

BEC

BUSINESS ENGLISH
CERTIFICATE

剑桥商务英语 阅读教程

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杨丽娟

修订版

BEC 2

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世界图书出版公司

剑桥商务英语

阅读教程

BEC 2

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前言

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。该考试是一项水平测试,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技能进行全面的考查,对于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。由于该证书具有一定的权威性,现已成为所有举办该考试的一百多个国家和地区求职的“通行证”。

随着我国对外开放的不断发展,特别是中国加入 WTO 以来,世界各国著名的集团公司、金融机构以及工商企业纷纷前来投资,在中国设立分支机构、分公司以及同国内企业合资办企业,引发了新一轮对高素质、复合型外经贸人才的大量需求。这类人才要求能熟练掌握并灵活运用国际商务英语,同时熟知外经贸专业知识及国际贸易惯例。

目前 BEC 考试在我国非常热门,尤其是南方各大城市,每次报名的人数上千万,这个数字还在呈逐年上升的趋势,因此 BEC 考试点也在不断地增加。现在在全国各大城市均设有 BEC 考试中心。许多希望进入外国企业工作的大学生都纷纷走向 BEC 的考场,以便获得证书,增加求职的砝码。

为了满足市场的需求,帮助 BEC 考生尽快地了解考试试题的规律,掌握必要的应试技巧,打下坚实的基础,做好充分的准备,并顺利地通过考试,我们特编写了剑桥商务英语 (BEC 2) 系列教程。

该系列教程由五个分册构成:剑桥商务英语听力教程 (BEC 2 听力),剑桥商务英语口语教程 (BEC 2 口语),剑桥商务英语阅读教程 (BEC 2 阅读),剑桥商务英语写作教程 (BEC 2 写作) 和剑桥商务英语 (BEC 2) 全真测试题集。该系列教程的特点有以下几个方面:

1. 循序渐进,由易到难

本系列教程,每册基本上由试题简介 (包括试题形式、内容、要求等),基本功训练,专项训练和讲解,应试技巧及模拟测试等部分组成。语言简明扼要,深入浅出,内容由易到难,循序渐进。考生可以逐步了解考试全貌,并逐渐提高应试能力。

2. 内容丰富,覆盖面广

本系列教程,包括了 BEC 考试的方方面面,既有听、说、读、写,又有全真测试题集。考生可先进行基础训练,专项训练,然后再进行综合训练,以期达到扎实的语言基本功和较高的语言运用能力。

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言 前

3. 有的放矢, 实用性强

本系列教程主要针对剑桥商务英语证书(BEC)考试的四个部分, 即听、说、读、写的内容、任务、要求进行细致的讲解, 所提供的应试策略方向明确, 易于操作, 实用性强。

参加这套系列教程的编写人员均是长期从事剑桥商务英语证书(BEC)考试培训的, 有丰富教学经验的教师。我们相信, 只要考生认真学习本系列教程, 就一定能提高自己的英语水平, 并在未来的考试中取得理想的成绩。

本套教程适合参加剑桥商务英语证书(BEC 2)考试的人员作商务英语学习和考前培训使用, 也可供大专院校学生、从事商务工作的一般工作人员学习英语时参考使用。

《剑桥商务英语系列丛书》自2006年出版后得到广大读者的关心与支持, 在此表示感谢, 应读者的需要, 我们对该系列书的内容更新与调整。由于编者水平有限, 书中难免有疏漏和不足之处, 敬请各位同行和广大读者不吝指教当不胜感激之至。

编 者

2008年8月

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Chapter One

A Brief Introduction to BEC Vantage Reading

BEC Vantage reading test consists of five parts. The time allowed is one hour. The main skill focus on part one is scanning and reading for gist. The input is one longer or four shorter information texts, approximately 250-350 words in total. The response required is matching. There are seven questions. The main skill focus on part two is understanding text structure. The input is single texts: articles, reports, etc. with sentence level gaps (texts plus 7 option sentences approximately 450-550 words in total). The response required is matching. There are five questions. The main skill focus on part three is to apprehend the gist and search for specific information. The input is a single text, approximately 450-550 words. The response required is 4-option multiple choice. There are 6 questions. The main skill focus on part four is identifying vocabulary and structure. The input is a single text with lexical gaps (text including gapped words approximately 200-300 words). The response required is 4-option multiple choice cloze. There are 15 questions. The main skill focus on the last part, namely, part five is understanding sentence structure/error identification. The input is a short text (150-200 words), but with unnecessary words in the text. The response required is proof reading. There are twelve questions. Now let us have a detailed look at the tasks.

Part One

This is a matching task. There are four short texts on a related theme (e.g. descriptions of a group of products, or advertisements for jobs) or a single text divided into four sections. Although the context of each text will be similar, there will be information that is particular to each text. The texts are labeled from A to D. Candidates are presented with seven recated statements. They are expected to match each statement with the relevant text.

Questions in part one tend to focus mostly on the identification of specific information and detail. However, an item could focus on gist by testing areas such as the target reader or the topic.

Part Two

This is a matching task, comprising a text that has had six sentences removed from it and a set of seven sentences labeled A-G. Candidates are required to match each gap with the sentence which they think fits in terms of meaning and structure.

The first gap is given as an example so that candidates have five gaps left to complete. When they have finished this part there will be one sentence left which they have not used.

The texts for this part will have been chosen because they have a clear line of thought or argument that can still be discerned by the reader with the sentences removed. In doing the task, therefore, students should be trained to read through the gapped text and the list of sentences first, in order to get an idea of what it is about. Having done that, they should be reassured that there is only one sentence that fits each gap.

This part tests understanding of text structure as well as meaning and gaps will be reasonably far apart so that candidates can successfully anticipate the appropriate lexical and grammatical features of the missing sentence. Candidates could be tested on a variety of cohesive features with both a backward and forward reference, sometimes going beyond the sentence level. Thus, when selecting the appropriate sentence for a gap, they should read before and after the text to ensure that it fits well. At the end of this part, they should read through the entire text, inserting the gapped sentences as they go along, to ensure that the article reads coherent.

Part Three

This task consists of a text followed by four-option multiple choices. The multiple choice may take the form of a question or an incomplete sentence. There are six in all. The text is 450 to 550 words long. Sources of original texts may be the general and business press, company literature and books on topics such as management. Texts may be edited, but the source is authentic.

Part Four

This is a multiple choice cloze test with fifteen gaps, most of which test lexical items, and may focus on correct word choice, lexical collocations or fixed phrases. The texts chosen for this part will come from varied sources but they will all have a straightforward message or meaning, so that candidates are tested on vocabulary and not on their comprehension of the passage.

Part Five

This is an error-correction or proof-reading task based on a text of 150 to 200 words, with twelve items. Candidates identify additional or unnecessary words in a text.

That task can be related to the authentic task of checking a text for errors.

Therefore suitable text types are letters, publicity materials, etc. The text is presented as twelve numbered lines, which are the lines containing the items. Further lines at the end may complete the text, but they are not numbered.



Chapter Two

Basic Reading Skills Drills

Part one Sentence Reading

一篇文章像一座建筑物,段落就像这座建筑物中的柱子和梁,而句子像其中的砖和瓦。若想全面了解这座庞大而神秘的建筑物,第一要探究它纵横交错的结构,即柱子和梁;第二要弄清它的建筑材料,即砖和瓦。

BEC2 阅读考试阅读短篇消息、广告、论文、报告等不同文体材料,回答多项选择形式的阅读理解题;把图表或字母与相应的描述连接起来;填空题:考核考生对文章结构的理解;填空题:考核考生对词汇及语法知识掌握的准确性;改错。阅读文章不了解文章结构,弄不清句子大意,要通过 BEC2 阅读考试,有一定的难度。

常言道,“高楼万丈平地起。”若要顺利通过 BEC2 阅读考试,就必须端正态度,静下心来,扎扎实实,认认真真,从句子理解开始,打下坚实基础,再逐步过渡到段落阅读,最后才是篇章阅读。只有这样,一步一个台阶,不断积累,逐步提高,才是积极务实的态度,才可以做到一箭双雕——不但可以顺利通过雅思阅读考试,而且可以全面提高阅读理解能力。那种不踏踏实实学习,一心想投机取巧、走捷径的做法,最终是要碰壁的。

下面我们介绍英文句子的结构,帮助考生理解各类句子的含义。

一、Sentence Structure 句子结构

根据英语句子的结构,英语句子可以分为四大类。即简单句(simple sentence),并列句(compound sentence),主从句(complex sentence)和并列主从句(compound-complex sentence)。

1. 简单句(Simple Sentence)

简单句可分为 4 种类型:

1) 通常情况下,一个简单句由主语和谓语及宾语构成,即 Subject + Verb + Object.

例如:He sings a song. We study English.

2) 当然,简单句也可以是系表结构。即 Subject + Be + Adjective.

例如:She is a pretty girl. It's a beautiful day today.

3) There be 句型也可是简单句。

例如:There are 52 students in my class.

4) 简单句 + 时间或地点状语(短语修饰语) = 扩展式简单句

例如:

——We are making preparations for the BEC2 test in the Training Department of BEIJING International Studies University this semester.

本学期,我们在北京外国语大学出国留学人员培训部进行 BEC2 考试培训。

—The last person to leave the burning ship is Mr. Smith, a respected and experienced captain. . .

最后一个离开燃烧着的轮船的人是史密斯先生，他是一个令人尊敬和经验丰富的船长。

—The first hijacked plane to arrive at this airport has landed safely in the south runway.

开往本机场的第一架被劫持的飞机已经在南跑道安全降落。

—Rodgers constantly courted trouble with his boat-rocking comments and naughty behaviors in school at the age of twelve.

12岁的罗杰斯，经常在学校因为出言不逊和行为不当而惹祸。

—The book is a vehicle of learning and enlightenment, an open sesame to countless joys and sorrows.

书籍是传播知识，启迪智慧工具，是开启无穷无尽的欢乐与悲愁之门的秘诀。

2. 并列句 (compound sentence)

列句由 and, or 或 but 等连词(或分号)连接的两个简单句构成。

例如：

—Boys are generally fond of sports and girls are usually interested in music.

男生一般喜欢体育，女生通常热爱音乐。

—You can either obey the manager or you get fired.

你要么听从经理的话，要么被经理解雇。

—Xi'an is an ancient city with a long history but Shenzhen is comparatively a modern city with a fast development speed.

西安是一座历史悠久的古城，而深圳则是一座相对发展较快的现在化城市。

—The tourists went to the outdoor market; they bought several of the tropical flowers offered for sale.

游客们去露天市场，买了一些便宜的热带花卉。

3. 主从句 (complex sentence)

英语的主从句比较复杂。主要体现在句子长，从句多，难以理解。

例如：Among the possessions my mother brought home after my grandmother died was a pile of love letters which had been kept in a biscuit tin.

分析：在这个复杂的主从句中，共有 1 个主句和 3 个从句。主句是 Among the possessions was a pile of love letters。第一个从句是省略了 that 或 which，修饰 possessions 的定语从句，即 my mother brought home。第二个是 after 引导的时间状语从句，after my grandmother died。第三个是 which 引导的定语从句，which had been kept in a biscuit tin，修饰 love letters。在弄清句子的结构之后，方可清晰地理解其句子意思——外婆去世后，母亲带回一些遗物，其中有一沓情书，这些情书一直保存在饼干盒里。

在主从句中，主句一般为简单句。而从句是各种各样的。英语从句，主要分为主语从句、宾语从句、表语从句、定语从句、状语从句和同位语从句。下面简要介绍各类从句：

1) 主语从句

主语从句由 what, when, where, who, why, which 和 how 以及 that 引导的。

例如:

——What he said is correct. 他说的是对的。

——When the next snow falls is not clear. 下一场雪何时下还不确定。

——Where they are going to spend their winter vacation is under discussion. 他们正在讨论过寒假在哪儿过。

——Who is the real sufferer from the Iraqi War is known to almost everybody. 大多数人心里清楚,谁是伊拉克战争的真正受害者。

——Why the global warming occurs is the main topic of this economic forum. 本次经济论坛的检点是全球变暖的原因。

——Which major he selects will probably determine his future job. 他所选的专业将可能会决定他将来的工作。

——How he has passed the examination is a mystery to me. 我简直搞不清他是怎样通过考试的。

——That smoking is harmful to your health is a fact known to everybody. 吸烟有害健康是大家都知道的事实。

2) 宾语从句

宾语从句由 that 等引导,that 有时可以省略。

例如:

——The teacher said (that) she is a diligent and studious student.

老师说他是勤奋刻苦的学生。

由 suggest, propose, move, ask, order, command, recommend 等含有建议和命令意思的动词引导宾语从句时,从句用虚拟语气即动词原型。

例如:

——Henry has suggested that we go to Huashan Mountain this May Day holiday.

亨利建议我们今年五一假期去华山旅游。

3) 表语从句

表语从句由 that 引导,that 有时可以省略。

例如:

——The question is (that) when he will pass the IELTS test.

问题是他什么时候能通过雅思考试。

在 necessary, imperative, essential, important, good, 等形容词后的表语从句需用虚拟语气即动词原型。

例如:

——It is necessary (that) we master a foreign language.

我们掌握一门外语是必要的。

——It is imperative (that) you be there in person.

你亲自去那儿是非常必要的。

4) 定语从句

定语从句由 which, that, who 等词引导。当引导词在从句中作宾格时,可以省略引

导词。

例如：

—The Star Avenue is a popular TV program on CCTV-3, which is wildly acclaimed by most people in China every week.

“星光大道”是中央电视台三套推出的受欢迎的电视娱乐节目，大多数中国人每周必看。

—Deng Xiaoping was the first man who advocated the policy of reform and opening up to the outside world in China.

邓小平是中国第一个提出改革开放和经济建设的人。

5) 状语从句

状语从句分为时间状语从句，地点状语从句，原因状语从句，条件状语从句，让步状语从句等。

① 时间状语从句一般由 **when** 和 **whenever** 引导，例如：

—Being a teacher means being present at the Creation, when the clay begins to breathe.

当一名教师意味着创造的见证人，他目睹身体开始呼吸，开始了生命。

—Whenever I tell him something, he always turns a deaf ear.

不管我说什么，他总是不当回事儿。

② 地点状语从句一般由 **where** 和 **wherever** 引导，例如：

—This is the place where we have been to before.

这是我们来过的地方。

—Wherever you go, whatever you do, I will be right here waiting for you.

不论你去向何方，不论你要做什么事，我都一直在这里等着你。

③ 原因状语从句由 **because**, **since**, **as**, **for** 等词构成，例如：

—Since you are free tonight, please come over and play chess with me.

既然你晚上有空，何不过来和我下一盘棋。

—As the road is rather slippery, the number of road accidents has doubled.

由于道路光滑，交通事故数量翻倍。

—He didn't attend class yesterday for he was sick.

他昨天因为生病没来上课。

④ 条件状语从句由 **if** 和 **unless** 等词引导，例如：

—If you intend to attend an American university, you should pass the SAT (Scholastic Assessment Test)...

如果想进入美国大学学习，你需要通过美国高考 SAT 测试。

—I won't go unless you go.

你去我就去。

⑤ 让步状语从句由 **although**, **even though** 等词引导，例如：

—Although he is over 60, he is still full of beans.

尽管他已经 60 多岁，但他仍然精力充沛。

—Even though they do not have sufficient fund and advanced facilities, they

still carry on their research work.

尽管他们没有充足的资金和先进的设备,但他们仍然坚持进行其科研工作。

6) 同位语从句

同位语从句由 **that** 引导, **that** 不可以省略。

例如:

— They had to face the fact that the nearest gas station is thirty kilometers away.

他们必须承认最近的加油站距此地还有 30 公里这个事实。

— Now that energy prices are skyrocketing, further price hikes are uncertain, and that a new investment depending on them may fail risks high.

鉴于近期能源价格的飙升及其不确定性,一项与其相关的投资——失败的风险是相当大的。

— He proposed the health of the bride and the bridegroom, hoped that they would be happy together, and expressed a wish that all their troubles would be gone.

他希望新郎新娘永远幸福和健康,并祝福他们所有的困难都会过去。

— In 1932 Walton Cockerft surprised the world with an announcement that they had succeeded in developing a weapon which smashed atoms with artificially created and accelerated particles, thus bringing the world to the realization that release of energy from within the atom is possible.

1932 年 Walton Cockerft 的一项宣布震惊了世界——他们已经在研制一种用人工加速粒子击碎原子的武器上获得巨大成功。它的成功,向人类宣告了从原子中释放能量已成为可能。

常以 **that**-从句作同位语的名词还有 **answer, belief, conclusion, decision, discovery, doubt, evidence, explanation, hope, idea, information, knowledge, law, news, opinion, possibility, probability, problem, principle, promise, report, rumor, statement, thought, understanding, truth** 等。

Exercise:

Read each of the sentences below and the multiple choices that follow. Decide which option best represents the meaning of the sentence and circle that option.

For example: You will read:

The man said, "To us, going sight-seeing in Egypt is like traveling back in time."

Question: Which of the following is true of the man?

Options: A. He is an Egyptian.

B. He thinks what he sees there is worthless.

C. He's probably from a developed country.

D. He dislikes Egypt's past.

The correct answer is C. Therefore, you should circle letter C.

1. Mr. Brown got to the station at 9:30 a. m., missing the train by ten minutes.

Question: When did the train leave the station?

- A. The train left at 9:10 a. m.
- B. The train left at 9:20 a. m.
- C. The train left at 9:30 a. m.
- D. The train left at 9:40 a. m.

2. Marry left the house an hour ago and John left sooner than she did.

Question: Which of the following is true?

- A. John left before Mary did.
- B. John left the house soon after Mary did.
- C. Mary left the house before John did.
- D. John's payment for an apartment is \$115 a month.

3. After the conference, the secretary will write up the minutes.

Question: What is the secretary going to do?

- A. The secretary will be right up in a minute.
- B. The secretary will make a record of what was said.
- C. The secretary will confer with you in a moment.
- D. The secretary will sit to the right.

4. The controller made a mistake and overcharged Amy for her tuition.

Question: What does the sentence tell us?

- A. Amy was taken over to the controller's office.
- B. The controller charged Amy too much.
- C. Amy overlooked the error.
- D. Amy had control over the situation.

5. Peter was amazed how quickly Bob worked out the problem.

Question: Which of the following is correct?

- A. Peter and Bob solved the problem together.
- B. Peter was surprised that Bob did not want to do the problem.
- C. Peter quickly solved the problem for Bob.
- D. Bob's speed in doing the problem surprised Peter.

6. That is the last time we'll ever invite the Smiths to a party.

Question: What does the sentence mean?

- A. We invited them last night.
- B. We plan to invite them.
- C. We finally decided to invite them.
- D. We'll never invite them again.

7. Until she studied Spanish, George's sister had always thought it's difficult to learn another language.

Question: Which of the following is true?

- A. She finds Spanish easier than she expected.

B. She finds Spanish more difficult than she expected.

C. He finds Spanish easier than he expected.

D. He finds Spanish more difficult than he expected.

8. It's time Professor Johnson dismissed the class.

Question: Which of the following about Johnson is true?

A. He dismissed the class early.

B. He dismissed the class when he heard the bell.

C. He hasn't dismissed the class yet.

D. He should have dismissed the class before the bell rang.

9. Our plans for a vacation are still in the air.

Question: What does the sentence mean?

A. We have decided to go fishing.

B. We haven't decided about our vacation plans yet.

C. We will have a vacation.

D. We decided to go by plane.

10. Jimmy runs the 100 meter dash in exactly 10 seconds.

Question: What does Jimmy do?

A. He is a track star.

B. He is a football player.

C. He is an acrobat.

D. He is a stuntman.

11. I meant no harm by my remark but Martha flared up at me as though I had insulted her.

Question: Which of the following about Martha is true?

A. She was insulted by me.

B. She was harmed.

C. She became suddenly angry with me.

D. She was not aware of the danger.

12. Nancy measured flour, yeast, milk and salt and mixed them together and then put the loaves in a warm place to rise.

Question: What was Nancy doing?

A. She needed more money.

B. She was arranging a bouquet.

C. She was making bread.

D. She worked until sunrise.

13. Charles hardly ever goes hiking without his red jacket.

Question: What does the sentence mean?

A. Charles seldom takes his red jacket with him on hikes.

B. Charles doesn't often go hiking in the mountains.

C. Charles takes his jacket on most mountain hikes.

D. Charles finds hiking in his jacket very hard.

14. Talking with Mr. Jones is not an experience I ever look forward to.

Question: Which of the following is true?

A. I don't enjoy talking with Mr. Jones.

B. I'm not planning to talk with Mr. Jones.

C. I expect to be talking with Mr. Jones soon.

D. I haven't had to talk with Mr. Jones very often.

15. It's not like Mary to be unfriendly, so she must not have seen you when you waved.

Question: What does the sentence mean?

A. Mary likes to be unfriendly.

B. Mary waved when she saw you.

C. Mary did not wave because she did not see you.

D. You should have waved at Mary.

16. Bob resented his father's criticizing the plans for his new office building.

Question: Which of the following is true?

A. Bob criticized his father's plans for a new office building.

B. Bob was unhappy when his father criticized his plans for a new office building.

C. Bob and his father criticized the plans for a new office building.

D. Bob's father criticized him in his new office.

17. To bad you didn't prepare to walk in the rain.

Question: What does the sentence mean?

A. It's bad to go outside.

B. It's bad you don't have an umbrella.

C. If it didn't rain, you would have been happier.

D. All of the rain should not bother you.

18. I find it much better to praise the dog when it obeys and ignore its mistakes.

Question: How did the man train his dog?

A. He punished the dog.

B. He picked the dog up.

C. He rewarded the dog.

D. He ignored the dog.

19. The tourists intend to see more interesting places.

Question: What does the sentence mean?

A. The tourists want to see more places which are interesting.

B. The tourists want to visit a lot of places.

C. The tourists want to see more interesting people.

D. The tourists want to visit many historic sites.

20. Numerous states, in fact, have enacted laws allowing damages for "alienation of affections".