages. Choose the best answer for each statement or question from the four choices marked A, B, C, and D, and mark the corresponding letter on the Answer Sheet with a single line through the center.