

剑桥

BEC HIGHER

商务英语证书仿真试题集

高级

主 编 余 敏

副主编 丁 怡 程跃珍 袁晓燕



清华大学出版社

<http://www.tup.tsinghua.edu.cn>



北京交通大学出版社

<http://press.bjtu.edu.cn>



本书配光盘

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· 北 京 ·

内 容 简 介

高级剑桥商务英语证书 (BEC Higher) 考试是针对在商务活动中需要高等英语水平的人员设计的一种全新的实用型考试, 它从听、说、读、写四个方面全面考查考生在商务和一般生活环境下使用英语的能力。和其他 BEC 考试一样, BEC Higher 的考试分为两个阶段: 第一阶段是笔试, 包括阅读、写作和听力三个部分; 第二阶段是口试。

本书是为准备参加 BEC Higher 考试的人员而编写的仿真试题集, 一共 6 套。书中的每一套试题都是严格按照 2002 年剑桥大学考试委员会颁发的考试大纲的要求和样题的形式编写的。本书适合 BEC Higher 考生, 或英语专业、工商管理专业或其他与国际商务专业有关的并有意向商务发展的在校大学生, 或已从事商务工作的中高级管理人员和职员。

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图书在版编目 (CIP) 数据

剑桥商务英语证书仿真试题集·高级 = BEC Higher/余敏主编. —北京: 清华大学出版社; 北京交通大学出版社, 2005. 12

ISBN 7-81082-662-X

I. 剑… II. 余… III. 商务-英语-习题 IV. H319.6

中国版本图书馆 CIP 数据核字 (2005) 第 137837 号

责任编辑: 张利军 特邀编辑: 李娜

出版者: 清华大学出版社 邮编: 100084 电话: 010-62776969

北京交通大学出版社 邮编: 100044 电话: 010-51686414

印刷者: 北京瑞达方舟印务有限公司

发行者: 新华书店总店北京发行所

开 本: 185×260 印张: 13.5 字数: 340 千字 附 MP3 光盘 1 张

版 次: 2006 年 1 月第 1 版 2006 年 1 月第 1 次印刷

书 号: ISBN 7-81082-662-X/H·59

印 数: 1~4 000 册 定价: 27.00 元 (含 MP3 光盘)

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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。1993 年首次在中国开考, 随后几年逐渐推广到亚洲其他国家, 如泰国、马来西亚等。

由于 BEC 已成为一个全球化的考试, 全球有 60 多个国家都在举办这项考试。为使其标准符合全球统一标准并与剑桥考试委员会其他考试标准相衔接, 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) 3 个等级。

高级剑桥商务英语证书 (BEC Higher) 考试是针对在商务活动中需要中上等英语水平的人员设计的一种全新的实用型考试, 它从听、说、读、写四个方面全面考查考生在商务和一般生活环境下使用英语的能力。和其他 BEC 考试一样, BEC Higher 的考试分为两个阶段: 第一阶段是笔试, 包括阅读、写作和听力三个部分; 第二阶段是口试。

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本书在编写的过程中得到了广州大学外国语学院有关领导和同事的大力支持和帮助, 提出了宝贵的意见, Derek Johnson 女士, Emma Hewetson 先生审阅了阅读部分和听力部分的材料, 在此一并表示诚挚的谢意。

编 者

2006 年 1 月于广州

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BEC Higher 试题模式及解题技巧

阅读部分

BEC Higher 的阅读由 6 个部分组成, 每部分题目测试的重点不同, 测试的方式也不同。第一至第五部分或是多项选择匹配题、多项选择题, 或是自由填词, 第六部分则是识别和写出多余或错误的词。下面分别就这 6 个部分的测试重点及解题技巧做一简要概述。

第一部分是搭配题, 主要测试考生理解大意的能力, 试题由 5 篇 (A、B、C、D 和 E) 较短或 1 篇较长的被分成 5 个部分的信息型文章组成, 大约 450 字左右。这些文章一般主题相同, 如相关产品的描述、不同类型的服务广告、通知、留言或相关主题的短小新闻等, 但每篇都有其独有的信息。试题还给出了 8 个陈述句做为选项, 要求考生对这些陈述句与文章进行一对一的匹配。考生在做这部分题目时, 应看懂各个选项并将各选项与用不同语言方式表达的正文对应起来。

第二部分是多项选择匹配题, 测试考生理解文章及文章结构的能力, 试题由一篇长约 450 ~ 500 字的商业文章和 7 个从文章中抽出的句子 (其中 1 个为例句) 及外加的 1 个干扰句子组成。试题中的第一个空格往往被用作例句。考生在做这些题时, 应首先通读全文和各个选项, 以了解文章的大意, 然后根据句法结构、语法特点等理顺文章的逻辑关系和连贯性, 最后从选项中找出最合适的句子。考生应认识到每个空格只有一个最佳选项。考生应注意带空格句子前后句子的句式和语法特点, 如选项中的主语是 *they*, 那就要看看前面句子中提到的东西是单数还是复数。考生在把被选项放回文章中后, 应把全文再通读一遍, 以检查文章是否通顺流畅。

第三部分测试考生理解大意和具体信息的能力, 测试的重点是文章的观点或是推断, 而不是一目了然的事实。试题由一篇 500 ~ 600 字左右的文章和 6 道含 4 个选项 (A、B、C 和 D) 的多项选择题组成, 多项选择题的题干以疑问句或是不完整句的形式出现。考生应培养自己解释、释义的能力, 因为选择正确的答案仅仅依靠简单的词语匹配是无法完成的。考生做题时要考虑到隐含在如疑问句、省略句后的真实含义。

第四部分主要测试考生的词汇和结构, 试题由一篇信息型的文章 (包括选项词在内约 250 字) 和 15 道含 4 个选项的多项选择题组成。这部分侧重准确选词、词语搭配和固定词组, 因此文章的意思一般都清楚明了, 考生应集中精力在词汇辨析上。测试的词汇以名词、动词和形容词为主。在辨析词汇时, 要考虑词的褒贬义、适用范围等方面的差异, 名词应考虑单复数的差别, 动词则要注意与介词的搭配, 以及及物动词和非及物动词的差别。考生平常在阅读时应留意词语的特殊搭配。

第五部分主要测试考生的结构与话语特点, 试题是一篇约 250 字的商业文章和 10 个

空格的完形填空,考生应根据上下文自己填写一个单词。这部分测试的重点是介词、助动词、连词和名词等。考生应弄清楚文章的结构、连贯性和逻辑性,平时阅读时应多留意词语的搭配。

第六部分主要测试考生对句子结构的理解,或识别错误的能力。试题是一篇 150 ~ 200 字的短文,考生的任务就是判断标有题号的 12 行原文是否正确:句子正确,就在答题纸上写上“CORRECT”;句子不正确,则要找出并写出那个多余或错误的单词。这部分试题虽然相对简单一些,但也不能掉以轻心,考生在解题时应考虑整个句子,尤其要注意:① 介词后面的带-ing 形式的词是否多余;② 冠词是否多余;③ 有些看似固定搭配的词组在文章中是否合适;④ 有时两个词,如 will 和 can,都可以使用,这时就要根据全文的句法结构来决定取舍;⑤ 要特别注意处在转行位置的单词。这一部分的答案全部要大写。

总之,做阅读理解题时,都应把文章先快速浏览一遍,然后再进行细致的判断,以便做出正确的选择。考生平时应多阅读各种与商务有关的英文书籍、报纸、杂志,阅读题材最好广泛一些,如简短的文章、报告、评论、说明书、描写性的文章等。阅读训练的方式应该精读与泛读相结合。

写作部分

BEC 考试旨在检测考生用英语处理日常商务事务的能力,涉及许多商务活动内容,其写作部分要求考生写两篇作文。

第一篇是以示意图为基础的一篇短小报告。这部分写作为考生提供了分析一些图表所必需的真实情景,要求考生用 120 至 140 字表述图表所传达的信息,描述或比较示意图的数字,或被要求做出预测,其形式可以是备忘录或电子邮件。考生在做这部分作文时,切记不要加入自己的主观推断,只要客观地表述出来即可。

考生在考前应大量接触报纸、杂志、公司文献等中使用的曲线图、柱状图和饼型图等范例,练习清晰、简洁地表达书面信息。考生应该掌握描述这类示意图特定的词汇和短语。

第二篇为以下内容之一(由考生选择)。

(1) 一封商务信函:就有关商务事宜写给公司以外的某个人(如顾客或供应商),形式可以是信件、传真或电子邮件。

(2) 一份商务报告:报告包括引言、正文和结论三各部分,形式可以是备忘录或电子邮件。

(3) 一份商务建议:格式与报告相似,但又不同于报告,建议更倾向于对未来的关注,主要重点在于建议讨论的内容,形式可以是备忘录或电子邮件。

在这一部分,考生必须根据所提供的背景材料写出一篇 200 ~ 250 字的作文,背景材料将说明考生在写作中假设的角色、写作对象、写作要求等。这一部分写作要求考生全面、仔细地计划,应该考虑的因素包括目标读者、写作目的、格式的要求、所要针对的要点、每一点的大致字数、适当的开头和结尾及语气要求的正式程度。

若要求的写作形式是信函,考生在答卷上不必写通信地址;同样,若要求的形式是传

真,考生不必写“传真头”;若要求的形式是商务便函或电子邮件,考生不必写致/自/日期/事由。

写作是给总分,每篇文章都给印象分。考官使用等级描述来评估语言和任务的完成情况,包括作文的内容、组织、语域、格式及任务中指定的目标读者受到的影响。

BEC 考试写作部分考题灵活多变,它给考生提供的是模拟真实场景的背景材料,要求考生针对这一特定的商务环境,做出相应的书面表述,因此考生要注意 3 个过程:①在动笔前仔细审题,确定背景材料中自己的身份、假定的写作对象,透彻地理解考题的精神;②写作中要利用原文中所提供的所有信息,不可疏漏任何一个信息点,也不可漫无边际、任意发挥,以保证字数控制在规定的范围内;③写作完毕后对照题目认真检查,确认内容正确、完整,字数不超过或是少于规定的字数。

听力部分

BEC Higher 听力部分的考试主要测试考生的理解能力和记笔记的能力,试题共由三个部分组成,总分为 30 分,考试时间为 40 分钟左右(含 10 分钟填写答案的时间)。

第一部分是填空题,主要测试考生获取具体信息和记笔记的能力。考生听一段 3 分钟左右的独白,所涉及的内容包括计划、更改安排、指示、说明、工作计划等。每一篇文章共有 12 题,考生必须写出答案的关键词。考生要具有良好的归纳能力和记笔记能力。一般来讲,文章每部分或每段的内容已经按主题划出,考生听的时候要注意这些内容。拿到试卷后先迅速浏览试题,了解各部分的内容,预测将要填写的内容。听第一遍时获取主要思想,并记下主要消息,如果一时写不出单词或内容可以做下记号或缩写,听第二遍时再将遗漏的内容和单词补齐。试题上的文字内容并不是和原文的文字内容一模一样,考生要进行思考、分析、归纳才能获取答案。这一部分的答案全部要大写,单词之间应空一格,同时拼写不能错。

第二部分为搭配题,考生需要听由 5 个不同的人说的独白,每道题与 8 个选项相匹配。这 5 个独白有共同的主题或论题。每一篇独白都涉及两个问题,要求辨别说话的场所、主题、目的或说话者的身份、意见、感情,等等。这一部分的测试注重判断推理能力及理解大意的能力。考生在备考时应注意训练将不同文体和语域之间的信息互相联系起来的能力,积累篇章知识和文化背景知识。在听录音前先看清楚题目,了解需要辨别的主题;听录音时了解各段独白的大意并迅速根据上下文、说话者的语气、语调、态度、观点等进行推理判断。最好在听第一遍录音时就同时选定两道题的答案,听第二遍时可以检查自己的判断是否准确。

第三部分为多项选择题,考生将听到一段长度为 1200 字左右的谈话,通常是两三个人之间的访谈、讨论等,要求考生回答 8 个涉及文章大意和具体内容的问题,通常这些问题的正确答案都不是十分直接的,而是通过不同的说话者来传递的,有时是透过字里行间的意义来传递的。听第一遍时要了解大意,即了解“*What the conversation is about*”,要注意讲话人的态度、观点等,这样听第二遍时就可以做出选择。需要特别注意的是,不要被干扰项所混淆,要看清楚题目,正确理解所听到的信息,同时要调动自己的文化背景知识,以做出正确选择。

听力和阅读是紧密相连的，要提高听力水平还需要加强阅读，积累相关知识，才能增进理解水平。同时，考生还要注意学会利用每一部分录音的间隙阅读答题指示，以明确听的目标。

BEC HIGHER SIMULATED TEST 1

READING TEST

Time allowed: 1 hour

INFORMATION FOR CANDIDATES

- There are fifty-two questions on this question paper.
- You must write all your answers on the Answer Sheet.

PART ONE**Questions 1-8**

- Look at the statements below and the job description on the opposite page.
- Which job (A, B, C, D or E) does each statement 1-8 refer to?
- For each statement 1-8, mark one letter (A, B, C, D or E) on your Answer Sheet.
- You will need to use some of these letters more than once.

Example:

0 Good writing ability will help you get the job.

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

- 1 The person in this position sees that the company reforms in accordance with its rules and regulations.
- 2 You are supposed to evaluate not only the company's performance but also its rivals' operations.
- 3 The company is searching for an employee who can perform dual duties,
- 4 The candidate who has worked in many fields is preferable.
- 5 This position involves cooperation with senior executives and management of the staff.
- 6 This job is closely related with the company's investment activities in the world market.
- 7 One of the tasks is to make all kinds of reports and/or financial statements.
- 8 You need to estimate how much cash the company will receive or pay.

A

Senior Finance Analyst

This permanent role is within the Group Finance team and will be responsible for providing a high level of analysis of group operations and competitor activity and support on technical issues. The main areas of responsibility include analysis of business unit performance and projections, competitor analysis, cash flow forecasting, and review of presentations prepared for Group management. The role also includes group accounting and assistance with the preparation of key consolidated group reports for senior management.

B

General Counsel and Director

The International Monetary Fund, an international organization with a diverse staff from over 140 countries, has an opening for the position of General Counsel and Director of its Legal Department. The General Counsel provides advice on all legal matters relating to the Fund's activities. The Director serves under the overall supervision of the Managing Director and in close collaboration with other members of the Fund's top management team, and is responsible for providing strong intellectual leadership and strategic vision in planning, managing, and supervising the work and staff of the Department. In addition, the Director manages the distribution and delegation of assignments and the assessing, developing, and training of the staff of the Department.

C

Senior Product Accountant for Leading Investment Firm

The D. E. Shaw Group is seeking a senior product accountant to support a sophisticated, and rapidly growing, suite of trading strategies and assist in managing staff within its Finance and Operations Department. The role requires regular interaction with senior management and proprietary trading staff and involves a wide array of responsibilities primarily centered on daily (e. g. , trade settlement, swap resets, corporate actions) and monthly (e. g. , preparation of portfolio balance sheets and income statements, profit-and-loss reconciliation and analysis, security price testing) accounting and operational duties in support of the firm's investment activities in developed and emerging markets around the world.

D

Business Analyst/Operation Analyst

Company's Finance Organization is seeking an experienced multidisciplinary business professional in its Operations group. The Business Analyst/Operational Analyst will be responsible for analyzing cross-functional processes and issues, supporting process re-engineering initiatives and

carrying out operational responsibilities to enable the Finance organization to scale with the growth of the business. The position reports directly to the Sr. Mgr. of R&D Finance Operations.

E

Senior Internal Auditors

We are seeking three experienced Senior Internal Auditors who will conduct our audit programs and also will help at various levels in designing, implementing and managing the necessary policies and procedures for these functions. The Internal Audit department is responsible for interacting with the operating units, executive officers and external auditors. Other primary functions will include ensuring that adequate internal controls of policies and procedures are maintained for all Internal Audit aspects and related systems, and ensuring the integrity and timeliness of all reporting to the executive officers and external auditors.

PART TWO

Questions 9-14

- Read the article below about mobile business.
- Choose the best sentence from the opposite page to fill each of the gaps.
- For each gap 9-14, mark one letter (A-H) on your Answer Sheet.
- Do not use any letter more than once.
- There is an example at the beginning, (0).

The Upwardly Mobile Business

For any small business hoping to move up in the world, managing time is a crucial element in the success equation. (0)... D... It is also about capitalizing on the right time to secure that new business deal.

In small and medium sized enterprises where the workforce is usually spread out and employees need access to critical information for on-the-spot decisions, an hour of not being connected is an hour of lost opportunities. (9)..... The key strength of a small company is its ability to adapt quickly to change. (10)..... Secure business transactions and a seamless operation both inside and outside the office have become essential, especially for smaller enterprises, and mobile phones can play an integral part in this process.

Committed to delivering true mobility to businesses, Nokia is developing a suite of mobile devices and applications to support enterprise communications and help the decision-makers of small and medium sized companies to continually stay connected to their businesses. (11).....

Nokia's latest offering in the mobile business

device range, the tri-band Nokia 6820, allows you to keep in touch with the office wherever you go. The Nokia 6820's integrated messaging keypad allows you to make detailed notes and compose full length e-mails so that you can communicate to your business partners in the way you want to. (12)..... The compact Nokia 6820 also makes it easier for you to manage information. Need to schedule a last minute meeting but not sure if you are available? Check your organizer in the Nokia 6820 that has the personal information management (PIM) function, which allows for synchronization of personal data such as your calendar, to-do lists as well as contacts. (13)..... The bottom-line with the Nokia 6820 is, you save time and can manage your growing business more efficiently, even when you are away from the office.

Small businesses need to be nimble. To stay on top, you have to stay connected to your business. (14)..... Enterprise mobility will make balancing that equation even easier for you, keeping you always ready and open for business.

Example :

0	A	B	C	D	E	F	G	H

- A** You can also use its integrated camera and video recorder to capture and immediately send important images to your colleagues or clients via email or multimedia messaging service (MMS).
- B** To keep pace in the competitive business landscape companies needs to impress potential clients with their ability to cope with the rigorous demands of the corporate world.
- C** Ultimately, it is all about timing it right and working smart so that you can manage your assets and resources effectively.
- D** Aside from being punctual for business meetings, being timely in delivering your products and services is important.
- E** Faster turnarounds and greater efficiency are prerequisites to a successful small and medium sized business.
- F** Even on the move, you can stay connected and in control, which means that you can always be open for business.
- G** From now on, you will be able to schedule meetings and catch up with potential clients all from one device.
- H** More than just a personal device for voice communication and text messaging, the mobile phone can also play a vital role in helping you to manage a small business effectively.

PART THREE

Questions 15-20

- Read the following article about real-time information and the questions on the opposite page.
- For each question 15-20, mark one letter (A, B, C or D) on your Answer Sheet for the answer you choose.

Over the past several years, I have interviewed dozens of senior executives of Fortune 1,000 companies and asked two questions: "Is there information that would help you run your company far better if you had it in real time, and, if so, what is it?" Without exception, they answered yes to the first question, then ticked off the one to three items they wanted. Dave Dorman at AT&T said he wanted real-time customer transaction information, such as contract renewals and cancellations. Rick Wagoner at GM wanted real-time progress reports on new vehicle development. Others on his senior team wanted certain narrowly defined data on product quality and productivity. Dick Notebaert at Qwest wanted customer satisfaction numbers. The CEO of a well-known services business wished he had real-time transaction volume data on a limited group of his best customers, while the CEO of an events business wanted to see minute-by-minute tracking of how much show-floor space has been sold.

Oddly, though, very few of the executives I've spoken with receive the real-time information they say they could use (notable exceptions include some of the executives mentioned above, who now get their data). Why aren't they getting it? Clearly, these managers could direct corporate resources toward acquiring any data sets they wanted. The answer is that neither they, nor those who support them, are asking the right questions. Although they agree, when prompted, that they need real-time information, in practice their reflex is to respond to business events after the fact rather than detect them as they unfold. Instead of asking, "How can we react faster?" they should be asking, "What real-time information will allow us to detect critical events the instant they occur?"

The danger in asking the latter question, of course, is that the executive may quickly drown in a torrent of data. The solution is to carefully identify the precise and minimum information that's required — only those data that would cause the executive to change a judgment or a course of action (what accountants would call "material" information). Examples might include real-time sales results, new customer sign ups, shifts in petroleum prices, or any information that, if instantly available, would keep a CEO from getting in trouble with the board. My research suggests, and interviews with CEOs confirm, that one needs to receive only a very small amount of information in real time to avoid trouble or exploit an opportunity.

Here's an example. In eBay's early days, the company often received complaints about offensive items that were put up for auction, especially those tied to tragic news events. Maynard Webb, eBay's chief operating officer, told me that, in response, a team was created to conduct real-time news monitoring and to warn executives when problem items appeared. This real-time detection and rapid response strategy have paid off in many instances, most notably after the collapse of the World Trade Center and the shuttle Columbia disaster. Webb and other senior executives were notified immediately when offensive items appeared (World Trade Center rubble showed up just 20 minutes after the first tower fell), and they had them removed before eBay's image could be harmed.

If you're not tracking real-time information already, start. Don't assume that it's too granular to merit your attention, that someone else in the company is already monitoring it, or that it simply doesn't exist. Identify what it is that you need. Then ask for it.

- 15 In the first paragraph, the writer mentions the companies to show that real-time information
- A concerns customers and business transactions.
 - B is helpful to these companies.
 - C means different things in different professions.
 - D provides practical information.
- 16 According to the writer, most executives fail to get real-time information because
- A they don't know what they really want.
 - B their subordinates are reluctant to collect data.
 - C they don't know how to get information.
 - D the information is too much to be processed promptly.
- 17 According to the writer, real-time information helps managers
- A to assess what they have done.
 - B to make a decision after a snag comes up.
 - C to foresee potential problems of the company.
 - D to identify an important event the moment it takes place.
- 18 What kind of information does the writer advise the executive to look for?
- A Specific information.
 - B Information concerning decision making.
 - C Data for predicting the future.
 - D Data crucial to the company.
- 19 The writer indicates eBay is a company that
- A hates to sell goods related to tragedies.
 - B has got many good detectives.
 - C knows how to make good use of real-time information.
 - D utilizes real-time information to build corporate image.
- 20 The writer's attitude toward real-time information can be described as
- A approving.
 - B neutral.
 - C unrealistic.
 - D critical.

PART FOUR**Questions 21–30**

- Read the article below about team-building.
- Choose the best word to fill each gap from **A, B, C** or **D** on the opposite page.
- For each question **21–30** mark one letter (**A, B, C** or **D**) on your Answer Sheet.
- There is an example at the beginning, **(0)**.

Learn to Be a Team Player

A wise man once said to a young novice, “The best way to limit your **(0)** ... D... is to try doing everything by yourself.”

A simple statement, yet it has **(21)**..... implications. The result is evident when you work with others: You **(22)**..... your effectiveness. You achieve bigger success. You and your team can go far. In fact, the sky is the limit when you all work as a team.

The adage, “many hands make light work” is not only true but practical these days when the demands and pressure at workplace are high. More often, lone rangers tire and get worn out before they **(23)**.....

So it's wiser to inculcate team spirit from young, especially in the school, and learn the skills needed to be a survivor in the working field **(24)**..... on in life.

Team-building is an art. And like any artisan, we all need to embrace the skills required to be a perfect artist. It may take heaps of encouragement, tons of **(25)**..... and a truckload of patience to master the skills. It also takes careful delegation and long hours. But the results are **(26)**..... it.

Also we need to **(27)**..... with our peers. We may need to harness their energy, ideas and share in their wisdom. We must learn to **(28)**..... responsibilities and duties and not attempt to reinvent the wheel, so to **(29)**.....

Remember, two heads are better than one. So, be prepared to work with others and work as a team. **(30)**....., it is the end results that matter. Working as a team, the goal always seems easier to achieve than if we were to go at it alone.