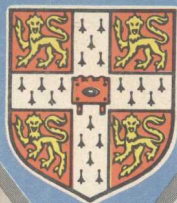


剑桥商务英语证书(BEC1)备考系列之三

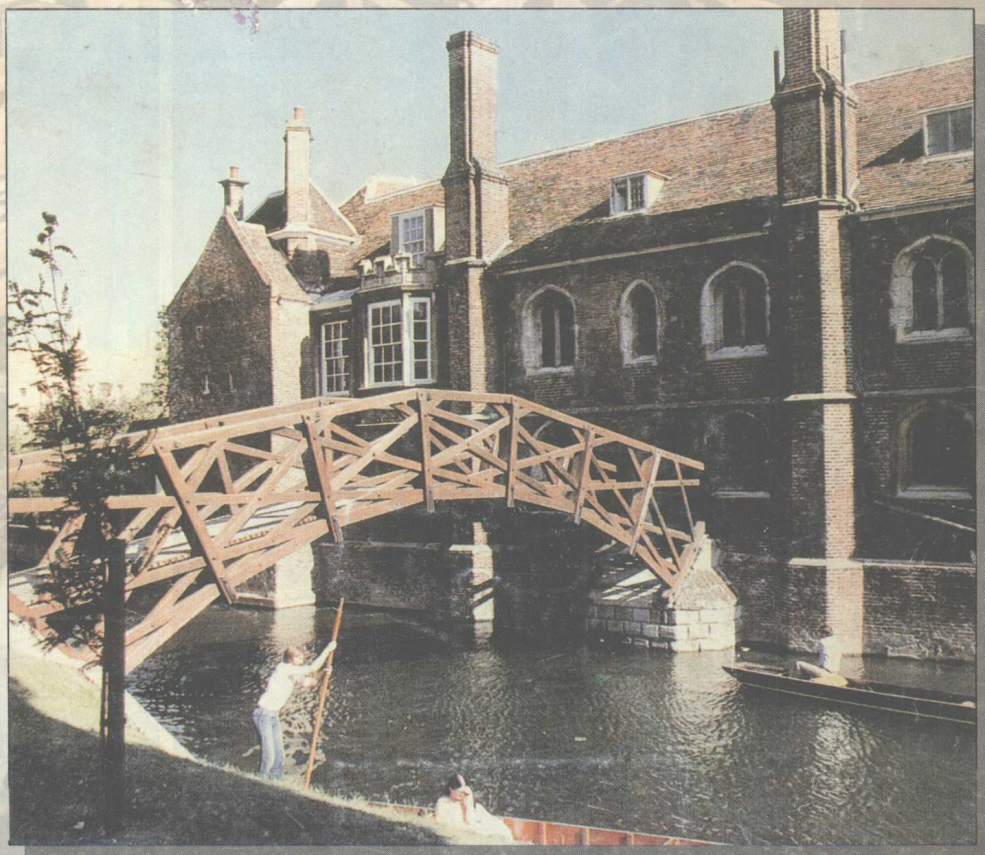
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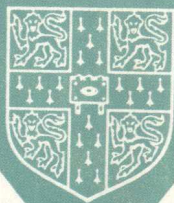
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广东教育出版社

剑桥商务英语证书(BEC1)备考系列之三

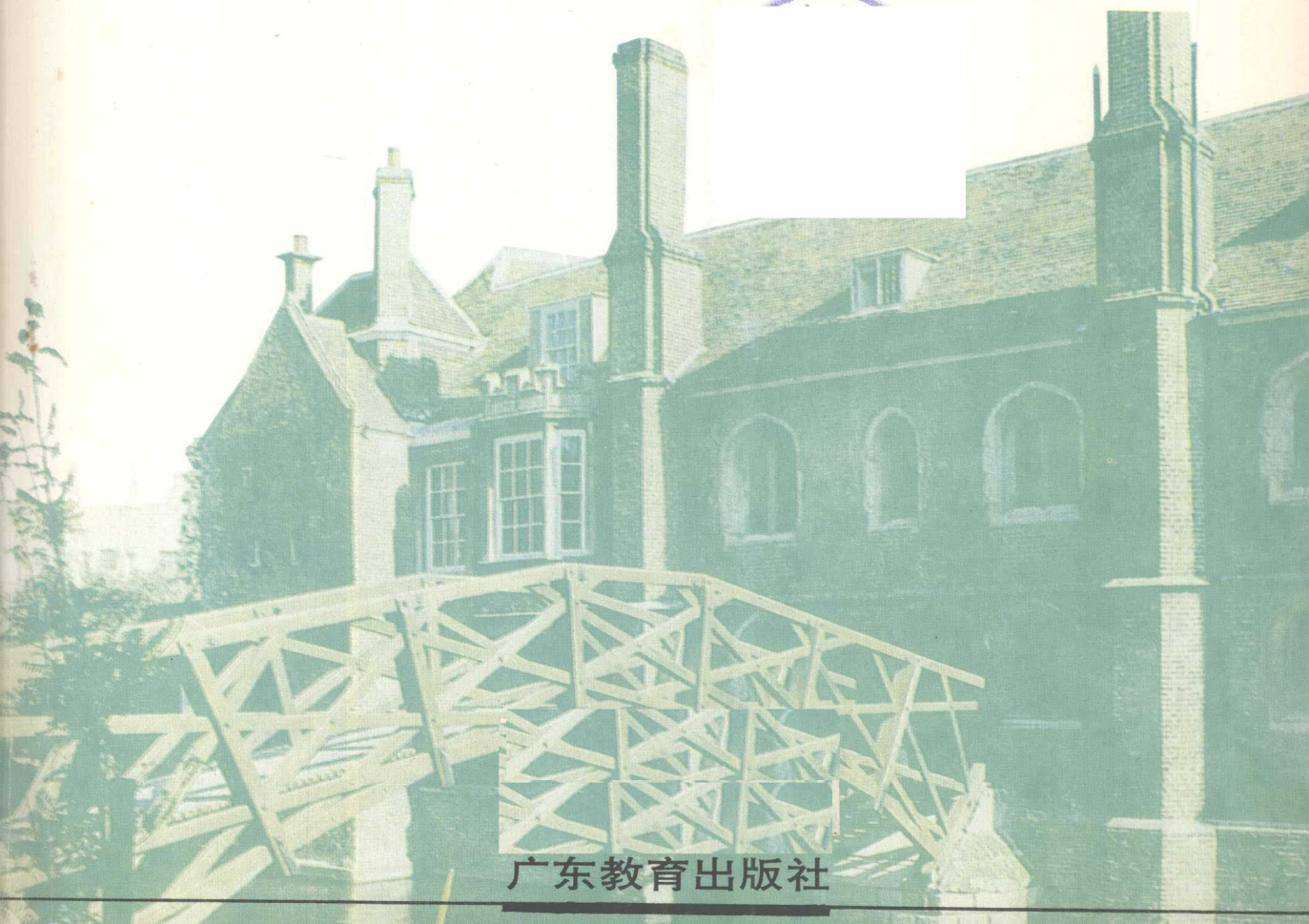
BEC



CAMBRIDGE BUSINESS ENGLISH CERTIFICATE

听·力·与·面·试

主编/区钲 编著/夏纪梅



广东教育出版社

总 序

区 铁

剑桥商务英语证书 (Cambridge Business English Certificate, 简称 BEC) 考试属于专用英语考试。关于剑桥大学考试委员会的国际地位以及 BEC 考试的特点不必赘述, 我在这里只想强调一点: 如果不了解有关行业的专用规范及行话, 不熟悉考试的题型, 即使是有相当英语基础的人, 在这一类考试中也不可能发挥得淋漓尽致, 相反, 甚至会得到不理想的效果。此中道理很简单, 因为懂英语不等于会用英语, 会用英语不等于会应考。

摆在您面前的这一备考系列书正是为了满足 BEC1 级考生以及对商务英语感兴趣的人士的需要而编撰的, 总共 4 册: 第 1 册《阅读备考》、第 2 册《写作备考》、第 3 册《听力与面试》、第 4 册《模拟题集》。每册都提供练习答案; 听力部分配录音带及对应的文字材料。各种题型均严格按照剑桥大学考试委员会制订的 BEC 考试大纲来设计, 其理论根据是功能一意念法 (Functional-Notional Method)。

BEC 考试与托福以及其他英语水平测试不同的地方就在于它非常强调实用, 考题信度高。为了使考生适应这种考试, 我们特地尽量选用商务往来中真实的英语语篇来设计练习。

因为考试大纲列出的各种功能在阅读、写作和听力 3 方面各有侧重, 所以各分册的内容和体例在大同的前提下保留小异。极个别材料会用于不同功能的练习。

这一系列是 BEC1 级的备考书, 但为了从严训练考生, 也为了与 BEC2 级备考系列接轨, 所以某些题型及题目的难度已经接近 BEC2 级的要求。

书后不附词汇表, 以免读者误以为那就是 BEC1 级考试的词汇量。事实上 BEC 考试大纲并未列出词汇范围。

本系列的编著者绝大部分是剑桥大学考试委员会正式聘请的 BEC 考官、口试官及口试官培训师, 是 BEC 在中国开设的最早的几个考点之一——广州中山大学外国语学院——的老师。书中有部分材料已经在应试辅导班使用过, 效果良好。

最后, 感谢广东教育出版社以令人瞩目的速度印出这套书。在这一过程中, 各位编著者以及出版社的有关人士所表现出的干劲和效率使我为改革开放中的岭南人的积极进取精神感到自豪。

1994 年 6 月 15 日于中山大学

主 编 简 介

区铁: 中山大学外国语学院教授, 博士导师, 剑桥大学任命的商务英语证书广东省主考官。

编 者 的 话

本书是《剑桥商务英语证书 BEC1 备考系列》之三，是依据 BEC 一级考试大纲所规定的考试目标、要求、内容、难度和形式而设计和编写的，旨在帮助读者了解和掌握 BEC1 听力测试和口语面试的基本要领，使之有效地把握考试成功的机会。

为了让读者对 BEC1 听力和口语考试有个全面的认识，本书编者作为 BEC1 主考人之一，特将有关情况介绍如下。

一、BEC1 听力测试概况

考试目的：检验非英语国家的人士在商务环境下领会口头英语、获取必要信息的能力。

考试对象：中下层商务管理人员；

中高级商务文秘人员；

有志于毕业后从商的在校学生。

(BEC1 适合中等专科学校、技术学校、职业高中、大专院校英语或非英语专业学生。BEC2 适合大专、本科英语或非英语专业学生。BEC3 适合主修英语、外贸、财经、管理、文秘等专业的本科以上学生。)

考试水平：中下级 elementary and lower-intermediate

考试形式：听力测验置于阅读与写作之后进行。试题分四大部分共三十道题。第一部分是看图听话；第二部分是听写数字；第三部分是听电话作简要记录；第四部分是听经济报道，看所给的问题作多项选择。录音材料的语速慢于正常说话速度，约每分钟 100 词。(注：以英语为母语的人日常说话的速度平均为每分钟 150 词左右；其广播、电视的语速约每分钟 190 词；“美国之音”的“特别英语”节目的语速约为每分钟 90 词。) 录音每题播两遍，标准英国音，无背景噪音干扰。每道题听前有 5 秒钟给考生作心理准备，听后有 15 秒钟间歇。听力测验结束后，有十分钟时间供考生检查答案，并将其转抄到答题卡上。

考试内容：独白类——通知、通告、指令、广告、消息等。

对话类——电话、交谈、商务洽谈等。

以上内容均以简易的语言表达。

二、BEC1 口语面试概况

考试目的：检验非英语国家人士在商务环境下面对面用英语交际的能力。

考试对象：笔试（阅读、写作、听力）获 A 等成绩的考生。

考试水平：中下级

考试形式：考试分两部分进行。第一部分由考生和考官一对一地进行问答。第二部分由两位考生就手中的卡片内容进行信息交流。试室内有一名考官和一名观察员，两人分别就考生的语音、准确性、流利程度、交际能力和总体水平评分。全过程 8-10 分钟完成。

考试内容：第一部分要求考生回答关于自己的基本情况的问题。例如：姓名、籍贯、身份、爱好、职业、工作等。第二部分要求考生就所给的卡片提出问题和如实回答问题。卡片内容涉及各种商业活动，例如：展销会、产品介绍、酒店设施、招聘广告、工作任务等。以上面试均以言简意明的对话进行。

评分标准：从五个方面给予三级记分：

语 音：3 分——基本上能表达清楚，尽管有些不准确的发音或母语口音。

2 分——表达有些困难，有不少语音毛病和明显母语口音。

1 分——表达困难，语音错误百出，语不成句。

准 确 性：3 分——句法基本正确，用词基本贴切，尽管语体有毛病。

2 分——语法、词汇、语体均有较多错误。

1 分——句法混乱、词汇贫乏，无法表达。

流 利 性：3 分——轻松流畅，尽管偶有迟疑现象。能说长句。

2 分——多用短句，常有停顿。

1 分——长时间说不出话，常处于窘境。

交际能力：3 分——基本上能独立应对，偶尔需要考官扶持或转换话题时稍有迟误。

2 分——对考官提问的反应不够准确适当，需要考官的点拨。

1 分——答非所问，无法交流。

总体评价：3分——基本具备日常工作环境所需的交际能力。

2分——借助扶持能够应付日常工作上的交际。

1分——无法应付日常工作上的交际。

本书将就以上介绍的 BEC1 听力和口语测试的内容分别提供大量的练习。其中一至九单元是听力练习，十和十一单元是口试练习。

为了方便读者验证自己听力理解和口语表达的准确性，本书提供全部录音文字材料。录音磁带由英国专家 David Sansom 和 Angela B. Johnson 录制。

作为教师，编者还在附录中提供“BEC1 听说应试技能”介绍，希望能帮助考生增强信心，提高成绩。

本书文稿在交付录音制作时，得到原中国高校外语电教协会广东分会会长祁庆生副教授的认真审校和不吝赐教，编者在此深表谢忱。

编 者

1994 年 8 月

中山大学外国语学院

作者简介：

夏纪梅，中山大学外国语学院副院长，英语副教授，剑桥大学商务英语证书考试广东考点负责人之一，剑桥大学考试委员会和国家教委考试中心海外考试二处聘任的 BEC1 口试主考和地区主考培训师。

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Unit One Introductions 作介绍

语 用 范 围	习 惯 用 语
Greeting and responding to greetings	How do you do? /How are you? How's it going? /Hello. Nice to meet you. Hi. /Good morning/afternoon.
Introducing oneself	My name is ... I'm here to see ... I'm ... I've arranged to see ... I'm in charge of ... I'm responsible for ... Let me introduce myself.
Introducing other people	May I introduce .../I'd like you to meet ... Have you met ...? /Let me introduce ... This is ...
Asking for personal details	What's your name, please? May I have your name, please? How do you spell that? What do you do? Where are you from?
Describing people	hair: long, short, fair, dark, straight, wavy, curly, red, brown, black, blonde, dyed eyes: brown, grey, blue, green face: oval, round, square, long, red cheeks, nar- row mouth, thin lips, wrinkled age: young, old, middle-aged early } teens, twenties, mid } thirties, forties, late } fifties, etc body: thin, fat, big, tall, short, well-built, broad-shouldered nose: long, large, flat
Describing responsibilities	secretary, sales manager, export manager, per- sonal assistant, office manager, executive, manag- ing director, receptionist

Practice 1

For each question, you will hear a dialogue, or a speech. Choose the suitable picture or fill in the blank.

(1) Who comes for an appointment?



A. Mary O'Neil

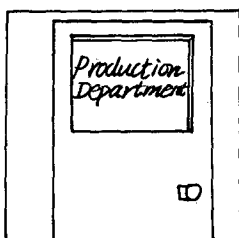


B. Stephen Lambert

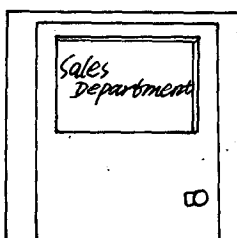


C. Stephen Landor

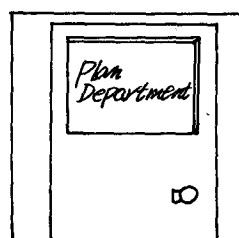
(2) Which department does Mr. Snow work in?



A.



B.



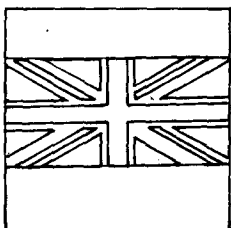
C.

(3) Who are they?

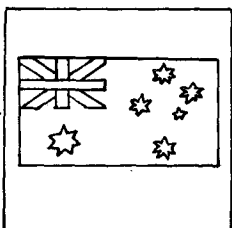
Alice King _____

Tom Brown _____

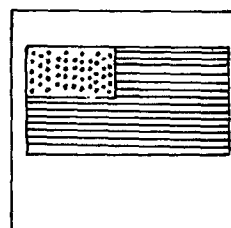
(4) Which country is the guest from?



A.



B.

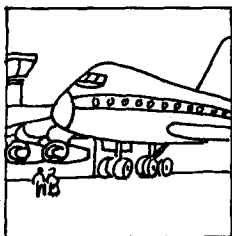


C.

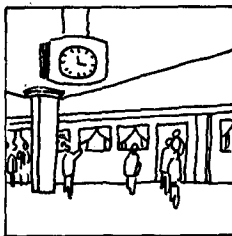
(5) How to spell the surname?

A. I-l-v-i-n B. I-r-v-i-m C. I-r-v-i-n

(6) Where are they?



A.



B.



C.

(7) Names Jobs or Responsibilities

Ms. Brown

Ann Nicol

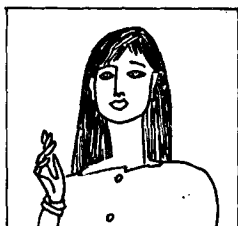
Victor

Roger

Ardis

Timothy

(8) What does she look like?



A.



B.



C.

(9) How to recognize Mr. Quitman?

He's in his

early sixties

_____,

mid forties

teens

has

dark hair

_____,

blonde hair

fair hair

very tall

_____,

rather short

not thin

with

sun glasses

a hat

a tie

(10) What sort of employee applicant does the company recruit?

Job	Education	Experience	Language	Knowledge
_____	university degree in _____	_____ in joint-venture	good command of _____	of _____

Practice 2

Listen to the two monologues and choose the correct one to complete each statement.

Monologue 1

- (1) Samuel King is **A.** a salesman.
 B. a sales manager.
 C. a sales manager abroad.
- (2) Very often he travels to **A.** London.
 B. Singapore.
 C. Egypt.
- (3) He is a(n) **A.** American.
 B. British.
 C. Australian.

Monologue 2

- (1) Janice McArthur works for **A.** an international company.
 B. an international telephone corporation.
 C. a telex and fax company.
- (2) Every day she works at **A.** reception desk.
 B. telephone exchange room.
 C. executive office.
- (3) She enjoys the job because **A.** she enjoys meeting people.
 B. she enjoys going all over the world.
 C. she enjoys dealing with visitors from different places of the world.
- (4) She has difficulty **A.** delivering daily mail.
 B. understanding telephone calls made by foreigners.
 C. receiving telephone.

Tapescript

Unit One

Practice 1

(1) Dialogue

Secretary: Good morning.

Visitor: Good morning. My name is Stephen Lambert. I've made an appointment with Ms Mary O'Neil at eleven.

Secretary: Let me see. What was your name again?

Visitor: Stephen Lambert.

Secretary: Okay. I'll phone through and tell her you're here.

(2) Dialogue

Sales manager: How do you do? I'm Peter Snow, sales manager in this company.

Customer: How do you do, Mr. Snow? It's nice to meet you.

Sales manager: Nice to meet you, too.

Customer: I've heard about your new product of plat-form shoes. May I have a look at them?

Sales manager: Of course.

(3) Dialogue

David: Alice, I'd like you to meet Tom Brown, our new export manager. You haven't met each other before, have you?

Alice: No, not yet.

David: Alice, this is Tom Brown, our export manager. Mr. Brown, this is Alice King, one of our long-term customers abroad.

Tom: How do you do, Ms. King? Nice to have you with us.

Alice: How do you do, Mr. Brown? Pleased to meet you.

(4) Speech

Ladies and gentlemen,

Today, I feel very much honoured to have so many distinguished guests with us. First of all, I'd like to introduce to you Simon Martin, managing director of IST International Corporation from the U. K.

(5) Dialogue

A: Good morning. May I help you?

B: Good morning. I'd like to see Mr. Chen just for a moment. I've got something urgent to talk to him.

A: May I have your name, please?

B: Matthew Irvin.

A: Could you please spell that out for me?

B: Yes. M-a-t-t-h-e-w, Matthew, and I-r-v-i-n, Irvin.

A: Just a moment, please.

(6) Dialogue

A: Excuse me. Are you Mr. Park?

B: Yes, that's me.

A: I'm Ward Sharp, Mr. Standley's personal assistant.

B: Oh, good morning. Mr. Standley told me you would meet me.

A: So, did you have a good flight?

B: Not bad.

(7) Dialogue

A: Good morning.

B: Good morning.

A: Are you Ms. Brown?

B: Yes, I am.

A: You must be the office manager. I'm Ann Nicol, the new typist.

B: Nice to see you. Well, let me introduce our colleagues here: Victor, he's responsible for financial affairs; Roger, our design expert; Ardis, secretary of the managing director; Timothy, he's in charge of sales and marketing.

(8) Dialogue

A: What does she look like?

B: She's in her early twenties and quite tall with shoulder length straight red hair and blue eyes.

(9) Dialogue

A: How can I recognize Mr. Quitman when I meet him at the airport?

B: He's in his late fifties, has grey hair, quite big with glasses.

(10) Dialogue

A: I heard that your company is inviting applicants for some positions.

B: Yes. We need accountants. The requirements demand university degree in related field with minimum 3 years work experience in a joint-venture, and good command of spoken and written English, as well as knowledge of PC

application. They should report to the accounting supervisor.

Practice 2

(1) Monologue

My name is Samuel King. I'm an area sales manager. Most of the time, I go travelling to the Far East, such as China, Japan, Singapore, and the like. The rest of the time, I spend in the office in London, answering inquiries from customers about sales and planning the next trip.

(2) Monologue

My name is Janice McArthur. I'm a receptionist and I deal with daily mail and visitors. I also send telexes and faxes. As the company I'm working for is an international corporation, meeting people from all over the world is quite an enjoyable part of my job. Very often, I have to struggle to understand the callers when I answer the telephone.

Key

Unit One Introductions

Practice 1

(1) B (2) B

(3) Alice King long-term customer abroad

Tom Brown new export manager

(4) A (5) C (6) A

(7) Ms. Brown office manager

Ann Nicol new typist

Victor responsible for financial affairs

Roger design expert

Ardis secretary of the managing director

Timothy in charge of sales and marketing

(8) A

(9) He's in his late fifties, has grey hair, quite big with glasses.

(10) accountants, related field, minimum 3 years work experience, spoken and written English, PC application

Practice 2

Monologue 1 (1) C (2) B (3) B

Monologue 2 (1) A (2) A (3) C (4) B

Unit Two Using the Telephone 用电话

语 用 范 围	习 惯 用 语
Answering the phone	<p>... Company. Good morning.</p> <p>...’s office. Can I help you?</p> <p>May I know who’s speaking, please?</p> <p>Could I have your name, please?</p> <p>Can I take a message?</p> <p>I’m sorry ... is not available at the moment.</p> <p>I’m afraid ...’s line is busy right now.</p>
Making a phone call	<p>My name is ...</p> <p>I’m from ...</p> <p>I’d like to speak to ... please.</p> <p>Can I speak to ... please?</p> <p>I’m calling about ...</p> <p>It’s regarding/concerning ...</p> <p>May I leave a message?</p>
Giving and interpreting numerical data	<p>My telephone number is ...</p> <p>My address is ...</p> <p>The file number is ...</p> <p>The invoice number is ...</p> <p>The room number is ...</p>
Exchanging simple information	
Taking simple message	<p>May I leave a message?</p> <p>— Of course/Certainly.</p> <p>Can I take a message?</p> <p>— Yes, please.</p>

Practice 1

Listen to the telephone conversation. Write down words or numbers in the spaces on the forms below.

Message (1)

From:	
For:	
Message:	

Message (2)

From:	Name:
	Company:
For:	
Mobile-phone Number:	

Message (3)

From:	
For:	
Telephone Number:	
Message:	

Practice 2

Listen to the message in the answering machine. The information you should note down is:

Caller's Name:

Company:

Date of Arrival:

Time of Arrival:

Hotel:

Companion's Name:

Room Number:

Telephone Number:

Practice 3

Listen to the telephone conversation and choose the correct one to complete each statement.

- (1) The amount on the bill is A. £489. 34.
B. £589. 34.
C. £589. 43.
- (2) The actual amount the caller thinks is A. £489. 34.
B. £589. 34.
C. £589. 43.
- (3) The invoice number is A. 5202631.
B. 9206631.
C. 5206631.

Practice 4

Listen to the telephone conversations and fill in each blank.

- (1) _____ is asked to find File No _____ in the _____ drawer of the cabinet on the _____ and _____ it right away.
- (2) The call is phoned to _____ concerning _____ of the new product. The call is made by _____.
- (3) The caller wanted to phone No _____ but he got the wrong number _____.
- (4) Mr. Martin works in _____ office.
- (5) _____ is calling _____ about the reception of the Managing Director of the _____ from Shanghai.

Tapescript

Unit Two

Practice 1