

21世纪岭南高职高专系列教材

BEC
preliminary

BEC

剑桥商务英语

读写同步训练(初级)

◎周正太 主编

华中科技大学出版社
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前 言

BEC 考试是近年来逐步被大家认识和推崇的考试。对于广大准备 BEC 考试的高职高专商务英语专业师生和热爱商务英语的人士来说,却苦于同类资料和练习题的相对匮乏。因此,《BEC 剑桥商务英语读写同步训练(初级)》就在这种条件下孕育而生了。作为一线教师,我们编撰了这本读写同步练习,希望能够帮助广大商务英语专业的学生更好地进行能力测试,轻松地通过考试。

《BEC 剑桥商务英语读写同步训练(初级)》是以 2002 年出版的《新编剑桥商务英语(初级)》为基础,以现代商务活动为素材,并参考了 BEC 考试官方样题,编撰了 12 套单元同步读写练习题(Unit 3、6、9、12、15、18 等聚焦考试的单元除外),并附有 6 套读写模拟测试题供读者自我测试使用,共 18 套试题。阅读主要针对一些商务上的数据、图表、案例、广告、文书等设计题目,写作则涉及便条、备忘录、e-mail、商务信函等商务英语写作技巧。本书内容翔实,囊括了现代商务的各个方面,紧密地联系考点,并侧重了对商务英语应用能力的考查,不仅是在校学生学习提高和练习的好帮手,也非常适合热爱商务英语的其他人士进行自学和自测。

本书参编人员均是一线的骨干教师,在编写的过程中,融入了自己多年实践教学的经验,注重实用为主,够用为度的原则,博采众长,为求使学生在考试及今后的工作实践中有所提高。

本书的编写,得益于许多字典和工具书,还参考了一些同类资料,因出处太多,恕不一一列出。在此一并表示衷心的感谢。

本书难免有不妥和疏漏之处,敬请同行批评指正。

编 者

2005 年 8 月

编写说明

由于《新编剑桥商务英语(初级)》原书中的 Unit3、6、9、12、15、18 是考试技巧训练,本书对应编写了 6 套模拟测试题,即 Model Test 1、2、3、4、5、6。

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UNIT

1

READING

Questions 1—45

PART ONE

Questions 1—5

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

Example

Don't forget flight BA692 6: 45 p.m.

The plane arrives at

- A. quarter to seven in the morning.
- B. quarter past six in the afternoon.
- C. quarter to seven in the afternoon.

The correct answer is C, so mark your Answer Sheet like this:

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

1. If you prefer, time can be taken instead of extra pay for holidays and overtime.

- A. If you work on public holidays, the company will give you only extra

money.

- B. If you work overtime, the company will give you days off only.
- C. If you work on public holidays, the company will give you extra money or days off.

2. The Supplies Department provides overalls.

- A. The company provides special clothing.
- B. The company provides no special clothing.
- C. The company provides a uniform.

3. During your first year of employment you are allowed twenty days' leave.

- A. Your annual holiday will be 20 days in your first year as an employee.
- B. You cannot leave until you are allowed.
- C. You will leave during your second year of employment.

4. I'm responsible for dealing with designers and printers.

- A. He or she is an accountant.
- B. He or she is a Marketing Manager.
- C. He or she is a Human Resources Manager.

5. My job involves contacting successful or unsuccessful candidates.

- A. He or she is an accountant.
- B. He or she is a Production Manager.
- C. He or she is a Human Resources Manager.

PART TWO

Questions 6—10

- Look at the list below. Decide which job each person does.

- For each question, mark the correct letter (A—H) on your Answer Sheet.
- Do not use any letter more than once.

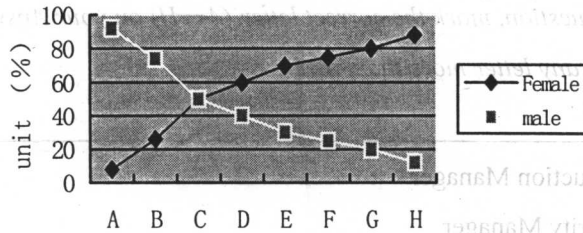
- A. Production Manager
- B. Security Manager
- C. Accountant
- D. Consultant
- E. Human Resources Manager
- F. Sales Manager
- G. Public Relations Manager
- H. Logistics Manager

6. I want to discuss the balance sheet.
7. I need to keep a record of the number of packs we produce today.
8. Sure, I'll give you some advice on investing money.
9. I plan to increase sales volume of the company.
10. I will organize conferences for the press.

PART THREE

Questions 11—15

- Look at the graph below. It shows the percentage of men and women employed in executive positions in a company from July 2004 to June 2005. Officer Grade A is the highest rank while H is the lowest.
- Which officer grade does each sentence (11—15) describe?
- For each sentence, mark one letter (A—H) on your Answer Sheet.
- Do not use any letter more than once.



11. Approximately 88% of workers in the lowest executive positions are women.
12. You'll find the least difference between the percentage of men and women in this job category.
13. You can see about 26% of women are in this executive positions.
14. In this category women represent only about 8% of workers, which stands in marked contrast to the 92% of men represented in this job category.
15. The percentage of men in this job category goes down to the level next to the lowest.

PART FOUR

Questions 16—22

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

It is possible to place hotels in four broad categories. The first is commercial hotel, which provides services especially for transients, many of whom traveling on business. Many city hotels and motels fall into this group. The second type is resort hotel. Located in vacation areas, resort hotels often provide recreational facilities of their own. The third type of hotel aims largely at the convention trade. Most conventions were held in large urban centers, such as New York or Washington D.C., but airplanes make convention trade also

accessible to resort hotels. The fourth category is resident hotels. People who don't want to keep house themselves can rent accommodations on a seasonal basis or even permanently in many hotels.

Another way of categorizing hotels is by the service they offer. This system is widely used in France and other European countries. At the top are luxury hotels, which usually offer their guests the greatest comfort. At the bottom are those that provide merely a place to sleep. Between these two extremes are establishments offering a wide range of services and comfort. This system puts the top hotels in a special deluxe category, with the others receiving from five stars to one star.

16. All hotels don't serve the same customers.
A. Right. B. Wrong. C. Doesn't say.
17. Important meetings are usually held at resort hotels.
A. Right. B. Wrong. C. Doesn't say.
18. Newly married couples often rent accommodations in resident hotels.
A. Right. B. Wrong. C. Doesn't say.
19. The second way of categorizing hotels is quite popular in Europe.
A. Right. B. Wrong. C. Doesn't say.
20. In France, most hotels are rated according to the service they offer.
A. Right. B. Wrong. C. Doesn't say.
21. Five-star hotels often offer their customers the greatest comfort.
A. Right. B. Wrong. C. Doesn't say.
22. Resident hotel owners are those who don't want to keep house themselves.
A. Right. B. Wrong. C. Doesn't say.

PART FIVE

Questions 23—28

- Read the article below about interviews.

- *For each of questions 23—28, choose the correct answer.*
- *Mark one letter (A, B or C) on your Answer Sheet.*

Personal interview is most effective when all the people to be interviewed are located in a relatively small geographical area. Otherwise, the time and expense spent in traveling from one person to another makes this type of interviewing economically impractical. Personal interviewing is usually used when the information needed is too complex to be gathered by another technique. For example, a problem being studied may require the interviewer to probe beyond the more superficial answers that might be obtained with another method.

It is sometimes assumed that personal interviewing is the most accurate of all survey research techniques. Although personal interviewing may be accurate in many cases, human errors may prevent a researcher from obtaining valid results. Questions perceived by the interviewee as an invasion of privacy or threatening in any way will properly produce false or partially true answers. Also, since the interviewer must interpret the respondent's statements, a certain amount of information loss results even though the respondent may be answering truthfully.

In spite of the problems, at least two major advantages are provided by this research technique. First, the alert interviewer can generally tell if the respondent is being truthful or if he or she is giving superficial or untrue responses. Second, the interviewer can rephrase questions, give more explanations, or probe more deeply if the initial questions do not produce the information desired. As a result, the information gleaned should be more accurate than that provided by interviews where no one is present to clarify questions or to interpret answers.

23. It can be inferred from the passage that when all the people to be interviewed are located in a relatively big geographical area,
- A. personal interviewing is accurate and effective.

- B. personal interviewing is economically impractical.
C. personal interviewing is the only technique to get information.
24. Sometimes a researcher cannot get valid results because
- A. the information needed is too complex to be gathered.
B. personal interviewing is the most accurate of all survey research techniques.
C. both interviewer and interviewee may make mistakes in the interview.
25. In the second paragraph, the phrase “an invasion of privacy” most probably means
- A. an unpleasant conversation.
B. a challenge to interviewee’s professional skills.
C. an interference with interviewee’s personal affairs.
26. In the first sentence of the last paragraph, the pronoun “this” refers to
- A. interpreting.
B. personal interviewing.
C. answering.
27. What is one of the advantages of the personal interviewing according to the last paragraph?
- A. No one is present to clarify questions.
B. The interviewer can ask some personal questions.
C. The interviewer can ask the interviewee questions again in different ways.
28. What does the word “respondent” mean in the second paragraph?
- A. A person who answers questions.
B. A person who is accused of something.
C. A answer given by the interviewee.

PART SIX

Questions 29—40

- Read the information below about a secretary’s and a manager’s desks.

- Choose the correct word to fill each gap from A, B or C on the opposite page.
- For each of questions 29—40, mark one letter (A, B or C) on your Answer Sheet.

A Secretary's and a Manager's Desks

Secretaries usually have an older 29 and a telephone on their desks. They usually have an older computer because the managers are often the first to receive the 30 technological equipment. Secretaries' desks are often tidy as they are usually tidier than the bosses. You will also find an 31 of some sort because secretaries need to make appointments for their bosses. Secretaries' desks often have pictures of their children and families that they look at from time to time during the day. In the past, secretaries were usually women. Today, 32, more and more men are becoming secretaries as more and more women become managers and the workplace becomes more 33.

Managers often have desks that are surprisingly empty! These empty desks can show that the manager often travels and is out of the office most of the time. An empty desk can also 34 how powerful the manager is by its representative status. Sometimes, in the U.S.A., you can see 35 on the desk because some managers like to put their feet up

29. A. computer B. typewriter
C. shredder
30. A. latest B. oldest
C. most useful
31. A. agenda B. timetable
C. clock
32. A. and B. although
C. however
33. A. colorful B. equal
C. fewer
34. A. produce B. choose
C. demonstrate
35. A. fingerprints B. footmarks
C. pictures

on the desk when they are talking on the telephone! In the States, managers put their feet up on the desk to show that they are in 36 in their office. Managers usually have a laptop computer on their desk. 37, this laptop computer is their true desk. These days, most managers do 38 their work on their laptops. 39 thing you might find is a cell phone — another sign of the mobility most managers 40.

36. A. touch B. handle
C. control
37. A. At last B. In fact
C. As a result
38. A. have B. having
C. had
39. A. The other B. Another
C. Alternatively
40. A. demand B. search
C. dream

PART SEVEN

Questions 41— 45

- *Read the advertisement below.*
- *Complete the following form.*
- *Write a word or phrase (in CAPITAL LETTERS) or a number on lines 41— 45 on your Answer Sheet.*

Business & Production Employment

Position: Administrative Assistant

Posting Date: 15/08/2005

Closing Date: 22/08/2005

Position type: Full-time

Temporary /Regular: Regular

A growing Construction Co. has a vacancy for Admin. Asst., for its Sales and Estimating Staff and is looking for outstanding candidates. You must have at

least AA degree or equivalent college course work, 2 yrs. job related exp., the ability to type 60 wpm, be fluent in Microsoft Office, possess good math skills, excellent organizational skills, a self starter, able to handle multiple tasks. Software experience, a plus.

We offer a competitive salary and excellent benefits.

Submit cover letter, résumé, and academic transcripts only to Office of Human Resources. (SO), 202 S. Halsted St., Chicago Hts., IL60411. Position opens until filled. No Faxes.

INFORMATION ABOUT THE ADVERTISEMENT

Position: (41) _____
Period ending: (42) _____
The address: (43) _____
Position type: (44) _____
Exp. needed: (45) _____

WRITING

Questions 46—47

PART ONE

Question 46

- *You are an accountant of ERS. You are going to write a memo to all line managers.*
- *Write a memo to ask them to send you staff overtime details:*
 - *telling them the period dating from 30/06/05 to 29/07/05;*

- *asking them to tell you whether the worker would prefer to be paid or have leave;*
- *saying that you want confirmation as soon as possible.*
- *Write 30—40 words.*
- *Write on your Answer Sheet.*

MEMO

To: All Line Managers
From: Jessica Seaton, Accounts
Date: July 30, 2005
Subject: Overtime Payment

PART TWO**Question 47**

- *Ms. Larson is going to be the new employee of your staff.*
- *Write a formal letter to her:*
 - *telling her you are happy to work together with her;*
 - *saying your personnel policies and benefits will be explained to her as part of her first day's orientation;*
 - *expressing your best wishes for her successful career with ABC Company.*
- *Write 60—80 words.*
- *Write on your Answer Sheet.*