



Practice Tests For BEC Preliminary

新派
Spike

剑桥商务英语证书 (BEC)

初 级 习 题 集

李永强 主编

BEC 证书——求职直通车，职场任驰骋

新版

中国石化出版社

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前 言

随着改革开放的不断深入,特别是在中国加入 WTO 之后,经济全球化的趋势使得越来越多的外资及跨国企业将进入我国,剑桥商务英语证书(BEC)考试正成为像 IELTS、GRE、TOEFL 这样受人们青睐的考试。作为国际上最有影响的商务考试之一,对欲在涉外企业及相关领域发展的人士来说,剑桥商务英语证书是一个在日益激烈的竞争中取胜的重要砝码。目前,越来越多的人迫切希望能够熟练掌握商务英语这一具有极高商业价值的语言。

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。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取的“通行证”。

根据英国剑桥大学考试委员会和教育部考试中心对该项考试的要求,中国石化出版社出版了《剑桥商务英语证书(BEC)考试习题集》,这是目前最新的一套为剑桥商务英语证书考试而编写的辅导教材。该套丛书根据英国剑桥大学考试委员会 2002 年最新修订的 BEC 考试大纲而编写,以现代商务活动为素材,内容与考试联系紧密,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辅导用书。

本试题集共有自测试题十套。试题按照剑桥商务英语证书最新考试大纲设计编写。每套题均包括阅读、写作、听力和口语四部分。每套题后附有该套试题的答案、听力录音文本及参考性口语答案。

本书适合参加和准备参加 BEC 初级考试的人员作为商务英语学习和考前培训材料使用,也可供大专院校、从事商务工作的一般工作人员学习商务英语时参考。

由于我们经验不足,学识浅薄,疏漏谬误之处在所难免,希望广大读者和同行提出宝贵的意见,以便日后对本手册作出修改,使之更趋完善。

编 者
2003 年 7 月

剑桥商务英语证书(BEC)初级习题集

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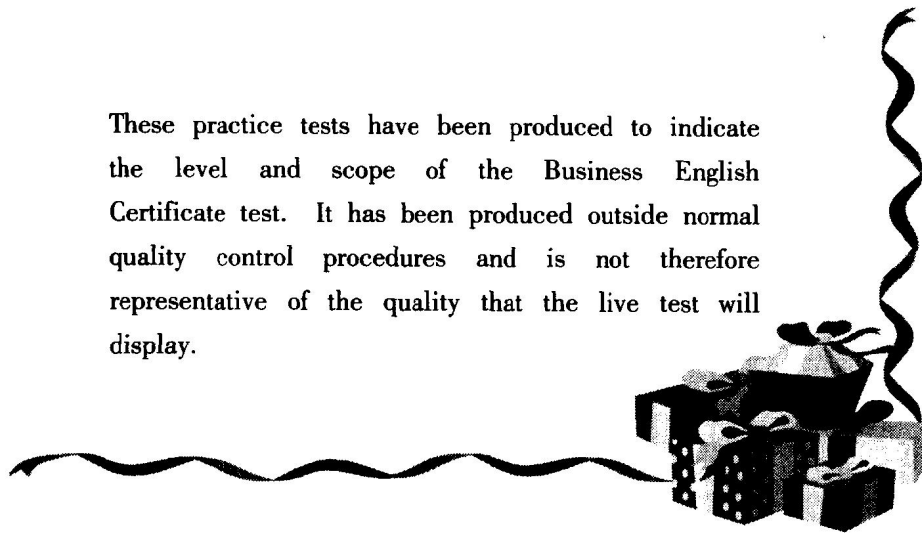
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BUSINESS ENGLISH CERTIFICATE PRELIMINARY (BEC PRELIMINARY)

Practice Test 1

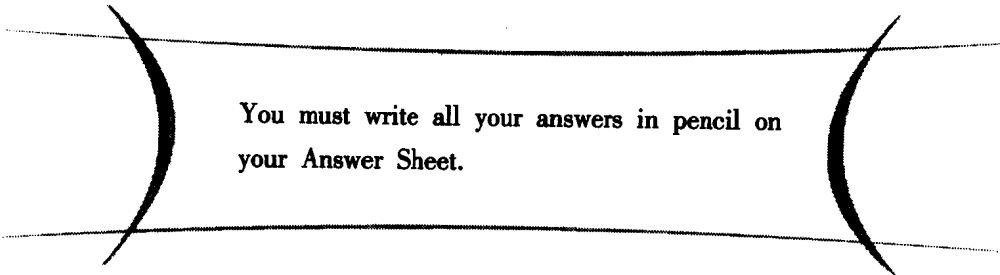
These practice tests have been produced to indicate the level and scope of the Business English Certificate test. It has been produced outside normal quality control procedures and is not therefore representative of the quality that the live test will display.



READING AND WRITING TEST

READING

Questions 1—40



You must write all your answers in pencil on
your Answer Sheet.

PART ONE

Questions 1—5

- Look at questions 1—5.
- In each case, which sentence is correct?
- Mark one letter (A, B, or C) on your Answer Sheet.

Example:

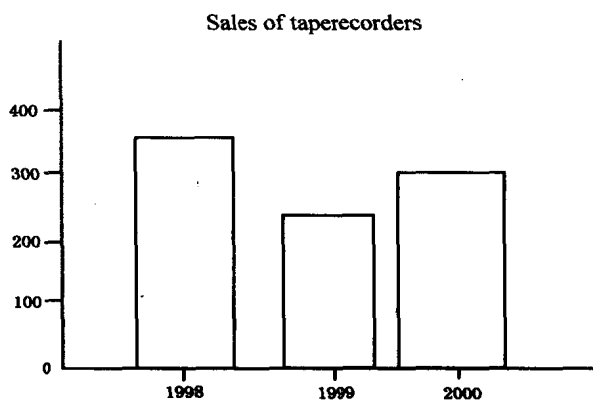
Do not cover and do not move while in operation.

- A** Leave the equipment where it is at all times.
B Disconnect the equipment before you move it.
C Never touch the equipment.

The correct answer is **B**, so mark you Answer Sheet like this:

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

1.



The sales of taperecorders in 2000 showed a growth in relation to

- A** 1999 **B** 1998 **C** 2001

2.

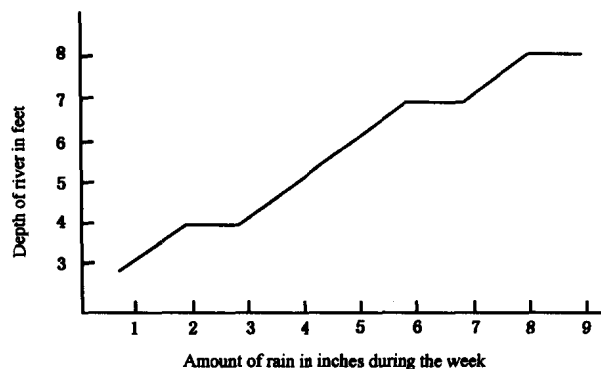
I'm afraid your price is much higher than I can accept.

- A** I'm afraid of your price.
B Your price is so high that I can accept it.
C I cannot accept your high price.

3.

In general, the greater the rainfall

- A** the shallower the river.
B the narrower the river.
C the deeper the river.



4.

Mr Ranson called while you were on the phone—he'll try again this afternoon.

Mr Ranson

A promised to call back.

B left a message.

C was put through.

5.

ANNUAL INCOME OF WORKERS

	Clerical Workers	Operatives
Male	\$ 13,000	\$ 9,500
Female	\$ 9,000	\$ 8,500

In which occupation do females earn more than males?

A Operatives

B Clerical

C None of the occupations listed.

PART TWO

Questions 6—10

- Look at the following departments of XY Company.
- For Questions 1—5, choose the correct department.
- For each question mark one letter (A—H) on your Answer Sheet.

XY COMPANY

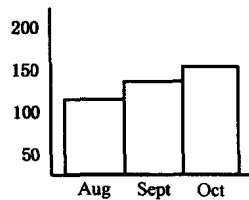
- A DEPARTMENT OF MARKETING
- B DEPARTMENT OF FINANCE
- C DEPARTMENT OF PERSONNEL
- D DEPARTMENT OF DISTRIBUTION
- E DEPARTMENT OF PRODUCTION
- F DEPARTMENT OF PUBLIC RELATIONS
- G DEPARTMENT OF QUALITY CONTROL
- H DEPARTMENT OF TRAINING

- Which department conducts job interviews?
- Which department deals with shipping?
- Which department deals with advertising?
- Which department trains the employees?
- Which department works out the company's budget?

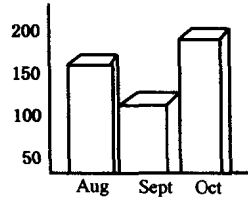
PART THREE

Questions 11—15

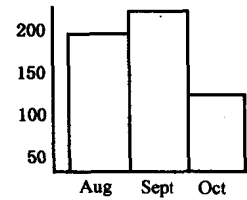
- Look at the charts below. They show company profits.
- Which chart does each sentence describe?
- For each sentence mark one letter (A—E) on your Answer Sheet.



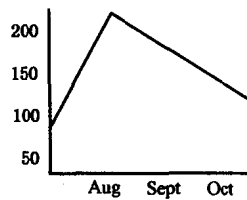
A



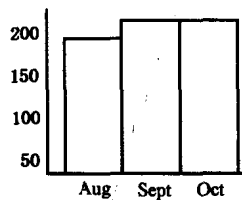
B



C



D



E

11. After a small increase in September, there is a sharp fall in October.
12. Profits rose steadily from August to October.
13. A steady fall in sales during September and October followed by sharp increase in August.
14. Profits dropped during September but increased again in October to exceed the August profits.
15. Profits hardly changed throughout the period, except for a slight increase in September.

PART FOUR

Questions 16—22

- Read the following passage.
- Are the sentences (16—22) "Right" or "Wrong"?
- If there isn't enough information to answer "Right" or "wrong", choose "Doesn't say".
- For each sentence, mark one letter (A, B or C) on your Answer Sheet.

Airport Hotels for the 1990's

A new hotel group opens a luxurious hotel at Gatwick Airport this month. The name of this new company is EuroHotels Ltd, a wholly-owned subsidiary of Euracom plc. Set up two years ago, EuroHotels is developing two complementary chains of hotels, Lake and Dale. The first two five-star Lake hotels in Britain will be at Heathrow and Gatwick, with the 500-bedroom Gatwick Lake opening first, followed next month by the 444-bedroom Heathrow Lake at Terminal 4.

The medium-priced Dale chain has already celebrated its UK debut with the 350-bedroom hotel at Manchester. This opened last month and marked a £15 million investment and a new direction for the Eura-

ccom Group at a time when other hotel groups of this kind, notably the Swiss group, Schari, were worrying about the *recession and *reluctant to expand.

The Heathrow and Gatwick Lakes represent an investment of £50 million, investment evident in design which incorporates, in the case of Heathrow, a unique glass-walled, five-storey atrium, containing the restaurants, bar and lounge areas in a piazza setting. Gatwick's slightly more modest 32 metre high atrium offers a similar combination of sophisticated and informal eating areas.

Extensive investment has also gone into providing the very latest computer technology. Squirrel Info View systems in every room offer, via the TV screen, up-to-the-minute airport, airline and hotel information and room service selection. The TV relays any messages taken for the room occupant, *monitors the room service extra charges and can even take credit card payments on check-out. If you are flying EuroAir you can also check-in your baggage and reserve a seat via the screen.

16. The first lake hotel will open at Heathrow.

A right B wrong C Doesn't say

17. The Heathrow Lake is larger than the Gatwick Lake.

A right B wrong C Doesn't say

18. EuroAir passengers can reserve a seat from their hotel room without using the phone.

A right B wrong C Doesn't say

19. EuroHotels Ltd is a competitor of Euracom plc.

A right B wrong C Doesn't say

20. Gatwick's atrium is larger than that of the Heathrow Lake.

A right B wrong C Doesn't say

21. Schari wanted to invest more money.

A right B wrong C Doesn't say

22. Squirrel is the catering company used by the hotels.

A right B wrong C Doesn't say

PART FIVE

Questions 23—30

● Read this extract from Mary Caterham's letter of application for a job and answer questions 23—30.

I have good communication skills, typing and shorthand. I have a Diploma in Senior Secretarial Skills (1980). I have also attended several short courses. I have an excellent knowledge of Lotus 1-2-3, WordPerfect and Word for Windows. I can supervise staff, purchase equipment and supplies, and organise business trips and holiday schedules for staff. Last year, I organised my first Executive Conference—this was for 200 executives—and I was responsible for hotel, travel and conference facilities with a budget of 200,000. I am applying for this job because I wish to continue as an executive PA in a multinational company, and in particular because it offers opportunities for overseas travel.

My first job was with Crisis Insurance plc, 1980—1987. I was Secretary in the Accident Department, where I performed general secretarial duties. I also organised the annual general meeting. I left when the Head Office moved out of Liverpool. I then joined the firm of McGregor Smith, Insurance Brokers as Senior Secre-

tary, where I also did general administration and some accounting. I left in 1990 because I was offered a more senior position with my present company, Highlight Insurance plc, as PA to the Vice-President. The company employs 28,000 world-wide, with offices in the US, Asia and Europe. My work involves executive secretarial duties, planning departmental meetings and liaising with overseas offices.

● For questions 23—26, choose the correct answer.

● Mark one letter (A, B or C) on your Answer Sheet.

23. What is Mary's current job title?

A Senior Secretary

B Executive Secretary

C Personal Assistant

24. What part of her work with Highlight was new for her?

A Organising the executive conference.

B Using computer programs.

C Supervising the administrative staff.

25. What does she find specially interesting about the job she is applying for now?

A She will be able to use all her skills.

B They are offering a much higher salary.

C It will give her the chance to travel abroad.

26. Mary left her last job because

A the Head office closed.

B she got a better job.

C she wanted to travel more.

● For questions 27—30, choose the correct letter.

● Mark one letter (A—H) on your Answer Sheet.

27. This is one of her regular duties in her present job.

28. This was her first job after qualifying.

29. This was part of her work in her second job.

30. This was part of the work she did in organising the Highlight Executive Conference.

A working in the accident department

E doing accounts

B liaising with overseas offices

F attending short courses

C organising the annual general meeting

G handling a £200,000 budget

D improving her shorthand and typing

H using Lotus 1-2-3

PART SIX

Questions 31—40

● Read the business letter.

● Choose the best word to fill each gap.

● For each question mark one letter (A, B or C) on your Answer Sheet.

Dear Sir/Madam

I am writing to you 31 a customer of ours who would like to 32 some space in your hotel foyer in order to display their products.

The company produces balloons 33 carry advertising slogans, 34 the display would probably be interesting for your business customers.

The display stand would be a platform 35 chairs and tables, and contain samples of the company's products. The stand would be 4m×8m and the display would last 36 a week. 37 best effect the stand would be located in a 38 corner of the foyer.

If you are interested I suggest we meet 39 to discuss details.

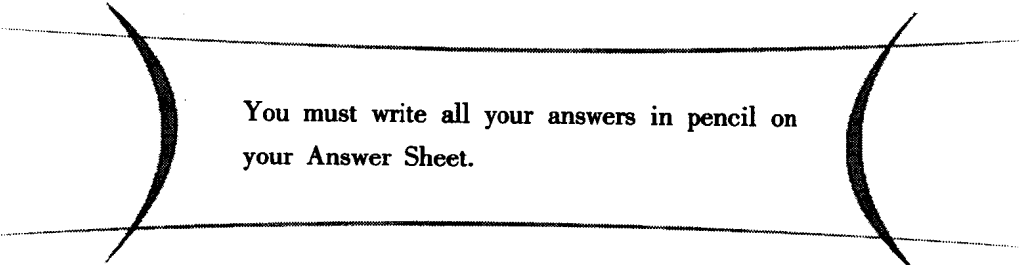
I look forward 40 hearing from you.

Yours faithfully

- | | | |
|--------------------|---------------|-------------|
| 31. A on behalf of | B instead of | C on behalf |
| 32. A buy | B borrow | C rent |
| 33. A what | B which | C where |
| 34. A as | B therefore | C because |
| 35. A with | B without | C within |
| 36. A to | B in | C for |
| 37. A For | B in order to | C So that |
| 38. A dam | B light | C sunny |
| 39. A perosonally | B personnel | C privately |
| 40. A × | B on | C to |

WRITING

Questions 41—47



You must write all your answers in pencil on
your Answer Sheet.

PART SEVEN

Questions 41—45

- Read the memo and the information about office laser printers.
- Complete the form below.
- Write a word, phrase or number in spaces 41—45.

Memo

To: Tim Nicholls

From: Rachel West

Date: 20 December 1998

We'll have to order the new printer today or it won't be delivered before Christmas. Could you look at these 3 printers and choose one? We need a printer that is fast but not the most expensive. Could you place the order for me this morning and leave me a copy of the order form?

	560Pro	Tek200	Pro-jet
Width	50cm	40cm	62cm
Depth	53cm	50cm	49cm
Height	40cm	33cm	37cm
Pages Permin	3	6	4-5
Memory	12MB	24MB	20MB
Price	£2995	£3495	£3900

Order Form

Contact person (41)...

The type of printer (42)...

Price (43)...

Date of order (44)...

Memory (45)...

PART EIGHT

Question 46

- Antonio Ribeiro, your boss, has called a meeting on Thursday, but you cannot attend because you will be away at a conference.
- Write a short note to your boss
 - apologising for your absence
 - explaining why you will be away
 - saying where the conference is.