

2007BEC高级全攻略之口试指导--话题讨论试题精选(九) PDF  
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[https://www.100test.com/kao\\_ti2020/469/2021\\_2022\\_2007BEC\\_E9\\_AB\\_98\\_c67\\_469015.htm](https://www.100test.com/kao_ti2020/469/2021_2022_2007BEC_E9_AB_98_c67_469015.htm) 87. How to administer staff budget

effectively A: staff budget refers to the company ' s expenses on recruitment and management of human resources. To administer it effectively we should first make a set of guidelines under which every activity involving staff recruitment or management is to be reported and planned in detail so that the cost of these activities will be under the administration of the people concerned. Second we can introduce a simple and realistic corporate culture to our company so that everyone of our company knows well the importance of cost-cutting especially in staff budget. Third members in charge of staff budget administration should be open with other members. They should explain in detail where the budget goes why the budget is cut or expanded and what company can expect from the budget.

88. The importance of finding out about customer ' s habits and attitudes A: as we all know your customer ' s habits and attitude will exert a great influence on the production and sales of your products or services. Customer ' s habits especially their consuming habits will decide to what extent they can accept the price of your products which will directly affect the pricing of your products. Customer ' s attitudes towards your products or service reflect the quality of your products or services and will decide whether your products or services can remain popular on the market. So if you carry out research to find out about their habits and attitudes you can gear the

production and sales of our products towards a right direction. 89.

How to identify ways of reducing costs in a company A: first we can hold a meeting within the company and ask every member attending the meeting to discuss openly where they think the costs originate and how to reduce the costs. Afterwards we collect the feedback and carry out the research on it to see if our staff 's opinion is true. If their opinion reflects the current situation then we set out to list every possible way of reducing costs and follow it to reduce our costs.

Second, as top leaders we should ask department managers to create a diagram showing clearly the exact procedures of their tasks and check every procedure to see if there is extra cost and to decide how to solve it. Third we can learn from other companies ' experience of reducing costs and check if there is any similarity between us and those companies in reducing costs. Their ways will probably become great helps for us.90.

How to achieve an effective working relationship between different Departments within a company A: first we should try out best to create a team spirit within the company and between different departments so that members from different departments can know the importance of team work and share the identity that what they are doing now is not just for their own departments but for the well-being of their company. This way there will be a sound environment of mutual help and mutual trust between different departments which can help all members to work effectively. Second company should do something to help people from different departments to understand and communicate with each other. For example we can hold monthly gathering in which

everyone can have the chance to know each other speak to each other and share their experience in work so that they will work in a spirit of shelving differences while retaining common ground.

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