



高等学校英语应用能力考试系列教材
Practical English Test For Colleges

高等学校 英语应用能力考试 模拟试题精编

主 编 林炳申

B 级



南开大学出版社

高等学校英语应用能力考试

B 级模拟试题精编

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南开大学出版社
天津

图书在版编目(CIP)数据

高等学校英语应用能力考试 B 级模拟试题精编/林炳申主编. —天津:南开大学出版社,2012.4

ISBN 978-7-310-03854-1

I. ①高… II. ①林… III. ①大学英语水平考试—习题集 IV. ①H319.6

中国版本图书馆 CIP 数据核字(2012)第 053545 号

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南开大学出版社出版发行

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*

北京市全海印刷厂印刷

全国各地新华书店经销

*

2012 年 4 月第 1 版 2012 年 4 月第 1 次印刷

787 × 1092 毫米 16 开本 10.5 印张 360 千字

定价:22.00 元

如遇图书印装质量问题,请与本社营销部联系调换,电话:(022)23507125

前 言

《高职高专英语课程教学基本要求》是教育部批准实施的面向全国高职高专在校生的英语水平测试标准。本书的编撰旨在检测学生对《基本要求》所规定的学习内容的完成情况,同时也督促高职高专英语教学的改革,以达到高职高专英语教学培养学生实际运用语言的能力的目标。

本书由长期从事一线英语教学和考前辅导的资深教师编写而成,他们在多年考试辅导经验的基础上,对英语应用能力考试的大纲要求、考试题型和评分标准等都有着透彻的理解和独到的见地。本书由5套最新历年B级真题和5套最新B级模拟题组成,内容全部由我们的教师悉心编写,在对历年真题的整理分析后,设计出这样一本注重重要考点、内容有的放矢、题型真实全面的仿真试题。考生可以将这本书作为真题的补充资料,在全真的模拟环境下完成,以提高自己的应试能力、巩固自己的基础知识。

B级水平略低于A级,要求掌握2500词汇量和其衍生的常用词组。考试时间为120分钟,考试方式为笔试。考试按百分制记分,满分为100分。具体题型包括五个部分:听力理解(15分)、选择和填空(15分)、阅读理解(35分)、翻译(20分)和写作(15分)。总分60分及60分以上为及格,85分及85分以上为优秀,会对以上成绩考生颁发相应的证书。

听力部分主要考查考生听清问题并做出恰当回答的能力、听清对话内容并回答问题的能力和听写词语的能力,分为三部分,共15题,每题1分。录音资料朗读清晰,节奏较慢,语速在每分钟100~120词左右。选择和填空部分主要考查考生对大纲所要求的词汇和语法的掌握情况。选择题10道,每题0.5分,填空10题,每题1分。阅读理解包括两篇题型为选择题的文章、填空题一篇、匹配题一篇和简答题一篇,内容以一般性阅读材料和简单实用性材料为主。翻译部分包括四个选择题和一篇英译中,四个选择题要求考生选择最佳译文,每题2分,英译中12分。写作内容涉及《要求》中的主要文体,考查考生套写应用性短文、填写英文表格或翻译句子的应用能力。

为方便教学使用,本书随书附赠多媒体光盘。光盘不仅包括听力录音,还包括所有试题的讲解和评判。光盘中的听力还有MP3格式,考生可随意下载,随时随地都可练习听力,极大地方便了学生的学习和使用。

本书在编写过程中得到了许多英语教育专家的指导和兄弟院校师生的帮助,并参阅了大量同行的书籍资料,在此一一表示衷心的感谢。

对书中的疏漏之处和错误,恳请广大读者及同仁不吝赐教。

编 者

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2011 年 12 月高等学校英语应用能力考试

Part I Listening Comprehension (15 minutes)

Directions: This part is to test your listening ability. It consists of 3 sections.

Section A

Directions: This section is to test your ability to give proper responses. There are 5 recorded questions in it. After each question, there is a pause. The questions will be spoken **two times**. When you hear a question, you should decide on the correct answer from the 4 choices marked A), B), C) and D) given in your test paper. Then you should mark the corresponding letter on the Answer Sheet with a single line through the centre.

Example: You will hear:

You will read: A) I'm not sure.

B) You're right.

C) Yes, certainly.

D) That's interesting.

From the question we learn that the speaker is asking the listener to leave a message. Therefore, **C) Yes, certainly.** is the correct answer. You should mark C) on the Answer Sheet.

[A] [B] ☒ [C] [D]

Now the test will begin.

- | | | | |
|---------------------------|------------------------|----------------------|----------------------|
| 1. A) Don't mention it. | B) At about 2 o'clock. | | |
| C) Thanks for your help. | D) It's 54576862. | | |
| 2. A) I agree. | B) Tea, please. | C) My pleasure. | D) No problem. |
| 3. A) Go on, please. | B) Take care. | C) I'd love to. | D) You are welcome. |
| 4. A) It's interesting. | B) Here it is. | C) I don't think so. | D) Yes, let's do it. |
| 5. A) Sorry to hear that. | B) Yes, of course. | C) See you later. | D) Nice to meet you. |

Section B

Directions: This section is to test your ability to understand short dialogues. There are 5 recorded dialogues in it. After each dialogue, there is a recorded question. Both the dialogues and questions will be spoken **two times**. When you hear a question, you should decide on the correct answer from the 4 choices marked A), B), C) and D) given in your test paper. Then you should mark the corresponding letter on the Answer Sheet with a single line through the centre.

- | | | | |
|----------------------------------|----------------------------------|-------------------|-------------------|
| 6. A) When to catch the train. | B) Where to buy the ticket. | | |
| C) How to reach the airport. | D) Which bus stop to get off. | | |
| 7. A) She was ill at that time. | B) She was busy with her work. | | |
| C) She forgot about the meeting. | D) She was preparing for a trip. | | |
| 8. A) Write a report. | B) Type a report. | C) Send a report. | D) Read a report. |
| 9. A) Pay his bill. | B) Show his business card. | | |
| C) Fill in a form. | D) Make a phone call. | | |

10. A) Project engineer. B) Shop assistant.
C) Computer programmer. D) Marketing manager.

Section C

Directions: *In this section you will hear a recorded short passage. The passage is printed in the test paper, but with some words or phrases missing. The passage will be read **three times**. During the second reading, you are required to put the missing words or phrases on the Answer Sheet in order of the numbered blanks according to what you hear. The third reading is for you to check your writing. Now the passage will begin.*

When you are starting a small business, you should write a business plan. Writing a business plan is the most important 11. This is how people will think about your business. When you 12 support from a bank, the bank will read your plan seriously before it gives you any help. Even if you're starting the business with 13, you will still need to have a written plan to help 14 your business. The marketing plan is the important part of a business plan. It will help you to sell the products or 15.

Part II Vocabulary & Structure (15 minutes)

Directions: *This part is to test your ability to use words and phrases correctly to construct meaningful and grammatically correct sentences. It consists of 2 sections.*

Section A

Directions: *There are 10 incomplete statements here. You are required to complete each statement by choosing the appropriate answer from the 4 choices marked A), B), C) and D). You should mark the corresponding letter on the Answer Sheet with a single line through the centre.*

16. We will have to pay them a large _____ of money for their service.
A) size B) set C) amount D) series
17. I'd appreciate it if you could tell me how _____ the machine.
A) operate B) to operate C) operating D) operated
18. I'm sorry to tell you that the materials you wanted are _____.
A) taken off B) put up C) sold out D) got off
19. It is obvious that these small business are _____ need of technical support.
A) in B) on C) with D) to
20. _____ I am concerned, it is important to get a job first.
A) As long as B) As well as C) As soon as D) As far as
21. Some companies might not let you rent a car _____ you have a credit card.
A) where B) because C) since D) unless
22. In his opinion, success in life mainly _____ on how we get along with each other people.
A) keeps B) depends C) insists D) spends
23. We _____ building the bridge by the end of next month.
A) are finishing B) have finished C) would finish D) will have finished
24. Our company's service is _____ in nearly 80 countries around the world.
A) available B) natural C) relative D) careful

25. It was in Johnson's hotel _____ the business meeting was held last year.
A) this B) that C) what D) which

Section B

Directions: *There are also 10 incomplete statements here. You should fill in each blank with the proper form of the word given in brackets. Write the word or words in the corresponding space on the Answer Sheet.*

26. To start your own business is usually (cheap) _____ than to buy one.
27. The foreign professor spoke slowly and (clear) _____ so that we could follow him.
28. The money (borrow) _____ from the bank has already been paid back.
29. The (manage) _____ said that their company wouldn't be responsible for the loss of the goods.
30. When we get his telephone number, we _____ (tell) you immediately.
31. It won't make any (different) _____ whether he comes to the meeting or not.
32. The machine should (test) _____ before it is put to use.
33. We look forward to (meet) _____ you and wish you every success in your career.
34. My (person) _____ experience suggests that we should contact the customers first.
35. After the lecture yesterday, they (realize) _____ how important company culture was.

Part III Reading Comprehension (40 minutes)

Directions: *This part is to test your reading ability. There are 5 tasks for you to fulfill. You should read the reading materials carefully and do the tasks as you are instructed.*

Task 1

Directions: *After reading the following passage, you will find 5 questions or unfinished statements, numbered 36 to 40. For each question or statement there are 4 choices marked A), B), C) and D). You should make the correct choice and mark the corresponding letter on the Answer Sheet with a single line through the centre.*

A car is made up of more than 30,000 parts. Each in a new car is as weak as a baby. So a new car requires proper care and servicing. If you're unfamiliar with the parts, you have to read through the owner's instructions carefully.

First of all, the brakes (刹车) of your car are important for safety (安全) reasons. Having them checked regularly can reduce the risks of accidents. Another important thing to consider is engine care. Always remember that the life and performance of your car engine depend on the engine oil. Replace the engine oil when recommended. If you feel the engine is very hot especially during summer it is probably because the cooling system doesn't work well. You'd better get the cooling system serviced before the start of summer.

In a word, timely and proper servicing is an important task for car owners. Good servicing can not only extend the life of your newborn baby, but also ensure your safety, and the safety of those who share the road with you.

36. To get familiar with the parts of a new car, the owner should _____.
A) regard the car as a newborn baby B) have the car serviced before driving it
C) read through the instructions carefully D) examine all of the parts of the new car

37. The brakes should be checked regularly _____.
 A) to avoid accidents B) to raise speed C) to reduce cost D) to save gas
38. For a car engine to work long and well, the owner should _____.
 A) replace the engine oil as recommended B) reduce the use of the car in summer
 C) clean the engine parts regularly D) change the brakes regularly
39. It is recommended to have the cooling system checked when _____.
 A) you buy a new car B) summer is coming
 C) the engine oil is replaced D) the brakes are out of order
40. The last paragraph tells us that the purpose of carefully servicing a car is _____.
 A) to let you sell your car at a good price B) to extend its life and ensure safety
 C) to reduce the cost of car servicing D) to make the car run faster

Task 2

Directions: This task is the same as Task 1. The 5 questions or unfinished statements are numbered 41 to 45.

Ticket-booking Policies

General policies

- * Once the flight ticket has been issued, the name on the ticket cannot be changed.
- * Ticket is non-refundable(不能退款的).
- * Please review your itinerary (行程安排) immediately. If any problems arise before or during your trip, you must call our booking offices right away. If you wait until you return, it's too late.
- * There are times when we are unable to confirm a booking. In that case we will attempt to reach you by phone and email. You must call us back within 48 hours or we may not be able to offer you the booking price.

Change policies

- * If you change your booking, airlines may charge a fee— \$ 150 to \$ 200.
- * Some tickets do not allow any changes.
 Need to change or cancel your trip? Visit our website to check the fees and rules before you decide.

Cancellation(取消) policies

- * If you cancel your booking you will not receive any money back.
 - * You may apply part of your ticket price towards future travel (for a limited time, usually a year).
41. According to the policies, the name on the ticket cannot be changed once the ticket is _____.
 A) booked B) issued C) cancelled D) confirmed
42. If you have any problems during a trip, you should _____.
 A) ask for a refund B) change your itinerary
 C) call the booking office D) return the ticket to the office
43. What happens when your ticket booking cannot be confirmed?
 A) You should make another booking immediately.
 B) You can change your booking free of charge.
 C) You will be informed by phone and email.
 D) You will still enjoy the booking price.

44. If you want to change a booking, you may have to pay _____.
 A) 10% of the booking price B) a fee of \$ 150 to \$ 200
 C) half of the ticket price D) a fixed fee
45. Which of the following statements is TRUE according to the cancellation policies?
 A) You can use part of the ticket price for future travel.
 B) You can refund the money from the booking office.
 C) You can keep the booking effective for one year.
 D) You cannot cancel your booking in any case.

Task 3

Directions: Read the following passage. After reading it, you should complete the information by filling in the blanks marked 46 through 50 (*in no more than 3 words*) in the table below.

If you are staying in the UK for more than 6 months, it may be useful to open a UK bank account. There are a lot of advantages of having a UK current (checking) account.

Paying bills

Many landlords prefer to collect rent directly from a bank account.

You may be able to obtain cheaper services if you pay bills directly from a bank account.

e.g. telephone/gas/water/electricity.

If you are given a chequebook, you can also write cheques as a safe way of paying for things.

Cash

You can easily obtain money from cash machines, or pay directly from your account using a debit card (借记卡).

Saving money

It is generally cheaper to use a UK account than it is to pay by credit card (信用卡) or withdraw (提取) cash from a foreign bank.

Employment

If you work in the UK, some employers require you to have a bank account so that you can get your pay.

Advantages of UK Current Account

Paying bills: 1) to pay rent directly from 46
 2) to obtain 47 services
 3) to pay for things with cheques safely

Cash: 1) to obtain money from 48 easily
 2) to pay directly from your account

Saving money: cheaper to use a 49 account

Employment: to get your 50 through a bank account

Task 4

Directions: The following is a list of terms related to employment. After reading it, you are required to find the items equivalent to (与……等同) those given in Chinese in the table below. Then you should put the corresponding letters in the brackets on the Answer Sheet, numbered 51 through 55.

- | | |
|-------------------------------|---------------------------|
| A—Employee relations | B—Basic salary |
| C—Night shift | D—Attendance book |
| E—Human resources management | F—Work permit |
| G—Employment injury insurance | H—Housing fund |
| I—Annual salary | J—Year-end bonus |
| K—Contract of service | L—Evaluation of employees |
| M—Sick leave | N—Coffee break |
| O—Unemployment insurance | P—Minimum wage |
| Q—Quality management | |

Examples: (L) 员工考核 (E) 人力资源管理

- | | |
|---------------|-----------|
| 51. () 年薪 | () 最低工资 |
| 52. () 服务合同 | () 员工关系 |
| 53. () 工伤保险 | () 失业保险 |
| 54. () 病假 | () 工作许可证 |
| 55. () 住房公积金 | () 基本工资 |

Task 5

Directions: Here is a letter of recommendation. After reading them, you are required to complete the answers that follow the questions (No. 56 through No. 60). You should write your answers (**in no more than 3 words**) on the Answer Sheet correspondingly.

Dear Mr. Brown,

Thank you for your letter of 6 September regarding Mr. John Green who has been employed by this company for the past 10 years.

Mr. Green served his apprenticeship (学徒) with Vickers Tools Ltd. in Manchester, followed by a three-year course of engineering for Production Engineers. He is technically well-qualified and for the past five years has been our Assistant Works Manager responsible for production and related business in our Sheffield factory. In all his job duties he has shown himself to be hard-working, responsible and in every way a very dependable employee.

I can strongly recommend Mr. Green as I feel sure that if he were to be chosen to manage your factory in Nairobi he would bring to his work a true atmosphere of team work, which would be found necessary and helpful by all who would work with him.

Sincerely yours,
Tom Smith

56. How long has Mr. Green been employed by the writer's company?

For _____.

57. What kind of course did Mr. Green take?

A three-year course in engineering for _____.

58. What job position has Mr. Green held in the past five years?

_____.

59. What does the writer think of Mr. Green as an employee?

He is hard-working _____ and dependable.

60. What is the purpose of this letter?

To _____ Mr. Green to manage a factory in Nairobi.

Part IV Translation—English into Chinese (25 minutes)

Directions: This part, numbered 61 to 65, is to test your ability to translate English into Chinese. Each of the sentences (No. 61 to No. 64) is followed by four choices of suggested translation marked A), B), C) and D). Make the best choice and write the corresponding letter on the Answer Sheet. Write your translation of the paragraph (No. 65) in the corresponding space on the Translation/Composition Sheet.

61. With fuel prices going up, car buyers are changing their idea of buying a car.
A) 燃料的价格正在随着购买者买车想法的改变而上涨。
B) 燃料价格的涨落正在不断改变着购车族人群的构成。
C) 随着燃料价格的上涨, 购车者买车的想法正在改变。
D) 燃料价格上涨的时候, 购车者买车的想法也会改变。
62. You have to raise the quality of your products because buyers in those countries are very much quality-minded.
A) 你们的当务之急是提高产品质量, 因为这些卖家对质量都很挑剔。
B) 质量第一对你们很重要, 因为所有国家的人都非常在乎产品质量。
C) 你们要让那些国家的买家对产品感兴趣, 就必须明确质量优先。
D) 你们必须提高产品质量, 因为那些国家买家的质量意识都非常强。
63. Trading companies need to ensure their ability to handle orders efficiently, making an online system an essential sales channel.
A) 贸易公司需要得到公司的明确指令, 才能把重要的网络销售系统建立起来。
B) 贸易公司要保证他们有能力来处理订单, 才能使网上销售渠道变得重要。
C) 贸易公司需确保拥有高效处理订单的能力, 使在线系统成为重要销售渠道。
D) 贸易公司需要有办法来执行公司的指令, 以便建立起基本的网络销售系统。
64. It is necessary to have a good understanding of all the terms and conditions before signing a contract.
A) 先好好讨论一下各项条款, 看是否有必要签合同。
B) 在签订合同之前必须充分理解合同中的所有条款。
C) 对所有的合同条款都已正确理解, 现在可以签合同。
D) 合同的所有条款要更好地解释之后方能签字生效。
65. Thank you for coming to the job interview at our office yesterday.
Within two weeks we will tell you our decision on your application. We want you to know that we will seriously consider your application. If, for some reason, we cannot offer you a position at this time, we will keep your application on record. When there is a job opening, we will inform you immediately.
- _____
- _____
- _____

Part V Writing (25 minutes)

Directions: This part is to test your ability to do practical writing. You are required to write a Letter of Application according to the following instructions given in Chinese. Remember to do the writing on the Translation/Composition Sheet.

说明: 假定你是秘书 Linda Wang, 请按下列内容填写给经理 John Brown 的电话留言。
内容:

1. 来电人: APP 公司 Mr. Peter Margin
2. 来电时间: 12 月 13 日上午 10:30
3. 来电内容: Mr. Peter Margin 将于下周一去纽约, 下周没有时间与您见面。他希望本周五上午 9:30 能见到您, 讨论双方合作事宜。您是否有空? 希望您收到留言后尽早回电给 Mr. Peter Margin。

Telephone Message	
Date: (1)	Time: (2)
From: (3)	
To: (4)	
<input type="checkbox"/> TELEPHONED	<input checked="" type="checkbox"/> PLEASE CALL BACK
<input type="checkbox"/> CALLED TO SEE YOU	<input type="checkbox"/> WILL CALL AGAIN
<input type="checkbox"/> WANTS TO SEE YOU	<input checked="" type="checkbox"/> URGENT
Message: (5)	
Signed by: (6)	

2011 年 6 月高等学校英语应用能力考试

Part I Listening Comprehension (15 minutes)

Directions: This part is to test your listening ability. It consists of 3 sections.

Section A

Directions: This section is to test your ability to give proper responses. There are 5 recorded questions in it. After each question, there is a pause. The questions will be spoken **two times**. When you hear a question, you should decide on the correct answer from the 4 choices marked A), B), C) and D) given in your test paper. Then you should mark the corresponding letter on the Answer Sheet with a single line through the centre.

Example: You will hear:

You will read: A) I'm not sure.

B) You're right.

C) Yes, certainly.

D) That's interesting.

From the question we learn that the speaker is asking the listener to leave a message. Therefore, **C) Yes, certainly.** is the correct answer. You should mark C) on the Answer Sheet.

[A][B][~~C~~][D]

Now the test will begin.

- | | |
|-------------------------|-------------------------|
| 1. A) Very nice. | B) Too early. |
| C) Why not? | D) How lucky! |
| 2. A) Don't mention it. | B) Not at all. |
| C) It's lovely. | D) All right. |
| 3. A) Yes, speaking. | B) You're welcome. |
| C) I'm sure. | D) I like it very much. |
| 4. A) Here you are. | B) Yes, it is. |
| C) Not bad. | D) Go ahead. |
| 5. A) Nothing serious. | B) Here it is. |
| C) Never mind. | D) A good idea. |

Section B

Directions: This section is to test your ability to understand short dialogues. There are 5 recorded dialogues in it. After each dialogue, there is a recorded question. Both the dialogues and questions will be spoken **two times**. When you hear a question, you should decide on the correct answer from the 4 choices marked A), B), C) and D) given in your test paper. Then you should mark the corresponding letter on the Answer Sheet with a single line through the centre.

- | | |
|------------------------|-----------------------|
| 6. A) In the hospital. | B) In the office. |
| C) In the bank. | D) In the book store. |

- | | |
|----------------------------|--------------------------|
| 7. A) His report. | B) His paper. |
| C) His plan. | D) His interview. |
| 8. A) Customer service. | B) Product advertising. |
| C) New products. | D) A sales plan. |
| 9. A) Go on with the work. | B) Try something new. |
| C) Go out for a walk. | D) Have a cup of coffee. |
| 10. A) A business card. | B) An advertisement. |
| C) A price list. | D) An instruction sheet. |

Section C

Directions: *In this section you will hear a recorded short passage. The passage is printed in the test paper, but with some words or phrases missing. The passage will be read **three times**. During the second reading, you are required to put the missing words or phrases on the Answer Sheet in order of the numbered blanks according to what you hear. The third reading is for you to check your writing. Now the passage will begin.*

Hello, everybody! On behalf of the hotel, I'd like to express our warmest welcome to you. We do hope all our 11 will feel happy and comfortable here. We would be pleased to provide 12 services to meet your needs. Here you can find many convenient facilities for you to use, such as a 13, a health club and an indoor swimming pool. We also have three restaurants 14 Chinese and Western foods, two bars and a large shopping centre. Any suggestions for 15 our service are welcome. Thank you for your attention.

Part II Vocabulary & Structure (15 minutes)

Directions: *This part is to test your ability to use words and phrases correctly to construct meaningful and grammatically correct sentences. It consists of 2 sections.*

Section A

Directions: *There are 10 incomplete statements here. You are required to complete each statement by choosing the appropriate answer from the 4 choices marked A), B), C) and D). You should mark the corresponding letter on the Answer Sheet with a single line through the centre.*

16. To _____ the truth, I really didn't know anything about yesterday's meeting.
A) do B) tell C) put D) take
17. Your sales methods will depend _____ the customers with whom you deal.
A) with B) on C) in D) for
18. We support the view that poor management will _____ business failure.
A) break up B) take in C) lead to D) put off
19. In recent years, there have been over 30 foreign companies _____ business in this city.
A) doing B) do C) to do D) done
20. It is easy to get the software we need _____ the market is small.
A) as if B) so that C) although D) until

21. By the end of this year, they _____ a new program in Europe.
A) had started B) start C) are starting D) will have started
22. Language learning is a slow process, which _____ a lot of effort, time and patience.
A) requires B) leaves C) pays D) offers
23. More than 100 people died _____ the earthquake in that area.
A) in case of B) as a result of C) in addition to D) on the basis of
24. Mike has already put forward his suggestion _____ a production plan should be completed next week.
A) whom B) what C) which D) that
25. I am writing to apply for the _____ of Sales Manager advertised in last Friday's China Daily.
A) business B) trade C) position D) operation

Section B

Directions: *There are also 10 incomplete statements here. You should fill in each blank with the proper form of the word given in brackets. Write the word or words in the corresponding space on the Answer Sheet.*

26. (general) _____ speaking, table manners vary from culture to culture.
27. The wallpaper pattern (design) _____ by a famous Chinese artist several years ago.
28. The program aims to let all the employees (understand) _____ the culture of the company.
29. The organization will start a (move) _____ to protect the environment next month.
30. They have already discussed the report (give) _____ by the department manager.
31. We will set up a factory in that country, which is rich in (nature) _____ resources.
32. Peter actually does a good job in keeping the store clean, which is not as (simple) _____ as it seems to be.
33. I really enjoy (work) _____ together with you, and thank you for your cooperation.
34. My first (impress) _____ of England was that it was a grey and rainy place.
35. With the joint efforts of all the members, the team (perform) _____ very well last year.

Part III Reading Comprehension (40 minutes)

Directions: *This part is to test your reading ability. There are 5 tasks for you to fulfill. You should read the reading materials carefully and do the tasks as you are instructed.*

Task 1

Directions: *After reading the following passage, you will find 5 questions or unfinished statements, numbered 36 to 40. For each question or statement there are 4 choices marked A), B), C) and D). You should make the correct choice and mark the corresponding letter on the Answer Sheet with a single line through the centre.*

When you speak on the telephone, you cannot use your facial (面部的) expression, eye

contact and gestures to help communicate your message. Your voice must do the job.

A good voice is pleasant to listen to because it communicates a positive message. Keep in mind the following qualities of a good voice:

Speak in a voice neither too loud nor too soft. Speak louder when giving important information.

Speak slowly enough so that the listener has a chance to understand your message without your having to repeat it. Keep in mind that as you speak the other person may be taking notes.

Pronunciation is the correct way to say a word. To avoid mispronouncing (读错音) words, you may wish to check the pronunciation of unfamiliar words in the dictionary before you use them.

People with an accent unlike yours may not understand your pronunciation of some words. You also may not understand the pronunciation of some of their words. In these cases, careful pronunciation is very important for effective communication. You may need to repeat or spell words that are unusual or easy to be misunderstood.

36. When speaking on the phone, the essential factor for successful communication is your _____.
A) voice B) gesture C) eye contact D) facial expression
37. To give important information, a person speaking on the phone should _____.
A) keep a pleasant manner B) use familiar words
C) lower the voice D) speak louder
38. The speaker is advised to speak slowly in order to help the listener to _____.
A) remember some words B) repeat the information
C) check the message D) take some notes
39. To avoid mispronouncing unfamiliar words, you are advised to _____.
A) check them in a dictionary B) pronounce them loudly
C) use other words instead D) ask others for help
40. Speakers sometimes need to spell some words to help listeners to understand _____.
A) long sentences B) unusual words
C) difficult questions D) important expressions

Task 2

Directions: This task is the same as Task 1. The 5 questions or unfinished statements are numbered 41 to 45.

The first aid (急救) you learn from a course is not quite like reality. Most of us feel afraid when dealing with "the real thing". By overcoming these feelings, we are better able to use the first aid to cope with the unexpected.

Doing your part

First aid is not an exact science, and is thus open to human error. No matter how hard you try, the casualty (伤者) may not respond as hoped. Some conditions might lead to death, even with the best medical care.

Giving care with confidence

The casualty needs to feel protected and in safe hands. You can create an air of confidence and safety by: