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本书包括 10 套标准的 BEC 预测试卷，内容编排上完全模仿真题样卷，解析上追求精、准。随书赠送精心挑选的两套官方真题视频解析，由业内资深的 BEC 教师详尽剖析真题，分析考试动向。同时赠送 5 篇写作范文，便于考生迅速了解考试形式，把握考试趋势。这是一本难得的实用性和应试性极强的 BEC 考前辅导图书。

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丛书序

本丛书由全国知名培训机构——环球卓越联手众多一线辅导名师编写而成。

随着中国经济的发展及全球化趋势的加剧，BEC 考试（剑桥商务英语证书 BUSINESS ENGLISH CERTIFICATE）已经成为越来越多职场人士的首选之一。终生有效的 BEC 证书，正像磁石般吸引着越来越多的人群加入这个队列当中。但，如何在有限的时间里科学规划、理性备考，则是一个困扰众多考生的问题。值此形势，本丛书应运而生！

“周计划”是机械工业出版社的一个品牌图书，该品牌涵盖多个考试领域，BEC 是其中之一。本套“4 周攻克 BEC 周计划系列”共 13 本，分别是：《4 周攻克 BEC 词汇 6000 周计划》（初级）、《4 周攻克 BEC 词汇 8000 周计划》（中级）、《4 周攻克 BEC 词汇 10000 周计划》（高级）、《4 周全面突破 BEC 综合备考周计划》（初级）、《4 周全面突破 BEC 综合备考周计划》（中级）、《4 周全面突破 BEC 综合备考周计划》（高级）、《4 周攻克 BEC 听力周计划》（中级）、《4 周攻克 BEC 口语周计划》（中级）、《4 周攻克 BEC 写作周计划》（中级）、《4 周攻克 BEC 阅读周计划》（中级）、《BEC 标准预测试卷 10 + 2》（初级）、《BEC 标准预测试卷 10 + 2》（中级）、《BEC 标准预测试卷 10 + 2》（高级）。本丛书有着鲜明的特色：

一、4 周合理规划，科学有序备考

每本书均严格按照 4 周布局，依据考试分值比例及重难点程度，科学划分时间，便于考生摒弃盲目和无序，从一开始就能有针对性、有目的、有规划地复习备考。

二、级别分类清晰，高效针对备考

本丛书是严格按照 BEC 考试级别，即初级、中级、高级进行划分的，级别清晰，层次分明，便于各个级别的考生一目了然地明确自己的考试需求，从而达到直接针对的目的。

三、点面统筹结合，人性服务备考

本丛书既有详细的专项训练（听说读写），又有全面周密的专业词汇书，还有重点、考点集于一体的综合辅导教程，同时还有标准预测试卷。既满足了不同基础考生的不同需求，又将专项训练、综合辅导及模拟实战综合于全套书中，便于考生循序渐进，步步为营。相信本书体现的人性服务将为考生的备考助上一臂之力。

四、讲练配置周密，直接把握备考

本丛书注重讲练结合，在章节的讲解完毕后，辅以针对性极强的习题，部分习题就是

历年真题的再现。讲练结合的分寸恰到好处，便于考生更好地把握所学知识，直接备考。

五、真题处处剖析，实战演练备考

本丛书的可贵之处，是精心利用了历年真题的精华之处，并巧妙地让这些真题以不同的身份出现在不同的场合下，让考生无时不在熟悉 BEC 考试，真正达到实战模拟的效果。

六、编写讲求独特，市面独一无二

本丛书的编写讲求实用、周到、全面，并力求科学量化。如词汇，直接将初级、中级、高级的总词汇量合理量化到每周的每天。这样的体贴设置，让考生面对茫茫书海再也不必不知所措。

最后，衷心祝福所有的考生考试顺利！

环球卓越

2013年6月

前言

剑桥商务英语证书 (Business English Certificate, 简称 BEC) 是教育部考试中心与英国剑桥大学考试委员会合作举办的一项英语语言水平考试。该考试从听、说、读、写四个方面对考生在一般工作环境下和商务活动中使用英语的能力进行全面考查, 对成绩合格者提供由英国剑桥大学考试委员会颁发的标准统一的成绩证书。该证书由于其颁发机构的权威性, 在英国、英联邦各国及欧洲大多数国家的商业企业部门获得认可, 成为确认证书持有者英语能力的首选证书; 同时也被世界各国的众多大学、企业以及国际教育机构所认可, 并将其作为入学考试或招聘录用的英语语言水平要求。

该证书考试由笔试和口试组成, 笔试又分三个部分, 按考试顺序依次为: 阅读、写作和听力。

BEC 共分三个等级: BEC 初级 (BEC Preliminary Level), BEC 中级 (BEC Vantage Level), BEC 高级 (BEC Higher Level)。本丛书按考试级别分为三册: BEC 初级、中级和高级, 旨在借助模拟试题, 指导考生熟悉不同级别的考试题型和难度, 提高解题技巧。本丛书具有以下特点:

1. 紧扣 BEC 考试大纲

本编写团队以样题和历届真题为蓝本, 精心研究了 BEC 考试在选材主题、篇幅、阅读难度指数、测试点等方面的特点, 在此分析基础上制定了详细的编写要求与说明, 并严格按照编写要求进行材料的采集和试题的编写, 以保证模拟试题接近真实试卷的难度水平, 在最大程度上起到帮助考生备考的作用。

2. 选材精准地道

所有阅读和听力材料全部选自国外权威性网站、报刊近一年刊登的文章、评论、广告等, 仅个别素材根据试题长度和难度要求略微进行了缩写或改写; 口语和写作试题的编写和参考答案则由母语为英语的外籍专家审定, 保证了材料的质量, 对考试准备有很高的借鉴价值。

3. 解析独到, 一针见血

本丛书全体编者在紧扣 BEC 考试大纲的前提下, 结合我国考生的实际水平, 在试题分析与讲解上细致深入、切中要点, 以便考生能较轻松自如地通过 BEC 考试, 是一套比

较理想的 BEC 考前辅导用书。

4. 超值内容随书赠送

1) 本书包含 10 套 BEC 全真模拟试卷 (初级、高级、高级) 及其解析, 考生可得到随书赠送的、经我们精心挑选的两套真题视频详解, 由资深 BEC 教师为各位考生详尽剖析真题, 分析考试动向。

2) 随书赠送的 5 篇写作范文, 助考生轻松闯过写作一关。

衷心希望本书能为考生提供切实的帮助, 祝考生在考试中发挥水平, 取得好成绩!

本书纰漏之处, 请批评指正。

编者

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前言

BEC 预测试卷

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- Look at the opposite page.
- Which of the following is correct?
- For each question, write the letter A, B, C or D in the box.
- You will have 15 minutes to complete this part of the test.

Example:

0. This course will remove your 100% of your...



BEC预测试卷

1. Apply for this course if you are interested in running courses in office skills.
2. This course will teach you how to repair computers.
3. Applicants must give reasons for wanting to join this course.
4. This course promises very quick results.
5. You will be shown a range of teaching methods on this course.
6. If you complete this course successfully, you may be given a job.
7. The organizers will cover some of your costs while you are on this course.

Test 1

READING 1 hour

PART ONE

Questions 1-7

- Look at the statements below and the information about training courses on the opposite page.
- Which course (**A, B, C** or **D**) does each statement (**1-7**) refer to?
- For each statement (**1-7**) , mark one letter (**A, B, C** or **D**) on your Answer Sheet.
- You will need to use some of these letters more than once.

Example:

0 This course will improve your typing skills.

0	A	B	C	D
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- 1 Apply for this course if you are interested in running courses in office skills.
- 2 This course will teach you how to repair computers.
- 3 Applicants must give reasons for wanting to join this course.
- 4 This course promises very quick results.
- 5 You will be shown a range of teaching methods on this course.
- 6 If you complete this course successfully, you may be given a job.
- 7 The organizers will cover some of your costs while you are on this course.

Interactive Training

A

Have you ever considered a career in training ?

Apply now to join one of our Interactive Training courses. All our trainers have had leading roles in Staff Development and they will demonstrate a variety of training techniques from individual to group involvement using drama. Course participants contribute with their experience in the discussions which follow each activity.

Guidance in designing a range of courses including Word Processing, Typing, Time Management and Accounting is provided.

Contact Ian Draper: Phone 23345454 Fax 2334 5778

B

Euromoney Trainee Scheme

Students interested in creating or selling financial products are invited to apply for six-month training schemes.

An expenses allowance is paid monthly to each trainee. At the end of the six months, trainees will be assessed on their aptitude and a selected number will be offered permanent employment at our central office.

Students wishing to apply should send a CV along with a 200-word summary on why they think they are suitable for this scheme.

Applications to: Euromoney, Unit 3, Dearing Commercial Estate, Singapore

C

Cercos High Technology Courses

Regardless of previous experience, if you are aged eighteen or over, Cercos' professional seven-week full-time training programme provides the gateway to employment in the rapidly expanding computer maintenance industry. Learn how to diagnose faults using the latest technological aids and to effectively and efficiently deal with problematic machinery and customers!

Contact John Segarro at 0772 4313 for application form and course contents.

D

Wizard Training Courses

Many people are confused by the arrangement of letters on a computer keyboard and never progress beyond tapping slowly away with two fingers. Our courses concentrate on training the fingers to find all the letters on the keyboard. Easy, short drills with three-letter words help you master the skills of typing within a matter of days.

Phone 34254422 for costs and further details.

PART TWO

Questions 8-12

- Read New Technology Links.
- Choose the best sentence from the opposite page to fill each of the blanks.
- For each blank (8-12), mark one letter (A-G) on your Answer Sheet.
- Do not mark any letter twice.
- There is an example at the beginning (0).

New Technology Links

In the past 10 years, Jones and May have made a £350m investment in information technology. (0) G

Every time a customer makes a purchase, the Jones and May Till do a lot more than just producing their change and a receipt. With the help of an advanced computer system the Tills feed the information to their central computers, which calculate what stock is needed. (8) They are then almost instantly able to organize the following day's or week's deliveries.

(9) For example, food shelves do not sell out early on a Saturday as they used to and a wider range of goods are available on a Monday. Using advanced communication between stores, Head Office and suppliers, the computers work out what has been sold each day, what suppliers need to produce, and what should be delivered to

stores the following day. (10) Fewer customers are disappointed and profits improve.

(11) When a new season's range of clothes goes into stores in a variety of colors, the computer system makes it possible to respond to sales data almost overnight and, for example, increase the production of clothes in faster-selling colors and sizes. On the occasion that an item is temporarily out of stock, information technology enables sales staff to tell customers immediately whether it is available from the distribution center. If it is, an order can be placed. (12)

So next time you are handed a Jones and May receipt you will know that the system is already reacting to your purchase and re-ordering the item you have just bought.

Example:

0	A	B	C	D	E	F	G
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- A** This involves serious delays and damages customer confidence.
- B** Among the benefits for clothing is the fact that stores receive new deliveries according to their exact requirements.
- C** This unusually responsive system provides benefits in terms of both customer service and profits.
- D** This information is fed from there directly into the suppliers' computers.
- E** The new system has halved the delivery time for customers down to 24 hours from 48 hours.
- F** Such a quick and sensitive response ensures that the right amount of fresh food arrives at each store.
- G** Their desktop computers can access sales data from the tills allowing them to change orders.

PART THREE

Questions 13-18

- Read the article below about effective communication and the questions on the opposite page.
- For each question (13-18) , mark one letter (A, B, C or D) on your Answer Sheet.

The Importance of Good Communications

Effective communication is essential for all organizations. It links the activities of the various parts of the organization and ensures that everyone is working towards a common goal. It is also extremely important for motivating employees. Staff need to know how they are getting on, what they are doing right and in which areas they could improve. Working alone can be extremely difficult and it is much easier if someone takes an interest and provides support. Employees need to understand why their job is important and how it contributes to the overall success of the firm. Personal communication should also include target setting. People usually respond well to goals, provided these are agreed between the manager and subordinate and not imposed.

However, firms often have communication problems that can undermine their performance. In many cases, these problems occur because messages are passed on in an inappropriate way. There are, of course, several ways of conveying information to others in the organization which include speaking to them directly, e-mailing, telephoning or sending a memo. The most appropriate method depends on what exactly it is you are communicating. For example, anything that is particularly sensitive or confidential, such as an employee's appraisal, should be done face-to-face.

One of the main problems for senior executives is that they do not have the time or resources needed to communicate effectively. In large companies, for example, it is impossible for senior managers to meet and discuss progress with each employee individually. Obviously this task can be delegated but at the cost of creating a gap between senior management and staff. As a result, managers are often forced to use other methods of communication, like memos or notes, even if they know these are not necessarily the most suitable means of passing on messages.

The use of technology, such as e-mail, mobile phones and network systems, is speeding up communication immensely. However, this does not mean that more investment in technology automatically proves beneficial: systems can become outdated or employees may lack appropriate training. There are many communications tools now available but a firm cannot afford all of them. Even if it could, it does not actually need them all. The potential gains must be weighed up against the costs, and firms should realize that more communication does not necessarily mean better communication.

As the number of people involved in an organization increase, the use of written communication rises even faster. Instead of a quick conversation to sort something out numerous messages can be passed backwards and forwards. This can lead to a tremendous amount of paperwork and is often less effective than face-to-face communication. When you are actually talking to someone you can discuss things until you are happy that they have understood and feedback is immediate. With written messages, however, you are never quite sure how it will be received what you think you have said and what the other person thinks you have said can be very different.

The amount of written information generated in large organizations today can lead to communication overload. So much information is gathered that it gets in the way of making decisions. Take a look at the average manager's desk and you will see the problem — it is often covered with letters, reports and memos. This overload can lead to inefficiencies. For example, managers may not be able to find the information they want when they need it. Communication is also becoming more difficult with the changes occurring in employment patterns. With more people working part-time and working at home, managing communication is becoming increasingly complex.

- 13 In the first paragraph the writer recommends that communication with staff should include
- A some feedback on their job performance.
 - B an explanation of how company targets have been set.
 - C information on promotion prospects within the company.
 - D an indication of which duties they can expect assistance with.
- 14 According to the writer, the best way of achieving effective communication is to
- A adapt the message to suit a particular audience.
 - B make the content of messages brief and direct.
 - C select the most suitable means of conveying a particular message.
 - D ensure that information is targeted at the appropriate group of people.
- 15 What does the writer say about the communication options available to senior managers?
- A Sending memos to staff is one of the most efficient methods.
 - B It is important to find the time to discuss certain matters with staff.
 - C They should increase the range of options that they use.
 - D Getting junior managers to talk to staff can create different problems.
- 16 What advice is given about the communication tools made available by technology?
- A Aim to limit staff use of certain communication tools.
 - B Evaluate them in terms of the expenditure involved.
 - C Select them on the basis of the facilities they offer.
 - D Encourage more staff to attend training courses in their use.
- 17 According to the writer, a problem with written communication is that
- A the message can be interpreted differently to what was intended.
 - B it can be easy for people to ignore the contents of a written message.
 - C most people are more comfortable with face-to-face communication.
 - D it is possible for correspondence to get lost within a large organization.
- 18 According to the article, what is the effect of receiving large amounts of written information?
- A It is counter-productive.
 - B It causes conflict in a company.
 - C It leads to changes in work patterns.
 - D It makes the main points more difficult to identify.

PART FOUR

Questions 19-33

- Read the letter below about an agency providing temporary staff for companies.
- Choose the best word to fill each gap from **A**, **B**, **C** or **D** on the opposite page.
- For each question (19-33), mark one letter (**A**, **B**, **C** or **D**) on your Answer Sheet.
- There is an example at the beginning (0).

Office Angels Employment Agency

14-16 Lockhart Road

Wan Chai

Hong Kong

Tel 532 4365

Fax 532 4111

Dear Client,

Office Angels is advising businesses (0) B as far ahead as possible to ensure guaranteed staff cover during holiday periods. There is now a (19) _____ shortage of skilled secretarial and administrative staff and this is (20) _____ to get worse in the next twelve months.

Businesses which require staff with experience of specialist computer applications are the most at (21) _____. You are advised to (22) _____ our agency well before the staff are actually needed to be certain of filling gaps with adequately (23) _____ personnel. If you don't, it's almost (24) _____ that you will be left without the skills needed to (25) _____ your office running smoothly.

The (26) _____ for the shortage of secretarial staff appears to be a combination of two (27) _____.

There has been an (28) _____ in demand for secretarial services over the last few years, and at the same time there has been a (29) _____ of students deciding to choose secretarial studies.

Office Angels Agency would (30) _____ to emphasize that businesses should not underestimate the difficulty of (31) _____ experienced temporary staff. It is also necessary to make the (32) _____ that businesses should be prepared for the fact that they may have to pay more for this kind of (33) _____ in the future.

Example:

A on **B** at **C** to **D** for

0	A <input type="checkbox"/>	B <input checked="" type="checkbox"/>	C <input type="checkbox"/>	D <input type="checkbox"/>
----------	--------------------------------------	---	--------------------------------------	--------------------------------------

- 19 **A** hard **B** serious **C** sure **D** strong
- 20 **A** hoped **B** wanted **C** expected **D** prepared
- 21 **A** risk **B** chance **C** worry **D** difficulty
- 22 **A** confirm **B** communicate **C** contact **D** command
- 23 **A** lectured **B** aided **C** formed **D** trained
- 24 **A** positive **B** correct **C** right **D** certain
- 25 **A** save **B** keep **C** ensure **D** continue
- 26 **A** reason **B** purpose **C** result **D** problem
- 27 **A** articles **B** matters **C** factors **D** subjects
- 28 **A** enlargement **B** increase **C** addition **D** upgrade
- 29 **A** lack **B** need **C** requirement **D** few
- 30 **A** request **B** desire **C** ask **D** like
- 31 **A** achieving **B** obtaining **C** realizing **D** earning
- 32 **A** point **B** idea **C** position **D** subject
- 33 **A** offer **B** delivery **C** product **D** service