

1999年商务英语初级BEC1试题商务英语考试 PDF转换可能丢失图片或格式，建议阅读原文

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EXAMINATION 1999 FOR BUSINESS FIRST LEVEL 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

CANDIDATES NAME IN FULL as it is to appear on the certificate
IDENTITY CARD NUMBER..... Subject Code
Number.....1041..... Candidates
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
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. (30 marks) MEMORANDUM TO FROM DATE SUBJECT

QUESTION 1 CONTINUED You may continue writing here:

QUESTION 2 Situation: Your company is considering a healthcare package for all employees ana you have been asked to look at a number of options. Task: Read the information on Tip-Top Health Insurance on the page opposite, then say whether the following statements are TRUE or FALSE. Then quote the words or phrase that support your answer. Do not write more than 6 words for each answer. You will lose marks for irrelevant information. Write your answers on the lines marked A.

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