

BEC

BUSINESS ENGLISH
CERTIFICATE

剑桥商务英语

总主编 侯新民

全真测试题集

BEC 2

学习英语从这里开始

商务英语专家

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学英语

世界图书出版公司

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剑桥商务英语全真测试题集

BEC 2

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前言

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。该考试是一项水平测试,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技能进行全面的考查,对于成绩合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。由于该证书具有一定的权威性,现已成为所有举办该考试的一百多个国家和地区求职的“通行证”。

随着我国对外开放的不断发展,特别是中国加入 WTO 以来,世界各国著名的集团公司、金融机构以及工商企业纷纷前来投资,在中国设立分支机构、分公司以及同国内企业合资办企业,引发了新一轮对高素质、复合型外经贸人才的大量需求。这类人才要求能熟练掌握并灵活运用国际商务英语,同时熟知外经贸专业知识及国际贸易惯例。

目前 BEC 考试在我国非常热门,尤其是南方各大城市,每次报名的人数上千万,这个数字还在呈逐年上升的趋势,因此 BEC 考试点也在不断地增加。现在在全国各大城市均设有 BEC 考试中心。许多希望进入外国企业工作的大学生都纷纷走向 BEC 的考场,以便获得证书,增加求职的砝码。

为了满足市场的需求,帮助 BEC 考生尽快地了解考试试题的规律,掌握必要的应试技巧,打下坚实的基础,做好充分的准备,并顺利地通过考试,我们特编写了剑桥商务英语(BEC 2)系列教程。

该系列教程由五个分册构成:剑桥商务英语听力教程(BEC 2 听力),剑桥商务英语口语教程(BEC 2 口语),剑桥商务英语阅读教程(BEC 2 阅读),剑桥商务英语写作教程(BEC 2 写作)和剑桥商务英语(BEC 2)全真测试题集。该系列教程的特点有以下几个方面:

1. 循序渐进,由易到难

本系列教程,每册基本上由试题简介(包括试题形式、内容、要求等),基本功训练,专项训练和讲解,应试技巧及模拟测试等部分组成。语言简明扼要,深入浅出,内容由易到难,循序渐进。考生可以逐步了解考试全貌,并逐渐提高应试能力。

2. 内容丰富,覆盖面广

本系列教程,包括了 BEC 考试的方方面面,既有听、说、读、写,又有全真测试题集。考生可先进行基础训练,专项训练,然后再进行综合训练,以期达到扎实的语言基本功和较高的语言运用能力。

3. 有的放矢,实用性强

本系列教程主要针对剑桥商务英语证书(BEC)考试的四个部分,即听、说、读、写的内容、任务、要求进行细致的讲解,所提供的应试策略方向明确,易于操作,实用性强。

参加这套系列教程的编写人员均是长期从事剑桥商务英语证书(BEC)考试培训的,有丰富教学经验的教师。我们相信,只要考生认真学习本系列教程,就一定能提高自己的英语水平,并在未来的考试中取得理想的成绩。

本套教程适合参加剑桥商务英语证书(BEC 2)考试的人员作商务英语学习和考前培训使用,也可供大专院校学生、从事商务工作的一般工作人员学习英语时参考使用。

由于编者水平有限,书中难免有疏漏和不足之处,敬请各位同行和广大读者不吝指教,当不胜感激之至。

编 者

2006年8月

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Chapter 1

A Brief Introduction to BEC Test

1993 年, 国家教委考试中心和英国剑桥大学地方考试委员会合作, 举办商务英语证书 (THE BUSINESS ENGLISH CERTIFICATE) 考试。该系列考试是一项水平考试, 根据商务工作的实际需要, 对考生在商务和一般生活环境下使用英语的能力从听、说、读、写四个方面进行全面考查, 对成绩合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。该证书由于其颁发机构的权威性, 在英国、英联邦各国及欧洲大多数国家的商业、企业部门获得认可, 作为确认证书持有者具有英语能力的首选证明。

已于 2000 年开考的、由英国剑桥大学考试委员会与中国全国高等教育自学考试指导委员会联合推出并颁发证书的“商务管理”、“金融管理”两个专业指定 BEC 为其英语课程。获得 BEC1、2、3 级 C 以上成绩证书者免考该课程。

BEC3 级已被英国许多大学和中国一些大学定为 MBA 必修课之一。并被英国 50 多所大学认可作为入学英语语言能力证明。

在中国, 商务英语证书被各类涉外企业、部门、组织或机构用来作为招收职员时英语能力的证明; 同时也是商务工作人员或英语学习者检验、提高自己英语水平的方式; 对于即将进入职场的在校学生或已工作的青年来说, 它是就业、求职的重要砝码, 因此, 商务英语证书被称为——商务求职的通行证。

考试时间分布:

| | BEC 初级 | BEC 中级 | BEC 高级 |
|-----------|--------|--------|--------|
| 阅读 | 90 分钟 | 60 分钟 | 60 分钟 |
| 写作 | 90 分钟 | 45 分钟 | 70 分钟 |
| 听力(含填答题卡) | 40 分钟 | 40 分钟 | 40 分钟 |
| 口试 | 12 分钟 | 14 分钟 | 16 分钟 |

BEC 报考时间、地点、条件及收费标准

报名时间:

报名无开始时间, 即任何时间都可以报名。有截止时间: 上半年报名截止时间为三月二十日; 下半年报名截止时间为九月十七日。欲了解各考点的具体报名事宜, 可与各考点联系。

报名地点:

教育部考试中心已在全国 50 多个大中城市设立了 BEC 商务英语考点 (及报名点), 由当地的高等学校承办。各地考生请注意本地区考生点的信息。暂时未设置考点的地区如有考生希望参加考试, 也可到邻近的考点参加考试, 并可请人代理报名手续。

报名条件与考试费用:

BEC 共分三个等级: BEC1、BEC2、BEC3。BEC1 是面向初级和中下级英语水平的商务英语考试, BEC2 是面向中、高级英语水平的考试; BEC3 是面向较高级英语水平的考试。

考试分两个阶段进行。第一阶段为阅读、写作和听力,第二阶段为口试。

报名不受年龄、性别、职业、地区、学历等限制,任何人(包括学生、待业人员等)均可持本人身份证件到当地考点报名。在华工作的外籍人员和现役军人亦可持本人有效身份证件报名参加考试。报名每次收取考试费(含口试费)BEC1:395元人民币;BEC2:520元人民币;BEC3:690元人民币。

考生在报名后可得到一本内容包括考试范围、考试题型的《考生手册》,供考生参照复习。

BEC 口试范围、形式与内容及评分标准

BEC 口试主要考查考生在商务交往过程中运用英文的能力。

商务交往主要指:

1. 建立和保持商务联络;
2. 谈论工作;
3. 制定计划与安排工作。

测试内容

1. 建立和保持商务联络

- 1)向他人表示问候和对问候的回答;
- 2)自我介绍;
- 3)询问对方或介绍自己的身份特征;
- 4)表达自己喜欢什么、不喜欢什么;
- 5)发出邀请、接受或拒绝邀请;
- 6)表示感谢和欣赏;
- 7)给别人提供方便、接受或拒绝帮助。

2. 谈论工作

- 1)询问和描述工作任务;
- 2)询问和介绍公司情况;
- 3)询问和简要介绍产品;
- 4)比较不同的产品及价格;
- 5)询问和提出自己的观点;
- 6)表示同意或反对;
- 7)提出、接受或拒绝建议;
- 8)表达需要和要求。

3. 制定计划和安排工作

- 1)商务会议:安排会议日程、安排会议议程;
- 2)商务旅行:预定饭店房间、到饭店住宿和结账、点菜、进行旅行咨询、预定机票、乘火车旅行、根据指南行路。

BEC 考试成绩评定及证书颁发

BEC1 注重考查考生的语言交际能力,成绩以等级计,以反映考生的总体能力。

第一阶段(Stage 1)的阅读和写作、听力及第二阶段(Stage 2)的口语的成绩将分别以 A、B、C 三个等级分数报告,其中 A 和 B 为及格以上成绩。考生只有在每个部分都获得 B 级以上成绩,才能保证总成绩合格。考生在第一阶段总成绩为 A、B、C、D、U 五

个等级分数,其中 A、B、C、D 为及格以上成绩,U 为不及格成绩。

口语考试成绩按 1、2、3 级评定,其中 1、2 级成绩为及格以上成绩,3 级为不及格成绩。

第一阶段(Stage 1)考试成绩为 A、B、C、D 等级的考生将获得剑桥大学颁发的 BEC1 证书。参加口试获得 1、2 级成绩的考生,成绩将在他们的证书上标明。

剑桥 BEC、MSE、IELTS 系列英语考试水平对应关系表

报名时间

BEC 每年考两次,上半年五月的第三周周六为(BEC3),第四周周六(BEC1),六月第一周周六(BEC2);每年十一月第四周周六(BEC3),十二月第一周周六(BEC1),第二周周六(BEC2)。上午笔试,下午口试,口试进度慢的,延至第二日上午。

报名无开始时间,即任何时间都可以报名。有截止时间:上半年报名截止时间为三月十日;下半年报名截止时间为九月十五日。报名截止时间每年会有几日的变化,以考点公布的为准。

Chapter 2

Simulated BEC Vantage Tests

Test One

READING

Part One

Questions 1 – 7

Look at these sentences and the information about five international publications on this and the next pages.

Which publication does each sentence refer to?

For each sentence, mark one letter A, B, C or D on your Answer Sheet.

Example

This publication gives information on car-hire in America. Answer: A

1. This is probably of interest to travelers.
2. This is useful for organizations planning to hold a conference abroad.
3. A company making wrapping, containers, etc., for consumer goods might find this useful.
4. This provides useful information for city transport managers.
5. This has information about how successfully competitors are serving different destinations.
6. This provides information on the suitability and cost-effectiveness of products for particular tasks.
7. This is useful for a purchasing manager in a food canning company.

Publications

- A. **Summary of Content:** Complete directory of meeting facilities in hotels and resorts in the US, Canada and the rest of the world. Provides information on over 1,300 properties, including accommodation, meeting room size, exhibit space, available equipment and support services. Also provides helpful information on destinations, airlines and car rentals.

Readership/Target Audience: Corporate, incentive and association meeting planners in North America.

B. Summary of Content: Trade publication featuring packaging product-marketing strategies, package design trends, engineering applications and machine/materials technologies. Also features packaging news and packaging environmental news sections.

Readership/Target Audience: Executives with buying and specifying responsibility for packaging machinery, containers, materials and supplies.



C. Summary of Content: Provides industry marketing professionals with concise data on over 72, 000 travel agencies and tour operators world-wide. Data include agency size, owner, sales volume, locations and geographical specialties.

Readership/Target Audience: Travel agencies and tour operators.

D. Summary of Content: Covers all regular service modes including metros, tramways, light rail, suburban rail, trolley buses and ordinary road buses. Contains news, developments, information and innovations throughout the world and considers new products in terms of their fitness for specific purposes and value for money.



E. Summary of Content: Carries news stories covering exploration, refining and petrochemicals, providing a unique and authoritative news and information service to individuals and organizations with a serious interest in all aspects of oil, gas and related industries.

Readership/Target Audience: Technical supplies and services, drilling and exploration contractors, oil companies.

Part Two

Questions 8 – 12

Read this text about planning for exhibitions.

Choose the best sentence from the next page to fill in each of the gaps.

For each gap 8 – 12 mark one letter A – I on your Answer Sheet and do not mark any letter twice.



Preparing for Exhibitions

An exhibition is an excellent way of generating new business for companies both large and small, and offers many advantages, such as obtaining sales

leads, competitor intelligence, and learning more about industry development and trends. An exhibition should be seen as an integral element of an overall sales and marketing campaign. Companies that fail to plan their participation carefully could find exhibiting costly and unproductive. . . . example (E) . . .

If a new product launch is planned, for example, a good-sized demonstration area is needed with facilities for taking and following up leads.

A stand manager should be appointed from the start.

Forward planning of budgets is essential. (8)

An exhibition is an ideal and highly effective platform for new product launches. (9)

Make sure that you plan to use your exhibition as a focus for presenting something new either about your products/services or your company and ensure that you publicise any newsworthy information to maximize interest.

Trade journals are keen to publicise new products and services, and often compile special preview issues prior to an exhibition. (10)

(11) The guides produced by some exhibitions offer detailed information on all promotional opportunities around the show.

Valerie Thompson, Marketing Director of Reed Exhibitions, says: "We realize how vital it is for exhibiting companies to plan way ahead of an exhibition. We do our utmost to encourage our exhibitors to maximize on their participation in an event. (12)

- A. Put together a comprehensive list of clients you wish to invite at least 12 weeks before the exhibition.
- B. Lead times for publications can be anything from 6 to 24 weeks before publication and it is essential that details are sent in time.
- C. Meetings on pre-show activities should be held to ensure all personnel are clear about recent developments.
- D. Research by the Exhibition Marketing Group shows that 61% of visitors are attracted to exhibitions by new products and technology.
- E. A number of fundamental decisions should be taken in advance.
- F. The costs of exhibition space, transportation, and other related issues need to be considered well in advance.
- G. The success of any show is greatly influenced by the way exhibitors market themselves.
- H. A number of exhibition organizations also provide free guides and services.

Part Three

Questions 13 – 20

Read the interview below with one of the Managing Directors of a hotel chain.

Despite the fact that the Inter-Continental hotel chain was set up by an airline company, it has never, in its fifty-year history, operated an airport hotel. "It is rather surprising when you think of our background," admits Robert Collier, joint Managing Director, who is responsible for running and operating the hotels world-wide. "We have always very firmly targeted business travelers staying in top city centre destinations and so we have simply ignored airports."

1. But the extensive investigations carried out by Inter-Continental over the past couple of years showed that it had made a mistake. "It became clear that our frequent international business travelers wanted the option of an Inter-Continental airport hotel as much as they wanted city centre hotels," says Collier.
2. Yet airport hotels are not the only new development at Inter-Continental. It recently announced plans to develop close ties with independent hotels in parts of the world in which it has less of a presence than it would like. It already has 18 of these "Global Partner" hotels-which have to meet Inter-Continental standards of operation and service provision and has a target of 100. There is, moreover, another strand to Collier's new strategy. "Some 85 per cent of our guests are business travelers," he explains. "But those executives also have families and take vacations and so it seemed sensible to look at developing resort hotels, with extensive sport and recreational facilities."
3. Yet Collier maintains that moving into such leisure developments will not lead to Inter-Continental taking its corporate eye off its main target market: business travelers. He explains: "We have always concentrated on meeting their requirements as executives away from their office but still, primarily, at work." This has led to the creation of new Club floors in the hotels, which provide a high level of services for executives on the move. There is also the Global Business Options package, which was launched over a year ago, and offers a discounted corporate rate, upgraded rooms and reduced phone charges.
4. Just over a year ago, further changes were introduced to enable Inter-Continental to become more focus on its business traveler customers. "Basically, we decided to split the hotel operating company away from the part of the business that actually owned the property," he explains. "The two don't really mix that well." Thus Collier is responsible for running and developing the hotels (including those it owns, operates on management contracts, or has franchised), while joint managing director Gavin Simmonds was given responsibility for the property side of the company.

Collier remains confident about the future. "We have seen a very healthy rise in occupancy levels in recent months," he says, "and our belief is that this strong demand will continue in the late 1990s."

Questions 13 – 16

For questions 13 – 16, choose the best title for each paragraph from the box below.

For each numbered 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. Forming links with international airlines
- B. Adapting corporate structure
- C. Research into the customer's requirements
- D. Reading investment in property
- E. Expansion into new areas
- F. Changing the customer base
- G. Developing established services and benefits

Questions 17 – 20

Using the information in the text, complete each sentence 17 – 20, with a phrase from the list below.

For each question 17 – 20, mark one letter A – G on your Answer Sheet.

Do not mark any letter twice.

17. Inter-Continental's plans for expansion include _____

18. Inter-Continental's errors of judgement became evident from _____

19. The need to improve Inter-Continental's efficiency led to _____

20. Inter-Continental has always focused on _____

- A. the recruitment of new staff.
- B. business travelers combining work with a holiday.
- C. a change of managerial roles within the company.
- D. the work-related needs of business travelers.
- E. the development of resort hotels.
- F. its limited presence in parts of the world.
- G. the results of recent market surveys.

Part Four

Questions 21 – 35

Look at the guidelines below about staff appraisal.

Choose the best word from the next page to fill each gap.

For each question 21 – 35 mark one letter A, B, C or D on your Answer Sheet.

Staff Appraisal

Management and staff have agreed to put in ... (example) ... a compa-

ny-wide system for staff appraisal.

Each member of staff will meet at least once a year with their management to discuss and assess the employee's performance and to complete an appraisal form.

Staff appraisal interviews are a valuable means of (21) between managers and subordinates: they ensure that an organisation develops its human (22) and that employees get maximum job (23).

The Appraisal Interview

The main (25) of the interview is to (26) employees be as effective as possible in their present jobs.

It (27) the manager and subordinate the opportunity to review past and present job performance together, and to (28) for the future.

First Stage-Preparation for the interview.

Before the appraisal interview the manager and subordinate should (29) the specific areas for discussion and agree on a time-period which the appraisal should (30) (normally 12 months).

Second Stage-At the interview.

If necessary the employee and manager should (31) to last year's appraisal and decide whether key aims and targets have been achieved. They should (32) on aims for the future appraisal period and how performance should be judged.

Third Stage-Assessment of performance.


The appraisal document should be completed by the manager after the interview. It should then be discussed with the employee before the (33) signing.

It should include:

- a) Areas of the employee's work where there have been failures.
- b) Areas where there have been prominent successes.
- c) An assessment of the employee's (34) to organize and plan his or her time, and to make the most efficient (35) of resources.

Example

| A. situation | B. place | C. time | D. arrangement |
|------------------|-------------|---------------|------------------|
| 21. A. speech | B. talk | C. function | D. communication |
| 22. A. resources | B. services | C. facilities | D. supplies |
| 23. A. enjoyment | B. pride | C. happiness | D. satisfaction |

- 
- | | | | |
|--------------------|-------------|-----------------|---------------|
| 24. A. design | B. process | C. organization | D. method |
| 25. A. way | B. purpose | C. reason | D. definition |
| 26. A. assist | B. aid | C. help | D. support |
| 27. A. gives | B. produces | C. presents | D. supplies |
| 28. A. outline | B. plan | C. determine | D. propose |
| 29. A. distinguish | B. notice | C. point | D. identify |
| 30. A. cover | B. focus | C. contain | D. fulfill |
| 31. A. see | B. consult | C. consider | D. refer |
| 32. A. confirm | B. agree | C. discuss | D. arrange |
| 33. A. past | B. end | C. final | D. closing |
| 34. A. talent | B. practice | C. technique | D. ability |
| 35. A. use | B. value | C. worth | D. service |

Part Five

Section A

Questions 36 – 40

Read the text below about management teams.

In most of the lines 36 – 40 there is one extra word which does not fit. One or two lines, however, are correct.

If a 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:

Businesses that have struggled through hard times have learnt the ✓ benefits of besides having various forms of financing at their disposal. besides

Management Teams

A good management team combines people with different skills
 36 who can each make a contribution to discussion and planning.
 37 Team members will play different roles, some of becoming leaders,
 38 others playing in the part of organizers or creators. To make a team
 39 work well, it is too important to recognize these roles and encourage
 40 members to do what they are best at. An individual who does not feel im-
 portant will not work at his or her best.

Section B

Questions 41 – 45

A colleague has written this letter and asked you to check it.

In each line there is one wrong word.

For each line 41 – 45, write the correct word in the space on your Answer Sheet.

Examples:

There should not be any needy for this request . need

Can you answer my letter to once? at

Dear Mr. Nomaru:

I am writing with regard to your recent order for

41. ten Protex computers, and your request to a discount.

42. This particular model is the cheaper that we have, and we

43. cannot, with orders of the size, offer a discount. I hope

44. this will not affect your decision to place an order with us.

45. I looking forward to hearing from you.

Yours sincerely,

Kim Jae Eun

WRITING 45 minutes

WRITING

Part One

- * You are Head of Personnel at a large international company. You have just appointed Ms Francesca Bianchi as the new Sales Manager at Head Office.
- * Write a memo of 40 – 50 words to Head Office staff:
- * announcing Ms Bianchi's appointment
- * saying when she will start work
- * asking staff to give her a friendly welcome.

To:

From:

Part Two

- * You work in the Sales Department of an international company. Manuela Garcia, an important client, is visiting your company for a day. There are some changes to the itinerary you sent her last week.

- * Write a letter of 120 – 140 words to Ms Garcia, using the original itinerary and your handwritten notes, informing her of the changes.