

BEC二级模拟考试题（四）PDF转换可能丢失图片或格式，
建议阅读原文

https://www.100test.com/kao_ti2020/150/2021_2022_BEC_E4_BA_8C_E7_BA_A7_E6_c85_150311.htm —.READING PART ONE
Questions 1-7 . Read these sentences and the instructions that follow.
. Which method does each sentence describe? . For each sentence
mark one letter (A ,B ,C or D) on your answer Sheet. Example You
can dictate a message almost anywhere at your convenience. Answer:
B 1. You speak, while your secretary types down your words. 2. You
have to speak slowly and very clearly. 3. One of these methods can be
used when you are in a hurry. 4. While dictating ,you use some tapes.
5. One of the disadvantages of this method is that you are totally
strange to the transcriber. 6. The dictation is done with your
speaking, a machine s recording, and your secretary s transcribing. 7.
The machine records your words and then provide the transcription.
A. Dictation to your own secretary-"live" dictation, taken by a
person who becomes familiar with your dictating characteristics. B.
Dictation to a machine, with your secretary transcribing. Inexpensive
cassette recorders provide great flexibility in dictation. You can
dictate in the office, at home, in an automobile, in an airplane, and in
any out-of-the-office situation. Your dictation tapes can be
transcribed by being played back on modern transcribing
equipment. C. Dictation to a machine, with a word-processing
center providing the transcription in this case, the transcriber will
probably not be familiar with your dictation manners and
peculiarities. D. Other dictation methods, such as by telephone calls

or by direct secretarial transcription at the typewriter. These methods are not routine but are used typically in "rush" situations. They require a slow voice speed and clear pronunciation. 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com