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2 READING PART 1 1 In order to complete a task well, it may not be necessary to deal with every detail. 2 If you have too much to do, you may need to turn down work in the future. 3 Any planning activity needs to take place on a regular basis. 4 You should avoid giving additional time to a particular task. 5 It is possible that some routine tasks do not need to be carried out. 6 If you are overloaded with work, it is important to identify the cause. 7 People at all levels perform time-wasting activities. Successful Time

Management A The secret of avoiding work pressure is thinking ahead. Every day you need to review your progress towards objectives and decide how you can best use the time available to make further progress. You may find this is best done at the start of your working day but some people prefer to have a planning session just before they finish. Whichever you select - and you may need to experiment to find what suits you best - find some way of fitting the activity into your schedule. Never say, I don't have time to plan today. B Managers at all levels occasionally find they have taken on more than they can cope with. This is not a crime, but you must examine the reasons for such a situation and then plan a course of action. Until the problem is resolved, most of your time and energy will go into worrying about the situation and you will feel

unmotivated. Think too about how to prevent it happening again. #0000ff> This may require you to be firm and avoid agreeing to more than is realistic. C If a review of your working practices shows that you are too much of a perfectionist, do something about this. Modern definitions of quality refer to Witness for purpose. If you bear this in mind, you may find it easier to persuade yourself to settle for an acceptable level of quality rather than perfection. When thinking about objectives and planning how to achieve them, consider how thoroughly you need to do something in order to meet your requirements. #0000ff> Unless you have spare time, do not spend extra hours on an activity in an effort to cover absolutely everything. D #0000ff> If your review of a period of time shows that you are spending time on things that are not really necessary or important, then think hard about whether you can afford this time. Many people file unnecessary papers and attend endless, unproductive meetings. Even top managers can be guilty of misdirecting their efforts by supervising subordinates too closely or failing to delegate. If you question the necessity of certain work, you may find it easier to avoid these misdirected efforts and this will better inform your planning in the future. 《Successful Time Management》, 成功的时间管理。文章针对怎么利用时间、提高工作效率提出了一些建议。第一题, 为了完成好一个任务, 没有必要处理每一个细节。答案是C段的最后一句话, 而且这句话同时是第一题和第四题的答案所在: Unless you have spare time, do not spend extra hours on an activity in an effort to cover absolutely everything. 除非你有空闲的时间, 否则不要

在一件事情上花费额外的时间去努力涉及到所有事情。cover absolutely everything可以对应于deal with every detail。第二题，如果你有很多要做的，也许需要拒绝以后的工作。答案是B段的最后一句，有点绕：This may require you to be firm and avoid agreeing to more than is realistic.这需要你变得坚定，避免答应超出现实的工作。more than is realistic，也就是眼前无法完成的工作，即work in the future。第三题，任何计划行为都需要建立在一个有规律的基础上。答案在A段。A段整个就是讲的计划的重要性，有计划，才能合理安排时间。中间说有人喜欢在每天开始的时候计划，有人喜欢在结束前。答案是这么一句：you may need to experiment to find what suits you best-find some way of fitting the activity into your schedule.你必须去试验寻找到最适合你的寻找将这个活动融入到你的时间表的某种方法。要让计划融入进你的时间表，也就是说计划要成为你的日程的固定部分，即题目说的take place on a regular basis。第四题，在第一题已经说了，C段的最后一句，extra hours可以对应于additional time。第五题，可能有些例行的任务不需要被执行。答案是D段的第一句：If your review of a period of time shows that you are spending time on things that are not really necessary or important, then think hard about whether you can afford this time如果回顾某段时间发现你在一些并不是真正必要或者重要的事情上花费了时间，那么你需要仔细考虑这次你是否花的起。言下之意，有些things that are not really necessary or important ( some routine tasks ) 可以不必花时间做(do not need to be carried out)。第六题，如果你觉得自己工作负担过重，那么查明原因很重要。答案是B段的这么一句

: This is not a crime, but you must examine the reasons for such a situation and then plan a course of action。examine the reasons 可以对应于 identify the cause。第七题，各个等级的人都会进行浪费时间的活动。答案在D段，需要提炼。D段整个讲的都是不要把时间浪费在不必要的事情上。前面说不要干一些 routine task，后面说顶端的经理们也会误用他们的努力。最后一段盘点了很多入，前面的 many people，后面的 even top manager，和在一起就是题目说的 people at all levels。不管是 routine task，还是 misdirecting their efforts，都是 time-wasting activities。相关推荐：[#0000ff>剑桥商务英语中级第二辑阅读真题汇总](#) [#0000ff>剑桥商务英语中级第四辑真题阅读精讲汇总](#) [#0000ff>2011年BEC考试中级听力预测试题汇总](#) [#0000ff>2011年剑桥商务英语BEC纸笔考试时间](#) [#0000ff>2011年上半年剑桥商务英语报名截止时间](#) 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)