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全国出国培训备选人员
英语考试培训教材

BFT

国家外国专家局培训中心

Level One

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BFT 简介

“全国出国培训备选人员外语水平考试(BFT)”是由国家外国专家局主办的国家级外语水平考试。考试对象为执行国家外国专家局批准派出项目的国家机关、工商企业、事业单位的出国培训备选人员,它同时适用于已在或准备到国内外资企业工作的各类外语学习者及参加国家人事部中、高级专业技术资格评定的各类专业技术人员。考试的目的是根据商务及技术工作的实际需要,从听、说、读、写四个方面对考生在商务、技术工作和一般生活环境下使用外语基本能力进行全面考查。

BFT 考试分初级(C级)、中级(B级)和高级(A级)三个等级,每个等级的考试由听力、笔试(包括阅读理解、书面表达)和口试三大部分组成。考生可根据考试目的选择应试科目。

BFT 目前开考英语、日语、德语、俄语四个语种。BFT 英语考试每年进行两次,安排在每年的1月及7月举行;BFT 日语、德语及俄语考试每年进行一次,安排在每年的7月。BFT 在各省、自治区、直辖市、计划单列市、新疆生产建设兵团和有关部委设立 BFT 考试培训中心,负责本地区、本部门的 BFT 考试培训工作。全国 BFT 考试办公室设在国家外国专家局培训中心。

序

BFT Level One 是由国家外国专家局培训中心和香港理工大学专业及商业英语中心友情合作的产物。

BFT Level One 是专为提高我国准备出国培训和从事商务工作人员的英语水平编写的教材。自改革开放以来,我国经济日益与世界接轨,但专业人员出国培训、考察和洽谈业务时,受英语水平所限,不能与对方进行全面的直接交流,有时不得不仰仗翻译人员,给学习、工作和生活带来不便。在此情况下,国家外国专家局规定,凡出国培训人员必须通过“全国出国培训备选人员外语考试(BFT)”,以保证出国人员的外语水平,使他们能顺利完成培训任务和开展商务工作。

外语考试只是一个门槛。如何跨过这个门槛,关键在于出国培训及商务人员本身的外语水平。如果尚未达到应有的水平,便需要对他们的外语知识和能力作系统的培养。考虑到在出国人员所急需的各个外语语种中,英语是最为广泛使用的语种, *BFT Level One* 的出版理在其中。当然,即使不出国,学习本教材,英语水平提高了,在国内从事涉外商务,何尝不可。

外语教学有这样那样的教学法,我认为,本教材的编写即是以交际教学法为指导思想的。尽管许多教材均以交际教学法为本,但仔细分析本教材的各单元的细目和具体课文与练习,不难发现本教材有其特色。这表现在:

——内容上针对培训对象,为专业商务人员编写,但又注意到日常英语和专业用途英语的结合。

——本教材能按照语言学习规律强调对交际技能的训练,每单元都有听、说、读、写的内容,或者两种技能的同步训练,符合使用语言的种种复杂的实际情况。

——本教材可达到功能和形式的结合,根据说话人和听话人的交际场合和社会关系,提供各种表达形式,便于学习者掌握。

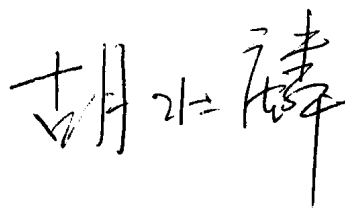
——本教材利用课堂教学的优势和成年人的特点,在课文中引导学习者掌握重要语言点和语言规律。除注释外,帮助学习者总结归纳学习技巧,如听的技巧、说的技巧等。其次,安排一定的课堂分组活动,以锻炼在实际情况下的交际能力。

——本教材也注意到语言学习的特点,需要一定量的操练,故编制了多种形式的练习,让学习者操练各种功能的表达方式;同时,在练习中也注意到实用性、趣味性和创造性,如绕口令、角色扮演、画图、组词、组句等。这种方式能帮助学习者轻松习得语言。

——重视语篇教学。许多练习内容,如记录电话留言、填写表格、写地址、写个人简历等,以及写电子邮件、择取最佳表达词语等等,都尽可能放在具有情景和上下文的真实语篇中进行。这更符合理解和使用语言的规律,最后达到提高教学效果的目的。

——本教材配有系统的录音材料和练习答案,这便于学习者课下预习和课后复习。对于那些因种种缘故未能参加培训班的学习者,则更为实用。

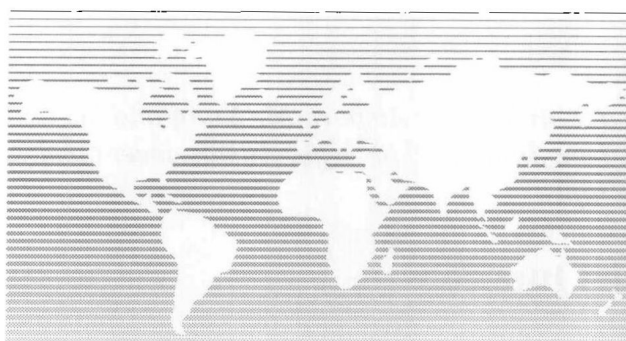
希望国家外国专家局培训中心和香港理工大学专业及商业英语中心在 *BFT Level One* 的基础上,总结经验,加强合作,继续编写中级和高级教材,为国家培养更多更高水平的通晓英语的专业商务人员。

A handwritten signature in black ink, reading '胡水萍' (Hu Shuping). The characters are written in a cursive, flowing style.

2001 年 4 月 11 日

Contents

Unit One	It's a small world	1
Unit Two	Where is it?	24
Unit Three	How do you do?	47
Unit Four	What's my line?	68
Unit Five	Business is good!	87
Unit Six	Why don't we?	103
Unit Seven	It seems to me	122
Unit Eight	Shall we begin?	141
Unit Nine	How things work	161
Unit Ten	Do you like it here?	182
Unit Eleven	Let's go!	202
Unit Twelve	Putting it all together.....	221
Tapescript and answer key		243



Unit One

It's a small world

In this chapter you will learn how to:

- **Greet people and make introductions**
- **Ask simple questions and give replies**
- **Talk about a journey**
- **Describe nationalities**
- **Pronounce English consonant sounds clearly**
- **Fill in a simple form**
- **Talk about dates and times**



Situation 1

*The Arrivals Lounge at London City Airport. **Mr Sung** and his assistant, **Miss Chan**, arrive at the airport. **Tom Jones** and his wife, **Alison**, meet them. Listen to the conversation on your tape.*

Comprehension Questions

Listen to the tape again and answer these questions.

1. Have Mr Sung and Mr Jones met before?
2. What is Mr Sung's English name?
3. What is Miss Chan's English name?
4. What does Tom offer to carry?
5. Where is the car parked?



Language Notes

• Meeting people for the first time

Greetings

There are several ways of greeting people for the first time.

Formal
Quite formal
Informal
Very informal

Greeting

How do you do?
Nice / Pleased to meet you.
Hello (there).
Hi.

Response

How do you do?
Nice / Pleased to meet you, too.
Hello (there).
Hi.

Introductions

You can introduce one person to another person like this:

*Mary, this is John. John, this is Mary.
Mr Lone, this is Mrs Tse. Mrs Tse, this is Mr Lone.
Steve, allow me to introduce Mr Tsang.
Oguchi-san, let me introduce Miss Norris of the Boston office.
Mr Kauffman, may I introduce my colleague, Peter Yang?*



• Names

Westerners have two names, a first name (sometimes called a Christian name or given name) and a surname (sometimes called a family name). In a formal situation, you use the surname, with Mr, Mrs or Miss. In many situations nowadays, people prefer just to use first names only. Here are some common English names:

Male first names	Female first names	Surnames
Alan, Andrew, Bob, Charles, David, Eddie, Harry, Ian, John, Jack, Ken, Larry, Mike, Peter, Sam, Steve, Tom, William	Alison, Ann, Carol, Ellen Helen, Jane, Julie, Kate, Lucy, Mary, Rachel, Susan, Sarah, Tracy, Wendy	Adams, Allen, Brown, Clark, Davis, Green, Hall, Jones, Johnson, Kent, Lee, McDonald, Smith, Watson

Different nationalities have slightly different names.

Common German names are Hans, Kurt, Rolf, Katrin and Marta.

Common French names are Michel, Jean, Jacques, Marie and Monique.

Please note that American names come from all over the world and may sound 'foreign' even though the people are native speakers of English.

If you are not sure what to call someone, just ask 'What shall I call you?'

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Exercise 1

Write the missing words on the lines. The first one is done for you.

1. How do you do?
2. Nice to _____ you.
3. It's great to meet _____ at last.
4. Let me _____ my wife, Alison.
5. Please _____ me Julie.
6. _____ me to introduce my assistant.
7. Let me carry _____ bag.
8. That's very _____ of you.



Role Play

1. Work in small groups. Practise introducing each other. Use your own names first. Then try using some Western names too. For example, 'Louise, this is Hans Schmidt,' or 'Mr Jones, let me introduce you to my wife, Mary'.
2. Work with a partner. One of you has just arrived from Beijing. The other is meeting you at New York Airport. Use the sentences from Exercise 1 and some more of your own.

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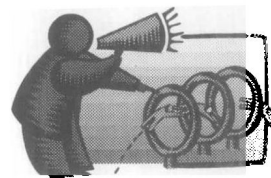
Situation 2

Tom, Alison, Ken and Julie are all in the car. Tom is driving to the office. Listen to the conversation on your tape.

Comprehension Questions

Listen to the tape again and answer these questions.

1. Who did Ken and Julie fly with?
2. Where did they stopover?
3. Will they fly the same way back home?
4. When does the meeting start?





Language Notes

• Asking Questions

It is polite and friendly to ask questions when you first meet someone. The questions should not be personal. You can ask about the journey, meals, stopovers, plans etc.

Here are some examples:

Question	Response
How was your flight / journey?	It was fine, thanks.
Did you have a good flight / journey?	Yes, thanks. It was fine.
With whom did you fly?	We flew with British Airways.
Was it a direct flight?	Yes, it was direct. / No, we stopped in Bangkok.
Did you stopover anywhere?	We stopped in Bangkok overnight / for two hours.
How was the food? / Was the food good?	Yes, it was delicious.





• Describing Journeys and Places

You can use various words to describe a journey or flight:

uncomfortable / comfortable	long / short
boring / interesting	bumpy / smooth

e.g. The flight was very long but it was smooth.

You can use various words to describe a city or town:

beautiful / ugly	interesting / dull
wonderful / boring	clean / dirty
friendly / unfriendly	peaceful / noisy

e.g. Bangkok is a very dirty city but there are wonderful sights and the people are so friendly.

• Transport

The most common forms of transport are car, bus, train and plane. Look at these examples:

We went by train.

We went by bus / took a bus to the airport.

We went from New York to Chicago by plane. / We flew from New York to Chicago.

We went by car. / We drove.

We walked. / We went on foot.



Exercise 3

Draw a line from the question on the left to an appropriate answer. The first one is done for you.

- | | |
|--------------------------------------|---|
| 1. How was your flight? | They were very friendly. |
| 2. Was it a smooth flight? | It was very long and boring. |
| 3. Who did you fly with? | No, we had a stopover in Bangkok. |
| 4. Did you fly direct to London? | We flew with British Airways. |
| 5. How was the food on the flight? | No, it was rather bumpy. |
| 6. How was Bangkok? | It was very hot and dirty. |
| 7. Did you see any sights? | Delicious! |
| 8. What did you think of the people? | Yes, we saw the Grand Palace. It was beautiful. |

Exercise 4

*Put a circle round the best word in **black** to complete these sentences. The first one is done for you.*

1. The journey was very **friendly** / **clean** / long.
2. I didn't enjoy the flight as it was **dirty** / **bumpy** / **wonderful**.
3. The Grand Palace was **beautiful** / **smooth** / **long**.
4. We went by train and the journey was **friendly** / **dirty** / **long**.
5. The service on British Airways is very **dull** / **hot** / **friendly**.



6. We drove to the airport because the train is **crowded** / **friendly** / **beautiful**.

Exercise 5

What are the following muddled words? The first one is done for you.

1. ARTIN = *TRAIN*

5. PORTAIR =

2. EYJOUNR =

6. OOSTMH =

3. LYFIENRD =

7. EAUTLUBIF =

4. FFICTAR =

8. GHFLIT =



Role Play

Work with your partner. Rearrange the following sentences to make a short conversation and then practise it together.

- With CAAC.
- No. It was a direct flight. But we will be stopping in Toronto on the way back.
- Is that a good airline?
- How was your flight?
- Who did you fly with?
- Well, the food was delicious.
- And did you stop anywhere?
- Well, it was just long and boring.



Situation 3

Tom, Ken, Alison and Julie are still in the car. They are stuck in traffic.

Comprehension Questions

Before you listen to the next conversation, look at the questions below. Then listen to your tape and answer the questions.

1. Why are they driving so slowly?
2. Where is Ken from?
3. Where is Julie from?
4. Where is Tom from?
5. Where is Alison from?
6. Where did Tom and Alison meet?

