

2007BEC高级全攻略之口试指导--问题的讨论和解决(下) PDF
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https://www.100test.com/kao_ti2020/284/2021_2022_2007BEC_E9_AB_98_c85_284236.htm 问题的讨论和解决实用技巧（见范例）：
A.提问者将文字材料中规定讨论的部分（通常特殊疑问句）改为一般疑问句并进行表述。B.使用第一人称I或We进行表述，自然进入虚拟的工作环境中。C.使用工作场合中常用的套话使得交流更加自然。例如：Shall we get down to our business?D.在讨论中表达同意时所用的句型：I think so. / You are right. / That ' s quite true. / Definitely. / I have the same view. / I share your concern. / That ' s a good point. / No doubt about it. E. 在讨论中表达不同意时所用的句型：That ' s true but.... Yes I know but.... I understand but.... I don ' t think that I agree with you. I don ' t think so. I can ' t agree with you. I have some difficulty with your view. Attending Trade Fairs Your company has been invited to take part in a trade fair, which will take place during the busiest time of the year. You have been asked to decide whether staff should be sent to this trade fair.Discuss and decide together:*what the advantages and disadvantages are of attending trade fairs*which members of staff would most usefully represent a company at a trade fair Model Answer 1:A: You know our company has been invited to this year ' s Guangzhou Trade Fair in July. But July is our busiest time. So we have to decide whether to send our staff to attend this fair. What ' s your opinion?B: I think we should send our staff because....A: I agree with you. From my point of view, we should...because....B: Which members of staff will you choose

to represent our company to attend the fair?A: My ideal members of staff are ... You know...B: I think that is the exact reason why we should ...A: I am very happy that we hold the same idea.B: So let ' s make this decision. A: Ok. I ' ll let our boss know our decision this afternoon. Model Answers2:A: You know our company has been invited to this year ' s Guangzhou Trade Fair in July. But July is our busiest time. So we have to decide whether to send our staff to attend this fair.B: I think we should send our staff because...A: To be frank, I don ' t agree with you...B: But the fact is we can benefit much more from sending our staff to the fair than keeping them at work. You know...A: Ok, maybe you are right.B: Let ' s move to the next agenda. Which members of staff should our company send?A: ...B: I agree with you. ...A: Ok. Let ' s make this decision. B: Ok. I ' ll let our boss know our decision this afternoon. Promoting TourismAn international conference on tourism will held soon. You have been appointed to a committee which will make recommendations on how your region should be promoted at the conference. Which types of tourist attractions and facilities generate most income from foreign visitors? How other attractions and facilities should be promoted effectively to foreign visitors? Recruitment Video Your company wishes to recruit more young business graduates. You have been asked to produce a recruitment video, which will be used to attract more job applications from business students. What types of information about the company to include in the video? Which members of staff should be involved in making the video? Foreign Workers Your company has recently signed an agreement with a

foreign company, which means that foreign business people will be working in your company for short periods. You have been asked to help with preparations for their arrival. How to familiarize foreign business people with the working practices of your company?

What arrangements need to be made for the foreign staff for outside working hours? Newspaper Article A local newspaper is planning a series of articles about successful companies in the area, including your company. You have been asked to communicate with the newspaper about the content of the article on your company.

What kinds of information about the company should be included? How the company could benefit from the newspaper article? Cost cutting Your company has decided to try to reduce costs. You have been asked to investigate the possibility of cutting the financial costs of operating your department. Which are the areas where costs could be cut? What problems might arise from cutting costs? Customer complaints Your manager is not satisfied with the way staff reacts to complaints from clients about products or services. You have been asked to suggest how this could be improved. How the company can make effective use of will be available in the new office? What training will be needed for these jobs? Staff recruitment Your factory urgently needs to recruit a large number of temporary staff in order to fulfill an unexpected order. The staff needs to be ready to start work as soon as possible. What you need to do in order to find suitably skilled staff? What type of induction program the new staff will need before they start work?

Modernization Program You work for a large company which has

decided to introduce a program of modernization and improvement. You are involved in setting up this program. How to prepare staff for major changes within the company What other factors have to be considered when introducing major changes in a company Language Courses Abroad Your company has offered you the opportunity of attending a six-month English language course abroad. You have to decide whether to accept, and are therefore going to attend a meeting to find out more about the offer. What the advantages are of learning languages abroad What plans you will have to make for work and home if you go away for a long period Potential Supplier A potential supplier will soon be visiting you at your workplace. You think this supplier and the products or services they offer could be very important for the future of your company. What you need to find out about the supplier and the products or services before the visit How you could entertain the supplier the negotiations Foreign Business Travel Your company has decided that it needs to introduce a clear policy on foreign business travel. You have been asked to help draw up the guidelines. What the various reasons are why members of a company make business trips abroad In what ways a company might be affected if the number of foreign business trips was reduced Company Directory Your company is going to be included in an international directory of all the types of businesses operating in your country. You have been asked to write a brief profile of your company for the directory. What information you will include about your company How the directory would be useful to companies 100Test 下载频道开通

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