

Testing

陈 洁 / 主编

YOUR

BUSINESS ENGLISH



From
Intermediate Higher
to Advanced



中国商务出版社
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Testing Your Business English

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to Advanced*

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前言

随着改革开放的进一步深入，我国国际经济贸易地位不断提高，国际商务往来更加频繁，社会各界对英语语言表达能力强的复合型商务人才的需求日益增长。

为了顺应中国加入 WTO 后日益增多的国际商务往来对各层次商务人才的迫切需求，满足广大英语学习者的需要，我们精心编写了商务英语能力拓展练习——*Testing Your Business English*，帮助学习者提高运用英语进行信息传递、思想表达等商务交际的能力。

Testing Your Business English 以循序渐进、由浅到深的方式，通过内容丰富、专业面广、难度适中、饶有趣味的真实商务材料，促使学生积极参与有关商务实践的听说活动，在提高其口语表达能力的同时，了解商务活动的各主要环节，拓展视野，获取新知识。

Testing Your Business English 共分 4 级，每级练习包括听力、词汇、语言运用、模仿朗读及人机对话等几大部分。

听力：主要涉及填空、选择和判断三种练习。基于原汁原味的真实商务场景对话，要求学生在听懂商务对话的前提下完成相应的听力练习。

词汇：主要考查学生对商务词汇的理解以及在不同的商务活动中的灵活运用能力。

语言运用：语言运用（一）要求学生就一段杂乱无章的商务对话进行排序，并整理成一则日常商务对话；语言运用（二）要求学生从给定的选项中找出相应的选项去补全一则商务对话。这两项练习的设计旨在考查学生在特定商务情景下的语言运用能力。

模仿朗读：语言的输出与输入一样重要，此部分要求学生练就一口地道的商务英语口语。从语言的基本单位入手，对学生的语音语调进行专项训练，通过录音模仿训练，学生能更好地体验商务英语。

人机对话：人机对话是对学生商务英语能力的综合测试，学生在得到一个模拟的商务场景后，根据自己的综合商务英语知识回答录音提问。

该教材内容翔实，选材广泛，素材真实，实用性强，适合商务英语、国际贸易、国际金融、国际商务管理等专业的学生使用。

Testing Your Business English 是在编者多年的教学实践与研究、通过数届学生使用并不断完善的基础上完成的。本书编写出版过程中得到了学校领导和教务处领导以及有关专家的支持，在此一并致谢。由于编者水平有限，漏误难免，恳请专家、同仁及本书的广大使用者批评指正。

编 者
于上海对外贸易学院
2008 年 7 月

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Intermediate Higher

Test 1

Listening

Part One

Directions: Listen to the recording, and fill in the blanks with the missing words. ONE word for each blank only.

The first principle is giving compliments. By _____ (1) you are _____ (2) and drawing attention to some _____ (3) aspects of the person or of his or her _____ (4). The second principle is _____ (5), which may open doors to new _____ (6). Third, Using _____ (7) social _____ (8) may _____ (9) communication as well. Moreover, Listening is also a part of the two-way process of _____ (10) communication.

Part Two

Directions: Listen to the recording, and choose the correct answers from the choices listed below. You can hear it only once.

1. Why do people like to receive compliments?
 - A. People pretend not to reject the compliments.
 - B. People like the feeling of being respected for their knowledge or opinion.
 - C. People give compliments to start a conversation.
2. Which of the following is not a show of self-disclosure?
 - A. Indicating one's fears.
 - B. Explaining one's present circumstances.
 - C. Talking to oneself.

3. Which of the following is helpful to form the basis for communication?
 - A. Having other people talking.
 - B. Keeping the talk going.
 - C. Asking about other person's interests, hobbies, line of work, etc.
4. What is one of the important principles in getting a conversation going?
 - A. Requesting more information.
 - B. Listening attentively to each other.
 - C. Asking each other more questions.
5. Which of the following is not the basics for conversations?
 - A. Giving compliments.
 - B. Asking questions.
 - C. Requesting for information.

Vocabulary

Part One

Directions: Choose the words from the word list to match with the definitions.

- (1) so implausible as to elicit disbelief
- (2) to gain possession or control of, as in a game or contest
- (3) a business enterprise involving some risk in expectation of gain
- (4) an area for which a person is responsible as a representative or an agent
- (5) something that makes a sudden, quick advance, as through obstruction or opposition

- | | |
|------------------|-------------------|
| A. break-through | E. recommendation |
| B. capture | F. territory |
| C. confident | G. urgent |
| D. incredible | H. venture |

Part Two

Directions: Complete the blanks with appropriate words or expressions, or replace the underlined part with words or expressions closest in meaning.

1. The board of directors is in need of a chairman _____.
A. of whom everybody trusts
B. who every member confides
C. with whom everybody believes
D. in whom every member has confidence
2. David _____ his company's success _____ the unity of all the staff and their persevering hard work.
A. led ... to
B. ascribed ... to
C. attributed ... to
D. associated ... with
3. We are _____ each other in our views of what should be done to promote our sales.
A. alike as
B. similar to
C. the same as
D. identical with
4. As the bellweather of the software industry, Microsoft is committed to the production of operating systems.
A. specializes in
B. is devoted to
C. is dedicated to
D. is addressed to
5. The municipal government is appealing to the citizens to save water and power.
A. attracting
B. calling on
C. persuading
D. arousing the interest of

Application

Part One

Directions: Arrange the following sentences to make a dialogue.

- A. Hi, David. What can I do for you?

- B. Hi, Chris. It's David from Production.
- C. OK. Let's see, how many would you like to have?
- D. I need some extra workers. We are short of hand these days. It's the peak period, you know.
- E. Personnel Department.

Part Two

Directions: *Select the right sentences from the box to complete the dialogue below.*

- A. What's the problem?
- B. I'm Larry from Sparkle Company.
- C. This is Larry from Spares.
- D. Then I'll have to come over to talk about it. Are you free on Friday?
- E. Are they ready?
- F. Thank you very much.
- G. Have you prepared for all our XC310S?
- H. Perhaps I'll ring back on Friday to check everything on schedule.

- A: Linda Gilbert, Machine Shop.
- B: _____ (1) I was ringing to find out what was happening with those wheel covers.
- A: Oh, you ordered some XC310S.
- B: That's right. _____ (2)
- A: Not the whole batch. The first fifty are finished, but the other half won't be done till Monday.
- B: _____ (3)
- A: We've had a breakdown on the assembly line. It should be fixed this afternoon.
- B: Ok, Larry. _____ (4)
- A: I won't be here on Friday, Larry. You have to speak to the new production manager Steven Pinkly.
- B: I see. _____ (5) Good-bye!

Speaking

Part One

Directions: *Listen to the dialogue first. Then read it by yourself, imitating the pronunciation and intonation of the speakers.*

A: Can I speak to Phil Watson please. This is Jenny from Bibury Systems.

B: Hello, Phil Watson.

A: Phil, this is Jenny from the Marketing Department of Bibury Systems.

B: Hi Jenny. How's life?

A: Complicated. I've been leaving urgent messages for you for the past few days, but you obviously haven't seen them. I am afraid it looks as though our competitors, JK Toys, have got something that is very similar to Big Boss.

B: Oh no, how similar?

A: It's bad news. JK Toys are launching their product in six weeks time. So we have decided to bring forward our launch date again. Can you bring over your designs so Don can see them?

B: They're not finished yet, but I'll bring everything I have.

Part Two

Directions: *Listen to the recordings one by one, and give a proper response based on the prompts. You have been given a prompt for each response.*

Situation: You are arranging a meeting with a customer. You are David Jones and you work for ABC Shoes in the marketing department. Your competitor is Le Saunda Shoes and they will bring out their winter stock of boots in two weeks time.

1. 

(Prompt 1: Ask to speak to Jenny White in the production department. Tell the receptionist your name and which company you are calling from.)

2. 

(Prompt 2: Introduce yourself to Jenny.)

3. 

(Prompt 3: Explain that your competitor will launch their winter range in two weeks time and ask her to bring her winter collections designs to your company as soon as possible.)

4. 

(Prompt 4: Explain to Jenny that it is very urgent and you have to see her collection by Friday.)

5. 

(Prompt 5: Confirm that 10:00 am is fine and end the call.)

Test 2

Listening

Part One

Directions: *Listen to the recording, and choose the correct answers from the choices listed below. You can hear it only once.*

1. What is the job of a secretary?
 - A. Correspond with one's company.
 - B. Act as deputy for one's company.
 - C. Type for one's company.
2. After greeting all office visitors, a receptionist in many large organizations should try to get some information. Which of the following is not mentioned in the passage?
 - A. The visitor's company.
 - B. The person the visitor wishes to meet.
 - C. The nature of the visitor.
3. In what way does the first-time visitor get to the secretary office?
 - A. The secretary may personally take them to the office.
 - B. The secretary greets all visitors on their arrival.
 - C. The secretary directs all visitors to the proper person.
4. What is the first important thing for a secretary in a company?
 - A. Have a good knowledge of the structure of the organization and its staff.
 - B. Understand her/his boss properly.
 - C. Cover all sides smoothly.
5. What is the topic of the passage?