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WITH FREE CD



新编剑桥商务英语 自测练习与解答 (初级)

PASS Cambridge BEC Preliminary

Self-Study Practice Tests *with Key*



Anne Williams
Louise Pile



经济科学出版社
Economic Science Press



Summertown
Publishing

PASS Cambridge BEC
Preliminary Self-Study Practice
Tests with Key

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江苏工业学院图书馆
藏书章

经济科学出版社

图书在版编目(CIP)数据

新编剑桥商务英语自测练习与解答: 初级/(英)威廉斯(Williams, A.), (英)派尔(Pile, L.) 编著.

影印本—北京: 经济科学出版社, 2004.6

(新编剑桥商务英语)

书名原文: Pass Cambridge BEC Preliminary Self-Study Practice Test with Key

ISBN 7-5058-4212-9

I. 新... II. ①威... ②派... III. 商务—英语—习题
IV. H319.6

中国版本图书馆 CIP 数据核字(2004)第 047165 号

出版说明

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。自 2002 年起, 英国剑桥大学考试委员会对 BEC 考试大纲进行了重新修订, 由原来的 BEC1、BEC2、BEC3 改为 BEC Preliminary (初级)、BEC Vantage (中级) 和 BEC Higher (高级) 三个等级。该系列考试是一项水平考试, 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能力进行全面考查, 对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。由于该证书的权威性, 使其已成为在所有举办该考试的一百多个国家和地区求职的“通行证”。

由剑桥大学考试委员会和教育部考试中心推荐, 英国 Summertown 出版社出版的《新编剑桥商务英语》是目前惟一一套专为剑桥商务英语证书考试而编写的教材。

为了给考生应试提供全面有效的学习指导, 以使其熟悉试题题型, 顺利通过考试, 经济科学出版社原版引进了英国 Summertown 出版社出版的本套自测练习与解答。它为每个级别的考生分别提供了三套完整的自测试题, 每套自测试题均包括阅读、写作、听力和口语测试, 并相应配备听力 CD 光盘, 可作为 BEC 考试的模拟试卷使用。在全书的最后还附有详细的测试题答案, 其中还为写作部分提供了详细的写作范例。

本套自测练习与解答由英国 Summertown 出版社授权经济科学出版社在中华人民共和国境内独家出版。

2004 年 6 月

PASS **Cambridge** **BEC Preliminary**

An examination preparation course
Updated for the revised exam

PRACTICE TESTS

with CD and Answer key

Pass Cambridge BEC Preliminary Practice Tests

ISBN 1-902741-404

Published by

Summertown Publishing Ltd
29 Grove Street
Summertown
Oxford
OX2 7JF
United Kingdom
www.summertown.co.uk

The right of Louise Pile and Anne Williams to be identified as the authors of this Work has been asserted by the publisher in accordance with the Copyright, Designs and Patents Act of 1988

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First published in 2002
Reprinted 2004

Edited by Ian Wood

Designed by Ian Wood

All collages designed by Andrew Thorpe and
© Summertown Publishing Ltd 2001

Cover design by Richard Morris, Stonesfield Design

Set in Gill Sans Light 11pt

Printed in the UK

Acknowledgements

The publisher would like to thank Pride Valley Foods for permission to reproduce the tapescript on pages 88–89 (Tracks 29–30) www.pridevalley.com



**Summertown
Publishing** _____

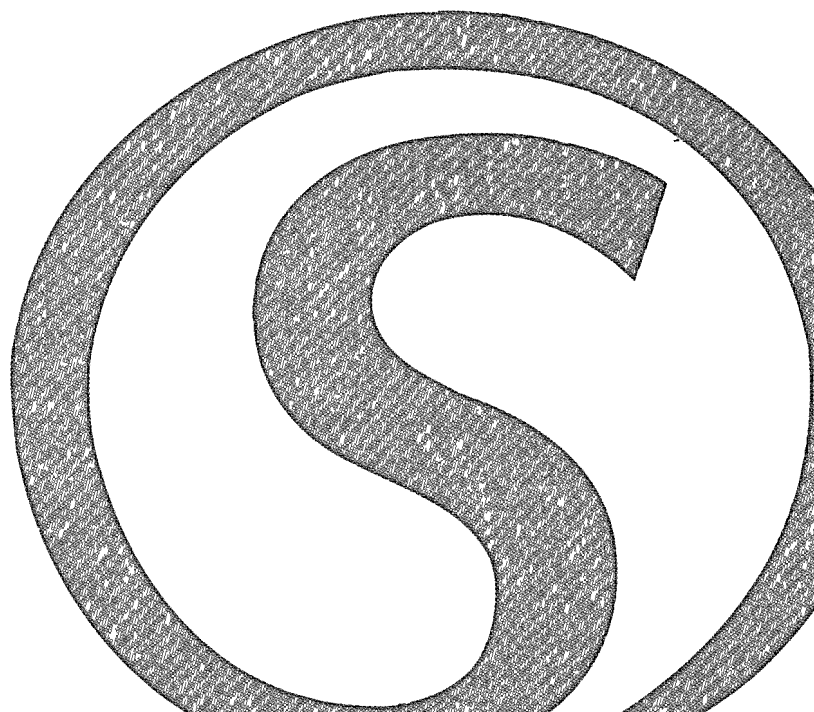
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Introduction

The Cambridge Business English Certificate

The Cambridge Business English Certificate (BEC) is an international Business English examination which offers a language qualification for learners who use, or will need to use, English for their work. It is available at three levels: Preliminary, Vantage and Higher.

The Cambridge BEC Preliminary Examination

The Cambridge BEC Preliminary examination is made up of three tests.

Reading and Writing (90 minutes)

There are seven reading tasks (e.g. form-filling, multiple-choice) and two writing tasks (e.g. a memo and letter). You should aim to spend about 30 minutes on the writing part of the test.

Listening (approximately 40 minutes)

There are four listening tasks (e.g. gap-filling, multiple-choice). You will have 10 minutes after the test to transfer your answers to an Answer Sheet.

Speaking (approximately 12 minutes)

There are three speaking tasks:

- answering the examiner's questions (e.g. about your home town, job)
- giving a short talk about a business topic
- discussing a business scenario with the other candidate(s).

Pass Cambridge BEC Preliminary Practice Tests

This Practice Test book (and CD) aims to provide useful support for students preparing to take the Cambridge BEC Preliminary examination. It consists of:

- **Three complete practice tests.** Each practice test includes the Reading, Writing, Listening and Speaking tests and advice on how to approach each task
- **Preparation:** two pages before each practice test to enable students to focus on key Cambridge BEC Preliminary words, phrases and grammar
- **Tapescripts:** the content of the Listening tests
- **Answer key:** answers to all the Reading and Listening tests and sample answers for the Writing test
- **Answer sheets:** complete set of sample Cambridge ESOL answer sheets.

Recommended approach

We recommend you work through the tests in order. Before you start each test, complete the activities in each Preparation section. You may find it useful to keep a record of useful words, phrases and grammatical structures you come across.

Pass Cambridge BEC Preliminary Practice Tests



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Test 1: Preparation

Grammar

- ① Which preposition do we use with each time phrase? Write *on*, *at*, *in* or \emptyset (no preposition) next to the following words and phrases.

3 o'clock next week tomorrow Tuesday
10.30 the morning June 2002 25 March
Friday afternoon six weeks' time last month
this morning lunchtime

- ② Put the following nouns into the correct group. Then complete the table below.

~~factory~~ ~~computers~~ ~~bread~~ competitor pasta
building trucks event skills challenge recipes
knowledge career refreshments information

singular countable	plural countable	uncountable
<i>factory</i>	<i>computers</i>	<i>bread</i>

	a/an	the	this	these	all	each	every
singular countable	✓						
plural countable	✗						
uncountable	✗						

- ③ Check that you know how the following words are used. Then find and correct the mistakes in the dialogue below.

some / any a little / a few already / yet / still

John Have you ever used Prospecta Recruitment Agency? We're looking for a temporary secretary.
Ann Yes. Any of our temps from Prospecta have been good – but not all. And last time I contacted them, they couldn't find someone suitable at all. So I contacted a little more agencies. I'm looking for a PA at the moment, in fact.
John And have you found a suitable PA already?
Ann Not yet. I'm already waiting for them to find the right person.

Words and phrases

- 1 Put the following phrases into the correct groups. Then use some of the phrases to complete the memo below.

~~please note that~~ this is because I apologise for I am sorry about / for
I would like to inform you that the reason for this is I will I promise to

informing	apologising	promising	explaining
<i>Please note that</i>			

To: All staff
From: Sally Baker

Please note that tomorrow's meeting is postponed. _____ the Sales Manager is unable to attend. _____ reschedule the meeting as soon as possible _____ any inconvenience caused.

- 2 Put the following verbs into the correct groups below.

~~rise~~ ~~fall~~ ~~recover~~ ~~reach a peak~~ ~~remain constant~~
~~decrease~~ level off dip fluctuate increase
climb drop decline pick up grow remain stable

up ↗	down ↘	stable →	change direction
<i>rise</i>	<i>fall</i>	<i>remain constant</i>	<i>recover</i> <i>reach a peak</i>

- 3 Put the following words into the correct groups below. Some words can go in more than one group.

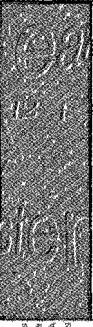
~~level off~~ ~~slight~~ ~~steadily~~ ~~fluctuation~~ considerably
sharply growth significant increase drop recovery

noun	verb	adjective	adverb
<i>fluctuation</i>	<i>level off</i>	<i>slight</i>	<i>steadily</i>

PRACTICE TEST 1: READING

PART ONE

Questions 1 – 5



How to approach Reading Test Part One

- In this part of the Reading Test you read five very short texts and choose the best answer to five multiple-choice questions.
- First read each short text for general meaning
- Then look at the three possible answers and decide which one is correct.
- Make sure you read each text for overall meaning Do not choose an answer just because you can see the same words in the text.

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

1

Experienced personal assistant required
for marketing firm. Training in database management provided.
Knowledge of marketing preferred.

Call: 345634

Successful applicants for the job must have

- A** received database training.
- B** worked as a PA before.
- C** gained a marketing qualification

2

Time	Destination	Train Departure
11.15	Wolverhampton	Slight delay
11.17	London	Expected at 12.05
11.25	Exeter	Due at 11.28

Which sentence describes the situation with the trains?

- A** The train to London is running an hour late.
- B** The train to 'Wolverhampton will arrive on time.
- C** The train to Exeter is a few minutes behind schedule.

3

To let

New offices in former factory building in popular suburb of city.
24-hour entry with security.
Tel: 76234546

Which sentence describes the offices?

- A** They are open all night.
- B** They are in a modern building.
- C** They are in the city centre.

4

There will be a meeting at 14.00 tomorrow for all staff to discuss payment procedures.
Sue Baker

What does Sue Baker plan to do?

- A** speak to employees at 2 pm
- B** discuss arrangements for a meeting
- C** inform staff of a salary increase

5

Sam
Janice called about the delayed sales report and is sorry she missed you.
Please return her call.
Jonathon

What did Janice do?

- A** She promised to telephone Sam again.
- B** She apologised for handing in the report late.
- C** She left a message for Sam to contact her.

PART TWO

Questions 6 – 10



How to approach Reading Test Part Two

- In this part of the Reading Test you match five people with items in a list.
- First read all the information. Note all the possible answers.
- Look for overall meaning. Do not choose an answer just because you can see the same words in the text.
- Go back and decide which is the final answer.
- Check that you have not used any letter more than once.

- Look at the list below. It shows areas in a factory.
- For questions 6 – 10, choose the area (A – H) each person should go to.
- For each question, mark one letter (A – H).
- Do not use any letter more than once.

FACTORY AREAS

- A Factory canteen
- B Production
- C Finance
- D Delivery yard
- E Human Resources
- F Packing area
- G Training rooms
- H Warehouse

- 6** Janet Tomlinson, who currently works for a packaging company, has just arrived for a job interview.
- 7** Sue Jones, an auditor, has come to count the goods stored at the factory.
- 8** Jeremy Baker has been called out of a course to deal with a problem with the assembly line.
- 9** Jo Scott has arranged to meet up with a colleague for a quick meal before their shift starts.
- 10** Kevin Smith, a truck driver, has got a problem with a customer's invoice.

PART THREE

Questions 11 – 15

How to approach Reading Test Part Three

- This part of the Reading Test tests your understanding of the language of graphs and charts.
- Read the five sentences about the graphs.
- Then look at all eight graphs. Try to describe each one in your own words. (You can do this in your own language at first so that you are clear about what is happening in each graph.)
- Match each sentence with a graph. Note all the possible answers
- Go back to the sentences for which more than one answer seems possible. Carefully compare the graphs and decide which is the correct answer
- Check that you have not used any letter more than once.

- Look at the graphs on the opposite page. They show sales in the first quarter of the year in 1990 and 2000 across eight companies.
- Which graph does each sentence (11 – 15) describe?
- For each sentence, mark one letter (A – H).
- Do not use any letter more than once.

- 11** There was a steady rise in sales in 1990, while in 2000 sales decreased considerably during the first half of the period before levelling off.
- 12** Sales in 1990 fluctuated before dropping sharply, whereas in 2000 sales remained constant throughout the period.
- 13** There was a steady fall in sales during 1990, while in 2000 sales dipped slightly before recovering towards the end of the quarter.
- 14** In 1990, the first half of the period saw a significant growth in sales followed by a sharp drop, while sales in 2000 remained stable
- 15** Sales reached a peak in the middle of the quarter in 1990 before decreasing slightly, whereas in 2000 sales fluctuated throughout the quarter

