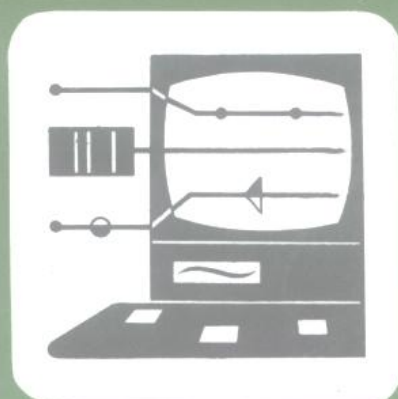


BEC1 考试丛书

剑桥商务英语教程

Getting Ahead 自测习题集

[英] Sarah Jones-Macziola and Greg White 著



CAMBRIDGE
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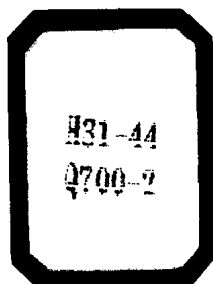
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[英] Sarah Jones-Macziola and Greg White 著

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出版说明

商务英语证书(BEC)考试是由英国剑桥大学考试委员会推荐、国家教委考试中心承办的权威性考试。该考试一年举办两次(每年 5 月和 11 月),今年将在全国 40 个城市全面展开。由剑桥大学签发的 BEC 证书可在各类经济部门、特别是涉外经济部门和“三资”企业招聘、晋升时作为英语能力的权威性证明。

本套丛书是剑桥大学考试委员会和国家教委考试中心指定的 BEC 考试配套教材。经剑桥大学出版社和国家教委考试中心授权,华夏出版社在中国大陆独家出版。任何其它出版单位不得以以上述名义或类似上述名义出版同类读物,违者必究。

本书是英国剑桥大学考试委员会指定的 BEC I 考试的学习用书,原书名为《Getting Ahead》(Home Study Book)。本书是配合《学生用书》而使用,在课程进度过半或即将结束时,本练习作为强化或检测之用。本书是参加 BEC 考试学员的必备用书,同时也是商务工作者、大学生以及一般英语爱好者的一本好的学习材料。

本书有两盒配套录音带是做练习时绝对不可缺少的。

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How to use the *Getting Ahead Home Study Book*

The *Getting Ahead Home Study Book* has many activities for you to do at home. There are:

- exercises to practise grammar and vocabulary from the *Learner's Book*
- extra listening, reading and writing tasks
- test units to help you check your progress

Key

Answers to most of the exercises are in the key at the back of the book. Some exercises have no key, so compare your answers with another learner or ask your teacher to check them.

Time

Each unit has three sections; you need about twenty minutes to do a section or an hour for each unit. It is a good idea to write your answers in pencil. Then check them with the key at the back of the book. And remember, it is better to learn a little every day than a lot just before your next lesson.

You

In most units there are sentences for you to complete about yourself. Try and do these, even if you do not work and are still at school or college. Learn your answers.

Listening

There are two types of listening tasks in the *Getting Ahead Home Study Book*:

Listening

You listen to speakers in different business situations and answer questions or take notes on what they say. They talk at normal speed so if you cannot understand something they say, replay the tape or CD and listen again.

Listening and speaking

These tasks practise pronunciation. You listen to different speakers and repeat what they say and/or listen and reply.

There are complete tapescripts of all the listening tasks in the key. You can use these to check your answers or if you cannot understand something.

Reference section

The main units finish with a reference section. This tells you about the main grammar points of that unit. There is also a list of the important words and expressions from the unit. You can write a translation in your language.

We wish you good luck and every success with the *Getting Ahead Home Study Book*.

Sarah Jones-Macticle

John

Introductions and greetings

1 Vocabulary

Morning, afternoon or evening? What do you say?



1 Good morning.....



2



3



4

2 Language in use

Read these conversations and then complete with the correct forms of the verb *to be*: *am*, *are* and *is*. Use short forms where possible, e.g. *I'm*, *he's*.

1 A: Good morning. I'm..... (1) Juan da Silva.

B: Pleased to meet you. My name (2)
José Hierro.

2 A: (3) you Ms Forgues?

B: Yes, I (4). Please call me Maria.

3 A: Excuse me, (5) your name Shepherd?

B: No, it (6). It (7) Fieldman.

4 A: (8) you Mr Xian?

B: No, I (9). I (10) Mr Fung.

5 A: (11) your name Perroni?

B: Yes, (12). How do you do?

6 A: (13) Mike Watson and Melanie

Hawkes from Toronto?

B: Yes, they (14).

3 Vocabulary

Match the title to the person.

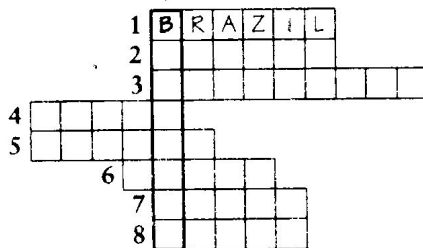
- 1 Ms (+ family name)
- 2 Mr (+ family name)
- 3 Miss (+ family name)
- 4 Mrs (+ family name)

- A man
- B married woman
- C unmarried woman
- D married/unmarried woman

1 Vocabulary

Look at the map and write the names of the numbered countries in the puzzle. Letters in the names make the hidden word.

Hidden word ▼



Now complete this sentence with the hidden word:

The VIP banking group has

..... in these countries.

2 Language in use

Use these phrases to complete the two conversations.

A How are you?

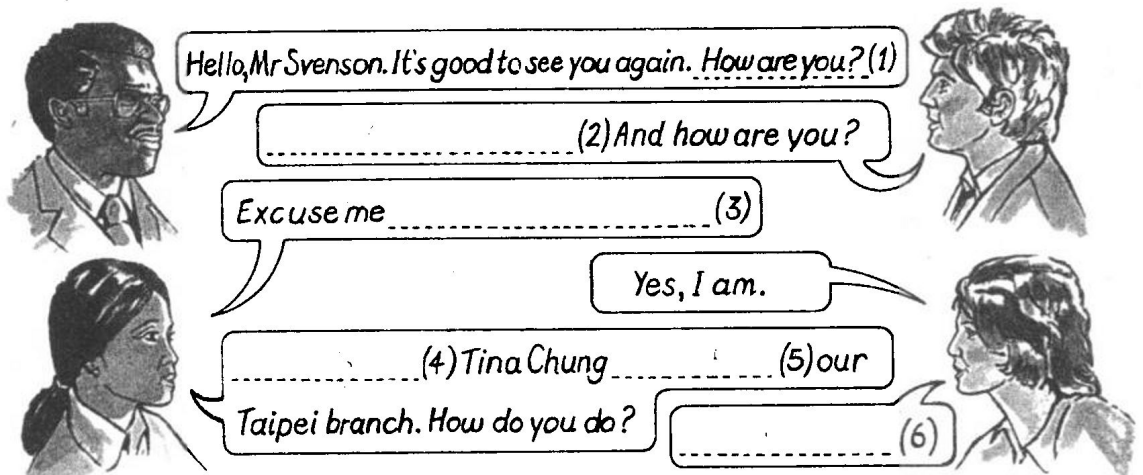
C Fine, thanks.

E Are you Ms Pilarski?

B My name's ...

D How do you do?

F I work in ...



Now listen and check your answers.

3 Listening and speaking

Practise introductions and greetings.
First, listen and repeat like this:

Voice: Pleased to meet you.

You: (Beep) Pleased to meet you.

Now listen and answer like this:

Voice: Pleased to meet you.

You: (Beep) Pleased to meet you, too.

1 Language in use

Introduce the people in the boxes.

Mr Tan China/Peking

Mr Kim Korea/Seoul

Ms Rao India/Bombay

Mrs Manos Greece/Athens

Mr Regueira Brazil/Sao Paulo

Ms Ersoy Turkey/Istanbul

- 1 This is Mr. Tan. He's from China. He works in the Peking office.
- 2 I'd like to introduce Mr. Kim.
- 3
- 4
- 5
- 6

2 Language in use

Read these conversations and then complete with suitable words.

A

- Warren: Hello Janette. It's (1) to see you again. How (2) you?
- Janette: Not too bad. And you?
- Warren: Fine, thanks. I'd like to (3) Paul Williams. Paul, this is Janette. She's over from Switzerland.
- Paul: Hello. Nice to (4) you.
- Janette: Nice to meet you, too.
- Warren: How (5) some coffee?
- Janette: Yes, please. Black with (6), please.
- Paul: Same for me, too.

B

- Warren: Come and meet Jodi Peterson, my assistant. Jodi, (7) is Janette Dupont. She's over from Switzerland.
- Jodi: How (8) you do, Ms Dupont?
- Janette: How do you do? Please (9) me Janette.
- Jodi: And I'm Jodi. Where are you from in Switzerland?
- Janette: Just outside Geneva.
- Jodi: Is it your first visit to Sydney?
- Janette: Yes, it (10).

3 Vocabulary

Fill in the missing months and days in the diary.

Now complete these sentences with your own information.

I have English classes on (day(s)).

My birthday is in (month).

THE YEAR AHEAD	THE WEEK AHEAD	JANUARY
Dates to note		
..... (1)	 (A) 17
FEBRUARY	 (B) 18
..... (2)		
..... (3)		WEDNESDAY 19
..... (4)		
JUNE	 (C) 20
JULY	 (D) 21
..... (5)	 (E) 22
..... (6)		
..... (7)		
NOVEMBER	 (F) 23
..... (8)		

Reference section

The verb to be

Positive

I	'm am	from Paris.
She He It	's is	
You We They	're are	

Negative

I	'm not am not	from Tokyo.
She He It	isn't 's not is not	
You We They	aren't 're not are not	

Question

Am	I	from Athens?
Is	she he it	
Are	you we they	

Short answer

Yes,	I	am.	No,	I	'm not. am not.
	she he it	is.		she he it	isn't. 's not. is not.
	you we they	are.		you we they	aren't. 're not. are not.

My name's Bob Brown. I'm from New York.
They aren't from Berlin, they're from Dortmund.
Are You Tom Black? Yes I am.

Useful words and expressions

Your translation

branch (noun)

office (n.)

Excuse me.

How do you do?

I'm sorry.

Please call me ...

Pleased to meet you.

How are you?

Fine, thanks.

Not too bad.

I'd like to introduce ...

How about some coffee?

2

Occupations

2.1

1 Grammar

Fill the gaps with *a* or *an*.

- | | | | |
|--------------------|-------------------|--------------------|-------------------|
| 1 accountant | 3 secretary | 5 supervisor | 7 agent |
| 2 clerk | 4 engineer | 6 manager | 8 inspector |

2 Vocabulary

Look at the pictures and choose the correct job from the words in the box.

sales manager engineer sales clerk architect accountant computer operator
bank manager secretary supervisor lawyer



1 Computer operator.....



2



3



4



5



6

Now write sentences about these people like this:

- | | |
|----------------------------------|---------|
| 1 She's a computer operator..... | 4 |
| 2 | 5 |
| 3 | 6 |

3



Listening

Listen and underline the number you hear.

- | | | |
|-----------|-----------|-----------|
| 1 12%/20% | 3 13%/30% | 5 50%/15% |
| 2 2%/10% | 4 80%/8% | 6 66%/76% |

1 Writing

These words begin with a capital letter.

- 1 Ms Gustafson, Mr Khartir, Mrs Iglesias, Dr Edwards
- 2 Toshiba, Coca Cola, Smith Exports Pty Ltd
- 3 Madison Avenue, Canterbury Street, World Trade Center
- 4 Monday, Tuesday, Wednesday
- 5 October, November, December
- 6 Mexico, Spain, Thailand


Which words above are:

- | | |
|----------------------------------|------------------------|
| A titles / people's names? | D days? |
| B countries? | E addresses? |
| C months? | F company names? |

2 Listening

Listen and complete the address.

URGENT



Horner and Horner

.....

.....

.....

3 Language in use

Read these telephone conversations and then complete with suitable words.

A

- Recept: Philips Exports. (1) morning.
- Green: I'd (2) to speak (3) Mr Brown.
- Recept: Who's (4), please?
- Green: My name's Joanne Green. I'm (5) Colour Print.
- Recept: (6) the line, please.
- Green: Thank you.

B

- Recept: Philips Exports. Good afternoon.
- White: (7) is Ian White.
- Recept: (8), what's (9) name, please?
- White: White, Ian White. Can I (10) to Mrs Black, please?
- Recept: Just a (11).
- White: (12).

1 Listening and speaking

Practise asking questions about people.
First, listen and repeat like this:

Voice: What's his surname?

You: (Beep) What's his surname?

Now listen and answer like this:

Voice: What's his surname?

You: (Beep) His surname's Sirotto.

Note: Use the information on this business card to help you answer the questions about Alex Sirotto.


<p>ALEX SIROTTO Product Manager</p> <p>GIZMO GADGETS LTD</p> <p>Prospect Place Swindon Tel: 0793 626315 Fax: 0793 626350</p>	
---	---

2 Language in use and listening

Some information is missing from this woman's business card. What questions can you ask to find out more information about her?

- 1 What's her first name?
- 2
- 3
- 4
- 5
- 6

..... (1) (2)
Accountant	
..... Inc. (3)	
.....	
Boston, Mass (4)	
Tel:	(5)
Fax:	(6)

 Now listen and fill in her business card.

3 Writing

Complete these sentences about yourself.

I work for (company)

as (position).

My business address is

My business telephone number is

My private address is

My private telephone number is

Reference section

Articles

an + vowel	a
	e
	i
	o
	u
a + consonant	

He's an architect.
She's a lawyer.

Pronouns

Subject **Object**

I	me
you	you
she	her
he	him
it	it
we	us
they	them

Possessive adjectives

my
your
her
his
its
our
their

What does he do?
What's her phone number?

Cardinal numbers

1 one	11 eleven	21 twenty-one
2 two	12 twelve	30 thirty
3 three	13 thirteen	40 forty
4 four	14 fourteen	50 fifty
5 five	15 fifteen	60 sixty
6 six	16 sixteen	70 seventy
7 seven	17 seventeen	80 eighty
8 eight	18 eighteen	90 ninety
9 nine	19 nineteen	100 a/one hundred
10 ten	20 twenty	1000 a/one thousand

Useful words and expressions

Your translation

What do you do?

Who do you work for?

I'd like to speak to ...

Speaking.

Hold the line, please.

Who's speaking?

List the jobs which are important to you and your work.

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

3

Companies

1 Vocabulary

Complete these sentences with the correct nationality.

- 1 Lucky Goldstar is a*Korean*..... company. 4 Volvo and Saab are companies.
 2 BMW and VW are companies. 5 JAL is a airline.
 3 KLM is a airline. 6 AT&T is an multinational company.

Can you add some more nationalities to these groups?

-ese	-ish	-(i)an
Portuguese.....	Spanish.....	Russian.....
.....
.....

2 Vocabulary and listening

Can you match the company headquarters to the places?

- | | |
|-------------|--------------|
| 1 Coca Cola | A Moscow |
| 2 Bayer | B Ivrea |
| 3 Olivetti | C Atlanta |
| 4 Aeroflot | D Leverkusen |



Now listen and give the correct headquarters like this:

Voice: The headquarters of Coca Cola are in New York.

You: (Beep) No, they're not. They're in Atlanta.



olivetti

AEROFLOT

3 Writing

A customer wants some information about your electronics company. What can you tell them? Use the information in the box to help you.

- 1 I work for
 2 We're a company.
 3 Our headquarters
 4 We have branches

This company is one of your competitors. What can you tell your customers about them? Use the information in the box to help you.

- 5 One of our competitors is
 6 They
 7 Their
 8

Name:	Higgins Electronics
Nationality:	British
Headquarters:	Glasgow
Branches:	New York, London and Frankfurt

Name:	Total Electronics
Nationality:	Taiwanese
Headquarters:	Taipei
Branches:	San Francisco, London and Tokyo

1 Vocabulary

Service or manufacturing industries? Write [S] or [M].

- | | | |
|-----------------|-------------------|-----------------|
| 1 [S] transport | 4 [] clothing | 7 [] banking |
| 2 [M] vehicles | 5 [] aerospace | 8 [] chemicals |
| 3 [] insurance | 6 [] engineering | 9 [] tourism |

2 Reading

Fill in this card with information on your own company or a company you know well.

INTERNATIONAL BUSINESSWEEK	
May 20, 199-	This card must be received by July 22, 199-
PLEASE PRINT	
Name	
Business	
[] Business [] Home Address	
City	
Country	
Postal Code	
Fax Number	
Please check one response for each following question.	
1 What is your company's type of business?	
MANUFACTURING	
1 [] Food/Drink/Tobacco 2 [] Textiles/Clothing 3 [] Engineering	
4 [] Chemicals 5 [] Vehicles 6 [] Other manufacturing -	
please specify	
SERVICES	
1 [] Import/Export 2 [] Hotels 3 [] Telecommunications	
4 [] Travel/Transport 5 [] Banking 6 [] Insurance 7 [] Accounting	
8 [] Legal 9 [] Other services -	
please specify	
2 What is your title?	
A [] General Manager B [] Division Manager C [] Department Manager	
D [] Other Manager E [] Student F [] Other -	
please specify	
3 How many employees are there in your company worldwide?	
1 [] Under 100 2 [] 100-999 3 [] 1,000-2,499 4 [] 2,500-4,999	
5 [] 5,000-9,999 6 [] 10,000 or more	

3 Grammar

Complete these questions with *is*, *are*, *do* or *does*.

- American Express in the insurance business?
- What Fuji sell?
- Seat and Skoda make cars?
- Pepsi and Coca Cola in the banking business?
- What IBM and Apple produce?
- Toyota produce computers?

Now match the questions to these answers.

- | | | |
|-----------------------|--------------------------------|-------------------------|
| A Computers. ..5..... | C No, it doesn't. | E No, they aren't. |
| B Yes, it is. | D Photographic equipment. | F Yes, they do. |

4 Writing

Complete these sentences about your own company or a company you know well.

- I work for (company).
- We're in the (business).
- We produce (goods).
- Our customers are (companies).
- Our competitors are (companies).
- We export to (countries).

1 Language in use

Match the questions to the answers.

- | | |
|----------------------------------|-----------------|
| 1 Where are your headquarters? | A Chips. |
| 2 What's your turnover? | B Worldwide. |
| 3 Who are your competitors? | C Tokyo, Japan. |
| 4 What do you produce? | D IBM, Intel. |
| 5 Where do you export to? | E 100,000. |
| 6 How many people do you employ? | F \$18 billion. |

2 Reading and listening

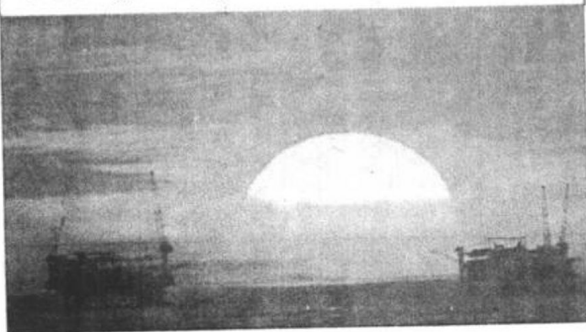
Read this information on AFL. Then make questions to find out the missing information.

AFL

Sales of \$ (1), (2)
employees. Production and sales in over 200
companies around the world. That's AFL today.

AFL tomorrow – we expect strong growth in our main
businesses: and
..... (3). We have (4)
subsidiaries in the and in
..... (5).

AFL today and tomorrow. In a position to solve
problems in food supply, environmental protection
and energy recovery.



- 1 What
- 2 How many
- 3 What
- 4 How many
- 5 Where



Now listen to someone talking about AFL and fill in the missing information.

Reference section

Present simple tense

Positive

I You We They	make sell export	widgets.
She He It	makes sells exports	

Negative

I You We They	don't do not	make sell export	widgets.
She He It	doesn't does not		

Question

Do	I you we they	make sell export	widgets?
Does	she he it		

Short answer

Yes,	I you we they	do.	No,	I you we they	don't. do not.
	she he it	does.		she he it	doesn't. does not.

We make clothing.
They don't export to China.
Does Volvo sell cars? Yes, it does.

Useful words and expressions

	Your translation		Your translation
branch (n.)	export (verb)
competitor (n.)	import (v.)
customer (n.)	make (v.)
employee (n.)	manufacture (v.)
headquarters (n.)	produce (v.)
subsidiary (n.)	sell (v.)

List the industries and services that are important to you and your work.

.....
.....
.....
.....
.....
.....
.....
.....