

# 剑桥 商务英语证书 考试大纲

(第1、2级)



中国国家教育委员会考试中心  
英国剑桥大学考试委员会

机械工业出版社

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## 内 容 简 介

剑桥商务英语证书考试(BEC)是中国国家教委考试中心和英国剑桥大学考试委员会为适合中国改革开放的需要,自1993年起在中国合作举办的剑桥英语证书考试的第一个项目。本书是剑桥大学考试委员会专为该考试第1级(BEC1)和第2级(BEC2)分别设计提供的考试大纲。大纲除报考须知外,按综合指南以及读、写、听、说五个部分,对BEC1和BEC2各部分的考试目标、要求、内容、题型要素等作了明确规定和详细说明,并附有完整样题各一套,样题听力部分配有录音磁带(一盘)和录音原文,其后还附有报名表、准考证、答题卡、口试记分卡和BEC成绩证书样例等。BEC1和BEC2考生可分别根据各部分大纲进行考前准备。本书是BEC考生及对BEC考试抱有感兴趣的商务工作人员和各类英语爱好者的一本重要参考书。

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(第1、2级)

中国国家教育委员会考试中心  
英国剑桥大学考试委员会

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# 前 言

国家教委考试中心是国家教育委员会直属事业单位,除主管全国范围内的大型教育考试外,它还负责承办国外考试机构在中国举行的海外教育考试。对其中影响较大的“托福”(TOEFL)考试的承办时间已达 10 余年之久。

为了适应我国改革开放对外语人才日益增长的需求,国家教委考试中心与英国剑桥大学考试委员会于 1993 年 7 月就在中国合作举办剑桥英语考试签署了协议。剑桥商务英语证书考试(BEC)作为双方合作考试的第一个项目,自 1993 年 11 月在部分省市举行 BEC1 考试之后,1994 年将在全国二十五个省市的四十三个考点同时举行 BEC1 和 BEC2 考试。

为了满足广大考生及英语爱好者了解该项考试的迫切要求,我们与英国剑桥大学考试委员会共同出版了这本《剑桥商务英语证书考试大纲》(第 1、2 级)。大纲中包括考生所关心的报考须知(中文)及剑桥大学考试委员会编写的考生指南(英文)等内容。对于有关 BEC 考试的报考方法、考试目标、内容要求、试卷结构、题型题量和评分方法等都作了明确规定和详尽说明,并附有 BEC1 和 BEC2 样题各一套,样题听力部分配有录音磁带(一盘)和录音原文。本书将对社会各界人士了解 BEC 考试提供有益的帮助。

大纲中涉及的考试资料未经同意不得擅自翻印和出版发行,否则一经发现将追究责任,并依法查处。

国家教委考试中心

一九九四年五月

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## A SAMPLE OF BUSINESS ENGLISH CERTIFICATE 1

# 剑桥商务英语证书考试(BEC1)考生须知

## 一、简介

英国剑桥大学是一所世界闻名的高等学府,剑桥大学考试委员会是它的一个附属机构。该考试委员会的任务除在英国提供中学层次教育的标准化考试之外,一个重要的领域就是在全世界范围内提供以英语作为外语的 EFL(English as a Foreign Language)考试。它所举办的英语水平考试,由于特别强调语言的交际功能,以丰富的教学手段和教学方法为后盾,因而在世界各国获得承认,被广泛运用于入学、就业等各种用途。目前,剑桥大学考试委员会在世界上一百多个国家设有考点,每年参加剑桥考试的考生人数达一百多万。

中国国家教委考试中心是我国国家级教育考试主管部门,负责承办和管理我国各项国家级教育考试并受国家教委委托代办海外机构在我国举办的各类教育考试。

国家教委考试中心和剑桥大学考试委员会为适应中国改革开放的需要,双方协议自 1993 年起在中国合作举办剑桥英语考试。

作为双方合作的第一个考试项目,双方协议首先举办剑桥商务英语证书考试。该考试在欧美许多国家被广泛承认,是在就业领域中最权威的英语能力证明。它的最高级别考试在欧美又称为国际商贸英语证书考试 CEIBT(Certificate in English for International Business and Trade)。该考试根据商务工作人员业务水平的需要,对考生在经济和一般工作环境下使用英语的能力从听、说、读、写四方面进行全面考查,并提供标准统一的权威证书。因此,可被各类机构特别是在工作中要使用英语的涉外经济部门用来在招收职员时作为英语能力的证明、英语学习者作为提高英语水平的验证等。对用人单位来说,它为求职者提供权威和统一的英语能力标准,对即将进入就业领域的在校学生或已工作的青年来说,它将是就业、求职的重要砝码。

根据中国的实际情况,为鼓励更多的有志青年努力成才,剑桥大学聘请许多 EFL 专家,又在该考试系列中专门设计了较低和中上级别的两个考试:即商务英语证书考试(第 1 级)《Business English Certificate (BEC) 1》和商务英语证书考试(第 2 级)(BEC2)。这两个考试则是针对英语为非母语国家的需求而设计的,主要在亚太等经济迅速发展、国际交流日益增多的国家和地区实施,具有更广泛的适用性,因而迅速受到国内外的欢迎,我国不少大型企业或行业主管部门对此很感兴趣,一些学校和电视台准备推出配套的教学节目,亚洲一些经济发达国家则要求剑桥大学在其国内举办该项考试。

在 BEC 考试系列中,原有的 CEIBT 将作为 BEC 第 3 级,以便该考试与国际通用标准接轨, BEC 第 3 级考试合格的考生将得到 CEIBT 证书。

## 二、报 名

BEC 考试报名时间为考试两个月前,具体日期由各考点确定,请注意各考点通告。

国家教委考试中心规定,参加 BEC 考试不需要任何特殊资格,任何人都可持中华人民共和国居民身份证(身份证号码将打印在成绩证书上)报名;无身份证者需持护照、军人身份证等

其它有效身份证件报名,也可持工作证和单位介绍信报名。考生的身份证号将打印在成绩证书上,无身份证者获得的成绩证书上身份证号空缺。

报名同时需按标准交纳考试费,考试费(STAGE 1)约为 195 元人民币。由于牵涉到汇率变化,具体数字以考点公布为准。

考生报名时应得到的材料如下:

①报名表(REGISTRATION FORM)(填涂后交回)

②考试指南(A GUIDE TO BEC)

③BEC 样题磁带

以上材料费用均包括在报名费中。

报名考生应按要求填涂报名表(REGISTRATION FORM),填涂前请仔细阅读以下填涂说明。

### 报名表填涂说明

1. 使用 2B 铅笔按照图示正确格式填涂。
2. 在“YOUR NATIONAL ID NUMBER”栏每列第一格内填上身份证号,然后将下方相应数字位置涂黑。
3. 根据考生本人性别涂黑“GENDER”栏相应的方框。
4. 向报名处工作人员询问考点编号填入“TEST CENTER”栏第一行各格并将下方相应数字涂黑。
5. 将考生本人出生日期填入“DATE OF BIRTH”栏第一行各格并将下方相应数字涂黑。
6. 在“NAME IN ENGLISH”栏,按从左到右顺序,首先将本人姓的拼音填入第一行的格子中,每格只填一个字母,然后空一格,再把自己的名的拼音填入后面的格子中,有两个以上汉字的名各字中间不空格。填完后,将下方相应字母涂黑。
7. 不得由于任何原因折叠报名表。
8. 报名表上用英文提的问题是供考试研究使用的,请考生准确填涂,谢谢合作!

报名结束后,请于考点规定的时间到原报名点领取准考证。领取准考证时请携带一寸免冠正面照片一张。准考证上的考生个人信息是通过计算机从报名表上读取的,考生在领取准考证时必须仔细核对是否有误,一旦发现错误,请告知报名处工作人员及时修改并要求盖章证明,否则将导致不许进入考场、无成绩单等不可知后果。

根据剑桥大学规定,因故缺考的考生可退回部分考试费。缺考考生最迟于笔试结束后十天内到原报名点领取,逾期不予办理,退费金额为 80 元人民币。

### 三、考 试

BEC1 考试分两阶段进行。第一阶段(STAGE 1)为书面考试,第二阶段(STAGE 2)为口试。所有考生均得参加第一阶段的考试,在第一阶段考试中获得 A 级的考生方可参加第二阶段的

口试。

考生入场时要携带居民身份证和准考证,证件不全者一律不得入场。入场时除 2B 铅笔及橡皮外,不得携带其他文具。

考试开始前 20 分钟开始入场,开始后 10 分钟停止入场。

书面考试包括阅读(约 40 分钟、总分 40 分)、写作(约 30 分钟、总分 20 分)和听力(约 20 分钟、总分 30 分)三个部分。考生在做题时要服从监考人员的指挥,按照监考人员的指令答题。

考生必须将所有答案按规定格式填涂到答题卡上,否则一律按未答处理(在听力考试部分,可以先写在试卷上,最后在规定的时间内填涂到答题卡上)。

答题卡共有两张,一张是阅读和写作,另一张为听力。考生领到试题和答题卡时,首先要将自己的准考证号(CANDIDATE NUMBER)按要求填好,再把相应的数字涂黑,然后开始答题。凡是选择题考生只需将选定的字母涂黑,需要作出文字答案的试题需将答案按要求抄写在答题卡的规定部位,文字答案的字迹应清楚整齐,以免因字迹潦草影响阅卷。

第一阶段考试约一个月后考生可得到成绩通知单,考生报名时要与考点确认成绩通知单的领取方式。

BEC1 以等级制报告成绩。考试成绩共分 A、B、C、D、U 五个等级,获 A 级的考生将同时得到口试通知单,确定口试的时间、地点等事项,参加口试的考生于口试当天另交口试费 35 元。

口试于笔试结束后约一个半月举行。口试考官由剑桥大学聘请的中国英语教学专家担任,口试在剑桥大学专家的监督下进行。

考生因故不能在原报名考点参加考试需在其它考点所在城市参加考试者,可事先与原考点和拟参加考试考点分别协商变更考试地点。

#### 四、证 书

凡在第一阶段考试中获 D 级以上的考生将获得剑桥大学考试委员会签发的认定证书。口试成绩共分三级,其中口试成绩为 I、II 级的考生其口试成绩在证书上标明,口试成绩为 III 级的考生与未参加口试的考生均作未参加口试处理。

获得证书的考生在第一阶段考试结束后约三个月到原考点领取证书。



# CAMBRIDGE

EXAMINATIONS, CERTIFICATES & DIPLOMAS

# **B**usiness **E**nglish **C**ertificate 1

*A Guide to the  
Business English Certificate 1*

**ENGLISH AS A FOREIGN LANGUAGE**

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**University of Cambridge**  
**Local Examinations Syndicate**

## **CONTENTS**

*This booklet provides the following information about BEC:*

- **Introduction**
- **Time of Examination**
- **Aims and Objectives**
- **Examination Structure**
- **Paper Details**
- **Syllabus**
- **Question Paper Format and Item Types**
- **Marking and Grading**
- **Use of Answer Sheets**
- **The Speaking Component**
- **Specimen Paper and Tapescript**

## INTRODUCTION

The Business English Certificate 1 (BEC 1) is a proficiency test designed to meet the international business needs of learners of English as a foreign language. It is an examination in reading, writing, listening and speaking in a business context, aimed at the elementary and lower-intermediate levels of competence.

BEC 1 is primarily intended for:

- a) lower to middle-management business people;
- b) intermediate and senior clerical staff, and;
- c) students preparing for a career in business.

## TIME OF EXAMINATION

BEC 1 will be administered for the first time in November 1993.

It is intended that, from 1994, BEC 1 will be offered twice a year on fixed dates in May/June and October/November.

## FURTHER INFORMATION

Further information on registration for this examination can be obtained by contacting:

UCLES Asia Pacific  
1 Hills Road  
Cambridge  
CB1 2EU  
United Kingdom

Tel: 44-223-316508  
Fax: 44-223-315347

or:

## AIMS AND OBJECTIVES

The Business English Certificate relates to the use of English for the following purposes:

- Carrying out routine business transactions
- Giving and obtaining factual information of a personal and non-personal nature
- Establishing and maintaining business contacts

BEC 1 also relates to the use of spoken English both on the telephone and in face-to-face contact with native and non-native speakers.

## EXAMINATION STRUCTURE

BEC 1 is a two-stage examination:

Stage 1 will consist of a Reading/Writing paper and a Listening test.

Stage 2 will be an assessment of speaking skills.

All candidates who achieve grades A, B, C, or D in Stage 1 will receive a certificate showing their achievement.

Only candidates who achieve the highest grade in Stage 1 will be eligible to take the speaking test. Those who demonstrate a sufficiently high standard of spoken English in the test will have this recorded on their Business English Certificate.

## PAPER DETAILS

### Reading/ Writing Paper

*(Time allowed:  
70 minutes)*

*(60 marks)*

40 objective (multiple-choice) items based on reading business-related texts, including interpretation of charts, graphs and diagrams.

3 guided writing tasks, ranging from writing single words and phrases to a longer 60 word memo or letter.

Suitable texts/topics for these questions will be chosen from a range of genuine texts and extracts drawn from a business context. Where necessary, texts will be modified to suit the language levels required by this examination.

A variety of objective question types will be used including multiple-choice, matching, and gap-filling.

A range of typographical styles, pictures and graphics will be used to make the test attractive to the user, to provide a greater degree of contextualisation and to increase the authenticity of the tasks.

## **Listening Paper**

***(Time allowed:  
about 30 minutes)***

***(30 marks)***

30 objective items including both multiple-choice and written, short-answer questions.

Listening is tested using pre-recorded material on audio-tape. The aim is to test the candidate's ability to understand spoken English in a range of situations. In particular, the candidate should be able to follow short spoken exchanges and to extract specific information without necessarily understanding every word.

The texts presented on the tape are written or adapted by item writers specifically for the test. Actors and carefully controlled scripts are used to produce the recording in a studio. However, every effort is made to simulate real speech, both monologue (e.g. announcements, forecasts, etc.) and dialogue (e.g. telephone conversations).

A mixture of female and male voices is used.

For some questions the candidate is required to fill in a form or complete a memo using information extracted from the text.

(Candidates will be allowed a period of 10 minutes at the end of the listening task to transfer answers to the Answer Sheet.)

## **Speaking Component**

***(Time:  
approximately  
10 minutes)***

The Speaking Component of BEC will have the following format:

Candidates will, where possible, be tested in pairs.

The first stage of the test will take the form of an interview, with each candidate talking to the examiner.

The second stage will be a communication activity. Instructions for this will be given by the examiner. The candidates will then ask each other questions and respond accordingly.

Further details are given on page 15 of this guide.

## **Rubrics and Instructions**

All instructions will be given in English.

## SYLLABUS

### Summary of Functions, Notions and Communicative Tasks

The syllabus is divided into the following areas:

1. functions, notions and communicative tasks;
2. grammar and structure; and,
3. text types.

Imparting information  
Expressing and finding out attitudes  
Getting things done  
Socialising  
Structuring discourse  
Communication repair

Personal identification  
The business office/environment  
Daily routine  
Entertaining clients  
Business travel  
Relations with other people: clients, competitors, colleagues, etc.  
Negotiations; buying and selling  
Business companies, systems  
Products and processes  
Results and achievements  
Services

**DETAILED  
INVENTORY  
OF SPECIFIC  
FUNCTIONS,  
NOTIONS AND  
COMMUNICATIVE  
TASKS**

**Introductions**

Greeting people and responding to greetings  
Introducing oneself and other people  
Asking for and giving personal details: names, nationality, occupation, etc.  
Asking about and describing jobs  
Asking about and describing responsibilities  
Asking and talking about a company and its organisation  
Understanding and completing forms giving personal and/or company details  
Interpreting and writing letters giving personal details (incl.. job application letters)  
Interpreting and writing curricula vitae  
Interpreting and writing letters of reference and/or testimonials

**Using the  
telephone**

Answering the phone and making a phone call  
Giving and interpreting numerical data as well as common abbreviations and acronyms (used in international business)  
Exchanging simple information over the telephone  
Taking simple messages

**Plans and  
arrangements**

Making appointments  
Arranging meetings  
Re-scheduling appointments and meetings  
Confirming plans  
Changing plans  
Asking for and giving permission  
Getting people to do things for certain dates  
Promising to do something  
Predicting future trends and results  
Describing future possibilities: new products, markets, etc.

**Products and  
Services**

Describing products  
Understanding and explaining how something works  
Asking for and giving detailed information about products  
Evaluating new products  
Comparing products and prices  
Complaining about products and dealing with complaints  
Apologising and accepting apologies  
Expressing preferences, like and dislikes

**Business  
Meetings**

Asking for and giving opinions  
Agreeing, partly agreeing and disagreeing  
Making, accepting and rejecting suggestions  
Expressing needs and wants  
Talking about (im)probability and (im)possibility  
Expressing certainty and doubt  
Discussing problems and making recommendations  
Justifying decisions and (past) courses of action  
Understanding minutes of meetings

**Systems and Processes**

Exchanging information on company facilities  
Understanding and explaining a company's production, ordering and delivery systems  
Understanding and explaining manufacturing processes  
Understanding and describing processes in one's company (incl. staff selection, promotion, etc.)  
Asking about and explaining what went wrong

**Trends and Results**

Reporting changes in company finance  
Reporting and explaining changes in company performance  
Describing and explaining trends  
Reporting on progress in achieving targets  
Describing company performance and results

**Business travel**

Making hotel bookings  
Checking into and out of a hotel  
Ordering a meal  
Making travel enquiries  
Making airline reservations  
Travelling by rail  
Hiring a taxi  
Following directions

**Hospitality and Entertainment**

Welcoming a foreign visitor  
Inviting, accepting and refusing invitations  
Thanking and expressing appreciation  
Showing a visitor around  
Making, accepting and refusing offers  
Discussing hobbies and pastimes, etc.



## INVENTORY OF GRAMMATICAL IDEAS

### Verbs

be, have  
can (ability; request; permission)  
could (ability; possibility; polite request)  
would (polite request)  
will (offer)  
shall (suggestion, offer)  
should (advice)  
may (possibility)  
might (possibility)  
have (got) to (obligation)  
ought to (obligation)  
must (obligation)  
mustn't (prohibition)  
needn't  
need  
used to + infinitive (past habits)

### Tenses

Present simple: states, customary actions, systems and processes (and verbs not used in the continuous forms)  
Present continuous: future plans and activities, present actions  
Present perfect simple: recent past with just, indefinite past with yet, already, never, ever; unfinished past with for and since  
Past simple: past events  
Past continuous: parallel past actions, continuous actions interrupted by the past simple tense  
Past perfect simple: narrative, reported speech  
Future with going to  
Future with present continuous and present simple  
Future with will and shall: offers, promises, predictions, etc.

### Verb forms

Imperatives  
Infinitives (with and without to) after verbs and adjectives  
Gerunds (-ing form) after verbs and prepositions  
Gerunds as subjects and objects  
Passive forms: present and past simple  
Verb + object + infinitive  
give/take/send/bring/show + direct/indirect object  
Causative have/get  
So/Nor with auxiliaries

### Compound verb patterns

Phrasal verbs/verbs with prepositions

### Conditional sentences

Type 1: If we increase prices by 3%, we shall make a profit.  
Type 2: We would make a profit if we increased prices by 3%.

### Reported speech

Statements, questions and commands: say, ask, tell  
He said that he wanted to start a new business.  
I asked if the company was going to expand.  
No one told us that the company had closed down.  
Indirect and embedded questions: know, wonder  
Dad you know when the company started? I wonder why they made a loss.