

BEC HIGHER

剑桥商务英语

口语应试指南

Speaking English for Business

高级

简新亚
主编



人民邮电出版社
POSTS & TELECOM PRESS

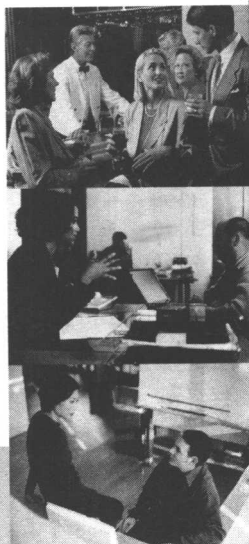
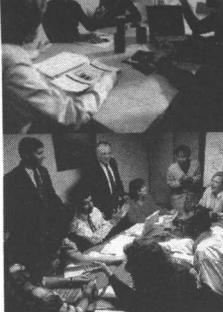
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图书在版编目(CIP)数据

剑桥商务英语高级口语应试指南/简新亚 主编, 简易, 张乃欣, 白艳苹 编著. - 北京: 人民邮电出版社, 2005.9

ISBN 7-115-13896-6

I. 剑… II. ①简… ②简… ③张… ④白…

III. 商务-英语-口语-自学参考资料 IV. H319.9

中国版本图书馆 CIP 数据核字(2005)第 108355 号

剑桥商务英语高级口语应试指南

- ◆ 主 编 简新亚
编 著 简新亚 简 易 张乃欣 白艳苹
策 划 刘 力 陆 瑜
责任编辑 王 蕾

- ◆ 人民邮电出版社出版发行 北京市崇文区夕照寺街 14 号 A 座
邮编 100061 电子函件 315@ptpress.com.cn
网址 <http://www.ptpress.com.cn>
电话 (编辑部)010-64964059 (销售部)010-64983296
北京圣瑞伦印刷厂印刷
新华书店经销

- ◆ 开本: 850×1092 1/32
印张: 7.5
字数: 203 千字 2005 年 9 月第 1 版 2006 年 2 月第 2 次印刷
ISBN 7-115-13896-6/F·716

定价: 18.00 元

本书如有印装质量问题, 请与本社联系 电话: (010)64981059

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主要著作:《英语写作指南》(中国广播出版社 1990 年)、《剑桥商务英语高级证书 BEC 3 写作指南》(与英语语言专家 Manrice H. Varney 教授合著, 南方出版社 2000 年)、《英文公务写作“快易通”》(清华大学出版社 2003 年)、《英文合同协议“快易通”》(清华大学出版社 2003 年)、《英文商贸联络“快易通”》(清华大学出版社 2003 年)、《英文信函写作“快易通”》(清华大学出版社 2003 年)、《剑桥商务英语高级证书 BEC Higher 写作指南》(南方出版社 2003 年), 译著《帝国的代价》(世界知识出版社 1991 年)。曾参与多种英汉辞书的编写工作。

Foreword

Strong Points

The strongest feature of this book (which a teacher should exploit) is the viewpoint questions. These rarely allow for a one-word answer, and it should be easy for a student to elaborate on his answer. When a student is given an opportunity to share his/her own feelings/opinions/desires in the target language, the student's self-confidence will increase dramatically, thus ever increasing their ability to use English.

The practicality of this book is also evident. The situations in this book are not hypothetical, but real situations many students will find themselves faced with. The students will be able to visualize being faced with such circumstances in the real world, and the genuine of their answers will reflect this.

For the Teacher

Because of the layout of this book, a student could easily read it the same as someone would read a novel. This is obviously not the purpose, but it is you (the teacher) that must make this book come alive, and make its value as a textbook evident. Students must be encouraged and perhaps even goaded to use this book to the full. With the right methods, this can be done.

The vocabulary words at the end of the suggested answers are often quite high-level. If you expect a student to learn these words (and use them), make sure you have thoroughly explained the correct and incorrect usages of these words. Pay careful attention to if/how the student makes use of these new words in his person answers, and be quick to correct any improper usage.

Use a variety of methods when asking the questions. Students can:

- Give a spur-of-the-moment answer.
- Be given time to think about and prepare an answer in their mind.
- Write out and then read their answers.
- Write out, read, then modify and re-read the answers.
- On certain questions, students can work together to supply a single answer.
- Have other students take notes during a student's answer. When he has finished, other students may have an opportunity to give suggestions on the student's grammar, vocabulary, or the answer's content. Have them focus on the language, not the content of the answers.
- In the sections with multiple participants (such as Unit 3), use a variety of group sizes to create a more interesting debate.

Balance the correction you give. If your student is giving a spur-of-the-moment answer, give him/her leeway with regards to vocabulary and grammar. In a written or prepared answer, be stricter.

Never criticize the student's opinion. However, if you feel that due to a language barrier has misrepresented their opinion, have them clarify their thoughts. If there is a miscommunication of this kind, never resort to the mother tongue. (i.e. When you ask "What did you mean when you said....", the student must not reply "我的意思就是...") If necessary, have the student repeat his thought 2 or 3 times to clarify his opinion.

For the Student

Keep in mind that the suggested answers are simply that-suggestions. By no means should you try to memorize the text or even certain sentences. At the same time, they are good examples of a complete answer, which the teacher will be looking for.

Try to use any new vocabulary words in your answer (not just the ones at the end of the suggested answers, but any new words you've studied on your own or ones you see within the suggested answers). No doubt, you understand the fickleness of English vocabulary, so be quick to take sugges-

tions from your teacher in this regard. This is the best way to increase your vocabulary and understanding of how to use the words effectively.

Conclusion

The arrangement of the questions and the variety of topics are very well thought-out. If used properly, this book will be a great asset to any who read it, both in its assistance in English Language Learning, but also in preparation for entering the world of business.

Tyler Johnson

前 言

商务英语证书考试由英国剑桥大学考试委员会命题，对考生在商务工作环境下使用英语的能力进行全面考察。考试包括听、说、读、写 4 个部分。考题强调语言的交际功能和实际运用。考试合格者将获得标准统一的 BEC 权威证书。BEC 证书已在世界上得到广泛的承认，不仅是入学深造、求职就业、加薪晋级等学业、事业通关的有力凭证，而且也是对个人的文化素养、英语实力的一种社会认可。目前 BEC 考试在世界 100 多个国家设有考点，每年参加考试的考生达数百万之多。

《剑桥商务英语高级口语应试指南》针对剑桥商务英语高级证书口语考试的内容和程式，使用通俗流畅的标准现代英语口语编写，针对性和实用性很强，属商务英语口语高端培训辅导手册，是剑桥商务英语证书考生和白领用于提高口语水平的速成教材，得到中外专家认可和好评，受到参加培训的考生的欢迎。

《剑桥商务英语高级口语应试指南》分 4 个单元。第 1 单元是问答问题：按照剑桥高级英语口语操作规程和提问，给出可供考生选择的口语答案。第 2 单元是演讲：针对每个口试专题给出口语答案。第 3 单元是讨论：针对口试题结合工作实际，给出参考讨论对话。第 4 单元是口语常用短语和商务表达用语。参加培训的学生只要模拟其中内容进行口语训练，定会收到很好的效果。

《剑桥商务英语高级口语应试指南》按考试程序和话题编排，有一定英语水平的读者根据目录很容易查到自己所需参考的口语话题。如果读者参照本书内容每天坚持口语训练，不仅会发现自己的英语口语水平在短期内得到飞跃性提高，而且会被印证：自己在英语听力理解、快速阅读能力和规范写作能力诸方面都会有质和量的明显进步。

俗话说：“人生如踢球，关键看临门一脚。”实践证明，使用本书进行英语口语训练，考生无论在考场、职场，还是在商场，临门一脚都能踢得精彩。

美籍语言专家泰勒·约翰逊教授 (Professor Tyler Johnson) 审校了本书书稿，并就本书的使用提出了宝贵的意见。^{*}承蒙推介，特此感谢。

作者

2005 年 7 月 21 日 于北京

^{*} 具体内容见本书 Foreword。

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Tips on Speaking Test

商务英语口语应试技巧

口试安排

BEC高级证书口语考试通常在笔试（包括听力、阅读理解和写作）之后进行。考生两人一组进入口试考场，由两位考官（一位负责口试问话，另一位负责观察和打分）对每组考生进行口试。口试时间约为16分钟。口试分三部分。

第一部分回答问题，约3分钟。考官在自我介绍并核实考生身份后，向考生提问。所提问题主要与考生个人学业或工作相关，有时也会涉及与商务管理、个人兴趣及经济热点相关的问题。考生根据自己的个人情况和知识有问必答，做出及时得体的反应，给出机智合理的回答。如果对考官的提问不理解或没听清，考生可以让考官重复一次提问。考生须用正常英语语速回答，不要抢答，也不要主动讲述考官没有问及的问题。回答问题要干脆利索。若考官问及Why / Why not一类问题，考生只需给出一两点理由或原因即可，决不可自由展开、发挥一通。

第二部分专题演讲，约6分钟。考官给每个考生一张印有3个话题的卡片，请考生选择其中一个话题作1分钟阐述。专题演讲题目涉及企业管理、员工培训、顾客关系、市场营销、经济热点等话题。考生根据自己所选题目作简短演讲之前有1分钟的时间进行准备。考生应利用这1分钟进行构思并写下演讲要点。当一位考生发言时，另一位考生可以记笔记，以便发言结束时根据简短演讲内容提问。考生应利用1分钟演讲机会，运用英语展现自己的归纳、推演、综合和表达能力。考生只有在考前做充分的准备，努力进行口语练习，才有可能做到论述切题，论点鲜明，论据充分，语言简洁、自然、流畅、连贯；逻辑性和针对性强，才能反映考生的现代商务管理理念，体现其扎实的商务知识功底。

第三部分商务讨论，约7分钟。考官给考生一张话题卡，并口头提示卡片上的内容。考生（2~3人）共同阅读话题卡内容，并进行准备（约1分钟），考生应根据卡片所描述的商务活动情景及所提示的讨论话题，与搭档一起模拟企业员工，商议完成工作任务。要求考生讨论切题，语言简洁、自然、流畅、连贯，逻辑性和针对性强。通过讨论，反映考生的现代商务管理理念，体现考生扎实的商务知识功底，展现考生出色的归纳、推演、综合和表达能力。

BEC高级口语考试评分标准

BEC高级证书口语考试根据5项标准评分。这5项标准是：

语法与词汇（Grammar & Vocabulary） 通过口语测试，检测考生运用英语表达时语法是否基本正确，词汇量是否充足，词汇使用是否精当达意。

谈话技巧（Discourse Management） 通过口语测试，检测考生运用英语表达是否自然、连贯、流畅，所谈是否切题，所论是否条理分明、合乎逻辑。

语音语调（Pronunciation） 通过口语测试，检测考生英语口语发音是否清晰，语音语调是否准确，语速语流是否正常，语韵节奏是否分明。

相互沟通（Interactive Communication） 通过口语测试，检测考生相互沟通是否主动自然，反应是否灵敏快捷，语言表达是否大方得体。

总成绩（Global Achievement） 为了使评分更趋公平准确，由与考生进行对话的考官根据考生的总体表现给出总体印象分。每项成绩的满分是5分，口试成绩的满分为25分。

BEC高级口语考试应试技巧

考生要取得好的口试成绩，首先要乐观、自信，克服焦虑情绪。口试时间总共16分钟，扣除考官提问、过渡准备的时间，实际上每个考生只有5分钟讲话的时间：其中第一部分简短对话，除了预热问题（warm-up questions）外，考生要回答的也只有三五个实质性问题，每人用时大致一分半钟。按每分钟讲十句话的语速，考生也只能讲十多句话。考生在答第一部分问题时，要反应敏捷，回答简洁得体。通常

在发表自己的看法时，给出一两条理由即可，不必长篇大论，借题发挥。考生表达不仅要自然流利，而且语言质量要高。第二部分专题演讲，除了构思准备时间和另一考生提问的时间，每个考生只有一分半钟时间，用一分钟演讲，半分钟回答提问。按正常语速，每个考生也只能讲十多句话。因此，考生作简短演讲时，论点要扣紧主题，给出二三条论据即可，点到即止，不必展开议论。第三部分商务讨论，除了考官提问和构思准备的时间外，考生每人只有约2分钟的讨论发言时间，通常两位考生有三四个轮回发言，每次讲三四句话。考生根据考官给出的话题，在商讨如何解决问题或完成工作任务时，要积极主动发言，但不要抢风头，自己做长篇大论，把伙伴晾在一边。自己发表观点或看法之后，应主动征询伙伴的意见。考生不仅要做到讨论切题，而且语言要简洁、自然、流畅、得体。

考生要取得好的口语成绩，全靠平时练习，多讲英语。每天至少保证有10分钟时间用作口语训练，或英语对话，或高声朗读，或背诵短文。没人对话时，也可自言自语。总之，**You speak more, you learn more.** 考生最好针对BEC考试，参照本书内容进行口语强化训练，做好充分的应试准备。准备的过程是自我强化、提高的过程，也是超越自我的过程。

请看以下建议：

How to succeed (如何取得成功)

- ☐ The Speaking Test assesses performance in a number of areas. Here are some important tips for each area.

Interactive communication (相互沟通)

- ☐ Listen carefully to all instructions.
- ☐ Ask the examiner to repeat any instructions you are not sure about.
- ☐ Give full appropriate answers, not just one or two words.
- ☐ Keep to and complete the task. Do not talk about other things.
- ☐ Good communication means working with and not competing with the candidate.

Organization of ideas (条理构思)

Consider the following:

- ☐ Your main points
- ☐ Your supporting ideas

- ☐ How to order and link your ideas

Grammar and vocabulary (语法和词汇)

- ☐ You will be marked on both the range and accuracy of your grammar and vocabulary. You therefore need to demonstrate variety in your language. However, if you try to be too ambitious, you risk being penalized for lack of accuracy.

Pronunciation (语音语调)

- ☐ Speak clearly and at a natural speed.

Unit 1

Questions and Answers 回答问题

剑桥商务英语口语考试, 第一部分为问答对话。话题包括个人学业、就业、工作经历、个人业绩、经济热点等问题。要求有问必答, 考生根据自己的个人情况和知识, 做出及时得体的反应, 给出机智合理的回答。

问题回答技巧

Exam tips: Speaking Test Part One 口试建议: 第一部分应试技巧

- ☐ Ask the examiner to clarify if you do not fully understand a question.
- ☐ Answer each question fully and keep to the question.
- ☐ Speak to the examiner and not the other candidate in Part One.
- ☐ Do not interrupt the other candidate in this part of the test.

谈论有关个人、工作或学习的话题

(1) **What's your name? How do you spell your family name?**

Suggested answers:

- a. My name is Liu Jiajia. L-I-U.
- b. My name is Zhang Shuoshuo. Z-H-A-N-G.

What's your first name?

Suggested answers:

- a. My name is Peter Smith. My first name is Peter.
- b. My name is Mary Anne Stone. My first name is Mary Anne.

注释: family name 指姓。►first name 指“教名”、“名字”, 不包括姓, 放在姓前, 如 Peter Smith 中的 Peter, Kathleen Anne Stone 中的 Kathleen; 但在 Mary Anne Stone 中, Mary Anne 一起作为教名。

(2) Where are you from?

Suggested answers:

a. China.

b. I'm from Russia.

注释: 问你 Where are you from? 实际是问你是哪里人? 考生不必回答具体居住的地方或工作单位。考官有时会变换一下问话, 如: What's your nationality? 你是什么国籍? 中国考生回答 China 即可。

(3) Could I have your mark-sheet, please?

Suggested answers:

a. Yes, of course.

b. Sure, here you are.

注释: mark sheet 是“打分表”, “成绩单”。

接下来, 考官可能问一些与考生个人有关的问题, 考生必须立即回答。诸如:

Thank you. Now, first of all, I'd like to know something about each of you.

Q: When did you join that company?

— Five years ago.

Q: Which department did you work in?

— Administration

Q: What was your position?

— Order Processing clerk.

Q: Did you enjoy it?

— Yes, I did.

Q: How long did you stay there?

— Three years.

Q: Why did you leave?

— I wanted a job closer to home.

— I would like to take up a career in finance.

- (4) **Can you tell me a little about your work or studies, and what you find most interesting about them.**

Suggested answers:

a. I am a student. My major is Business English. I like my major. International business is most interesting. It is very useful to my career development. Everyone wants a cool job with a good pay packet. We don't wait ten years before we start enjoying life.

b. I am employed by an international corporation. I work as a personal assistant to the CEO. I like the job because it is paid well. I enjoy the job because I work with nice people. We always help each other and learn from each other.

c. I work as an administrator for the international business development group. My responsibilities are responding to correspondence, making sure that meetings are scheduled for the right rooms at the right places. I deal with organizing people's travel in the company to various different countries throughout the world.

d. The most important thing that I enjoy is actually the people that are here in the company. The people are very friendly and I enjoy the work. I have tremendous bosses who encouraged me. I learned from them how to take pressure and work fast and hard. It seems to me the only way to work is to be open and honest and speak your mind.

注释：考生回答要简洁干脆，不要太啰嗦，三五句即可。如果考官继续细问，再回答。►CEO 首席执行官。

- (5) **Can you tell us why you decided to learn English? (Could you tell us which foreign languages you think will be most important in the future in China?)**

Suggested answers:

a. English is a global language. English language is dominating the World Wide Web. English is widely used in commerce in China as well. It is essential to my work. That's why I decided to learn English.

b. English is a common language being used by people around