


全国职场英语考试（一级）

China Workplace English Test (Level One)

试卷册

(120 分钟)

注 意 事 项

- 一、请将自己的姓名、准考证号写在答题卡上。试卷册和答题卡均不得带出考场。考试结束，监考人员收卷后考生才可离开。
- 二、全部考试时间为 120 分钟，不得拖延。
- 三、选择题的答案一定要填涂在答题卡上；翻译（TRANSLATION）部分第二节（Section B）和写作（WRITING）部分的答案要写在答题卡上，凡是写在试卷册上的一律不给分。
- 四、选择题每题只能选一个答案；如多选，则该题无分。选定答案后，用 2B 浓度以上的铅笔在相应字母的中部划一条横线。正确方法如下：
[A] [B]  [D]
使用其它符号答题者不给分。划线要有一定粗度，浓度要盖过字母底色。
- 五、如需改动答案，必须先用橡皮擦净原来选定的答案，然后再按上面的方法重新填涂。

Part I LISTENING

(25 minutes, 30 points)

Section A

Directions: *In this section, you will hear five short sentences. Each sentence will be spoken only once. At the end of each sentence there will be a pause. During the pause, you must read the four choices marked A, B, C and D, and decide which is the best answer. Then mark the corresponding letter on the Answer Sheet with a single line through the center.*

1. The meeting will be at _____.
A. 3 a.m. on Thursday
B. 3 p.m. on Thursday
C. 3 a.m. on Tuesday
D. 3 p.m. on Tuesday
2. _____ meets the requirements for the job.
A. John Lynn B. George Lynn C. John Lee D. George Lee
3. The telephone number is _____.
A. 36672891 B. 36678219 C. 35619701 D. 35679829
4. The water should be sent to _____.
A. Burnett Exhibition Agency
B. Burnett Advertising Agency
C. Cornell Insurance Agency
D. Cornell Exhibition Agency
5. The price of the TV set was originally _____.
A. \$305 B. \$315 C. \$350 D. \$355

Section B

Directions: *For each question in this section, you will hear four statements about a picture on your Test Paper. When you hear the statements, you must select the one that best describes what you see in the picture. Then mark the corresponding letter on the Answer Sheet with a single line through the center. The statements are not printed out and will be spoken only once.*

Example:



You'll hear:

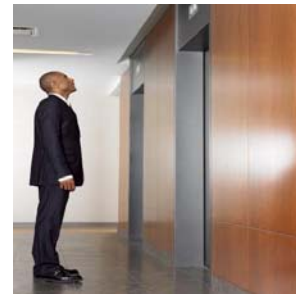
Statement B, "The man is driving", is the best description of the picture, so you should select B and mark it on your answer sheet. Now the test will begin.



6. _____



7. _____



8. _____



9. _____



10. _____

Section C

Directions: *This section is to test your ability to give proper responses. There are five recorded questions or statements in it. The questions or statements will be spoken only once. After each question or statement, there is a pause. During the pause, you should decide on the best answer from the four choices marked A, B, C and D. Then you should mark the corresponding letter on the Answer Sheet with a single line through the center.*

11. A. Thank you for calling!
C. Never mind.

B. How can I help you?
D. This is Richard Miller speaking.

12. A. I haven't seen you before.
C. Nice to meet you.

B. It's my pleasure.
D. How are you?

13. A. You'll get it next time.
C. Don't be angry about it.

B. I'm really sorry about that.
D. I don't think it's hard.

14. A. Yes, better not.
C. Yes, do as you like.

B. No, I do mind!
D. No, it's not allowed here.

15. A. It's all right. B. I don't care.
C. You're welcome. D. I'm pleased.

Section D

Directions: *In this section, you will hear ten short conversations. At the end of each conversation, a question will be asked about what was said. Both the conversation and question will be spoken only once. After each question, there will be a pause. During the pause, you must read the four choices marked A, B, C and D, and decide which is the best answer. Then mark the corresponding letter on the Answer Sheet with a single line through the center.*

Example: *You will hear:*

- You will read:* A. He can't breathe in his office.
B. He is not so sure about his work.
C. One of his dear friends is giving him trouble.
D. His job is giving him a lot of stress.

From the conversation we learn that the man is under a lot of pressure from work. Therefore, the correct answer is D. Now the test will begin.

16. A. In 1990. B. In 1991. C. In 1992. D. In 1993.
17. A. Answering phone calls.
B. Receiving visitors.
C. Writing emails to customers.
D. Making reservations.
18. A. Shenyang. B. Hangzhou. C. Changchun. D. Suzhou.
19. A. Shanghai. B. A factory. C. A market. D. A scenic spot.
20. A. The woman refuses the product.
B. The woman thinks the product is acceptable.
C. The woman thinks it's too expensive.
D. The woman thinks the price is acceptable.
21. A. He can't make phone calls because his phone is out of order.
B. He keeps getting a noise after getting through to a number.
C. He can't hear anything after getting through to a number.
D. The line is always busy when he makes a phone call.
22. A. She will change her job soon.
B. She will work there for a long time.
C. She will get a promotion.
D. She likes to be an engineer.

23. A. At the railway station. B. In the hotel.
C. At the airport. D. In the bank.
24. A. Because she doesn't enjoy having dinner with the man.
B. Because she will have dinner with her family.
C. Because she hasn't finished her work.
D. Because she has already had dinner.
25. A. Manager and secretary. B. Doctor and patient.
C. Friends. D. Customer and waitress.

Section E

Directions: *In this section, you will hear one passage. At the end of it, some questions will be asked about what was said. You will hear the passage and questions twice. After each question, there will be a pause. During the pause, you must read the four choices marked A, B, C and D, and decide which is the best answer. Then mark the corresponding letter on the Answer Sheet with a single line through the center.*

26. A. Name. B. Identification. C. A form of payment. D. Salary.
27. A. ① → ② → ⑤ → ④ → ③
B. ② → ④ → ① → ⑤ → ③
C. ④ → ① → ② → ⑤ → ③
D. ④ → ⑤ → ① → ② → ③

Here are some hotel check-in steps:

- ① Specify the requirements for the room.
- ② Indicate any special services that you need.
- ③ Take your keys and enjoy your stay.
- ④ Inform the receptionist that you need a room.
- ⑤ Pay for your room by cash or credit card.

Part II READING

(40 minutes, 40 points)

Section A

Directions: Read the following party plan and decide who is the best person for each task. Then mark the corresponding letter on the Answer Sheet with a single line through the center.

Party Plan	Candidates
28. Get souvenirs ready.	A. Barbara Richards used to work for a gift company.
29. Organize food and drinks.	B. Andrew Smith is skilled in art and design.
30. Type the address labels for invitations.	C. Linda Bright has contacts with performers in the music business.
31. Prepare attractive invitations and posters.	D. Bob Taylor is a chef in the company canteen.
32. Select entertainers.	E. Robert Lee has developed excellent keyboard skills.

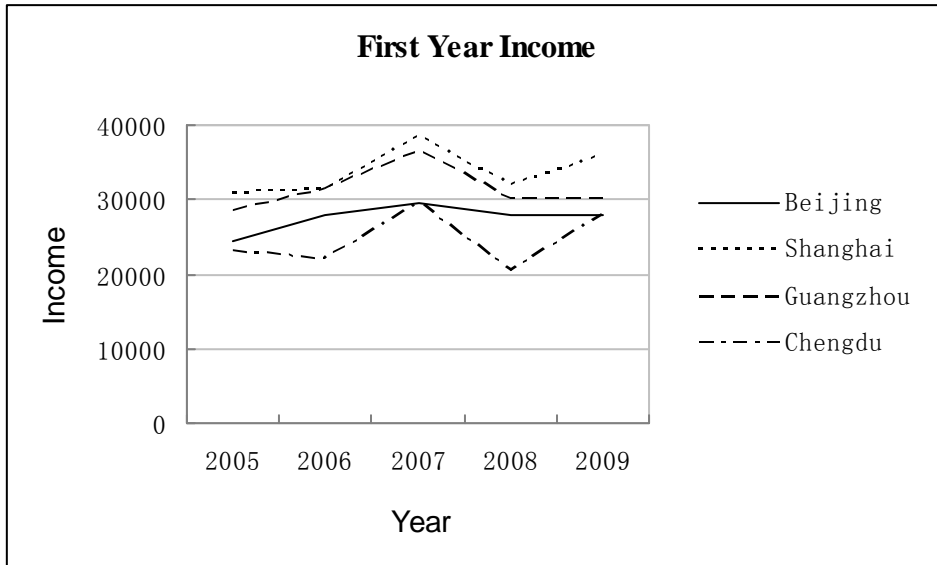
Section B

Directions: In this section there are five questions about a table and a chart. For each question, choose the best answer from the four choices marked A, B, C and D. Then mark the corresponding letter on the Answer Sheet with a single line through the center.

FLIGHT TIMETABLE	
(1) FROM SYDNEY TO LONDON	
Mon.	Departure 09:45
Wed.	Departure 14:20
Fri.	Departure 15:10
(2) FROM LONDON TO SYDNEY	
Sat.	Departure 10:35
Sun.	Departure 21:05

33. You can fly from Sydney to London _____.
- A. on any day B. any night C. on some weekdays D. on all weekdays
34. You cannot fly from London to Sydney _____.
- A. on weekdays B. on weekends C. at night D. during the day

The following chart shows the income (in RMB) for college graduates during their first year of work over the period of 2005-2009 in four major cities of China.



35. The city of _____ has seen the highest income levels over the five years.
 A. Beijing B. Shanghai C. Guangzhou D. Chengdu
36. Graduates in the four cities earned the highest income in _____.
 A. 2006 B. 2007 C. 2008 D. 2009
37. Which of the following statements is true?
 A. Graduates in all four cities earned the lowest income in 2005.
 B. The year 2008 experienced a fall of income across all four cities.
 C. The year 2007 saw a fall in income in all four cities.
 D. Generally speaking, graduates in Chengdu have the lowest income.

Section C

Directions: Read the following passages. Choose the best answer for each question from the four choices marked A, B, C and D, and mark the corresponding letter on the Answer Sheet with a single line through the center.

Passage One

Some candidates for jobs were wearing jeans, purple sweat suits, and sneakers. Other applicants weren't afraid to show pierced body parts and odd hairstyles. Still others chewed gum or showed up in clothes with wrinkles or with their pants falling down. One recruiter even told a candidate with his trousers down below his hips, to "Pull your pants up." Their strange choice of dress cost some candidates the job.

Does it really make a difference how you dress for an interview? In many cases, it does. I'll never forget the gentleman I interviewed for an accounting position. He had been out of work for a few months and wanted to show me why. He took off his jacket, unbuttoned his shirt and showed me the scar that he got from a car accident. He didn't get the job. Neither did the young lady in a bright red skirt so short and tight that she could hardly sit down!

In the conservative business climate I worked in at the time, appearances did matter. In other environments it isn't as important. However, it does make sense to dress your best for an interview, regardless of the dress code at the organization. If you're in doubt about how to dress for an interview, it is best to dress conservatively. It is much better to be overdressed than underdressed (or undressed). If you're not sure, check with the person who scheduled the interview and ask.

38. Which of the following is proper for an interview?
- A. Wearing jeans and a T-shirt.
 - B. Wearing a shirt and a suit.
 - C. Having an unusual hairstyle.
 - D. Wearing poorly-fitting trousers.
39. Why didn't the man get the job for the accounting position?
- A. Because he was injured in an accident.
 - B. Because he wore a jacket.
 - C. Because he had been out of work for a long time.
 - D. Because he didn't behave properly.
40. What does the sentence in the last paragraph "It is much better to be overdressed than underdressed (or undressed)." mean?
- A. To wear more clothes is better than to wear less.
 - B. To dress formally is better than to dress casually.
 - C. The outer garments are more important than the underwear.
 - D. Simple clothes are not as good as expensive clothes.

Passage Two

Are you tired of rushing day in and day out to a 9-to-5 job? If you are, perhaps, you should try out one of the many very simple home business ideas you'll find if you look around.

There are many advantages in running your own home business rather than working for a company. You have a more flexible schedule. You work in your own space and at your own pace. In other words, you get a chance to spend more relaxing and quality time with your friends or loved ones.

Depending on the number of hours you put in, the effort you expend, and other factors, you can earn as much money as you wish. You might be more relaxed with no boss to check on your work. Hence, you might be capable of higher productivity and a better quality of work. Due to the advent of the worldwide web, it is possible to try out various home business ideas online these days.

What is your specialty? Are you good at cooking, gardening or sewing? Once you have determined your specialty, setting up your business is much easier and simpler. Some people are good at baking and designing lovely wedding cakes or cakes for other special occasions. Others might be good at baking various types of cakes like chocolate cakes, banana cakes and orange cakes.

Other than selling products, you can sell your service. If you are a qualified accountant, writer, engineer or any other profession, simply set up your business online and offer your services as a freelancer.

41. Which of the following statements about running a home business is true?
- A. You may have more flexibility with your time, but will earn less money.
 - B. You needn't work very hard to earn as much money as you wish.
 - C. You will work less efficiently with less pressure from boss.
 - D. You can improve your quality of life by spending more time with your family.
42. According to the writer, what's the best choice for setting up an online business?
- A. Doing what one is good at.
 - B. Selling popular products online.
 - C. Selling products rather than services.
 - D. Selling services rather than products.
43. What's the best title for this passage?
- A. How to Run a Business.
 - B. Simple Home Business Ideas.
 - C. How to Design a Wedding Cake.
 - D. The Advantages of Working at Home.

Passage Three

About Us

Walmart serves customers and members more than 200 million times per week at more than 8,650 retail units under 55 different banners in 15 countries. With fiscal year 2010 sales of \$405 billion, Walmart employs more than 2 million associates worldwide.

A leader in sustainability, corporate philanthropy and employment opportunity, Walmart ranked first among retailers in *Fortune Magazine's* 2010 Most Admired Companies survey.

Our History

Walmart was founded in 1962, with the opening of the first Walmart discount store in Rogers, Ark. The company incorporated as Wal-Mart Stores, Inc., on Oct. 31, 1969. The company's shares began trading in 1970 and were listed on the New York Stock Exchange two years later.

The company grew to 276 stores in 11 states by the end of the decade. In 1983, the company opened its first Sam's Club membership warehouse and in 1988 opened the first supercenter—now the company's dominant format—featuring a complete grocery in addition to general merchandise. Walmart became an international company in 1991 when it opened its first Sam's Club near Mexico City.

Our Purpose

Saving people money to help them live better was the goal that Sam Walton envisioned when he opened the doors to the first Walmart more than 40 years ago. Today, this mission is more

important than ever to our customers and members around the world. We work hard every day in all our markets to deliver on this promise. We operate with the same level of integrity and respect that Mr. Sam Walton put in place. It is because of these values and culture that Walmart continues to make a difference in the lives of our customers, members and associates.

44. What can we know from *Fortune Magazine's* 2010 Most Admired Companies survey?

- A. Walmart is the most admired retailer of 2010.
- B. Walmart is No. 1 in terms of sales volume in the year of 2010.
- C. Walmart is the most admired company in 2010.
- D. Walmart is the first leader in employment opportunity.

45. When did Walmart become a listed company?

- A. In 1969.
- B. In 1970.
- C. In 1972.
- D. In 1983.

46. Who is Sam Walton?

- A. The CEO of Wal-Mart Stores, Inc.
- B. The owner of Wal-Mart Stores, Inc.
- C. The doorkeeper of the first Walmart.
- D. The founder of Walmart.

47. What's the purpose of this passage?

- A. To tell the audience about the history of Walmart.
- B. To make clear the goal of Walmart.
- C. To give a brief introduction to Walmart.
- D. To describe the values and culture of Walmart.

Passage Four

Dear Sir or Madam,

I'm writing to apply for the position of Human Resources Manager advertised in *Shenzhen Daily* dated May 9. I find the ad quite attractive with its emphasis on leadership, initiative, and flexibility. And I believe my experience and qualification will make me a very competitive candidate for this position.

The enclosed résumé will provide you with the information about my experience in the area of Human Resources Management. Four years ago, I got an MBA at Beijing University. I had worked for a 300-employee company as a Human Resources Assistant for a year before I began to serve my present company as Human Resources Manager. I'd like to draw your attention to Page 2 of my résumé, on which I describe my concept of human resources management. I'm confident I can make an immediate contribution to the improved management of your company's human resources.

Although working with my present employer and colleagues has been very pleasant, I am more willing to join your company where I can expect more responsibilities and opportunities.

And I am free to travel and willing to work in other cities.

I hope to have the opportunity to talk with you in person to further discuss my qualifications. Please call me at 0755-89726374 to arrange an interview at your earliest convenience. Thank you for your kind consideration.

Faithfully yours,
James Wong

48. What is the purpose of this letter?
- A. Establishing business relations.
 - B. Applying for a job.
 - C. Setting up a business meeting.
 - D. Talking about the résumé.
49. What is the source of the information about the job vacancy?
- A. Newspapers.
 - B. The company's website.
 - C. TV commercials.
 - D. Friends.
50. Which of the following is **NOT** particularly stressed in the ad?
- A. Leadership.
 - B. Initiative.
 - C. Flexibility.
 - D. Responsibility.
51. When did the applicant begin to work for his present company?
- A. One year ago.
 - B. Two years ago.
 - C. Three years ago.
 - D. Four years ago.
52. Why did the applicant apply for this position?
- A. Because he would like to have more opportunities to travel freely.
 - B. Because he would like to take on more responsibilities.
 - C. Because he is eager to work in other cities.
 - D. Because he isn't getting along with his present boss.

Part III TRANSLATION

(25 minutes, 15 points)

Section A

Directions: Choose the best translation for each sentence from the four choices marked A, B, C and D, and mark the corresponding letter on the Answer Sheet with a single line through the center.

53. Thank you for your invitation, but I'm afraid I won't be able to accept.
- A. 感谢您的请求, 但我害怕我无法接受。
 - B. 感谢您的邀请, 但我害怕我将不能接受。
 - C. 感谢您的请求, 但我恐怕我将不能接受。
 - D. 感谢您的邀请, 但我恐怕无法应邀出席。

54. Should you have any questions, please feel free to contact us at 22404029.

- A. 万一您有任何问题，欢迎致电 22404029 与我们联系。
- B. 万一您有任何问题，请自由致电 22404029 与我们联系。
- C. 如有任何查询，欢迎致电 22404029 与我们联系。
- D. 如有任何查询，请自由致电 22404029 与我们联系。

55. The solution to the sales problem lies in a better quality of the products.

- A. 销售问题的解决方案取决于更好的产品质量。
- B. 解决销售问题，关键在于提升产品质量。
- C. 下决心解决销售问题，就能提升产品质量。
- D. 找到解决销售问题的办法，就能提升产品质量。

56. 交易会将于下周在展览中心举办。

- A. The trade fair is to be held at the exhibition center in next week.
- B. The trade fair is to be held at the exhibition center next week.
- C. The trade meeting will hold at the exhibition center in next week.
- D. The trade meeting will hold at the exhibition center next week.

57. 该职位需要应聘者有六年管理经验。

- A. The position requires six years of management experience.
- B. The position requires six years of manager experience.
- C. The position needs six years of management experience.
- D. The position needs six years of manager experience.

Section B

Directions: *Translate the following passage into Chinese and write the Chinese version on the Answer Sheet.*

58. We would like to thank you for choosing our product. We have put you on our VIP list and with this, we are anxious to serve you better. For further information, don't hesitate to contact us.

Part IV WRITING

(30 minutes, 15 points)

Directions: *Write a memo of no less than 100 words according to the given information, and write it on the Answer Sheet.*

59. 公司每年举办的圣诞晚会今年将会推迟到一月中旬。请以人力资源部经理帕特·刘易斯 (Pat Lewis) 的名义写一份备忘录通知全体员工，内容包括：

- 通知晚会推迟事宜；
- 说明原因；
- 代表公司表达歉意。