

BEC考试1级试题(二) PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/496/2021_2022_BEC_E8_80_83_E8_AF_951_c85_496628.htm EXAMINATION 1999 FOR

BUSINESS FIRST LEVEL Instructions to Candidates (a) The time allowed for this examination is 2 hours.来源：考试大 (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.来源：考试大 (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.来源：考试大

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STATE HERE THE NUMBER OF ADITIONAL SHEETS

HANDED IN μ QUESTION 1 Situation: Your department is responsible for the ordering and issuing of stationery supplies to employees in your organisation. The Accounts Manager has recently pointed out the rising costs of stationery used. He suspects that employees are being wasteful, and wants you to take some action to reduce the amounts. Task: Write a memo to all company staff. Give details of the Account Managers complaint, and stress the need for economy and careful use of stationery items. You need to tell them that you will shortly discuss with other department heads the introduction of new guidelines for stationery requisition. Lay out your answer as a memo, in the space below, make up any necessary details.

来源：考试大 (30 marks) MEMORANDUM TO FROM

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