

剑桥商务英语证书(BEC1)备考系列之一

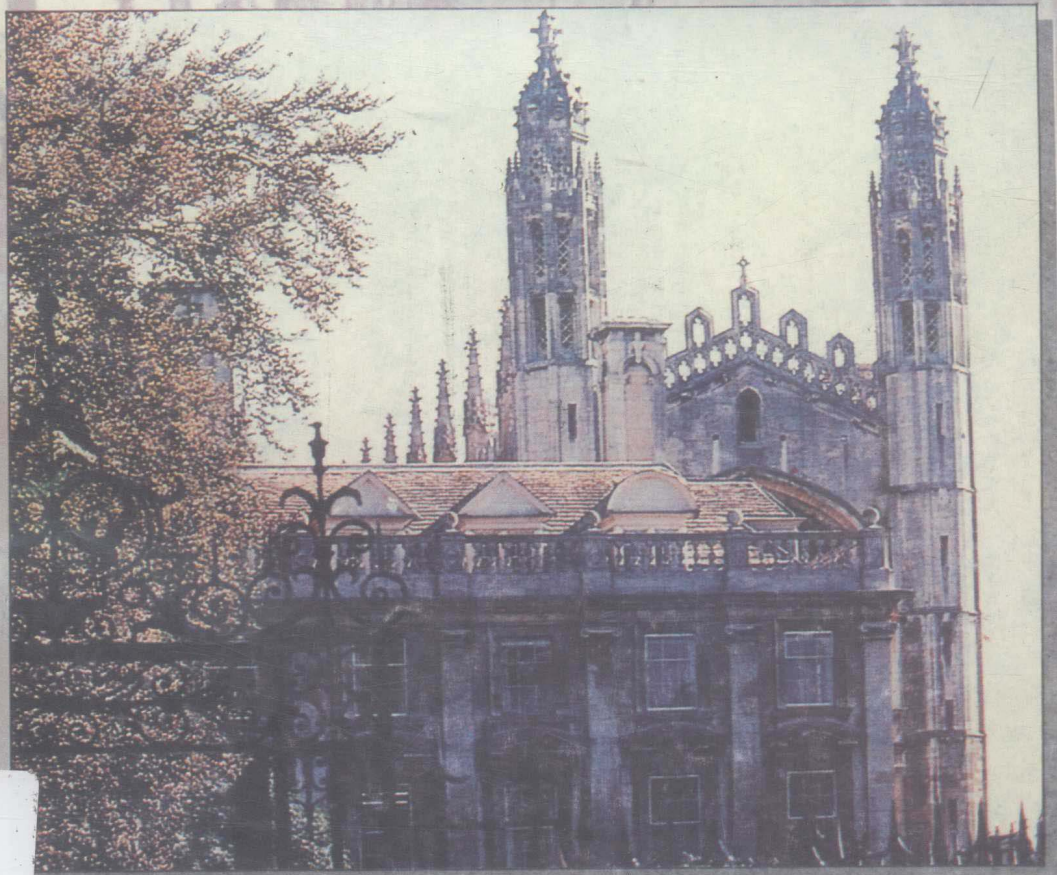
BEC



CAMBRIDGE BUSINESS ENGLISH CERTIFICATE

阅 · 读 · 备 · 考

主编/区铁 编著/张美芳



广东教育出版社

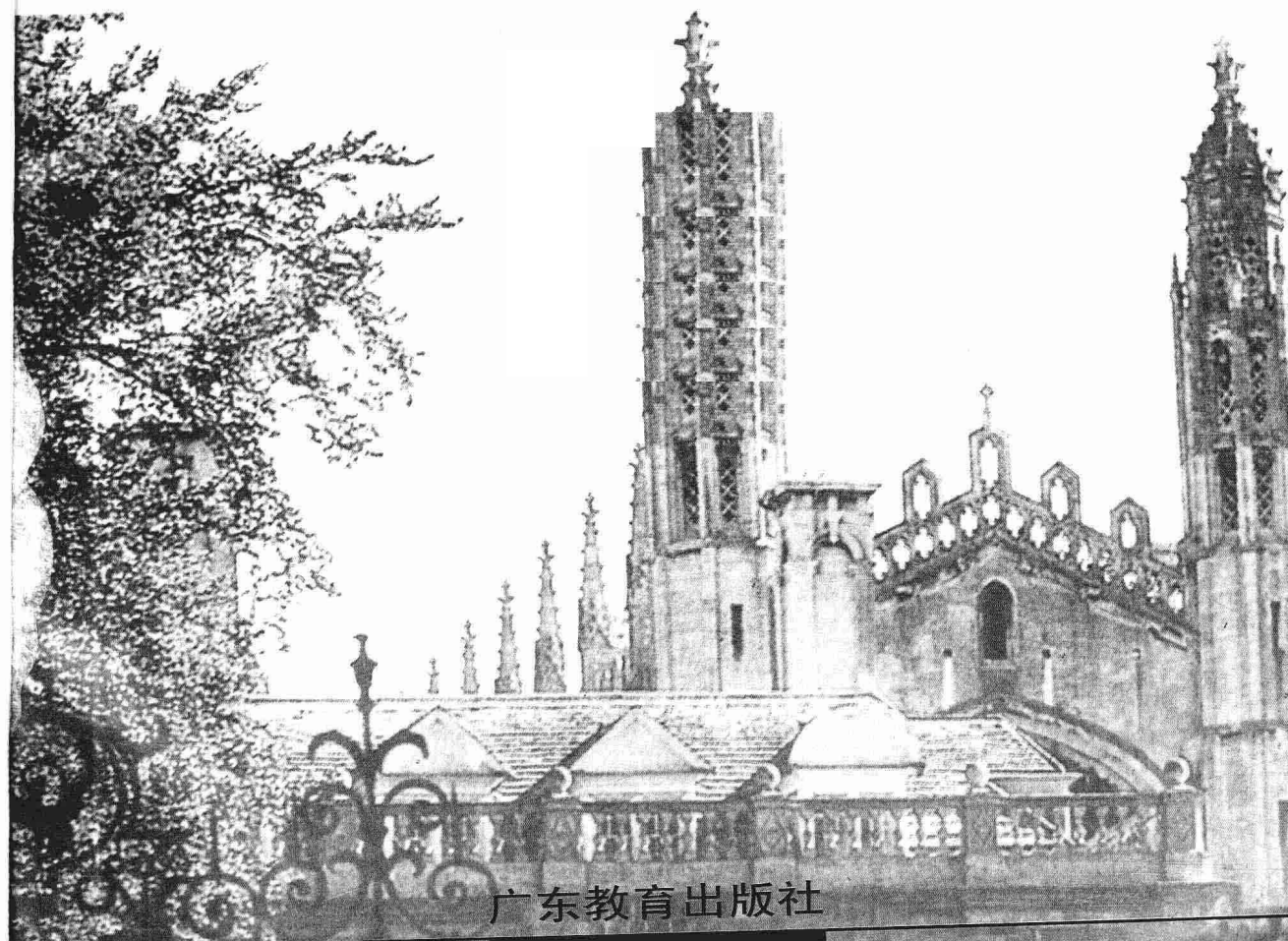
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张美芳 编

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总 序

区 铁

剑桥商务英语证书(Cambridge Business English Certificate, 简称 BEC)考试属于专用英语考试。关于剑桥大学考试委员会的国际地位以及 BEC 考试的特点不必赘述,我在这里只想强调一点:如果不了解有关行业的专用规范及行话,不熟悉考试的题型,即使是有相当英语基础的人,在这一类考试中也不可能发挥得淋漓尽致,相反,甚至会得到不理想的效果。此中道理很简单,因为懂英语不等于会用英语,会用英语不等于会应考。

摆在您面前的这一备考系列书正是为了满足 BEC1 级考生以及对商务英语感兴趣的人士的需要而编撰的,总共 4 册:第 1 册《阅读备考》、第 2 册《写作备考》、第 3 册《听力与面试》、第 4 册《模拟试题集》。每册都提供练习答案;听力部分配录音带及对应的文字材料。各种题型均严格按照剑桥大学考试委员会制订的 BEC 考试大纲来设计,其理论根据是功能一意念法(Functional-Notional Method)。

BEC 考试与托福以及其他英语水平测试不同的地方就在于它非常强调实用,考题信度高。为了使考生适应这种考试,我们特地尽量选用商务往来中真实的英语语篇来设计练习。

因为考试大纲列出的各种功能在阅读、写作和听力3 方面各有侧重,所以各分册的内容和体例在大同的前提下保留差异。极个别材料会用于不同功能的练习。

这一系列是 BEC1 级的备考书,但为了从严训练考生,也为了与 BEC2 级备考系列接轨,所以某些题型及题目的难度已经接近 BEC2 级的要求。

书后不附词汇表,以免读者误以为那就是 BEC1 级考试的词汇量。事实上 BEC 考试大纲并未列出词汇范围。

本系列的编著者几乎都是剑桥大学考试委员会正式聘请的 BEC 考官、口试官及口试官培训师,是 BEC 在中国开设的最早的几个考点之一——广州中山大学外国语学院——的老师。书中有部分材料已经在应试辅导班使用过,效果良好。

最后,感谢广东教育出版社以令人瞩目的速度印出这套书。在这一过程中,各位编著者以及出版社的有关人士所表现出的干劲和效率使我为改革开放中的岭南人的积极进取精神感到自豪。

前 言

本书是《剑桥商务英语证书(BEC1)备考系列》之一,根据 BEC1 考试大纲所规定的考试内容与要求编写而成,旨在帮助考生与读者了解和熟悉 BEC1 考试所涉及的商务英语阅读范围和问题形式,从而提高应试与应用的能力。

本书的对象是准备参加 BEC1 考试的考生,也适合目前从事商务、经济、金融等工作的人士和各部门各阶层对商务英语感兴趣的人士。

本书共分八个单元。每单元根据 BEC1 考试大纲规定的不同的功能意念与交际任务项目配备十几到二十几篇阅读练习,这些功能意念分别列于每单元的开头。练习的形式根据 BEC1 考试的形式题型而设计,有选择题、判断题、配对题、填空题等等。

书后附有练习答案。

编者认为,读、写、听、说各方面能力的提高是相辅相成的。阅读是基础,通过阅读,熟悉商务英语各种应用文的格式与措词,会有助于写作技巧的提高;而通过阅读掌握与熟悉大量的商务英语常用的句型与词汇必然会增强听和说的能力。因此,在选编阅读材料时,编者注意做到形式多样化,并兼顾知识性、实用性和启发性。

值得一提的是,本书阅读材料内容丰富、覆盖面广,因此有些篇章难免会略为超出 BEC1 考试题的难度。但编者认为,这对考生和读者都只会有利而无弊。

由于时间仓促,错漏之处在所难免,欢迎行家及广大读者多多赐教。

编者

1994 年 5 月于中山大学

编者简介

张美芳: 中山大学外语学院副教授、剑桥大学考试委员会正式聘请的口试官及口试官培训师。

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Unit One

Introductions

- Introducing people
- Introducing companies and organizations
- Describing jobs and responsibilities
- Introducing cities and countries

- 介绍自己与他人
- 介绍公司与机构
- 介绍工作与职责
- 介绍城市和国家

Practice 1

- Read the following passage.
- Write down the name of the country the person comes from.

B & C is a big Hong Kong company which manufactures computers. It has experts and managing personnel from different countries. The Managing Director of the company is Peter Brown from New York. John Harris, the Director of Sales and Marketing Department, is from London, and his assistant Jenny Ross is from Paris. The Personnel Director Mary Jones comes from Frankfurt and the Chief Secretary Kate Pousset is from Brussels.

Person	City	Country
Brown	New York	
Harris	London	
Ross	Paris	
Jones	Frankfurt	
Pousset	Brussels	

Practice 2

- Look at the following information.
- What is the average age of these business people?

John	Tom	Sue	Tek	Nancy
45	30	34	51	65

- (1) They have an average age of A. 40
 B. 45
 C. 48

- What is the average height of these people?

Donald	Michael	Sam	Jean	Myra
1.84m	1.78m	1.95m	1.70m	1.68

- (2) Their average height is A. 1.79m
 B. 1.60m
 C. 1.80m

- According to the information you get from the table, write T for "true" and F for "false" in the appropriate boxes below.

Name	Age	Height (cm)	Weight (kg)
James	20	175	65
Robert	19	169	75
Richard	18	173	55

- (3) James isn't as heavy as Robert, but he's taller and younger.
- (4) James is heavier than Richard but not so heavy as Robert.
- (5) Richard is younger than James and Robert but not so heavy.
- (6) James is two centimetres taller than Robert, and six centimetres taller than Richard.
- (7) Robert is older than Richard, but younger than James.
- (8) Richard is the youngest and lightest of the three; Robert, who is not so old nor so tall as James, is nevertheless the heaviest of the three.

3	4	5	6	7	8

Practice 3

- Read the following self-introduction.
- In each case, which sentence is correct?

Hello. I am Robert Lee. I am from Taiwan. This is my third trip to the United States, and I really enjoy staying here. I am workig for a trading company as an assistant manager in the overseas distribution section.

- (1) Robert Lee A. is a stranger in the United States.
 B. is a native of Taiwan.
 C. is a visitor to the United States.

I'm Peter Brown. I am a system engineer for IBM. My job is to develop new computer software and I enjoy the job very much, because software development is very creative and imaginative work.

- (2) Peter Brown A. likes his job because of good pay.
 B. likes his job because it is comfortable.

C. likes his job because it is creative.

I am John Joyce. I am working for an agent for an electric company in U. S. A. It is about five months since I came to Hong Kong, and I miss my family very much. It'll be several months before they can come here, and I hope to continue to have an enjoyable single life till then.

- (3) John Joyce's family A. will come to the United States.
 B. will come to join him.
 C. will come to work in Hong Kong.

I am Henry Lin from Hong Kong. I have been working for Huey Rong Bank for about ten years, and now I am in charge of the foreign currency section of the Los Angeles Branch. My responsibilities include facilitating foreign currency service, giving telecommunications service to customers, and supervising the section staff.

- (4) Henry Lin's responsibilities A. include financial services.
 B. are mainly dealing with people.
 C. include communications service.

Hello, it's really great to talk about ourselves and get to know each other. I am John Raabe, and I'm working for an insurance company in Los Angeles. I was born and raised in New York, and I am 29 years old. My hobbies include tennis and reading. If anyone here does one of these things, let me know.

- (5) John Raabe is A. a hard-working person.
 B. sociable.
 C. self-centred.

Ladies and gentlemen. Thank you for giving me an opportunity to speak about myself on this special occasion. I am Lorna Leigh, executive manager of the sales department of Red Star Electric. During the three years since I took charge of the department, the sales of our products have grown astronomically, and I am really proud of my department and my staff. Some people sometimes ask me what is the secret of such a tremendous growth, and I always answer: "Harmony in the department." Harmony in the department seems to emerge as a result of mutual trust and respect between myself and my staff.

Well, it really was a great honour to speak to you, and I hope this gathering will keep harmony till the end. Thank you.

(6) Since Lorna Leigh took charge of the department,

- A. the sales of products have grown slowly.
- B. the sales of products have remained the same.
- C. the sales of products have increased greatly.

(7) "Harmony in the department" means

- A. all the people in the department love each other.
- B. good co-operation among all the people in the department.
- C. people respect each other.

Practice 4

- Read the following introduction of the new company president.
- Decide whether the sentences below are true [T] or false [F].

Ladies and gentlemen, it is a great pleasure to have you all to this party to celebrate the inauguration of our new company president, Mr. Kelvin Lin.

I would like to give a brief profile of Mr. Lin for those who do not know him well. Mr. Lin graduated from Hong Kong University in 1970. Right after graduation he started working for our company in the sales department. Between 1973—88 he visited and lived in six different foreign countries including the United States, Canada, Australia, and New Zealand, to develop our overseas market. Upon returning from abroad, he began to assume the position of executive manager of the sales department and has remained in that position until the appointment to the president this time.

He is very aggressive in business, but at the same time, a good husband and a caring father of three children.

Ladies and gentlemen, our new president, Mr. Kelvin Lin!

- (1) Mr Kelvin Lin began to work in the company in 1970. []
- (2) Mr Kelvin Lin went to the foreign countries to work for other companies between 1973—88. []
- (3) Everybody in the company knows Mr Lin very well. []
- (4) Before becoming the president, Mr Lin has been the executive manager of the sales department. []
- (5) Mr Lin is a good businessman. []
- (6) He is aggressive in everything. []

Practice 5

- Read Christina's résumé.
- Then decide which is the best answer to each question.

RÉSUMÉ

PERSONAL DATA

Name	Christina Vickers
Address	45 Seaside ST. , 4/F. , Hong Kong
Tel.	5—3747483
Date of birth	31 August, 1972
Place of birth	Hong Kong
ID No.	J877778 (3)

EDUCATION

9/90—7/91	International Commercial School, 56 Marble Road, Hong Kong Distinctions in Typing, Secretarial Skills and Word Processing (Proficiency Examination)
9/85—7/90	Wilson Secondary School, 46 Star Street, Kowloon Distinctions in English Language, Typing,

Shorthand and Commerce (Certificate
Examination)

9/79—8/85 Goodwill Primary School, 7 Fortune Road,
Hong Kong

WORK EXPERIENCE

9/92—present Relax Hotel, 22 Hollywood Road, Kowloon
Duties: working as part-time receptionist,
6 nights a week (24 hours per week)

7/91—8/92 Quick Paging Services, 89 Argyle St, Kowloon
Duties: worked as part-time telephone
operator, 4 nights a week (26 hours per week)

AWARDS

7/89 On Principal's list for outstanding academic
performance

7/90 Certificate of Merit for Politeness and
Exemplary Behaviour

5/92 The Most Popular Operator Medal awarded by
Quick Paging Services

12/93 First Prize in the Most Helpful Receptionist
Contest run by the Relax Hotel

REFERENCES

Mr Paul Fraser,	Miss Georgina Dale,
General Manager,	Head of English Department,
Quick Paging Services,	International Commercial School,
89 Argyle Street,	56 Marble Road,
Kowloon. (3—5894893)	Hong Kong. (5—8778838)

- (1) What kind of job is suitable for Christina?
- A. Personnel manager.
 - B. Sales manager.
 - C. Secretary.
- (2) What has Christina obtained in International Commercial School?
- A. Typing, secretarial skill and managing.
 - B. Word processing, secretarial skills and typing.
 - C. Secretarial skills, typing and finance.
- (3) Christina Vickers went to Wilson Secondary School
- A. after she had finished her studies in International Commercial School.
 - B. before she had studied in Goodwill Primary School.
 - C. after she had graduated from Goodwill Primary School.
- (4) Where did Christina work as part-time telephone operator?
- A. Quick Paging Services.
 - B. Relax Hotel.
 - C. Hollywood Road, Kowloon.
- (5) How long is her present work-hour every night?
- A. 6
 - B. 4
 - C. 5
- (6) What award did she get in a contest run by the Relax Hotel?
- A. Certificate of Merit for Politeness.
 - B. The Most Popular Operator Medal.
 - C. First Prize for the Most Helpful Receptionist.
- (7) If anyone wants to interview Christina, which phone number should he call on?
- A. 3—5894893.
 - B. 5—3747483.
 - C. 5—8778838.
- (8) If the employer wants to confirm that Christina can work efficiently and learn

quickly, who should he make contact with?

- A. Mr Paul Fraser and Christina Vickers.
- B. Miss Georgina and Christina Vickers.
- C. Mr Paul Fraser and Miss Georgina Dale.

Practice 6

- Read Lucy Baker's application letter.
- Then decide whether the following sentences are true [T] or false [F].

Lucy's application letter

56 Cambridge Road, 3rd Floor,
New Town, N. T. , Hong Kong
Tel: 0-7583834

26 September, 1993

The Personnel Manager,
G. P. O. Box 9829,
Hong Kong.

Dear Sir,

I have just seen your advertisement for the post of secretary and wish to apply for it.

I was born on 4 June, 1973 and was educated at the King's Government Primary School from 1979 to 1985, and at the Queen's Secondary School from 1985 to 1990. In 1990 I sat for the Certificate Examination, obtaining Passes in Mathematics, History and Chinese, Credits in English Language and Economics, and a Distinction in Typing. In 1991, after attending a one-year Secretarial Course in the City Commercial School, I sat for the Proficiency Examination, and obtained Credits in Secretarial Skills and a Distinction in Typing and Word Processing.

Besides my training in commercial studies and secretarial skills, my working experience also, I think, qualifies me for the post. Three years ago I joined Top Management Consultants as secretary to the Manager and have been working for them ever since. My duties are to type documents with a micro-computer and to take the Manager's dictation in shorthand. For about nine months in a year I accompany the Manager on his business tours to China, where I act as interpreter for the Manager who does not speak Mandarin.

I am getting married this year and would like to do less travelling, and this is why I want to leave Top Management Consultants. Although my present salary is \$8,800, the salary I expect is open to negotiation depending on the duties of the post.

Enclosed are copies of my credentials. The following people have agreed to act as referees for me:

Mr Lloyd Wellington,
General Manager,
Top Management Consultants,
210 West Road,
Hong Kong. (5-8473737)

Miss Judy Spong,
Assistant Head Instructor,
City Commercial School,
73 Territory Road,
Hong Kong. (0-4355263)

Should you wish to interview me I can be contacted on the above number. I look forward to hearing from you.

Yours faithfully,

Lucy Baker (Miss)

- (1) Lucy is applying for the post of personnel manager.
(2) Lucy graduated from university.

[]

[]

- (3) Her command of English is quite good. []
- (4) Besides Cantonese and English, she can also speak Mandarin. []
- (5) She has received secretarial training. []
- (6) She cannot type fast. []
- (7) Lucy thinks that her studies as well as her working experience make her an outstanding person. []
- (8) Lucy has worked in Top Management Consultants for 3 years. []
- (9) She is going to leave her present job because her salary is not high enough. []
- (10) Miss Judy Spong will be glad to act as referee for Lucy Baker. []

Practice 7

- Read these job advertisements.
- Fill in the blanks with the correct job.

chef	manager
guide	nurse
doctor	waiter

English teacher
sports instructor
receptionist

(1)

_____ : College grad with degree in English. Work in language school in Italy. Write to Da Vinci School, P. O. Box 234, Rome, Italy.

(2)

_____ : Part-time job at Asian Garden Restaurant. Cook Chinese and American meals. Work evenings. Call Mr. Chang at 955-6511.

(3)

_____ : Part-time or full-time job in doctor's office. Greet patients and answer the phone. Mornings and afternoons. Interesting work. Call Dr. Strangelove at 524-7423.

(4)

_____ : Full time-job in department store in camera and TV section. Supervise 6 salesclerks. No evening work. \$22,000. Call Mr. James at 731-8959.