

英国剑桥大学考试委员会推荐

新编剑桥商务英语 (初级)

学生用书

(第二版)

PASS Cambridge BEC Preliminary Student Book

Lan Wood
Catrin Lloyd-Jones
Anne Williams



**PASS Cambridge BEC
Preliminary Student Book**

新编剑桥商务英语
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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 Preliminary
Student book

An examination preparation course
Updated for the revised exam

Pass Cambridge BEC Preliminary Student Book

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Introduction

The Cambridge BEC exam

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 Preliminary 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 Preliminary

The book contains:

- **Introduction** An introductory unit which gives you information about the examination.
- **Core units** 12 double units which cover a wide range of business-related topics.
- **Exam focus units** Six units which prepare you directly for the examination.
- **Activity sheets** Pairwork activities and games at the back of the book.
- **Self-study** A section in every core unit to provide consolidation of coursework and examination practice. In order to prepare for the examination effectively, it is important also to spend study time outside your lessons.
- **Answer key** Answers to **Self-study**.
- **Essential vocabulary** A list of the key vocabulary in each unit.
- **Tapescripts** The content of the cassette.
- **Irregular verb list** A list of common irregular verbs.

Language development in *Pass Cambridge BEC Preliminary*

- **Grammar**



Grammar is systematically reviewed throughout the book. However, the review is brief: look out for the **Don't forget!** sections in each unit. If you need to work on basic structures, you may need to supplement the material in this book.

If you are not sure of basic verb forms, look at the **Irregular verb list** at the back of the book.

- **Functions**

The book reviews and provides practice to activate basic functional language such as phrases for making requests, asking for permission, making suggestions and arranging an appointment. For Cambridge BEC Preliminary you also need to be able to express such functions in writing.

- **Vocabulary**

Vocabulary is not tested separately in the examination but is very important. At the back of the book there is a list called **Essential vocabulary**, which lists the key vocabulary for each unit.

You will probably meet words that you do not know in the Reading and Listening Tests so it is important to have strategies for dealing with difficult words. Unit 3, the **Exam focus: Vocabulary** unit, provides ideas on helping you to guess the meaning of words. It also provides ideas about storing and building your vocabulary.

The exercises in the **Self-study** sections recycle vocabulary from the units.

- **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.

- **Listening**

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

- **Writing**

In the examination you have to write short notes, e-mails and memos and also letters and longer memos. The examination expects you 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.

- **Speaking**

Unit 15 helps you to prepare for the Speaking Test. In addition, there are speaking activities in every unit.

Examination preparation in *Pass Cambridge BEC Preliminary*

- **Introduction**

The **Introduction** presents the content of the examination and focuses on important examination dates. You will also do a quiz to get to know the book and start to think about how to study for the examination.

- **The core units**

The core units contain general and examination-style activities. For example, *multiple-choice* and *matching* are both typical examination-style exercises.

- **Exam focus**

Four **Exam focus** units in the book give you information about how to succeed in each of the examination tests. They are yellow to help you to identify them.

| | | | |
|--------|---------------------|---------|-----------------------|
| Unit 6 | Exam focus: Reading | Unit 12 | Exam focus: Listening |
| Unit 9 | Exam focus: Writing | Unit 15 | Exam focus: Speaking |

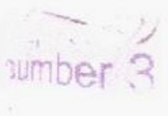









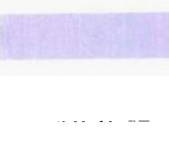
- **Exam practice**

The final exercise in the Self-study section of each unit is **Exam practice**. As it is yellow, you can see clearly that it is examination practice. The final unit of the book, Unit 18, provides four pages of examination practice.

Contents








Language

Skills

| | | | | |
|---|---------------------------|----|--|---|
|  | Introduction | 1 | Getting to know people | Introduction to the exam Studying for Cambridge BEC Preliminary |
|  | 1a Job descriptions | 5 | Talking about jobs Present simple | Listening Speaking |
|  | 1b Working conditions | 9 | Talking about working conditions Adverbs of frequency | Reading |
|  | 2a Company history | 13 | Talking about company history and structure Past simple Prepositions of time | Reading |
|  | 2b Company activities | 17 | Talking about company activities Connectors of addition and contrast Present continuous | Reading |
|  | 3 Exam focus: Vocabulary | 21 | Vocabulary practice | Successful guessing, storage and building of vocabulary |
|  | 4a Telephoning | 25 | Telephoning Leaving and taking messages | Listening |
|  | 4b Internal communication | 29 | Requests and obligation | Writing memos and e-mails |
|  | 5a Facts and figures | 33 | Describing trends Adjectives and adverbs | Reading |
|  | 5b Performance | 37 | Talking about company performance Present perfect and past simple Reasons and consequences | Listening |
|  | 6 Exam focus: Reading | 41 | Reading Test practice | How to succeed in the Reading Test |
| | 7a Product description | 45 | Describing products Dimensions, comparatives and superlatives Question formation | Listening |
| | 7b Product development | 49 | Talking about product development Sequencing words Present continuous and <i>going to</i> | Reading Listening Writing (describing a process) |
| | 8a Business equipment | 53 | Talking about business equipment Giving instructions | Reading Listening |
| | 8b Correspondence | 57 | Letter phrases | Letter writing Reading |
| | 9 Exam focus: Writing | 61 | Writing Test practice | How to succeed in the Writing Test |

Language

Skills

| | | | | |
|---|-------------------------------------|-----|--|--|
|  | 10a Business hotels | 65 | Talking about hotel facilities Asking for and giving directions | Reading Listening |
|  | 10b Commuting | 69 | Talking about traffic and transport Making predictions | Reading Listening |
|  | 11a Arranging a conference | 73 | Talking about conference arrangements Checking and confirming | Reading Listening Letter writing |
|  | 11b At a conference | 77 | Talking about a conference <i>before, after, when, until</i> etc. | Reading Listening |
|  | 12 Exam focus: Listening | 81 | Listening Test practice | How to succeed in the Listening Test |
|  | 13a Production | 85 | Talking about production processes Passive | Listening |
|  | 13b Quality control | 89 | Talking about quality control Conditional (real possibility) Making suggestions | Listening |
|  | 14a Direct service providers | 93 | Talking about call centres, insurance and changes in working practices Future possibility/probability | Listening |
|  | 14b The banking sector | 97 | Talking about banking <i>-ing</i> | Reading Listening |
| | 15 Exam focus: Speaking | 101 | Speaking Test practice | How to succeed in the Speaking Test |
| | 16a Delivery services | 105 | Talking about delivery services Prepositions of time | Reading |
| | 16b Trading | 109 | Talking about trading Tense review | Listening Reading Letter writing |
| | 17a Recruiting staff | 113 | Talking about recruitment Conditional (hypothetical situations) | Reading Listening |
| | 17b Applying for a job | 117 | Talking about job applications Indirect questions | Reading Listening Letter writing |
| | 18 Exam practice | 121 | Reading, Writing and Listening Test practice | |



Introduction

Cambridge Business English Certificate Preliminary

All Cambridge BEC Preliminary candidates receive a statement of results showing their overall grade (Pass with Merit, Pass, Narrow Fail or Fail) 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 also 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 & Writing | 90 minutes | Reading: 7 parts Writing: 2 parts (e-mail, memo or note, formal letter) |
| 2 | Listening | 40 minutes | 4 parts Approx. 12 mins of listening material played twice plus time to transfer answers |
| 3 | Speaking | 12 minutes | 3 parts (personal information, short talk and collaborative task) 2 examiners and 2 or 3 candidates |

Important Cambridge BEC Preliminary dates

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



Cambridge BEC Preliminary 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

Introductions

- ① Introduce yourself to the people in your class. Find out the following information from them.

| | |
|--|--|
| <p>Name</p> <p>Company</p> <p>Position</p> <p>Why is he/she doing Cambridge BEC?</p> | <p>Name</p> <p>Company</p> <p>Position</p> <p>Why is he/she doing Cambridge BEC?</p> |
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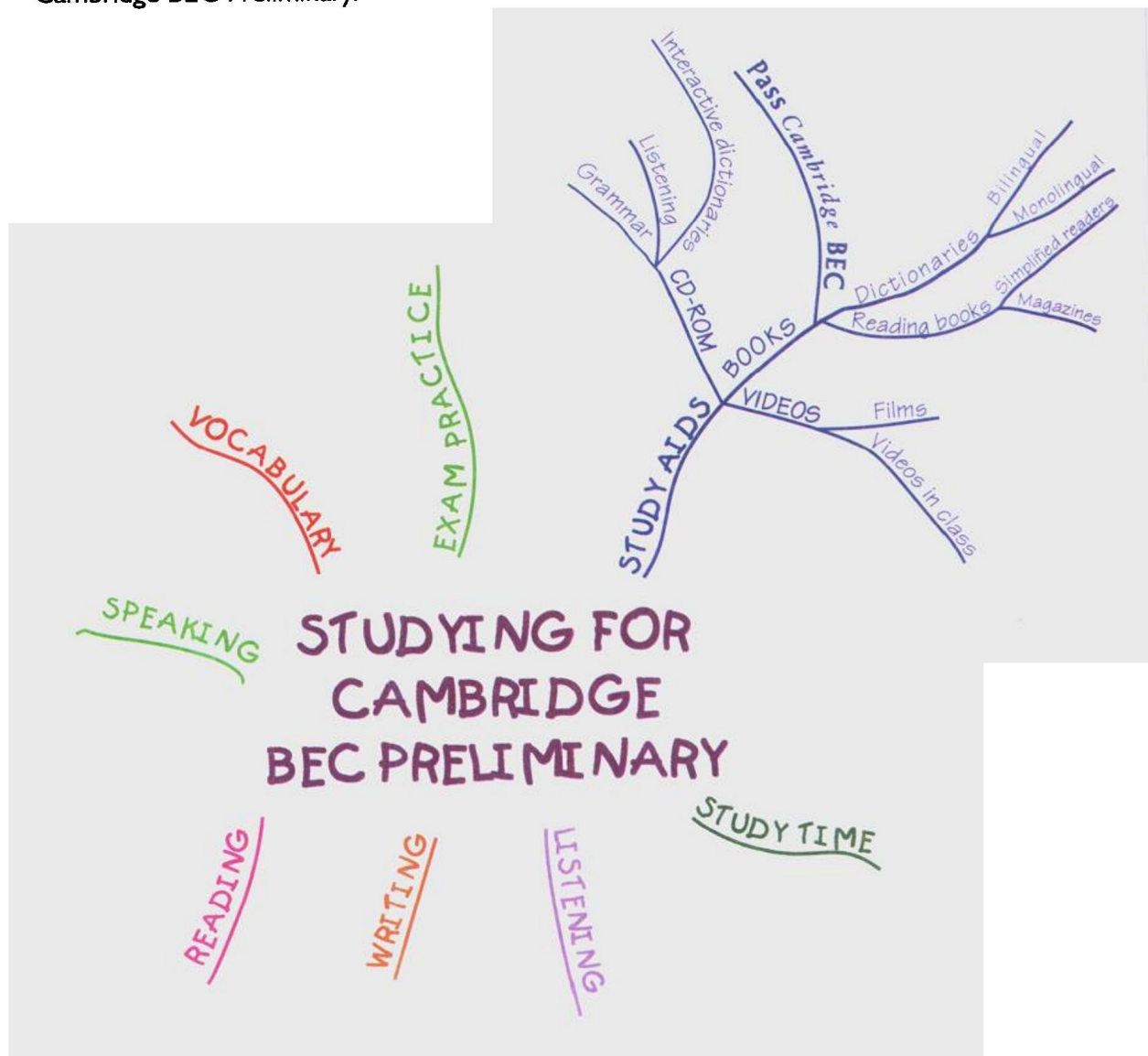


2 Now find someone in your class who ...

- has already taken an English examination.
- knows someone who has a Cambridge BEC Preliminary certificate.
- uses English regularly at work.
- has been to the UK or USA on business.
- has an English-speaking colleague.
- reads the same newspaper/magazine as you.
- has the same interests as you.

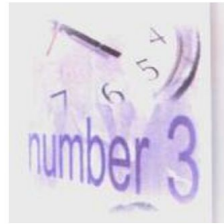
Studying for Cambridge BEC Preliminary

1 Work in pairs. Look at the diagram below and complete it with ideas for studying for Cambridge BEC Preliminary.



2 Work in pairs. How useful are the following?

| | useless | useful | very useful |
|--|--------------------------|--------------------------|--------------------------|
| 1 Using a bilingual dictionary | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 Using an English-English dictionary | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 Having the teacher correct all my mistakes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 Doing pairwork with other students | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 Keeping vocabulary in a list | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 Writing new words on cards | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 Listening to a lot of cassettes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 Reading tapescripts | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 Recording myself to check pronunciation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 Doing a lot of grammar practice | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11 Doing a lot of examination practice | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12 Reading through class notes regularly | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13 Reading for pleasure | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14 Keeping a learner diary | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



Quiz: Pass Cambridge BEC Preliminary

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

- 1 Terms and conditions of employment
- 2 A picture of a very famous car
- 3 Information about the companies on this page
- 4 A game where you have to get to work before 9am
- 5 Advice on how to write memos
- 6 Information about the use of the present perfect
- 7 A list of irregular verbs
- 8 Information about hotels in Prague
- 9 A crossword
- 10 A job advertisement
- 11 An article about drug development
- 12 Useful tips for each of the Cambridge BEC Preliminary tests

