

剑桥商务英语应试辅导用书

BEC考官&剑桥官方授权BEC培训师 宋文玲 / 主编

**Mison** 美森教育



# 50天攻克 BEC中级

## 口语篇(12天)

- 教你如何打动考官
- 每天提供商务英语话题素材
- 基础→探索→高分应试技巧→重点回顾
- 发挥语言输出的灵活性
- 掌握语言交际过程中的核心影响因素

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大连理工大学出版社  
Dalian University of Technology Press

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# 前言

## Preface

在全球化日趋加速发展的国际经济大环境下，国际化公司员工及即将毕业的大学生掌握商务英语交流技能显得尤为重要。而对于这一能力的认证，最权威的证书便是剑桥商务英语证书（BEC, i.e. Business English Certificate）。在中国境内，BEC 由教育部考试中心与英国剑桥大学考试委员会合作举办考试并签发等级证书。BEC 考试针对考生在商务工作环境中使用英语的能力进行全面考查，包括听、说、读、写四个方面，侧重语言的交际功能与实际应用。由于 BEC 的权威性已被广泛认可，该证书的取得对于考生在日后的升学与就业方面都有很大的帮助。

BEC 考生在备考的过程中，面对浩如烟海的口语考试话题，再加上自身商务英语背景知识的欠缺，往往感觉手足无措。尤其是很多考生是在职员工，没有太多的闲暇时间用于准备考试；即使是在校大学生，也往往因为课业繁忙而匆忙应试。因此，如何能够让考生在有限的备考时间里高效率地掌握考试形式与应对策略，并尽快熟悉相关话题，便显得尤为重要。《50 天攻克 BEC 中级·口语篇：12 天》一书的显著特点是：时间观念更强，内容针对性更强，结构编排更加符合考生的学习特点。各章节在一条主线索的统领下形成有机的整体性框架，让知识点更有序、更易于被考生接受。同时又强调考生的基本商务英语知识的积累与训练，做到应试教育与素质教育兼顾。让考生不仅可以在短时间内增加获得国际认可的实用英语证书的机会，以提高其就业竞争力，同时更能切实提高考生实用英语的交际能力，为其日后在商务交际环境中工作打下坚实的语言能力基础。

本书的编写以时间为基点和线索，在每天的内容安排上，注重知识内容的循序渐进。换句话说，如果某位考生只想用三天时间准备口语考

试，那这位考生只需要研读最基本的那些章节就可以从容上阵了，即第1天、第5天及第9天的内容。当然，这只是举个特例而已。事实上，每一天的内容都是针对该环节考试内容进行有序的编排，既要考虑到应试的基本需求，又要兼顾语言应用能力的实际提高。尤其值得指出的是，参加口语考试的考生往往只注重针对考官提出的问题就事论事地做出回应，而忽略人际交往中的非语言层面因素带来的影响力。本书分别在第3天、第7天及第11天的内容编排上将这一因素加以着重阐释，以帮助考生掌握语言交际过程中的核心影响因素。本书编写的另一特色是针对每部分的真题或模拟试题先给出答题思路与要点，然后再给出供考生参考的完整陈述，这样有助于培养考生独立理清思路的能力，同时留给他们足够的时间，来发挥自己语言输出的灵活性，避免考生出现机械记忆某些答案的现象。

鉴于上述编写特点，本书不仅适用于备考 BEC 中级口语考试的考生使用，也适合那些希望在短时间内提高英语口语表达能力的在岗人员使用。编著者诚恳希望选用本书的广大一线教师及学员不吝赐教。

美森教育《50天攻克 BEC 中级》编写组

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2014年3月

# 编写说明

1. **关于本系列丛书时间概念的说明：**“50天攻克BEC中级”从理论上讲是可行的，因为参加BEC考试的考生基本上都是通过了国家“大学英语四级考试”的大学在校生或已毕业工作不久的在职人员。他们具有一定的英语语言功底，只要充分地利用50天时间突击准备商务英语词汇与表达，通过考试是没有问题的。但客观情况是，任何一名考生都无法做到拿出50天完整地奉献给BEC备考。因此，本系列丛书的时间概念基本上就是为了起到一个内容上提纲挈领、形式上有序工整以及时间上宏观指导的作用，每位考生可根据自己的学习或工作的繁忙程度适当安排自己的学习计划，只要做到遵循本书的内容安排按部就班、有条不紊地备考就可以了。
2. **关于口语分册中口语话题分布的说明：**本口语分册包含十二个口语话题，分布在十二个章节中。由于每个话题在BEC中级口语考试中完整的体现形式是第一部分、第二部分和第三部分三个方面，因此，在未讲解第二、三部分的时候，第一部分四天中的话题就已经体现了第二、三部分的内容。考生在阅读本书的时候，可据此说明自行掌握使用该部分材料的时间即可。
3. **关于单词或短语标注的体例说明：***n.* 代表“名词”，*vi.* 代表“不及物动词”，*vt.* 代表“及物动词”，*adj.* 代表“形容词”，*adv.* 代表“副词”，*vp.* 代表“动词短语”，*pp.* 代表“介词短语”，*sl.* 代表“俚语”，*idiom.* 代表“习语、俗语”，*colloq.* 代表“口语”，*abbr.* 代表“缩写”。

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## BEC 中级口语考试形式 (BEC Vantage Speaking Test Format)

STRUCTURE 考试内容	TASK TYPE AND FORMAT 任务类型与形式	FOCUS 考核重点	TIMING 用时
PART 1	<p>Conversation between the interlocutor and each candidate. The interlocutor encourages the candidates to give information about themselves and to express personal opinions.</p> <p>负责提问的考官与每位应试者交谈。考官鼓励应试者提供个人信息和表达个人观点。</p>	<p>Giving personal information. Talking about present circumstances, past experiences and future plans, expressing opinions, speculating, and so on.</p> <p>提供个人信息。谈论个人当前状况、过去经历以及将来计划、思考并表达个人观点等等。</p>	3 minutes
PART 2	<p>A 'mini-presentation' by each candidate on a business theme. The candidates are given prompts which generate a short talk on a business-related topic.</p> <p>每位应试者分别就一个商务话题做“小型演讲”。应试者获得演讲提示并据此给出商务相关话题的简短陈述。</p>	<p>Organising a larger unit of discourse. Giving information and expressing and justifying opinions.</p> <p>组织一个略长的演讲。提供信息，表达观点，并给出理由。</p>	6 minutes (including a 1-minute 'long turn' for each candidate)
PART 3	<p>A collaborative task which candidates do together. The candidates are presented with a discussion on a business-related topic. The interlocutor extends the discussion with prompts on related topics.</p> <p>应试者合作完成一项讨论任务。应试者获得商务相关话题的讨论题目。负责提问的考官给出相关话题的提示以延伸讨论内容。</p>	<p>Turn-taking (initiating and responding appropriately), negotiating, collaborating, exchanging information, expressing and justifying opinions, agreeing and/or disagreeing, suggesting, speculating, comparing and contrasting, and decision-making.</p> <p>话轮转换（恰当地发起谈话和做出回应），磋商，合作，信息交换，表达观点并给出理由，赞同或反对，建议，思考，比较与对照，决策。</p>	5 minutes

## BEC 中级口语官方样题 (Official Sample Paper of BEC Vantage Speaking Test)

### BEC Vantage – PART ONE

*In the first part of the test, the interlocutor addresses each candidate in turn and asks first general, then more business-related questions. Candidates are not addressed in strict sequence. In this part of the test, candidates are being tested on their ability to talk briefly about themselves and to provide concise information on where they come from and their job/studies. Candidates are then required to perform functions such as agreeing and disagreeing, and expressing opinions and preferences (in the second part of Part 1, which focuses on a business-related topic).*

### BEC Vantage – PART TWO

#### Task Sheet 1

A: WHAT IS IMPORTANT WHEN...?

Preparing for a job interview

- Studying the job advertisement
- Finding out about the company
- 
- 

B: WHAT IS IMPORTANT WHEN...?

Deciding whether to attend a conference

- Venue
- Speakers
- 
- 

C: WHAT IS IMPORTANT WHEN...?

Developing new products

- Market research
- Costs involved
- 
-

## Task Sheet 2

A: WHAT IS IMPORTANT WHEN...?

Selecting applicants for a job

- Work 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
- 
- 

## BEC Vantage – PART THREE

### Task Sheet 1

#### Foreign Business Trip

Your 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 it would be useful to know about, and how to find out about these before the trip

## 评分标准 (Assessment Criteria)

### ASSESSMENT OF SPEAKING

Candidates are assessed on their own performance and not in relation to each other, according to the following analytical criteria: Grammar and Vocabulary, Discourse Management, Pronunciation and Interactive Communication. These criteria are interpreted at Vantage level. Assessment is based on performance in the whole test and is not related to particular parts of the test. Both examiners assess the candidates. The Assessor applies detailed, analytical scales, and the Interlocutor applies a Global Achievement Scale which is based on the analytical scales.

#### 1. Grammar and Vocabulary

This refers to range and accuracy as well as the appropriate use of grammatical and lexical forms. At BEC Vantage level, a range of grammar and vocabulary is needed to deal with the tasks. At this level, candidates should be accurate enough, and use sufficiently appropriate vocabulary, to convey their intended meanings.

#### 2. Discourse Management

This refers to the coherence, extent and relevance of each candidate's individual performance. Contributions should be adequate to deal with the BEC Vantage level tasks. At times, candidates' utterances may be inappropriate in length.

#### 3. Pronunciation

This refers to the candidate's ability to produce comprehensible utterances. At BEC Vantage level, meanings are conveyed through the appropriate use of stress, rhythm, intonation and clear individual sounds, although there may be occasional difficulty for the listener.

#### 4. Interactive Communication

This refers to the candidate's ability to take an active part in the development of the discourse. At BEC Vantage level, candidates should be sensitive to turn-taking and sustain the interaction by initiating and responding appropriately. Hesitation may, at times, demand patience of the listener.

Business Vantage Speaking Examiners use a more detailed version of the following assessment scales:

B2	Grammar and Vocabulary	Discourse Management	Pronunciation	Interactive Communication
5	Shows a good degree of control of a range of simple and some complex grammatical forms. Uses a range of appropriate vocabulary to give and exchange views on a wide range of familiar topics.	Produces extended stretches of language with very little hesitation. Contributions are relevant and there is a clear organisation of ideas. Uses a range of cohesive devices and discourse markers.	Is intelligible. Intonation is appropriate. Sentence and word stress is accurately placed. Individual sounds are articulated clearly.	Initiates and responds appropriately, linking contributions to those of other speakers. Maintains and develops the interaction and negotiates towards an outcome.
4	<i>Performance shares features of Bands 3 and 5.</i>			
3	Shows a good degree of control of simple grammatical forms, and attempts some complex grammatical forms. Uses a range of appropriate vocabulary to give and exchange views on a range of familiar topics.	Produces extended stretches of language despite some hesitation. Contributions are relevant and there is very little repetition. Uses a range of cohesive devices.	Is intelligible. Intonation is generally appropriate. Sentence and word stress is generally accurately placed. Individual sounds are generally articulated clearly.	Initiates and responds appropriately. Maintains and develops the interaction and negotiates towards an outcome with very little support.
2	<i>Performance shares features of Bands 1 and 3.</i>			
1	Shows a good degree of control of simple grammatical forms. Uses a range of appropriate vocabulary when talking about everyday situations	Produces responses which are extended beyond short phrases, despite hesitation. Contributions are mostly relevant, despite some repetition. Uses basic cohesive devices.	Is mostly intelligible, and has some control of phonological features at both utterance and word levels.	Initiates and responds appropriately. Keeps the interaction going with very little prompting and support.
0	<i>Performance below Band 1.</i>			

B2	Global Achievement
5	Handles communication on a range of familiar topics, with very little hesitation. Uses accurate and appropriate linguistic resources to express ideas and produce extended discourse that is generally coherent.
4	<i>Performance shares features of Bands 3 and 5.</i>
3	Handles communication on familiar topics, despite some hesitation. Organises extended discourse but occasionally produces utterances that lack coherence, and some inaccuracies and inappropriate usage occur.
2	<i>Performance shares features of Bands 1 and 3.</i>
1	Handles communication in everyday situations, despite hesitation. Constructs longer utterances but is not able to use complex language except in well-rehearsed utterances.
0	<i>Performance below Band 1.</i>

口语部分总分为 30 分，考官首先根据语法与词汇 (Grammar and Vocabulary)、话语掌控 (Discourse Management)、语音语调 (Pronunciation)、互动交流 (Interactive Communication)，并根据整体表现 (Global Achievement)，对应试者进行评分，应试者彼此之间互不影响。两位考官都给应试者评分。评分考官运用详细的评分标准给出五分制评分，提问考官参考评分标准给出总括成绩的五分制评分，然后换算成总分为 30 分的最终成绩评定。





# 第一部分 个人信息

## Personal Information

- Day 1 个人信息——基础篇
- Day 2 个人信息——探索篇
- Day 3 个人信息——高分应试技巧篇
- Day 4 个人信息——重点回顾篇