

剑桥大学ESOL考试中心推荐用书

BEC 模拟习题集及解析

BEC Vantage Testbuilder



中级

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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附
LCD

一. BEC Vantage BEC 中级证书考试

●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。有别于其他证书, **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 中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中级管理层的雇员而设计的。**BEC** 中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 (A, B, C 三等) 或未通过 (D, E 两等)。

二. BEC Vantage Testbuilder 主要特点

●紧扣《BEC 中级证书考试大纲》

BEC Vantage Testbuilder 一书是由英国著名的麦克米伦出版社最新出版。*BEC Vantage Testbuilder* 的作者严格按照英国剑桥大学考试委员会有关《BEC 中级证书考试大纲》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 Vantage Testbuilder* 一书既可作为各院校《剑桥商务英语中级证书课程》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 Vantage 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 Vantage 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 Vantage Testbuilder* 的听力测试录音注重实战演练。

三. *BEC Vantage Testbuilder* 要点提示

Reading 阅读

剑桥商务英语中级证书考试的阅读测试共有五个部分, 主要测试考生的各种阅读技能。其中第四部分主要测试考生的词汇方面的知识。阅读理解部分的考试时间为 60 分钟。

Part One

测试形式: 配对题

要求考生读懂四篇短文或一篇较长文章 (250-350 字), 然后把所给句子与短文内容相配对。

测试准备: 阅读第一部分的考试共有 4 篇短文或一篇较长文章, 测试材料主要来源于报刊、杂志、商品目录等, 考试内容涉及产品介绍、商业广告、岗位招聘、信息提示、产品评论等。该项考试主要测试考生在阅读过程中寻找语篇大意和具体信息的能力。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。考生在考试时, 应先读懂全文并根据所给各句的内容在相应的段落中找出有关的信息。

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

Part Two

测试形式: 句子填空题

要求考生先读懂一篇 450-550 字的文章, 然后做句子填空。

测试准备: 阅读第二部分的考试为句子填空题, 要求考生先读懂一篇 450-550 字的文章, 然后在文章后面提供的 7 个句子中 (含范例) 选择合适的句子填补空白。该项考试主要测试考生对语篇整体意义的理解能力。建议考生多做配有句子填空题的练习。在考试时, 应先读懂全文, 要注意要填入空格中的句子 (分别用 A-H 表示) 与其上下文的逻辑关系, 特别要注意所给句子 (分别用 A-H 表示) 与上下文之间是否存在词汇、语法和语义的衔接。

练习指导: 参阅 *BEC Vantage Testbuilder* 第 38、94 页。

Part Three

测试形式: 阅读理解选择题

要求考生读懂一篇 450-550 字的文章并回答 6 道多项选择题。

测试准备: 阅读第三部分的考试共有一篇 450-550 字的文章及 6 道多项选择题。考生应根据所读材料内容, 从每题的四个选择项中选出一个最佳答案。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。所读文章的主题主要涉及企业管理、市场经济、金融贸易、工作环境、商务实践等。所读文章的答案信息在文中出现的顺序与问题顺序一致。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以下几种：

- (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 Vantage Testbuilder* 第 14、68 页。

Part Four

测试形式：词汇选择题

要求考生读懂一篇 200-300 字的文章，然后从所给的四个词汇中选出正确的词汇填入文章空格。

测试准备：阅读第四部分的考试共有一篇 200-300 字的短文及 15 个空格，要求考生从所给的四个词汇中选出正确的词汇填入文章空格。该项考试主要测试考生对词汇的综合运用能力，主要是对同义词、近义词、惯用法、搭配等的运用能力。在考试时，考生应先通读全文，然后根据上下文，考虑语法及搭配，在理解文章的基础上选择适当的词汇填空。

练习指导：参阅 *BEC Vantage Testbuilder* 第 44 页。

Part Five

测试形式：改错题

要求考生从一篇 150-200 字的短文中指出多余的单词。

测试准备：阅读第五部分的考试共有一篇 150-200 字的短文，要求考生找出多余的单词。短文中除两行范例外，标有数字的共有 12 行。其中有的行是正确的，有的行中有一个多余单词。短文的主题通常涉及商务信件、商品广告等。该项考试主要测试考生掌握语法结构和词汇的能力。考生应在全面理解原文的基础上分析句子结构，按照语法和惯用法判断短文中标有数字的每一行是否正确，是否有多余的单词。

练习指导：参阅 *BEC Vantage Testbuilder* 第 73、101 页。

Writing 写作

剑桥商务英语中级证书考试的写作测试分为两个部分：第一部分要求考生写一份 40-50 字的电子邮件、简短备忘录或便条。第二部分要求考生写一篇 120-140 字的商务信函、简短报告或计划书。写作部分的考试时间为 45 分钟。

Part One

测试形式：便条写作

要求考生根据所给的指令写一份 40-50 字的电子邮件、简短备忘录或便条。

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份 40-50 字的电子邮件、简短备忘录或便条。写作的主题通常是有关会议、展览、旅行、培训、合同、程序、介绍等。便条写作的内容通常包括：

- A giving or confirming information
- B requesting permission
- C explaining what has happened or will happen
- D apologizing
- E making a suggestion
- F issuing or accepting / declining an invitation
- G expressing thanks

H offering or asking for help

I proposing or accepting a deal

便条写作力求句子简洁、完整、准确和达意。该项考试主要测试考生写出简洁明快文章的技能。建议考生注意模仿上述内容题材的商务英语写作。便条写作在商务上有越来越重要的作用，因而便条写作语言表达的简练和得体十分重要。建议考生注意学习便条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 Vantage Testbuilder* 第 20、75 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 120-140 字的商务信函、简短报告或计划书。

测试准备：第二部分的考试要求考生根据所给指令完成一篇 120-140 字的商务信函、简短报告或计划书，写作内容必须包括标题中规定的所有要点。考生必须根据所给指令完成写作任务。该项考试主要测试考生写作较长篇幅的命题作文、得体运用语言的能力。建议考生注意模仿上述内容题材的商务英语写作。

商务信件的写作要注意：

- 1) 符合商务信函格式要求。
- 2) 信件要分段落表达观点。
- 3) 使用得体的信头称呼和结束语。
- 4) 使用连接性词语使行文衔接更好。
- 5) 语言表达简洁、完整、准确、得体。

商务报告的写作要注意：

- 1) 清楚地构思、组织和表达自己的观点。
- 2) 商务报告要分段落，符合固定的格式规范。
- 3) 商务报告要有标题，每个部分还要有简短的小标题。例如：事由、结论、建议等。
- 4) 商务报告要行文顺畅，学会使用起衔接作用的词和词组。
- 5) 语言表达简洁、完整、准确、得体。

练习指导：参阅 *BEC Vantage Testbuilder* 第 49、104 页。

Listening 听力

剑桥商务英语中级证书考试的听力测试分为三个部分共 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：填空题

要求考生准确填入录音中出现的单词或数字。

测试准备：听力第一部分的考试为填空题，共有 12 个空格。每个空格最多填两个单词或一个数字，数字通常为房间号码、电话号码或具体日期。所给信息通常为三段短小的对话、独白或电话录音，录音听两遍。该项考试主要测试考生捕捉记录具体信息的能力。建议考生在听录音之前注意阅读指令并把卡片的内容看一遍，明确需要填入什么信息，预测可能听到的单词或数字。问题的顺序一般与录音信息出现的先后顺序相符。

练习指导：参阅 *BEC Vantage Testbuilder* 第 25、110 页。

Part Two

测试形式：配对题

要求考生根据卷面指令听两套短小发言（每套 5 段），然后把发言与标题 / 地点等内容相配对或把发言与话语功能相配对。

测试准备：听力第二部分的考试共有 10 道题。要求考生根据卷面指令听两套短小发言（每套 5 段），听两遍，然后把发言与标题 / 地点等内容相配对或把发言与话语功能相配对。该项考试不仅测试考生听懂语篇大意和捕捉具体信息的能力，而且还测试理解话语功能的能力。建议考生根据卷面指令先熟悉所给的 8 个问题（分别用 A-H），这样可以把注意力集中在有用信息上，预测可能听到的重点信息，然后根据说话人提供的信息完成两组题目。同时，考生必须养成边听边记重要信息的习惯。

练习指导：参阅 *BEC Vantage Testbuilder* 第 53、110 页。

Part Three

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：听力第三部分的考试共有 8 道题，每道题后面有三个选项。要求考生听懂一段 3-4 分钟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主要信息和具体信息的能力。建议考生在听录音之前要熟悉题目信息，要仔细听完全部内容，不要被次要信息所迷惑。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、说话者的角色、说话者的语音语调、话语功能等某些特定的信息。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 Vantage Testbuilder* 第 83、110 页。

Speaking 口语

剑桥商务英语中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。剑桥商务英语中级口试分为三个部分。

口语部分的考试时间：两名考生为一组的口试约 14 分钟；三名考生为一组的口试约 20 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，内容主要涉及一般性问题，例如：工作、学习、住所、旅游、交通、兴趣等。第一部分的考试时间为：两个考生一组的大约 3 分钟；三个考生为一组的大约 5 分钟。该项考试主要测试考生自我介绍、就个人的住所、兴趣、工作等提供信息的能力。在第一部分口试中，考生应尽量完整地回答考官提问，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：

- What sort of job do you do?
- What opportunities are there for working abroad?
- What is it about your job that you enjoy?
- What aspects of your work are you not so keen on?

- What qualifications do you need to do a job such as yours?
- What skills are important for your sort of work?
- What do you see yourself doing in a few years' time?
- Do you have any particular ambitions or hopes for the future?

练习指导：参阅 *BEC Vantage Testbuilder* 第 30 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：

- 1) 考生拿到题卡后有一分钟的准备时间，可作笔记。
- 2) 考生甲任选一个话题，做约一分钟的陈述。
- 3) 考生乙就陈述的话题向考生甲提一至两个问题。
- 4) 考生乙做约一分钟的陈述。
- 5) 考生甲就陈述的话题向考生乙提一至两个问题。

第二部分的考试时间为：两个考生一组的大约 6 分钟；三个考生一组的大约 8 分钟。口试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。参加第二部分的口试应注意以下几点：

- 在个人陈述中，考生要充分利用机会扩展话题。
- 要充分利用一分钟准备时间，按顺序列出要点和论据。
- 要注意使用一些连接性的词或词组。
- 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 Vantage Testbuilder* 第 59 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，要求考生围绕规定题目，表达、论证自己的观点。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为：两个考生一组的大约 5 分钟；三个考生一组的大约 7 分钟。该项考试主要测试考生自我表达与沟通的能力，做到主动发言、得体应答并自然转换话题。参加第三部分的口试应注意以下几点：

- 认真阅读题目要求并组织好自己的观点。
- 迅速达成一致并构建一个语境。
- 陈述自己的观点并启发搭档共同讨论。
- 把话题自然引向结束并进行概括总结。

讨论结束后，考官会根据时间和考生表现情况，酌情向考生提问一至数个问题。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 Vantage Testbuilder* 第 88、115 页。

陈汉生

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BEC 模拟习题集及解析

中级


BEC Vantage Testbuilder

Jake Allsop

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MACMILLAN

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INTRODUCTION

The BEC Vantage Testbuilder provides students with the information and practice they need to pass BEC Vantage. 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 Vantage Syllabus. They are accompanied by an expanded answer key and further practice and guidance sections.

Expanded Key

The main purpose of the expanded key is to promote confidence and understanding of the demands of the exam. It gives 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.

Reading (1 hour)

This test is in five parts. There are 45 questions worth one mark each.

Part One

This is a matching task based on four short texts or one longer text divided into four sections (250–350 words in total). The texts are taken from newspapers, magazines and catalogues. The task is to match seven statements to the relevant text. This part of the test focuses on your ability to identify specific details in the texts. See page 8 for further practice and guidance.

Part Two

This is a matching task consisting of a single text (450–550 words in total) such as an article or a report that has had six sentences removed from it, and a set of seven sentences. The task is to choose one of the set of seven sentences to fit into each gap. The first one is done as an example so you only have to complete five gaps. This part tests your understanding of text structure as well as general comprehension of the text as a whole. See pages 38 and 94 for further practice and guidance.

Part Three

This task is a single text (450–550 words) with six four-option multiple choice questions. The text may be a newspaper article or some business literature including company information and management topics. This part tests your ability to understand the text as a whole and to elicit specific information. See pages 14 and 68 for further practice and guidance.

Part Four

This is a single text (200–300 words) with sixteen gaps. The first one is done as an example. The task is to select the correct answer from a choice of four options. This part tests your vocabulary and understanding of structure. See page 44 for further practice and guidance.

Part Five

This is a proof reading task. The task is to identify words that have been introduced incorrectly into a text. The text (150–200 words) could be a letter, an advertisement or other similar material. See pages 73 and 101 for further practice and guidance.

Writing (45 minutes)

The writing test is in two parts. There are a total of ten possible marks for the first part and a total of twenty possible marks for the second part.

Part One

This task is to produce an internal company communication such as a note, a memo or an email (40–50 words). The information explains the role you are given and the person you are writing to. You are also given some information that must be included in the message. This part tests your ability to briefly give instructions, explain a development, ask for comments or information or agree to a request. See pages 20 and 75 for further practice and guidance.

Part Two

This task is to produce a piece of business correspondence, a short report or a proposal (120–140 words). The information you are given includes an explanation of the task and one or two texts. These texts are sometimes visual or graphic material with handwritten notes on them. This part tests your ability to explain, apologize, reassure, complain, describe, summarize, recommend or persuade. See pages 49 and 104 for further practice and guidance.

Listening (40 minutes)

The listening test consists of recorded extracts and a written question paper. In the exam, the instructions are on the recording and on the question paper. The test is in three parts and lasts about 30 minutes. In the exam, each section is heard twice and there is an extra ten minutes to transfer the answers on to a special answer sheet. There are 30 questions worth one mark each.

Part One

In this part, there are three conversations or messages and a gapped text for each one. There are four gaps in each text. The texts are forms, invoices and message pads, etc. This part tests your ability to listen for factual information and convert it into a suitable answer to complete the gap. See pages 25 and 110 for further practice and guidance.

Part Two

This part is divided into two sections. You will hear five short monologues in each section and the task is to match each monologue to one of eight options. There is a theme or topic linking each set of options. This part tests your global listening skills and your ability to understand the main idea or gist of the monologues. See pages 53 and 110 for further practice and guidance.

Part Three

There is a longer text in this part of about four minutes. This is an interview, discussion, presentation or report. There are eight three-option multiple choice questions that test your general understanding of ideas and opinions expressed in the recording. See pages 83 and 110 for further practice and guidance.

Speaking (14 minutes)

The speaking test is taken either in pairs or, 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. Both examiners are involved in the marking process. The test is in three parts.

Part One

This part lasts about three minutes. The interlocutor will speak to each of you in turn and ask you general questions about your life, your work or your studies. You are being tested on your ability to talk briefly about yourself and to show you are able to agree, disagree or express preferences. You won't usually be asked exactly the same questions as your partner. See page 30 for further practice and guidance.

Part Two

In this part of the test, you will be asked to give a mini-presentation on a business topic. You and your partner are each given a choice of three topics and you have one minute to prepare your presentation. You are expected to talk for about one minute. When you have finished your presentation, your partner is invited to ask you a question about it. This part tests your ability to speak for an extended period. See page 59 for further practice and guidance.

Part Three

In Part Three, you and your partner are given a topic to discuss for about three minutes. The interlocutor will then ask further questions related to the topic. This part tests your ability to hold a conversation, express opinions, compare and contrast and acknowledge your partner's contributions. You are not expected to reach a joint conclusion and it is acceptable for you both to disagree as long as this is expressed clearly. See pages 88 and 115 for further practice and guidance.

TEST ONE

READING 1 hour

PART ONE

Questions 1–7

- Look at the statements below and the job advertisements on the opposite page.
- Which job advertisement (**A, B, C** or **D**) does each statement **1–7** refer to?
- For each statement **1–7**, mark one letter (**A, B, C** or **D**).
- You will need to use some of these letters more than once.

Example:

- 0** You will need to know a foreign language for this job.

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

- 1** Your letter of application should not be typed.
- 2** You must have a science degree for this job.
- 3** If you are interested in this job, send for an application form.
- 4** The advertiser wants to know how much you earn in your present job.
- 5** This is a managerial position.
- 6** To stay in this job, you need to renew your contract annually.
- 7** You could get this job without having a degree or diploma.

Before you check your answers, go to pages 8–9.

A

Lecturers in Tourism, Business Management or Media Studies required for the Rosas Excellence Institute. The posts are on the basis of a one-year contract renewable. Candidates need a degree or diploma in a relevant subject and five years' teaching experience. Send CV with covering handwritten letter and details of current salary.

B

Automotive Engineer to take charge of busy Vehicle Maintenance Workshop. The job involves working as part of the management team, and in particular organizing and supervising work schedules and assisting with staff training. A higher qualification in mechanical engineering and previous experience of heavy goods vehicles essential. Send career details with photograph and three professional references.

C

Medical Representative to sell pharmaceutical products to doctors and pharmacies. You need to have a degree in a relevant subject, preferably in biology or chemistry, experience in sales/marketing, and an ability to get on with people. The job offers an excellent salary, benefits and career opportunities. Applications should include CV and mention of expected salary.

D

Junior Officer (Accounts) to help with overseas customer accounts. The successful applicant will be bilingual (in English and Spanish), and will have at least three years' relevant experience. We offer a competitive salary, holiday allowance, bonus scheme and free medical insurance. For further details and an application form, phone or write to Personnel Officer Provenza SA.

EXAM INFORMATION

Part One of the reading test is a matching task and consists of four short texts on a related theme (or sometimes a single text divided into four sections). The texts may include:

- product descriptions
- advertisements for goods or services
- job advertisements
- information notices
- warning notices
- short product reviews.

You are given seven statements and you have to say to which of the four texts each statement refers.

A DETAILED STUDY

The secret of success in this test is careful reading and attention to detail. The same information may occur in more than one text, so you have to look carefully to see which information matches the statement. For example, four business cards might have the following details:

Card A	name	job title	office tel	home tel	mobile	email
Card B	name	job title	office tel	—	—	email
Card C	name	—	office tel	home tel	—	—
Card D	name	job title	—	home tel	mobile	—

If the statement refers to the card that has a job title, mobile number and email, you can see that only Card A has all three.

- 1 Read the information about four shops on page 9, and then answer the questions. More than one shop may fit the description. Which shop (or shops) will you visit if:
 - 1 you want some fresh vegetables and you want to pay by credit card?
 - 2 Wednesday is the only day you are free to do your shopping?
 - 3 you need some tinned tomatoes and just have a credit card?
 - 4 you like to shop early in the morning for fresh fruit and vegetables?
 - 5 you can't get to the shop till the evening and you want fresh fruit?

Shop A

Opening times: 06.00–15.00, Mon–Sat

Sells: fresh fruit and vegetables

Accepts: cash only

Shop B

Opening times: 08.00–22.00, 7 days a week

Sells: frozen goods, dry and tinned (canned) goods

Accepts: cash or cheque, credit cards

Shop C

Opening times: 08.00–17.00, Mon–Sat

(closed all day Wed)

Sells: dry and tinned (canned) goods

Accepts: cash or cheque

Shop D

Opening times: 10.00–22.00, Mon, Wed, Fri only

Sells: fresh fruit and vegetables, frozen goods, dry and tinned (canned) goods

Accepts: cash or cheque, credit cards

2 Now look at the four job advertisements on page 7. Underline all references to:

- 1** qualifications
- 2** experience
- 3** salary
- 4** other terms (benefits) of contract
- 5** method of application

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

PART TWO**Questions 8–12**

- Read the article below about starting your own business.
- Choose the best sentence from the opposite page to fill each of the gaps.
- For each gap **8–12**, mark one letter (**A–G**).
- Do not use any letter more than once.
- There is an example at the beginning (**0**).

STARTING YOUR OWN BUSINESS

The first two things to do if you are starting your own business are to find an accountant and talk to your bank manager. Your accountant will help you to draw up a business plan to show what borrowings you need from your bank. **(0)** **G** .

While you are engaged in these consultations, it is a good idea to find out whether you are entitled to any government subsidies or similar financial help. **(8)**

Check too whether training grants are available for yourself or people you employ.

Once you have completed these preliminary tasks, there are a number of specific things you then need to do. Doing them in the right way and at the right time can save you a lot of money, so make sure you know what to do.

Perhaps the most important is to tell the Inland Revenue that you have left your job and have started your own business. **(9)** The Inland Revenue will also need to amend their records to show that you are now self-employed. Next, you should think about registering for Value Added Tax (VAT). Generally, if your sales exceed a certain amount you have to charge VAT on them. **(10)**

Consider the consequences of employing people in your business. As soon as you start to take on employees, you will need to establish proper procedures. These include drawing up proper contracts of employment. You will also need to get in touch with your local tax office to register your employees.

Lastly, as part of becoming an employer of others, you must become familiar with a number of legal issues. Once you have more than a minimum number of people on your payroll, you will need to comply with Health and Safety requirements.

(11) One issue that you should think about once your business expands and your staff grow in numbers is equal opportunity. In particular, you should consider drawing up a company policy on equal opportunity. **(12)**

If you need more information on legal or other matters relating to employment, contact your local Chamber of Commerce, which will either be able to help you, or will put you in touch with organizations who can.