

BEC

教程

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李德荣 康青 熊凌 钱荣琪
编写

华东师范大学出版社

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前 言

剑桥商务英语证书(BEC)乃英国剑桥大学考试委员会与我国国家教委考试中心签约的合作项目。BEC即 Business English Certificate 的缩写,考生要通过剑桥商务英语证书考试才能获得该证书。该考试根据商务活动中各级工作人员业务水平的需要,对在各种商务活动中使用英语的能力从听、说、读、写四个方面进行全面测试,因此,BEC考试可被企业、公司等各类经济部门,特别是涉外经济部门用来作为反映聘用职员英语能力的证明,亦可作为评判现职商务人员与英语学习者英语水平的客观标准。

据悉,BEC考试每年将举行两次(5月、10月),今后将根据考生需求随时调整。中国可能举行BEC₁至BEC₃共三个级别的考试。本教程就是根据该三个级别的考试大纲要求以及中国考生的特点与弱点而编写的。

据BEC教学大纲称,BEC考试分两个阶段:笔试(含阅读、写作和听力)与口试(面试)。考生只有在通过笔试并取得较好成绩后,才有资格参加口试。

为此,本教程分成听力、阅读与写作、口头表达三大部分。听力部分的编写,依据BEC听力题型,以功能意念(Functional-Notional)为纲,分为Greeting、Offering、Requesting、Inviting、Identifying、Banking、Briefing等十五个单元(unit),每单元又包括若干个部分(section)。针对中国考生的特点,还在必要时加了中文注释,旨在解题方法、背景知识等方面予以指导。

阅读与写作部分的编写采取我国英语教材编写的传统方法,以适合广大考生和教师的需要。题材新颖广泛,涉及商务的方方面面而重点突出,对于BEC应试实战来说,颇有大局在握、居高临

下之势。第三部分口头表达采纳交际功能法,每单元均含“会话状态思路表”和“典型会话材料”。常用句型的反复操练、举一反三、结合会话、一般 BEC 口试题型熟练运用等是该部分的重点。

每部分后还有两份 BEC 标准试卷,供考生评定自己能力时使用。本教程同时配有音带。

在本书编写过程中,我们得到了上海华东理工大学商学院经贸英语系主任严诚忠先生的悉心指导和北京有关同仁的支持与协作,特此一并表示我们衷心的感谢。

编者

1994年2月

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第一部分

听 力



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Unit 1 Greeting and Introduction

Section 1 Formal or Informal

I. Directions: Listen to the following pairs of sentences. Each pair will be spoken twice. Determine which is a Formal expression, and which is an Informal one.

1. a. Hello. Nice to meet you. ()
b. Hi. Pleased to meet you. ()
2. a. How do you do? I'm very pleased to meet you. ()
b. How do you do? Pleased to meet you. ()
3. a. Hello. How are you? ()
b. Hi. How's it going? ()
4. a. Fine, thank you. And you? ()
b. Not bad. How about you? ()
5. a. It was great seeing you. ()
b. It was nice to see you. ()
6. a. I'd like you to meet a colleague of mine from China. May I introduce Mr Chen, our marketing manager? ()
b. I want you to meet a friend of mine. This is John Benny. He's over here on business. ()

注：交际场合的正式(Formal)或非正式(Informal)决定了交际时需用的是正式的或非正式的用语。一般地说，初次见面要

用较正式的用语,而至朋亲友见面时的用语可随便些。

II. Directions: Listen and give a Formal or Informal reply to the greeting you hear.

1. How do you do? I'm very pleased to meet you.

Reply: How do you do? _____ :

2. How do you do? Nice to meet you.

Reply: How do you do? _____ :

3. Hello. Nice to have you with us.

Reply: Hello. _____ :

4. Hi. Pleased to meet you.

Reply: Hi. _____ :

5. I'd like you to meet a colleague of mine from China, May I introduce Mr Chen, our marketing manager?

Reply: How do you do? _____ :

6. I want you to meet a friend of mine. This is Paula.

Reply: Hello, _____ :

(Now listen to the sentences with the suggested replies, and check your answers.)

Section 2 Gap-filling

Directions: Listen to the conversation twice, and then fill in the gaps with the missing words you hear from the tape, following the notes on the right.

Conversation 1 (Formal)

NOTES

Att. : _____ .

Greeting.

Guy: Good morning. _____

Greeting and introducing himself. Explain the purpose.

Guy Giradeaux. _____

_____ Mr Binder at ten.

Att. : Mr Binder. Sales Department?

Guy: That's right.

Att.: _____ name _____ ?

Checking the name.

Guy: Guy Giradeaux.

Att.: Okay, I'll phone through and tell him you're here.

Conversation 2 (Formal)

Mar.: _____ ? _____ Margareta Sandstrom. _____ sales over here in the Stockholm area.

Greets him and identifies herself. Adds some more details about herself.

Guy: How do you do, Mrs Sandstrom? _____ .

Returns the greeting.

Mar.: Nice to meet you, too ...

Conversation 3 (Informal)

Dav.: Mr Giradeaux?

Checks the visitor's identity.

Guy: Yes, that's right, Guy Giradeaux.

Dav.: _____, Guy, _____ David Fairlawn. Welcome to Daylight Electrics. _____ .

Greets the visitor, and introduces himself.

Guy: _____, David. _____ .

Returns the greeting.

Dav.: Did you ...

Conversation 4 (Formal)

Ter.: Georgina, _____ Ivan Chekov, the head of the Russian Trade Delegation, _____ ?

NOTES

Checks to see if the visitor is known.

Geo.: No, not yet.

Ter.: Well, come over and _____ .

Offers an introduction.

Interesting man ...

Ter.: Hello, Mr Chekov. I hope you're enjoying the party.

Che.: Yes, very much.

Ter.: Mr Chekov, _____ a colleague of mine, Georgina Smiles from our design team.

Introduces the two men.

Che.: How do you do?

They greet each other.

Geo.: How do you do? _____, Mr Chekov.

Conversation 5 (Informal)

NOTES

Ter.: Hello, Patrick. If you've got a minute, _____.

Offers to introduce the visitor.

Pat.: Certainly. Come in, I'll be with you in a minute. Right.

Ter.: Patrick, _____ Wolfgang Jaeger from Deutsche Lloyd. Patrick O'Connor, our Export Manager.

Introduces the two men.

Pat.: _____, Wolfgang. Nice _____ us.

They greet each other.

Wol.: How do you do?

Conversation 6 (Formal)

NOTES

Ter.: Well, if everybody's here, let's begin. First of all, _____ John Benny from the Chicago Consulting Group ... John, _____ my

Welcomes the visitor,

Introduces the visitor

colleagues from left to right: to the group.
James O'Driscoll from R and
D ...

Section 3 Matching

I. Directions: Listen to the greetings, and match the situation on the right with the greeting you hear.

- | | |
|------------------|---|
| () 1. _____. | a. 您与某人有多次联系, 终于有机会碰头。 |
| () 2. _____. | b. 您与某人在几处照过面, 但其名与其人对不起来, 现在你们俩终于面对面了。 |
| () 3. _____. | c. 某人刚到您公司, 打算学习一段时间。 |
| () 4. _____. | d. 意大利某商团来您公司参观。 |
| () 5. _____. | e. 您在其他公司曾遇见过这位同僚。 |

II. Directions: Listen to the greetings and match the situation on the right with the greeting you hear.

- | | |
|------------------|--------------------------------|
| () 1. _____. | a. 您在办公室会见一位以前只见过一二次面的同僚。 |
| () 2. _____. | b. 您的一位同事半年前调至希腊, 这次回国度假。您碰到他。 |
| () 3. _____. | c. 您的私友在法国经商, 这次回国你们在一次聚会上 |

- 相遇。
- () 4. _____ d. 您在走廊上遇见一位在您公司实习的实习生。
- () 5. _____ e. 您的秘书在一个社交场合遇见其至友。
- () 6. _____ f. 您的一位同事去进修销售课程,期间您巧遇他。

Section 4 Comprehension

Directions: Listen to the conversations and then choose the best answer to the question according to what you've heard.

1. Who is Tom?
 - a. A fellow manager.
 - b. David's assistant.
 - c. David's secretary.
2. Who is Isabel?
 - a. David's personal friend.
 - b. David's assistant.
 - c. David's secretary.
3. Who is Jane?
 - a. A fellow manager of David.
 - b. David's secretary.
 - c. David's assistant.
4. When did the two speakers meet last?
 - a. Eighteen months ago.
 - b. Eighty months ago.
 - c. Eight months ago.
5. What do we learn about Jean Grassi?

- a . She intended to give David a surprise.
 - b . She asked Jacques to replace her.
 - c . She is still enjoying Brussels.
6. What is known about Sven?
- a . He thinks the recent trip very interesting.
 - b . He's been to the United States lately.
 - c . He was homesick on the trip.

Section 5 Language Conclusion

Formal	Informal
I. First greeting	
<p>How do you do? I'm (very) pleased/delighted to meet you.</p> <p>How do you do? It's (very) nice to meet you.</p>	<p>How do you do? Nice/good to meet you.</p> <p>Hello. Nice to have you with us.</p> <p>*Hi. Pleased to meet you. (*Notice: very informal but more often in American English)</p>
II. Greeting people you've met once before	
<p>I'm very pleased to meet you again.</p> <p>It's (very) nice to meet you again.</p>	<p>Good to meet you again.</p> <p>Pleased to meet you again.</p>
III. Greeting people you've met several times before	
<p>It's very nice/good to see you again.</p> <p>I'm very pleased to see you again.</p>	<p>Good/nice to see you.</p> <p>Great to see you.</p>