

1998年商务英语初级BEC1试题（一）PDF转换可能丢失图片或格式，建议阅读原文

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Instructions to Candidates (a) The time allowed for this examination is 2 hours. (b) Answer all 4 questions. (c) Use the spaces provided in the combined question and answer booklet to complete the answers. If more space is needed for answers or rough notes, use the supplementary sheets provided and secure them inside your booklet with your name and candidate number clearly written on each sheet. Rough notes should be clearly crossed through. (d) Credit will be given for correct spelling, punctuation and grammar. (e) Adequate and appropriate communication is required rather than a particular number of words. (f) When you finish, check your work carefully. (g) The use of standard English dictionaries and cordless non-programmable calculators is permitted. Candidates whose first language is not English may use a bilingual dictionary.

ENTER DETAILS BELOW  
CANDIDATE ' S NAME IN FULL As it is to appear on the

certificate IDENTITY CARD NUMBER.....Subject

Code Number.....1041..... Candidate ' s

Number.....Centre Code.....

..... Full Private Address.....

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.....Postcode..... Centre Name and Address.....

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STATE HERE THE NUMBER OF ADITIONAL SHEETS  
HANDDED IN μ QUESTION 1 Situation: Watson ' s Plastics,  
where you work in the Accounts Department, has a fleet of company  
cars. You have noticed that the bills for minor bodywork repairs and  
damaged types have increased steadily in the last year. Driver reports  
seem to indicate many examples of careless parking and accidents  
happening when the cars are privately used after working hours.

Task: Write a memo to the Finance Manager, James Shah, informing  
him of the situation and asking for his advice about your concerns  
over rising costs, cars not in use etc. Lay out your answer as a memo,  
in the space below, making up any necessary details.

MEMORANDUM TO DATE FROM REF SUBJECT QUESTION  
1 CONTINUED You may continue writing your memo here:

QUESTION 2 Situation: Your company, Peak Security, is applying  
for the security contract at a number of major sporting events. You  
have been asked to check the information below about the  
Burlington Fields Tennis Festival. Task: Read the article on  
Burlington Field opposite, then say whether the following statements  
are TRUE or FALSE. Then quote ONLY the word or phrase from  
the text that supports your answer. The inclusion of irrelevant  
information will be penalised. 100Test 下载频道开通 , 各类考试  
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