

CAMBRIDGE UNIVERSITY
PRACTICE BEC2 TESTS

商务英语证书 BEC2 应试模拟试题集

● 俞利军 张佐成 邹 丽 编著
● 现 代 出 版 社



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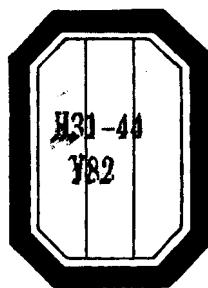
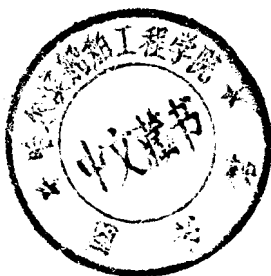
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《国际商务英语与实务丛书》

商务英语证书 BEC2

应试模拟试题集

俞利军 张佐成 邹 丽 编著



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前 言

商务英语证书(BEC)考试,是由英国剑桥大学和我国国家教委联合举办的权威性考试。该考试对在商务及公务工作中的工作人员使用英语的能力从读、写、听、说四个方面给予全面考察,因此能较客观、全面地反映考生的水平。

由剑桥大学签发的 BEC 不但具有权威性而且具有高度的实用性。各类经济部门、特别是涉外经济部门在招聘、晋升时可将其作为英语能力的权威性证明,同时它又是在校学生和社会青年求职、就业的重要砝码。

BEC1 自 1993 年 11 月开考以来已经吸引了数以万计的考生,其中将近一半的人有幸取得了笔试阶段的 A 级(优秀)证书。作为中级到中高级程度的 BEC2 将于 1994 年 10 月 23 日首次在中国大陆推出。

本书是专门为准备参加 BEC2 考试的考生设计编写的模拟试题集,作者均为对外经济贸易大学拥有专门用途英语硕士学位的英语老师。在编写过程中,他们首先吃透剑桥大学考试委员会为 BEC2 提供的大纲和样题,然后力求使每一套试题从形式到内容(包括难易程度)都接近真题的水平。

另外,本书作者根据在北京经济学院等处从事 BEC 考前培训的经验,了解到考生的实际需要,在提供全准答案及听力部分的文字材料(备有相应有声材料)的同时,还为考生编写了常用商务英语词汇表。

本书旨在帮助考生熟悉考试的范围和程度、考题的种类和形式,提高考生的应试能力,以便他们在实际考试中发挥最佳水平。它是 BEC2 考生的必备学习材料,还是有志于参加相应程度的其他各种商务英语考试如著名的国际商会商务英语考试(the ICC English for Business Purpose examination in English)、英国伦敦商会考试(a London Chamber of Commerce examination)、我国国际商务师专业英语考试、外销员外贸英语考试等考生的难得的参考书。一般在校大学生和英语爱好者也可用它来检测自己的实际英语水平和运用能力。

由于时间较紧,水平有限,本书难免有些不足之处,恳请广大读者批评指正。

编 者

一九九四年六月



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PRACTICE TESTS FOR BEC 2

Practice Test 1

READING

PART ONE

Questions 1—7

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

Example

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

	Answer			
	A	B	C	D
example	<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 machine puts words or paragraphs in new positions.
3. You can make it much smaller when you put it away.
4. It is possible to add new items to its dictionary.
5. You can put a whole block of text on another page.
6. The machine wipes off words or characters.
7. One can use it to check misspellings.

A

SPEELGRAMM not only verifies the spelling of more than 70,000 English words but also corrects many of the common mistakes in grammar and sentence construction. Its unique ability to locate misplaced modifiers, incorrect tense sequences, superfluous punctuation, and other grammatical problems makes it the most advanced word processing software available. In addition to its standard word base, Spellgramm allows you to enter industry—specific terminology and the proper names of your clients.

B

WORD WONDER—your office of the future for only \$1,000. 118 characters per line, 100 lines per page. Screen display of any completed page of document or letter. Storage of up to 200 preset documents or letters. Repositioning of whole paragraphs or single words. Removal of single characters, words or paragraphs. Movement of blocks of text from one page to another. Automatic filing of names and addresses with standard letters. Printing rate: 160 characters per second.

C**MAIL CART 37124**

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 organize 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.

PART TWO

Questions 8—12

- Read this test which is about Japanese overseas investments.
- Choose best sentence from the list A—I that follow 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.

Squeezed by falling profits and banks that are no longer willing to lend, many Japanese firms are now finding it tough to raise cash to fund their overseas investments.

..... 8..... This means that listings on local stock exchanges will become more common, and ongoing operations will have to be funded from profits generated on the local market.

..... 9..... In Malaysia, ^{fact:} 29 Japanese companies are considering listings on the local stock exchange, while a wholly-owned subsidiary of Takashimaya, Japan's largest retailer, which opened a huge new store in Singapore in August last year, says it will seek a listing in Singapore once it has passed the five-year-in-operation requirement.

This will mean a dramatic shift in the balance of power.....
10..... This includes the sizeable investment flows, greater integration, and the necessary investor ^Aclout to develop powerful regional financial markets. For a start, listed Japanese companies will have to become more open to public security. This will allow Asian investors a say in the shape of Japanese investment in the region for the first time.

..... 11..... As Isuzu's Sato puts it, "once you are publicly listed..... you have to give good dividends to your shareholders instead of only enlarging your production." ^{local economies}

Local listings will bring other benefits: Firms will show growing independence from head office, and become more integrated locally,.....
12..... ^A

- A In future, Japanese firms will, in larger and larger numbers, have to find ways to fund their overseas operations without bank borrowing in Japan.
- B Already this is happening.
- C In its wake, this trend will bring to Asia all the "upside" that previously went straight back to Japan.
- D It also means that more of the profits will be returned to the local economies.
- E requiring a new breed of more flexible Japanese manager.
- F Japanese overseas firm are therefore declining financially.
- G Local shareholders will be granted more power.
- H the managers will be forced to adapt themselves to the new situation.
- I Japanese firm will be able to absorb more capital to finance their operations.

PART THREE

• Read this text about exporting and answer questions 13—20.

Exports are of two main kinds, goods and services, the former being known as visible items and the second as invisibles. Over a period of time the total value of exports should balance with the total value of imports. To the extent that exports exceed imports we are said to have a favorable balance of payments. To the extent that imports exceed exports the balance of payments is said to be unfavorable or adverse.

1. The would-be exporter is faced with a number of problems. First, there is the need to find a customer for his goods. The actual operation of selling is made more difficult because of language barriers and cultural differences. There are also additional transport problems because of the greater distances involved and often unfamiliar territories. When the manufacturer turns from selling at home to selling overseas, his problems are magnified. This is particularly true in terms of finance.

2. The first financial problem facing the exporter is the time taken to deliver his goods. There could be a long delay while his merchandise is in transit between London and, say, Karachi. He has incurred the cost of production, but when is he going to be paid? The second problem is even more serious; How sure can he be that he is going to be paid at all? And even when he receives payment his troubles may not be over. If he is paid for his goods in a currency other than sterling, he has to convert that currency into sterling, and what if the other currency has fallen in value since the contract was made? These are the perennial problems for the exporter.

3. Fortunately for our exporters, and for our economy generally, help is available both from the government and the banks. From the government side, the Export Credits Guarantee Department offers British exporters, in return for a fee, insurance against bad debts incurred as a result of sales to foreign buyers. The Export Intelligence Department also helps by providing them with useful advice and information.

4. The most straightforward method of financing the operations is for the exporter to borrow the necessary funds from his bank. This way he can ship his goods abroad and draw on his bank for the funds needed to carry on production while he is awaiting the proceeds. But of course the borrowings from the bank will lower his profit margins. Another method of financing international trade is by documentary credit. A document known as a bill of exchange (which is similar to a cheque but payable at a future date rather than immediately) is drawn by the importer in favor of the exporter and, although the bill of exchange is not yet due, the exporter can get it discounted (or encashed) immediately at his bank. While it is a very convenient method of payment for overseas trade, once again it serves to reduce the profit margin for the exporter.

Questions 13—16

- For questions 13—16 choose the best 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 Problems facing the would-be exporter
- B How profits margins are lowered
- C Governmental help
- D How to overcome the trade problems
- E Financial problems
- F Association with banks
- G Importance of banks

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 use any letter twice.

17. An adverse balance of trade means
18. Language barriers and cultural differences
19. Exporters can buy insurance from the Government to
20. Exporters can be paid at a reduced price when.

A make it more difficult to find a customer

- B be protected against heavy debts in selling abroad
- C he has a Bill of Exchange in his favor
- D make it more difficult to sell products to overseas customers
- E there are more imports than exports at a given time
- F he is in desperate need of cash
- G the trade is unfavorable to him

PART FOUR

Questions 21—35

- Read the following contract stipulations concerning claim.
- 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.

In... *example*... the Seller is ... 21... for the discrepancies and a claim is lodged by the Buyer ... 22... the time limit of inspection, installation, commissioning and quality guarantee period as ... 23... , the Seller shall ... 24... the claims ... 25... the agreement of the Buyer in one or combination of the following ways: 1/ Agree to the rejection of the Goods and ... 26... to the Buyer the value of the Goods so rejected in the same... 27... as specified in the Contract, and to bear the losses and expenses... 28... including interest... 29... , banking charges, freight, insurance premium, inspection charges, storage and other necessary expenses... 30... for the custody and protection of the rejected goods. 2/ Devalue the Goods according to the degree of inferiority, extent of ... 31... and amount of losses... 32... by the Buyer, as agreed between the Buyer and Seller. 3/ Replace the defective with new parts, component or equipment which... 33... to the specifications, quality and performance as specified in the Contract, and bear all directly related expenses sustained by the Buyer. The Seller shall at the same time ... 34... the quality of the replaced parts for a ... 35... corresponding period.

Example

A. circumstance B. case C. condition D. custom

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

- | | | | |
|-----------------|--------------|--------------|-------------|
| 21. A agreeable | B acceptable | C liable | D workable |
| 22. A for | B within | C at | D on |
| 23. A decided | B offered | C stipulated | D given |
| 24. A solve | B finish | C conclude | D settle |
| 25. A upon | B for | C in | D at |
| 26. A send | B remit | C refund | D give |
| 27. A exchange | B currency | C money | D credit |
| 28. A incurred | B emerged | C happened | D occurred |
| 29. A arisen | B list | C accrued | D missed |
| 30. A requested | B asked | C called | D required |
| 31. A breakage | B hurt | C damage | D injury |
| 32. A lost | B suffered | C held | D born |
| 33. A conform | B accord | C grant | D comply |
| 34. A promise | B make | C guarantee | D safeguard |
| 35. A much | B other | C further | D more |

PART FIVE

Section A

Questions 36—40

•Read the following paragraph.

•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 :

Most of the worlds' business in marine insurance is centred. ✓
in London though whatever there are other important markets.... whatever...

36. Thanks you for your letter of May 5 suggesting the sale of our
37. Coca-Cola Soft Drinks in your country on a consignment basis. We.....
38. have had carefully considered your proposal and found your suggested.....
39. terms be fair and reasonable. However, it is our practice to allow.....
40. our agents a commission of 9% on gross proceeds and to receive accounts of
sales with payments from them at the end of each three month periods fol-
lowing the month of delivery.....

PART FIVE

Section B

Questions 41—45

• *Read the following paragraph.*

• *In each line of the following passage, 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....

41. Management is concerning at the increasing use of company telephones
42. for private calls by staff. There have been a large increase in the
43. number of local calls made by staff, like registered in a recent check
44. Many customers have complained that our lines are frequent busy. Staff
45. are remind that there are public pay phones in the building for private calls

WRITING

PART ONE

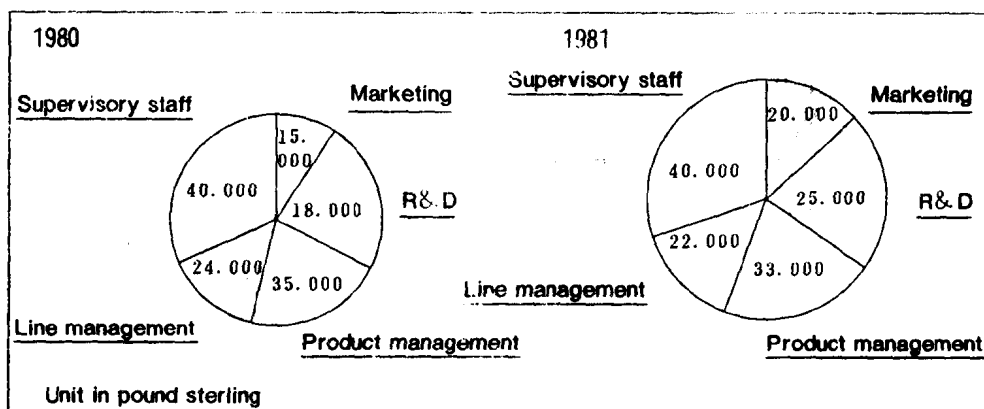
Question 46

- You have arranged to meet your colleague in your office. But you have just been requested to go upstairs to Mr. Tse's office, on the third floor, the second room on the right at the end of the corridor. So you decide to leave a note to Mr. Yue, your colleague.
- Say that you are sorry for absence during his visit.
- Tell him where to locate you.
- Write within 30—40 words.

PART TWO

Question 47

- The following pie graph shows the change of the internal spending of your company from 1980 to 1981.
- Use the information in the graph to write a short report (about 100—120 words).
- Write on your Answer Sheet.



LISTENING

PART ONE

Questions 1—12

•You will hear three telephone conversations.

•Write down one word or number in the numbered spaces on the forms below.

Message One Questions 1—4

TRAIN TICKET BOOKING CONFIRMATION

Date: 8 June 1994

Time: 9:30 a.m.

For: (1).....

Route: Washington via (2).....

Travelling time: 28 hours plus 3 hours layover

Seat: (3).....

Price of ticket: \$ 61 (one way)

Number of tickets: 1

Name: (4).....

Message Two Questions 5—8

MESSAGE

Date: 22 June 1994

Time: 10:20 a.m.

By: Liz

To: Street Fair Office

From: Jack Schmidt

Of: (1).....

1. to check if power is available in (2).....

2. to call back on 9986313 (3).....and (4).....after that.

Message Three Questions 9—12

ORDER FORM

Customer Details:

Name: (1).....

Company: Fesco

Address: 555 (2)..... Road, City District

Telephone: 3335678

Fax number: (3).....

Order details:

Items: office chairs

Quantity/Amount: 10/(4).....

PART TWO

Questions 13—22

Section One

Questions 13—17

- *You will hear five short pieces.*
- *For each piece decide Which topic from the box below the speaker is talking about.*
- *Write one letter (A—H) next to the number of the piece.*
- *You will hear the five pieces twice.*