

BEC

考试 · 商务英语学习指导丛书

A PRACTICAL GUIDE TO BUSINESS ENGLISH CERTIFICATE 2

剑桥 商务英语 二级证书 应试指导

陶伟 陈纪梁 主编

安徽科学技术出版社



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前 言

BEC (Business English Certificate) 考试是英国剑桥大学考试委员会与中国国家教委考试中心合作举办的一项考试,旨在检测考生在商务及一般日常工作环境中英语的实际运用能力。这是一项系列考试,目前在我国进行的有 BEC1 和 BEC2 两个级别,1996 年将开始 BEC3 级的考试。

相对而言,BEC2 级在难度上远高于 BEC1 级,它要求考生须具备中、高级英语水平,而且其形式与目前我国举办的各种国内外考试,如 EPT, CET, GRE, TOEFL 等有所不同,特别是那些没有参加过 BEC1 考试而直接报考 BEC2 的考生往往对其内容不甚了解,不知如何备考。为此,我们编写了此书,以帮助考生了解 BEC2 的考试形式及内容。本书以讲解和练习为主,以使读者既能详细了解该项考试,也可掌握一些应试方法。在全书的编写过程中,我们不断分析、总结一般考生的难点、弱点,力求书中的讲解具有针对性,使读者真正有所收获。

全书包括三个部分:第一部分详细介绍题型并针对各部分内容结合样题给予应试指导。第二部分包括 6 套模拟试题。这些题目全部按照 BEC2 的考试形式设计,并且在选材过程中,我们特别注意尽可能地包括考试大纲中所要求的各种形式,试题的难易程度比较适中。第三部分为答案及注解。在此部分,我们对 6 套模拟题中的绝大部分问题给予了较为详细的解释。此外,还附有听力部分的文字材料。我们相信,通过本书的学习,读者基本能对 BEC2 的考试有一个较为全面的了解。

由于作者水平有限,书中难免出现错误与不妥,恳请广大读者及同行不吝赐教。

作 者

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BEC2 试题介绍及应试指导

BEC2 命题主要是从听、说、读、写四个方面针对考生在商务及一般工作环境中英语的实际运用能力进行全面考察,测试内容具有很强的实用性。考生应具有中、高级英语水平,并熟悉以下书面形式材料:各种信函、广告、有关经济及商业事务的消息、公告、产品介绍、产品目录、有关商务活动的计划、安排、决定、建议以及会议记录、工作报告、各种图表、通知、便条、备忘录等。

BEC2 考试分两个阶段,即笔试与口试。笔试包括阅读、写作及听力三部分。阅读和写作要求在 90 分钟内完成,共 47 个问题,其中前 45 个问题为阅读部分,后 2 个问题为写作部分。听力大约 35 分钟,共 30 个问题,测试内容涉及电话交谈(索取或提供信息)、日常商务会谈、讨论、介绍、说明等。

BEC2 题目形式多种多样(包括多项选择、搭配、填空等),且有一定难度,考生往往因缺乏对其了解,一时难以掌握必要的解题方法而影响考试成绩。因此,了解命题形式,掌握一些应试技巧是非常必要的。

下面,我们将按照 BEC2 考试内容的顺序,对阅读、写作、听力部分进行逐一讲解。

阅 读 (Questions 1—45)

第一部分(Questions 1—7)

此部分共 7 个问题,要求考生阅读 3~5 段文字(共 100~200 字),内容可涉及广告、有关商务消息、公告、图表等。另给出 7 个独立的句子,要求考生指出所给的 7 个句子各描述哪一段文字的内容。

一般说来,所给的 7 个句子较通俗易懂,但几段文字却比较商业化,常可能出现一些一般考生不太熟悉的商业词汇和表达形式。但只要掌握答题技巧,往往能够较容易地找到答案。

1) 浏览全文,了解大意 先快速略读几段文字的标题及全文,无需细想每句话、每个词的意思。此遍阅读的目的只在于了解各段的话题及大意。

2) 明确意思,分析判断 逐一细读所给的 7 个句子,正确理解每句话的意思,以明确它所表达的信息,因为每句话大都只针对某一段文字中的某一具体内容。读懂每一句话后,应该稍稍考虑一下,相关的信息可能会出现在哪一段,这会使随后的阅读更加有针对性,更加有效。

3) 细读相关内容,确定正确答案 明确每句话的意思之后,可以用扫描的方式在有关的段落中找到相关的信息(常常可以找到一些相应的词),这时,应停下来仔细阅读,最后确定答案。

下面,我们结合样题的第一部分进行分析。

PART ONE

Questions 1-7

- Read these sentences and the product advertisements.
- Which product does each sentence(1-7) describe?
- For each sentence mark one letter (A,B,C or D) on your Answer Sheet.

Example

Answer

You can use this piece of equipment to carry letters and parcels from one place to another in a building.

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

1. It is possible to put files in one of the baskets.
2. The top of this has a surface which prevents things sliding.
3. This can be fixed to your office furniture or to the walls.
4. You can put this together very quickly, using only your hands.
5. You can use this product to prevent people from falling over loose wires or accidentally pulling them out.
6. You can make it much smaller when you put it away.
7. This item is useful because there will be less dust and more air moving freely round any equipment placed here.

A **OFFICE STORAGE UNIT**
OPEN-WIRE DESIGN-a new approach to the age-old problems of storage and organisation in your computer room. Just one wire shelving unit can store all your computer hardware-monitors, CPU's, keyboards-in one readily accessible location. It will also reduce dust circulation and improve air-circulation.

REINFORCED SHELVES provide extra strength and allow items to slide on and off easily. Tough, hard surface resists chipping, scratches and other damage.

ASSEMBLES IN MINUTES. You don't even need tools——just snap together sleeves and slide shelf over sleeve to securely lock in place. Shelves are easily adjustable. The floor levellers also adjust for surface irregularities to keep the unit stable.

B

EQUIPMENT CART

Perfect for transporting computers, audio visual equipment and other office machinery. Non-slip top (W71mm × D483mm × H25mm) with heavy duty 25mm tubular frame, supports equipment weighing up to 159kgs. Lower wire shelf (W533mm × D330mm) holds additional equipment or supplies. Cart moves easily on four swivel, ball bearing, 102mm rubber wheels. W711mm × D483mm × H737mm, 14kgs.

C

MAIL CART

Organise and distribute your mail more efficiently with this sturdy cart constructed of durable 25mm tubular steel. Top basket (W914mm × D406mm × H279mm) takes hanging folders. Bottom basket (W889mm × D400mm × H279mm) is ideal for moving boxes and large packages. Rubber wheels in front and two 203mm rigid wheels in back provide easy mobility. Folds for easy storage. W1117mm × D559mm × H279mm, 20kgs.

D

WIRE MANAGEMENT KIT

Safely organise your equipment wires and cables.

Self-adhesive cable tubes, with slide-on covers, attach to the underside of your desk or around your office walls to safely route cables and wires. To group multiple wires, the kit includes an assortment of clamps and ties.

第一句“It is possible to put files in one of the baskets.”的意思是：可以把文件放在其中的一个篮子里。如果在此之前已将4个产品广告略读过一遍，这时应该回忆哪一段涉及到有关“篮子(basket)”的内容，然后迅速地寻找“basket”一词直至找到C段中“Top basket (W914mm × D406mm × H279mm) takes hanging folders”一句，这里的“folders”(文件夹)

也与“files”一词相关,由此可以肯定 Question 1 的答案为 C。

又如第四句话“You can put this together very quickly, using only your hands.”的意思是:只用双手你就可以很快地把它装配起来。“put together”意为“assemble”。如果我们还能记得广告中有这样的小标题“ASSEMBLES IN MINUTES(立即装配起来)”就能很快地找到它在 A 段,而该段中的“You don't even need tools—just snap together sleeves and slide shelf over sleeve to securely lock in place. ...”完全符合第四句话的意思。所以,该题答案是 A。

第二部分(Questions 8—12)

此部分共 5 个问题,在一篇 350 字左右的信函、备忘录或一般性文章中按照一定的规律抽去完整的 5 个句子,后面有 8 句话作为供选择的答案。这是一种以句子为单位的完形填空,要做好这一部分的题目,考生须对英语段落的组织结构有一个较为全面的了解。

我们知道,一篇文章分为若干段,在每一段中作者一般只着重一个主要内容,即只有一个主导思想,这一主导思想常由主题句点明,再通过若干个推展句进一步阐明,全段内容的展开具有一致性与连贯性。所谓一致性,即全段内容围绕一个主题,每一句话都针对主题而言;连贯性是指句子之间的连接与组织,全段应有清楚的逻辑顺序,过渡要自然、连贯。解题时可从以下几方面着手考虑。

1) 由主题内容推想 如果一段的主题句已经给出,或能够推断出主题,顺着这一主题思想去寻找与此相关的内容即可找到答案。

2) 按逻辑顺序推想 为了使内容的展开具有连贯性,句子的排列组织须有一定的顺序,如时间顺序、空间顺序、事情发展过程顺序、从重要的到不重要的或从不重要的到重要的顺序、从一般到特殊或从特殊到一般的顺序、从原因到结果或从结果到原因的顺序等等。由此,我们做题时可以从研究每一空格的前、后句子入手,找出它们之间的联系,辨别内容的展开顺序,并由此推断出要填入的句子内容,从而找出正确答案。

3) 由连接手法推想 段落内上、下文的连贯也常凭借一些连接手法,常使用的一些表示连接关系的词语有:

①表示增加、补充:in addition(to ...), (be) followed by ..., another, furthermore, moreover, and also, 等等。

②表示例举:for example, for instance, to illustrate, 等等。

③表示比较:like, as, the same, similar(ly), according(ly), equal(ly), compared with, 等等。

④表示对比:unlike, however, but, while, though, although, nevertheless, instead(of ...), in contrast(with ...), on the other hand, on the contrary, 等等。

⑤表示因果:because, since, as, for, 等等。

此外,还可使用重复、替代等手段,使上下文保持其连贯性。为了强调某一内容,一些关键词语会在前后文中被重复,或用不同的结构、表达方式重复、强调同一内容。替代主要是指运用代词或像 here, there, the same, such 等词来替代前文中的名词。因此,我们也可以从这些词着手找出正确答案。

下面,我们结合样题来看如何运用这些方法。

PART TWO

Questions 8—12

- Read this text which is about issues of health and safety in a factory.
- Choose the best sentence from the list A—I to fill each of the blanks.
- For each blank (8—12) mark one letter (A—I) on your Answer Sheet.
- Do not mark any letter twice.
- One answer has been given as an example.

MEMORANDUM

To: D I Law
M O Oxenhope
From: R S Hilton Ext:2 354
Date: 25. 2. 94 Ref:SG\267\1

Re:DNC Machine Health and Safety

I am now growing increasingly concerned about the dust levels in and around the DNC machine and the surrounding offices. Since the beginning of January we have experienced a number of serious breakdowns of the computer equipment in this area. On each occasion when the equipment has been opened for inspection and repair, there has been such an excessive amount of dust as to cause us considerable concern. _____ example In particular, we have experienced frequent memory failures and disc problems as a result of contamination. Other important equipment has also been affected. _____ 8

Of even greater concern is the effect on the health of the machinists and office staff working in the area. Several have complained of eye irritation problems, sneezing and general difficulty in breathing, lasting for as long as an hour in certain cases. _____ 9

I recommend that the following action be taken:

- 1) Damaged pipes from the extraction system on the machine should be repaired immediately. _____ 10
- 2) All dust levels should be constantly checked in a controlled way and carefully recorded. _____ 11
- 3) A much more satisfactory method of dust extraction should be developed as a matter of urgency. _____ 12

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

- A If such a system cannot be produced, improved methods of dust limitation should be investigated.
- B For example, there have been several instances of photocopiers and printers being damaged by dust.
- C Otherwise the DNC machine has been functioning without too many problems.
- D There can be no excuse for operating with defective extraction pipes; repairs are needed now.
- E We should explore relocating the machine in another part of the building.
- F The large amounts of dust have gathered in spite of regular cleaning of both the work area and the equipment itself.
- G The findings of this monitoring should be reported to health and safety officials.
- H Inexperienced employees are not permitted to operate the DNC machine.
- I Even more serious than these immediate health problems, however, is the possible effect on the future health and well-being of our employees.

这是一篇以备忘录形式写的报告。第一段里除了答题示范给出答案 F, 还需要找出恰当的句子作为该段的尾句。全段的主题很清楚: 对机器及办公室内灰尘污染的担忧。作者以结果 “I am now growing increasingly concerned about the dust levels in and around the DNC machine and the surrounding offices” 作为引言开始他的报告, 然后从第二句开始解释产生此结果的原因, 主要是例举事实: “a number of serious breakdowns of the computer equipment”、 “an excessive amount of dust”、 “frequent memory failures and disc problems”, 接着就是 Question 8 前的一句话 “Other important equipment has also been affected.” 这句话比较笼统, “other important equipment” 具体指哪些设备, 作者很可能在下文有所交待。因此, 我们在选答案时, 应有意识地注意含有设备名称的句子。B 句中 “For example” 表示例举, “there have been several instances of photocopiers and printers being damaged by dust” 恰恰是说明一些重要设备 (photocopiers and printers) 因灰尘污染而遭到损坏, 这样我们就可以确定 Question 8 的答案为 B。

第二段的首句点明该段主题: 灰尘污染对职工身体健康的影响更加令人担忧。接着, 作者

举例说明原由:“Several have complained of eye irritation problems, sneezing and general difficulty in breathing, lasting for as long as an hour in certain cases.”到这里,内容中断,出现 Question 9, Question 9 的后面还有一句话“I recommend that the following action be taken”,但这句话主要起承接下文的作用,所以, Question 9 的答案应顺着前面的内容进一步展开。我们看到 I 句中“these immediate health problems”与作者所列举的一些健康问题相吻合,而且,句中的比较级(“Even more serious than these immediate health problems”)和转折词(“however”)可以将前文的内容进一步推进,从而说明问题的严重性。

接下去作者提出三点建议,每一段解释一点,我们需要根据每一段中第一句话的内容去找出它们的下文。首先应该明确每一点建议的基本内容,并注意关键词。第一点建议是:立即修理机器上(灰尘)排放系统中损坏的管道。很显然,作者强调的重点在“immediately”一词上。再看答案 D 句也强调时间“repairs are needed now”,并且此句中出现的“extraction pipes”、“defective”等词都与该项建议的内容相吻合。所以, Question 10 的答案为 D。第二点建议是:控制、检查灰尘量并作记录。Question 11 的答案内容应与此保持同一话题。从所提供的全部答案看,只有 G 句符合要求。“The findings of this monitoring”(“这一监测的结果”)正是指 Question 11 前一句话的内容(“checked”、“recorded”)。第三点建议是:找到更令人满意的排放灰尘的办法。顺着这一话题,我们看到 A 句应为 Question 12 的答案。因为它的主要内容“improved methods of dust limitation should be investigated”与前文最接近,并且,“such a system”显然指前面提到的“a much more satisfactory method of dust extraction”,全句内容为第三点建议的补充说明,而且这两句话中都出现“method(s)”一词。

第三部分(Questions 13-20)

第三部分共有 8 个问题,分 2 节。第一节包括 4 个问题,要求考生阅读一篇 400~500 字的文章,然后为其中的 4 段选择正确的标题(段意),有 7 个答案供选择。

解决这一部分的问题时可逐段进行,阅读的重点应放在找出各段主题句上,然后根据主题内容——对照答案,而不要把注意力过分集中在个别词上。段落的主题句大多出现在段首或段尾,但也可能在段中或没有明确的主题句。这时,可根据段中各句的意思及它们之间的关系总结归纳出全段的主要内容。无论有没有主题句,一个段落一般总是围绕着某一具体的话题及问题的某一方面来阐述的。还应值得注意的是:那些供选择的答案常以短语的形式出现,而不像主题句那样是完整的句子。选择答案时要注意检查你所确定的答案是否包括了全段的主要内容。

我们以样题第三部分中的几个问题为例:

PART THREE

Questions 13-20

● Read this text about how to negotiate, and answer questions 13 to 20.

At the Harvard Negotiation Project we have been developing a new method of negotiation explicitly designed to produce good results efficiently and amicably. This method, called *principled negotiation* or *negotiation on the merits*, can be boiled down to four basic points.

- 1 The first point recognises that human beings are not computers. People have strong emotions, often see things very differently, and do not always communicate clearly. In negotiation it often happens that emotions get mixed up with the objective rights and wrongs of the situation. Taking up a fixed position makes this worse because people's personalities become identified with their positions. So before the actual negotiation begins we need to distinguish between personal differences and differences over solutions to the problem.
- 2 The second point distinguishes between what people say they want, their stated positions, and what they really want, their underlying interests. Negotiating positions often hide what you really want. A compromise between two positions is not likely to produce an agreement which satisfies the needs underlying each position.
- 3 The third point acknowledges the problem of having to find a perfect solution while you're under pressure. Making up your mind in the presence of your opponent restricts your ideas. Deciding on something very important or trying to find the perfect answer limits creative thought. You can get around these limitations by arranging a set amount of time to think up a wide range of possible solutions which help both sides and creatively bring them together.
- 4 When both sides find that their interests are directly opposed, one negotiator may try to win simply by being stubborn. However, you can respond to such tactics by insisting that his opinion alone is not enough and that some fair independent standard is needed. This does not mean that you yourself select the independent standard, rather that both of you decide on one, such as market value, expert opinion, or law. By discussing such criteria neither side need give in to the other.

Questions 13–16

- For questions 13–16, choose the correct title for each paragraph from the box below.
- For each paragraph (1–4) mark one letter (A–G) on your Answer Sheet.
- Do not mark any letter twice.

13. Paragraph 1 _____
14. Paragraph 2 _____
15. Paragraph 3 _____
16. Paragraph 4 _____

- | | |
|---|-----------------------------|
| A | Opening negotiation |
| B | Firmness and success |
| C | Objective reference points |
| D | Separate people and problem |
| E | Invent options |
| F | Compromise and flexibility |
| G | Interests not positions |

Questions 17–20

- Using the information in the text, complete each sentence 17–20, with a phrase from the list below (A–G).
- For each sentence (17–20) mark one letter (A–G) on your Answer Sheet.
- Do not mark any letter twice.

- 17 You need to agree a fixed period to _____.
- 18 An example of the use of objective reference points is to _____.
- 19 It can be difficult to see the problem clearly if you _____.
- 20 A negotiating position often makes it hard to _____.

- | | |
|---|---------------------------------|
| A | analyse problems systematically |
| B | take an emotional approach |
| C | make up lots of options |
| D | consult a specialist |
| E | show strength and firmness |
| F | identify real needs |
| G | insist on your opinion |

Question 14 的答案应与 Paragraph 2 的内容相对。该段开头即点明主题: to distinguish between positions and interests, 其余皆为对主题内容的解释及说明。因此, G 为正确答案。该答案不能选 F, 因为虽然“compromise”一词在 Paragraph 2 中出现, 但不是在主题句中, 它的出现只是为了解释主题句的内容。

又如 Paragraph 4 中虽然没有明确的主题句,但全段内容围绕一个中心:运用公正、独立的客观标准(fair independent standard)。该段第一句话交待何时可以运用这一策略;第二句话引出这一策略;第三句话进一步解释其内容;最后一句话说明运用这一策略的意义。因此, Question 16 的答案应为 C。

此部分第二节中有 4 个问题,要求考生根据文章中有关内容在 7 个答案中作出正确的选择去完成 4 个句子。所有答案的句法结构基本相同,因此,只有对照原文从意义上加以区分,才能找出正确的答案。做题时应注意:

① 切忌离开原文,自我想像、推断,或过分依赖于常识。每一句话的内容都应以原文为基础。

② 迅速找到相关内容,仔细阅读。通常需要完成的句子所涉及的内容可从已给的句子前半部分看出,或已给的前半部分限定后面的内容。例如:Question 17 的前半句是:You need to agree a fixed period to. 回忆全篇文章的内容,只有一处提到时间,这就是 Paragraph 3 中的一句话:“You can get around these limitations by arranging a set amount of time to think up a wide range of possible solutions ...”。“a set amount of time”与“a fixed period”同义;“to think up a wide range of possible solutions”意为“想出许多可能的解决办法。”由此,可看出 Question 17 的答案应为 C make up lots of options(想出多种供选择的办法)。再看 Question 18: An example of the use of objective reference points is to ... 这里谈到运用客观、可供参考的观点,此内容是 Paragraph 4 的主题。回顾此段的内容,里面提到“expert opinion(专家意见)”,所以 Question 18 的答案应为 D。

第四部分(Questions 21—35)

此部分主要检测考生对词及短语的应用能力。该部分是以词(组)为单位的完形填空,共有 15 个问题。文章的篇幅约 180~250 字。一般说来,所涉及的专业词汇不多,主要是日常商务工作中常用的词和词组。

要做好这一部分题目,除了应具有一定的词汇量外,还需在以下几方面加以注意:

① 着手做题前应先将全篇内容通读一遍,以大致了解作者所要阐述的问题及其观点。

② 解题时应从头开始仔细阅读。就这类题目而言,一般开头几句话都是完整的,而文章或段落的开头往往能使我们把握文章基本内容进一步展开的方向,保持与作者相同的思路。

③ 注意前、后文中一些词、短语、句子结构以及相同意义的重复,它们常常能帮助我们找到正确答案。

④ 分析语法结构,按句子的语法要求选择正确答案。

⑤ 注意辨别词义及习惯用法,尤其是一些常用词或词组在商务中所表示的意思,如 forward 作动词时,常表示“发送,寄发”;(be)in the market for (sth.)表示“想购(某物)”等等。

下面,我们来看看样题的第四部分:

PART FOUR

Questions 21—35

● Read this letter about buying a computer.

- Choose the best word to fill each gap.
- For each question (21—35) mark one letter (A, B, C or D) on your Answer Sheet.
- One answer has been given as an example.

Example	A	B	C	D
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1 April 1993

Dear Mike

I have pleasure in confirming our ability to meet your requirements for the Silicon Graphics workstation. In view of your special needs, I suggest that you place your example for the agreed equipment as soon as possible. The 21 time for hardware for example is 6 weeks from receipt of order to 22 . Thus, an order placed with us tomorrow will 23 delivery to your site by the week commencing Monday, 15th May.

All orders must be accompanied by a 24 of 20% of the total amount shown on the attached 25 . The 26 amount should be paid no later than one week following delivery. Please note that 27 charges have not been included, and a separate invoice covering these charges will be 28 at the time of delivery.

As I 29 you on the phone, this particular hardware runs the 30 version of EUCLID-IS, 2. 2b. However, it is not expected that this software will be 31 in this country until next month.

We have every 32 in the suitability of our hardware for such software. Moreover, you can be assured of our 33 to solve any minor difficulties through our experienced customer service team.

As I informed you, the equipment carries a one-year 34 . During this period, we undertake to send one of our staff to carry out repairs on site within a period of 12 hours. For your future 35 , however, we also operate an insurance scheme, covering the equipment against breakdowns for a small additional cost.

Yours sincerely

Vincent Law

Example

A requirement B instruction C demand D order

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

21. A delivery	B arrival	C transport	D postage
22. A institution	B initiation	C introduction	D installation
23. A compel	B ensure	C promise	D maintain
24. A portion	B percentage	C deposit	D discount
25. A cheque	B invoice	C charge	D demand
26. A payable	B credited	C owing	D outstanding
27. A transportation	B transference	C transformation	D transmission
28. A written	B conveyed	C issued	D distributed
29. A affirmed	B confirmed	C certified	D assured
30. A latter	B latest	C last	D late
31. A serviceable	B available	C workable	D presentable
32. A confidence	B certainty	C dependence	D conviction
33. A skill	B facility	C ability	D talent
34. A undertaking	B guarantee	C insurance	D obligation
35. A notice	B concern	C awareness	D reference

纵观全文,这是一封促使顾客下定单的信函。从第一段的前几句话我们已能看出写信人极力建议对方立即下定单,其理由是定购的货物需要一定的时间才能运送到对方所在地。实际上,本段中留有空格的最后两句话所要表达的意思一致,所以,我们在选择这一部分的答案时可以对照前、后句的意思。在 Question 21 的四个答案中,arrival 表示“到达”,若选用该词,则不符合逻辑,因为“到达的时间”只能是一个具体的时刻,而不能是像“6 个星期”这样的一段时间;postage 表示“邮费,邮资”,不符合文中的意思,这样只能从 transport 与 delivery 这两个词中进行选择了。我们这时已能判断文中是指“运送货物的时间”,transport 一般着重于运输的动作或运输工具,而 delivery 则含有将货物运送至顾客手中的意思,所以,该答案应选 A,这也可从下一句中出现“delivery”一词加以确证。Question 22 的答案是完成介词短语“from receipt of order to...”所表示的内容,institution 是指“(机构、条例等的)建立,设立”;initiation 是“开始,创始”;introduction 是“介绍”;installation 是“(设备等的)安装”,显然,D 是最佳答案。Question 23 的答案较容易确定:compel 意为“迫使,强迫”,maintain 意为“保持,维持”,都不符合文中的意思;promise 可表示“答应、允诺、预示”;ensure 表示“使某件事的结果得以保证”,B 为正确答案。又如 Question 34 的答案应选 B,因为 undertaking 常指对做某事的“许诺,承担”,insurance 是为防止意外而进行的“保险”;obligation 则表示“责任”,只有 guarantee 符合该句意思,表示“(对商品质量的)保证”。