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[https://www.100test.com/kao\\_ti2020/629/2021\\_2022\\_2009\\_E5\\_B9\\_B4BEC\\_c85\\_629978.htm](https://www.100test.com/kao_ti2020/629/2021_2022_2009_E5_B9_B4BEC_c85_629978.htm) —. READING PART ONE Questions 1-7

. Read these sentences and the instructions that follow. . Which method does each sentence describe? . For each sentence mark one letter (A ,B ,C or D) on your answer Sheet. Example You can dictate a message almost anywhere at your convenience. Answer: B 1. You speak, while your secretary types down your words. 2. You have to speak slowly and very clearly. 3. One of these methods can be used when you are in a hurry. 4. While dictating ,you use some tapes. 5. One of the disadvantages of this method is that you are totally strange to the transcriber. 6. the dictation is done with your speaking, a machines recording, and your secretarys transcribing. 7. the machine records your words and then provide the transcription. A. Dictation to your own secretary-"live" dictation, taken by a person who becomes familiar with your dictating characteristics. B. Dictation to a machine, with your secretary transcribing. Inexpensive cassette recorders provide GREat flexibility in dictation. You can dictate in the office, at home, in an automobile, in an airplane, and in any out-of-the-office situation. Your dictation tapes can be transcribed by being played back on modern transcribing equipment. C. Dictation to a machine, with a word-processing center providing the transcription in this case, the transcriber will probably not be familiar with your dictation manners and peculiarities. D. Other dictation methods, such as by telephone calls or by direct secretarial

transcription at the typewriter. These methods are not routine but are used typically in "rush" situations. They require a slow voice speed and clear pronunciation. PART TWO Questions 8-12 . Read this text about electrical power in Canada. . Choose the best sentence from the list A-I to fill each of the blanks. . For each blank(8-12) mark one letter (A-I) on your Answer Sheet. . De not mark any letter twice. . One answer has been given as an example. ELECTRICITY : WEALTH , MONEY , POWER Canadian industries have prospered for more than a century on the countrys abundance of cheap ,reliable electrical power...example...In fact ,Canada consumes more electricity on a per person basis than any country except for Norway...8... Electricity is a significant source of export income for Canada...9...But in the 1970s ,Canadian exports rose sharply to address the U. S. demand for cheaper and more reliable. In 1985, exports of Canadian electrical power reached 1,400 million US dollars ...10...Net electricity exports account for more than 60% of Canadas balance of trade. Domestically, Canada continues to generate electrical power, primarily from water ...11... Exports of electricity are now subject to forces far beyond the control of utility managers...12... Example: B A. Besides, electricity from coal and nuclear is 50/00 to 75/00 cheaper than many other industrial nations. B. Generated primarily by water, our power supplies have attracted and supported energy-intensive industries such as mining. C. It also ranks among the top three electricity producers in the world, behind the U. S. and Russia. D. Next to electricity, Canadian paper exports came to 900 million US dollars every year in the 1960s. E. Two large

nuclear power plants began to generate electricity. F. Since then, electricity exports have declined but they have continued to exceed 700 million US dollars. G. Environmental and trade policies all influence electrical production and trade. H. Canada and the U. S. imported and exported power in almost equal measures after 1901. I. therefore, the Canadian government has little influence on these forces. 100Test 下载频道开通，各类考试题目直接下载。详细请访问 [www.100test.com](http://www.100test.com)