

劍橋博思國際職場英檢- 字彙測驗解答篇(B1)

問題1：配對填空題，請在空格中填入單字。

Commuting & Transportation - B1

Many people need to commute to work or go on business trips. The following words are all connected to flying or travelling by rail. Look at the categories below then select the correct two words from the box: one for travel by train the other for travel by plane.

boarding pass	cabin	departure gate	tracks	station
platform	terminal	carriage	runway	Non-reserved seating

Travelling by train

1	station	The building
2	carriage	Where you sit
3	Non-reserved seating	Finding your seat
4	platform	Where you get on
5	tracks	What it travels on

Travelling by plane

1	terminal
2	cabin
3	Boarding pass
4	Departure gate
5	runway

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問題2：配對填空題，請在空格中填入相對應的動詞片語。

Business Activities - B1

In English there are many multi-word verbs (mostly phrasal verbs). These are generally less formal than the single-word form with a similar meaning, which means they are common in speech and less formal email. Below are some verbs we often use when discussing business. Can you match a multi-word verb with the single-word synonym?

get over	keep on / keep up	let (sb) know	turn down
get back to	call off	put forward	think over

- | | | |
|---|----------|------------------|
| 1 | refuse | Turn down |
| 2 | continue | Keep on/ keep up |
| 3 | propose | Put forward |
| 4 | cancel | Call off |
| 5 | inform | Let (sb) know |
| 6 | consider | Think over |
| 7 | recover | Get over |
| 8 | reply | Get back to |



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問題3：填空題，請完成填寫職稱的拼音。

COMPANIES & STRUCTURE - B1

To understand questions about the workplace in the BULATS test, it is useful if you are familiar with the important roles in a large company. Complete the names of the job titles below.

The type of company

1 **Multinational Company** A company that operates in many countries

The top people

Person responsible for ...

2 **Chief Financial Officer**
(CFO) ... the money

3 **Chief Operational Officer**
(COO) ... the daily running of the company

4 **Chief Executive Officer**
(CEO) ... the overall performance of the company

5 **Human Resource Director** ... the staff

6 **Sales & Marketing**
Director ... the promoting and selling the company's products/services



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問題4：填空題，請在空格中填入母音。

New Business - B1

Quite often the longer Reading passages in BULATS will have a link to starting a new business or the people who start new businesses. Add verbs to the gaps below to complete words or phrases related to new businesses. Use the definition on the right to help you.

- | | | |
|---|----------------------|--|
| 1 | establish a company | Set up a new business |
| 2 | A new hire | Staff for the company |
| 3 | Company founder | The person who starts a new business |
| 4 | A potential investor | A person who might be willing to invest in the company |
| 5 | Raise capital | Get money for the new company |
| 6 | A partnership | A kind of company owned by two people |



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問題5：填空題，請在空格中填入相對應的詞性變化。

Training - B1

In BULATS, a common topic is training. Look at the table words below of words linked to the topic of training and fill in the boxes with the appropriate word form. Note: sometimes there are two words for the person – one is the 'doer' and the other is the 'receiver'. For example, an *examiner* is the 'doer', but who is the 'receiver'?

	verb	noun	person
1	study	study	student
2	present	presentation	presenter
3	learn	learning	learner
4	train	training	1. trainer 2. trainee
5	participate	participation	participant
6	examine	examination	1. examiner 2. examinee
7	develop	development	

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問題6：填空題，請在空格中填入字彙。

News Reports - B1

In BULATS, some Reading or Listening questions may be about current events. In the box below are 12 words you might hear or read in the news. Decide which topic they are likely to be used in connection with: Crime, Environment or Politics.

polluted	arrest	parliament	fossil fuel
election	court	habitat loss	party
prison	extinction	vote	bribery

CRIME	ENVIRONMENT	POLITICS
arrest	polluted	parliament
court	Fossil fuel	election
prison	Habitat loss	party
bribery	extinction	vote

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問題7：填空題，請在空格中填入左側簡稱的英文職稱。

Companies and Management - B1

In both the Reading and Listening sections of BULATS many of the topics are about companies and the people who work in them. Look at the common abbreviations for job titles and write the full title in the space provided.

0	PA	Personal Assistant
1	CEO	Chief Executive Officer
2	COO	Chief Operational Officer
3	CFO	Chief Financial Officer
4	Admin Asst	Administrative Assistant
5	PM	Project Manager
6	HRM	Human Resource Manager

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問題8：填空題，請在空格中填入字彙。

Health and Safety - B1

In both the Reading and Listening sections of BULATS health and safety is a common topic. Match the topics in the box below to the sentences describing health risks in the workplace.

fire and evacuation	building maintenance	falls from height
machinery and equipment	manual handling	electricity

- 1 Manual handling involves using your body to lift, push, carry or move heavy objects.
- 2 Poor building maintenance is a common cause of injury, particularly slips or falls.
- 3 Fire and evacuation plans and procedures are necessary to keep staff safe in an emergency.
- 4 Electricity has the potential to cause serious injury, especially from damaged equipment or wiring.
- 5 Falls from height can leave employees with permanent injury and can occur from roofs, ladders or scaffolding.
- 6 Injuries from unsafe machinery and equipment can include electric shocks, crushing, burns or being hit by loose or ejected items.

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問題9：搭配選擇題，請搭配兩側的單字。

Work trends - B1

In the Reading and Listening sections of BULATS work trends is a topic that frequently appears. Match words from the two columns to create compounds or collocations relating to the changing way we work.

- | | | | |
|---|-----------|---|--------------|
| 1 | flexible | a | conferencing |
| 2 | work/life | b | work |
| 3 | web | c | team |
| 4 | virtual | d | work hours |
| 5 | remote | e | office |
| 6 | shift | f | innovation |
| 7 | promote | g | balance |

Answer: 1-d / 2-g / 3-a / 4-c / 5-e / 6-b / 7-f



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問題10：請依照以下題意，圈選答案。High B1

(1) One of the common topic areas in BULATS is Marketing. Look at the verbs below.

Which word in each set of verbs is NOT a collocation (cannot be used) with the nouns **product** and **market**?

1 **build**, launch, bring out, promote **A PRODUCT**

2 come onto, enter, **establish**, expand **A MARKET**

(2) Which of the nouns in each group is not used to make a compound with **market** or **brand**?

1 **MARKET** share, leader, research, **position**

2 **BRAND** image, **mark**, name, loyalty

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問題11：請依照以下題意，將左側字彙與右側字彙或片語進行配對。High B1

Can you match a verb on the left with a noun on the right to complete a common management phrase? Try to use each verb once only and make sure all have a partner.

set	objectives
comply	with policy
motivate	staff/ the team
assign	A task
monitor	progress

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問題12：請依照以下題意，將空格處填上字彙。High B1

Complaints and Service

Unfortunately in the workplace things occasionally go wrong and people are unhappy.

Language for dealing with this kind of situation is also important for the BULATS test.

Can you match a common verb that goes with ALL the nouns or infinitives in the groups

below?

Make	Receive	Regret
Experience		

Experience	problems	Receive	a refund
	difficulties		a complaint
	a delay		an apology
Make	an apology	Regret	to inform you
	an exception		any inconvenience
	a complaint		to tell you

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問題13：請依照以下題意，將左側字彙與右側字彙或片語進行配對。High B1

Can you match a verb on the left with a noun on the right to complete a common health and safety phrase? Try to use each verb once only and make sure all have a partner.

install

an alarm

evacuate

A building

natural

disaster

fire

hazard

first-aid

kit

conduct

a fire drill



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問題14：請依照以下題意，將空格處填上字彙的詞性變化。

Orders & Logistics

Below are some verbs commonly used when dealing with orders. However, often in writing these appear in their noun form. Can you write the noun form for each of these six verbs?

Verb	Noun
A deliver	Delivery
B receive	Receipt
C pay	Payment
D collect	Collection
E supply	Supply
F require	Requirement