

# BULATS

Business Language Testing Service

## 劍橋博思國際職場英檢 英語測驗練習篇(B1)

由睿言商英顧問股份有限公司製作  
劍橋大學語言測評考試院授權台灣認證中心

# Numbers

In the Reading and Listening sections of BULATS numbers is a topic that can appear. Look at the text below and decide which word is the best choice for each gap.

## NATIONAL EMPLOYMENT REPORT: MARCH

Total employment rose by 187,000 in March. The unemployment rate remained 1. \_\_\_\_\_ at 4.8 percent. Job increases occurred in retail trade, construction, and financial activities.

Retail trade employment increased by 33,000 over the month. Employment in construction rose by 27,000 in March. This follows little change from the previous month with residential building adding 9,000 jobs.

In January, employment in professional and technical services rose by 19,000, about in line with the average monthly gain in the previous year. The 2. \_\_\_\_\_ of these new jobs were in computer systems design and related services (+11,000).

The average workweek for all employees on private payrolls remained unchanged at 35.2 hours. In manufacturing, **the workweek had a 3. \_\_\_\_\_ rise of 0.2 hour to 41.1 hours**, while overtime 4. \_\_\_\_\_ down by 0.2 hour to 3.9 hours.

Average hourly 5. \_\_\_\_\_ for all employees on private-sector payrolls rose by 3 cents to \$26.00, following a 6-cent increase in December.

- |   |            |                |             |              |
|---|------------|----------------|-------------|--------------|
| 1 | a. solid   | b. substantial | c. steady   | d. set       |
| 2 | a. maximum | b. most        | c. majority | d. substance |
| 3 | a. slight  | b. weak        | c. slow     | d. slim      |
| 4 | a. cut     | b. decreased   | c. fell     | d. went      |
| 5 | a. salary  | b. earnings    | c. fees     | d. payrolls  |

# Buying and Selling

In the Reading and Listening sections of BULATS buying and selling is a topic that can appear. Look at the text and think of ONE word that can go in each gap. Write the word in the space below.

## NOTICE - RECEIVING A SHIPMENT

When receiving a shipment:

1. Make sure that what has been delivered matches 1. \_\_\_\_\_ is on the invoice
2. Check that there is no damage 2. \_\_\_\_\_ the goods

If there is a problem with the delivery, or 3. \_\_\_\_\_ only a partial order has been sent, do not sign the receipt. Contact your supervisor immediately.

Once the receipt has been signed:

1. Check the vendor's invoice 4. \_\_\_\_\_ the PURCHASE ORDER to ensure that prices and quantities 5. \_\_\_\_\_ as agreed
2. Deliver or store items as appropriate

**REMEMBER:**

This zone should be kept clear and tidy, and all aisles and emergency exits must be free of stock.

1

\_\_\_\_\_

2

\_\_\_\_\_

3

\_\_\_\_\_

4

\_\_\_\_\_

5

\_\_\_\_\_

# Recruiting

In the Reading and Listening sections of BULATS recruiting is a topic that can appear. Look at the text below and decide which word is the best choice for each gap.

## INTERVIEWS

There is no one way to do a good interview, but the suggestions below will increase your chances.

### Practice

You only have a short time in an interview to persuade the interviewer you are the best person for the 1.\_\_\_\_\_. Therefore, it is essential that you try to work out what kinds of questions you think the interviewer may ask, prepare good answers, and then practice them. Think of good 2.\_\_\_\_\_ to expected questions and make sure you include specific examples or achievements.

### Learn

You are unlikely to be selected for a job if you cannot demonstrate a good knowledge of the role and the industry. Research the 'About Us' section on the website, and make sure you are also 3.\_\_\_\_\_ with the industry in general, the role and the pay rates in this type of company.

### Be Positive

4.\_\_\_\_\_ professionally, and make sure you maintain positive body language. Importantly, if talking about negative experiences, 5.\_\_\_\_\_ also on the positive things you learned from them.

- |   |              |            |               |               |
|---|--------------|------------|---------------|---------------|
| 1 | a. place     | b. duty    | c. employment | d. position   |
| 2 | a. responses | b. results | c. feedback   | d. comments   |
| 3 | a. close     | b. aware   | c. familiar   | d. introduced |
| 4 | a. wear      | b. dress   | c. cover      | d. put on     |
| 5 | a. connect   | b. focus   | c. attract    | d. look       |

# Recruiting 1/2

In the Reading and Listening sections of BULATS business travel is a topic that can appear. Look at the text below and decide which word is the best choice for each gap.

## **SAN DIEGO CHAMBERS OF COMMERCE BIENNIAL TRIP**

Join the Chamber of Commerce, business leaders and friends for a seven-day, 1. \_\_\_\_\_ trip to experience Dubai.

### TRIP INCLUDES:

- round-trip international airfare
- 4-star accommodation
- two meals per day
- 2. \_\_\_\_\_ English-speaking tour guides
- entrance fees for tourist 3. \_\_\_\_\_

### TRIP HIGHLIGHTS

- Attend chamber of commerce events to 4. \_\_\_\_\_ US businesses with UAE businesses and trade organizations
- Enjoy exciting sightseeing and entertainment programs, including a city tour of Dubai, a visit to the world's tallest building, an evening cruise, and a meal in the desert
- Walk through traditional covered markets, where you can shop for gold, fabrics, carpet, traditional art, and much more
- Experience the wonderful local culture and 5. \_\_\_\_\_ of a traditional village in the desert

This is a 6. \_\_\_\_\_ opportunity to meet with other business leaders in Dubai and to build your 7. \_\_\_\_\_ of contacts in the Middle East.

The cost of the trip is \$4,300 8. \_\_\_\_\_ person. Non-members will be charged an additional \$200 fee.

Space is limited so book early!

# Recruiting 2/2

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In the Reading and Listening sections of BULATS business travel is a topic that can appear. Look at the text below and decide which word is the best choice for each gap.

- |   |                    |                   |                  |                |
|---|--------------------|-------------------|------------------|----------------|
| 1 | a. all-in-one      | b. all-round      | c. all-inclusive | d. all-over    |
| 2 | a. freely          | b. skilled        | c. willingly     | d. fluent      |
| 3 | a. attractions     | b. scenes         | c. positions     | d. experiences |
| 4 | a. advance         | b. announce       | c. introduce     | d. connect     |
| 5 | a. characteristics | b. habits         | c. customs       | d. behavior    |
| 6 | a. unique          | b. representative | c. individual    | d. diverse     |
| 7 | a. organization    | b. network        | c. structure     | d. system      |
| 8 | a. for             | b. by             | c. via           | d. per         |

# WEBSITE VOCAB PRACTICE ACTIVITIES

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In the Reading and Listening sections of BULATS business accommodation is a topic that can appear. Look at the text and think of ONE word that can go in each gap. Write the word in the space below.

## **BizAccommodation.com**

As 1.\_\_\_\_\_ of the largest networks of accommodation providers in the world, we'll help you find the best accommodation available quickly and conveniently. Whether you're looking 2.\_\_\_\_\_ a serviced apartment, corporate housing, or some other type 3.\_\_\_\_\_ short-term rental, we're always here 4.\_\_\_\_\_ assist. Most of our properties are located 5.\_\_\_\_\_ or near to all the business areas of the city, and situated nearby shops, restaurants and transport links. Furthermore, the apartments are all are done out with tasteful furnishings and all the conveniences you'd expect in modern business accommodation.

We also offer the best value 6.\_\_\_\_\_ money, so contact us today and let us help you with your accommodation needs.

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

# WEBSITE VOCAB PRACTICE ACTIVITIES

## Industry trends - B1

In the Reading and Listening sections of BULATS industry trends is a topic that can appear. Look at the text below and decide which word is the best choice for each gap.

### GROWING NEED FOR CONSTRUCTION WORKERS

For several years now, the number of unfilled construction jobs has been on the rise. So what 1. \_\_\_\_\_ are behind the current shortage of labour in housing?

1. The housing industry suffered badly in the years following the crisis of 2008, with approximately 1.5 million jobs lost. Many of those who were laid 2. \_\_\_\_\_ never returned to the industry, leaving the housing 3. \_\_\_\_\_ with a significant skills gap that will take several years to resolve.
2. It is getting more difficult to attract younger workers. Previously, construction work was quite a popular choice for young people who did not want to go to university, 4. \_\_\_\_\_ employers now report that young people now have less interest in these types of opportunity.
3. Tighter immigration laws and a less 5. \_\_\_\_\_ environment for immigrants is also having a(n) 6. \_\_\_\_\_ on the number of workers in the construction industry. In past years, foreign-born workers comprised about 25% of the construction workforce, but this number is falling.

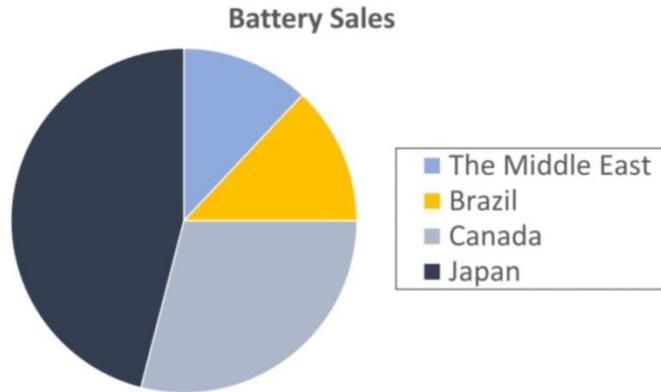
- |   |               |               |                |              |
|---|---------------|---------------|----------------|--------------|
| 1 | a. aspects    | b. components | c. ingredients | d. factors   |
| 2 | a. down       | b. over       | c. off         | d. out       |
| 3 | a. sector     | b. field      | c. section     | d. business  |
| 4 | a. yet        | b. so         | c. as          | d. since     |
| 5 | a. economical | b. capable    | c. welcoming   | d. sensitive |
| 6 | a. affect     | b. impact     | c. result      | d. stress    |

# FB Activity

## 2 November

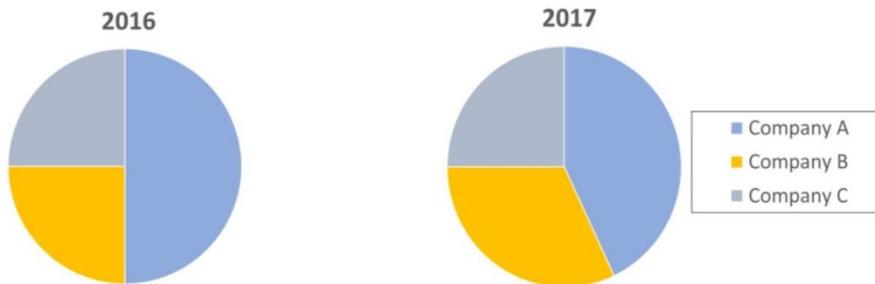
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### CHART QUESTIONS A2/B1



- A. Battery sales in Japan were almost the same as all the other regions combined.
- B. Japan accounted for the majority of the company's sales, with Canada not far behind.
- C. Steel sales in Brazil and the Middle East went down by about 25%.

### MARKET SHARE



- A. Company A was able to increase its share of the market against Company B and Company C, although Company B managed to gain some ground.
- B. Company B made the biggest gain in market share although Company A still leads its competitors.
- C. Company C was the only company to see no increase in market share, while Company A achieved the greatest growth.