

试卷代号:1357

国家开放大学(中央广播电视大学)2018 年春季学期“开放本科”期末考试

高级商务英语听说 试题

2018 年 7 月

注意事项

- 一、将你的学号、姓名及分校(工作站)名称填写在答题纸的规定栏内。考试结束后,把试卷和答题纸放在桌上。试卷和答题纸均不得带出考场。
- 二、仔细阅读题目的说明,并按题目要求答题。答案一定要写在答题纸指定的位置上,写在试卷上的答案无效。
- 三、用蓝、黑圆珠笔或钢笔答题,使用铅笔答题无效。

Instructions:

- This test will take approximately 30 minutes.
- There are **FIVE** recordings in the test and you will hear each recording twice.
- There will be a pause of 30 seconds before each recording to allow you to look at your questions.
- There will be a pause of 30 seconds after each recording to allow you to check your answers.
- You can first mark or write your answers on this test paper. After the recordings, you **MUST** transfer all your answers to the Answer Sheet.
- The total marks for this test are 100 points. There are altogether 25 questions in the test and each question takes 4 points.

Recording One

Listen to a recording of Catherine Welsh, a Communications Consultant, talking about telephoning and, in particular, ending phone calls.

There are five multiple choice questions after the recording. Choose the best answer to each question and write your answer on the Answer Sheet. You will hear the recording twice. (20 points, 4 points each)

1. In Catherine's opinion, what should be checked to avoid misunderstandings?
 - A. Specifications.
 - B. Spellings.
 - C. Prices.
 - D. All of the above.
2. Catherine thinks it's best to end calls with some sort of check if you have made agreements. You might even ask for _____.
 - A. another phone call
 - B. a short message
 - C. a fax confirmation
 - D. a business letter
3. Which of the following is not correct about small talk, according to Catherine?
 - A. Small talk can be as long as possible.
 - B. Small talk can be a comment on the weather.
 - C. Small talk can be your last trip away.
 - D. Small talk helps to build and maintain friendly relationships.
4. Which action is not the proper way to get off a phone when the other side keeps talking?
 - A. To make a polite excuse.
 - B. To say you have a meeting.
 - C. To interrupt rudely.
 - D. To offer to call back later.
5. What is not mentioned in Catherine's suggestions about making a phone call?
 - A. Ways of avoiding misunderstandings.
 - B. Ways of greeting each other.
 - C. The importance of small talk.
 - D. Ways of getting off a long phone call.

Recording Two

Listen to the recording of Clare Macey, a director of Inter Marketing, suggesting ways to prepare for telephone calls.

Listen and mark the following as True (T) or False (F). Write your answer on the Answer Sheet. You will hear the recording twice. (20 points, 4 points each)

6. According to Clare, prediction is not enough when making a call. (T/F)
7. Making a call involves subconscious and conscious preparation. (T/F)
8. Desk preparation means preparing a desk for yourself so that you can sit comfortably when you make a call. (T/F)
9. You do not need to think about your objectives when you make a call to a friend. (T/F)
10. It does not matter if you're not prepared when you make a call. You can call again. (T/F)

Recording Three

Listen to the recording of Peter Marwood's arrival at SDA Ltd. , in Sydney, Australia. He has to wait a few minutes and asks Stephanie Field for some assistance.

Listen and mark the following as True (T) or False (F). Write your answer on the Answer Sheet. You will hear the recording twice. (20 points, 4 points each)

11. Peter arrives at SDA Ltd. on time. (T/F)
12. Peter has an urgent email to send. (T/F)
13. Peter uses his own computer to send the email. (T/F)
14. Peter needs to send some flowers to his wife for their wedding anniversary. (T/F)
15. Peter doesn't need a cab to his hotel. (T/F)

Recording Four

Listen to part of a presentation about a construction project in Seoul, South Korea.

Fill in the blanks as you listen to the recording. Write your answer on the Answer Sheet. You will hear the recording twice. (20 points, 4 points each)

Speaker: Well, now I'd like to (16) _____ the main stages in the project. First of all we'll commission research to find out the best (17) _____ for the plant. Next we'll go through the (18) _____ purchasing procedure. When that's completed we'll begin technical consultation (19) _____ the company to determine the exact requirements in the

design. The next step will be to put out a call for tenders to firms of architects. Then we'll select the appropriate proposal. Having chosen a design, there'll be a period of intense consultation with the architects over the details. The next stage is to put out tenders for the construction of the plant. My guess is that it will take between (20) _____ and eighteen months to reach that point and building won't commence for a year further after that.

Recording Five

Imagine you are a participant in a meeting between Gibson Trust Ltd. and Aptrans concerning the sale of a former railway station.

Fill in the blanks as you listen to the recording. Write your answer on the Answer Sheet. You will hear the recording twice. (20 points, 4 points each)

So, as we've covered the agenda, this is (21) _____ a good time to summarise what we've agreed. We began by discussing the plans for the station renovation and use. We are pleased to say that we have approved the plans to renovate the station as a museum. It will have links with the (22) _____ City Museum and it will be operated by Aptrans-all year round. There'll be a gift shop and a Study Centre. This will be supported by the University and the City Library. Then we moved on to Item 2. We looked at plans for the other land, to be developed by Gibson Trust as-we agreed-50% commercial property and 50% residential. This will be specified in the contract.

Finally, I'd like to (23) _____ that what we have to do now is to finish drawing up contracts and then we'll meet again in late June. (24) _____ on June the 25th, this has to be confirmed. At that meeting we will exchange (25) _____. Okay? Does everyone accept that as a reasonable summary?

This is the end of the test.

Now remember to transfer all your answers to your Answer Sheet.

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高级商务英语听说 试题答题纸

2018 年 7 月

题 号	Recording 1	Recording 2	Recording 3	Recording 4	Recording 5	总 分
分 数						

得 分	评卷人

Recording One (20 points, 4 points each)

1. 2. 3. 4. 5.

得 分	评卷人

Recording Two (20 points, 4 points each)

6. 7. 8. 9. 10.

得 分	评卷人

Recording Three (20 points, 4 points each)

11. 12. 13. 14. 15.

得 分	评卷人

Recording Four (20 points, 4 points each)

16. 17. 18. 19. 20.

得 分	评卷人

Recording Five (20 points, 4 points each)

21.
22.
23.
24.
25.

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高级商务英语听说 试题答案及评分标准

(供参考)

2018 年 7 月

计分标准:

- 本试题共由 25 题组成,每题 4 分,做对得 4 分,做错不得分。
- 16—25 题中的单词拼写出现错误,每题扣 2 分。

Recording One (20 points, 4 points each)

1. D 2. C 3. A 4. C 5. B

Recording Two (20 points, 4 points each)

6. T 7. T 8. F 9. F 10. F

Recording Three (20 points, 4 points each)

11. F 12. T 13. F 14. F 15. T

Recording Four (20 points, 4 points each)

16. outline 17. location 18. necessary 19. within 20. twelve

Recording Five (20 points, 4 points each)

21. perhaps 22. local 23. confirm 24. Probably 25. contracts