高职高专用书

全国高等学校英语应用能力考试

Practical English Test for Colleges

金真模拟

估贝远趣集

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(升级)



前 言

为了帮助参加全国高等学校英语应用能力考试的学生系统掌握所学知识,全面提高英语实际应用能力,熟悉《高等学校英语应用能力考试大纲》(以下简称《考试大纲》)中所规定的各种题型,提高应考能力,我们按照《高职高专英语教学基本要求》(以下简称《基本要求》),认真分析了历年全国高等学校英语应用能力考试实考试题,在多年的教学经验和积累的教学资料的基础上,精心设计编写了本书。本书实用性强,不仅尽可能多地收入了反映当代社会、文化、科技最新发展的词汇,而且在文体方面遵循《考试大纲》,紧扣《基本要求》。本书中的练习题模拟高职高专英语应用能力考试的题型,旨在通过大量练习,使学生熟悉各种题型。相信本书能使参加全国高等学校英语应用能力考试的学生受益匪浅。

本书的主要特点是: 紧扣考纲,针对性强;由浅入深,循序渐进;难点解释详尽,模拟题材实用性强,几乎包括了所有常用的应用文的形式;试题难度适当,涵盖考纲所有的题型。本书信息量大,形式广泛,且命题之新颖,为目前已出版的同类书中所少有,因此本书具有较强的考前辅导针对性,可供全国高职高专和成人高等教育的学生进行考前复习和强化训练。

本书的编者均是多年从事高校英语教学的一线教师,有着长期积累的丰富教学经验和科研成果,根据《考试大纲》的要求,编者以《基本要求》和《考试大纲》为依据,结合近几年国内各高职、高专院校公共英语教学的实际,精心编写了《全国高等学校英语应用能力考试全真模拟试题集》一书。

本书包括 A 级和 B 级试题各一册,分别按《考试大纲》中的 A 级和 B 级两个不同层次的命题要求编写。本册书为 A 级试题册,书中包括了《高等学校英语应用能力考试(A 级)大纲》、10 套模拟试题和一套全真试题,涉及了《考试大纲》 A 级所规定的全部题型及《基本要求》中 A 级所指定的全部内容。书后还附有本试题册中各套模拟试题的参考答案、精要的讲解和配套的听力磁带,并提供了听力试题的文字材料。

书中如有疏漏与错误之处,恳请广大读者及同仁批评指正。

编 者 2005年4月

全国高等学校英语应用能力考试大纲总述

我国各类高职高专教育和成人高等教育的教学目标是培养高级应用型人才,其英语教学应贯彻"实用为主,够用为度"的方针;既要注意培养学生具备必要的英语语言基础知识,也应强调培养学生实际使用语言的技能,尤其是用英语进行有关涉外业务工作的能力。《高等学校英语应用能力考试》就是为检验高职高专学生是否达到规定的教学要求而设置的考试。本考试以《高职高专教育英语课程教学基本要求(试行)》(以下简称《基本要求》)为依据,既测试语言知识也测试语言技能,既测试一般性语言内容也测试与涉外业务有关的应用性内容。

考虑到目前我国高职高专学生英语人学水平有差异的现状,《基本要求》将教学要求分为 A 级要求和 B 级要求,本考试也相对地分为 A 级考试和 B 级考试。修完《基本要求》规定的全部内容的学生可参加 A 级考试,修完《基本要求》B 级规定的全部内容的学生可参加 B 级考试。

考试方法为笔试,测试语言知识和读、听、译、写四种技能。口试正在规划之中,待时机成熟时实施。客观性试题有信度较高、覆盖面较广的优点,而主观性试题有利于提高测试的效度,能更好地检测考生运用语言的能力,为此本考试采用主客观性混合题型,以保证良好的信度和效度。

本考试按百分制计分,满分为 100 分。60 分及 60 分以上为及格,85 分及 85 分以上为优秀。考试成绩合格者发给《高等学校英语应用能力考试》相应级别的合格证书。

高等学校英语应用能力考试大纲(A级)

一、考试对象

本大纲适用于修完《高职高专英语课程教学基本要求》(以下简称《基本要求》)A级所规定的全部内容的高等职业技术教育、高等专科教育和成人高等教育各专业和本科办二级技术学院各非英语专业的学生。普通高校的艺术、体育等专业的本科学生也可根据所在学校的要求参加考试。

二、考试性质

本测试的目的是考核学生的语言知识、语言技能和使用英语处理有关业务和涉外交际的基本能力,其性质为教学水平测试。

三、考试方式与内容

考试方式为笔试,包括五个部分: 听力理解、语法结构、阅读理解、翻译(英译汉)和写作

(或汉译英)。考试范围限于《基本要求》对 A 级所规定的全部内容。

第一部分: 听力理解 (Listening Comprehension)

测试考生理解所听对话、会话和简单短文的能力。听力材料的语速为每分钟 120 词。

听力部分的对话、会话和短文以日常生活和实用交际性内容为主。词汇限于《基本要求》的"词汇表"中 3 400 词的范围,交际范围涉及《基本要求》中的"交际范围表"所列的全部听说范围。

本部分的比分占总分的15%,测试时间为15分钟。

第二部分: 语法结构(Structure)

测试考生运用语法知识的能力。测试范围包括《基本要求》中的"词汇表"和"语法结构表" 所规定的全部内容。

本部分的比分占总分的15%,测试时间为15分钟。

第三部分: 阅读理解 (Reading Comprehension)

测试考生从书面文字材料获取信息的能力。总阅读量约1000词。

本部分测试的文字材料包括一般性阅读材料(文化、社会、常识、科普、经贸、人物等)和应用性文字,不包括诗歌、小说、散文等文学性材料;其内容能为不同专业的学生所理解。其中,应用性文字材料约占60%。

阅读材料涉及的语言技能和词汇限于《基本要求》中的"阅读技能表"所列的全部技能范围和"词汇表"中的 3 400 词的范围;除了一般性文章外,阅读的应用文限于《基本要求》中的"交际范围表"所规定的读译范围,如:函电、广告、说明书、业务单证、合同书、摘要、序言等。

主要测试以下阅读技能:

- 1. 了解语篇和段落的主旨和大意;
- 2. 掌握语篇中的事实和主要情节;
- 3. 理解语篇上下文的逻辑关系;
- 4. 对句子和段落进行推理:
- 5. 了解作者的目的、态度和观点;
- 6. 根据上下文正确理解生词的意思;
- 7. 了解语篇的结论:
- 8. 进行信息转换。

本部分的比分占总分的35%,测试时间为40分钟。

第四部分: 翻译——英译汉(Translation—English to Chinese)

测试考生将英语正确译成汉语的能力。所译材料为句子和段落,包括一般性内容和实用性内容(各约占50%);所涉及的词汇限于《基本要求》的"词汇表"中3400词的范围。

本部分得分占总分的20%,测试时间为25分钟。

第五部分: 写作/汉译英(Writing/Translation-Chinese to English)

测试考生套写应用性短文、信函,填写英文表格或翻译简短的实用性文字的能力。 本部分的得分占总分的 15%,测试时间为 25 分钟。

测试项目、内容、题型及时间分配表

序号	测试项目	题号	测试内容	题 型	百分比	时间分配
1	听力理解	1-15	对话、会话、短文	多项选择、填空、简答	15%	15 分钟
П	语法结构	16-35	句法结构、词法、词形变化等	多项选择、填空、改错	15%	15 分钟
П	阅读理解	3660	语篇(包括一般性及应用性的文字)	多项选择、填空、简 答、匹配	35%	40 分钟
IV	英译汉	6165	句子和段落	多项选择、段落翻译	20%	25 分钟
V	写作/ 汉译英		应用文(便条、通告、简短信函、 履历表、申请表等)或实用性段 落/短文翻译	套写、书写、填写或 翻译	15%	25 分钟
合计		65+1			100%	120 分钟

注:以上有一部分题型在大项中交叉使用。

見 录

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全国高等学校英语应用能力考试 模拟试题 A 级试卷(一)

Part I Listening Comprehension

(15 minutes)

Directions: This part is to test your listening ability. It consists of 3 sections.

Section A

Directions: This section is to test your ability to understand short dialogues. There are 5 recorded dialogues in it. After each dialogue, there is a recorded question. The dialogues and questions will be spoken only once. When you hear a question, you should decide on the correct answer from the 4 choices marked A), B), C) and D) given in your test paper. Then you should mark the corresponding letter on the Answer Sheet with a single line through the centre.

Example: You will hear: M: Are you catching the 3:15 flight to New York City?

W: No, I'm leaving this evening.

Q: What do the speakers talk about?

You will read: A) New York City.

- B) An evening party.
- C) An air trip.
- D) The man's job.

From the dialogue we learn that the man is to take a flight to New York. Therefore, C) An air trip is the correct answer. You should mark C) on the Answer Sheet. Now the test will begin.

- 1. A) Eggs.
- B) Milk.
- C) Hamburger.
- D) Steak.
- 2. A) The man and the woman shopped all over the town.
 - B) The woman went to many different stores.
 - C) The woman bought some bookcases on sale.
 - D) The man sold the woman some expensive bookcases.
- 3. A) Go to Chicago another day.
- B) Come back in five minutes.
- C) Take the ten o'clock train.
- D) Call the airport.
- 4. A) At the supermarket.
- B) In the restaurant.

C) In the man's home.

D) In the woman's home.

- 5. A) \$20.00.
- B) \$4.00.
- C) \$10.00.
- D) \$6.00.

Section B

Directions: This section is to test your ability to understand short conversations. There are 2 recorded conversations in it. After each conversation, there are some recorded questions. The conversations and questions will be read twice. When you hear a question, you should decide on the correct answer from the 4 choices marked A), B), C) and D) given in your test paper. Then you should mark the corresponding letter on the Answer Sheet with a single line through the centre.

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- 6. A) In a foreign country.
 - C) In the office.
- 7. A) Because he is diligent.
 - C) Because he is helpful.

- B) At home.
- D) In the hospital.
- B) Because he is considerate.
- D) Because he is successful.

Conversation 2

- 8. A) At a birthday party.
- B) At a store.

C) At a bank.

- D) At a school.
- 9. A) Because she bought him that last year.
 - B) Because he didn't like it.
 - C) Because he had many notebooks.
 - D) Because she didn't find it.
- 10. A) A book.
- B) A sport suit.
- C) A pen.
- D) A football.

Section C

Directions: This section is to test your ability to comprehend short passages. You will hear a recorded passage. After that you will hear five questions. Both the passage and the questions will be read twice. When you hear a question, you should complete the answer to it with a word or a short phrase. The incomplete answers are printed correspondingly in your test paper. You should write your answers on the Answer Sheet. Now this is the passage.

11.	A library is
12.	We can get
13.	There are
14.	Students go to libraries
15.	He can

Part I Structure

(15 minutes)

Directions: This part is to test your ability to construct grammatically correct sentences. It consists of 2 sections.

Section A

Dire	Directions: In this section, there are 10 incomplete sentences. You are required to complete				
eacl	each one by deciding on the most appropriate word or words from the 4 choices marked				
A),	B), C) and $D).$ Then you should mark	the corresponding letter	on the Answer Sheet		
with	a single line through the centre.				
16.	The crop has similar qualities to the pre-	evious one, bo	th wind-resistant and		
	adapted to the same type of soil.				
	A) been B) being	C) to be	D) having been		
17.	Government reports, examination compo	ositions and most busines	ss letters are the main		
	situations formal language is us	sed.			
	A) in which B) on which	C) in that	D) at that		
18.	If you that night, you might ha	ave been too late to get	your ticket.		
		B) didn't hurry			
	C) hadn't hurried	D) hadn't to hurry			
19.	By the time you arrive in London, we _	in Europe for to	vo weeks.		
	A) shall stay	B) have stayed			
	C) have been staying	D) will have stayed			
20 .	Staying in a hotel costs renting	a room in a dormitory	for a week.		
	A) twice more than	B) as much twice			
	C) twice as much as	D) as much twice as			
21.	By doing this type of balanced, relaxing	exercises for a period of	of time, our responses		
	get than before.				
	A) quickly B) more quickly	C) quickest	D) quicker		
22.	The party the students looked forward to	yesterday aft	ernoon.		
	A) was held	B) being held			
	C) was to be held	D) was being held			
23 .	There is no need the umbrella	with us. The sun is shin	ing.		
	A) in bringing B) bringing	C) to bring	D) of bringing		
24.	the flood, the ship would have				
	A) In case of B) Because of	C) But for	D) In spite of		
25 .	Shanghai has experienced such great cha	anges that everyone can	recognize that it is no		
	longer				
	A) what it used to	B) that it used to like			
	C) the same it used to be	D) what it used to be			

Section B

Directions: There are also 10 incomplete statements here. You should fill in each blank with the proper form of the word given in the brackets. Write the word or words in the

cor	responding space on the Answer Sheet.
26 .	I'd like to go with you, but with so much work to do this afternoon I'm (able)
	to.
27.	Her first (marry) ended after five years, then she went abroad.
28.	When you have finished this experiment, include your (find) in a report.
29.	The boy told mother that his homework (finish) by ten o'clock.
30 .	She was so angry that she felt like (throw) something at him.
31.	With a lot of difficult problems (settle), the newly-elected president is having a hard time.
32.	If you want to sell your old car, why not put an (advertise) in the local newspaper?
33.	Tom made too many mistakes in the exam yesterday, he (be) more careful.
34.	All the (participate) in the debate had an opportunity to speak.
35.	On his way home, he saw an old friend and stopped (talk) with him.

Reading Comprehension

(40 minutes)

Directions: This part is to test your reading ability. There are 5 tasks for you to fulfill. You should read the reading materials carefully and do the tasks as you are instructed.

Task 1

Part II

Directions: After reading the following passage, you will find 5 questions or unfinished statements, numbered 36 through 40. For each question or statement there are 4 choices marked A), B), C) and D). You should make the correct choice and mark the corresponding letter on the Answer Sheet with a single line through the centre.

It would be difficult to have a society like ours without public goods such as defense, transportation, and other services.

A public good is one that a person can use without reducing the use of it for another person. One of the best examples of a public good is national defense. One person can benefit from our national defense without reducing another person's benefits. In fact, it is difficult to keep any person in our society from enjoying the benefits of national defense.

The market system does not work well in producing public goods. This is because a person who refuses to pay for a public good cannot be kept from using it. Suppose that the neighbors in a high crime area decide to hire a police force. Each neighbor, except Mrs. Smith, agrees to pay \$100 a year for it. Mrs. Smith refuses to pay because she knows that if all the others pay the \$100, the police will guard the area anyway. So Mrs. Smith can enjoy the services of the police force without paying \$100.

. 4 .

The market system has no way to deal with this type of problem. For this reason, we cannot ask each person to make a direct payment in the form of product price. Therefore,

we (collect money for public goods by using taxes.
36 .	According to the passage, public goods are
	A) services enjoyed by all people
	B) what we can buy and sell in public
	C) products that we make for national defense
	D) taxes paid by the people involved
37 .	The writer gives the example of national defense in paragraph 2 in order to show that
	A) there will be no safety if there is no national defense
	B) all the people should be responsible for national defense
	C) a public good is a shared benefit for the whole society
	D) some public goods are more important than others
38.	The person who does not pay for a public good
	A) keeps himself from using its benefits
	B) cannot enjoy its benefits at any time
	C) fails to keep its benefits from being used
	D) enjoy its benefits all the same
39 .	In the third paragraph the author explains
	A) what role the market system plays in producing public goods
	B) how weak the market system is in producing public goods
	C) why some people refuse to pay for public goods
	D) what we can do to make use of the market system
40.	From the passage we learn that the purpose of collecting taxes is to
	A) ensure the continuous supply of public goods
	B) reduce the difference between the rich and the poor
	C) get extra money to support public goods
	D) remind people of their duty
	sk 2
	rections: This task is the same as Task 1. The 5 questions or unfinished statements are
nu	mbered 41 through 45.
	Escaping a fire is a serious matter. Knowing what to do before a fire breaks out can
	re a life. For example, people should know the safety measures to take before opening a
	Il door during a fire. Also, make sure everyone knows how to unlock doors that may be
in	the escape path. At times, a key is needed to unlock a door from the inside. So, keep

the key in the lock, or, you can put the key on a key ring and put it where it can be found

easily.

If you live in an apartment, know the ways you can use to get out. Show everyone in the family these routes. Stress the importance of using stairways or fire escapes, not elevators.

From most homes and the lower floors of apartment buildings, escape through windows is possible. Learn the best way of leaving by a window with the least chance of serious injury.

In a home fire, windows are often the only means of escape. The second floor window sill is usually not more than 13 feet from the ground. An average person, hanging by the fingertips, will have a drop of about six to the ground. Of course, it is safer to jump a short way than to stay in a burning building. Rolling away from the building when you land.

Windows are also useful when you are waiting for help. Often you'll be able to stay in the room for several minutes if you keep the door closed and the windows open. Keep your head low in the window to be sure you get fresh air rather than smoke that may have leaked into the room.

On a second or third floor, the best windows for escape are those which open onto a roof or balcony. From the roof or balcony, a person can either drop to the ground or await rescuer. Dropping onto cement or pavement might end in injury. Bushes, soft earth, and grass can help to break a fall. A rope ladder should be considered when the drop is too great.

In a town where the fire department acts quickly, it may be best to wait for rescuer. Close the doors and wait by an open window for help. Shout for help. Be sure to close the door before opening a window. Otherwise, smoke and fire may be drawn into the room by the draft.

41.	. From most homes you can escape a fire through the				
	A) attic	B) garage	C) windows	D) balcony	
42.	2. Which of the following helps to break a fall from a second floor wind				
	A) Cement.	B) Grass.	C) Pavement.	D) Concrete.	
43.	This article hints	that windows are	·		
	A) easily broken		B) good escape rout	es	
	C) often hard to o	open	D) useful to shut of	f smoke	
44.	We can see from t	this article that			
	A) breathing in smoke might be harmful				
	B) rope ladders should not be used				
	C) youngsters often start most home fires				
	D) jumping out of a window during a fire is dangerous				
45. The main idea of this article is that					
	A) fireman are not well paid or well trained				
	B) it is not a good	d idea to smoke in bo	ed or on a couch		

- C) people should know what to do before a fire breaks out
- D) people should always keep the escape path open

Task 3

Directions: The following is a news report. After reading it, you are required to complete the outline below it (No. 46 through No. 50). You should write your answers briefly on the Answer Sheet correspondingly.

Shanghai residents will be able to rent more than 10 different kinds of vehicles, including roadsters (跑车) and caravans (活动房式拖车), in the latter half of this year, the Shanghai Morning Post reported.

A joint venture between Anji and AVIS, a famous international car rental company, is the only joint venture company dealing with the car rental business in the domestic market.

According to some sources, the new co-operation will divide its motorcade (汽车行列) into nine levels of 12 categories, ranging from compact cars to luxury cars.

The joint venture is planning to buy cars like Porsche, Ferrari, BMW and even caravans to meet various consumer demands.

More cars for rent						
There will be	There will be 46 for Shanghai inhabitants to rent.					
The joint venture	The joint venture is47 company, and is engaged in48 .					
The joint venture will purchase vehicles such as 49, Ferrari, BMW and even						
50						

Task 4

Directions: After reading the following list of OCCUPATIONS, you are required to match the English items with the Chinese equivalents in the table below. Then put the corresponding letters in the brackets on the Answer Sheet, numbered 51 through 55.

A — artist	B — businessman
C — chairman	D — driver
E — economist	F — foreman
G — guide	H - house-agent
I — interpreter	J — journalist
K — keeper	L — lawyer
M — mailman	N — nurse
O — official	P — policeman

Example: (K)	经营者	(C) 董事长		
51. () 翻译	()房产经理人		
52 . () 生意人	() 艺术家		
53. () 经济学家	()导游		
54. ()记者	()司机		
55. () 官员	()律师		

Task 5

Directions: There are two passages on England Through My Eyes here. After reading them you should give brief answers to the 5 questions (No. 56 through No. 60) following them. The answers should be written after the corresponding numbers on the Answer Sheet.

By Richard Shortway (male)

I've always loved London — it's a passion of mine. I think it's one of the great cities in the world.

I love the people here. I've been invited to everything — shooting parties, polo (马球), Wimbledon. I've met Prince Charles. He's absolutely charming. It's a super social atmosphere here. I can't believe, though, how much people eat and drink.

I like tennis, but I have hardly played here because of the weather. Last summer seemed to last about a week and that was it. I went to the Cotswolds and to Devon, both beautiful. I've always loved the British ambience (气氛,氛围), and British clothes. I really wonder, though, how you manage to live on the salaries that are paid here. London is every bit as expensive as New York.

By Christina (female)

I fell in love with England because it was so quaint (古雅的)— all those little houses, looking terrible, old-fashioned but nice. I loved the countryside and the pubs, and I loved London. I've slightly changed my mind after seventeen years because I think it's a filthy (脏的) town now.

Things have changed. For everybody, England represented gentlemen, fair play, good manners. The fair play is going, unfortunately, and so are the gentlemanly attitudes and good manners — people slam doors in your face and courtesy (礼貌) is vanishing.

The concept of the family seems to be more or less nonexistent in England. My family is very closely knit (紧密结合的) and that's typically French.

56 .	What's London through Richard Shortway's eyes?		
	It's one of the of the world.		
57 .	. Why has Richard Shortway hardly played tennis in London?		
	Richard Shortway has hardly played tennis in London because of .		
58.	What's the relationship between London and New York through Richard Shortway eyes?		

	Things are	either in London or in New York.	
59 .	. What's London through Christina's eyes?		
	She loved England because it was s	so quaint. But things	
60.	What's the family concept of the British through Christina's eyes?		
	It seems to be	in England.	

Part V Translation

(15 minutes)

Directions: This part numbered 61 through 65 is to test your ability to translate English into Chinese. After each sentence of numbers 61 to 64, you will read four choices of suggested translation. You should choose the best translation and mark the corresponding letter on your Answer Sheet. And write your translation of number 65 in the corresponding space on the Answer Sheet.

- 61. Today, with our life going on at an increasingly faster pace, both mentally and physically we are being more overdrawn than ever before.
 - A) 今天,随着生活节奏的不断加快,我们的脑力、体力都经历着前所未有的透支。
 - B) 今天,随着生活节奏的不断加快,我们的精神、物质都经历着前所未有的透支。
 - C) 今天,随着生活节奏的不断加快,我们的精神、体力都经历着前所未有的透支。
 - D) 今天,随着生活节奏的不断加快,我们在心理上、身体上都经历着前所未有的透支。
- 62. Reading furnishes the mind only with material of knowledge; it is thinking that makes what we read ours.
 - A) 读书只能给心灵提供知识的材料,是思考把我们阅读的变成自己的东西。
 - B) 读书只能给精神上提供知识的材料,是思考把我们所读的变成自己的东西。
 - C) 读书只能供给心灵以知识的材料,思考才能把我们所读的变成自己的东西。
 - D) 读书只能给精神上提供知识的材料,是思考变成我们所读的东西。
- 63. May I have the privilege of an interview? If you will let me know when it is convenient for you to see me, I will arrange my calendar accordingly.
 - A) 您可以给我一次面谈的机会吗? 如果您愿意告诉我何时方便,我将做好相应的安排。
 - B) 我有面谈的特权吗? 如果您让我知道您什么时候方便见我,我将安排我的日程。
 - C) 您可以给我一次面谈的机会吗?如果您愿意,告诉我您何时方便见我,我将做好相应的安排。
 - D) 我有面谈的机会吗? 如果您让我知道您什么时候方便见我,我将做好相应的安排。
- 64. The management went back on its promise to increase salaries.
 - A) 管理方违背了其对增加薪水所做的承诺。
 - B) 资方没有履行加薪的承诺。
 - C) 管理方回到了其对增加薪水所做的承诺。
 - D) 管理方履行了其加薪的承诺。
- 65. Planning a trip to Beijing this winter? Also want to enjoy some tropical sunshine? Here

is a unique offer which gives you the best of both worlds. Just stay three consecutive				
(连续的) nights at the 5 star Palace Hotel in Beijing, and you are entitled to one free night at the distinguished Manila Hotel in the Philippines. The offer is valid until March 31, 2003. Don't miss the opportunity to enjoy the best of two cities!				

Part V Writing

(15 minutes)

Directions: This part is to test your ability to do practical writing. You are required to write a brief memorandum (备忘录) according to the following information given in Chinese. You should write the memo on the Composition Sheet. 致所有分支办公室:

- 1. 大家都已收到有关 2004 年的新薪水和出差补贴的信函,出差当天(下午或上午出发并返回)补贴为 75 元人民币,全天为 150 元人民币。若出差当天招待客户的话,从当天出差补贴中扣除 40 元人民币(以前为 30 元)。
- 2. 对于所有在 Rex 中国有限公司工作的雇员, 若其个人档案存放在当地人才交流中心, 公司将每月为其支付不超过 50 元人民币的存档费。该费用连同每月花费报表上报。