

英国剑桥大学考试委员会推荐

新编剑桥商务英语 (初级)

PASS *Cambridge* BEC 1

Lan Wood
Anne Williams



经济科学出版社
Economic Science Press

SUMMERTOWN
publishing

图字:01-2000-4008

图书在版编目(CIP)数据

新编剑桥商务英语:初级/(英)伍德(Wood,L.),
(英)威廉斯(Williams,A.)编著. —北京:经济科学出版社,2001.2

ISBN 7-5058-2416-3

I.新... II.①伍...②威... III.商务-英语-教材 IV.H31

中国版本图书馆CIP数据核字(2001)第05319号

责任编辑:陈捷

责任校对:马金玉

技术编辑:李长建

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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经济科学出版社出版、发行 新华书店经销

社址:北京海淀区万泉河路66号 邮编:100086

总编室电话:62541886 发行部电话:62568485

网址:www.esp.com.cn

电子邮件:esp@public2.east.net.cn

北京日邦印刷有限公司印刷

后奕装订厂装订

890×1240 16开 10.5印张 267000字

2001年2月第一版 2001年2月第一次印刷

印数:00001—13000册

ISBN 7-5058-2416-3/F·1808 定价:40.00元

(图书出现印装问题,本社负责调换)

(只限在中华人民共和国境内销售)

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。BEC考试共分三个等级:BEC1(初级)、BEC2(中级)和BEC3(高级)。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,对成绩及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,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海外考试处推荐,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。它以 BEC 考试大纲为编目,以现代商务活动为素材,内容与考试联系紧密,除对课文进行详细讲解外,还辅以大量的自测练习、听力练习、对话练习和答案,既适合教学又适合自学,是一套不可多得的最新版本的考试用书。本套教材包括 BEC 三个等级的学生用书、音带和教师用书,其目的是为考生应试提供全面有效的学习指导。

本套教材由英国 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。

2001 年 1 月 10 日

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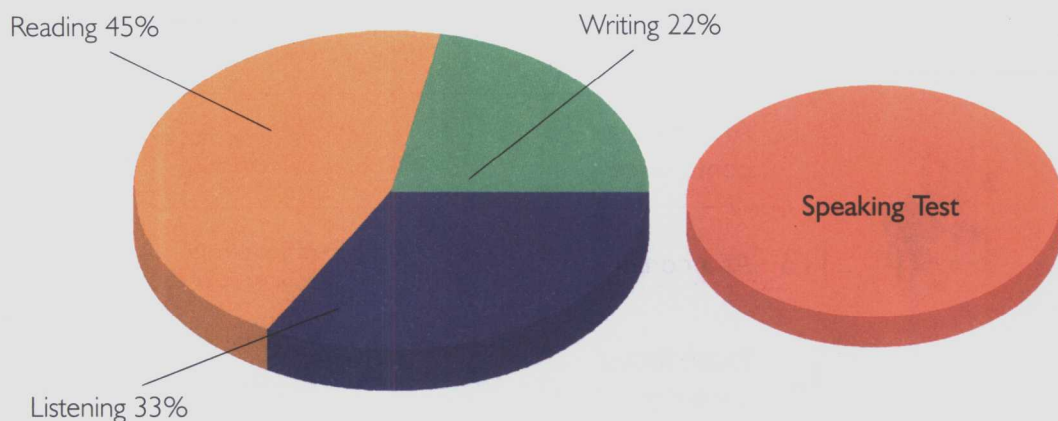
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Introduction

Cambridge Business English Certificate 1

Successful Cambridge BEC 1 candidates receive two grades: one for Reading, Writing, Listening and one for the Speaking Test.



Single grade (A, B, C, D or Fail)

Separate grade for the Speaking Test
(1, 2 or No grade)

An overview

The following table gives an overview of the different parts of the examination, how long they take and what they involve.

	Test	Length	Contents
1	Reading & Writing	70 minutes	Reading: 6 parts (40 questions) Writing: 3 parts (form filling, memo or note, formal letter)
2	Listening	40 minutes	4 parts (30 questions) Approx. 12 mins of listening material played twice
3	Speaking	10 minutes	Interview: 2 examiners and 2 or 3 candidates

Important Cambridge BEC 1 dates

Your teacher will give you some important dates at the start of your course.
Write these dates in the boxes below.



Cambridge BEC 1 examination

Your teacher will give you the dates of the written papers but can only give you the date of the Speaking Test after your entry has been confirmed by Cambridge.

- PAPER 1 Reading & Writing Test
- PAPER 2 Listening Test
- Speaking Test (to be confirmed) Between and

Entry date

- Entries must be confirmed by

Grades and certificates

Cambridge sends out results 6-8 weeks after the examination. Successful candidates receive their certificates about four weeks after that.

- Results should be available by

Introductions

- 1 Introduce yourself to the people in your class. Find out the following information from them.

Name	Name
Company	Company
Position	Position
Why is he/she doing Cambridge BEC 1?	Why is he/she doing Cambridge BEC 1?

Name	Name
Company	Company
Position	Position
Why is he/she doing Cambridge BEC 1?	Why is he/she doing Cambridge BEC 1?

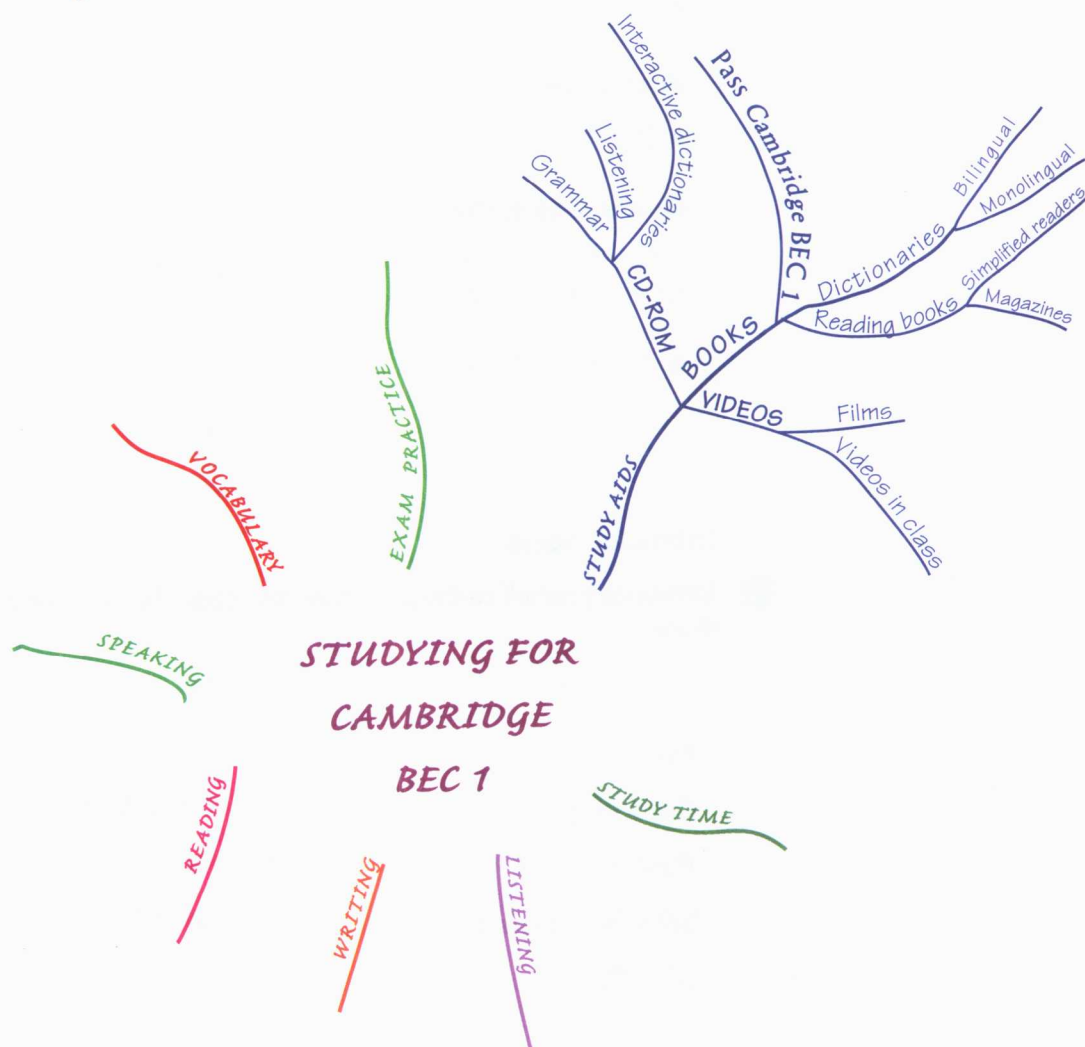


2 Now find someone in your class who ...

- has already taken an English examination.
- knows someone who has a Cambridge BEC 1 certificate.
- uses English regularly at work.
- has been to the UK or USA on business.
- has an English-speaking colleague.
- reads the same newspaper/magazine as you.
- has the same interests as you.

Studying for Cambridge BEC 1

1 Work in pairs. Look at the diagram below and complete it with ideas for studying for Cambridge BEC 1.



2 Work in pairs. How useful are the following?

	useless	useful	very useful
1 Using a bilingual dictionary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Using an English-English dictionary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Having the teacher correct all my mistakes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Doing pairwork with other students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Keeping vocabulary in a list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Writing new words on cards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Listening to a lot of cassettes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Reading tapescripts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 Recording myself to check pronunciation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 Doing a lot of grammar practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 Doing a lot of examination practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 Reading through class notes regularly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13 Reading for pleasure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14 Keeping a learner diary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Quiz: Pass Cambridge BEC 1

1 Where would you find the following in this book? Write the unit or page numbers.

- 1 Terms and conditions of employment
- 2 A picture of a very famous car
- 3 Information about the companies on this page
- 4 A game where you have to get to work before 9am
- 5 Advice on how to write memos
- 6 Information about the use of the present perfect
- 7 A list of irregular verbs
- 8 Information about hotels in Prague
- 9 A crossword
- 10 A job advertisement
- 11 An article about drug development
- 12 Useful tips for each of the Cambridge BEC 1 tests

Holiday Inn®

First Great Eastern

Job descriptions

Duties

- Listening 1** 1 The Chamber of Commerce is an organisation for business people. Listen to six new members. Number the business cards in the order the people speak.

REGAL FROZEN PRODUCTS
105-109 Valley Road, Staines,
Middlesex, ST12 4JW
Tel: 01784 933 6525
Fax: 01784 933 6522

RICHARD SAUNDERS
Production Manager

Robin Seaton
Human Resources
Manager


Vacupack
Units 5-10
Hayes Business Park
Watford
WA6 3AG
Tel: 01923 465 222
Fax: 01923 465 710
e-mail: rs@vacupack.co.uk

KATY WILLIAMS
CONSULTANT

94 The Square
Brighton
Sussex
BN1 6DJ
Tel: 01273 656 872
Fax: 01273 656 818

**INFORMATION TECHNOLOGY
SERVICES PLC**

**Meridian
Financial
Products**

Thomas Kingsley
Sales Executive

Meridian House
Cole Street
London EC4 2AF
Tel: 0171 236 4925
Fax: 0171 236 119
e-mail: TKingsley@MFP.co

LSP
**Lister Steetley
Pharmaceuticals**

Helen Marsden
Marketing Manager

Becton House
Becton Court
Tunbridge Wells
TW16 2QD
Tel: 01892 340 170
Fax: 01892 326 462

BETH LAMBERT
ACCOUNTANT

**RTLP
CONSULTANTS**

METRO HOUSE
95 THE COMMON
READING RG2 9LH
TEL: 01734 318 222
FAX: 01734 318 419

- Listening 2** 2 Helen Marsden and Robin Seaton talk about their jobs. Before you listen, decide what their duties are. Then listen and check your answers.

3 Listen again and complete the notes below.

Helen Marsden: Job description

- 1 Works for a company that produces vaccines and sells them to doctors
- 2
- 3
- 4 Deals with the health authorities in central Europe
- 5
- 6

Robin Seaton: Job description

- 1 Recruits people
- 2
- 3
- 4 Interviews the applicants with the department manager
- 5 Contacts successful and unsuccessful candidates
- 6
- 7

Don't forget!

Present simple

- The third person singular form takes **-s**.
*She **works** in marketing.*
- Negatives are formed with **don't** or **doesn't**.
*I **don't** work with other people.*
*He **doesn't** travel on business very often.*
- Questions are formed with **do** or **does**.
***Do** you work in an office?*
***Does** she work at head office?*

Reading 4 Look at the business cards again. Who is each question for?

- 1 How many sales meetings do you attend each month?
- 2 What advertising do you want to organise for this product?
- 3 Why do we need to update our current network?
- 4 When do you want to discuss the balance sheet?
- 5 Could you give me some advice on investing money?
- 6 Do you want me to interview the short-listed candidates?
- 7 How do you plan to increase output at the factory?
- 8 What kind of after-sales service do you provide for this software?
- 9 When do you want the successful applicant to start?
- 10 Do I need to keep a record of the number of packs we produce a day?

Reading tip:
You do not need to know every word to understand the meaning of what you read.
Concentrate on the words that you do know!



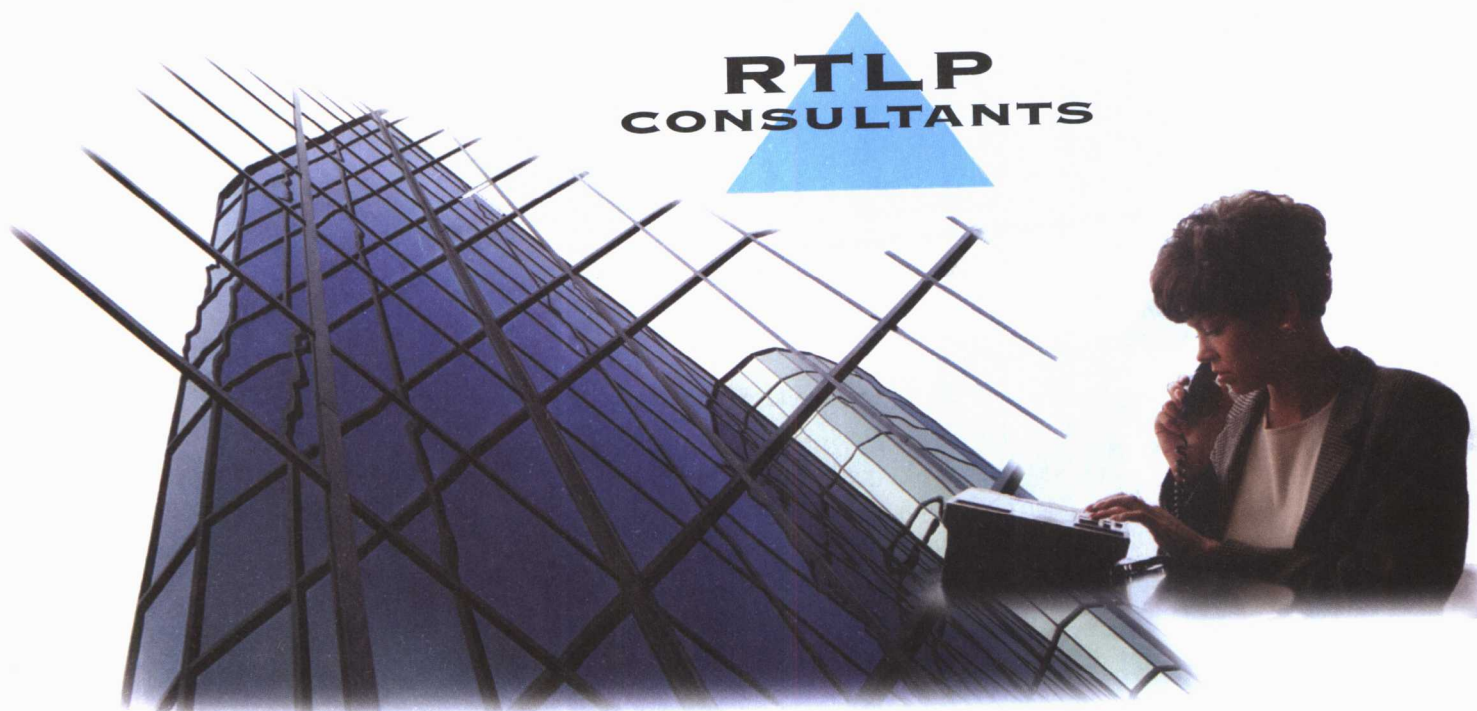
Speaking 5 Find out about people in your group. Find someone who ...

- organises things. What does he/she organise?
- attends meetings. What sort of meetings does he/she attend?
- deals with different nationalities. Which ones and why?
- provides a service. What service?
- travels a lot. Where to and why?

Talking about your job

Vocabulary 1 Match the sentence halves about Beth Lambert.

- | | |
|-------------------------------|---|
| 1 I work as | questions people have about their accounts. |
| 2 I'm responsible for | an accountant with RTLP. |
| 3 My job also involves | produce financial reports. |
| 4 I deal with | checking companies' accounts. |
| 5 As part of my job I have to | Reading, not far from London. |
| 6 I am based in | giving financial advice. |



Speaking 2 Work in pairs. You are going to write an article about your partner's job for the Chamber of Commerce newsletter. Interview your partner about his/her job and take notes. Start your questions with the words below.

Do you ...?
When ...?

Are you ...?
What ...?

Where ...?
Why ...?

Who ...?
How often ...?

- 1 Match the verbs with the nouns. Then look back through the unit and check your answers.

1 give	a problem
2 provide	a record
3 interview	a conference
4 deal with	advice
5 attend	a service
6 keep	a meeting
7 organise	an applicant

- 2 Think of another noun to go with each verb.

1 give
2 provide
3 interview
4 deal with
5 attend
6 keep
7 organise

- 3 Complete the table below.

Noun	Verb
discussion	<u>discuss</u>
product
sale
.....	organise
interview
applicant
advertising

- 4 Now complete the following sentences with the correct form of the words from the table above.

- We're going to _____ ten applicants for the position of accountant.
- Could you _____ the room for the meeting tomorrow?
- Are we going to _____ our new sports shoes on the radio or only on television?
- There were forty _____ for the job but we short-listed only five of them.
- My company sells financial _____.
- We had a very interesting _____ about increasing output at the factory.
- Peter works in the _____ department. His job involves a lot of travelling to visit clients.

- 5 Write about the person you interviewed for the Chamber of Commerce newsletter. Write about 50-60 words.

6 Exam practice

- Read the text below from the 'New Members' section in the Chamber of Commerce newsletter.
- Choose the correct word from **A**, **B** or **C** to fill each gap.
- For each question, mark the correct letter **A**, **B** or **C**.

Meet Thomas Kingsley

Thomas Kingsley works for Meridian Financial Products in East London. He works (1) a sales executive. He (2) with a large number of small and medium-sized businesses in the London area. He (3) them on the best financial products for their needs.

He is only in his office in the morning when he discusses clients (4) the Sales Manager. Then he travels around London to see his clients. He informs them (5) new products on the market. He keeps a (6) of any changes in the clients' information so that he can offer advice if necessary. He (7) his paperwork and arranges (8) from home or from his car between appointments.

If any members would like (9) advice on insurance or any financial product, please phone Thomas (10) 0171 236 4925. He will be happy to help you if he can!

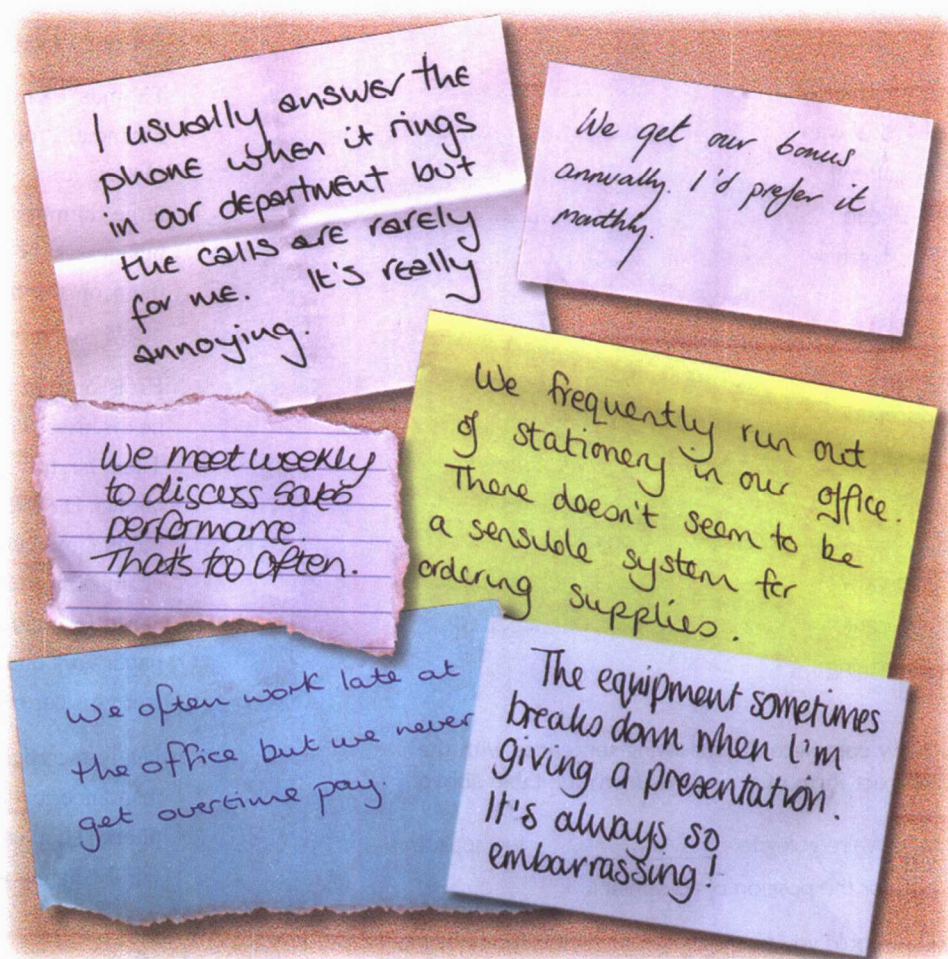
- | | | |
|----------------------|-------------------|--------------------|
| 1 A as | B like | C in |
| 2 A discusses | B provides | C deals |
| 3 A advise | B advises | C advised |
| 4 A with | B to | C from |
| 5 A about | B on | C to |
| 6 A notice | B record | C reference |
| 7 A does | B produces | C deals |
| 8 A meets | B meet | C meetings |
| 9 A an | B a | C some |
| 10 A to | B on | C under |

Working conditions

Comments about work

Reading 1 The staff at Amberley Advertising have a comments box. Read the comments and answer the questions.

- 1 Why is one employee unhappy about taking calls?
- 2 What kind of supply problems does the office have?
- 3 What are the problems with pay?
- 4 What stops people from doing their job efficiently?
- 5 One person makes a suggestion as well as a comment. What is it?



Vocabulary 2 Put the words into the correct order on the line below.



never

always

Work in pairs. Compare your order with your partner.

- Grammar** 3 Look at the comments on the previous page. What do you notice about the position of the adverb in each one? Complete the information below.

Don't forget!

Adverbs of frequency: word order

- Words such as **always**, _____, _____, **frequently**, _____, **occasionally**, **rarely** and _____ usually come before the verb.
- However, these words come _____ the verb **to be**.
- Words such as **hourly**, **daily**, _____, _____ and _____ come after the verb, often at the end of the sentence.



- Speaking** 4 Work in pairs. Find something that you both do:

frequently

occasionally

annually

weekly

- 5 Work in pairs. Look at the comments again. How would you deal with them?

Terms and conditions of employment

- Vocabulary** 1 Match the following words with the correct meaning.

- | | |
|----------------|---|
| 1 shift | work clothes that people wear to keep their own clothes clean |
| 2 salary | rules people have to follow |
| 3 to review | a period of work which starts when another one finishes |
| 4 overalls | money a person receives for work |
| 5 regulations | the person you are directly responsible to |
| 6 overtime | holiday from work |
| 7 leave | to look at something again in order to change it |
| 8 line manager | to give somebody something he/she needs |
| 9 break | extra hours a person works |
| 10 to provide | time to have a rest and possibly something to eat or drink |





Reading 2 Read this page of Fibretech's conditions of employment. What type of work is it?

TERMS AND CONDITIONS OF EMPLOYMENT

These terms and conditions should be read before you sign your contract.

**FIBRETECH
PLASTICS**

SALARY

Your starting salary is ...£14,000..... This is reviewed annually.

HOURS

The normal hours of work are eight hours a day, Monday to Friday. A shift system is in operation. The shifts are:
A 06:00 - 14:00 B 14:00 - 22:00 C 22:00 - 6:00.

There are three shift groups and the following system is in operation.

Week one:	Group one	Shift A	Group two	Shift B	Group three	Shift C
Week two:	Group one	Shift B	Group two	Shift C	Group three	Shift A
Week three:	Group one	Shift C	Group two	Shift A	Group three	Shift B

For your first shift, week commencing8/6....., you will be in Group3..... and Week3..... will be in operation. On the first morning report to your line managerJohn Knight.....

HEALTH AND SAFETY

Please read the safety regulations attached. If you have any questions, contact the Health and Safety Officer, whose name is at the top of the regulations sheet. If you have any health problems, please inform the Senior Nurse,Jane Thomas..... If you cannot work because of illness, please telephone the factory before your shift is due to start.

ANNUAL LEAVE

During your first year of employment you are allowed twenty days' leave. This should be arranged with your line manager.

OVERTIME

If you work more than forty hours a week, you will be paid at the current overtime rate. Your line manager will keep a record of the overtime you work. If you work on public holidays, you will be paid at the current rates. If you prefer, time can be taken instead of extra pay for public holidays and overtime.

CLOTHING

The Supplies Department provides overalls. Inform Supplies of your size two days before you need them. You can also order any other special equipment you need for your job from Supplies.

Choose the correct option to complete the sentences.

- | | |
|--|---|
| 1 This employee will start work at
A 06.00.
B 14.00.
C 22.00. | 3 If employees work on public holidays, the company will give them
A only extra money.
B only days off.
C extra money or days off. |
| 2 Employees consult their line manager about
A health problems.
B their annual holidays.
C a salary review. | 4 The company provides
A special clothing.
B no special clothing.
C a uniform. |

Speaking 3 Work in pairs. Discuss your conditions of employment. Use the ideas below.

hours overtime leave clothing health and safety

Which things are the same for you and your partner?

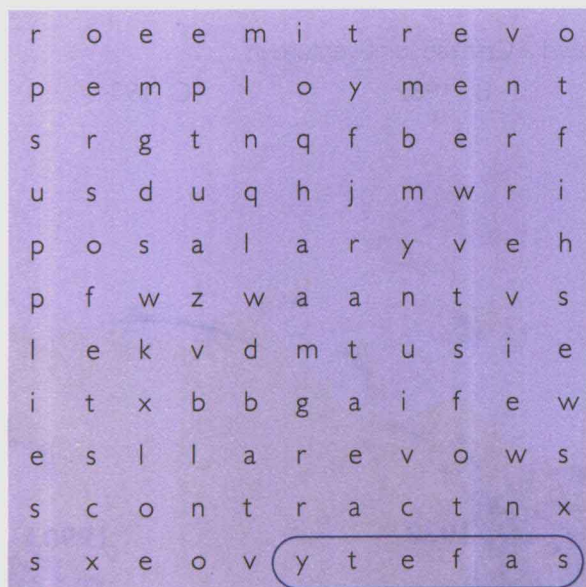
1 Write two things at work which:

- you can run out of.

- you discuss with your line manager.

- you keep a record of.

- you find really annoying.

2 Look at the word search below. Find ten words from the **Terms and Conditions of Employment** sheet on the opposite page. You can move backwards as well as forwards. You can move across, down and diagonally.

3 Complete the sentences with the prepositions below. You can use the prepositions more than once.

about at in with of

- 1 You should arrange your holiday with the line manager.

- 2 I need to consult my boss about that.

- 3 If you work more than 40 hours, you will be paid at the current overtime rate.

- 4 If you want, you can have time off instead of overtime pay.

- 5 We need to keep a record of the hours you work every month.

- 6 A shift system is in operation.

- 7 I don't work late after the office very often.

- 8 We have a lot of problems with pay.

4 Choose three of these areas. Write about your own conditions of employment.

hours overtime leave
clothing health and safety

5 Exam practice

- Look at the **Terms and Conditions of Employment** again.
- For questions 1-4, use the information in the text to match each sentence with one of the company departments **A-G**.
- For each question, mark the correct letter **A-G**.
- Do not use any letter more than once.

- 1 Someone in this department helps people who feel ill at work. b

- 2 Employees who need special boots for their job go to e.

- 3 If employees have problems with their pay, they should speak to someone in g.

- 4 If employees think something in the workplace is dangerous, they should contact f.

- | | |
|----------|-------------------|
| A | Production |
| B | Medical |
| C | Catering |
| D | Human Resources |
| E | Supplies |
| F | Health and Safety |
| G | Accounts |