

# BEC 模拟习题集及解析

## BEC Preliminary Testbuilder



### 初级

仿真试题 · 紧扣最新考纲



详尽解析 · 掌握考试精髓



实战操练 · 攻克疑难领域

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MACMILLAN



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## /// 导读 ///

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### 一. BEC Preliminary BEC 初级证书考试

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#### ●背景介绍

剑桥商务英语证书考试(Business English Certificates, 简称 **BEC**)是英国剑桥大学考试委员会(the University of Cambridge Local Examinations Syndicate, 简称 **UCLES**)和中国教育部考试中心联合主办的英语水平考试。1993 年中国教育部考试中心和英国剑桥大学考试委员会合作, 将 **BEC** 考试引入中国。英国剑桥大学考试委员会负责命题、阅卷、颁发证书。中国教育部考试中心负责报名, 印制试卷和组织考试。**BEC** 是根据英语为非母语国家的人员进行国际商务活动的需要而设计的, 主要检测认定考生在国际商务活动的背景下使用英语语言的能力。

#### ●权威证明

剑桥商务英语证书考试(**BEC**)是一项水平考试, 它从听、说、读、写四个方面对考生在国际商务活动的背景下使用英语语言的能力进行全面考查。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”。该项考试在欧美许多国家被广泛承认, 我国大多数外企、商社和涉外单位也认可, 是招聘雇员优先录用的主要条件之一。由于 **BEC** 考试机构——英国剑桥大学考试委员会考试的科学性、权威性, **BEC** 一直成为求学者和白领一族选读英语的热点。

由于 **BEC** 证书是国际认可的商务英语证书, 对考试的质量自然有严格的把关。作为首家由中国教育部考试中心承办的英国权威英语考试, 其证书的含金量无可置疑。为考察考生在国际商务活动的背景下运用英语语言的能力, **BEC** 考试还配有严格质量监控的面对面的口试。与其他证书不同的是, **BEC** 主要考核考生在广阔的实际工作环境中运用英语语言的能力及相关的国际商务知识, 例如办公文秘、酒店餐饮、服务贸易、证券投资、金融保险、电子商务、信息技术、市场营销、广告宣传、企业管理、跨国经营、组织机构、全球化品牌及人力资源管理等。

**BEC** 初级证书考试主要是为在国际商务活动的背景下需要使用商务英语的一般雇员而设计的。**BEC** 初级口试成绩不单独计算, 而是占总分的 25%, 考试成绩分为通过或未通过。

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### 二. BEC Preliminary Testbuilder 主要特点

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#### ●紧扣《BEC 初级证书考试大纲》

*BEC Preliminary Testbuilder* 一书是由英国著名的麦克米伦出版社最新出版。*BEC Preliminary Testbuilder* 的作者严格按照英国剑桥大学考试委员会有关《BEC 初级证书考试大纲》的命题要求, 向读者提供了四套仿真试题。仔细分析一下这四套仿真试题, 我们可以得出这样一个结论, 即这些试题的内容、主题、

题型、词汇均符合剑桥商务英语初级证书的最新考试标准。因此, *BEC Preliminary Testbuilder* 一书既可作为各院校《剑桥商务英语初级证书课程》的练习手册, 也可作为剑桥商务英语初级证书考生的必备辅导用书。

### ●提供详细试题答案解析

为帮助考生熟悉剑桥商务英语初级证书考试的各个项目及提高考生的自信心, *BEC Preliminary Testbuilder* 一书对四套仿真试题的所有答案向读者提供详细解析。作者不仅阐明为什么某一答案是正确的或其他答案是不正确的, 而且向读者提供相关的信息。

### ●注重提高考生应试能力

*BEC Preliminary Testbuilder* 一书在听、说、读、写各个方面向读者提供详尽细致的练习指导。为了帮助考生顺利地通过剑桥商务英语初级证书考试, 作者在提供四套仿真试题的基础上, 对考试的各个科目作了对应简介和要点提示。在强调英语语言基础的同时, 作者在如何提高考生应试能力方面提供了一些实用技巧和相应的练习。另外, 精心录制的 *BEC Preliminary Testbuilder* 的听力测试录音注重实战演练。

## 五. *BEC Preliminary Testbuilder* 要点提示

### Reading 阅读

阅读测试共有七个部分, 第一部分至第五部分主要测试阅读理解的能力。第六部分测试语法和词汇方面的知识。第七部分测试考生一般信息处理的能力。阅读理解部分的考试时间为 60 分钟。

#### Part One

##### 测试形式: 多项选择题

要求考生从三个选项中选出意义与原文意义最接近的一项。

**测试准备:** 第一部分的考试共有 5 篇简短的短文, 内容涉及便条、广告、口信、指令、图表、日记、电子邮件或时间表。该项考试主要测试考生认知与辨析的能力。建议考生注意阅读上述内容题材的商务英文短文并多做练习, 关键要弄清楚所选的选择项为什么是对的或是错的。

**练习指导:** 参阅 *BEC Preliminary Testbuilder* 第 8 页。

#### Part Two

##### 测试形式: 配对题

要求考生将 5 个问题与文章中的适当选项(分别用 A-H 表示)配对。

**测试准备:** 第二部分的考试属配对题型, 共有一篇短文和 5 个问题, 短文内容涉及通知、目录、计划等。该项考试主要测试考生词汇辨析的能力。建议考生注意阅读上述内容题材的商务英文短文并多做练习, 记住短文中的 A-H 选项往往多于 5 个问题。因此, 考生应抓住关键词, 选择正确的选项。

**练习指导:** 参阅 *BEC Preliminary Testbuilder* 第 42 页。

#### Part Three

##### 测试形式: 配对题

要求考生将 5 个句子与视觉资料配对。

**测试准备:** 第三部分的考试共有 5 个句子和 8 份图表(分别用 A-H 表示)。要求考生将句子与图表所传递的信息配对。该项考试主要测试考生图表认知与辨析的能力。建议考生注意阅读有关商务信息的

英语图表, 请注意下列短语的用法: rise steadily, remain stable, decrease slowly, reach a peak。

**练习指导:** 参阅 *BEC Preliminary Testbuilder* 第 45 页。

#### Part Four

##### 测试形式: 对错选择题

要求考生从三个选项中判断短文所提供的信息对、错、或是没有提及。

**测试准备:** 第四部分的考试共有一篇 150-200 字的短文及 7 个问题, 内容涉及广告、信件、报告、会议纪要、报刊杂志短文等。短文后面的问题实际上是一句陈述句, 附有三个选择项: A 对 / B 错 / C 没有提及 (当考生感觉短文所提供的信息不足或无法判断句子的对错, 则选择 C)。该项考试主要测试考生认知与辨析错误信息的能力。建议考生在注意阅读上述内容题材的商务英语短文并多做练习, 关键要读懂七个问题 (陈述句) 的意思。

**练习指导:** 参阅 *BEC Preliminary Testbuilder* 第 14 页。

#### Part Five

##### 测试形式: 多项选择题

要求考生从根据所读材料内容, 从每题的三个选项中选出一个最佳答案。

**测试准备:** 第五部分的考试共有一篇 300-400 字的短文及 6 个选择题, 内容涉及报刊文章、广告等。该项考试主要测试考生通过阅读获取有关信息的能力, 考核考生掌握相关阅读策略和技巧的程度。建议考生注意阅读上述内容题材的商务英语短文并多做练习, 能在阅读中根据需要自我调整阅读速度和阅读技巧。阅读方式一般可分为下列几种:

- (a) 略读(skimming), 主要目的是了解文章大意。
- (b) 寻读(scanning), 主要目的是在文章中查找信息。
- (c) 细读(careful reading), 主要为把握文章的细节。
- (d) 评读(critical reading), 主要是对所读文章进行评论。

**练习指导:** 参阅 *BEC Preliminary Testbuilder* 第 80 页。

#### Part Six

##### 测试形式: 多项选择填空题

要求考生在全面理解所给短文内容的基础上, 选择一个最佳答案使短文意思和结构恢复完整。

**测试准备:** 第六部分的考试采用多项选择题。在一篇约 125-150 字的短文中留出 12 个空白。每个空白为一题, 每题有三个选项。填空的词涉及语法和词汇。短文的内容为报刊文章、广告等。该项考试主要测试考生的综合语言知识和技能。建议考生注意阅读上述内容题材的商务英语短文并多做练习, 尤其是注意短文的语法结构和词汇辨析。

**练习指导:** 参阅 *BEC Preliminary Testbuilder* 第 82 页。

#### Part Seven

##### 测试形式: 表格填写题

要求考生阅读两篇短文, 然后根据所给的信息用单词、短语或数字完成一份表格的填写。

**测试准备:** 第七部分的考试共有 2 篇短文, 内容涉及信件、通知、广告、备忘录等。要求考生所填写的表格共有 5 个空白, 考生必须根据所给的信息用单词、短语或数字完成 5 个空白的填写。该项考试主要测试考生通过阅读获取有关信息的能力。建议考生注意阅读上述内容题材的商务英语短文并多做练习, 填写表格既要求准确性, 也要求一定的速度。

**练习指导:** 参阅 *BEC Preliminary Testbuilder* 第 112 页。

## Writing 写作

写作测试分为两个部分，写作部分的考试时间为30分钟。

### Part One

#### 测试形式：便条写作

要求考生根据所给的指令完成一篇30-40字的留言、电邮、通知或备忘录。

**测试准备：**写作第一部分的考试要求考生根据所给的指令完成一篇30-40字的留言、电邮、通知或备忘录，主要用于公司内部通讯。写作的主题通常是有关会议、展览、旅行、培训等。便条写作的内容通常包括：

- A giving or confirming information
- B asking for permission
- C explaining what has happened or will happen
- D saying why something has or has not been done
- E apologizing
- F making a suggestion
- G inviting someone
- H thanking someone
- I making a complaint
- J offering or accepting service

便条写作的句子力求简洁、完整、准确和达意。该项考试主要测试考生基础的写作能力。建议考生注意模仿上述内容题材的商务英语写作，还应注意学习写作的常用套语和词汇、格式及单词的拼写。

**练习指导：**参阅 *BEC Preliminary Testbuilder* 第23-24, 114页。

### Part Two

#### 测试形式：信函写作

要求考生根据所给的指令完成一篇60-80字的信件、电邮、传真等。

**测试准备：**写作第二部分的考试要求考生根据所给的指令完成一篇60-80字的信件、电邮、传真等。这部分的写作考试首先要求考生仔细阅读一篇短文，内容通常是广告、信件、传真等。然后，根据所给的指令完成写作任务。该项考试主要测试考生基础的写作能力。建议考生注意模仿上述内容题材的商务英语写作，商务信件的写作要简洁、完整、准确、得体。

**练习指导：**参阅 *BEC Preliminary Testbuilder* 第56, 86页。

## Listening 听力

听力测试分为四个部分共30道题。全部录音材料听完需要12分钟，每一段录音材料播放2遍。听力测试结束后有10分钟时间供考生将答案转抄到答题卡上。听力部分的考试时间约为30分钟。

### Part One

#### 测试形式：多项选择题

要求考生从所给的三个选项中选出一个最佳答案。

**测试准备：**听力第一部分的考试共有8道题，有8个短小的对话或独白。要求考生听懂对话或独白并识别话题，主题涉及名字、时间、地点。该项考试主要测试考生获取口头信息的能力。建议考生在听录音之前注意阅读指令，应当充分利用这段时间，预测可能听到的词汇和可能的答案。

**练习指导：**参阅 *BEC Preliminary Testbuilder* 第28-29, 119页。

## Part Two

### 测试形式：填空题

要求考生根据卷面指令填写数字、单词或字母。

**测试准备：**听力第二部分的考试共有 7 道题，听力材料是一段短小的对话独白。要求考生听懂对话或独白，特别注意听力材料中所提到的日期、价格、比率或数字。该项考试主要测试考生获取口头信息能力。建议考生根据题目提前做好准备，预测可能听到的重点信息，尤其是养成边听边记重要信息的习惯。

**练习指导：**参阅 *BEC Preliminary Testbuilder* 第 61 页。

## Part Three

### 测试形式：填空题

要求考生根据卷面指令填写单词或数字。

**测试准备：**听力第三部分的考试共有 7 道题，听力材料是一段短小的独白。

要求考生听懂独白并根据卷面指令填写 1-2 个单词或数字。该项考试主要测试考生获取口头信息的能力。建议考生根据题目注意捕捉单词或数字的信息，如果第一次漏听了答案不用紧张，利用听第二遍的时间核对答案。

**练习指导：**参阅 *BEC Preliminary Testbuilder* 第 63 页。

## Part Four

### 测试形式：多项选择题

要求考生从所给的三个选项中选出一个最佳答案。

**测试准备：**听力第四部分的考试共有 8 道题，每道题后面有三个选项。要求考生听懂一段较长的对话或专题讨论，根据卷面要求作多项选择。该项考试主要测试考生获取口头信息的能力。建议考生在听录音之前要熟悉题目信息。根据题目的要求，在听录音时则注意捕捉相关的信息，例如：讨论的主题、说话者的观点、某些特定的信息等。要利用听第二遍录音的时间核对答案，然后将答案认真地转抄到答题卡上。

**练习指导：**参阅 *BEC Preliminary Testbuilder* 第 93 页。

## Speaking 口语

剑桥商务英语初级口试通常由两名考官和两名或三名考生组成。一位考官主持口试并给每位考生评总体分，另一位考官则根据具体评分标准给每位考生分项评分。剑桥商务英语初级口试分为三个部分。口语部分的考试时间约为 12 分钟。口语分项评分标准如下：

### Grammar and Vocabulary

语法和词汇：主要测试考生语法和词汇运用是否正确、得体、丰富。

### Discourse Management

话语运用：主要测试考生运用英语句子进行口头交际的能力。

### Pronunciation

语音：主要测试考生清晰发音的能力。

### Interactive Communication

互动交际：主要测试考生在两人或三人小组中相互合作、有效交际的能力

## Part One

### 测试形式：考官与考生交流

**测试准备：**第一部分的口试分为两个阶段，均由考官与考生一对一地进行问答。第一阶段是考官招呼考生入座，自我介绍并对考生表格上的信息进行核实。第二阶段是简短问答，内容涉及爱好、职业、工作、学习、计划、运动、购物、旅游、交通等。第一部分的考试时间约为 2 分钟。该项考试主要测试考生自我表达和提供信息的能力。考生要听清考官所给的指令，回答问题要用完整的句子，不要谈论与题目无关的事。建议考生多开展一对一地问答练习和小组讨论活动。下面是第一部分口试常见的问题：

- Where do you live?/Where do you come from?
- What do you like about living there?
- Where would you prefer to live?
- Why is that?
- Do you have any hobbies?
- Could you tell me about ... ?
- Which hobby would you like to spend more time on?
- Where do you live?/Where do you come from?

**练习指导：**参阅 *BEC Preliminary Testbuilder* 第 35 页。

### Part Two

**测试形式：**考生之间进行交流

**测试准备：**第二部分的口试程序是：

考生拿到题卡后有一分钟的准备时间，可作笔记。

考生甲任选一个话题，做约一分钟的陈述。

考官就考生甲陈述的话题向考生乙提问。

考生乙做约一分钟的陈述。

考官就考生乙陈述的话题向考生甲提问。

第二部分的考试时间约为 5 分钟，信息内容涉及各种商务活动。

该项考试主要测试考生连贯地表达自己的观点的能力。考生要注意使用一些连接词，要对题目中的要点发表自己的观点，做到条理清晰，意思连贯。建议考生多开展小组讨论活动，就有关题目陈述自己的看法。

**练习指导：**参阅 *BEC Preliminary Testbuilder* 第 67 页。

### Part Three

**测试形式：**考生合作讨论题目

**测试准备：**第三部分的口试要求考生合作完成一项指定的话题讨论。当考生拿到题卡后，考生有 30 秒钟时间阅读提示词并各自进行准备，然后讨论 3 分钟。第三部分的考试时间约为 5 分钟。该项考试主要测试考生自我表达与沟通的能力。在讨论中，考生要对搭档的评论做出积极的反应，积极阐述自己对话题的观点。如果不同意对方的观点，要说出不同意的理由。建议考生多开展小组讨论活动，就有关题目陈述自己的看法。

**练习指导：**参阅 *BEC Preliminary Testbuilder* 第 97, 126 页。

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# INTRODUCTION

The BEC Preliminary Testbuilder provides students with the information and practice they need to pass BEC Preliminary. It offers teachers and students an encouraging and accessible way to prepare for the exam and may be used as part of a business English course or as a self-access programme for students preparing for the exam on their own. There are four complete practice tests that reflect the content and level of the actual examination. All the tests are of a similar standard and include the themes, topics and vocabulary specified in the BEC Preliminary Syllabus. They are accompanied by an expanded answer key and further practice and guidance sections.

## Expanded Key

The main purpose of the expanded keys is to promote confidence and understanding of the demands of the exam. They give students and teachers information about why a particular answer is correct and, when appropriate, there are explanations as to why other options or possible answers are incorrect.

## Further Practice and Guidance

Each part of the test is accompanied by one or more further practice and guidance sections. The aim of these sections is to give students more information about how to tackle the particular item types in that part of the test. There are also graduated exercises to enable them to improve their test technique as well as their language skills.

The BEC examination covers the four language skills of reading, writing, listening and speaking. At Preliminary level the reading and writing skills are combined in one question paper.

## Reading and Writing (1 hour 30 minutes)

### Reading

This test is in seven parts. There is one mark for each question.

#### Part One

This consists of five short texts, for example, advertisements, business cards, notices. Each text is followed by a multiple-choice question. This part tests your ability to identify or interpret meaning from the context. See page 8 for further practice and guidance.

#### Part Two

This consists of a short text followed by five questions. The text may be the contents of a directory or book, the plan of an office or a department store, items in a catalogue, etc. The task is to match each question to an appropriate part of the text. This part tests vocabulary and meaning. See page 42 for further practice and guidance.

#### Part Three

This consists of eight graphs, charts or tables followed by five statements. Each of the statements refers to one of the eight items. The task is to match the statement to the correct item. This part tests your ability to interpret information presented graphically, and to understand trends and changes. See page 45 for further practice and guidance.

#### Part Four

This consists of a text of 150–200 words followed by seven multiple-choice questions. Each question is a statement, and the task is to decide between three options for each statement: **A** 'Right', **B** 'Wrong' or **C** 'Doesn't say' (when there is not enough information in the text to say). This part tests the ability to identify incorrect information. See page 14 for further practice and guidance.

#### Part Five

This consists of a text of 300–400 words, taken from a magazine, newspaper, book, etc. The text is followed by six multiple-choice questions. This part tests the ability to extract relevant information, to read for gist and detail, to scan for specific information and to understand the writer's purpose. See page 80 for further practice and guidance.

#### Part Six

This consists of a text of 125–150 words taken from a magazine article, a leaflet, etc., with fifteen gaps. For each gap there is a multiple choice from which the correct word is to be selected. This part tests your knowledge of grammar and your ability to analyse structural patterns. See page 82 for further practice and guidance.

#### Part Seven

This consists of two short texts, for example, a memo and an advertisement, and a form to be completed using the information in the texts. The form has five gaps which should be filled with a word, number or short phrase. This part tests your ability to extract relevant information and to complete a form accurately. See page 112 for further practice and guidance.

### Writing

The writing test is in two parts:

#### Part One

The task is to produce an internal company communication in the form of a memo, a note, a message or an email of 30–40 words, based on two or three pieces of information. The information usually says who the writer is, who the recipient is, and then gives the purpose of the written communication. This part tests your ability to communicate briefly and accurately in writing. See pages 23–24 and 114 for further practice and guidance.

**Part Two**

The task is to produce a piece of business correspondence in the form of a letter, a fax or an email of about 60–80 words, based on a short text. The text usually consists of an advertisement, a leaflet or a letter, often with the writer's notes showing where more information or explanation is required by the writer. This part tests your ability to process information, and then to structure a piece of writing in a way that is accurate in both content and language. See pages 56 and 86 for further practice and guidance.

**Listening (40 minutes)**

The listening test for BEC Preliminary consists of a series of recorded extracts and a written question paper. All the instructions are on the recording and on the question paper. The test is in four parts and lasts about 30 minutes altogether. Each section is played twice. In the exam itself there is an extra ten minutes to transfer the answers on to a special computer-marked answer sheet. There is one mark for each question.

**Part One**

This consists of eight short conversations or monologues (when one person is speaking). Each recording is played twice. There are eight multiple-choice questions with three choices or 'options'. These options may be pictures, graphs, charts or short sentences or phrases. This part tests your ability to understand facts such as a name, a time or a place. See pages 28–29 and 119 for further practice and guidance.

**Part Two**

This consists of a short conversation between two people or a monologue. The recording will last about one and a half minutes. On the question paper there is a form, a table, a chart or a set of notes with seven gaps. The task is to fill in the missing information which may be a date, a price, a percentage or figures. This part tests your ability to listen out for factual information. See page 61 for further practice and guidance.

**Part Three**

This consists of a recording of one person speaking. Usually they are giving a speech or a talk about something. On the question paper there is a set of notes with seven gaps. The task is to fill in the missing information with one or two words. This part tests your ability to listen out for specific details. See page 63 for further practice and guidance.

**Part Four**

This consists of a longer listening text which may be an interview or discussion between two or more speakers. The recording lasts for about three minutes and it is played twice. On the question paper there are eight multiple-choice questions. This tests your ability to pick out specific details and to show a general understanding (or the *gist*) of the interview or discussion, including any opinions the speakers may express. See page 93 for further practice and guidance.

**Speaking (12 minutes)**

The speaking test is taken in pairs and, occasionally, with three candidates. There are two examiners. One of them (the interlocutor) will speak to you and lead you through the tasks. The other examiner just listens.

The test is in three parts:

**Part One**

In this part the interlocutor talks to each of you in turn and asks general questions about where you live and work or what you are studying or what you do in your spare time. The questions will be slightly different for each of you and you will not always be asked them in the same order. This part of the test lasts about two minutes.

This part tests how well you can talk about yourself and whether you can give information about your home, your job and your studies. The examiners will also expect you to know how to agree and disagree about things and to say what things you prefer. See page 35 for further practice and guidance.

**Part Two**

In this part you will be asked to speak for about one minute on a business topic. This is called a 'mini-presentation'. You will be able to choose from two topics. Each topic is written on a card with three points about it. You can talk about some or all of these points. Once you have chosen your topic, you have one minute to prepare. You need to speak for at least 45 seconds.

After each of you has finished speaking, the interlocutor will ask the other candidate(s) a question about what you have been talking about. This part of the test lasts for about five minutes. This tests how well you present some basic ideas and how you structure what you are going to say. See page 67 for further practice and guidance.

**Part Three**

In this part the interlocutor introduces a situation for you to discuss. There are pictures or short notes to help you. You are asked to discuss the situation together. You have about two minutes to do this and then the interlocutor will ask you more questions about it. This tests how well you talk together, in particular, how you express opinions and agree and disagree with each other. See pages 97 and 126 for further practice and guidance.

# TEST ONE

## READING AND WRITING 1 hour 30 minutes

### PART ONE

#### Questions 1–5

- Look at questions 1–5.
- In each question, which sentence is correct?
- For each question, mark one letter (A, B or C).

#### Example:

0 Susan's arriving at 8.45pm tomorrow. Can you collect her from the station?

Susan arrives at

- A quarter to eight tomorrow morning.
- B quarter to nine tomorrow evening.
- C quarter to nine tomorrow morning.

The correct answer is B, so mark your answer sheet like this:

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

1 For all personal calls except emergencies, please use pay phone in Reception.

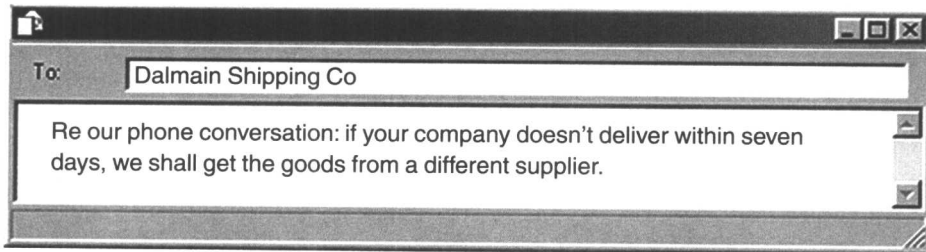
- A Staff may use office phones in case of emergency.
- B Emergency calls must be made on the payphone.
- C Reception deals with emergency calls.

2	Photocopiers	Pages per minute	Input tray	Copy time (first copy)
	AL-1045	12	250 sheets	9.6 seconds
	D135	14	150 sheets	10.5 seconds
	D155X	19	400 sheets	8.4 seconds

Which is the fastest photocopier?

- A AL-1045
- B D135
- C D155X

3



This means that Dalmain Shipping Co must

- A get the goods from another company.
- B phone to confirm when the goods will be delivered.
- C deliver the goods on time or lose the order.

4 Diary for Ms Caroline Carter

Mon 10	Flight Lisboa-Rio, transfer to hotel	Mon 17	Visit to port facilities
Tues 11	Meeting with Sr Ribeiro	Tues 18	Meeting with Sr Ribeiro
Wed 12	Factory visits	Wed 19	Flight Rio-Lisboa
Thurs 13	Transfer by car to Amanha		
Fri 14	Board meeting		
Sat 15	Free day		
Sun 16	Free day		

Excluding travel, on how many days is Caroline working?

- A 5
- B 6
- C 8

5

<b>To</b>	Debbie
<b>From</b>	Arturo
<b>Time</b>	09.20 am
<b>Re</b>	Phone call from Bob Partridge

---

*Mr Partridge is held up in heavy traffic, can't make the 10.30 meeting. Can you reschedule to 11.30? Please phone him on his mobile #0870 455 967.*

Bob Partridge wants to

- A phone Debbie on his mobile.
- B change the time of the meeting.
- C speak to Arturo.

**Before you check your answers, go to page 8.**

**EXAM INFORMATION**

In Part One of the reading test there are always five short texts to read. The text may be:

- a notice, label or short text giving information
- an instruction, a warning, etc
- all or part of a diagram or table
- an advertisement
- a business card
- a timetable
- pages of a diary
- part or all of a fax, email, phone message.

For each text, there is a question with three choices or 'options'. Only one of the options is correct. This part of the test is designed to see how carefully you read so that you can match the facts in the text to one of the three options.

**A DETAILED STUDY**

- 1 Read questions 1–5 on pages 6–7 and decide which of the categories above each text belongs to.

- 1 \_\_\_\_\_  
 2 \_\_\_\_\_  
 3 \_\_\_\_\_  
 4 \_\_\_\_\_  
 5 \_\_\_\_\_

- 2 Read the texts again and answer these questions by writing T (for true) or F (for false) in the table.

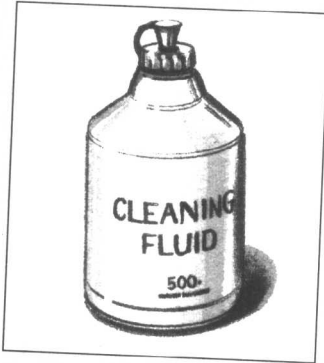
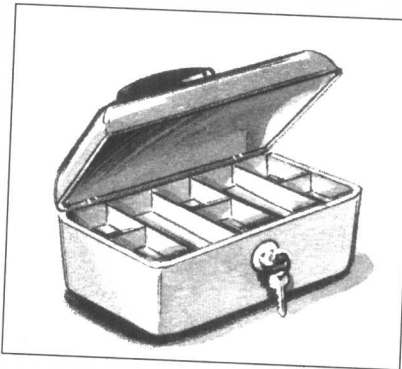
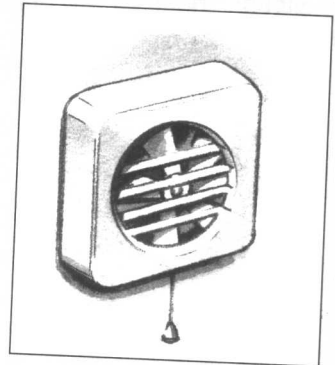
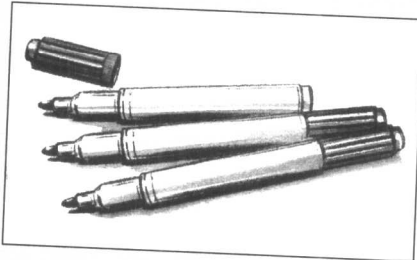
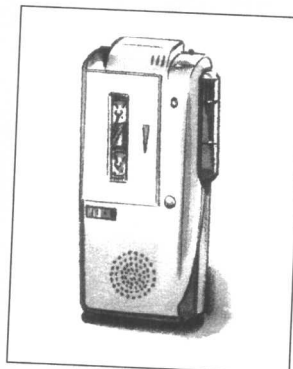
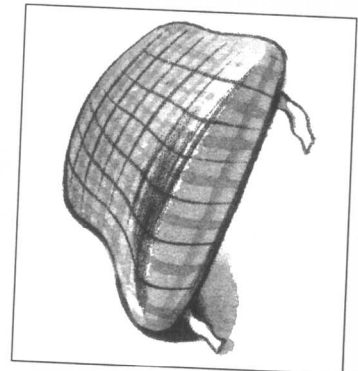
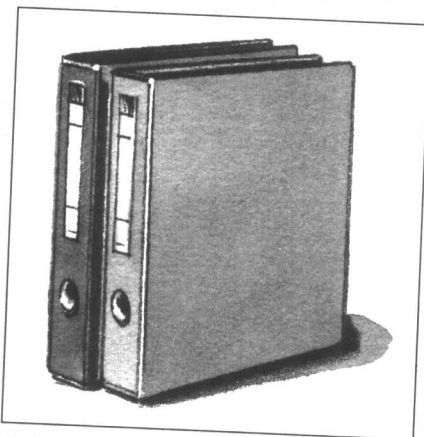
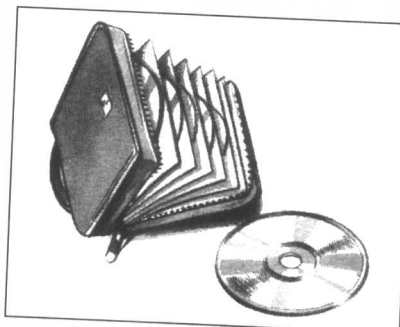
		True	False
<b>Question 1</b>			
1	An emergency may be something personal.		
2	There is a payphone in Reception.		
<b>Question 2</b>			
3	D135 is the fastest machine.		
4	These machines can copy between 12 and 19 pages a minute.		
<b>Question 3</b>			
5	This email is about sending goods to Dalmain in good time.		
6	The writer has decided to get the goods from another supplier.		
<b>Question 4</b>			
7	Caroline is going to Rio on business.		
8	Caroline will travel from Amanha back to Rio by car.		
<b>Question 5</b>			
9	Arturo needs to speak to Debbie.		
10	Mr Partridge phoned from his car.		

**Now check your answers to these questions and then look back at your answers to Part One of the reading test.**



**PART TWO****Questions 6–10**

- Look at the items below. This is a page from a catalogue of office supplies.
- For questions 6–10 on the next page, decide which item (A–H) would suit each member of staff.
- For each question, mark the correct letter (A–H).
- Do not use any letter more than once.

**A CLEANING FLUID****B SECURE CASH BOX****C EXTRACTOR FAN****D MARKER PENS****E VOICE-ACTIVATED  
POCKET MEMO****F BACK SUPPORT  
CUSHION****G RINGBINDERS****H DATA-DISC  
STORAGE WALLET**

- 6 Yunhua is collecting money and needs somewhere safe to put it.
- 7 Lee gets a lot of pain through sitting too long at his computer.
- 8 Pauline and Mary are complaining that they can't breathe because of the dust in the office.
- 9 Michel has spilt coffee all over his desk.
- 10 Stephen needs a way of keeping all our CDROMs safe.