

剑桥商务英语证书  
(BEC)考试辅导丛书

《BEC考试辅导丛书》编委会 组编



BEC 

# 听说指南

Cambridge BEC Training Series

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## 剑桥商务英语证书(BEC)考试辅导丛书

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## 前言

商务英语证书(Business English Certificate, 缩写为 BEC)考试是教育部考试中心与英国剑桥大学考试委员会合作, 为适应我国改革开放、经济建设的需要而设计、面向社会各行各业的英语能力水平测试。剑桥商务英语证书分为三级: BEC1、BEC2、BEC3。考生可根据自身的英语水平选择考试级别。自 1993 年秋季开考至今, 全国共有 12 万多考生参加了考试。考生通过学习、考试, 切实提高了自身的英语听、说、读、写能力, 以其获得的证书在社会上, 特别是在外企商社得到承认。剑桥商务英语证书已经成为获得者就业求职、职位升迁的最具权威的能力证明。

BEC 考试是一种目标参照性证书考试。剑桥大学考试委员会的命题过程是根据考试大纲征集试题、筛选和修改后进入题库, 由专家最后合成。试题的取材范围都是来自于英国的报刊、杂志中的文章。而我国现行的命题方法是: 先制定大纲, 根据大纲编写教材, 依据大纲、教材命题。由此导致考生的学习范围不同。我国的英语考试考生仅读一本教材即可通过考试。而剑桥大学考试委员会的这种命题方法, 保证了试题的广泛性和现代感。促使我们的考生不仅要学习教材, 而且要广泛阅读英美的报刊、杂志文章。也正因为如此, 考生学习目前指定的国外教材后考试, 总觉得教

材内容与考试内容相比不是浅了就是太深。

为弥补这一不足,使考生学习更有针对性。我们组织了部分参与考试的教师(他们都接受过剑桥大学考试委员会的培训,既有参与 BEC 口试的经验又有 BEC 教材的教学经验)编写了《剑桥商务英语证书(BEC)考试辅导丛书》。这套丛书按 BEC 考试的级别分三级,每级分阅读、写作、听说三册。每册按考试试题的顺序对试题加以详细讲解,并配备一定数量的试题供考生练习。各册书的作者依据自己的经验在编写上都下了一番功夫,在保持本套丛书体例一致的前提下,写出了体现单项考试内容的风格,为本套丛书增色不少。

此套丛书主要是针对已有一定英语水平的考生,帮助他们在考试前熟悉题型,理清思路,提高考试通过率。对于初学者,还是应该扎扎实实地学好指定的 BEC 教材,再学习本套辅导书。

编写本套丛书是一次全新的尝试,难免有许多不足之处,我们希望考生、BEC 的教学工作者、BEC 的考试工作者提出宝贵意见,使这套丛书不断提高、完善,为提高考生的英语水平贡献我们的一份力量。

《BEC 考试辅导丛书》编委会

执笔:陈可

2000 年 7 月于北京



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## Author's Words 编后语

11A409/11

# Part One

## Listening

### 第一部分

### 听力



## Unit One Personal Identification

### 个人信息

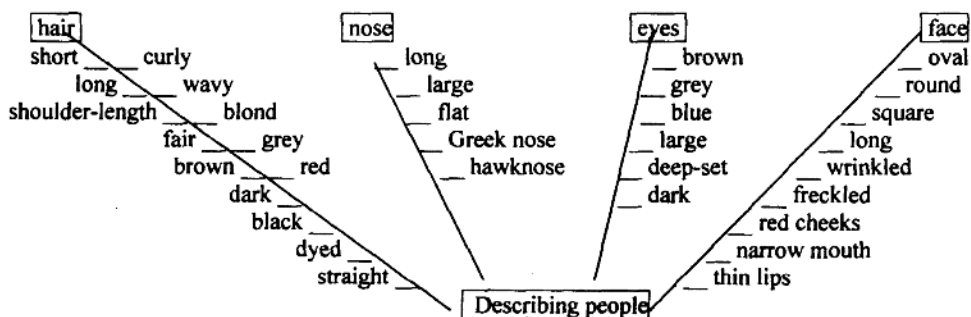
**单元介绍** 在商界,作介绍,包括自我介绍、相互介绍、介绍别人,是人们从不相识到建立关系的交际前提。作介绍一定会涉及个人信息,一般包括姓名、籍贯、职业、职务、身份、爱好等。若是为了到交通场所接人,还需要提及相貌特征。进行人物介绍的过程中有时还会涉及对某项工作或某个公司的详细情况的介绍。介绍用语包括问候和征询以上提到的个人信息、工作信息、公司信息的句式、措辞、礼节规矩等。本单元将围绕这一主题进行听说训练和测试准备。

语用范围	习惯用语
Greeting and responding to greetings	<p><i>Formal ways at first meeting :</i></p> <ul style="list-style-type: none"> <li>- How do you do?</li> <li>- How do you do?</li> <li>- Glad/Pleased/Nice/Good to meet you.</li> <li>- Glad/Pleased/Nice/Good to meet you, too.</li> </ul> <p><i>Informal ways at first meeting</i></p> <ul style="list-style-type: none"> <li>- Hello! /Hi!</li> <li>- Hello! /Hi!</li> </ul> <p><i>Ways of greeting between acquaintances :</i></p> <ul style="list-style-type: none"> <li>- Hello! /Hi!</li> <li>- Hello! /Hi!</li> <li>- Morning. / Afternoon. / Good morning. / Good afternoon.</li> <li>- Morning. / Afternoon. / Good morning. / Good afternoon.</li> <li>- How are you? /How is everything going?</li> <li>- Fine/Not so bad/Just fine/Very well. Thank you. And you?</li> </ul>

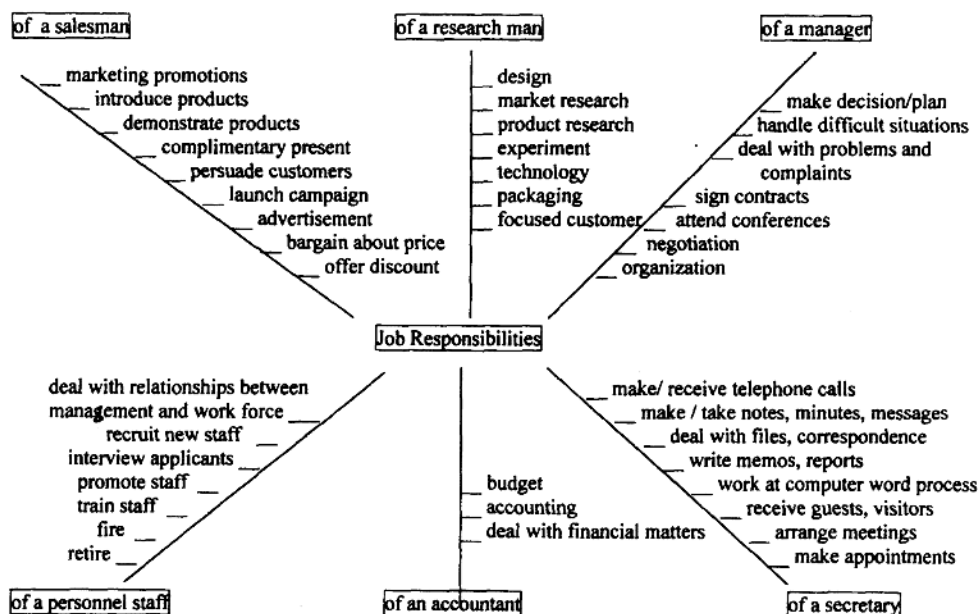
语用范围	习惯用语
Introducing one-self	<p>May I introduce myself? My name is ...</p> <p>I'd like to introduce myself. I'm ...</p> <p>Good morning, my name is ...</p> <p>Hello! My name is.../I'm...</p> <p>Let me introduce myself. I'm...</p> <p>My name is ...I'm here to see...</p> <p>I'm...I've arranged to see ...</p>
Introducing other people	<p>Allow me to introduce my colleague...</p> <p>May I introduce (you to) our manager...</p> <p>Mr. Smith, I'd like you to meet...</p> <p>Jane, this is Peter.</p> <p>Mr. Green, have you met my friend Mr...?</p> <p>Hank, do you know my friend Ronnie?</p> <p>James, I don't think you've met my friend Lisa.</p>
Asking for personal details	<p>Are you ...?</p> <p>What's your name, please?</p> <p>May I have/know your name, please?</p> <p>How do you spell that/your name?</p> <p>Where are you from?</p> <p>Where do you come from?</p> <p>What's your nationality?</p> <p>What do you do? /What's your job/occupation?</p>
Describing people	<p>What does he/she look like?</p> <p>How can I recognize Mr. Brown when I meet him at the airport?</p> <p>He is a middle-aged man / in his late fifties / in his early twenties, quite tall/ very big/ small / short/slim/ well-built, wearing glasses / with shoulder length straight hair...</p>
Describing Responsibilities	<p>He's in charge of /takes care of...</p> <p>I'm responsible for...</p> <p>I'm the sales manager and it's up to me to ...</p> <p>He is a ... and he deals with ...</p> <p>She reports to /is accountable to...</p> <p>I was transferred to ...</p> <p>I was promoted to ...</p>

## Vocabulary File

### 1. Describing people



### 2. responsibilities



## New Words and Expressions

MD (Managing Director 的缩写) 总经理

financial manager 财务经理

accounting n. 会计工作, 清算帐目

medium-sized adj. 中型的

subsidiary n. 子公司

consist of 由……组成

· operating division 运作部门

component n. 零部件

specific adj. 特定的

re-schedule v. 重新安排

· surname n. 姓

be familiar with 对……熟悉

· go ahead 着手

current account 活期帐户

password n. 密码

graphics n. 制图; 制图学

finalized v. 最后定下来

· registration number 注册号

initial 1. n. 首字母 2. adj. 首先的, 开始的

comply with 遵守

involve v. 包括, 包含; 涉及

competitive adj. 竞争的

· strip down 把……拆下来

deliver v. 送货

unload v. 卸货

bottom n. 在……下面/底端

delivery n. 送货

destination n. 目的地

· stock control 库存控制

discount n. 折扣

pensioner n. 靠养老金过活的人

transaction n. 交易

· VDU screen (Visual Display Units 的缩写) 电脑  
显示屏幕

· cash card 现金卡

cash machine 取款机

letter of application 申请书

be responsible for 对……负责, 主管

transfer v. 调任

promote v. 提升

shareholder n. 股东

autonomous adj. 自治的, 有自治权的

software n. 软件

· maintenance n. 维修

purchase v. 购买

· make a note of 把……记下来

experienced adj. 有经验的

contract 合同

· deposit account 定期帐户

· security procedure 安全程序

solicitor n. 律师

signature n. 签名

presume v. 假定, 假设

· sign out 签名

ensure v. 保证

· safety regulation 安全规则

catalogue n. 产品目录

innovative adj. 创新的

· spare part 零部件

invoice n. 发票

van n. 小货车

sheet n. 纸张; 一张纸

· door-to-door service 上门服务

worldwide adj. 全世界的

· check-out 收银台

concession n. 让步, 特许

· matinee n. 日场演出

electronic adj. 电子的

· withdrawal n. 取钱

double check 再次确认; 重复核对

curriculum vitae 履历

on offer 提供

special offer 特价

trainee n. 实习生, 见习生

diploma n. 证书

retail n. 零售

agree on 同意

store display 商店的布置

trade fair 交易会

take over 接收

working conditions 工作条件

independence n. 独立

on four weeks' notice (辞职前的)四个星期的通

知期

salary scale 工资的支付幅度

approx. (approximation 的缩写) 大约, 大概

accountant n. 会计

applicant n. 申请人

accountancy n. 会计工作

shorthand n. 速写

multi-national adj. 跨国的

supervise v. 主管

rival n. 竞争对手

trial period 试用期

commerce n. 商业, 商务

downturn n. 下降趋势

move up 提升, 上升

proprietor n. 拥有人, 业主

part-timer 零工

chain n. 连锁店

recruit v. 聘用

terms and conditions 条件; 条款

vacancy n. 空位, 空缺

senior adj. 高级的

qualification n. 资格, 资历

established adj. 建立的; 有名望的

min. (minimum 的缩写) adj. 最小的, 最少的

salary range 工资幅度

motivate v. 促动, 激发

## Proper Names

Clark (姓)

Stern (姓)

California (美国州名) 加利福尼亚

New York (美国城市名) 纽约

↓ Bristol (英国港市名) 布里斯托尔

IBC (公司名)

Brian (男子名)

Mark (男子名)

Tarry (男子名)

Victoria (女子名)

Riverside Site (公司名)

Jones (姓)

Tesco (英国大型连锁超市之一)

Richards (姓)

Korean 南韩的

Brown (姓)

Brown Industries of Pusan (公司名)

Chicago (美国城市名) 芝加哥

Boston (美国城市名) 波士顿

Tokyo (日本首都) 东京

Dorothy (女子名)

Knight (姓)

Timsen (姓)

Spencer (姓)

Holland & Rover (公司名)

Kelvin (姓)

Cast (姓)

Sima (地名)

Thai 泰国的

RSA (Royal Society of Arts 的缩写) (英国) 皇家艺术学会

## Examples and Exercises

### Exercise 1

You will hear four speakers. Listen and identify each one with the jobs on the right column.

Names	Jobs
Mr Clark	- Managing Director
Mr Brown	Financial Manager
Mr Stern	visitor

### Exercise 2

You will hear three speakers talking about their jobs. Listen and fill in the information with what you hear. You will hear the tape twice.

Name	Year	Place of work	Job
Speaker 1	1985	Chicago	(1).....
	1990	(2)..... N.Y.	
	(3)..... t	Boston	
Speaker 2	1990	Bristol	(4)..... u
	1993		(5).....
	1996	(6).....	

### Exercise 3

You will hear a man talking about how his company is organized. Listen and decide if the following statements are true (T) or false (F).

1. Brown Industry is the parent company of the IBC. ( )
2. IBC has a Managing Director. ( )
3. IBC consists of three parts, that is Industry System, Technology and IBC Services. ( )
4. IBC Services sell different types of computers. ( )
5. There are six potential target markets for IBC. ( )

## Model Test of Listening

### Part One

#### Questions 1 - 12

You will hear three telephone conversations. Write one or two words or a number in the numbered spaces on the forms below. You will hear each conversation twice.

#### Conversation 1 (Questions 1 - 4)

Look at the form below. You will hear a man changing the arrangements for a meeting.

## Phone Message

Date: 12/8/99

Name of Caller: Weimin Tan from Biopaints (1) .....

Message: Can't attend meeting tomorrow afternoon.

Sending Mark (2) ..... instead.

He's their new (3) ..... Manager.

Going to talk about (4) .....

**Conversation 2 (Questions 5 - 8)**

Look at the form below. You will hear a woman telephoning a bank to transfer some money.

**Customer Request Form**

Date: 14 Sept 1999

## Customer

Surname: Ms Spencer      Initials (5) .....

Current Account Number: (6) .....

## Security

Date of Birth: 17 August, 1979

Password: (7) .....

## Request

Request transfer of (8) \$ ..... from deposit account to current account.

Call taken by: Tarry

**Conversation 3 (Question 9 - 12)**

Look at the form below. You will hear a woman arranging a meeting.

**Computer Graphics Ltd**

## Message:

Caller's name: Mrs. (9) .....

Requests meeting re: Riverside site (10) .....

Should take 30 minutes.

Also requires additional (11) .....

Must finalise by end of week.

Contact phone number: (12) .....



## Part Two

### Questions 13 - 22

#### Section 1 (Questions 13 - 17)

In this part, you will hear five short pieces. For each piece, decide who is talking from the list in the box. Write one letter A - H next to the number of the piece. You will hear the five pieces twice.

- 13. ....
- 14. ....
- 15. ....
- 16. ....
- 17. ....

#### The speaker is

- A a sales representative
- B a delivery man
- C an engineer
- D a computer operator
- E an accountant
- F a bus driver
- G a receptionist
- H a car mechanic

#### Section 2 (Questions 18 - 22)

You will hear five people talking about their jobs. For each person, choose which type of job they do from the list in the box. Write one letter A - H next to the number of the person. You will hear the five speakers twice.

- 18. Speaker 1
- 19. Speaker 2
- 20. Speaker 3
- 21. Speaker 4
- 22. Speaker 5

#### Jobs

- A marketing manager
- B electronics engineer
- C supermarket employee
- D theatre manager
- E travel agent
- F bank executive
- G delivery service manager
- H airport manager

## Part Three

### Questions 23 - 30

You will hear a job applicant talking to the Personnel Manager of a chain of stores. Choose the correct phrase to complete each sentence.

- 23. The job vacancy is for
  - A an Assistant Manager.
  - B a Shop Assistant.
  - C a Store Manager.
- 24. Mr Cast got his business qualification at
  - A university.
  - B night school.
  - C a training centre.

25. Mr Cast disagreed with the Manager about
- A product promotion.
  - B customer relations.
  - C pricing policy.
26. At Town and Country Stores, he deals with
- A suppliers.
  - B secretaries.
  - C sales staff.
27. Mr Cast is attracted to the vacancy because it offers better
- A career prospects.
  - B wages and bonuses.
  - C working conditions.
28. The American shops are currently run by
- A American managers in America.
  - B British managers in America.
  - C British managers in Britain.
29. The new job deals with
- A sales patterns.
  - B suppliers.
  - C customers service.
30. Mr Cast could start the new job in
- A two weeks.
  - B four weeks.
  - C six weeks.