

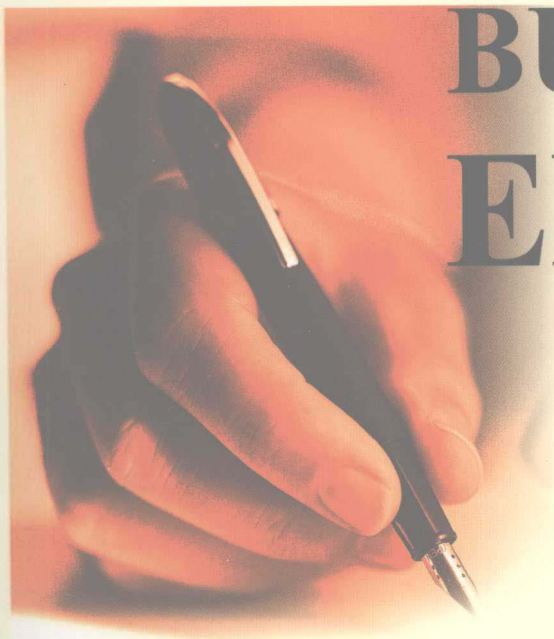
Testing

陈 洁/主编

YOUR

BUSINESS ENGLISH

From
Beginners
to Intermediate



中国商务出版社

CHINA COMMERCE AND TRADE PRESS

Testing Your Business English

*From Beginners
to Intermediate*

主编 陈 洁

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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，国际间商务往来更加频繁，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急剧需求，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用书——*Testing Your Business English*，以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 以由浅到深、循序渐进的方式，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，吸引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、语言运用及口语四大部分。

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。

口语：包括模仿朗读与人机对话。语言的输出与输入一样重要，模仿朗读旨在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。

该书内容翔实，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 是编者在多年的教学实践与研究基础上、通过数届学生的使用及不断完善编写而成。本书在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

2007 年 7 月于上海对外贸易学院

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A large, stylized graphic resembling a 'Z' or a zigzag line, composed of three segments: a horizontal line at the top, a diagonal line sloping down to the right, and another horizontal line at the bottom.

Beginners

Test 1

Listening

Part One

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

Thank you for coming today. I'll start by giving you a _____ (1) _____ (2) of Michelin. We're a French company and our _____ (3) office is in Clermont-Ferrand, central France. But the Michelin Group of companies is _____ (4). Our main _____ (5) are tires for all types of _____ (6), from bicycles to cars to aircraft. In _____ (7) to tires, we are well known for tourist maps and guidebooks. In fact, we _____ (8) 70,000 tourist maps and guides every day.

Part Two

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

1. What is the problem that makes Bill feel bad?
 - A. He doesn't know where the conference will take place.
 - B. He is not sure of the things to prepare for the conference on Wednesday.
 - C. He can't get everything finished in time for Wednesday's conference.
2. Why does Bill want the woman speaker to call the conference centre?
 - A. To offer help.
 - B. To check on the arrangements.
 - C. To express thanks.

3. When will the woman call the conference centre?
 - A. This morning.
 - B. This afternoon.
 - C. This noon.
4. What can the woman speaker expect to get from Patricia?
 - A. The timetable of the conference.
 - B. The list of speakers and their telephone numbers.
 - C. The number of speakers and their address.
5. What else does Bill want the woman to help him with?
 - A. To repay the favor.
 - B. To handle his calls when he is out.
 - C. To call him back in a few minutes.

Part Three

Directions: Listen to the recording, and then decide whether the following statements are true or false.

- (1) Nancy is Mr. Lau's Personal Assistant.
- (2) Mr. Chan does not wear coat at the moment.
- (3) Mr. Chan cannot meet Mr. Lau now because Mr. Lau is in a meeting and will not be back until 15 minutes later.
- (4) Mr. Chan will read a corporate brochure while waiting for Mr. Lau.
- (5) Mr. Chan is very unhappy for the delayed meeting.

Vocabulary

Part One

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

- (1) a person who makes and carries out important decisions in a company
- (2) a person who works in an office or hotel answering the phone, dealing with guests, customers, and visitors

- (3) the first or original model of something that will be copied or developed
- (4) the control or routine organization of a company or particular business activity
- (5) writing materials and office supplies

- | | |
|-----------------------|------------------|
| A. receptionist | E. head of sales |
| B. personal assistant | F. stationery |
| C. executive | G. photocopier |
| D. administration | H. prototype |

Part Two

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

1. Hello, David, you have a guest waiting for you right now. Mr. Wang is _____.
 A. on reception B. in reception C. at reception
2. Tom, we have all the files you asked for in the document cabinet. _____.
 A. Help yourself to what you need.
 B. Take files by yourself.
 C. Just use them freely.
3. I know everybody's job in the company except Peter. Where does he _____ the company structure?
 A. fit up with B. fit out in C. fit into
4. —what's your position in the company?
 —I'm the training supervisor at HBC, I _____ the human resources manager.
 A. report to B. work under C. am subordinate to
5. I am sorry, but I can't tell you his telephone number. It's _____.
 A. secret B. confidential C. mysterious

Application

Part One

Directions: The following sentences are scrambled together. Put them in the right order so as to restore the original conversation.

- A. Well, we made a lot of useful contacts, including yourselves.
- B. No, in fact the first time I came was for a trade fair. We began our Asian operations here at the 2003 Exhibition.
- C. Is this your first visit here?
- D. Now, shall we have a look around the factory before we have lunch?
- E. Ah yes, I remember the Exhibition well. So was it very successful for you?

Part Two

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

- A. What time did you arrive?
- B. Would you like a coffee?
- C. You must be Paco Reverte. Thanks for coming.
- D. That would be nice.
- E. Did you do any sport?
- F. Is this your first visit here?
- G. You are very welcome.
- H. Oh I'm sorry to hear that.

A: Excuse me. Are you Peter James?

B: Yes, that's right. _____ (1)

A: No problem. _____ (2)

B: Yes it is.

A: _____ (3)

B: About midnight. My plane was late.

A: _____ (4) Did you sleep well?

B: Yes, thanks, I did. What time is our meeting?

A: At ten. Shall we go? We can have a coffee in the city centre.

B: _____ (5) Do we get to the centre by car or on foot?

A: By car. I parked just outside the hotel. This way.

Speaking

Part One

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

A: Kate, this is Edward Green. He's our new Marketing Executive.

B: Ah, yes, Edward. Hello. Welcome to Bibury Systems Marketing Department.

(telephone ringing) Excuse me. Hello, Kate McKenna.

C: What is Kate's job?

A: She is Head of Sales. She's good.

C: Where does she fit into the company structure?

A: Here is the company structure. You see Don is Sales and Marketing Director and is on the Board. Kate reports to Don. You are here and you report to Don. This is the boardroom. Here we have a range of products. Our toys. Come on, let's go to the R&D workshop.

C: I am sorry. R and D?

A: Ah, that's Research and Development.

C: Ah, right.

Part Two

Directions: Read the Situation first. Then listen to the recordings one by one, and give proper responses based on the given prompts.

Situation: Your name is Peter James. It's your first day working at KFC. You are a marketing executive. Meet your new colleagues now.

1.

(Prompt 1: Say who you are.)

2.

(Prompt 2: Greet the speaker.)

3.

(Prompt 3: Greet your boss.)

4.

(Prompt 4: Express your thanks.)

5.

(Prompt 5: Confirm the talk.)

Test 2

Listening

Part One

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

Welcome to the world of Panasonic, a part of the Matsushita Electronics Group, a _____ (1) in the consumer electronics _____ (2). Our head office is in Osaka, the _____ (3) _____ (4) of the Kansai region in Japan. We are well-known for our high-_____ (5) televisions and stereo _____ (6). However, televisions and stereos are just two of our many products. From Osaka to our many _____ (7) in 38 countries around the world, we work around the _____ (8) to bring you the best in consumer electronics.

Part Two

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

1. Whom does the caller want to speak to?
 - A. The Sales Manager.
 - B. The Publication Manager.
 - C. The Circulation Manager.
2. Why does the caller make the phone call?
 - A. To make an enquiry.
 - B. To place an order.
 - C. To offer a price.