

# BEC

## VOCABULARY

# 剑桥商务英语

应试词汇选编

简新亚  
主编

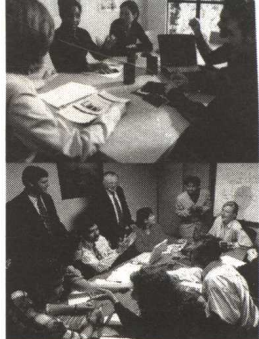
中高级



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## 剑桥商务英语应试词汇选编

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## 主 编 简 介

**简新亚** 毕业于北京外国语大学英语系。曾在美国莱斯大学 (Rice University) 贝克国策研究所 (Baker Institute of Public Policy) 进修国际政治经济, 圣·托马斯大学 (University of ST. Thomas) 进修高级商务管理并长期从事外交工作和高阶英语教学。先后担任美国驻华大使馆高级翻译, 中国驻美国休斯敦总领事馆领事, 中国驻圣卢西亚大使馆临时代办, 以及剑桥商务英语高级证书考官, 具有丰富的英语教学和应用经验。

**主要著作:**《剑桥商务英语 (高级) 口语应试指南》(人民邮电出版社 2005 年)、《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。

## 修订说明

《剑桥商务英语（中高级）应试词汇选编》一经出版，即受到广大读者的欢迎，认为该书内容精练，针对性强，对参加商务英语证书考试很有帮助。在重印之际，作者根据对近年考试内容、相关趋势的分析，又增补了一些热点话题的新词汇，并对原有词汇进行了调整，进一步提高了本书的适应性。

# 出版说明

本书针对剑桥商务英语证书考试（主要是中高级）精选了商务英语词汇。这些词汇都是常考常用的词汇，而多数中国考生经常照字面理解这些词义，往往因理解错误而误用。本词典特点：词汇范围界定准确，词条释义精当，编排简明、实用，针对性和专业性很强。

本词典分为两大部分。第一部分为“通常容易混淆的词汇”；第二部分为“商务词汇”。第一部分共 100 个条目，收录了 100 条通常容易混淆的词义相似的词汇。例如条目 (51)：人们通常容易混淆 Travel / Trip / Journey / Voyage / Tour / Excursion 的用法。

Travel 既是名词又是动词，主要指“旅游，旅行”，从一个地方到另一个地方或若干个地方。如：He has *traveled* widely in Europe. *Travel* is said to broaden the mind.

Trip 常用以表述“往返旅行”，通常指短途的行程，并作短暂的逗留。如：He often goes on business *trips* to Latin America. (And returns to the office)

She told us about her recent *trip* to Canada. (She is now back.)

Journey 通常指经陆路的旅行、旅程、路程，不含返回或逗留的意思。如：It's a day's *journey* by bus. Did you have a good *journey*?

Voyage 是指经海路或空间的长途行程。如：They plan to make a *voyage* across the Atlantic.

Tour 是指为游玩而到几个地方观光的旅行。如：They're going on a world *tour*.

Excursion 是指短期的旅程和观光，即从某地出发再回到该地。尤指“一群人一起出行”。如：During our holiday in Rome we went on a few *trips/excursions* to places near by.

第一部分只对单词不同用法做了解释，而例句没有给出中文译文。这是因为报考中高级商务英语证书的考生具有一定的英语水平，

对容易理解的例子做中文翻译难免有画蛇添足之嫌。

第二部分主要收录了剑桥商务英语高级证书考试常考的 6000 个词汇，按词条的英文字母排序。其中一些词汇给出适当例句供读者参考。每个词条和例句都作了中文解释，这是因为这些看似熟悉的词汇往往具有其独特的商务或法律含义。第二部分还收录了一些现代通用的商务词汇，这些关键词汇目前国内相关词典尚未收录。如：B-O-T project BOT 模式（投资方投资新建后经营一段时间再将产权交给另一方），OEM（original equipment manufacture）贴牌生产，以及其他常用新词汇。

本词典便于携带，考查方便，相信对考生和白领商务人士提高商务英语水平，或顺利通过考试均有助益。

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# Unit 1

## Common Words Usage 常用词汇用法

### 通常容易混淆的词汇 (Commonly Confused Words)

#### Much / Many / Few / Little

- ① Much and Little 常与不可数名词连用。

【例】We have *much* work and *little* time.

- ② Many and Few 常与可数名词连用。

【例】There are *many* problems and we have *few* days to solve them.

#### Some / Any

- ① Some 常用于肯定性陈述句或某些疑问句中。

【例】I would like *some* help, please.

Could I have *some* more milk?

- ② Any 用于否定性陈述句和疑问句中。

【例】I don't have *any* paper.

Do you have *any* questions?

#### Amount / Number

- ① Amount 常与不可数名词连用。

【例】We only have a short *amount* of time.

We do a fair *amount* of advertising in the tabloid press.

- ② Number 常与可数名词连用。

【例】The *number* of applicants has doubled this month.

He has had a *number* of offers of financial assistance.

#### Among / Between

- ① 表示二者之间用 Between。

【例】A girl is *between* a child and a woman.

Divide it *between* the 2 children.

What's the difference *between* this and that?

The job was shared *between* Mr. Smith and Ms Peggy.

② 表示三者或三者以上的人员或东西中间则用Among.

【例】The topic was discussed *among* the candidates.

He was *among* the crowd.

This river is *among* the longest in the world.

Please divide this cake *among* these children.

### Ever / Never

① Ever 用于疑问句或否定性陈述句。

【例】Do you *ever* go there?

Nothing *ever* makes her angry.

② Never 用于肯定性陈述句，或用于倒装句句首，表示加强语气。

【例】*Never* have we been daunted by difficulties.

*Never* fear.

*Never* mind.

### After / Afterward (s)

① 前置词After 置于名词之前。

【例】*After* dinner, we went home.

② Afterward (s) 是副词，几乎总是置于句尾。

【例】We stayed for a while *afterwards*.

### Other / The Other / Another

① Another 表示“另一个的，又一个的”之意。置于单数名词之前。

【例】We need to recruit *another* secretary.

② Other 表示“其余的，别的”意思。置于复数名词之前。

【例】There are no *other* opportunities.

We have got *other* things to do.

③ The other 表示“另一个人（或物）”。置于单数名词或不可数名词之前。

【例】One stayed and *the other* went away.

### So / Such

① So 和Such 都是增强语气的词汇。So 置于形容词之前，而Such常置于可数或不可数名词之前。

【例】He is *so* enthusiastic about his work.

I don't know how she keeps going——she has *such* energy!

China is *such* a beautiful country——I'd love to work here.

Why did the job take *so* long?

Why did the job take *such* a long time?

There were *so* many applications for shares that they had to hold a ballot.

There were *such* a lot of applications for shares that they had to hold a ballot.

② So 和 Such 与 that 连用，均可用来表达某种结果，试比较下列句型：

【例】The bid was *so* high that we couldn't refuse.

It was *such* a high bid that we couldn't refuse!

It was *so* high a bid that we couldn't refuse.

So 可与副词连用。

【例】He speaks *so* quickly that he is very hard to understand.

【注意】当名词前面有定冠词 the，或 this、that 或 his、your 等物主代词时，决不能用 So 或 Such。

### Like / As

① As 和 Like 均可用来表示相似的人或相似的事物。

【例】Like the Bill of Lading, the Bill of Exchange is negotiable and can be transferred to a third party.

The British, like the Americans, are attracted to consumer credit.

② AS 后面通常跟一个主语和一个动词。

【例】When in Rome, do as the Romans do.

但，有时也跟一个介词。

【例】In 2003, as in 2002, inflation was relatively low.

③ 表示“作为某个人物”时，用 As 表达；表示“像某个人或某个事物”时，用 like 表达。

【例】As a Frenchman, he thinks he knows everything about wine.

(He is a Frenchman.)

Like a Frenchman, he thinks he knows everything about wine.

(He isn't one, but resembles a Frenchman in this respect.)

## Almost / Most

- ① Almost 用于副词、名词、形容词、动词、限定词及代词之前，表示“差不多，几乎”之意。

【例】Almost anything will do.

It's almost time to go.

但是，Almost 用于no、nobody、none、nothing、never之前，表示“实际上，简直”之意。

【例】Almost no one believed him.

- ② Most 用作Many、Much 的最高级。

【例】I like most vegetables.

When we toured China we spend most time in Beijing.

Most 用以构成双音节或多音节形容词和副词的最高级。

【例】It was the most exciting holiday I have ever had.

## Fewer / Less

- ① Fewer 与复数可数名词和动词复数形式连用，表示“更少”。

【例】There are fewer cars parked outside than yesterday.

- ② Less 与不可数名词连用，表示“较少的，更少的”。

【例】I received less money than the others did.

You should smoke fewer cigarettes and drink less beer.

【注意】与复数名词连用时，用Less而不用 Fewer很常见，且日益普遍。但是，此用法仍被视为误用。

## Yet / Still

- ① Still 强调连贯、持续。通常表示“仍然，还是”之意。

【例】Hong Kong is still a port even though it doesn't handle as much cargo as before.

Does he still live in Shanghai or has he moved?

- ② Yet 常用于否定句。表示（迄今）“还（没有）”、“尚（未）”之意。

【例】They haven't yet signed the contract, but I think they will soon.

Yet 在否定句中也可以放在句尾。

【例】They haven't signed the contract yet.

在肯定句中并在动词不定式之前，Yet 和Still 可以换用。

【例】'Who's been nominated?'

'It's yet/still to be decided.'

## Few / A Few

- ① Few 用于可数名词之前，表示“很少的，几乎没有的”意思。

【例】Such instances are *few*.

If there are *few* opportunities for promotion, young executives will tend to leave the firm.

*Few* things respond more quickly to exchange rate changes than international travel.

- ② A few [表示肯定] “少数，几个”，用于可数名词之前。

【例】Do you mind waiting *a few* minutes?

In *a few* years' time we'll be marked leader.

## Little / A Little

- ① Little [形容词] 微少的；一些，一点点。与不可数名词连用。

【例】There is *little* time left for discussion so let's come to a decision straight away.

Little [副词] 一点也不；完全不；全然不。

【例】They *little* thought that the truth would be discovered.

- ② A little 表示“少量的，少的，短的”等意思，与不可数名词连用。

【例】I'll be home in *a little* while.

I need *a little* time to think about your offer but I'll phone you first thing tomorrow morning.

有时 A little 与形容词连用，表示“在某种程度上”。

【例】The first half-year results were *a little* disappointing.

【注意】A few 和 A little 常含有肯定的意思。

【例】You'll get used to the climate after *a few* weeks.

With *a little* help from the bank manager, the project will get off the ground.

但是，few 和 little 往往有否定的意思。

【例】He seems to have *little* motivation for the job and should be moved to another section.

*Few* people like their boss interfering with their work.

## Because / Because of

- ① Because 和 Because of 用于说明原因，常作“因为，原因”解。但是，Because 用来引导名词从句。

【例】The boy was absent *because* he was ill.

② Because of 后跟名词。

【例】The old woman was blind *because of* cataracts.

请看以下例句，试比较其用法：

I went back not *because of* the rain, but *because* I was tired.

**Near / Nearly**

① Near 可作形容词、副词和介词用。

【例】There wasn't a library in any place *near*.

The meeting lasted *near* a day.

The explosion took place *near* where we stood.

② Nearly 常作副词用，表示“几乎，近乎”或“密切地”意思。

【例】It's *nearly* five o'clock.

The matter concerns him *nearly*.

**Twice / Double**

① Twice [副词]，表示“两次”，例如：

【例】She was *twice* absent.

也可表示“两倍”，例如：

【例】*Twice* three is six.

② Double 可作形容词、副词、名词和动词。表示“两倍的”“成双”“两倍”“加倍”等意思。

【例】His share was *double*.

When I saw her and her twin sister I thought I was seeing *double*.

She's the *double* of her mother at the same age.

The price of houses has virtually *doubled* over the past few years.

**Some / Somewhat**

① Some 与可数和不可数名词连用。表示“有些”“一些”等意思。

【例】There is *some* ice in the fridge.

*Some* children were playing in the park.

② Somewhat 表示达到某种程度，如：“有些”“有点”“颇为”。

【例】I was *somewhat* surprised to see her.

He answered *somewhat* nervously.

She is *somewhat* embarrassed.

**No / None**

① No and None = Not one / not any，表示强调“没有”。

【注意】在句子中，动词是单数形式。

【例】We've had *no* orders for the XL678 and it should be dropped from our catalogue.

They have paid *none* of their invoices.

*None* of the candidates was appointed.

- ② *No* 用在形容词、副词的比较级前，表示“并不，毫不”之意。

【例】He committed *no* fewer than 99 errors.

She is feeling *no* better than yesterday.

- ③ *None* 与 *the* 加比较级连用，或与 *so*、*too* 连用，表示“一点也不”。

【例】The machine is working *none* the worse for its long service.

My car is *none* the worse for wear.

I am *none* too sure about him.

- ④ *No* 表示“没有，无”，与可数名词的单数、复数或不可数名词连用。

【例】*No* words can express my grief.

*No* student is to leave the room.

- ⑤ *None* 用以复指前文的复数名词或代词，表示“一个也没有，毫无”。

【例】We had five cats once——*none* (of them) is/are alive now.

*None* of the guests wants/want to stay.

### Most / The Most

- ① *Most* 是 *Many* 和 *Much* 的最高级。表示“最，极其，很”“最多的，最大的，最高程度的；大多数的，几乎全部的”等。

【例】This is the area that attracts *most* attention.

*Most* people think so.

*Most* everyone agrees.

- ② *The most* 表示“最大量，最多数，最高额”或“大多数，大部分”。

【例】Do *the most* you can.

*The most* this room will seat is 200.

### Ago / Before

- ① *Ago* 与简单过去时连用，置于其所修饰的词语之后。

【例】It happened a few minutes *ago*.

It was five years *ago* that I graduated from the university.

- ② *Before* 指“在（某人/某物）前面”，或“早于（某人/某物）”“先

于(某人/某物)”。

【例】I've seen that film *before*.

She arrived *before* me.

### Age / Old

① Age 主要指“年龄”“年纪”。

【例】At what *age* did he retire?

Anyone can enter the contest—there's no *age* limit, i.e. no one will be regarded as too old or too young.

② Old 与表示一段时间的词或与how连用, 表示“老的, 年老的, 陈旧的”。

【例】How *old* are you?

At sixteen years *old* she left school.

### Person / People

① Person 指(有某种个性或特性的)人, 复数作 people, 但是作郑重或贬抑词时, 复数作 persons。

【例】He's just the *person* we need for the job.

② People 可作 persons 用。

【例】Some *people* are very inquisitive.

People 通常作“人民”“民族”“平民”解。

【例】Each *people* builds a culture adapted to its peculiar needs.

The president no longer has the support of the *people*.

### Draw / Withdraw

① Draw 是不规则动词(Draw-Drew-Drawn)有很多词义, 如“画”“向某方向移动”“拉, 拖, 抽出, 取出”“提取, 吸取”等词义。与不同的前置词/介词搭配, 产生不同的词义。

但是, 较常见的搭配是draw on 和draw up。

【例】You may *draw* on us at 60 days against the credit as soon as we receive proof of shipment.

The contract will be *drawn* up and sent to you in due course.

与draw组合使用的词汇较常见的有: draw attention to; draw a blank; draw a conclusion; draw a distinction; draw the line; draw praise; draw a reaction, etc.

② Withdraw 也属不规则动词(Withdraw-Withdrew-Withdrawn), 主要词义有: “提(款)”“取(钱)”“撤回”“撤退”等。



【例】 You need to prove your identity before *withdrawing* money from the bank.

I would like to *withdraw* the rather silly remark I made earlier.

The advertisement breached the Code of Advertising Practice and was *withdrawn*.

### Balance of Payments / Balance of Trade

Balance of Payments 指“国际收支平衡(表)”; Balance of Trade 指“贸易差额”。

### Can / Could / May / Might

- ① Can 通常用来表示提出要求、建议，或描述能力，或推理，或给予许可，或演绎过去的事情等。

【例】 *Can* you give me a hand? (=making a request)

*Can* I get you something to drink? (=making an offer)

John *can* play golf like a professional. (=describing ability)

He's only 21 so he *can't* be as experienced as he says he is.  
(=making a deduction)

You *can* take the rest of the afternoon off if you like. (=giving permission)

The plane *can't* have taken off—there's a snowstorm at the airport. (=making a deduction about the past)

- ② Could 通常用来描述过去的能力，或客气地提出要求，或要求得到许可，或描述某种将来的可能或想像中的事，或描述某种过去的可能等。

【例】 He *could* speak five languages before he was ten years old.  
(=describing past ability)

*Could* you bring another bottle of wine? (=making a polite request)

*Could* I come back and see you in a month's time? (=requesting permission)

The South China market *could* become very profitable.  
(= describing a future possibility)

You *could* have got an MBA if you had worked harder.  
(= describing a past possibility)

- ③ May 通常用来叙述可能性，或要求获得许可，或给予许可，或客