

英国剑桥大学考试委员会推荐

新编剑桥商务英语 (高级)

学生用书

(第二版)

PASS Cambridge BEC Higher

Student Book

Lan Wood
Paul Sanderson
Catrin Lloyd-Jones
Anne Williams



**PASS Cambridge BEC
Higher Student Book**

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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

PASS
Cambridge
BEC Higher
Student book

An examination preparation course
Updated for the revised exam

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Language development in *Pass Cambridge BEC Advanced*

- **Reading**

Reading is the most tested skill in the examination. The book therefore 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 re-read the text.

- **Writing**

In the examination you have to write letters and reports and also describe trends. You need to ensure that you fulfil the task while observing 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 a very 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. In the Student Book, the tapescripts from the **Exam focus** cassette are shown in blue.

- **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.

- **Grammar**

A grammatical point is covered in most units. Moreover, 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.

- **Optional tasks**

At the end of most units there is an optional task for you to do between lessons, the aim of which is to integrate your studies with real-world activities. For example, you may be asked to visit a company's website and write a report on your findings.

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 Advanced 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 Advanced

The book contains:

- **Introduction** An introductory unit which gives you information about the examination and this preparation course.
- **Core units** Eight 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 following every double unit to provide consolidation of the language of the units and some examination-related tasks. It also contains a focus on a particular grammatical area to enable you to review your grammar systematically.
- **Exam practice** Examination-style exercises following 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.
- **Tapescripts** The content of the cassettes.
- **Answer key** Answers to **Self-study** and **Exam practice**.

Examination preparation in *Pass Cambridge BEC Advanced*

- **Introduction**

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

- **Core units and Self-study**

All units contain at least one examination-style exercise and there are also some examination-related tasks in **Self-study**.

- **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 4 and 8. By the end of the book, you will have practised every part of the examination several times.





- **Exam focus**

The **Exam focus** section in the centre of the book gives you information about how to succeed in each part of the examination. The Writing and Speaking Test Assessment Sheets provide a framework for you to evaluate your own writing and speaking skills.

Contents

Language

Skills

			Language	Skills
	Introduction	1		Introduction to the examination
	1a Work roles	5	Talking about jobs and duties Report language Present simple and continuous	Reading Listening Report writing
	1b Company structure	9	Talking about organisational structure Past simple, present perfect simple and continuous	Reading Listening
	Self-study	13	Present, past and present perfect tenses	Review of 1a/1b
	Exam practice	15		Reading
	2a Stocks & shares	17	Talking about financial trends Language of trends	Reading Listening Report writing
	2b Mergers & acquisitions	21	Talking about mergers and acquisitions Linking	Reading Listening
	Self-study	25	Describing trends, relative pronouns	Review of 2a/2b
	Exam practice	27		Reading
	3a Trade fairs	31	Talking about trade fairs Present simple for future time	Reading Speaking Letter writing
	3b Entering a market	35	Talking about doing business abroad Articles	Reading Speaking Listening Letter writing
	Self-study	39	Time clauses, articles	Review of 3a/3b
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	4a The future of work	43	Talking about changes in working practices Predictions	Reading Listening
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Language

Skills



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Reading
Listening
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Reading
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Listening

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8b Global sourcing 119 Talking about suppliers

Listening
Reading
Speaking
Report writing

Self-study 123 Inversion, grammar review

Review of 8a/8b

Exam practice 125

Listening, reading

Appendix:

Tapescripts 129

Answer key 140

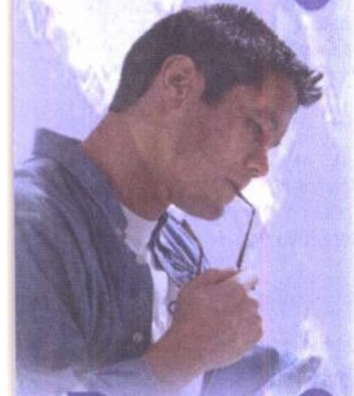
gap-fill



task



number 3



A, B or C

Introduction

Cambridge Business English Certificate Advanced

All Cambridge BEC Advanced 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	Listening	Speaking
Good			
Borderline	Writing		
Weak			

Successful candidates receive a certificate showing a single 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	6 parts
2 Writing	70 minutes	2 parts (short description of a graph, formal letter, short report or proposal)
3 Listening	40 minutes	3 parts Approx. 15 minutes of listening material played twice plus time to transfer answers
4 Speaking	16 minutes	3 parts (personal information, short talk and collaborative task) 2 examiners and 2 or 3 candidates

Important Cambridge BEC Advanced dates

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



Cambridge BEC Advanced 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

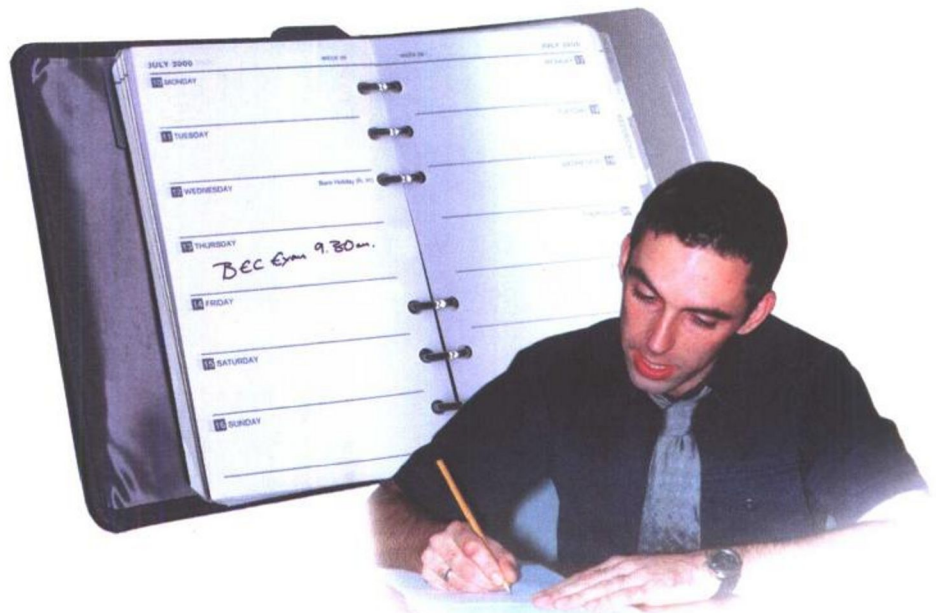
This is the date by which the examination centre must receive your examination entry.

- 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



Preparing for Cambridge BEC Advanced

- 1 Look at the following activities which you are going to do on your BEC Advanced course. Which two are you most confident about? Which two are you least confident about? Why?

- answer questions on business-related texts
- focus on the structure and organisation of texts
- proof-read short texts

Reading

Writing

- describe graphs
- write formal letters
- write short reports

- complete notes from presentations
- identify the main ideas from short extracts
- answer questions based on interviews

Listening

- talk about yourself and your job
- discuss problems and reach agreement
- give short talks

Speaking

Language

- review grammar structures
- expand general business vocabulary
- learn useful phrases for writing and speaking

- 2 Which of these are useful for your current job or may be useful in the future?

Quiz: Pass Cambridge BEC Advanced



- 1 Where would you find the following in this book? Write the unit or page numbers.
- 1 Information from a famous furniture retailer
 - 2 A list of the top ten global brands
 - 3 An exercise on articles
 - 4 A tapescript of a presentation by a headhunter
 - 5 Advice on writing reports
 - 6 An exercise about linking words and phrases
 - 7 A questionnaire about working from home
 - 8 Advice on the language of agreeing and disagreeing
 - 9 Helpful tips for each of the **Cambridge BEC Advanced** papers
 - 10 A card exercise focusing on the language of trends
 - 11 A **Self-study** vocabulary exercise on mergers
 - 12 A checklist to help you evaluate your writing

Helping yourself succeed

- 1 Look at the areas below. Add further ideas for using your time outside lessons to help you improve your English skills. How could each activity help you in the exam?

Reading

Reading English language newspapers

Writing

Listening

Speaking

Speaking to my foreign colleagues in English

Language

Work roles

Describing work roles

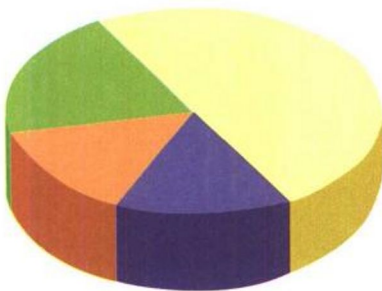
Speaking ① Work in pairs. Find out the following information about your partner.

- position
- responsibilities
- duties

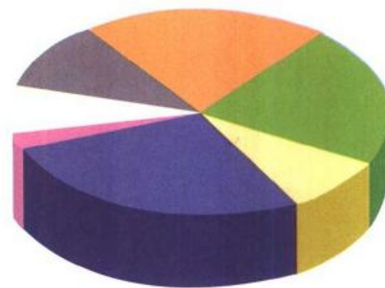


Reading 1 ② Read the brochure extract on the opposite page from the management consultancy Belbin Associates. How does the WorkSet system use colour to clarify work roles?

③ Look at the following pie charts and the WorkSet extract. How does the manager's brief compare with what the employee actually does?



Manager's brief to the employee



Employee's feedback on the job

④ A manager assigns the following tasks to different workers. Match each verb with one of the four core WorkSet colours.

schedule	support	operate	design	co-operate
assist	participate	comply	decide	follow

Think of another verb for each core colour.



What is WorkSet?

WorkSet is an advanced means of setting up jobs and developing employees in response to the changing nature of work. By adopting the use of colours, companies can specify the exact level of responsibility to be allocated to the key tasks that form an employee's job description. WorkSet replaces the often static job description with a more dynamic short-term job brief.

The employee interprets the manager's brief and uses it as a framework for approaching the tasks that make up the job. A feedback and review process then enables the manager to keep abreast of what the employee actually does and provides an opportunity to jointly assess performance, re-align the job and decide on the development needs of the employee.

Core colours



BLUE WORK refers to tasks an employee has to carry out in a prescribed way to an approved standard. Example: machining an engineering component to a specification.



YELLOW WORK involves personal responsibility for meeting an objective. Exactly how the work is done does not matter too much as long as the goal is achieved. Example: initiating procedures to reduce costs by 15%.



GREEN WORK refers to tasks that vary according to the reactions and needs of others. Example: helping the hotel service manager at times of peak occupancy.

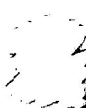


ORANGE WORK involves shared rather than individual responsibility for achieving an objective. Example: contributing to a management team.

Employee feedback colours



GREY WORK refers to work which is incidental to the job and involves responding to situational needs. Example: being asked to entertain a visitor.



WHITE WORK refers to any new or creative undertakings outside the employee's formal duties which may lead to improvements. Example: revising standard customer service letters.



PINK WORK demands the presence of the employee but serves no useful purpose. Example: attending meetings where nothing new is learnt and no contribution to decision-making is encouraged.

Listening **5** Five people talk about their jobs. Listen and decide which improvement each speaker would most like to see.

1

2

3

4

5

- A more responsibility
- B more teamwork
- C fewer routine tasks
- D more flexible hours
- E fewer interruptions
- F clearer objectives
- G more creative work
- H more managerial support