

国际人才英语考试

官方指南



The Official Guide to ETIC

中国外语测评中心 / 著

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外语教学与研究出版社
FOREIGN LANGUAGE TEACHING AND RESEARCH PRESS

北京 BEIJING

图书在版编目(CIP)数据

国际人才英语考试官方指南 / 中国外语测评中心著. — 北京 : 外语教学与研究出版社, 2017.1
(2017.6 重印)

ISBN 978-7-5135-8507-1

I. ①国… II. ①中… III. ①英语水平考试—自学参考资料 IV. ①H310.42

中国版本图书馆 CIP 数据核字 (2017) 第 023092 号

出版人 蔡剑峰
责任编辑 陈丽丽
装帧设计 吴德胜
出版发行 外语教学与研究出版社
社 址 北京市西三环北路 19 号 (100089)
网 址 <http://www.fltrp.com>
印 刷 北京京科印刷有限公司
开 本 889×1194 1/16
印 张 12.5
版 次 2017 年 3 月第 1 版 2017 年 6 月第 2 次印刷
书 号 ISBN 978-7-5135-8507-1
定 价 39.90 元

购书咨询: (010) 88819926 电子邮箱: club@fltrp.com
外研书店: <https://waiyants.tmall.com>
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物料号: 285070101

前言 PREFACE

世界不断发展变化，人类面临的全球化和跨国化挑战日益增多，国际社会对变革全球治理体系的呼声越来越高。中国作为最大的发展中国家，正积极参与全球治理。提高我国参与全球治理的能力，需要一大批熟悉党和国家方针政策、了解我国国情、具有全球视野、熟练运用外语、通晓国际规则、精通国际谈判的专业人才。“国际人才英语考试”（简称“国才考试”）正是北京外国语大学中国外语测评中心在“中国走向世界、世界走向中国”的大背景下推出的英语沟通能力认证考试体系。“国才考试”在深入分析行业英语使用需求、广泛征询国际语言测评顶级专家与行业领军人才专业建议的基础上，历时两年潜心研发，于2016年正式推出。

我国现有的英语考试大都以教学检查、升学评估为主要目的，缺少一种专门服务于求职就业、人才选拔的评价工具，“国才考试”填补了这一空白。“国才考试”分为“国才初级”、“国才中级”、“国才高级”、“国才高端”和“国才高翻”五大类别，服务于各级各类、各行各业不同岗位的人才选拔。

“国才考试”重点考查全球经济一体化进程中国际人才应具备的核心素养——英语沟通能力，考试的英文名称 English Test for International Communication (ETIC®) 也为考试内涵做了最佳诠释。“国才考试”所考查的“英语沟通能力”是指运用英语完成各类沟通任务的能力，主要由三个维度体现：一、国际视野与协商合作的能力；二、分析问题与解决问题的能力；三、跨文化理解与表达的能力。国际视野主要通过考试任务的话题内容来体现；协商合作、分析与解决问题以及跨文化理解与表达的能力，则通过口头与书面沟通的各类典型任务来考查。

“国才考试”致力于发现各类国际交流活动中的“沟通之才”，服务人才选拔，助力求职就业。从设计之初，“国才考试”就得到了亚洲基础设施投资银行、国家开发银行、中国南方航空集团公司以及一批国际组织、跨国公司、外资企业、国内大型企事业单位人力资源部门的认可。全球500强唯一的人力资源企业万宝盛华集团与中国外语测评中心达成战略合作意向，将为获得“国才考试”证书的优秀考生，提供进入跨国集团、外资企业以及国内大型企事业单位实习和工作的机会。

本书是中国外语测评中心专为参加“国才考试”的考生编写的官方指南。书中全面介绍了“国才考试”各个类别的考试内容与要求，对考试样题进行了翔实的分析并提供了真题和作答样例，是考生备考“国才考试”的首选材料。

中国外语测评中心

2017年6月

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国际人才
英语考试

初
级

考试说明

一、考试简介

“国际人才英语考试”（English Test for International Communication, ETIC[®]），简称“国才考试”，是北京外国语大学中国外语测评中心研发的英语沟通能力认证考试体系，包括初级、中级、高级、高端、高翻五个类别。“国才考试”旨在评价、认定考生在各类国际交流活动中的英语沟通能力，为国际组织、政府机构、跨国企业等单位招聘、选拔人才提供参考依据。

国际人才英语考试（初级），简称“国才初级”，用于评价、认定高校学生及社会人士在日常接待和熟悉的工作场合运用英语开展工作的能力。

二、考试内容与要求

“国才初级”由口头沟通和书面沟通两部分组成。每部分包括四项任务。考试采用计算机辅助形式。考试时间约80分钟。

（一）口头沟通

本部分由建立联系、交谈记录、联络业务、产品说明四项任务组成。考试时间约20分钟。

“国才初级”口头沟通考试内容与时间

考试内容		题目数量	考试时间	20分钟
任务一	建立联系	8题	7分钟	
任务二	交谈记录	7题	7分钟	
任务三	联络业务	1题	3分钟	
任务四	产品说明	1题	3分钟	

- 任务一 建立联系** 考生听八段简短对话，每段对话播放完毕后，重播第一个说话人的话语，考生即时复述第二个说话人的话语。本任务考查考生在既定情境下，理解互动交际话语的信息并以复述的方式进行回应的能力。
- 任务二 交谈记录** 考生听一段对话，长度约200词，记录关键信息，补全笔记。本任务考查考生理解并呈现关键信息的能力。
- 任务三 联络业务** 考生根据所给话题和提示，准备90秒后，用1分钟进行电话留言。本任务考查考生在既定情境下，以特定身份向指定对象口头传递、询问、商议信息的能力。
- 任务四 产品说明** 考生根据所给话题和提示，准备90秒后，用1分钟向客户推介某一产品或服务。本任务考查考生在既定情境下，以特定身份向指定对象口头说明情况的能力。

(二) 书面沟通

本部分由浏览材料、分析材料、整理材料和撰写邮件四项任务组成。考试时间约60分钟。

“国才初级”书面沟通考试内容与时间

考试内容		题目数量	考试时间	
任务一	浏览材料	5题	10分钟	60分钟
任务二	分析材料	8题	15分钟	
任务三	整理材料	7题	15分钟	
任务四	撰写邮件	1题	20分钟	

- 任务一 浏览材料** 考生阅读一篇300词左右的说明性材料，为段落选择正确的标题。本任务考查考生归纳段落大意的能力。
- 任务二 分析材料** 考生阅读三篇共300词左右的说明性材料，判别所给信息的出处。本任务考查考生理解关键信息的能力。
- 任务三 整理材料** 考生阅读两篇共300词左右的说明性材料，选取文中信息填写表格。本任务考查考生理解并呈现关键信息的能力。
- 任务四 撰写邮件** 考生根据所给话题及要点撰写一封50词左右的邮件。本任务考查考生在既定情境下，以特定身份向指定对象说明情况的能力。

样题



口头沟通

Task 1

You will hear eight short conversations between Speaker A and Speaker B. Each conversation will be played only ONCE.

You will then hear Speaker A again. After that, please reproduce Speaker B's reply exactly as you hear it. You must respond within **15** seconds after you hear a tone. Note-taking is allowed while you listen.

Scripts

1. A: Where was your company founded?
B: *In the City of London, UK.*
2. A: Hi, Tom. How was your flight?
B: *Good, I enjoyed the food and drink very much.*
3. A: Excuse me. Let me check your car license plate number.
B: *Of course. It's V-I-C-4-6-7-8.*
4. A: How many days will you stay here?
B: *Five, three on business and two days sightseeing.*
5. A: Welcome to the Science and Technology Show. What can I do for you?
B: *Thank you. I need to check the Show schedule.*
6. A: Is this your first time in Beijing?
B: *Oh, no. I have been here three times before on business.*
7. A: Which city do you prefer, Beijing or Shanghai?
B: *I prefer Beijing for its historical and cultural attractions.*
8. A: I've had a wonderful time today working with you.
B: *Me too. I'm looking forward to seeing you again in New York.*

Task 2

You will hear a conversation between a customer and a customer service representative. The conversation will be played TWICE.

Complete the telephone message by filling in the blanks. Write only ONE word or number in each blank.

Telephone Message

Caller's company: 1 _____

Issues complained: No user 2 _____ included in the packages

Date received: 3 _____ 13th

Total number of packages: 4 _____

Solution: The customer will provide the 5 _____ of the sales reps, and we will send the guides to them.

The customer's telephone number: 6 _____ (only available from 9:00 am to 7 _____ Monday to Friday)

Scripts

Representative: Hello, Alistair & Young Telephone Company. How may I help you?

Customer: Good morning, I'm George Clark from Durbrough Company.

Representative: Sorry, what's the company's name again?

Customer: Durbrough, D-U-R-B-R-O-U-G-H. I'm calling because, unfortunately, there's a problem with the order we received from you on March 13th. It seems we haven't received the user guides for the telephone systems we bought from you. We sent the supplies to our sales reps, but several of them have called to say that there are no user guides enclosed.

Representative: Oh, dear. That's bad news. I'm very sorry. Do you know how many packages are without a guide?

Customer: Yes, all 267 packages.

Representative: I'm very sorry about this inconvenience. Can I suggest the quickest solution?

Customer: Right, what do you suggest?

Representative: Well, if you send us the addresses of all the sales reps you have distributed the phones to, we'll send out the guides this afternoon, entirely at our own cost and the guides should arrive tomorrow.

Customer: All of them?

Representative: Yes.

Customer: I see. Thank you. That would be quick. OK, I'll email you the list of all the agents we've sent the packages to and you'll arrange to send them the manuals today.

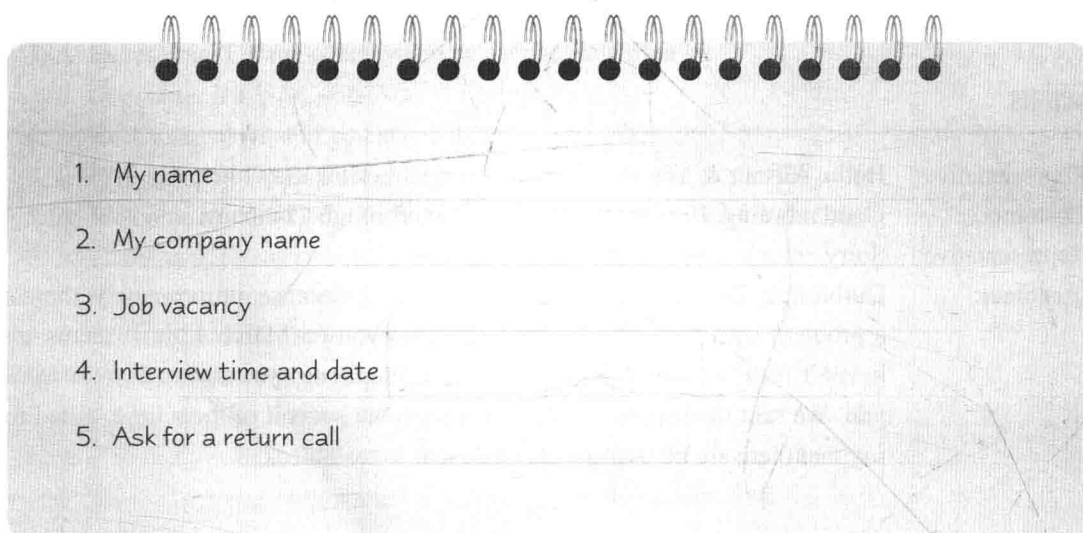
Representative: Yes, thank you. And please accept our apologies. Could you give me your direct number so that I can keep you informed of what's happening.

Customer: OK, the direct landline for my office is 81573299. But email is better, since I only work in the office from 9:00 am-2:30 pm Monday to Friday.

Task 3

You are Simon Wang, a Human Resources representative at Public Advertising. You are going to call Joe Xu, a job applicant for the position of Project Manager. You want to arrange a job interview with him at 2:00 pm on July 20th, 2017.

You will have **30** seconds to read the prompts below and **90** seconds to prepare. Then leave a phone message within **60** seconds covering the key information of the prompts.



1. My name

2. My company name

3. Job vacancy

4. Interview time and date

5. Ask for a return call

Task 4

You are a salesperson in the Sales Department at Four Stars Computers. Give a presentation to a group of buyers from different universities. Your purpose is to introduce and promote the latest version of your computers. You should cover the following points in your PowerPoint slide:

Why choose our computers?

- **Features**
 - new technology
 - discount
- **Advantages**
 - fast processing
 - reasonable price
- **Benefits**
 - save time
 - save money

You will have **90** seconds to prepare and **60** seconds to speak.



书面沟通

Task 1

Read the following passage about disposable cameras. Decide the best title for each paragraph from the list in the box and choose the appropriate letter (A-F). There is one title you do NOT need.

1. Paragraph 1 _____
2. Paragraph 2 _____
3. Paragraph 3 _____
4. Paragraph 4 _____
5. Paragraph 5 _____

- A. Photos and the social media
- B. Old and new ways with photos
- C. My solution to the problem
- D. Prevalence of cameras
- E. Disadvantages of the new way of photo-taking
- F. Advantages of using disposable cameras

Disposable Cameras Are the Future

Paragraph 1

Taking and sharing photographs is easier than ever. Cameras built into our phones, computers, tablets, and iPads allow us to send our photographs to each other. There was a time when you'd print your photos and file them away into photo albums.

Paragraph 2

Not only do we have what seems like an endless amount of space to store photos on our devices, but we also have the Internet, and specifically, social media. Social networks such as WeChat allow us to post our pictures and albums to share with friends and family. People can now even become famous solely based on the photos that they post to these social networks.

Paragraph 3

While you could argue this easy ability to store, share and enjoy photos is fantastic, it also could be said that photographs have lost some of their meaning. I have over 1,000 pictures on my smartphone and several thousand stored on my computer. Sometimes, however, I'll be in the middle of taking or posting a photo and think: is this really something worth doing?

Paragraph 4

Even though I'm guilty of occasionally taking meaningless and boring pictures, a couple of years ago I decided to find a way to make my photographs more meaningful. How did I do this? Disposable cameras! When I go on a trip, I always try to take a disposable camera. As you can only take 27 pictures, you really think about the photographs you're taking. It's also exciting that you can't see the photographs straight away. And finally, it's so much fun to get the pictures developed and look through them again.

Paragraph 5

I'll admit that I couldn't live without social media or taking photographs on my smartphone, but I do think taking photographs has become less meaningful. That's why I'll continue using disposable cameras. It's a great way to capture real memories and make our photographs more meaningful.

Task 2

Read Questions 1-8 and Texts A, B, and C below. Decide which text answers each question. For each blank, choose A, B, or C that stands for the text.

Which text

1. shows what to do before a job interview? _____
2. talks about what to do and not to do during a job interview? _____
3. is an example of what to do after a job interview? _____
4. mentions a specific job position? _____
5. contains information about dressing? _____
6. suggests voice control? _____
7. does NOT directly involve the interviewer? _____
8. does NOT directly involve the job position? _____

Text A

Tips for Good Behavior at Job Interviews

In many cases, how to listen and how to speak is no less important than what to say. Below are some tips for good behavior at a job interview.

- ✓ Make eye contact for a few seconds at a time.
- ✓ Smile and nod as you see fit while listening but don't overdo it.
- ✓ Don't laugh unless the interviewer does first.
- ✓ Be polite and keep an even tone when speaking.
- ✓ Avoid being too loud or too quiet.
- ✓ Don't slouch.
- ✓ Relax and lean forward a little to appear interested.
- ✓ Don't put a hand in any pocket.
- ✓ Keep your feet on the floor.
- ✓ Take notes if necessary.
- ✓ Listen attentively.
- ✓ Don't interrupt.
- ✓ Stay calm.
- ✓ Don't let your arms fly around when making a point.

Text B

Dear Mr. Roberts,

Thank you for taking the time out of your busy schedule to talk to me about the Senior Programmer Analyst position.

I appreciate your time and consideration in interviewing me for this position.

After speaking with you and the group, I believe that I would be a perfect candidate for this position, offering the quick learning and adaptability that is needed for a diversified position.

In addition to my enthusiasm for performing well, I would bring the technical and analytical skills necessary to get the job done.

I am very interested in working for you and look forward to hearing from you once the final decisions are made regarding the position. Please feel free to contact me at any time if further information is needed. My cell phone number is 773-338-2406.

Thank you again for your time and consideration.

Sincerely,
Jack Jorden

Text C

