

英国剑桥大学考试委员会推荐

新编剑桥商务英语 练习册 (初级)

PASS Cambridge BEC Preliminary Workbook

An examination preparation course

Updated for the revised exam



Lan Wood



经济科学出版社
Economic Science Press

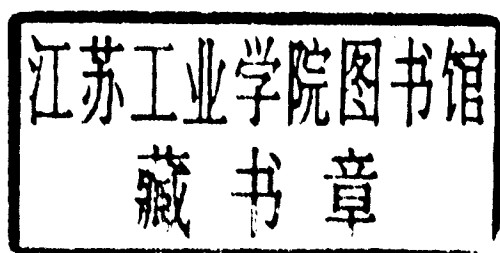


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Preliminary Workbook**

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出版说明

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。自 2002 年起, 英国剑桥大学考试委员会对 BEC 考试大纲进行了重新修订, 由原来的 BEC1、BEC2、BEC3 改为 BEC Preliminary (初级)、BEC Vantage (中级) 和 BEC Higher (高级) 三个等级。该系列考试是一项水平考试, 它根据商务工作的实际需要, 从听、说、读、写四个方面对考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, 对成绩合格者提供由英国剑桥大学考试委员会颁发的标准统一的成绩证书。由于该证书的权威性, 使其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”。

由剑桥大学考试委员会和教育部考试中心推荐, 英国 Summertown 出版社出版的《新编剑桥商务英语》是目前惟一一套专为剑桥商务英语证书考试而编写的教材。

为了给考生应试提供全面有效的学习指导, 以使其熟悉试题题型, 顺利通过考试, 经济科学出版社原版引进了英国 Summertown 出版社出版的本套练习册。它是教材的重要组成部分, 由教材编写者 Lan Wood 编著, 围绕教材的重点内容进行讲解, 每一单元由语法和词汇练习组成, 并且提供专门的写作练习和复习单元, 对教材内容进行有益的补充, 在全书的最后还附有详细的练习题答案。

本套练习册由英国 Summertown 出版社授权经济科学出版社在中华人民共和国境内独家出版。

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PASS
Cambridge
BEC

Preliminary

WORKBOOK
with Answer key

Pass Cambridge BEC Preliminary Workbook

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WORKBOOK
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Introduction

The Cambridge Business English Certificate

The Cambridge Business English Certificate (BEC) is an international Business English examination which offers a language qualification for learners who use, or will need to use, English for their work. It is available at three levels.

Level 1 Preliminary

Level 2 Vantage

Level 3 Higher

Cambridge BEC is a practical examination that focuses on English in business-related situations. The emphasis is on the development of language skills for work: reading, writing, listening and speaking.

Pass Cambridge BEC Preliminary

As an examination preparation course, *Pass Cambridge BEC Preliminary* focuses on the language skills tested at BEC Preliminary (reading, writing, listening and speaking) as well as the examination skills required to fully prepare students who wish to take the exam.

Pass Cambridge BEC Preliminary Workbook

As an important component of the *Pass Cambridge BEC Preliminary* course, the Workbook provides a language-focused supplement to the Coursebook. Each four-page unit is split into a grammar and a vocabulary section. The table on the opposite page shows how the Workbook follows the topics and language syllabus of the Coursebook, providing essential revision and extension of the material.

Pass Cambridge BEC Preliminary Workbook includes the following features.

- **Grammar**

Each grammar section begins with a clear and full explanation of the grammar presented in the Coursebook. This is followed by extensive practice exercises that test and develop the student's knowledge. A full Answer key is provided at the back of the book.

- **Vocabulary**

Each vocabulary section recycles key items from the *Pass Cambridge BEC Preliminary Coursebook* and introduces more key BEC Preliminary vocabulary. *Pass Cambridge BEC Preliminary Workbook* presents, revises and tests over 600 items of essential BEC Preliminary vocabulary. A full Answer key is provided at the back of the book.

- **Review**

After every four units of the *Pass Cambridge BEC Preliminary Workbook*, there is a language review. Each review consists of fifty grammar questions, which revise the grammar of the previous four units, and fifty multiple-choice vocabulary questions also based on the previous four units. A full Answer key is provided at the back of the book.

- **Writing**

This reference section provides students with guidance on writing emails, formal letters and faxes. The section includes a list of essential phrases useful to students not only in the examination but also in their professional lives.

Pass BEC Preliminary Workbook

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Pass BEC Preliminary Coursebook

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Jobs

Present simple

Form

The present simple has the following forms.

I / you / we / they

he / she / it

I **work** as a marketing manager.

He **interviews** the new applicants.

We **don't sell** directly.

She **doesn't deal** with the staff.

Do you **deal** with the press?

Does the job **involve** travelling?

Use

The present simple is used in the following ways.

- to describe facts

We **don't have** an office in France.

What **does** your company **produce**?

- to describe permanent situations

I **work** for Vacupak.

The company **employs** about 800 people.

- to describe routines

I **deal** with designers and printers every day.

My train **gets** in at seven forty-five.

Note!

Modal verbs (e.g. **can**, **could**, **will**, **would**, **might**) do not need auxiliary verbs.

We ~~don't can find~~ the right candidate for the job.

We **can't find** the right candidate for the job.

Adverbs of frequency

Form

Adverbs of frequency are used in the following ways.

- before the verb (except be)

I **usually** get the bus to work.

He doesn't **often** answer the phone.

- after the verb be

She's **always** the last to leave the office.

He's **never** late for work.

Note!

Adverbs of frequency can be used in other positions for emphasis.

Usually I get the bus to work.

I get the bus to work **usually**.

~~I get usually the bus to work.~~

Words such as **hourly**, **daily** and **weekly** go after the verb.

We meet **weekly** to discuss sales.

The bonuses are paid **annually**.

Grammar practice

Present simple 1 Complete the sentences with the correct form of the verbs in brackets.

- 1 She (work) works for an advertising agency.
- 2 I (check) _____ all the computer systems in the office.
- 3 The managers (spend) _____ a lot of time in meetings.
- 4 I (not / leave) _____ work before six o'clock most days.
- 5 The department (not / have) _____ a full-time secretary.
- 6 (you / work) _____ weekends?
- 7 My colleague (deal) _____ with all the orders.
- 8 (your job / involve) _____ much travelling?

2 Use the following words to write questions to the answers below.

what how who where how often when what kind of

- 1 I work as a sales executive. What do you do?
- 2 He works in the Netherlands. _____
- 3 I usually have lunch at about 11.30. _____
- 4 They use Macintosh computers at work. _____
- 5 She travels to work by train. _____
- 6 I report to the Head of Department. _____
- 7 My boss goes to Head Office twice a month. _____

Adverbs of frequency 3 Re-arrange the words to make correct sentences.

- 1 works / one day a week / usually / from home / she
She usually works from home one day a week.
- 2 rarely / receive / we / telephone calls

- 3 late / the bonuses / always / are

- 4 often / we / until 7.30 / the office / leave / don't

- 5 annually / in Prague / meet / all the managers

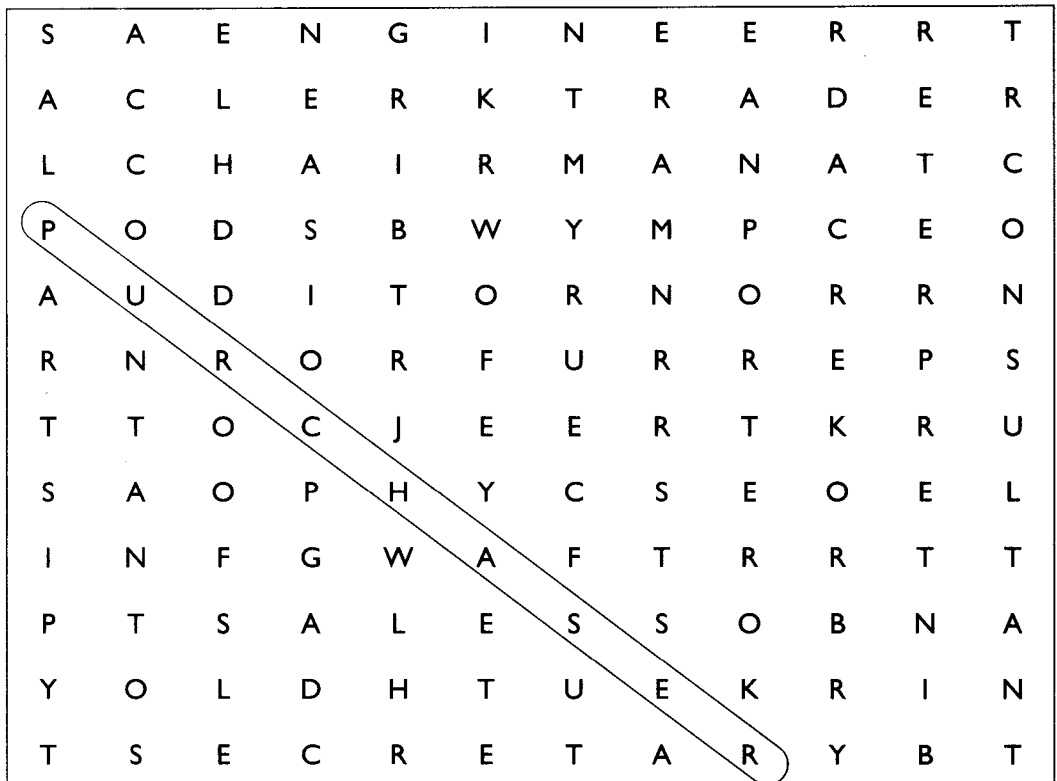
Present simple and adverbs of frequency 4 Find and correct the mistake in each line of the text. Tick (✓) any correct line.

- 1 My name is Karl-Heinz Egonolf. I works for a small management
- 2 consultancy, which is based in Berlin. My job involve visiting
- 3 companies and helping them improve their performance. I
- 4 spend often several weeks at a company because I have to get
- 5 to know the way the company work and what its problems are.
- 6 A company sometimes knows not why it is performing badly.
- 7 When I arrive at a new company, I look always very carefully at
- 8 all of the company's accounts to see how it spend its money.
- 9 Without this important information, I don't can give the client
- 10 advice on how to cut costs and improve performance.

work

Vocabulary practice

Job titles 1 Use the clues below to find 18 job titles in the puzzle.



Find someone who ...

- | | |
|---|---|
| 1 buys goods from suppliers | 10 works on the counter at a bank |
| 2 manages a company's finances | 11 heads the board of directors |
| 3 works with heavy machinery | 12 assists a senior manager |
| 4 approves a company's accounts | 13 types letters and reports |
| 5 works in a restaurant kitchen | 14 buys and sells stocks and shares |
| 6 does hard manual work | 15 gives advice to companies |
| 7 looks after a company's legal affairs | 16 translates at international meetings |
| 8 types letters, answers the phone etc. | 17 carries bags at a good hotel |
| 9 sits on the board of a company | 18 buys and sells goods |

Word formation 2 Complete the table then use the words to complete the sentences below.

person	verb	noun
<u>trainer</u>	train	training
operator	operate	<u> </u>
<u> </u>	<u> </u>	supervision
<u> </u>	assess	<u> </u>
co-ordinator	<u> </u>	<u> </u>
<u> </u>	<u> </u>	inspection

- She's a good trainer. She did a great session on team-building last week.
- A health and safety is coming to see the factory tomorrow.
- We've done an of the investment we'll need to make next year.
- Louise is responsible for the smooth of the company website.
- He's responsible for the between the two departments.
- Peter's going to the new person for the first few weeks.

Terms and conditions ③ Look at the answers given to a candidate at a job interview. Match each one with one of the following topics. Not all of the topics are mentioned. Underline the words which helped you.

trade union	pension	retirement	holidays	salary
bonuses	illness	duties	working hours	workplace

- | | |
|---|--|
| <p>1 Yes, we do have one here. I think about half of the workforce are members. A representative will approach you once you've started the job and talk to you about joining.</p> | <p>2 The basic contract has an allowance for 25 days a year. After several years with the company this will rise and some people even negotiate unpaid leave.</p> |
| <p>3 The company has a profit-sharing scheme. Of course, it does depend on the company having a good year but it usually pays about 3–5% of basic annual salary each year. It's open to full-time employees only.</p> | |
| <p>4 Well, the official company policy is 62 for men and 60 for women but many of our employees leave early and some even work on past that age.</p> | <p>5 We have a company scheme for all our employees. You pay 5% of your gross annual salary and the company matches it. When you retire, you will then receive a proportion of your final salary each year, depending on your length of service.</p> |
| <p>6 We believe very strongly in rewarding our people with what they are worth so annual pay rises are negotiated on an individual basis, according to the employee's performance that year.</p> | |
| <p>7 Employees are allowed up to 3 working days without having to produce a sick note. Of course, they are expected to phone in and report their absence to their line manager.</p> | <p>8 We work a system called 'flex', where employees are basically responsible for their own time-keeping. We do expect them to be in the office for most of the day, though, and to work the minimum requirement.</p> |

④ Say whether the following sentences are 'Right' or 'Wrong' according to the texts above. If there is not enough information to answer, write 'Doesn't say'.

- 1 The oldest worker in the company is 62-years old.
- 2 Employees can have more than 25 days' holiday a year.
- 3 All employees are part of the company's profit-sharing scheme.
- 4 The trade union has a good relationship with the management.
- 5 Employees receive a good monthly income when they retire.
- 6 Employees need a doctor's certificate if they have a day off work sick.
- 7 The company believes in giving large pay rises.
- 8 All employees finish work at the same time.

Companies

Past simple

Form

The past simple has the following forms.

regular (with -ed)

We **started** business in 1986.

I **didn't start** work here until 2000.

When **did** you **start** exporting?

irregular

We **made** \$20m profit in 1998.

They **didn't make** any profit until 1999.

How much profit **did** they **make**?

Use

The past simple is used in the following ways.

- to describe finished events

We **launched** the product in 1998.

How **did** the conference **go**?

- to refer to finished time periods

He **set up** the company in 1974.

What **was** the hotel like in Prague? (The trip is finished.)

Note!

Past simple verbs are either regular (ending in -ed) or irregular. (See page 157 of the Student's Book for a list of irregular forms.)

Present continuous

Form

The present continuous has the following forms.

I

I'm **staying** in the office today.

I'm **not working** tomorrow.

Who **am** I **speaking** to?

you / we / they

We're **investing** heavily in Russia.

They **aren't making** any profit.

Are you **going** to the meeting?

He / she / it

She's **going** to Brazil next week.

The company's **doing** well right now.

Who's **speaking**, please?

Use

The present continuous is used in the following ways.

- to describe actions happening at the time of speaking (often with *at the moment, right now, just now*)

We're **building** a new factory in Hungary *at the moment*.

- to describe temporary situations

Sales **aren't doing** very well *just now*.

I'm **dealing** with the Swiss office *for a few weeks*.

- to refer to future arrangements

We're **going** to the marketing conference *in July*.

When **are** you **travelling** to Norway?

Note!

We do not use the present continuous to express the following.

routines (usually, normally)

opinions (think, believe)

senses (see, hear, feel)

emotions (like, love, hate)

ownership (own, have, need)

Grammar practice

Past simple ① Complete the website extract with the correct form of the verbs in brackets.

NOKIA CONNECTING PEOPLE Home: Nokia In Brief: History: Early Chapters

Early Chapters

The Founding of Nokia

Nokia's history (¹begin) began in 1865, when engineer Fredrik Idestam (²establish) established a wood-pulp mill by a riverbank in southern Finland and (³start) started manufacturing paper. The company, which he (⁴name) named as Nokia, (⁵become) became successful as the consumption of paper and cardboard (⁶increase) increased during European industrialization. A large workforce (⁷come) came to the Nokia factory, and a town of the same name (⁸grow) grew up around it.

Nokia (⁹not/begin) did not begin the journey into telecommunications until the 1960s when the company (¹⁰merge) merged with the Finnish Cable Works. During the 1980s, Nokia's operations rapidly (¹¹expand) expanded into even more business sectors and countries. In 1988 Nokia (¹²be) was Europe's third-largest television manufacturer. In May 1992 the company (¹³appoint) appointed Jorma Ollila to head the whole of the Nokia Group. Nokia then (¹⁴make) made the strategic decision to focus on telecommunications. The move (¹⁵prove) proved to be a wise one and today Nokia is a world leader in both mobile phones and telecommunications networks.

Present continuous ② Complete the dialogue with the correct form of the verbs in brackets.

- Peter Hello, Sales Office.
- Susan Peter, it's Susan. I (¹call) 'm calling from the exhibition.
- Peter Of course! How (²it / go) is going?
- Susan Very well. It (³get) is getting very busy right now.
- Peter That's great! (⁴you / sell) are you selling anything?
- Susan No, we (⁵not / sell) are not selling much, but it's still early. I guess our visitors (⁶look) are looking around the other stands first.
- Peter How long (⁷you / stay) are you staying there today?
- Susan All day. I (⁸not / fly) am not flying back until tomorrow.
- Peter So, (⁹you / attend) are you attending the gala dinner this evening?
- Susan Of course. I (¹⁰look) am looking forward to it.
- Peter I'm sure you are! What is it, about seven courses and several different wines?
- Susan Yes, it's something like that. Look, Peter, I've got to go. There's a customer here and he (¹¹ask) is asking me a question.
- Peter OK. Bye Susan. And bon appétit this evening!