

英国剑桥大学考试委员会推荐

# 新编剑桥商务英语 (中级)

学生用书

(第二版)

## PASS Cambridge BEC Vantage

Student Book

Lan Wood  
Paul Sanderson  
Anne Williams  
Catrin Lloyd-Jones



经济科学出版社

Economic Science Press

WUJIAO TOWN PUBLISHING

0035253

**PASS Cambridge BEC**  
**Vantage Student Book**

**新编剑桥商务英语**  
**学生用书(中级)**  
(第二版)

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# PASS *Cambridge* BEC Vantage Student book

An examination preparation course  
Updated for the revised exam

图字:01 - 2002 - 0689

图书在版编目(CIP)数据

新编剑桥商务英语学生用书:中级:2版/(英)伍德(Wood, L.)等编著. -北京:经济科学出版社, 2002.3

书名原文:Pass Cambridge BEC Vantage Student Book

ISBN 7-5058-2936-X

I. 新... II. 伍... III. 商务-英语-教材 IV. H31

中国版本图书馆 CIP 数据核字(2002)第 010705 号

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  
版权所有 翻印必究

责任编辑:朱 丹

技术编辑:王世伟

新编剑桥商务英语学生用书(中级)  
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经济科学出版社出版、发行 新华书店经销

社址:北京海淀区阜成路甲 28 号 邮编:100036

总编辑部电话:88191217 发行部电话:88191540

网址:www.esp.com.cn

电子邮件:esp@esp.com.cn

中国科学院印刷厂印刷

后奕装订厂装订

890×1240 16开 11.75印张 300000字

2002年3月第一版 2002年10月第三次印刷

印数:30001-45000册

ISBN 7-5058-2936-X/F·2304 定价:43.00元

(图书出现印装问题,本社负责调换)

(仅限在中华人民共和国境内销售)

## Pass Cambridge BEC Vantage Student Book

ISBN 1-902741-30-7

Published by



26 Grove Street  
Summertown  
Oxford  
OX2 7JT  
United Kingdom  
[www.summertown.co.uk](http://www.summertown.co.uk)

Editor: Anne Williams

Authors: Ian Wood, Paul Sanderson & Anne Williams

Revised Edition Author: Catrin Lloyd-Jones

Series Editor: Elizabeth Clifton

Produced for Summertown Publishing by the Linguarama Group Pedagogical Unit.

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Cover Design by Richard Morris, Stonesfield Design

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Printed in the UK



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本套教材由英国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。

2002年3月

# Introduction

## The Cambridge BEC examination

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:

Cambridge BEC Advanced

Cambridge BEC Intermediate

Cambridge BEC Preliminary

Cambridge BEC Intermediate is a practical examination that focuses on English in business-related situations. The major emphasis is on the development of language skills for work: reading, writing, listening and speaking.

## *Pass Cambridge BEC Intermediate*

The book contains:

- **Introduction** An introductory unit which gives you information about the examination and this preparation course. It also gives tips on developing your vocabulary skills.
- **Core units** Ten double units which cover a wide range of business-related topics. Many of the exercise types are the same as those in the examination.
- **Self-study** A section after every double unit to provide consolidation of the vocabulary and functions of the unit. It also contains a focus on a particular grammatical area to enable you to review your grammar systematically.
- **Exam practice** Tests after every double unit to provide further practice in the examination skills you will need.
- **Exam focus** A section in the centre of the book to prepare you directly for the examination.
- **Activity sheets** Pairwork and supplementary activities at the back of the book.
- **Tapescripts** The content of the cassettes.
- **Essential vocabulary** A list of the key vocabulary in each unit.
- **Essential functions** A list of the key functions in the book.
- **Answer key** Answers to **Self-study** and **Exam practice**.
- **Look it up** A reference page to help you find the English-language websites of the companies mentioned in the book.

## Language development in *Pass Cambridge BEC Intermediate*

- **Reading**

The book contains a lot of reading practice, using authentic, semi-authentic and examination-style texts. Do not panic if you do not understand every word of a text; sometimes you only need to understand the general idea or one particular part. However, you need to read very carefully when answering examination questions; sometimes the most obvious answer on the first reading is not correct and you will change your mind if you read the text again.

- **Writing**

In the examination you have to write notes, e-mails, memos, letters and short reports. You are expected to pay attention to the task and the word limit. If you have good spoken English, it does not necessarily mean that you can write well. To be successful, you need training and practice.

- **Listening**

Listening is also an important skill for the examination and most units contain listening activities. You can find the **Tapescripts** to the cassettes at the back of the book.

- **Speaking**

You can find help on how to prepare for the Speaking Test in the **Exam focus** section. In addition, there are speaking activities in every unit.

- **Vocabulary**

Although vocabulary is tested explicitly only in Reading Test Part Four, it is very important throughout the examination. Many exercises in the **Self-study** sections recycle vocabulary from the units. At the back of the book you can find **Essential vocabulary**, which lists the key vocabulary for each unit.

You will probably meet vocabulary that you do not know in the Reading and Listening Tests, so it is important to have strategies for dealing with difficult words. The **Introduction** unit provides ideas on helping you to guess the meaning of words; it also provides ideas about recording, storing and building your vocabulary.

- **Functions**

The book reviews and practises functional language such as phrases for arranging an appointment and making requests, suggestions and recommendations. For Cambridge BEC Intermediate you also need to be able to express such functions in writing. At the back of the book you can find **Essential functions**, which lists both written and spoken forms.

- **Grammar**

Grammar is systematically reviewed in the **Self-study** sections of the book. However, the review is brief and you may need to supplement the material.



## Examination preparation in *Pass Cambridge BEC Intermediate*

- **Introduction**

The **Introduction** presents the content of the examination and focuses on important examination dates.

- **Core units and Self-study**

Most units contain at least one examination-style exercise and there are also some examination tasks in **Self-study**. For example, *multiple-choice* and *matching* are both typical examination-style exercises.

- **Exam practice**

Each double unit is followed by at least two pages of **Exam practice** which supplement the examination practice in the core units and **Self-study**. Complete Listening Tests follow Units 5 and 10. By the end of the book, you will have systematically practised every part of the examination.

- **Exam focus**

The **Exam focus** section in the centre of the book gives you information about how to succeed in each of the examination tests.

# Contents

## Language

## Skills

### Introduction

1

Introduction to the exam  
Vocabulary learning skills

### 1a Teamwork

7

Talking about teamwork  
Making and changing arrangements

Reading

### 1b Communication

11

Improving communication in spoken language  
Taking and leaving voicemail messages

Reading  
Listening

Self-study

15

Present tenses, past simple and present perfect

Review of 1a/1b

Exam practice

17

Reading, writing

### 2a Entertaining a client

19

Talking about business entertaining  
Making conversation  
Practice for the Speaking Test

Reading  
Listening  
Speaking

### 2b Corporate hospitality

23

Talking about corporate hospitality  
Formal and informal language  
Making, accepting and declining invitations

Reading  
Letter writing

Self-study

27

Auxiliary verbs, countability

Review of 2a/2b

Exam practice

29

Reading

### 3a Ordering goods

31

Talking about orders  
Clarity in written language  
Letter phrases

Reading  
Letter and fax writing

### 3b Cash flow

35

Talking about company finances  
Conditionals 1 and 2

Reading  
E-mail writing  
Listening and speaking

Self-study

39

Intentions and arrangements, conditionals 1 and 2

Review of 3a/3b

Exam practice

41

Reading, writing

### 4a Brand power

43

Talking about brands and marketing

Listening  
Reading

### 4b Public relations

47

Talking about public relations  
Describing duties and responsibilities

Listening  
Reading  
Letter writing

Self-study

51

Futures, articles

Review of 4a/4b

Exam practice

53

Reading

### 5a Relocation

55

Talking about relocation  
Report phrases  
Talking about similarity and difference

Reading  
Listening  
Report writing

### 5b New premises

59

Giving directions  
Asking for information and making suggestions  
Talking about location

Listening  
Letter writing and speaking  
Reading

Self-study

63

Comparatives and superlatives, participles

Review of 5a/5b

Exam practice

65

Listening, reading

Exam focus:

Reading Test 69

Listening Test 72

Activity sheets 145

Tapescripts 152

Essential vocabulary 163



|                                |    |   |   |
|--------------------------------|----|---|---|
| <b>6a Reporting results</b>    | 83 | Talking about company performance<br>Describing trends<br>Describing cause and effect | Listening<br>Reading and speaking<br>Report writing |
| <b>6b Environmental report</b> | 87 | Talking about environmental impact<br>Language of presentations                       | Listening<br>Presenting<br>Report writing           |
| Self-study                     | 91 | Adjectives and adverbs, determiners   | Review of 6a/6b                                     |
| Exam practice                  | 93 |   | Reading, writing                                    |



|                             |     |  |                                      |
|-----------------------------|-----|--|--------------------------------------|
| <b>7a Health and safety</b> | 95  | Talking about health and safety<br>Expressing obligation | Listening<br>Reading                 |
| <b>7b Rights at work</b>    | 99  | Talking about personnel problems<br>Passives             | Reading<br>Memo writing<br>Listening |
| Self-study                  | 103 | Modal verbs, passives                                    | Review of 7a/7b                      |
| Exam practice               | 105 |  | Reading, writing                     |



|                             |     |                                       |                                      |
|-----------------------------|-----|---------------------------------------|--------------------------------------|
| <b>8a Business expenses</b> | 107 | Talking about expenses claims         | Listening<br>Reading<br>Memo writing |
| <b>8b Business travel</b>   | 111 | Talking about air travel              | Listening<br>Reading                 |
| Self-study                  | 115 | Relative pronouns, indirect questions | Review of 8a/8b                      |
| Exam practice               | 117 |                                       | Reading, writing                     |



|                             |     |   |  |
|-----------------------------|-----|---|--|
| <b>9a Flexible benefits</b> | 119 | Talking about staff benefits              | Reading<br>Listening                   |
| <b>9b Staff appraisal</b>   | 123 | Talking about appraisal systems           | Listening<br>Reading<br>E-mail writing |
| Self-study                  | 127 | Gerunds and infinitives, reporting speech | Review of 9a/9b                        |
| Exam practice               | 129 |   | Reading, writing                       |



|                                |     |   |                      |
|--------------------------------|-----|---|----------------------|
| <b>10a Marketing disasters</b> | 131 | Talking about marketing disasters<br>Expressing hindsight | Reading<br>Listening |
| <b>10b Going global</b>        | 135 | Talking about entering foreign markets                    | Reading<br>Listening |
| Self-study                     | 139 | Conditional 3, grammar review                             | Review of 10a/10b    |
| Exam practice                  | 141 |   | Listening, writing   |

# Introduction

## Cambridge Business English Certificate Intermediate

All Cambridge BEC Intermediate candidates receive a statement of results showing their overall grade (Pass grades A, B, C or Fail grades D, E) and their performance in each of the four papers. Look at the following extract from a sample statement.

|             |         |           |          |
|-------------|---------|-----------|----------|
|             |         |           |          |
| Exceptional |         |           |          |
|             | Reading |           |          |
| Good        |         |           | Speaking |
|             |         | Listening |          |
| Borderline  | Writing |           |          |
|             |         |           |          |
| Weak        |         |           |          |

Successful candidates receive a certificate showing their overall grade. Each paper represents 25% of the total mark.

### An overview

The following table gives an overview of the different parts of the examination, how long they take and what they involve.

| Test |           | Length     | Contents   |
|------|-----------|------------|--|
| 1    | Reading   | 60 minutes | 5 parts  |
| 2    | Writing   | 45 minutes | 2 parts (e-mail, memo or note, report or formal letter)  |
| 3    | Listening | 40 minutes | 3 parts<br>Approx. 12 minutes of listening material played twice plus time to transfer answers         |
| 4    | Speaking  | 14 minutes | 3 parts (personal information, short talk and collaborative task)<br>2 examiners and 2 or 3 candidates |



## Important Cambridge BEC Intermediate dates

Your teacher will give you some important dates at the start of your course. Write these dates in the boxes below.

### Cambridge BEC Intermediate examination

Your teacher will give you the dates of the written papers but can only give you the date of the Speaking Test after your entry has been confirmed by Cambridge.

- PAPER 1 Reading & Writing Test
- PAPER 2 Listening Test
- Speaking Test (to be confirmed) Between  and

### Entry date

This is the date by which the examination centre must receive your exam entry.

- Entries must be confirmed by

### Grades and certificates

Cambridge sends out results approximately seven weeks after the examination. Successful candidates receive their certificates about four weeks after that.

- Results should be available by

## Quiz: Pass Cambridge BEC Intermediate

1 Where would you find the following in this book? Write the unit or page numbers.

- 1 An expenses claim form
- 2 Three units which feature internationally famous firms
- 3 Information for a telephone role-play
- 4 The tapescript of a presentation about a company's environmental impact
- 5 A fax writing exercise
- 6 Advice on how to write reports
- 7 A **Self-study** exercise on conditionals
- 8 Functional phrases to use in formal letters
- 9 A list of web sites of companies mentioned in this book
- 10 A game which requires you to make decisions
- 11 A list of vocabulary related to marketing
- 12 Useful tips for the **Cambridge BEC Intermediate** Speaking Test



## Understanding new words

During the examination you may have to guess the meaning of new words. There are two main ways to help you understand the meaning of an unfamiliar word.

- 1 Examine the context around the word.
  - The context may help you understand the meaning of the word.
  - The position of the word in the sentence can help you identify the type of word.
- 2 Examine the word.
  - Prefixes (e.g. *over-*, *re-*, *multi-*) can give part of the meaning of the word.
  - Suffixes (e.g. *-ly*, *-ship*, *-ment*) can help you decide on the type of word.

- 1 Look at the prefixes below. What meaning do they give a word?

un-

bi-

sub-

dis-

inter-

pre-

- 2 Look at the suffixes below. What type of word does each suffix form?

-tion

-ed

-ical

-ing

-ee

-ly

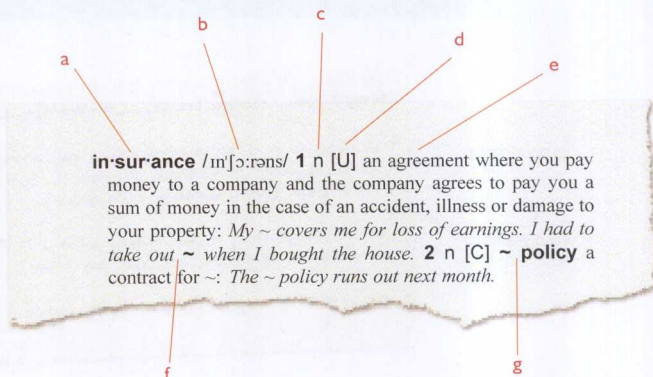


- 3 Look at the sentences below. Decide what type of word could fill each gap. Then use the context to find a suitable word to complete the sentences.

- 1 If we \_\_\_\_\_ our prices any more, we'll start to lose customers.
- 2 We need to find a suitable \_\_\_\_\_ for the meeting, big enough for over 100 guests.
- 3 He spoke \_\_\_\_\_ so that those at the back of the room could hear him.
- 4 This is a \_\_\_\_\_ opportunity to enter the market. I think we could make millions.
- 5 I'm \_\_\_\_\_ disappointed with the outcome. It's the worst possible result.
- 6 She has a lot of experience. \_\_\_\_\_, is she the right woman for the job?

## Using a dictionary

- 1 Look at the dictionary entry below. Match each letter with the correct information.



- 1 definition e
- 2 word type
- 3 compound word
- 4 spelling
- 5 pronunciation including word stress
- 6 grammatical information
- 7 example sentence with a collocation

- 2 Work in pairs. Each group of words below has a similar meaning. Discuss the differences between the words. Use a dictionary to help you.

- |          |              |            |              |
|----------|--------------|------------|--------------|
| 1 A job  | B occupation | C position | D profession |
| 2 A site | B factory    | C premises | D works      |
| 3 A show | B reveal     | C display  | D appear     |

## Recording and storing vocabulary

- 1 When you meet new words, you need to record and store them effectively. What are the advantages and disadvantages of storing new words in the following places?

- in your course book in the unit where you meet them
- on a separate sheet of paper
- in a separate vocabulary notebook
- on a computer
- on cards

Where do you store your new vocabulary?

- 2 Storing new words and phrases on cards allows you to group them, order them, update the cards, test yourself and add new cards at any time. Look at the example below and then make a card for one of the following words.

industry manpower franchise countersign economic

Negotiate /neɪˈɡɔːʃieɪt/ (nəʊtʃeɪ)

pronunciation

word grammar

a translation

a definition

examples

connected words/opposites

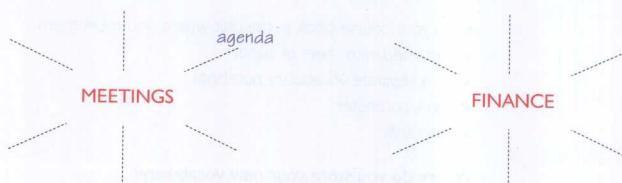
- to discuss in order to come to an agreement
- verb (regular) ~ + object (a deal, a contract)
- ~ + prep (with someone, a company)
- we're negotiating a new supply deal with Arco
- I have to negotiate my own pay rises
- negotiation, negotiator, (non-) negotiable

- 3 Some groups of words can be ordered in a logical sequence to make them easier to learn. Put the following into a logical order. Can you add more words to each list?

- 1 Words describing a supply chain  
wholesaler / retailer / end-user / manufacturer
- 2 Words describing company performance  
poor / good / disastrous / encouraging / excellent / satisfactory / unsatisfactory

- 4 Words which are associated with the same topic can be stored together. Put the following words into the correct group.

agenda accountant business plan minutes chairman negotiate  
postpone tax budget statistics AGM balance sheet



## Building vocabulary

- ① You can use a dictionary to help you build new words using prefixes and suffixes. Complete the table with the correct forms of the missing words.

| Verb      | Noun           | Person            | Adjective    | Adverb |
|-----------|----------------|-------------------|--------------|--------|
| employ    | (un)employment | employer/employee | (un)employed | r/a    |
| globalise | _____          | n/a               | _____        | _____  |
| _____     | _____          | supplier          | n/a          | n/a    |
| n/a       | _____          | n/a               | (in)flexible | _____  |

- ② You can use a dictionary to find compound words such as *cost-cutting* and *market share*. Match the following words to form the three different types of compound words below.

### Compound nouns

- |           |          |
|-----------|----------|
| 1 staff   | order    |
| 2 lump    | turnover |
| 3 product | sum      |
| 4 mail    | launch   |

### Compound adjectives

- |            |            |
|------------|------------|
| 1 user-    | productive |
| 2 duty-    | wide       |
| 3 counter- | friendly   |
| 4 world    | free       |

### Compound verbs

- |         |      |
|---------|------|
| 1 short | hunt |
| 2 under | size |
| 3 head  | cut  |
| 4 down  | list |

- ③ You can build your vocabulary by learning the opposite of words. Write the opposites of the sentences below.

- |  |   |
|--|---|
| 1 They made a <i>profit</i> last year. | <u>They made a <i>loss</i> last year.</u> |
| 2 Unemployment has <i>risen</i> .      | _____                                     |
| 3 This is a <i>minor</i> problem.      | _____                                     |
| 4 Prices rose <i>slightly</i> .        | _____                                     |