

剑桥商务英语证书
(BEC)考试辅导丛书

《BEC考试辅导丛书》编委会 组编



BEC 3

听说指南

Cambridge BEC Training Series

出版社

剑桥商务英语证书
(BEC)
考试辅导丛书

BEC[®] 3 听说指南

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Business English Certificate



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前言

商务英语证书(Business English Certificate, 缩写为 BEC)考试是教育部考试中心与英国剑桥大学考试委员会合作, 为适应我国改革开放、经济建设的需要而设计、面向社会各行各业的英语能力水平测试。剑桥商务英语证书分为三级: BEC1、BEC2、BEC3。考生可根据自身的英语水平选择考试级别。自 1993 年秋季开考至今, 全国共有 12 万多考生参加了考试。考生通过学习、考试, 切实提高了自身的英语听、说、读、写能力, 以其获得的证书在社会上, 特别是在外企商社得到承认。剑桥商务英语证书已经成为获得者就业求职、职位升迁的最具权威的能力证明。

BEC 考试是一种目标参照性证书考试。剑桥大学考试委员会的命题过程是根据考试大纲征集试题、筛选和修改后进入题库, 由专家最后合成。试题的取材范围都是来自于英国的报刊、杂志中的文章。而我国现行的命题方法是: 先制定大纲, 根据大纲编写教材, 依据大纲、教材命题。由此导致考生的学习范围不同。我国的英语考试考生仅读一本教材即可通过考试。而剑桥大学考试委员会的这种命题方法, 保证了试题的广泛性和现代感。促使我们的考生不仅要学习教材, 而且要广泛阅读英美的报刊、杂志文章。也正因为如此, 考生学习目前指定的国外教材后考试, 总觉得教



BEC

材内容与考试内容相比不是浅了就是太深。

为弥补这一不足,使考生学习更有针对性。我们组织了部分参与考试的教师(他们都接受过剑桥大学考试委员会的培训,既有参与 BEC 口试的经验又有 BEC 教材的教学经验)编写了《剑桥商务英语证书(BEC)考试辅导丛书》。这套丛书按 BEC 考试的级别分三级,每级分阅读、写作、听说三册。每册按考试试题的顺序对试题加以详细讲解,并配备一定数量的试题供考生练习。各册书的作者依据自己的经验在编写上都下了一番功夫,在保持本套丛书体例一致的前提下,写出了体现单项考试内容的风格,为本套丛书增色不少。

这套丛书主要是针对已有一定英语水平的考生,帮助他们在考试前熟悉题型,理清思路,提高考试通过率。对于初学者,还是应该扎扎实实地学好指定的 BEC 教材,再学习本套辅导书。

编写本套丛书是一次全新的尝试,难免有许多不足之处,我们希望考生、BEC 的教学工作者、BEC 的考试工作者提出宝贵意见,使这套丛书不断提高、完善,为提高考生的英语水平贡献我们的一份力量。

《BEC 考试辅导丛书》编委会

执笔:陈可

2000 年 7 月于北京

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Unit One Work - related Services 1

I. Introduction

After this unit, you will be able to

- to put your point across persuasively when talking, for example about a familiar product.
- ask questions outside your own immediate area of work (e.g. asking for external legal or financial advice provided that these do not involve complex issues of, for example, company policy).

II. Examples

Part One

Listen to the phone call in which the caller attempts to make an appointment with the client. As you listen, complete the following blanks.

- S1:** System Support.
- Bennett:** Good morning. Could you put me through to your(1) Department?
- S1:** What's it in connection with, please?
- Bennett:** Software development.
- S1:** And who would you like to speak to?
- Bennett:** The Department(2). By the way, could you give me his name?
- S1:** Graham Wareham is our Software Development Manager.
- Bennett:** Could you just spell that, please?
- S1:** Yes,(3).
- Bennett:** OK, could I speak to him, please?
- S1:** One moment, please.
- S2:** Software Development, Janet Parks speaking.
- Bennett:** Good morning. Could I speak to Graham Wareham, please?
- Wareham:** Wareham.
- Bennett:** Good morning, Mr Wareham. My name is Alistair Bennett from(4)
- Wareham:** Good morning, Mr Bennett.

- Bennett:** Mr Wareham, I see from our files that last year you were interested in commissioning some software from us. I was wondering what had happened to that project.
- Wareham:** Well, in the end we gave the(5) software project to one of your competitors.
- Bennett:** I see. Well, the reason for my call is that I shall be in London on 21st(6), and wondered whether it would be useful for us to meet to discuss other projects.
- Wareham:** I don't see why not, though there's nothing in the pipeline at the moment. But we can certainly discuss things generally.
- Bennett:** Okay. Can we say(7) on the 21st?
- Wareham:** Yes, 2 o'clock on the 21st is fine.
- Bennett:** I look forward to meeting you then.
- Wareham:** Bye.
- Bennett:** Bye.

Vocabulary

in connection with	with reference to somebody
commission	place a special order for something
in the end	at last, finally
competitor	a person or an organization that competes against others
in the pipeline	on the way
generally	in general terms, without regard to details

Key

1. Purchasing 2. Manager 3. W - A - R - E - H - A - M 4. Access Computers
5. system control 6. September 7. 2 o'clock

Part Two

Listen to a sales representative describing the bed to a potential customer and complete the missing information. What are the advantages of this range of furniture?

- SALES REP:** Right. Now this range of children's furniture is ideal from toddlers all the way through to teenagers. As you know, a child's needs change quite quickly in the(1) of their life so you need something that is flexible. Here you can start off with one or two basic items and then add more as the child gets older, a wardrobe, more shelves, perhaps a desk once they start school.
- Now let me start by showing you the bed. Would you like to come over here? Now this is a standard size(2).

CUSTOMER: How long is it? We don't have a lot of space, so every centimeter counts.

SALES REP: Outside measurements are 204 cm by(3).

CUSTOMER: Uh uh. That should fit. And how high is it? It looks quite high.

SALES REP:(4). So you can have a play area underneath or, if necessary, add a second bed. It's made of solid wood and comes in a natural wood finish as you see it here. It's also available with turquoise and red applications.

CUSTOMER: It looks very nice. How much does it cost?

SALES REP: The basic bed as you see it here is(5).

CUSTOMER: I see. And what about delivery times?

SALES REP: About(6) from date of order.

CUSTOMER: Do we have to pick it up?

SALES REP: No, no, we deliver anywhere within Metro Toronto, and ...

Vocabulary

ideal	most suitable
toddler	a child who has only recently learn to walk
wardrobe	a place where clothes are stored
count	to be of value
turquoise	a greenish - blue color

Key

- | | | |
|--------------------|---------------|--------------|
| 1. first few years | 2. single bed | 3. 101.5 cm |
| 4. 172 cm | 5. \$ 399 | 6. six weeks |

III. Overview of the Listening Test

BEC3 听力测试共有三部分组成。第一部分材料类型为 3 - 4 分钟的独白或对话,要求考生在听这些材料的同时填空,要填的内容包括单词或数字,共 12 道小题。这部分题目属于细节题,即要求考生听懂材料中的重要事实,并能够将其记录下来。题目会涉及到商务活动发生的时间、地点、参加的人员等重要内容。

第二部分材料类型为 5 个简短的独白。要求考生将所听到的独白与给出的选项进行搭配,如判断每段独白的话题,每个说话者的观点、态度,从事的工作,事情发生的地点等。此部分又分两小部分,每小部分各 5 道题。第二部分的难度显然比第一部分高,它检测的是考生能否听懂材料的大意,并以此做出各种推测或判断。成功完成本部分题目的前提是考生要能够听懂材料的大致内容,当然包括一些重要的细节内容,然后根据讲话者的语气等有关信息做出判断。

听力测试的第三部分属于综合性题目。材料的类型为 4 - 5 分钟的长对话或独白。题型为多项选择题。共 8 道小题。在这 8 道小题当中,既有简单的事实性的题目,也有一些难度较高的概括性的、判断性的题目。

听力测试总的时间为 40 分钟。其中,听力测试材料的长度为 15 分钟左右,由于每段材料放两遍,所以听的时间总共为 30 分钟。听完后还有 10 分钟的时间留给考生将答案从试卷抄写到答题纸上。

IV. Practice test

Part One

Questions 1 – 12

- You will hear an introduction to a course in Business Management Today.
- As you listen, fill in the information for question 1 – 12, using a number or a few words.
- You will hear the recording twice.

BUSINESS MANAGEMENT TODAY

Seminar/Workshop programme

MARKETING	1.....
2.....	Bishop's Hall One
STRATEGIC PLANNING	Bishop's Hall Two
HUMAN RESOURCES	3.....
TIMETABLE	LOCATION
9.30 – 11.00	4..... Hall
Coffee and biscuits	5.....
11.30 – 1.00	6.....
Lunch	7.....
2.00 – 3.30	8.....
Tea and biscuits	
4.00 – 5.30	9.....
5.30 – 6.30	10.....
NB Books and resource materials	
on display in	11.....
Centre closes	12.....

Part Two

Questions 13 – 22

- You will hear five different people talking about the effects that computers have add on their working lives
- For each extract there are two tasks. For Task One, choose the person who is speaking from the list A – H. For Task Two, choose the opinion that person expresses from the list I – P.

- You will hear the recording twice.

Task One

- For questions 13 – 17, match the extracts with the people, listed A – H.
- For each extract, choose the person who is speaking.
- Write one letter A – H next to the number of the extract.

- 13
 14
 15
 16
 17

- | | |
|---|---------------------------------|
| A | a personal assistant |
| B | a bank clerk |
| C | an office administrator |
| D | a clerk from a shipping company |
| E | a typist |
| F | an office design consultant |
| G | a commercial lender |
| H | a secretary |

Task Two

- For questions 18 – 22, match the extract with what the people say, listed I – P.
- For each extract, choose the opinion expressed.
- Write one letter I – P next to the number of the extract

- 18
 19
 20
 21
 22

- | | |
|---|---|
| I | Without organizing jobs differently introducing computers doesn't help. |
| J | Computers create more work. |
| K | Computers reduce everything to numbers. |
| L | People begin to feel like machines. |
| M | Future office work will be unrecognizable. |
| N | Computer systems do not always function. |
| O | The purpose of computers is not always clear. |
| P | Computers make things easy. |

Part Three

Questions 23 – 30

- You will hear an interview with an HR director about the introduction of a new flexible working scheme.
- For each question 23 – 30, mark one letter A, B or C for the correct answer.
- You will hear the recording twice.

23 The main reason why ZSV introduced the flexible working scheme was

- A to cope with social changes.
 B to respond to market forces.

- C to integrate new employees.
- 24 What is the main advantage of the scheme for ZSV?
- A keeping existing staff
B recruiting new employees
C reducing the training bill
- 25 Most staff join the scheme to dedicate more time to their
- A children.
B hobbies.
C education.
- 26 The old scheme was only available to
- A female workers.
B non - managerial staff.
C long - term employees.
- 27 Sally thinks the most popular element of the scheme will be
- A flexible hours.
B job - sharing.
C extended leave.
- 28 Most teleworkers keep in contact by using
- A e-mail facilities.
B the telephone.
C video - conferencing.
- 29 What do managers find most difficult?
- A delegating work
B keeping motivated
C managing time
- 30 Employees are selected for teleworking after an assessment of their
- A home environment.
B job description.
C personal qualities.

V. Vocabulary and key

Part One

Vocabulary

register	注册
badge	标牌
pack	袋子, 包装袋
ensure	确保, 保证
forum	讨论会

clarify	阐明,澄清
stand	摊位
seminar	专题研讨会

Key

1. Room 6 2. Communication(s) 3. Room 5 4. Convocation
 5. Memorial Hall 6. Bishop's Hall One 7. self-service restaurant
 8. Bishop's Hall Two 9. Room 5 10. Assembly Hall 11. Abbey Room
 12. 7.30

Part Two**Vocabulary**

push into	推入
role	角色,任务
switch off	关(机)
unplug	拔去……的插头
terminal	终端
overload	超过负荷
break down	抛锚
attain	获得
redesign	重新设计
stationery	文具
dictate	口授
urgent	紧急的

Key

13. H 14. C 15. F 16. B 17. E
 18. L 19. N 20. I 21. K 22. J

Part Three**Vocabulary**

promote	发起,筹划
flexible	灵活的
working scheme	工作规划
rigid	不灵活的,严格的
cater for	满足(需要),迎合
take over	接管,兼并
put emphasis on	重视
make sense	有道理,很明智
potential	有潜力的
high-calibre	高质量的,高水平的

added benefit	额外的好处
dedicate (to)	(把时间、精力等)用于
alternative	其他的,可供选择的
flexitime	灵活的时间安排
teleworking	通过电子通讯方式工作
have access to	可以进入(连接)
self - disciplined	自律的
differentiate	区别,区分
empower	授权
ascertain	确定
compatible	合适的
IT = information technology	信息产业
PA = personal assistant	私人助理
run out	(时间)用完

Key

23. H	24. B	25. C	26. B
27. C	28. A	29. A	30. B

VI. Scripts**Part One**

Good morning and welcome to our course on "Business Management Today". I hope you've all registered and obtained your name badges and information packs. I would like to point out some additional information and changes to the agenda you will find in your packs. The four seminar workshops are now as follows.

Room Six - "Marketing".

Bishop's Hall One - "Communications", which replaces "Taxation".

Bishop's Hall Two - "Strategic Planning", which now includes small business as well as large companies.

Room Five - "Human Resources".

I'll just run through that again. "Marketing" is in Room Six. In Bishop's Hall One we have a change to the original programme and "Taxation" has been replaced by "Communications". "Strategic Planning" in Bishop's Hall Two now includes small businesses and Room Five is "Human Resources".