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31 - 40 Read the article below about meetings. For each question 31 - 40 write one word in CAPITAL LETTERS on your Answer

Sheet. How to make more of meetings You should know what ends you want to achieve in a meeting before it starts and prepare for it (0) reading any papers circulated beforehand, and carefully thinking about (31) you want to say. This may sound rather boring, but solid preparation is the key to successful meetings: A great (32) of time and energy can be wasted through simple lack of planning. The most important issues are not always given the most time in the general running of meetings. People are often unwilling (33) discuss important budgetary matters because they do not fully understand them, but (34) becomes an expert when it comes to discussing the colour of the new curtains, or what type of coffee to buy The discussion of (35) trivial matters as these, therefore, should be saved until the end of the meeting. During the meeting it is essential to stick to the agenda so (36) to avoid the common problem of repetition. At the same time you (37) to be sensitive to other people's ideas and feelings, and never lose your temper. Be prepared to accept (38) implement a suggestion that is contrary to (39) own ideas if it is an improvement on them. such honesty and flexibility are signs of good leadership and earn respect. Finally, remember that when a decision is made it is

important to act (40)..... it and to honour all the commitments you have made in the meeting. 转贴于：考试大_商务英语考试
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