

实用英语交际职业技能等级考试 (初级) 样题

TASK 1

Mark Green, the sales manager of a furniture company, is talking with his business partner Jane Smith. Listen to 3 conversations between them and answer Questions 1-5 by choosing A, B, C or D. You will have **10** seconds to answer each question. Each recording will be played **TWICE**.

Question 1 is based on Conversation 1.

1. What does Ms Smith like best for her breakfast?
 - A. Bacon.
 - B. Bread.
 - C. Coffee.
 - D. Dumplings.

Questions 2-3 are based on Conversation 2.

2. How many desks and chairs will Ms Smith order?
 - A. 30 desks and 50 chairs.
 - B. 50 desks and 30 chairs.
 - C. 300 desks and 500 chairs.
 - D. 500 desks and 300 chairs.
3. At what price will Ms Smith buy the desk and the chair?
 - A. 90 dollars for each desk and 50 dollars for each chair.
 - B. 50 dollars for each desk and 90 dollars for each chair.
 - C. 40 dollars for each desk and 72 dollars for each chair.
 - D. 72 dollars for each desk and 40 dollars for each chair.

Questions 4-5 are based on Conversation 3.

4. When will the desks and the chairs be sent to Ms Smith?
 - A. On 13th December.
 - B. On 20th December.

- C. On 28th December.
 - D. On 30th December.
5. Where will the desks and the chairs be received?
- A. In the factory.
 - B. In the warehouse.
 - C. In the new office.
 - D. In the old building.

TASK 2

You are the general manager's secretary and are asked to receive an important guest of your company. Now listen to 10 questions or statements from the guest and for each of them choose a reply which best responds to it. You will have **15** seconds for each reply. Each question or statement will be played only **ONCE**.

1. A. What a pity!
B. Never mind.
C. Thank you so much!
2. A. No problem. I'll pick you up.
B. Sure. The plane will land at 3:00 pm.
C. Yes, you can take a taxi from the airport.
3. A. Sure. The weather is very pleasant.
B. You bet. It's really a beautiful city.
C. Yes, there's a lot here in this book.
4. A. Well, the bread is terrible.
B. Sure. This soup is very famous.
C. Yes, you look very hungry now.
5. A. You can drive to a nearby store.
B. You can try some beef dumplings.
C. You can have breakfast at the hotel.

6. A. Yes, we need to plan for the future.
B. We'll have a meeting in the afternoon.
C. We made a good plan in the morning.
7. A. I'm in the Marketing Department.
B. I work for a living.
C. I'm studying product design.
8. A. Of course. How about you?
B. Of course. What can I do for you?
C. Of course. What's wrong with your hand?
9. A. The delicious food.
B. I can't get it here.
C. I hope to be there some day.
10. A. Yes, my alarm clock went off this morning.
B. Yes, I had to finish my task before the deadline.
C. Yes, it's time for me to go to my friend's birthday party.

TASK 3

You are a sales assistant at AW Technology. You are asked to answer some customers' questions about a smart watch. Now you have **60** seconds to read the product's advertisement.

Features

- Weight: 290 grams
- Dimensions: 1.98 × 3.98 × 9 inches
- Colour: Black or white
- Price: £43.00

Functions

- Detect your heart rate through the day
- Record your sleep at night
- Safe to use with water activities
- Last for 5-7 days once fully charged

Requirements

- Avoid using it in hot water
- Keep it away from chemicals



Now listen to 6 questions about the watch from some customers. Answer Questions 1-6 according to the advertisement. You must respond within **15** seconds after you hear a tone. Each question will be played only **ONCE**.

TASK 4

You are an HR assistant at ABC Co Ltd. Your company is organising a team-building tour to the United Kingdom. You are asked to inform the staff of the tour.

TASK 4.1

Read the poster about the tour. Fill in the blanks with the **EXACT** words, phrases or numbers from the poster. You will have **5** minutes to complete the task.

United Kingdom

WHAT'S INCLUDED

- 4-star hotels
- Round-trip flight tickets
- Tour guide services
- Travel insurance



DESTINATIONS

- Days 1-4: London
- Days 5-7: York
- Days 8-10: Bath

Departure Date

2nd October 2021

Price

RMB 2,000 for each staff member

RMB 6,000 for each family member

1. The tour to the United Kingdom will start on _____.
2. Round-trip _____ are included in the price.
3. The tour will offer _____ services.
4. Tourists will visit _____, York and Bath.
5. Each family member needs to pay RMB _____ for the tour.

TASK 4.2

Give a short announcement about the tour to the staff. You should:

- inform them of the tour;
- provide detailed information about the tour;
- ask them to book the tour with you.

You will have **120** seconds to prepare and **90** seconds to speak.

TASK 5

You are an assistant to the client manager. Lola Cruz Sánchez, a representative from a Spanish company, is paying a visit to your company next month. You are asked to accompany her during her visit. Read the following passage and learn about Spanish manners. Read Statements 1-5 and decide whether each manner is **PROPER** or **IMPROPER**. You will have **15** minutes to complete the task.

Although the Spanish are usually open, there are some issues that you had better avoid in daily conversation or business contacts. These sensitive issues include gender roles, the Spanish Civil War, politics and religion, and conflicts between regions of Spain. All of these topics are considered improper for a polite conversation.

Furthermore, it is suggested not to be overly friendly or have close body contact with someone that is not a close friend or family member. Once your relationship with the Spanish business partners has developed into a strong one, friendly gestures such as hugging and kissing may become acceptable. Also, standing too far away during conversation is not appropriate. The Spanish like to stand close together while talking, and they may also pat your arm or shoulder to make a point. Do not move away, or it may cause trouble.

At last, it is best to address people using Mr or Ms, followed by the surname. There are no specific rules about the giving and receiving of business cards. But it is always best to treat the card with respect.

1. You talk with Lola about women's changing roles in the Spanish society.
 - A. PROPER
 - B. IMPROPER

2. When introducing Lola to your colleagues, you suggest they hug her.
 - A. PROPER
 - B. IMPROPER

3. When talking with Lola, you stand close to her to show politeness.
 - A. PROPER
 - B. IMPROPER

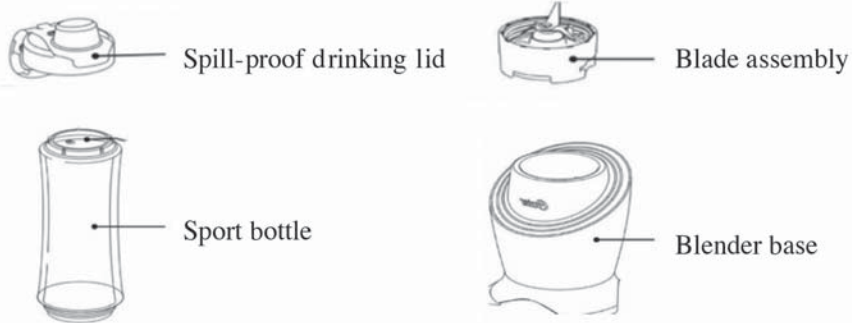
4. When you introduce Lola to your colleagues, it is best for you to call her Lola.
 - A. PROPER
 - B. IMPROPER

5. When Lola gives you her business card, you receive it carefully to show respect.
 - A. PROPER
 - B. IMPROPER

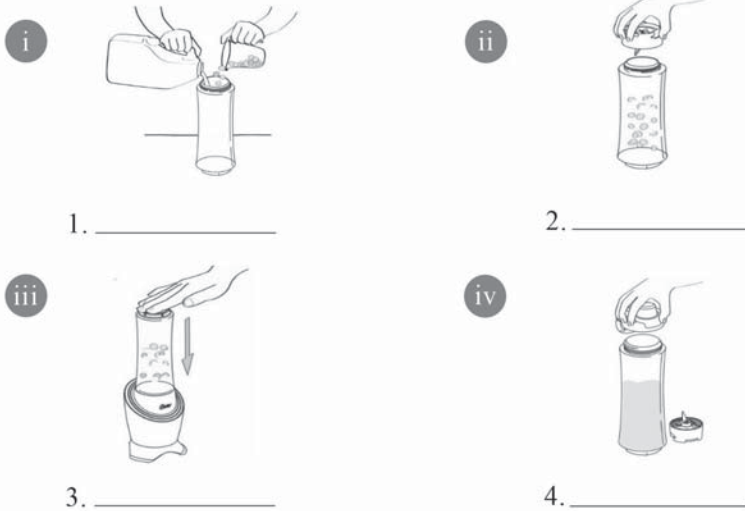
TASK 6

You are a quality inspector at Oster Manufacturing. You are asked to do the quality test for the Oster Blender according to the user manual. There are 4 steps to use the blender. Now choose the right description for each step. You will have **10** minutes to complete the task.

How to Use the Oster Blender



Our newly-launched Oster blender consists of four parts: a drinking lid, a sport bottle, a blade assembly and a blender base. Refer to the following simple steps when you want to make your own drink.



Now you are good to go!
Take your drink anywhere with our sport bottle.

Instructions

- A. Fasten the blade assembly on the bottle.
- B. Fill the bottle with water and your favourite fruits.
- C. Replace the blade assembly with the drinking lid.
- D. Put the bottle into the base. Press it down to start blending.

TASK 7

You are Miranda Li, a secretary at AD Manufacturing. You are asked to invite David Clarkson, CEO of WET Co Ltd, to attend your product launch event and then make an itinerary according to his reply.

TASK 7.1

Now complete the invitation email to David Clarkson according to the schedule provided. You will have **15** minutes to complete the task.

	Product Launch	Welcome Dinner
Time	2:00 pm-5:00 pm 15th August	6:00 pm-9:00 pm 15th August
Venue	Beijing Hotel	Forest Western Restaurant
Activity	<ul style="list-style-type: none"> • Product briefing • Q&A • Product trial 	<ul style="list-style-type: none"> • Welcome speech by CEO • Three-course dinner

From: Miranda@hotmail.com
 To: D.Clarkson@gmail.com
 Subject: An invitation to the product launch of AD Manufacturing

Dear Mr Clarkson,

AD Manufacturing warmly invites you to attend our company’s product launch event on the 15th day of August.

There will be two main sessions during the event—the product launch and the welcome dinner. The product launch is scheduled to be held [1] _____ at Beijing Hotel. First, our CEO will brief the guests on our new product in detail; then [2] _____, followed by a product trial.

In the evening, [3] _____ at Forest Western Restaurant. First, [4] _____; at the end of the

evening, [5] _____.

We'd be delighted if you could join us at our launch. Please let us know if you will be able to attend and if there is anything we can do to assist you with your travel plans. We look forward to hearing from you.

Sincerely,
Miranda Li
AD Manufacturing

TASK 7.2

Now read David Clarkson's reply. Complete the itinerary with the **EXACT** words or phrases from the email. You will have **15** minutes to complete the task.

From: D.Clarkson@gmail.com
To: Miranda@hotmail.com
Subject: Invitation confirmation

Dear Ms Li,

I am delighted to confirm my acceptance of your invitation, and I will attend the product launch event held on 15th August.

I will arrive at Beijing International Airport at 8:30 am on the 14th day of August. I would really appreciate it if you could pick me up and take me to Beijing Hotel. If it suits you, we could perhaps have lunch together in the hotel. Could you possibly show me around your company in the afternoon? It has been years since my last visit.

On 15th August, I will attend your product launch in the afternoon and the welcome dinner in the evening.

My departure time is 2:00 pm on the 16th day of August, and I would like to get to the airport at 12:00 pm. I'd really appreciate it if we could drop into a souvenir shop on the way to the airport. I want to buy some small gifts for my children.

I hope this plan is convenient for you. Please get in touch if you have any concerns.

Best regards,
David Clarkson
CEO
WET Co Ltd

Date	Time	Activity
14th August	8:30 am	Airport pick-up
	12:00 pm	Have lunch in [6] _____
	2:00 pm-5:00 pm	Visit the [7] _____
15th August	2:00 pm-5:00 pm	Attend the [8] _____
	6:00 pm-9:00 pm	Attend the [9] _____
16th August	9:00 am-11:00 am	Buy some souvenirs
	[10] _____	Arrive at the airport
	2:00 pm	Departure