

# BEC

# 剑桥商务英语

## 听说同步训练 (初级)

主编 申凌欣 主审 姜衍文



大连理工大学出版社

# BEC 剑桥商务英语

## 听说同步训练(初级)

主 编	申凌欣				
主 审	姜衍文				
副主编	蒙慧怡	胡惠芳	高艳芳	李 霓	
参 编	张青莲	徐 捷	黄红安	彭广宇	

大连理工大学出版社

图书在版编目(CIP)数据

BEC 剑桥商务英语听说同步训练. 初级/申凌欣主编.  
大连:大连理工大学出版社,2008.10  
ISBN 978-7-5611-4413-8

I .B… II .申… III .商务—英语—听说教学—习题  
IV .H319.9—44

中国版本图书馆 CIP 数据核字(2008)第 128741 号

大连理工大学出版社出版

地址:大连市软件园路 80 号 邮政编码:116023

发行:0411-84708842 邮购:0411-84703636 传真:0411-84701466

E-mail:dutp@dutp.cn

URL:<http://www.dutp.cn>

大连理工印刷有限公司印刷

大连理工大学出版社发行

---

幅面尺寸:210mm×280mm	印张:13.25	字数:296 千字
附件:光盘一张		印数:1~3000
2008 年 10 月第 1 版		2008 年 10 月第 1 次印刷

---

责任编辑:刘 畅

责任校对:董燕杰

封面设计:张 莹

---

ISBN:978-7-5611-4413-8

定 价:32.00 元

# 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,分为 BEC Preliminary(初级)、BEC Vantage(中级)和 BEC Higher(高级)三个等级。它根据商务工作的实际需要,从听、说、读、写四个方面对学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。本书主要从听力和口语两个方面为报考人员提供有针对性的练习与测试。

本书编者在从事商务英语课程的教学过程中,采用 BEC 考试推荐用书——经济科学出版社出版的《新编剑桥商务英语(初级)》作为教材。由于该类初级考试的资料和练习题较少,尤其是听力和口语方面,因而不便于广大商务英语专业学生复习备考,于是编者产生了编写一本听说同步练习的想法并积极付诸实践。因此读者也可以把本书与《新编剑桥商务英语(初级)》结合起来使用。

本书以现代商务活动为素材,参考 BEC 考试历年官方样题的形式编写,共包含 18 套单元练习题,其中 12 套为听说同步练习题,6 套为听说模拟测试题(Unit 3,6,9,12,15,18)。本书内容翔实,紧密联系现代商务实践及考试要点,侧重考查商务英语听说能力,供在校学生和广大商务英语爱好者应试参考。

本书由申凌欣任主编,蒙慧怡、胡惠芳、高艳芳、李霓任副主编,张青莲、徐捷、黄红安、彭广宇参与了本书的编写。姜衍文教授审阅了本书,并提出了很多宝贵的意见,在此表示感谢。在编写本书的过程中,编者查阅了很多资料,并融入了多年实际教学经验,注重理论与实践相结合,力求对考生应试及今后的工作有所帮助。

本书中如存在纰漏之处,敬请各相关院校和读者在使用本书的过程中给予关注,并将改进意见及时反馈给我们,以便在下次修订时完善。

所有意见和建议请发往:gzjckfb@163.com

欢迎访问我们的网站:<http://www.dutpgz.cn>

联系电话:0411-84707604 84706231

编者

2008 年 10 月

# 目 录

## Tests

UNIT 1 .....	1
UNIT 2 .....	6
UNIT 3 .....	12
UNIT 4 .....	17
UNIT 5 .....	22
UNIT 6 .....	29
UNIT 7 .....	34
UNIT 8 .....	39
UNIT 9 .....	44
UNIT 10 .....	48
UNIT 11 .....	53
UNIT 12 .....	58
UNIT 13 .....	63
UNIT 14 .....	69
UNIT 15 .....	75
UNIT 16 .....	81
UNIT 17 .....	86
UNIT 18 .....	91

## Keys and Tape Scripts

UNIT 1 .....	97
UNIT 2 .....	104
UNIT 3 .....	111
UNIT 4 .....	117
UNIT 5 .....	124
UNIT 6 .....	130
UNIT 7 .....	136
UNIT 8 .....	142
UNIT 9 .....	148
UNIT 10 .....	154
UNIT 11 .....	160
UNIT 12 .....	166
UNIT 13 .....	172
UNIT 14 .....	178
UNIT 15 .....	184
UNIT 16 .....	190
UNIT 17 .....	195
UNIT 18 .....	201

# UNIT 1

## LISTENING

### PART ONE

#### Questions 1—8

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

**Example:**

When were the machine parts sent?

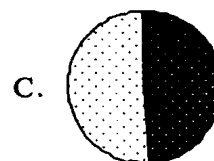
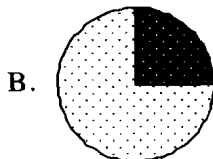
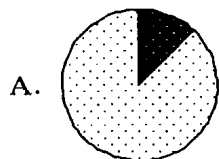
- A. Monday 31                      B. Tuesday 1                      C. Thursday 3

1. How did the accident happen?
- A. The worker was bending down to pick something up and touched one of the wheels.  
B. The same worker hit his hand with a shovel.  
C. The same worker was closing a door with his hand trapped in it.

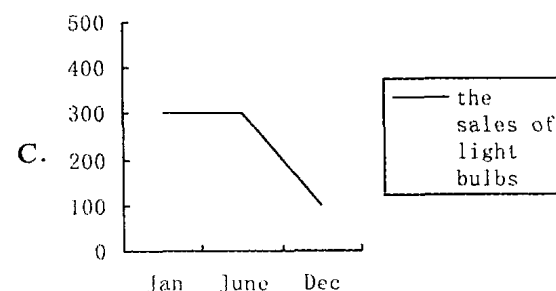
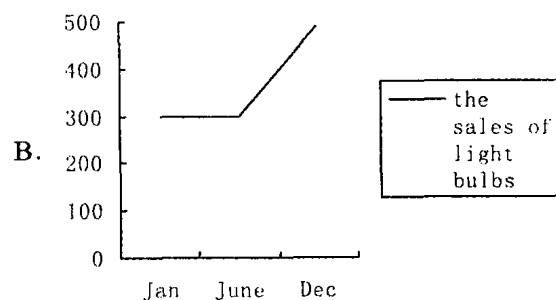
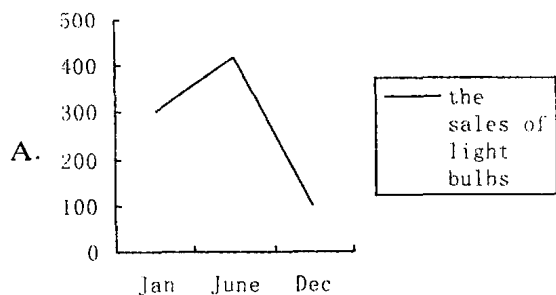
2. When will they deliver the new fridge?
- A. May 2                      B. May 3                      C. May 4

3. Why was the man late for the meeting?
- A. The meeting time was changed.  
B. He missed the train.  
C. He has got a bad cold.

4. Which chart shows the percentage of foreign trade in three years?



5. When was the company first formed?
- A. 5/3/1936                      B. 15/3/1956                      C. 5/3/1956
6. what kind of toys does the new factory make?
- A. toy animals                      B. toy robots                      C. toy planes
7. Which graph is correct?



8. What do they need to order?

A. paper

B. calculators

C. pens

## PART TWO

### Questions 9—15

- Look at the notes below.
- Some information is missing.
- You will hear a man discussing an order for some factory equipment.
- For each question (9—15), fill in the missing information in the numbered space using a word, numbers or letters.
- You will hear the recording twice.

Changes to Order	
CUSTOMER:	Greens Machine Tools
PRODUCT:	Workshop chairs
ORDER REFERENCE NUMBER:	(9) _____
NEW SIZE REQUIRED WIDTH:	(10) _____ cm
LENGTH:	212cm
HEIGHT:	(11) _____ cm



QUANTITY:	(12) _____
PRICE PER ITEM:	(13) £ _____
NEW DISCOUNT:	(14) _____ %
CONTACT NAME:	(15) Paul _____

### PART THREE

#### Questions 16—22

- Look at the notes below.
- Some information is missing.
- You will hear a management consultant giving a business studies lecture about META, a company that manufactures vacuum cleaners.
- For each question (16—22), fill in the missing information in the numbered space using one or two words.
- You will hear the recording twice.

META Ltd. Vacuum Cleaner Manufacturer	
DATE COMPANY STARTED	In the year (16) _____
COMPANY'S MARKET POSITION BASED ON	(17) _____
PLANS TO INVEST IN	A new (18) _____ to improve customer service
REWARDS EMPLOYEES WITH	(19) _____ when large orders are finished on time
TRAINING PROGRAM HAS RECEIVED	(20) _____ from local government
PROMOTES STAFF WITH GOOD	(21) _____ towards the company
BUSINESS SECTION NEEDING IMPROVEMENT:	(22) _____

### PART FOUR

#### Questions 23—30

- Listen to a salesman talking to a customer about selling a new machine which serves hot drinks automatically.
- For each question (23—30), mark ONE letter (A, B, or C) for the correct sentence.
- You will hear the recording twice.

23. Most people didn't know

- A. how to use hot-drinks machines.
- B. whether they were drinking tea or coffee.

- C. how awful the hot drinks were.
24. The Ancient Greeks used machines to serve  
A. hot drinks.                      B. drinks like tea and coffee.                      C. holy water.
25. These machines were used more than  
A. 200 years ago.                      B. 2,000 years ago.                      C. 20,000 years ago.
26. After first putting powder into a cup, ordinary hot-drinks machines, then add  
A. tea or coffee.                      B. milk.                      C. hot water.
27. The new machine serves  
A. instant coffee and tea.  
B. fresh coffee and tea.  
C. coffee powder and tea bags.
28. Every new machine contains  
A. a credit card.                      B. a special coin.                      C. a small computer.
29. Most of these machines are used in  
A. offices, factories and warehouses.  
B. people's homes.  
C. clubs and leisure centers.
30. The company will make a profit when it  
A. sells books about using the machine.  
B. services and repairs the machine.  
C. sells each machine.

## **SPEAKING**

### **PART ONE**

#### **Mini presentation — about 5 minutes**

In this part of the test you are asked to give a short talk on a business topic. You have to choose one of the topics from the 2 below and then talk for about one minute. You have one minute to prepare your ideas.

#### **1A WHAT IS IMPORTANT WHEN?**

##### **WORKING AS A TOUR REPRESENTATIVE**

- ASPECTS OF WORK
- THE PERKS OF THE WORK
- YOUR COLLEAGUES

## **B** WHAT IS IMPORTANT WHEN ?

GOING FOR A JOB INTERVIEW

- COMPANY PROFILE
- APPEARANCE AND BODY LANGUAGE
- ARRIVING ON TIME

## **PART TWO**

### **Discussion — about 5 minutes**

In this part of the test the examiner reads out a scenario and gives you some prompt material in the form of pictures or words. You have 2 minutes to look at the prompt cards, an example of which is below, and then about 2 minutes to questions related to the topic.

For 2 or 3 candidates

#### **Scenario**

I'm going to describe a situation.

A company is planning to introduce a general training program for new staff. Talk together about the topics the company could include in the program and decide which 3 you think are the most important.

Here are some ideas to help you.

#### **Prompt material**

### **GENERAL TRAINING PROGRAMME FOR NEW STAFF Topics for training**

- Teamwork and competition
- Company history
- Company organization
- Company rules
- Customer service
- Product training
- Health and safety
- Computer skills

#### **Follow-on questions**

- Do you think teamwork and competition is important for new staff? (Why? /Why not?)
- Do you want to know company history?
- Do you obey company rules?
- Do you think company organization is important? ( Why? / Why not?)
- Do you think product training is also important? (Why? /Why not?)

## UNIT 2

### LISTENING

#### PART ONE

#### Questions 1—8

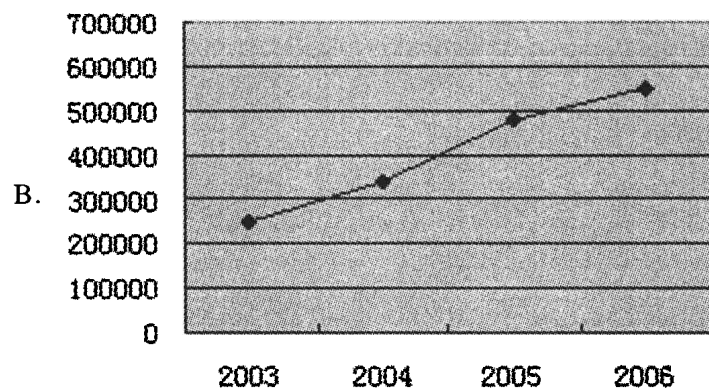
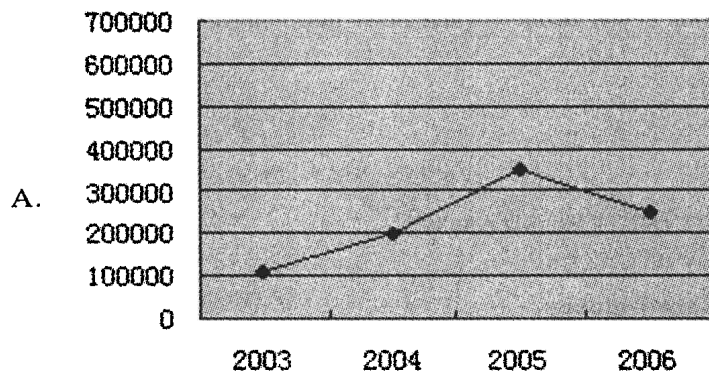
- For questions 1—8 you will hear eight short recordings.
- For each question, mark ONE letter (A, B, or C) for the correct answer.
- You will hear the eight recordings twice.

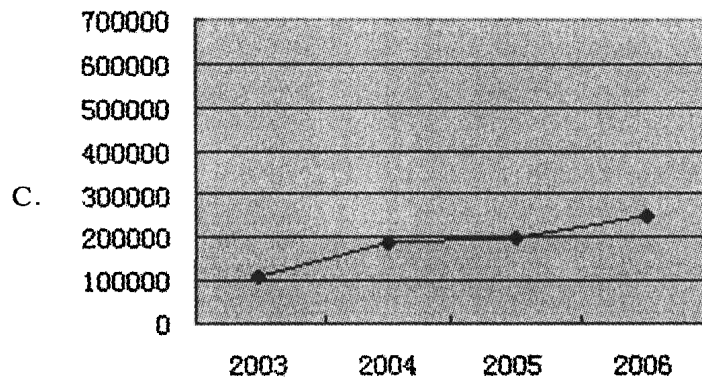
#### Example:

When were the machine parts sent?

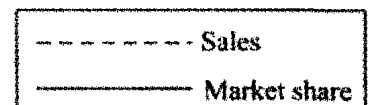
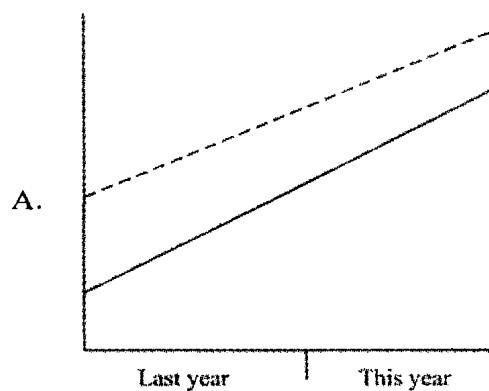
- A. Monday 31                      B. Tuesday 1                      C. Thursday 3

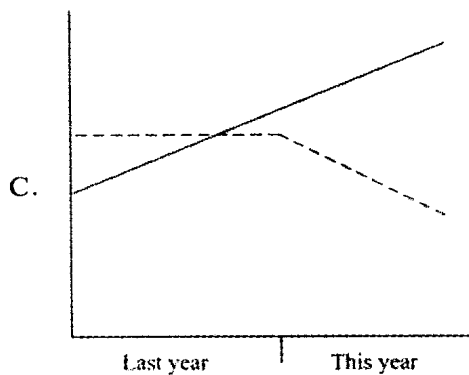
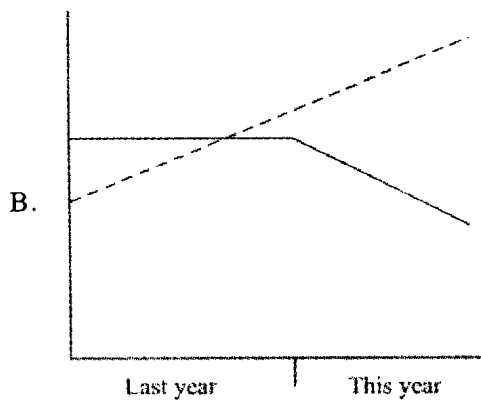
1. What line of business is the company in?  
A. food                      B. mining                      C. services
2. Which chart shows the sales target of product 001 in 2006?





3. What is the woman busy with now?
  - A. looking for a supplier
  - B. buying ballpoint pens
  - C. cleaning office desks
4. What kind of packaging do they decide to use?
  - A. carton box with a tie
  - B. clear plastic with a pattern
  - C. clear plastic with a tie
5. When will an intensive advertising campaign start?
  - A. in June
  - B. in May
  - C. next week
6. Where is the woman going to take the visitor first?
  - A. warehouse
  - B. sales department
  - C. production department
7. Which chart shows the company's market share this year?





8. Which product has been the most successful in 2002?

A. radios

B. mobile phones

C. electronic watches

## PART TWO

### Questions 9–15

- Look at the notes below.
- Some information is missing.
- You will hear a man asking a colleague for information about a former employee.
- For each question (9–15), fill in the missing information in the numbered space using a word, numbers or letters.
- You will hear the recording twice.

Personnel Record	
NAME:	(9) Stephen _____
ADDRESS:	(10) _____ School Road
DEPARTMENT:	(11) _____
POST TITLE:	(12) _____ (temporary)
MONTHLY SALARY:	(13) £ _____
CONTACT NUMBER:	(14) 01319 _____
EMAIL ADDRESS:	(15) _____ @hotmail.com

### PART THREE

#### Questions 16—22

- Look at the notes below.
- Some information is missing.
- You will hear a presenter giving an introduction to Ford Rouge Factory Tour.
- For each question (16—22), fill in the missing information in the numbered space using one or two words.
- You will hear the recording twice.

Ford Rouge Factory Tour	
SALES AREAS:	(16) _____ across six continents
THE NUMBER OF EMPLOYEES:	(17) _____
THE LOCATION OF FORD FACTORY	(18) in the _____ Detroit
THE MASSIVE POWER PLANT	(19) to produce _____
THREE PARTS OF THE TOUR:	
HISTORIC DRIVING TOUR	(20) _____ will transport you for a narrated tour
RARE HISTORIC FOOTAGE VIEWING	(21) to see a _____
NAME OF THE THIRD PART	(22) the Virtual _____

### PART FOUR

#### Questions 23—30

- You will hear a job applicant talking to the Personnel Manager of a chain of stores.
- For each question (23—30), mark ONE letter (A, B, or C) for the correct answer.
- You will hear the recording twice.

23. The job vacancy is for

- A. an Assistant Manager.    B. a Shop Assistant.    C. a Store Manager.

24. Miss Lee got her business qualification at

- A. university.    B. night school.    C. a training centre.

25. Miss Lee disagreed with the Manager about

- A. product promotion.    B. customer relations.    C. pricing policy.

26. At Town and Country Stores, she deals with

- A. suppliers.    B. secretaries.    C. sales staff.

27. Miss Lee is attracted to the vacancy because it offers better  
A. career prospects.      B. wages and bonuses.      C. working conditions.
28. The American shops are currently run by  
A. American managers in America.  
B. British managers in America.  
C. British managers in Britain.
29. The new job deals with  
A. sales patterns.      B. suppliers.      C. customer service.
30. Miss Lee could start the new job in  
A. two weeks.      B. four weeks.      C. six weeks.

## **SPEAKING**

### **PART ONE**

#### **Mini presentation — about 5 minutes**

In this part of the test you are asked to give a short talk on a business topic. You have to choose one of the topics from the two below and then talk for about one minute. You have one minute to prepare your ideas.

#### **A WHAT IS IMPORTANT WHEN?**

PROMOTING A NEW PRODUCT

- QUALITY
- ADVERTISING
- PACKAGING

#### **B WHAT IS IMPORTANT WHEN?**

DESIGNING A COMPANY WEBSITE

- TYPE OF INFORMATION TO INCLUDE
- DIFFERENT LANGUAGE VERSIONS
- PRODUCT ADVERTISEMENT

### **PART TWO**

#### **Discussion — about 5 minutes**

In this part of the test the examiner reads out a scenario and gives you some prompt material in the form of pictures or words. You have 30 seconds to look at the prompt card, an example of which is below, and then about two minutes to discuss the scenario with your partner. After that the examiner will ask you more questions related to the topic.



**For two or three candidates**

**Scenario**

I'm going to describe a situation.

You are one of sales representatives of a computer manufacturing company. You are in charge of giving an introduction of your product to some potential customers at a hi-tech commodity fair. Talk together for about 2 minutes about things that you should present and decide which three points are the most important.

Here are some ideas to help you.

**Prompt material**

**Topics for Introduction**

- After-sales service
- Product quality
- Product function
- Price
- Design
- Company history
- Brand reputation
- Technology involved

**Follow-on questions**

- Do you think the safety of products is important too? (Why? /Why not?)
- Will you choose trade fair to sell your products? (Why? /Why not?)
- Do you have a computer? Which computer brand do you like most?
- Do you think you will choose a computer manufacturing company to work with after graduation?  
(Why? /Why not?)