

# BEC

BUSINESS ENGLISH  
CERTIFICATE

## 剑桥商务英语 口语教程

总主编 侯新民

**BEC 2**

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商务英语专家

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# 剑桥商务英语口语教程

## BEC 2

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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。该考试是一项水平测试,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技能进行全面的考查,对于成绩合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。由于该证书具有一定的权威性,现已成为所有举办该考试的一百多个国家和地区求职的“通行证”。

随着我国对外开放的不断发展,特别是中国加入 WTO 以来,世界各国著名的集团公司、金融机构以及工商企业纷纷前来投资,在中国设立分支机构、分公司以及同国内企业合资办企业,引发了新一轮对高素质、复合型外经贸人才的大量需求。这类人才要求能熟练掌握并灵活运用国际商务英语,同时熟知外经贸专业知识及国际贸易惯例。

目前 BEC 考试在我国非常热门,尤其是南方各大城市,每次报名的人数上千万,这个数字还在呈逐年上升的趋势,因此 BEC 考试点也在不断地增加。现在在全国各大城市均设有 BEC 考试中心。许多希望进入外国企业工作的大学生都纷纷走向 BEC 的考场,以便获得证书,增加求职的砝码。

为了满足市场的需求,帮助 BEC 考生尽快地了解考试试题的规律,掌握必要的应试技巧,打下坚实的基础,做好充分的准备,并顺利地通过考试,我们特编写了剑桥商务英语(BEC 2)系列教程。

该系列教程由五个分册构成:剑桥商务英语听力教程(BEC 2 听力),剑桥商务英语口语教程(BEC 2 口语),剑桥商务英语阅读教程(BEC 2 阅读),剑桥商务英语写作教程(BEC 2 写作)和剑桥商务英语(BEC 2)全真测试题集。该系列教程的特点有以下几个方面:

## 1. 循序渐进,由易到难

本系列教程,每册基本上由试题简介(包括试题形式、内容、要求等),基本功训练,专项训练和讲解,应试技巧及模拟测试等部分组成。语言简明扼要,深入浅出,内容由易到难,循序渐进。考生可以逐步了解考试全貌,并逐渐提高应试能力。

## 2. 内容丰富,覆盖面广

本系列教程,包括了 BEC 考试的方方面面,既有听、说、读、写,又有全真测试题集。考生可先进行基础训练,专项训练,然后再进行综合训练,以期达到扎实的语言基本功和较高的语言运用能力。

### 3. 有的放矢,实用性强

本系列教程主要针对剑桥商务英语证书(BEC)考试的四个部分,即听、说、读、写的内容、任务、要求进行细致的讲解,所提供的应试策略方向明确,易于操作,实用性强。

参加这套系列教程的编写人员均是长期从事剑桥商务英语证书(BEC)考试培训的,有丰富教学经验的教师。我们相信,只要考生认真学习本系列教程,就一定能提高自己的英语水平,并在未来的考试中取得理想的成绩。

本套教程适合参加剑桥商务英语证书(BEC 2)考试的人员作商务英语学习和考前培训使用,也可供大专院校学生、从事商务工作的一般工作人员学习英语时参考使用。

由于编者水平有限,书中难免有疏漏和不足之处,敬请各位同行和广大读者不吝指教,当不胜感激之至。

编 者

2005年11月

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# Chapter One

## A Brief Introduction to BEC Vantage Speaking

The speaking test of the BEC examines mainly the ability to using English in the process if business intercourse. Apart from the ordinary face-to-face speaking that occurs between individuals all the time, organizations also offer other, more formal opportunities for speaking communication.

BEC Vantage speaking test consists of three parts and lasts for 14 minutes. The format of part one is a conversation between the interlocutor and each candidate. The candidates are supposed to give personal information, to talk about present circumstances, past experiences and future plans, to express opinions, to speculate, etc. The time allowed in this part is three minutes. The interaction focus is that the interlocutor encourages the candidates to give information about themselves and to express personal opinions. The format of part two is a 'mini-presentation' by each candidate on a business theme. The candidates are supposed to organize a larger unit of discourse, to give information and express and justify opinions. The time allowed in this part is six minutes. The interaction focus is that the candidates are given prompts which generate a short talk on a business-related topic. The format of part three is a two-way conversation between candidates followed by further prompting from the interlocutor. Candidates are supposed to express and justify opinions, to speculate, to compare and contrast, to agree and disagree, etc. The time allowed in this part is five minutes. The interaction focus is that the candidates are presented with a discussion on a business-related topic. The interlocutor extends the discussion with prompts on related topic. Now let us have a detailed look at the tasks of BEC Vantage speaking test.

### Part One (about 3 minutes)

In the first part of the test, the interlocutor addresses each candidate in turn and asks general questions. Candidates will not be addressed in strict sequence. This part of the test lasts about three minutes and during this time, candidates are being tested on their ability to talk about themselves, to provide personal information on their home, interests and jobs, and to perform functions such as agreeing and disagreeing.

### Part Two (about 6 minutes)

The second part of the test is a 'mini-presentation'. In this part, the candidates





are given a choice of topic and about one minute to prepare a piece of extended speech. After each candidate has spoken their partner will be invited to ask a question about what has been said.

### **Part Three** (about 5 minutes)

The third part of the test is a two-way conversation (three-way in a three candidate format) between candidates. The interlocutor gives candidates a topic to discuss. The candidates are asked to speak together for about three minutes. The interlocutor will support the conversation if appropriate and ask further questions related to the main theme.

The main content of the speaking test include :

1. Setting up commerce and keep in touch.

- (1) showing your hail to others and responding the greeting;
- (2) introducing yourself;
- (3) asking the other's identity characteristic or introducing yours;
- (4) expressing what you like or what you dot like;
- (5) sending, accepting or rejecting invitation;
- (6) express acknowledgement and appreciation;
- (7) offering convenience to others, accepting or rejecting helping.

2. Discussing work.

- (1) asking or describing the work roles;
- (2) inquiring and introducing the company conditions;
- (3) inquiring and introducing product briefly;
- (4) comparing the different product and the price;
- (5) inquiring and bringing forward your viewpoint;
- (6) expressing agreement or rejecting a proposal;
- (7) offering, accepting or rejecting a proposal;
- (8) expressing need and demand.

3. Laying a course and arrange the task.

- (1) commercial meeting : schedule docket; schedule agenda;
- (2) commercial travel : reserve the room; hotel register and check out; order dishes; consult travelling; book air ticket; travel by train; walk according guide.

#### **Assessment of Speaking**

Candidates are assessed on their own performance and not in relation to each other, according to the following analytical criteria: Grammar and Vocabulary, Discourse Management, Pronunciation and Interactive Communication. These criteria are interpreted at Vantage level. Assessment is based on performance in the whole



test and is not related to particular parts of the test.

Both examiners assess the candidates. The Assessor applies detailed, analytical scale, and the Interlocutor applies a Global Achievement Scale which is based on the analytical scale.

### ***Grammar and Vocabulary***

This refers to range and accuracy as well as the appropriate use of grammatical and lexical forms. At BEC Vantage level, a range of grammar and vocabulary is needed to deal with the tasks. At this level candidates should be accurate enough, and use sufficiently appropriate vocabulary, to convey their intended meanings.

### ***Discourse Management***

This refers to the coherence, extent and relevance of each candidate's individual performance. Contributions should be adequate to deal with the BEC Vantage level tasks. At times, candidates' utterances may be inappropriate in length.

### ***Pronunciation***

This refers to the candidate's ability to produce comprehensible utterances. At BEC Vantage level, meanings are conveyed through the appropriate use of stress, rhythm, intonation and clear individual sounds, although there may be occasional difficulty for the listener.

### ***Interactive Communication***

This refers to the candidate's ability to take an active part in the development of the discourse. At BEC Vantage level, candidates should be sensitive to turn-taking and sustain the interaction by initiating and responding appropriately. Hesitation may, at times, demand patience of the listener.

## Chapter Two

### Basic Speaking Skills Drills

#### I. Establish Business Relations

##### Part 1 Introduction



#### 一、Introducing Yourself to Another

##### Section 1. Sentence practicing

May I introduce myself?

请允许我介绍一下我自己。

Let me introduce myself. I am Jane, I work for ABC Company.

请允许我介绍我自己,我是珍,我在 ABC 公司工作。

Hello, I am Mr. Wang, the General Manager of ABC Company.

你好,我是王先生,ABC 公司的总经理。

I don't think we have met before. I am Zhang Lin.

我想我们以前没有见过,我叫张琳。

My full name is Jim Green. Jim is my surname. Green is my family name.

我名叫吉姆·格林,吉姆是我的名,格林是我的姓。

Are you a local resident?

你是本地人吗?

I am native to Beijing. / I am originally from Beijing.

我祖籍是北京。

Nice to meet you. / Pleased to meet you.

很高兴认识你。

It's a pleasure to meet you.

很高兴认识你。

I'm looking forward to seeing you.

我期望见到你。

## Section 2. Dialogue practicing

### Dialogue 1.

A: I don't believe we've met.

B: No, I don't think we have.

A: My name is Chen Sung-lim.

B: How do you do? My name is Fred Smith.

A: Here's my name card.

B: And here's mine.

A: It's nice to finally meet you.

B: And I'm glad to meet you, too.

### Dialogue 2.

A: Have we been introduced?

B: No, I don't think we have been.

A: My name is Wang Bin.

B: And I'm Jack Smith.

### Dialogue 3.

A: Is this Mr. Jones?

B: Yes, that's right.

A: I'm just calling to introduce myself. My name is Tang Wei.

B: I'm glad to meet you, Mr. Tang.

### Dialogue 4.

A: Good morning, my name is Josh McDowell, I'm from Britain. Here is my name card.

B: Thank you. I'm pleased to meet you, Mr. Wadeson. My name is Liu Jing, the representative of China National Arts & Crafts Import and Export Corporation.

A: Pleased to meet you, too. Mr. Liu. I have a lot every year on business, but this is my first visit to China. I must say I have been much impressed by your friendly people.



Dialogue 5.

- A: Excuse me, Sir, but are you Mr. Green from New York?  
 B: Oh, yes. I'm Green from New York Trading Company Ltd.  
 A: Allow me to introduce myself. I'm Li Liang, manager of Dalian Garment Import and Export Company.  
 B: How do you do! And how many people are there in your party? Three?  
 A: Yes, three people altogether. This is Mr. Smith and this is Ms. Jones.  
 (They greet each other.)  
 B: Welcome to Dalian.

Section 3. Exercises

1. Pattern drills. Make sentences with the following expressions.

**Example:**

(1) *Excuse me, are you Mr. Jim Smith from the United States?*

Now you try:

① 对不起,您是英国来的 Mark Schmeller 先生吗?

② 对不起,您是美国来的 Smith 先生吗?

③ 对不起,您是法国来的 Pierre 先生吗?

(2) *I'm Wang Hui, the general manager of Dalian Textile Import & Export Corporation.*

Now you try:

① 我是孙世杰,太阳食品公司的采购部经理。

② 我是周衫,摩托罗拉公司的售后服务部经理。

③ 我是 Bob Barker, Volkswagen 公司的董事长。

④ 我是 Jonathan, Exxon 公司的销售部总监。

2. Translate the following sentences into English orally:

(1) 史密斯先生,您好,我是张林,是中国机械进出口公司的业务员。

(2) 希望您在此过得愉快。

(3) 威尔逊先生,咱们又见面了,我很高兴。

(4) 请允许我自我介绍一下,我是来自纽约的 Rick Wadeson 先生。

3. Complete the following dialogues:

(1) A: Excuse me, you are Mr. Jackson, aren't you?

B: \_\_\_\_\_ (不,不是,我是约翰·史密斯。)

A: I'm sorry I have got the wrong person.

B: \_\_\_\_\_ (没关系。)

(2) A: Excuse me, are you Mary Green?

B: \_\_\_\_\_ (是的,我是。你一定是马小姐吧。)

A: Yes, I am. Ma Jun. I'm here to meet you.

B: \_\_\_\_\_ (你太好了,谢谢。)

(3) A: \_\_\_\_\_ (请允许我介绍一下我自己。)

I'm John Smith. I am the vice general manager of New Times Company.

B: \_\_\_\_\_ (我是李弘, 来自商贸公司。)

A: It's a pleasure to meet you.

B: Me too.

#### 4. Situational conversation.

Compose a conversation with your partner based on the following situation.

You are a sales manager of China National Costume Import and Export Corporation. You are now at the Shanghai Hongqiao Airport to meet Mr. Tyler, a businessman from the United States coming to attend the Chinese Export Commodities Fair. This is his first visit to the Fair. You have never met each other before. You introduce and exchange greetings each other.

### Words & Expressions

introduce *v.* 介绍

full name 全名

family name 姓

resident *n.* 居民

originally *adv.* 原始地

be look forward to doing sth. 期望干某事

company *n.* 公司

import *n.* 进口

general manager 总经理

Chief Executive Officer(CEO) 总裁

colleague *n.* 同事

department manager 部门经理

sale *n.* 销售

name card 名片

introduction *n.* 介绍

surname *n.* 名

local *adj.* 当地的, 本地的

native *adj.* 土生土长的

pleasure *n.* 高兴

friendly *adj.* 友好的, 友谊的

trade *n.* 贸易

export *n.* 出口

represent *n.* 代表

peer *n.* 同辈

personnel *adj.* 人事的

boss *n.* 老板

## 二、Introduce People To Each Other

### Section 1. Sentence practicing

This is Mr. Wilson, the Vice President of Sales.

这位是 Mr. Wilson, 业务部的副总裁。

I would like to introduce Mr. Same, the chief researcher of our new project.

我来介绍一下, 这是 Mr. Same, 我们新方案的首席研究员。

Allow me to introduce Bob Barker, my friend.

允许我来介绍一下我的朋友 Mr. Bob Barker。

May I present / introduce my friend, Jonathan?

我可以介绍我的朋友 Jonathan 吗?

I'm looking forward to seeing you.

我期望着见到你。

Here is my name card.

这是我的名片。

I'd like to give you my name card.



我想给您我的名片。

Do you have a business name card?

您有名片吗?

Could you give me your business card?

能不能给我一张您的名片?

May I have your business card?

可以给我一张您的名片吗?

Thank you for coming to meet me.

谢谢你来接我。

It's the least I could do.

这是我应该做的。

## Section 2. Dialogue practicing

### Dialogue 1.

A: Is that the office manager over there?

B: Yes, it is,

A: I haven't met him yet.

B: I'll introduce him to you.

### Dialogue 2.

A: Would you introduce me to the new purchasing agent?

B: Haven't you met yet?

A: No, we haven't.

B: I'll be glad to do it.

### Dialogue 3.

A: Do you have a calling card ?

B: Yes, right here.

A: Here's one of mine.

B: Thanks.

### Dialogue 4.

A: How do you do, Mr. Jackson. I'm Chen Wen from the Hunan National Native Produce and Animal By-Products Import & Export Corporation.

B: How do you do. Miss Chen. Glad to meet you.

A: Glad to see you, too. Mr. Jackson. May I introduce you to our manager, Mr. Chang Hui, who has made a special trip to meet you?

C: How do you do. Mr. Jackson. Welcome to Haikou.

B: How do you do. Thank you for inviting me.

### Dialogue 5.

A: George, may I introduce Tom to you? He is from America.



B: Nice to meet you. I am Tom.

A: It is very kind of you to come to our branch department.

B: Thanks.

A: Do you have any thing for us to do? Please be sure to let me know.

B: No, thank you for your consideration.

## Dialogue 6.

A: Allow me to introduce you first. This is our manager Mr. Wang. This is the executive.

B: I am so glad to meet you.

A: Glad to meet you too

B: Please have a seat. I have been looking forward to your visit.

C: Thanks a lot. It is my pleasure to see you.

## Dialogue 7.

A: Allow me to introduce your new boss to you. I suppose you have got the news. He is George from America.

B: Nice to meet you.

A: Well, George, would you like to say something now?

B: No, thank you. I just want to have a look at our work here.

A: Tom, please show George around our company.

B: OK, this way please.

## Section 2 Exercises

1. Pattern drills. Make sentences with the following expressions.

### Example:

*May I present / introduce Mr. Zhao to you? / I would like to introduce Mr. Zhao. /*

*Allow me to introduce Bob Barker. Mr. Zhao is our sales manager.*

Now you try:

(1) 我可以向您介绍 Tony Kukoe 先生吗? Kukoe 先生是 Citron 公司的职员。

(2) 让我向您介绍 Lilian Wang 小姐,她是 Shell 公司的研发部(R&D)经理。

(3) 请允许我介绍 Kobe Bryant 先生,他是 Phillip Morris 公司的销售部经理。

(4) 请让我介绍 Roger O'Neal 先生,他是 Tina. com 的总经理。

2. Translate the following sentences into English orally:

(1) 你还没有见过王先生,我上次去纽约,他没有和我一起去,王先生是我公司进口部的外销员。

(2) John, 允许我介绍一下 Bill Carver, 我们公司的新客户。Bill Carver, 这位是 John, 我业务部的同事。

(3) 请允许我来介绍一下我的朋友 Tom, 他是我们俱乐部的新成员。

(4) 我们公司的黄经理前来迎接您,我来向您介绍一下。

(5) 你好,可以把你介绍给我们部门的王女士吗?

(6) 欢迎您来到北京, Mr. Brown, 我是张小明, 这是我的名片。

3. Complete the following dialogues:

*Dialogue 1.*

A: Welcome to Shanghai, Mr. Pierre. I hope you had a pleasant trip.

B: Thank you.

A: Have you been here before?

B: \_\_\_\_\_. (这是我第一次来上海。)

A: \_\_\_\_\_. (请允许我介绍 Mr. Bryant。)

B: Nice to meet you.

C: Nice to meet you, too.

B: I'm Mr. Bryant, the sales manager of New Times Company. This is my business card. \_\_\_\_\_ (您能给我一张您的名片吗?)

C: Certainly. Here you are.

*Dialogue 2.*

A: Good morning. Miss Clara.

B: Good morning, Mr. Hannon.

A: \_\_\_\_\_ (这是 Mr. Smith, 我们公司的新客户。)

C: How do you do? Mr. Hannon. This is my business card.

B: How do you do? \_\_\_\_\_. (我想给你我的名片。)

A: Are you free this afternoon?

C: I am free.

A: \_\_\_\_\_? (您愿意下午和我的同事一起吃晚饭吗?)

C: \_\_\_\_\_. (你们真是太客气了。)

*Dialogue 3.*

A: This is the new comer Jack.

B: Hi! Every one! Glad to meet you.

A: \_\_\_\_\_? (你们也自我介绍一下, 好吗?)

C: All right. I am Kate, \_\_\_\_\_. (我是经理的秘书。)

D: \_\_\_\_\_. (我是比尔, 是负责销售的。)

4. Situational conversation.

Compose a conversation with your partner based on the following situation.

Work in groups of three. One acts as a foreign visitor Miss Catherine Higgins, the Marketing Manager of the American chain store Wal-Mart, who is here to discuss the possibility of setting up a store in your city. The second one plays Mr. Zhang, also Marketing Manager of a Chinese investment company. Miss Higgins and Mr. Zhang know each other. The third one is Ms. Michelle, Mr. Zhang's colleague and the R & D Manager, who's never met Miss Higgins before. The two

Chinese are meeting Miss Higgins in the Beijing International Airport. You exchange greetings, ask about the flight, make introductions and drive to the hotel.

## Words and Expressions

name card 名片

secretary *n.* 秘书

superior *n.* 上级

senior executive 高级主管

supervisor *n.* 主管

president *n.* 董事长

assistant *n.* 助理

member *n.* 成员

section chief 科长

sales representative 销售代表

managing director

chairman of the Board 董事长

vice-president *n.* 副董事长

branch *n.* 分支

## Part 2 Greeting



### Section 1. Sentence practicing

#### Greeting

Good morning

早上好

Good afternoon / Good evening.

下午好 / 晚上好

How do you do?

(初次见面) 你好。

Nice to meet you. /

Pleased to meet you. /

Glad to meet you.

很高兴认识你。

#### Response

Good morning

早上好

Good afternoon / Good evening.

How do you do?

Nice to meet you, too.

Pleased to meet you, too.

Glad to meet you, too.

我也很高兴认识你。