



BUSINESS ENGLISH CERTIFICATE 2 PRACTICE TESTS

剑桥大学商务
英语证书考试

BEC2

试题集

文和平 黎勇 刘美 编

北京语言学院出版社

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(京)新登字 157 号

图书在版编目(CIP)数据

剑桥大学商务英语证书考试(BEC2)试题集=BUSINESS ENGLISH CERTIFICATE 2 PRACTICE TESTS/文和平等编. 北京:北京语言学院出版社,1994

ISBN 7-5619-0438-X

I. 剑… II. 文… III. 商务-英语-试题-汇编 IV. H319.4-44

剑桥大学商务英语证书考试(BEC2)试题集

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北京语言学院出版社出版发行

(北京海淀区学院路15号 邮政编码100083)

新华书店北京发行所经销

北京语言学院出版社印刷厂印刷

开本 787×1092 毫米 1/16 8.75 印张 174 千字

1994年10月第1版 1994年10月第1次印刷

印数:1--10100册

ISBN 7-5619-0438-X

H·316 定价:7.70元

前 言

剑桥商务英语证书考试(第2级)(BEC 2)是剑桥大学考试委员会为中国从事商务活动的较高层次的人员而专门设计的一种考试,程度在中级至中上级之间。和BEC 1一样,该考试也是从听、说、读、写四个方面对考生进行全面考察;考试也是分为两个阶段。第一阶段是笔试,包括阅读和写作、听力两个部分。第二阶段为口试。

本书是为准备参加BEC 2考试的考生而编写的练习题集,一共5套;练习题后附有听力文字材料及答案。

本书是按照BEC 2样题设计、编写的,目的是为了让学生了解和熟悉该考试的难易程度,考试题型及范围。

本书的阅读部分由Annie J. Lee女士审阅,并提出了许多宝贵意见;听力部分的电话对话文字材料由Rosanne Lees小姐进行了修改,在此一并致谢。

编 者

1994年8月

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BUSINESS ENGLISH CERTIFICATE 2

(BEC 2)

Practice Tests

These practice tests have been produced to indicate the level and scope of the Business English Certificate 2 test. They have been produced outside normal quality control procedures and are not therefore representative of the quality that the live test will display.

PRACTICE TEST ONE

READING AND WRITING TEST

Time allowed: 90 minutes

- There are forty-seven questions in this chapter:

Reading Questions	1 — 45
Writing Questions	46 & 47
- Read the instructions for each part carefully.
- Attempt all questions.
- Mark will not be deducted from incorrect answers.
- You must write all your answers in pencil on your Answer Sheet—no extra time is allowed for this.

READING

PART ONE

Questions 1 - 7

- Read these sentences and the product advertisements on page 3.
- Which product does each sentence (1 - 7) describe?
- For each sentence mark **one** letter (A, B, C or D) on your Answer Sheet.

Example

This product features its long hand.

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

1. Before something dangerous is to happen, it can automatically stop all operations.
2. From inside it, you can see everything around you.
3. The product features high engine output and excellent stability.
4. Construction workers often use it to lay pipes.
5. The product can inform us of how much the crane can carry.
6. You can often find it at a port where it is used to carry containers to a ship.
7. It is useful and popular because it produces much less pollution.

A THE AKERMAN CRAWLER EXCAVATOR

Designed for high productivity in a wide variety of applications on building sites, the new Akerman H5 is driven by a 3.9 litre, four cylinder turbo diesel engine capable of developing 132 kw (180hp) at peak output. At moderate speed the engine utilises 80 kw (100hp). A long, wide undercarriage together with a well-balanced superstructure aids stability. The undercarriage is driven by two powerful variable displacement piston motors with built-in break valves, giving a high crawler speed of 5.1 km/h.

B WARNING SYSTEM

The system provides precise information on crane limits and capabilities. With the LMI (load moment indicator), limits can be preset to alert the operator of critical load conditions. Warnings are also given when the LMI system senses that maximum crane capacities are approaching for specific conditions. If the operator fails to make adjustments following the warning signals, the LMI will shut the crane down to prevent damage.

C FAST-ERECTING SYSTEMS

Liebherr's K system fast-erecting cranes series extends from 22K, with a hook height of 20.0m, 24.0 working radius and load capacity of 900kg, to the 112K with a maximum hook height of 33.8m, 50.0m working radius and 1,200kg load capacity. The crane's maximum load is 8,000kg. The 112K is the largest fast-erecting crane and the only one suitable for road travel with absolutely complete, ready-to-erect units, with a hook height of 29.0m and working radius of 50.0m.

D QUICK-FIT LOADERS

The new loader offers controlled power for smooth operation from a compact 4-cylinder engine incorporating state of the art design with an integrated cooling system and environmentally friendly gas and noise omission. The loaders have a completely new cab design and an ergonomically designed control panel, adjustable operator seat, and all round visibility.

PART TWO

Questions 8 - 12

- Read this text which is about the possibilities for the Restaurant Division.
- Choose the best sentence from the list A - I on page 5 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: Alton Sanders, President

From: Gary Johnson, Executive Assitant to the President

Date: 27. 3. 1994

Re: Possibilities for the Restaurant Division in the 1990s

This report was authorized by President Alton Sanders on January 11, 1994. Its purpose is to analyse the performance of our restaurant division and to recommend a course of action. *example*

The first Gateway restaurant was opened over 25 years ago in Falls Church, Virginia. 8. Encouraged by the success of these operations, Gateway management gradually expanded the chain into surrounding states, moving first into the Middle Atlantic and New England areas, then into the Southeast. 9. Although some sites still feature a self-serve buffet, most of the restaurants now provide table service and a complete breakfast, lunch, and dinner menu.

Historically, the restaurant division has been one of Gateway's strongest operations, providing approximately 20 percent of the corporations sales and 26 percent of its profits for much of the past decade. 10. In an attempt to determine why, management has decided to take a closer look at the division's recent performance in light of trends in the restaurant industry as a whole. 11. A final selection analyses the alternatives available to management and presents recommendations for the future.

In preparing this report, the study team analysed internal data and reviewed published information pertaining to the restaurant industry. 12. In addition, the team has interviewed over 50 professionals and has surveyed some 1,500 Gateway restaurant patrons.

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 Restaurant division sales in most recent fiscal year totalled \$ 3.9 million.
- B These issues will be examined in the following sections.
- C As the chain grew, the cafeteria format was modified.
- D Offering moderate prices in a pleasant family-oriented environment still has broad appeal.
- E A closer look at the division's financial results suggests that two internal factors are involved in the restaurant division's relatively slow growth.
- F The analysis does not include institutional food-service operations.
- G The team also analysed demographic data furnished by the business development agencies of the 21 states in which Gateway restaurants are located.
- H Initially, the chain consisted of moderately priced cafeteria-style restaurants located in the suburbs of Washington D. C. .
- I However, in the past two years the restaurant division's sales and profits have fallen below expectations.

PART THREE

Questions 13 - 20

- *Read this text about how to negotiate, and answer questions 13 to 20 on page 7.*

Life is full of transactions. Whether you're bargaining over the terms of your employment, the conditions of a lease, the price of a car, or the evening's dishwashing responsibilities, you want to get the best deal you can, preferably without alienating the other person. You can succeed if you follow a systematic approach:

- 1 Before you enter negotiations, define your goals. If you know what you hope to obtain, you can explain your position more clearly to the other side. In addition, you are less likely to make concessions on the spur of the moment.
- 2 Always approach the negotiations armed with information that supports your position. Let's say, for example, that you are trying to convince a potential employer to give a more generous starting salary. If you know that comparable companies are paying that much for similar employees, you will have a strong basis for supporting your position.
- 3 You can always get what you want more easily if the other person benefits too. Before your meeting, try to find out what might be acceptable to the other party. For example, if you're buying a new car, get the wholesale list price so you know the dealer's break-even cost.
- 4 The important thing to remember about negotiations is that usually both parties can get what they want if both are willing to compromise. In many cases, the negotiating process is chiefly an exchange of opinions and information that gradually leads to a mutually acceptable solution.

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	Know your strengths and weaknesses
B	Be well-prepared
C	Search for mutual satisfactory solutions
D	Know what you want
E	Consider the other person's needs
F	Be ready to compromise
G	Resist the pressure to cave in

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. An example of your being interviewed by an employer is to
18. It is considered skilful for you to
19. The ready-to-compromise parties can easily find themselves
20. The purpose of getting the wholesale list price is to

A	reach an agreement
B	make a reasonable offer to the other party
C	get familiar with negotiating skills
D	strengthen your negotiating position
E	avoid any hasty action
F	inform the other party of your goals
G	deal with different problems arising in the negotiation

PART FOUR

Questions 21 - 35

- Read this letter about Kleen-Kut lawn mower.
- 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.

April 4, 1994

Dear Mr and Mrs Larsen:

Your lawn mower is being **example** to you today. The 22-inch Kleen-Kut mower with the vacuum grass catcher will not only give you a clean, beautifully manicured lawn but also give you one free of brown rot, the disease that 21..... lawns when cuttings are not 22.....

So far this spring, almost every customer who has 23..... a Kleen-Kut lawn mower has also taken 24..... of the special savings on the vacuum grass catcher. Because such demand was not 25....., our 26..... of grass catcher is temporarily depleted.

When we realized that we were 27..... out of this popular product, we phoned the manufacturer to order 28..... vacuum grass catchers. This 29..... is now on its way, and we should have it within one week. On the day the grass catchers 30..... us, we will send yours by parcel 31..... Within two weeks, you can be 32..... the convenience of your grass catcher.

Other Kleen-Kut products that will help you 33..... your lawn and flower beds are shown in the enclosed catalogue. Note that during our spring 34....., the price of some products have been 35..... by as much as 50 percent. At those savings, your yard could be the envy of the entire neighbourhood.

Sincerely,

Arthur Brill
Manager

example

A taken B transformed C carried D shipped

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

21. A inflicts B afflicts C affects D influences
22. A moved B removed C revised D eliminated
23. A obtained B pursued C ordered D purchased
24. A profit B vantage C advantage D use
25. A participated B anticipated C appreciated D imagined
26. A supply B supplement C offer D support
27. A deprived B running C going D selling
28. A another B additional C traditional D other
29. A transportation B order C shipment D commodity
30. A reach B arrive C notify D inform
31. A service B separation C mail D postage
32. A enjoying B rejoicing C owning D receiving
33. A repair B maintain C keep D remain
34. A advertisement B enhancement C promotion D adventure
35. A decreased B dropped C deduced D reduced

PART FIVE

Section A

Question 36 - 40

- Read this text about Subtitle D regulations.
- In most of the lines (36 - 40) there is one extra word which does not fit in. One or two lines, however, are correct.
- If the line is correct, put a tick (✓) in the space on your Answer Sheet.
- If there is an extra word in the line, write that word in the space on your Answer Sheet.

Example:

The goal of the USEPA's Subtitle D regulations is for for.....
environmental protection through safe landfill operating practices. ✓

SUBTITLE D

- To many small communities however, these stricter requirements will result
36. in the closure of existing landfills and could ~~be~~ mean long, costly hauls to
37. a remote, approved facility. In addition, Subtitle D requires extensive
38. environmental safe-guards that make siting a new landfill, or bringing
39. an existing one into compliance, virtually impossible for more smaller communities.
40. In communities all over across America, BFI is showing local officials how a
cost-effective transfer station can help them ease the burden of Subtitle D.

PART FIVE

Section B

Questions 41 - 45

- *A colleague of yours has written a letter and asked you to check it.*
- *In each line there is one wrong word.*
- *For each numbered line (41 - 45) write the correct word in the space on your Answer Sheet.*

Example:

There should not be any needy for this request. need.....

Dear Sirs,

We have received your letter asking about electronic equipment.

41. We would deem it a honour to transact business with your esteemed

42. company and had pleasure in enclosing herewith our current price list.

43. You will see that the prices we quote therein are really the cheaper that

44. you can get anywhere and the quality is good either. We do not allow

45. discounts to new customers, although we will be happy to do so if you do

business with us a second time.