

英国剑桥大学考试委员会推荐

# 新编剑桥商务英语 (中级)

学生用书

(第二版)

# PASS Cambridge BEC Vantage

## Student Book

Lan Wood  
Paul Sanderson  
Anne Williams  
Catrin Lloyd-Jones



**PASS Cambridge BEC  
Vantage Student Book**

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经济科学出版社

图字:01 - 2002 - 0689

图书在版编目(CIP)数据

新编剑桥商务英语学生用书: 中级: 2版 / (英) 伍德(Wood, L.) 等编著. - 北京: 经济科学出版社, 2002.3

书名原文: Pass Cambridge BEC Vantage Student Book

ISBN 7-5058-2936-X

I. 新... II. 伍... III. 商务-英语-教材 IV. H31

中国版本图书馆 CIP 数据核字(2002)第 010705 号

英国 Summertown 出版社授权经济科学出版社  
在中华人民共和国境内独家出版  
版权所有 翻印必究

责任编辑: 朱 丹

技术编辑: 王世伟

新编剑桥商务英语学生用书(中级)  
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经济科学出版社出版、发行 新华书店经销  
社址: 北京海淀区阜成路甲 28 号 邮编: 100036  
总编部电话: 88191217 发行部电话: 88191540

网址: [www.esp.com.cn](http://www.esp.com.cn)

电子邮件: [esp@esp.com.cn](mailto:esp@esp.com.cn)

中国科学院印刷厂印刷

后奕装订厂装订

890×1240 16开 11.75印张 300000字

2002年3月第一版 2002年3月第一次印刷

印数: 00001-15000册

ISBN 7-5058-2936-X/F·2304 定价: 43.00元

(图书出现印装问题, 本社负责调换)

(只限在中华人民共和国境内销售)

# 出版说明

剑桥商务英语证书 (BEC) 考试是教育部考试中心和英国剑桥大学考试委员会合作举办的权威性考试。自 2002 年起, 英国剑桥大学考试委员会对 BEC 考试大纲进行了重新修订, 由原来的 BEC1、BEC2、BEC3 改为 BEC Preliminary (初级)、BEC Vantage (中级) 和 BEC Higher (高级) 三个等级。该系列考试是一项水平考试, 它根据商务工作的实际需要, 从听、说、读、写四个方面对考生在商务和一般生活环境下使用英语的能力进行全面考查, 对成绩及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。由于该证书的权威性, 已成为在所有举办该考试的一百多个国家和地区求职的“通行证”。

由剑桥大学考试委员会和教育部考试中心推荐, 英国 Summertown 出版社出版的《新编剑桥商务英语》是目前惟一一套专为剑桥商务英语证书考试而编写的教材。自去年我们推出第一版以来, 受到广大读者和考生的普遍欢迎。本套教材为第二版, 是英国 Summertown 出版社根据今年英国剑桥大学考试委员会对 BEC 考试大纲的**最新修订**为编目, 以现代商务活动为素材, 内容与考试联系紧密, 除对课文进行详细讲解外, 还辅以大量的自测练习、听力练习、对话练习和答案, 既适合教学又适合自学, 是一套不可多得的**最新版本**的考试用书。本套教材包括 BEC 三个等级的学生用书、音带和教师用书, 其目的是为考生应试提供全面有效的学习指导。

本套教材由英国 Summertown 出版社授权经济科学出版社在中华人民共和国境内独家出版。

2002 年 3 月

1-202/04

**PASS**  
*Cambridge*  
**BEC Vantage**  
*Student book*

An examination preparation course  
Updated for the revised exam

# Pass Cambridge BEC Vantage Student Book

ISBN 1-902741-30-7

Published by



**Summertown**  
Publishing

26 Grove Street  
Summertown  
Oxford  
OX2 7JT  
United Kingdom  
[www.summertown.co.uk](http://www.summertown.co.uk)

Editor: Anne Williams

Authors: Ian Wood, Paul Sanderson & Anne Williams

Revised Edition Author: Catrin Lloyd-Jones

Series Editor: Elizabeth Clifton

Produced for Summertown Publishing by the Linguarama Group Pedagogical Unit.

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Cover Design by Richard Morris, Stonesfield Design

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## Acknowledgements

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Printed in the UK

# Introduction

## The Cambridge BEC examination

The **Cambridge Business English Certificate (BEC)** is an international business English examination which offers a language qualification for learners who use, or will need to use, English for their work. It is available at three levels:

**Cambridge BEC Advanced**

**Cambridge BEC Intermediate**

**Cambridge BEC Preliminary**

Cambridge BEC Intermediate is a practical examination that focuses on English in business-related situations. The major emphasis is on the development of language skills for work: reading, writing, listening and speaking.

## *Pass Cambridge BEC Intermediate*

The book contains:

- **Introduction** An introductory unit which gives you information about the examination and this preparation course. It also gives tips on developing your vocabulary skills.
- **Core units** Ten double units which cover a wide range of business-related topics. Many of the exercise types are the same as those in the examination.
- **Self-study** A section after every double unit to provide consolidation of the vocabulary and functions of the unit. It also contains a focus on a particular grammatical area to enable you to review your grammar systematically.
- **Exam practice** Tests after every double unit to provide further practice in the examination skills you will need.
- **Exam focus** A section in the centre of the book to prepare you directly for the examination.
- **Activity sheets** Pairwork and supplementary activities at the back of the book.
- **Tapescripts** The content of the cassettes.
- **Essential vocabulary** A list of the key vocabulary in each unit.
- **Essential functions** A list of the key functions in the book.
- **Answer key** Answers to **Self-study** and **Exam practice**.
- **Look it up** A reference page to help you find the English-language websites of the companies mentioned in the book.

## Language development in *Pass Cambridge BEC Intermediate*

- **Reading**

The book contains a lot of reading practice, using authentic, semi-authentic and examination-style texts. Do not panic if you do not understand every word of a text; sometimes you only need to understand the general idea or one particular part. However, you need to read very carefully when answering examination questions; sometimes the most obvious answer on the first reading is not correct and you will change your mind if you read the text again.

- **Writing**

In the examination you have to write notes, e-mails, memos, letters and short reports. You are expected to pay attention to the task and the word limit. If you have good spoken English, it does not necessarily mean that you can write well. To be successful, you need training and practice.

- **Listening**

Listening is also an important skill for the examination and most units contain listening activities. You can find the **Tapescripts** to the cassettes at the back of the book.

- **Speaking**

You can find help on how to prepare for the Speaking Test in the **Exam focus** section. In addition, there are speaking activities in every unit.

- **Vocabulary**

Although vocabulary is tested explicitly only in Reading Test Part Four, it is very important throughout the examination. Many exercises in the **Self-study** sections recycle vocabulary from the units. At the back of the book you can find **Essential vocabulary**, which lists the key vocabulary for each unit.

You will probably meet vocabulary that you do not know in the Reading and Listening Tests, so it is important to have strategies for dealing with difficult words. The **Introduction** unit provides ideas on helping you to guess the meaning of words; it also provides ideas about recording, storing and building your vocabulary.

- **Functions**

The book reviews and practises functional language such as phrases for arranging an appointment and making requests, suggestions and recommendations. For Cambridge BEC Intermediate you also need to be able to express such functions in writing. At the back of the book you can find **Essential functions**, which lists both written and spoken forms.

- **Grammar**

Grammar is systematically reviewed in the **Self-study** sections of the book. However, the review is brief and you may need to supplement the material.



## Examination preparation in *Pass Cambridge BEC Intermediate*

- **Introduction**

The **Introduction** presents the content of the examination and focuses on important examination dates.

- **Core units and Self-study**

Most units contain at least one examination-style exercise and there are also some examination tasks in **Self-study**. For example, *multiple-choice* and *matching* are both typical examination-style exercises.

- **Exam practice**

Each double unit is followed by at least two pages of **Exam practice** which supplement the examination practice in the core units and **Self-study**. Complete Listening Tests follow Units 5 and 10. By the end of the book, you will have systematically practised every part of the examination.

- **Exam focus**

The **Exam focus** section in the centre of the book gives you information about how to succeed in each of the examination tests.

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## Language

## Skills



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# Introduction

## Cambridge Business English Certificate Intermediate

All Cambridge BEC Intermediate candidates receive a statement of results showing their overall grade (Pass grades A, B, C or Fail grades D, E) and their performance in each of the four papers. Look at the following extract from a sample statement.

Exceptional		Reading			
Good				Listening	Speaking
Borderline			Writing		
Weak					

Successful candidates receive a certificate showing their overall grade. Each paper represents 25% of the total mark.

### An overview

The following table gives an overview of the different parts of the examination, how long they take and what they involve.

	Test	Length	Contents
1	Reading	60 minutes	5 parts
2	Writing	45 minutes	2 parts (e-mail, memo or note, report or formal letter)
3	Listening	40 minutes	3 parts Approx. 12 minutes of listening material played twice plus time to transfer answers
4	Speaking	14 minutes	3 parts (personal information, short talk and collaborative task) 2 examiners and 2 or 3 candidates



## Important Cambridge BEC Intermediate dates

Your teacher will give you some important dates at the start of your course. Write these dates in the boxes below.



### Cambridge BEC Intermediate examination

Your teacher will give you the dates of the written papers but can only give you the date of the Speaking Test after your entry has been confirmed by Cambridge.

- PAPER 1 Reading & Writing Test
- PAPER 2 Listening Test
- Speaking Test (to be confirmed)

Between

and

### Entry date

This is the date by which the examination centre must receive your exam entry.

- Entries must be confirmed by

### Grades and certificates

Cambridge sends out results approximately seven weeks after the examination. Successful candidates receive their certificates about four weeks after that.

- Results should be available by

## Quiz: Pass Cambridge BEC Intermediate

1 Where would you find the following in this book? Write the unit or page numbers.

- 1 An expenses claim form
- 2 Three units which feature internationally famous firms
- 3 Information for a telephone role-play
- 4 The tapescript of a presentation about a company's environmental impact
- 5 A fax writing exercise
- 6 Advice on how to write reports
- 7 A **Self-study** exercise on conditionals
- 8 Functional phrases to use in formal letters
- 9 A list of web sites of companies mentioned in this book
- 10 A game which requires you to make decisions
- 11 A list of vocabulary related to marketing
- 12 Useful tips for the **Cambridge BEC Intermediate** Speaking Test

## Understanding new words

During the examination you may have to guess the meaning of new words. There are two main ways to help you understand the meaning of an unfamiliar word.

- 1 Examine the context around the word.
  - The context may help you understand the meaning of the word.
  - The position of the word in the sentence can help you identify the type of word.
- 2 Examine the word.
  - Prefixes (e.g. *over-*, *re-*, *multi-*) can give part of the meaning of the word.
  - Suffixes (e.g. *-ly*, *-ship*, *-ment*) can help you decide on the type of word.

### 1 Look at the prefixes below. What meaning do they give a word?

un-

bi-

sub-

dis-

inter-

pre-

### 2 Look at the suffixes below. What type of word does each suffix form?

-tion

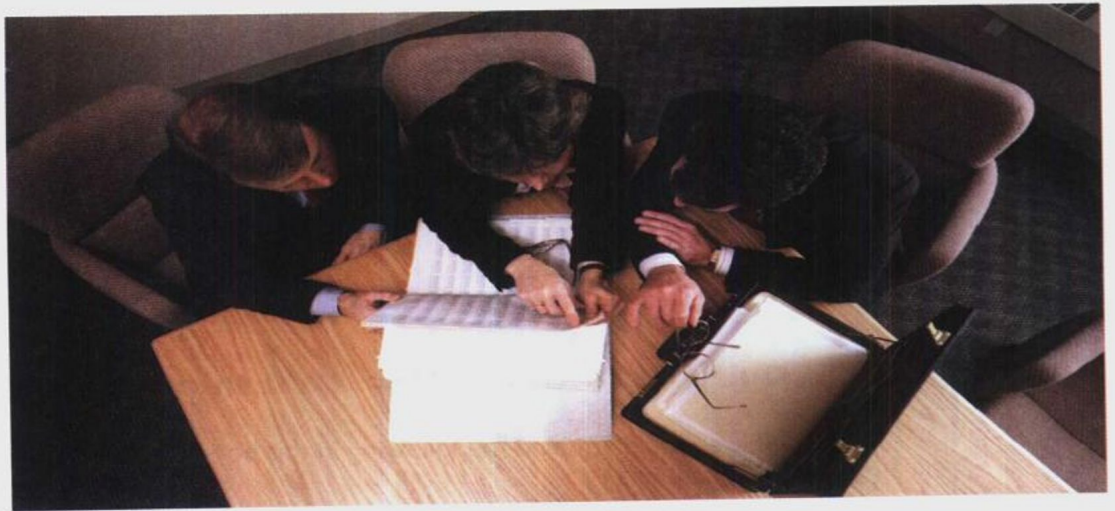
-ed

-ical

-ing

-ee

-ly



### 3 Look at the sentences below. Decide what type of word could fill each gap. Then use the context to find a suitable word to complete the sentences.

- 1 If we \_\_\_\_\_ our prices any more, we'll start to lose customers.
- 2 We need to find a suitable \_\_\_\_\_ for the meeting, big enough for over 100 guests.
- 3 He spoke \_\_\_\_\_ so that those at the back of the room could hear him.
- 4 This is a \_\_\_\_\_ opportunity to enter the market. I think we could make millions.
- 5 I'm \_\_\_\_\_ disappointed with the outcome. It's the worst possible result.
- 6 She has a lot of experience. \_\_\_\_\_, is she the right woman for the job?

## Using a dictionary



- 1 Look at the dictionary entry below. Match each letter with the correct information.

a
b
c
d
e

**in·sur·ance** /ɪnˈʃʊːrəns/ **1** n [U] an agreement where you pay money to a company and the company agrees to pay you a sum of money in the case of an accident, illness or damage to your property: *My ~ covers me for loss of earnings. I had to take out ~ when I bought the house.* **2** n [C] ~ **policy** a contract for ~: *The ~ policy runs out next month.*

f
g

- 1 definition e
- 2 word type f
- 3 compound word g
- 4 spelling a
- 5 pronunciation including word stress b
- 6 grammatical information c
- 7 example sentence with a collocation d

- 2 Work in pairs. Each group of words below has a similar meaning. Discuss the differences between the words. Use a dictionary to help you.

- |          |              |            |              |
|----------|--------------|------------|--------------|
| 1 A job  | B occupation | C position | D profession |
| 2 A site | B factory    | C premises | D works      |
| 3 A show | B reveal     | C display  | D appear     |

## Recording and storing vocabulary

- 1 When you meet new words, you need to record and store them effectively. What are the advantages and disadvantages of storing new words in the following places?

- in your course book in the unit where you meet them
- on a separate sheet of paper
- in a separate vocabulary notebook
- on a computer
- on cards

Where do you store your new vocabulary?



- 2 Storing new words and phrases on cards allows you to group them, order them, update the cards, test yourself and add new cards at any time. Look at the example below and then make a card for one of the following words.

industry      manpower      franchise      countersign      economic

**Negotiate** /nəˈɡɔːʃieɪt/ (nəˈɡɔːʃieɪt)

- to discuss in order to come to an agreement
- verb (regular) ~ + object (a deal, a contract)
- ~ + prep (with someone, a company)
- We're negotiating a new supply deal with Arco.
- I have to negotiate my own pay rises.
- negotiation, negotiator, (non-) negotiable

Labels pointing to the note:

- pronunciation
- word grammar
- a translation
- a definition
- examples
- connected words/opposites

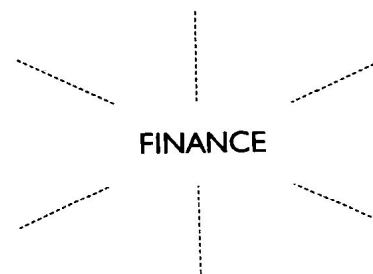
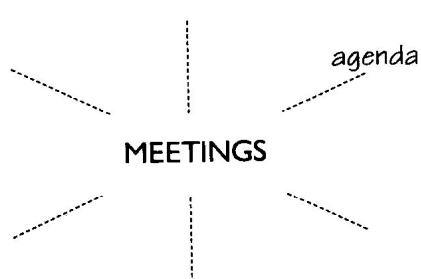
- 3 Some groups of words can be ordered in a logical sequence to make them easier to learn. Put the following into a logical order. Can you add more words to each list?

1 Words describing a supply chain  
wholesaler / retailer / end user / manufacturer

2 Words describing company performance  
poor / good / disastrous / encouraging / excellent / satisfactory / unsatisfactory

- 4 Words which are associated with the same topic can be stored together. Put the following words into the correct group.

agenda      accountant      business plan      minutes      chairman      negotiate  
postpone      tax      budget      statistics      AGM      balance sheet





## Building vocabulary

- ① You can use a dictionary to help you build new words using prefixes and suffixes. Complete the table with the correct forms of the missing words.



<u>Verb</u>	<u>Noun</u>	<u>Person</u>	<u>Adjective</u>	<u>Adverb</u>
employ	(un)employment	employer/employee	(un)employed	n/a
globalise	_____	n/a	_____	_____
_____	_____	supplier	n/a	n/a
n/a	_____	n/a	(in)flexible	_____

- ② You can use a dictionary to find compound words such as *cost-cutting* and *market share*. Match the following words to form the three different types of compound words below.

### Compound nouns

- |           |          |
|-----------|----------|
| 1 staff   | order    |
| 2 lump    | turnover |
| 3 product | sum      |
| 4 mail    | launch   |

### Compound adjectives

- |            |            |
|------------|------------|
| 1 user-    | productive |
| 2 duty-    | wide       |
| 3 counter- | friendly   |
| 4 world    | free       |

### Compound verbs

- |         |      |
|---------|------|
| 1 short | hunt |
| 2 under | size |
| 3 head  | cut  |
| 4 down  | list |

- ③ You can build your vocabulary by learning the opposite of words. Write the opposites of the sentences below.

- |  |                                    |
|--|------------------------------------|
| 1 They made a <i>profit</i> last year. | <u>They made a loss last year.</u> |
| 2 Unemployment has <i>risen</i> .      | _____                              |
| 3 This is a <i>minor</i> problem.      | _____                              |
| 4 Prices rose <i>slightly</i> .        | _____                              |