

口试指导：BEC中级口语(1) 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__E5_8F_A3_E8_AF_95_E6_8C_87_E5_c85_150438.htm BEC口试范围、形式与内容及评分标准BEC口试主要考查考生在商务交往过程中运用英文的能力。商务交往主要指：1. 建立和保持商务联络；2. 谈论工作；3. 制定计划与安排工作。测试内容

1. 建立和保持商务联络

- 1) 向人表示问候和对问候的回答；
- 2) 自我介绍；
- 3) 询问对方或介绍自己的身份特征；
- 4) 表达自己喜欢什么、不喜欢什么；
- 5) 发出邀请、接受或拒绝邀请；
- 6) 表示感谢和欣赏；
- 7) 给别人提供方便、接受或拒绝帮助。

2. 谈论工作

- 1) 询问和描述工作任务；
- 2) 询问和介绍公司情况；
- 3) 询问和简要介绍产品；
- 4) 比较不同的产品及价格；
- 5) 询问和提出自己的观点；
- 6) 表示同意或反对；
- 7) 提出、接受或拒绝建议；
- 8) 表达需要和要求。

3. 制定计划和安排工作

- 1) 商务会议：安排会议日程、安排会议议程；
- 2) 商务旅行：预定饭店房间、到饭店住宿和结账、点菜、进行旅行咨询、预定机票、乘火车旅行、根据指南行路。

Speaking Test 1.

Customer Relations: the importance of making customers feel valued

2. Company growth: the importance to a company of controlling expansion

3. Marketing: how to ensure that agents maintain a high level of effectiveness when representing a company

4. Time Management: the importance of planning work time effectively

5. Project Development: how to ensure inter-departmental co-operation on new projects

6. Purchasing: how to evaluate and select new products

7. Personnel Management: the importance to a

company of having well motivated staff⁸. Strategic Planning: how to decide whether to purchase or rent company premises⁹. Sales: how to ensure that price levels for new products are set appropriately¹⁰. Communication Skills: the importance of foreign language training for selected employees¹¹. Advertising: how to select a suitable agency to handle a company ' s advertising¹². Finance: how to decide whether to float a company on the stock-market¹³. Marketing: the importance to a company of offering its products on the world-wide web¹⁴. Staff Training: how to evaluate the effectiveness of company training programmes¹⁵. Company Growth: how to decide when it is the right time for a business to expand¹⁶. Public Relations: the importance to a company of sponsoring well-known personalities from the arts and popular culture¹⁷. Recruitment: how to ensure that the best candidate for a post is selected¹⁸. Information Management: how to analyse and make effective use of information¹⁹. Sales: the importance of brand image in ensuring that products or services sell well²⁰. Technology: the importance to a company of keeping up-to-date with internet developments²¹. Quality Control: how to ensure that a company consistently maintains quality control standards²². Product Promotion: how to make effective use of the media when promoting a new product or service²³. Product Management: the importance of teamwork for the effective management of projects²⁴. Health and Safety: how to develop a responsible attitude among staff to the health and safety requirements of accompany²⁵. Technology: the importance of computer skills for the workplace of the future²⁶.

Communications: how to ensure that e-mail is used appropriately by staff for internal and external communications²⁷. Staff Development: how to administer a staff budget effectively²⁸. Market Research: the importance of finding out about customers ' habits and attitudes²⁹. Financial Management: how to identify ways of reducing costs in a company³⁰. Communication: how to achieve an effective working relationship between different departments within a company³¹. Communication skills: the importance of understanding cultural differences when working in an international environment³². Personnel Management: the importance of providing employees with clear job descriptions³³. Company Growth: how to ensure that company growth proceeds at the optimum rate³⁴. Time Management: how to manage a heavy workload effectively³⁵. Health and Safety: the importance to a company of having a Health and Safety policy³⁶. Human Resources: how to ensure that staff at all levels receive appropriate feedback on individual performance

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