

全 国 国 际 商 务 英 语 考 试 教 材

国际商务英语听力(二级)

LISTENING TO BUSINESS ENGLISH

(Level Two)

中国国际贸易学会商务专业培训考试办公室 编



CHINA NATIONAL BUSINESS ENGLISH TEST

全国国际商务英语考试教材 

国际商务英语听力

(二级)

中国国际贸易学会商务专业培训考试办公室 编

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前 言

商务英语在我国快速发展,得到更加广泛的应用,社会各类机构、大专院校对商务英语的需求十分强烈。为了满足商务企事业单位对员工和应聘人员专业英语水平测评的需要,商务部国际贸易学会举办了全国国际商务英语考试,本系列教材就是专门为全国商务英语考试(二级)而编写的。本套教材组织了强大的编写专家队伍,他们分别来自对外经济贸易大学、广东外语外贸大学、上海对外贸易学院、黑龙江大学、东北财经大学、扬州大学等高等院校。编写组认真讨论了教材编写的理念和框架,对教材进行了反复修改润饰,最后定稿,送国际贸易学会商务专业考试办公室组织专家审定。

本系列教材依据《全国国际商务英语考试(二级)大纲》编写,各册教材具体如下:

1. 《国际商务英语听力(二级)》;
2. 《国际商务英语阅读(二级)》;
3. 《国际商务英语写作(二级)》;
4. 《国际商务英语翻译(二级)》;
5. 《国际商务英语口语(二级)》;
6. 《国际商务英语综合模拟实练(二级)》;
7. 《国际商务英语考试词汇手册(二级)》。

本系列教材的特点是很强的针对性,难度和题型都贴近考试,以实用和实训为导向,辅以理论要点讲解,并提供参考答案和录音光盘,适用于报考商务英语二级考试的考生作为培训和复习教材,也可用作大专院校商务英语、国际贸易、工商管理等专业学生提高商务英语水平的培训和自学教材,同时还可作为涉外企业各类从业人员的培训教材或辅导资料,以及广大商务英语学习者的自学教程和参考用书。本教材在编写过程中得到了国际贸易学会领导的大力关心和支持,中国商务出版社也组织了精干的专业人士审稿,并特别邀请英语教学专家 Maria T. Brewster 审订,充分保证了本套教材的出版质量,我们在此表示衷心感谢。同时,我们也十分希望广大读者能对本教材提出宝贵意见,以便我们今后改进。

对外经济贸易大学英语学院
博士生导师、教授 王立非
2009年7月

目 录

一、听力考试简介	(1)
二、分类练习	(2)
(一) 匹配练习	(2)
(二) 填空练习	(6)
(三) 选择练习	(9)
三、模拟试题	(16)
(一) 模拟试题一	(16)
(二) 模拟试题二	(19)
(三) 模拟试题三	(22)
四、分类练习概述及参考答案	(26)
五、模拟试题参考答案	(31)
六、录音原文	(33)
(一) 匹配练习	(33)
(二) 填空练习	(37)
(三) 选择练习	(43)
(四) 模拟试题一	(52)
(五) 模拟试题二	(56)
(六) 模拟试题三	(61)
七、参考资料	(66)

一、听力考试简介

按照《全国国际商务英语考试大纲（二级）》的要求，听力部分的主要内容将涉及以下几个方面：招聘面试、组织会议、旅程安排、工作计划、工作报告、产品介绍、使用说明、业务洽谈（如价格谈判、订购货物、货物运送、支付方式）、投诉处理、演讲、商务新闻等。这些商务活动中常见的会话内容并非同时出现在一套试题中，考生应从实战出发，多听多练，掌握一些听力技巧，如：领会说话人的要点、意图或态度；选取重要的细节；做简要的笔记等。

二级听力试题按三种题目类型划分为三大部分：匹配题、填空题和选择题。第一部分是匹配题，有5道题目。考生听5句独白，然后从所给的7个选项中选配5个符合说话者情况的句子。第二部分是填空题，有两篇文章。每篇文章留出5个空。第三部分是选择题。按照会话形式和文章的篇幅，本部分有两小节，一节为5个短对话，每段对话设1道题；另一节为三篇文章，其中有一篇新闻，每篇文章有3~4道题。

听力试题总共30道题，占30分。

二、分类练习

(一) 匹配练习

练习一

Directions: Listen to 5 monologues. Decide which job each speaker probably holds.

- A. Librarian.
- B. Waitress.
- C. Teacher.
- D. Operator.
- E. Doctor.
- F. Shop assistant.
- G. Traffic warden.

- 1. Monologue 1 _____
- 2. Monologue 2 _____
- 3. Monologue 3 _____
- 4. Monologue 4 _____
- 5. Monologue 5 _____

练习二

Directions: Listen to 5 monologues. Identify the intention of each speaker.

- A. The speaker hopes to reach an agreement.
- B. The speaker is giving an explanation.
- C. The speaker would like a person to take notes.
- D. The speaker intends to express his appreciation to the participants.
- E. The speaker is expressing his hope.
- F. The speaker is making a suggestion.
- G. The speaker wants to declare the meeting open.

- 1. Monologue 1 _____
- 2. Monologue 2 _____
- 3. Monologue 3 _____
- 4. Monologue 4 _____
- 5. Monologue 5 _____

练习三

Directions: Listen to 5 monologues and decide which situation each person is in.

- A. Checking out.
- B. On the plane.
- C. Checking in at a hotel.
- D. Preparing for the luggage.
- E. Going through customs.
- F. Going through the security check.
- G. Checking in at the airport.

1. Monologue 1 _____
2. Monologue 2 _____
3. Monologue 3 _____
4. Monologue 4 _____
5. Monologue 5 _____

练习四

Directions: Listen to 5 monologues. Five people are talking about tips on launching one's own business. Decide the kind of tip each speaker gives.

- A. To get a right partner.
- B. To test your ideas before start.
- C. To know yourself.
- D. To get a good mentor.
- E. To justify your budget.
- F. To be unique.
- G. To be in customer's shoes.

1. Monologue 1 _____
2. Monologue 2 _____
3. Monologue 3 _____
4. Monologue 4 _____
5. Monologue 5 _____

练习五

Directions: Listen to 5 monologues. Decide what each speaker is talking about.

- A. A change in internal budgets.
- B. A new computer system.
- C. A change of management.
- D. A move to new premises.
- E. A salary increase.
- F. The loss of a contract.
- G. The introduction of a social program.

1. Monologue 1 _____
2. Monologue 2 _____
3. Monologue 3 _____
4. Monologue 4 _____
5. Monologue 5 _____

练习六

Directions: Listen to 5 monologues. Decide which topic each speaker deals with.

- A. A detergent.
- B. A conference.
- C. Job vacancy.
- D. An assembly shop.
- E. Payment.
- F. A medicine.
- G. Overdue accounts.

1. Monologue 1 _____
2. Monologue 2 _____
3. Monologue 3 _____
4. Monologue 4 _____
5. Monologue 5 _____

练习七

Directions: Listen to 5 monologues. Decide what each speaker is talking about.

- A. Labor scarcity.
- B. Current accounts.
- C. Compensation claim.
- D. Revenue.
- E. Export project.
- F. Credit card.
- G. An order.

1. Monologue 1 _____
2. Monologue 2 _____
3. Monologue 3 _____
4. Monologue 4 _____
5. Monologue 5 _____

练习八

Directions: Listen to 5 monologues. Decide what kind of feeling each speaker is expressing.

- A. Indifference.
- B. Worry.
- C. Pride.
- D. Sarcasm.
- E. Disappointment.
- F. Sympathy.
- G. Satisfaction.

1. Monologue 1 _____
2. Monologue 2 _____
3. Monologue 3 _____
4. Monologue 4 _____
5. Monologue 5 _____

练习九

Directions: Listen to 5 monologues. Decide what each speaker probably is.

- A. An advertising manager.
- B. A fashion model.
- C. A secretary.
- D. A weather reporter.
- E. A retailer.
- F. A politician.
- G. A personnel manager.

1. Monologue 1 _____
2. Monologue 2 _____
3. Monologue 3 _____
4. Monologue 4 _____
5. Monologue 5 _____

练习十

Directions: Listen to 5 news summaries. Decide the topic of each piece of news.

- A. Minister meetings to tackle financial crisis.
- B. G20's agreement on helping countries hit by financial crisis.
- C. Japan's aid to Pakistan.
- D. Compensation to women night-shifters.
- E. Danish government.
- F. Unemployment in Britain.
- G. Financial problems in Washington.

1. Monologue 1 _____
2. Monologue 2 _____

3. Monologue 3 _____
 4. Monologue 4 _____
 5. Monologue 5 _____

(二) 填空练习

练习一

Directions: Listen to a radio program and complete the chart with the information given.

Job	Requirements	Working Hour	Pay
hairdresser	experience	Tue. - Fri. : 8 : 30am to 5 : 00pm Sat. : 8 : 45am to 1 : 00pm	to be agreed upon
cook	(1) _____	Mon. - Fri. : 3 : 00pm to 6 : 00pm	£10 an hour
(2) _____	fit and strong	Tue. - Sat. : 8 : 30am to 5 : 00pm Sun; once a month	£6 an hour
secretary	experience and (3) _____	(4) _____ a week	not mentioned
shop assistant	none	full time and one late evening till 9 : 30pm	(5) £ _____ a week

练习二

Directions: Listen to some advice concerning opening a meeting. Fill in the missing information.

<p>Small Talk: Discuss things (1) _____ to the meeting.</p> <p>Welcome: The person in charge of the meeting should thank the (2) _____ for coming.</p> <p>Roll Call and Apologies: The person taking the (3) _____ will know everyone personally and can indicate who is (4) _____ and who is absent.</p> <p>Objectives: Attendees should be able to follow the (5) _____ as the meeting progresses.</p>
--

练习三

Directions: Listen to a dialogue at the reception desk and fill in the missing information.

Name	Chris Lawrence
Room Number	(1) _____
Food Bill	\$ (2) _____
Single room each night	\$ (3) _____
Change	\$ (4) _____
Method of payment	(5) _____

练习四

Directions: Listen to a man calling a woman about his schedule. Complete the chart with the given information.

MR. HANK'S SCHEDULE

Monday

9 : 00 am: sign (1) _____ with Aston Company

2 : 30 pm: receive a (2) _____ from Portsmouth

Tuesday

busy with the training (3) _____

Wednesday

morning: at the Chamber of Commerce

2 : 00—4 : 00 pm: free

Thursday

morning: (4) _____

afternoon: to Canada

练习五

Directions: Listen to a telephone conversation about arranging a meeting. Fill in the missing information.

FINANCE MEETING

Topic to cover at the meeting (1) _____

Aim: to work out new (2) _____

Participants: sales coordinator and the building (3) _____

Facility required: (4) _____ to show (5) _____ this year and last year.

练习六

Directions: Listen to a speech about companies working with recycled materials. Fill in the missing information.

Companies working with recycled materials

Material	Company	Description of Company Product
glass	CLF Aggregates	Material used for roads
paper	Martin's Papersave	Office (1) _____ Soil (2) _____ for use on farms
plastic	Pacrite Waterford Johnson & Jones	Container for collecting (3) _____ Turning cups into (4) _____ A wide variety of items, including (5) _____

练习七

Directions: Listen to a dialogue and complete the following table with the information you hear.

Customer Details	
Name	Mr. Colin Hirst
Company	(1) _____ Company
Phone No.	55 31 394 8762
Fax No.	(2) _____
Order details	(3) _____ for children
Colour	yellow and (4) _____
Quantity	(5) _____

练习八

Directions: Listen to a dialogue and complete the following table with the information you hear.

Buyers inquiry	
Commodity	(1) _____
Article No.	(2) _____
Quantity	(3) _____
Required price	(4) _____ Liverpool
Required time of shipment in	(5) _____

练习九

Directions: Listen to three complaints and fill in the chart with the information you hear.

Complaints

Speaker 1	A. The service at dinner was very slow B. The receptionists seemed busy, the hotel (1) _____ was never available, and the floor waiter was rude.
Speaker 2	A. Five cases were found (2) _____ and units inside were seriously damaged. B. The damage was caused by (3) _____.
Speaker 3	A. The October shipment of canned fruits arrived in a worthless (4) _____. B. It was the inferior material used that caused the (5) _____ deterioration.

练习十

Directions: Listen to a piece of news about General Motors. Fill in the blanks with the information you hear.

Hummer to be sold to Chinese firm

The company to sell Hummer brand is called	(1) _____.
The number of jobs that are hoped to save is	(2) _____.
Tengzhong specializes in making equipment for	road, construction and (3) _____ industries.
General Motors bought the brand in the year	(4) _____.
General Motors had hoped to sell more than	(5) _____ million dollars, but it probably has made only about 100 million dollars.

(三) 选择练习

A. 小对话练习

- A. Who's calling, please?
 B. Hang up, please.
 C. Don't hang up, please.
 D. You called the wrong number.
- A. Mathematics.
 B. Banking.
 C. Credit.
 D. Computers.
- A. He's tired of using his new computer.
 B. He has just assembled the computer.
 C. He has used his new computer for writing his report.
 D. He has found something wrong with the computer.
- A. One should write down anything important.
 B. Nobody can be the best.
 C. Do as well as you can.
 D. It's difficult to write correctly.
- A. The typist has completed it already.
 B. He completed the typing himself.
 C. He'll need some help later on.
 D. He wants the woman to type more carefully.
- A. The meeting was canceled.
 B. The meeting was put off.
 C. The meeting was held last Wednesday.
 D. The meeting was overcrowded.
- A. In a travel agency.
 B. In an airport.
 C. In a bank.
 D. In a government office.

8. A. She's in the hospital.
B. She mislaid her money.
C. She got divorced.
D. She lost her job.
9. A. Tour guide.
B. Hotel receptionist.
C. Real estate agent.
D. Hotel guest.
10. A. Boss and employee.
B. Lawyer and client.
C. Customer and supplier.
D. Shop assistant and customer.
11. A. They are reading.
B. They are making an appointment.
C. They are on duty.
D. They are dining together.
12. A. She has a nice day.
B. She is sick the whole day.
C. The daylight hours are long.
D. She has been busy and tired.
13. A. He would rather have Chinese food.
B. He has always liked Chinese food.
C. He is accustomed to eating Chinese food.
D. He ate Chinese food in the past.
14. A. She thought the job would be difficult.
B. The experiment was the same as usual.
C. She was unable to continue the experiment.
D. The job was not like what she had expected.
15. A. The man has been late twice this week.
B. The woman hopes to see the man again this week.
C. The man is about to start another job.
D. The woman has made two morning phone calls.
16. A. The fourth floor.
B. The fifth floor.
C. The sixth floor.
D. The seventh floor.
17. A. The woman will get her radio repaired.
B. The woman will get a new receipt.
C. The woman will get a new radio.
D. The woman will get a refund.
18. A. Personnel.
B. Sales.

- C. Production.
D. Marketing.
19. A. He has bought a sack.
B. He has been dismissed.
C. He has lost his sack.
D. He has been told a lot of truth.
20. A. 1st.
B. 3rd.
C. 13th.
D. 31st.

B. 会话和短文练习

练习一

Directions: Listen to a passage. Choose the best answer to each question according to what you hear.

- A. What to say in a job interview.

B. How to prepare for interview questions.

C. How to deal with a telephone interview.

D. The importance of a telephone interview.
- A. Strengths and weaknesses.

B. Previous working experience.

C. Accomplishments.

D. Educational background.
- A. One needs to compile a list of typical interview questions.

B. One should give direct and short answers to the questions asked during an interview.

C. One can practice interviewing with a friend or family member before an interview.

D. Speak quickly but clearly during an interview.

练习二

Directions: Listen to a passage. Choose the best answer to each question according to what you hear.

- A. A title for the meeting.

B. A blank spot to write the time the meeting starts and ends.

C. A list of attendees that can be checked off.

D. The minutes from previous meeting.
- A. The minute-taker can use a pen and paper or a laptop computer.

B. The minute-taker needs to include every word that is spoken.

C. It is unnecessary to include any votes and results.

D. A minute-taker should type out the minutes immediately.