



Practice Tests For BEC Preliminary



剑桥商务英语证书 (BEC)

初 级 习 题 集

剑桥商务英语证书考试命题研究组 编

BEC 证书——求职直通车，职场任驰骋



第二版

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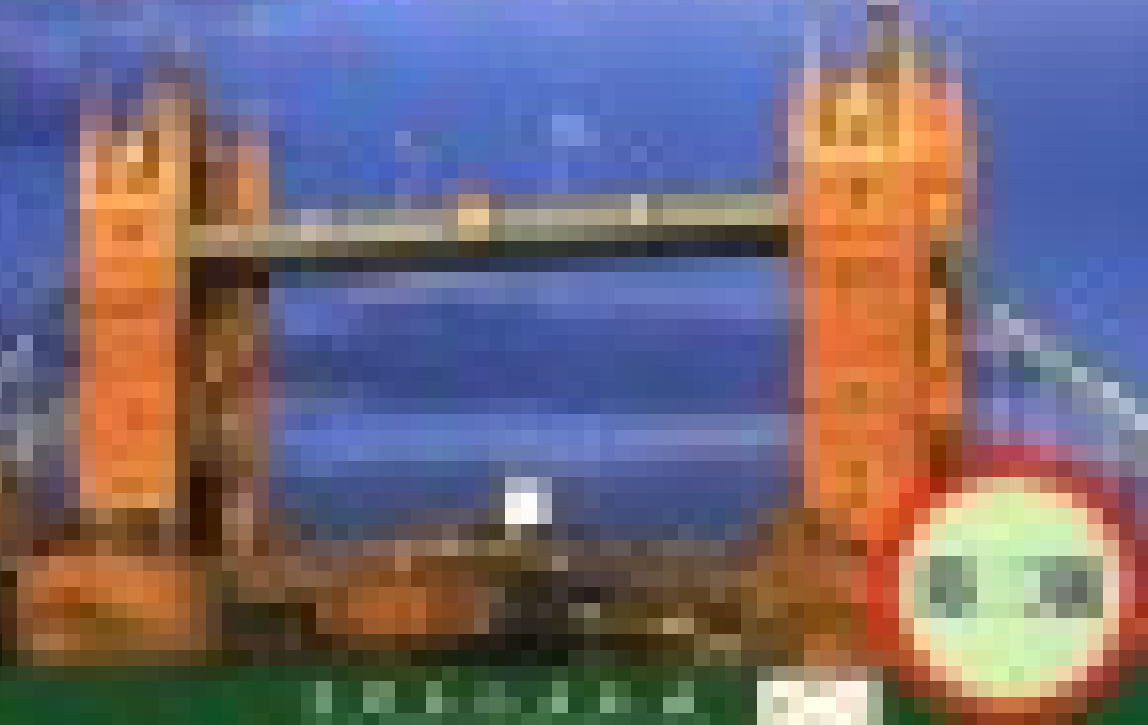
剑桥商务英语考试 1B

(BEC)

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前 言

随着改革开放的不断深入,特别是在中国加入 WTO 之后,经济全球化的趋势使得越来越多的外资及跨国企业进入我国,剑桥商务英语证书(BEC)考试正成为像 IELTS、GRE、TOEFL 这样受人们青睐的考试。作为国际上最有影响的商务考试之一,对欲在涉外企业及相关领域发展的人士来说,剑桥商务英语证书是一个在日益激烈的竞争中取胜的重要砝码。目前,越来越多的人迫切希望能够熟练掌握商务英语这一具有极高商业价值的专业语言。

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。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)、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”。

根据剑桥大学考试委员会和教育部考试中心对该项考试的要求,中国石化出版社出版了《剑桥商务英语证书(BEC)考试习题集》丛书,这套丛书是目前最新的为剑桥商务英语证书考试而编写的辅导教材。该套丛书根据英国剑桥大学考试委员会对 BEC 考试大纲的最新修订而编写,以现代商务活动为素材,内容与考试联系紧密,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辅导用书。

由于我们经验不足,疏漏谬误之处在所难免,希望广大读者和同行提出宝贵的意见,以便日后对本书作出修改,使之更趋完善。

编 者

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Test 1

READING AND WRITING 1 hour 30 minutes

READING

PART ONE

Questions 1—5

- Look at questions 1—5.
- In each case, which sentence is correct?
- For each question, mark one letter (A, B, or C) on your Answer Sheet.

Example:

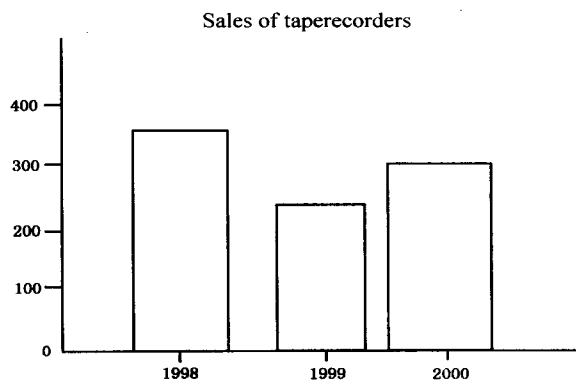
Do not cover and do not move while in operation.

- A** Leave the equipment where it is at all times.
- B** Disconnect the equipment before you move it.
- C** Never touch the equipment.

The correct answer is B, so mark you Answer Sheet like this:

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

- 1 The sales of taperecorders in 2000 showed a growth in relation to



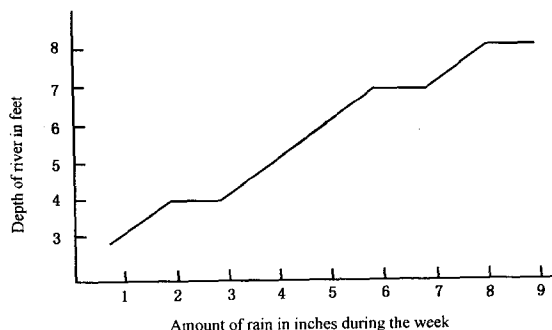
- A** 1999
- B** 1998
- C** 2001

2 I'm afraid your price is much higher than I can accept.

- A I'm afraid of your price.
- B Your price is so high that I can accept it.
- C I cannot accept your high price.

3 In general, the greater the rainfall _____

- A the shallower the river.
- B the narrower the river.
- C the deeper the river.



4 Mr Ranson called while you were on the phone—he'll try again this afternoon.

Mr Ranson

- A promised to call back.
- B left a message.
- C was put through.

5

ANNUAL INCOME OF WORKERS

	Clerical Workers	Operatives
Male	\$ 13,000	\$ 9,500
Female	\$ 9,000	\$ 8,500

In which occupation do females earn more than males?

- A Operatives
- B Clerical
- C None of the occupations listed.

PART TWO

Questions 6—10

- Look at the following departments of XY Company.
- For Questions 6—10, choose the correct department.
- For each question mark the correct letter (A—H) on your Answer Sheet.
- Do not use any letter more than once

XY COMPANY

- A DEPARTMENT OF MARKETING
- B DEPARTMENT OF FINANCE
- C DEPARTMENT OF PERSONNEL



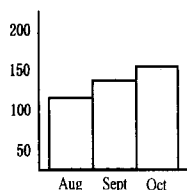
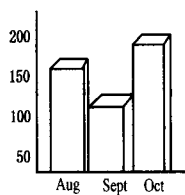
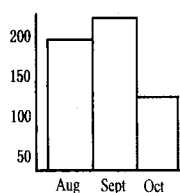
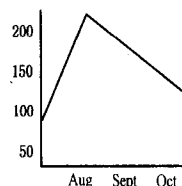
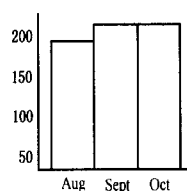
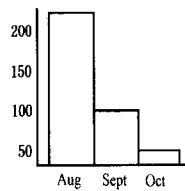
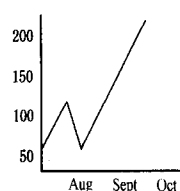
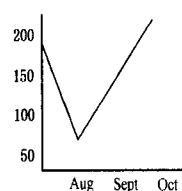
- D** DEPARTMENT OF DISTRIBUTION
E DEPARTMENT OF PRODUCTION
F DEPARTMENT OF PUBLIC RELATIONS
G DEPARTMENT OF QUALITY CONTROL
H DEPARTMENT OF TRAINING

- 6 Which department conducts job interviews?
7 Which department deals with shipping?
8 Which department deals with advertising?
9 Which department trains the employees?
10 Which department works out the company's budget?

PART THREE

Questions 11—15

- Look at the charts below. They show company profits.
- Which chart does each sentence (11–15) describe?
- For each sentence mark one letter (A—H) on your Answer Sheet.
- Do not use any letter more than once.

**A****B****C****D****E****F****G****H**

- 11 After a small increase in September, there is a sharp fall in October.
12 Profits rose steadily from August to October.
13 A steady fall in sales during September and October followed by a sharp increase in August.
14 Profits dropped during September but increased again in October to exceed the August profits.
15 Profits hardly changed throughout the period, except for a slight increase in September.

PART FOUR

Questions 16—22

- Read the article about airport hotels.
- Are the sentences 16—22 “Right” or “Wrong”? If there isn't enough information to answer “Right” or

“wrong”, choose “Doesn't say”.

- For each sentence 16–22, mark one letter (A, B or C) on your Answer Sheet.

Airport Hotels for the 1990's

A new hotel group opens a luxurious hotel at Gatwick Airport this month. The name of this new company is EuroHotels Ltd, a wholly-owned subsidiary of Euracomm plc. Set up two years ago, EuroHotels is developing two complementary chains of hotels, Lake and Dale. The first two five-star Lake hotels in Britain will be at Heathrow and Gatwick, with the 500-bedroom Gatwick Lake opening first, followed next month by the 444-bedroom Heathrow Lake at Terminal 4.

The medium-priced Dale chain has already celebrated its UK debut with the 350-bedroom hotel at Manchester. This opened last month and marked a £15 million investment and a new direction for the Euracomm Group at a time when other hotel groups of this kind, notably the Swiss group, Schari, were worrying about the recession and reluctant to expand.

The Heathrow and Gatwick Lakes represent an investment of £50 million, investment evident in design which incorporates, in the case of Heathrow, a unique glass-walled, five-storey atrium, containing the restaurants, bar and lounge areas in a piazza setting. Gatwick's slightly more modest 32 metre high atrium offers a similar combination of sophisticated and informal eating areas.

Extensive investment has also gone into providing the very latest computer technology. Squirrel Info View systems in every room offer, via the TV screen, up-to-the-minute airport, airline and hotel information and room service selection. The TV relays any messages taken for the room occupant, monitors the room service extra charges and can even take credit card payments on check-out. If you are flying EuroAir you can also check-in your baggage and reserve a seat via the screen.

16 The first lake hotel will open at Heathrow.

- A right B wrong C Doesn't say

17 The Heathrow Lake is larger than the Gatwick Lake.

- A right B wrong C Doesn't say

18 EuroAir passengers can reserve a seat from their hotel room without using the phone.

- A right B wrong C Doesn't say

19 EuroHotels Ltd is a competitor of Euracomm plc.

- A right B wrong C Doesn't say

20 Gatwick's atrium is larger than that of the Heathrow Lake.

- A right B wrong C Doesn't say

21 Schari wanted to invest more money.

- A right B wrong C Doesn't say

22 Squirrel is the catering company used by the hotels.

- A right B wrong C Doesn't say

**PART FIVE****Questions 23—28**

- Read the article from Mary Caterham's letter of application for a job.
- For each question 23—28, choose the correct answer.
- Mark one letter (A,B or C) on your Answer Sheet.

A winning idea

Alan Robinson left school at 16 hoping to make as much money as possible. At first, he worked for his father, who owned several newsagents, shops in London. "I learnt a great deal about running a business from being in a small shop. You find out that every penny matters." Then he took a job as a salesman for a food manufacturer, and a couple of years later he was offered a job by his uncle. "He asked me to manage a chain of bookshops he had in South Africa and taught me everything I know about management."

When he came back to Britain, Alan was offered a job in London as a product development manager with an exciting new clothes company called Naismith's. He felt immediately at home there. "I found I really understood the fashion business and what influences products, so I was able to take the design team's ideas and turn them into commercially successful products."

One day in the warehouse he noticed a range of sports clothes that had been sent from a manufacturer in New York for the company to look at. "I took the clothes round the office and everyone loved them. At the time, most sports clothes were not very fashionable, so this range was something new." Robinson then tried to persuade his boss to sell these clothes. However, she was happy with the way things were and, feeling disappointed, Alan decided to leave and try to sell them himself.

Robinson went to New York just to talk to the manufacturer. He went with his father and they took £12,000 from savings to buy stock. Alan says, "We tried for a whole week to get an interview with the manufacturer and he refused us three times. But finally he gave in and he became our main supplier." On his return, Robinson successfully sold the clothes to small fashion and sports shops, and he began to start producing designs of his own.

"Then, I had my big break when I received a phone call from F&G, one of the largest department stores. They had heard about Robinson Sportswear from the trade journals." F&G were looking for good-quality sports clothes to expand their limited range and asked Robinson to produce items especially for them. Over the next three years the company became his biggest customer.

Robinson Sportswear now makes profits of £2.3m on sales of £10m and Robinson himself is worth over £21m. "Money doesn't matter to me—what's really exciting is making deals."

23 What does Alan say about his first experience of business?

- A He enjoyed working for his father.
- B It encouraged him to start his own shop.
- C He discovered the value of money.

- 24 Alan found Naismith's a good place to work because
 A it was the market leader.
 B he knew what would sell well.
 C they trained him as a designer.
- 25 Alan's boss at Naismith's
 A Was planning to leave.
 B didn't get on with Alan.
 C wasn't keen on expanding her range.
- 26 What did Alan and his father plan to do in New York?
 A borrow some money
 B make a deal
 C visit a number of suppliers
- 27 What was Alan's big opportunity?
 A He appeared in a trade journal.
 B He won a major contract.
 C He was offered a profitable merger.
- 28 What do we find out about Alan Robinson from the text?
 A His main aim is to make money.
 B He has always wanted to work in the fashion industry.
 C He isn't afraid of trying new ideas.

PART SIX

Questions 29—40

- Read the business letter.
- Choose the correct word to fill each gap.
- For each question 29–40, mark one letter (A,B or C) on your Answer Sheet.

Dear Sir/Madam

I am writing to you 29 a customer of ours who would like to 30 some space in your hotel foyer 31 display their products.

The company produces balloons 32 carry advertising slogans, 33 the display would probably be interesting for your business customers.

The display 34 would be a platform 35 chairs and tables, and contain samples of the company's products. The stand would be 4m×8m and the display would last 36 a week. 37 best effect the stand would be located in a 38 corner of the foyer.

If you are interested I suggest we meet 39 to discuss details.

I look forward 40 hearing from you.

Yours faithfully

29 A on behalf of

B instead of

C on behalf

30 A buy

B borrow

C rent

31 A in order to

B because of

C so that



- | | | |
|------------------|---------------|-------------|
| 32 A what | B which | C where |
| 33 A as | B therefore | C because |
| 34 A platform | B table | C stand |
| 35 A with | B without | C within |
| 36 A to | B in | C for |
| 37 A For | B in order to | C So that |
| 38 A dam | B light | C sunny |
| 39 A perosonally | B personnel | C privately |
| 40 A x | B on | C to |

PART SEVEN

Questions 41—45

- Read the memo and the information about office laser printers.
- Complete the form below.
- Write a word or phrase (in CAPITAL LETTERS) or a number on lines 41—45 on your Answer Sheet.

Memo

To: Tim Nicholls
From: Rachel West
Date: 20 December 1998

We'll have to order the new printer today or it won't be delivered before Christmas. Could you look at these 3 printers and choose one? We need a printer that is fast but not the most expensive. Could you place the order for me this morning and leave me a copy of the order form?

	560Pro	Tek200	Pro-jet
Width	50cm	40cm	62cm
Depth	53cm	50cm	49cm
Height	40cm	33cm	37cm
Pages Permin	3	6	4-5
Memory	12MB	24MB	20MB
Price	£2995	£3495	£3900

Order Form

Contact person: (41).....
The type of printer: (42).....
Price: (43).....
Date of order: (44).....
Memory: (45).....

WRITING**PART ONE****Question 46**

- Antonio Ribeiro, your boss, has called a meeting on Thursday, but you cannot attend because you will be away at a conference.
- Write a short note to your boss
 - apologising for your absence
 - explaining why you will be away
 - saying where the conference is.
- Write about 30–40 words on your Answer Sheet.

PART TWO**Question 47**

- Read this message from your secretary.

Message:

When you were out on your business trip, Mr. Zhang, Manager of Datong Company wrote to us—asked us to offer them 2,000 Lihua Brand Bicycles. I contacted Mr. Li, our Sales Manager, he said the demand is very heavy, cannot supply now; when available we can offer.

- Write a letter to Mr. Zhang:
 - acknowledging receipt of his letter;
 - expressing regret;
 - explaining why you can't supply the goods;
 - saying you will inform him when a new supply becomes available.
- Write 60—80 words.
- Do not include postal addresses.

**LISTENING Approximately 40 minutes (including 10 minutes' transfer time)****LISTENING****PART ONE****Questions 1—8**

- For questions 1—8 you will hear 8 short recordings.
- For each question, mark one letter (A, B or C) for the correct answer.

1 How many seals were ordered?

4098

A

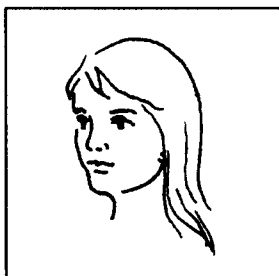
1498

B

4908

C

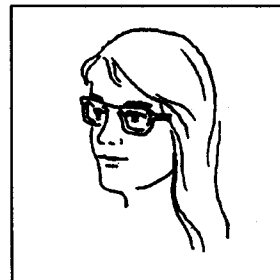
2 Which one is Ms. Newman?



A



B



C

3 What time does the exhibition close?



A



B



C

4 When will the letters be finished?

wednesday morning

A

wednesday afternoon

B

Thursday afternoon

C

5 Where does the conversation take place?

bank

A

home

B

store

C

6 What did the woman want?



A

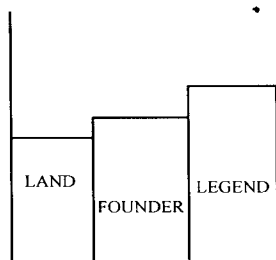


B

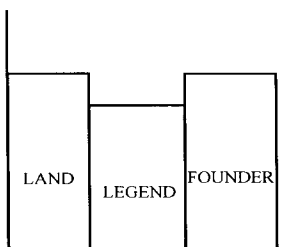


C

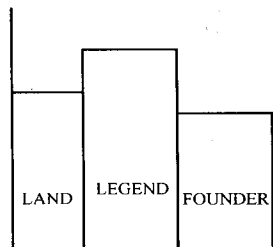
7 Which chart is correct?



A



B



C

8 When will Larry meet John tomorrow?

2:40 p.m.

A

2:00 p.m.

B

10:30 a.m.

C

PART TWO

Question 9—15

- Look at the passage below.
- Some information is missing.
- For each question 9–15, fill in the missing information in the numbered space.
- After you have listened once, replay the recording.

products	Quantity	Catalogue Number	Price
DayPacks	100	(9).....	(10).....
Travel bags	(11).....	(12).....	(13).....
Rucksacks	(14).....	RS 101	(15).....

PART THREE

Questions 16—22

- Look at the note below.
- Some information is missing.
- You will hear a telephone conversations.
- For each question 16–22, fill in the missing information in the numbered space.
- After you have listened once, replay the recording.

Rental Application Form

Name: (16).....
 Address: (17).....
 Street: (18).....
 State: (19).....
 Telephone: (20).....
 Occupation: (21).....
 Employer: (22).....



PART FOUR

Questions 23—30

- Listen to the talk on import regulations.
 - For questions 23—30, which sentence is correct?
 - Mark one letter (A, B or C).
- 23 Why is Sophie interested in board games?
A low price
B it's a newest board game
C She can get a discount
- 24 What is special about Mindwist?
A it comes to two version
B low price
C high quality
- 25 How many travel size general knowledge games does sophie stock?
A many **B** few **C** several
- 26 What's the recommended retail price for the Mindwist travel version?
A £9.99 **B** £10.99 **C** £10.98
- 27 What's the price to sell to Sophie for the Mindwist travel Version?
A £9.99 **B** £10.99 **C** £10.98
- 28 How can Sophie get a discount on Mindwist?
A buying many Mindwist
B buying both versions of Mindwist?
C buying more than 10 one
- 29 What's the discount Sophie can get?
A 8% **B** 10% **C** 5%
- 30 What does Sophie think about the price of Mindwist Travel?
A high **B** low **C** reasonable

SPEAKING 12 minutes

SAMPLE SPEAKING TASKS 1

PART 1

The interview—about 2 minutes

In this part the interlocutor asks questions to each of the candidates in turn. You have to give information about yourself and express personal opinions.