

睿言商英顧問股份有限公司

劍橋大學語言測評考試院授權台灣認證中心 TW035

BULATS 劍橋博思國際職場英檢 線上寫作模擬試題操作手冊

BULATS
Business Language Testing Service



劍橋大學語言測評考試院授權台灣認證中心

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壹、測驗簡介

BULATS (Business Language Testing Service) 劍橋博思國際職場英檢，是由英國劍橋大學語言測評考試院等四個歐洲語言測驗者協會(ALTE)會員所研發。測驗內容和真實職場生活相結合，以培養應試者在工作上能夠靈活運用商用英語的能力，適合即將投入職場的大學院校學生及職場人士使用。

一、測驗名稱

測驗名稱	測驗方式	測驗題型	測驗時間	說明
寫作測驗	線上型式	共兩篇：一篇短信或留言；一篇長信或報告	45分鐘	測驗您在實際工作中所需的寫作技能，如：短信、備忘錄、報告。

二、測驗特色

有效評量工具	測驗內容真實反映職場情境，能有效評量受測者在職場上以英語溝通的能力。
彈性選擇搭配	聽讀、口說、寫作三項能力測驗可單獨選擇或任意搭配。
競爭力加值	測驗內容著重於培養應試者在工作中能夠靈活運用商用英語的能力，適合即將投入職場的學生提早做好準備，輕鬆就職。
can-do 說明	各項測驗結果皆詳細說明應試者在職場中所能運用英語之程度與範圍，讓應試者清楚了解自己的英語優劣勢，並能更進一步增進英語能力。
成績通行國內外	BULATS為國際標準化職場測驗，其成績依據歐洲語言測驗者協會(ALTE, Association of Language Testers in Europe)認定之語言能力分級標準 CEFR 訂定，廣為國際間各政府單位、公民營機構、企業、學校認可使用。在我國有包括外交部、內政部、法務部等行政機關，及百餘所公民營機構、大專院校認可採用。

三、測驗對象

- ◎大學院校學生：作為通過學校英語能力檢核標準證明、職場英語能力證明。
- ◎一般社會人士：自我職場英語能力評量、職場英語能力證明。
- ◎公、民營機構：作為求職者、在職員工之職場英語能力評量及選才、升遷之參考標準。

四、測驗範圍

測驗內容為模擬日常工作情境，內容具普遍性和實用性。例如：

- 個人與公司介紹
- 工作上討論溝通
- 產品買賣銷售
- 電話留言
- 顧客服務
- 工作內容的描述
- 同事間往來互動
- 工作場所的安全衛生
- 商務旅行
- 安排及參與會議

貳、題型簡介

一、測驗前須填寫的個人資料畫面：

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Candidate Registration Form

Title Mr. Mrs. Ms.

姓 Family Name * 生日(日/月/年) Date of Birth * [dd/mm/yyyy]

名 First Name * 考生編號 Candidate Number

公司/學校 Company / Organisation * ACUMEN 性別 Gender Male Female

職業類別 Field of Work * -- Select -- 男 女

職稱 Job Description * -- Select --

國籍 Country of Origin * -- Select --

母語 First Language * -- Select --

* Mandatory

Continue

二、測驗畫面-頁面說明

Part One 42:56

Answer the question below.
Type **50-60** words.

Part One Part Two

You have received this message from your Managing Director.

From: John Linden, Managing Director

Subject: Customer Complaints

We have recently received a number of complaints from our customers. In the last month they have returned 20% of goods because of poor quality. I need to know today what is causing this problem. What can we do about it, and how soon can this be done?

Write a reply to John Linden:

- explain what the problem is
- say what can be done about it
- say how soon this can be done.

作答區

Words: 0

字數計算

三、題型範例

1. 第一部份：簡短 Email、留言或書信，字數大約 50-60 字。

Part One 42:56

Answer the question below.
Type **50-60** words.

Part One Part Two

You have received this message from your Managing Director.

From: John Linden, Managing Director

Subject: Customer Complaints

We have recently received a number of complaints from our customers. In the last month they have returned 20% of goods because of poor quality. I need to know today what is causing this problem. What can we do about it, and how soon can this be done?

Write a reply to John Linden:

- explain what the problem is
- say what can be done about it
- say how soon this can be done.

Words: 0

2. 第二部分：長篇報告或書信，字數大約 180-200 字。您可以自由選擇要作答 A 問題或是 B 問題，擇一作答即可。

Part Two 42:15

Answer **one** of the questions below.
Select Task A or Task B.
Type **180-200** words.

Part One Part Two

Task A

You are considering placing a large order with a new supplier and want to visit the factory.

Write a letter to the factory manager to arrange the visit.

Write about:

- why you want to visit;
- what you want to see;
- what you want to discuss

and any other points which you think are important.

Task B

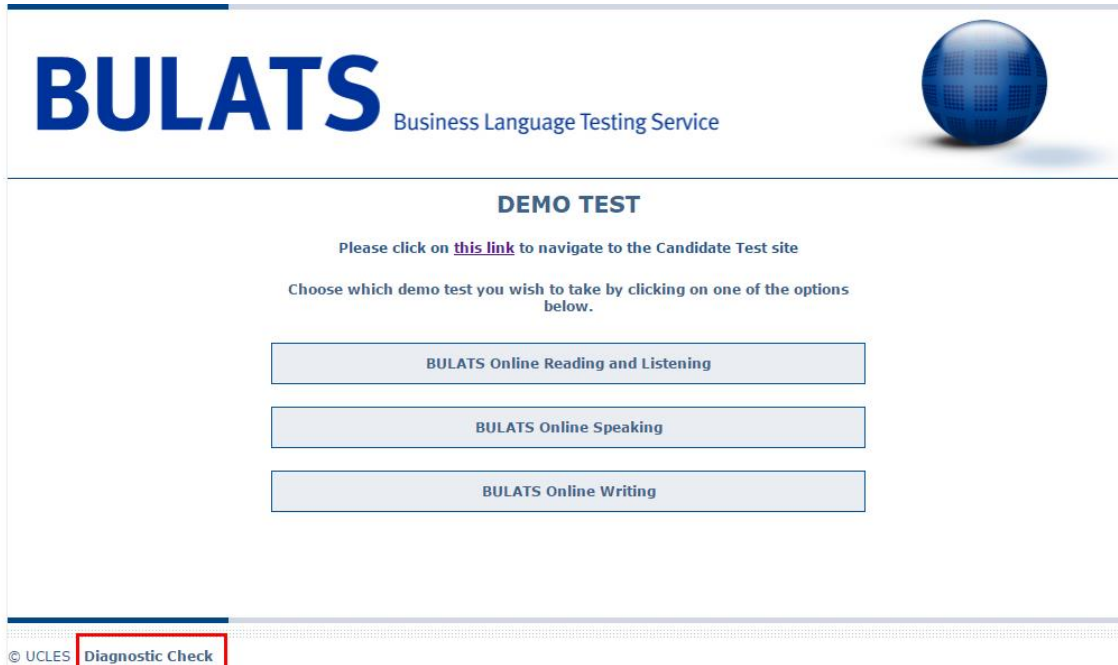
Your company is thinking about producing a magazin....

Words: 0

參、線上寫作模擬試題操作步驟

步驟 1

連結此頁面(<https://bulatsdt.bulatsonline.org/appTest/demoTestModePage.html>)



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DEMO TEST

Please click on [this link](#) to navigate to the Candidate Test site

Choose which demo test you wish to take by clicking on one of the options below.

BULATS Online Reading and Listening

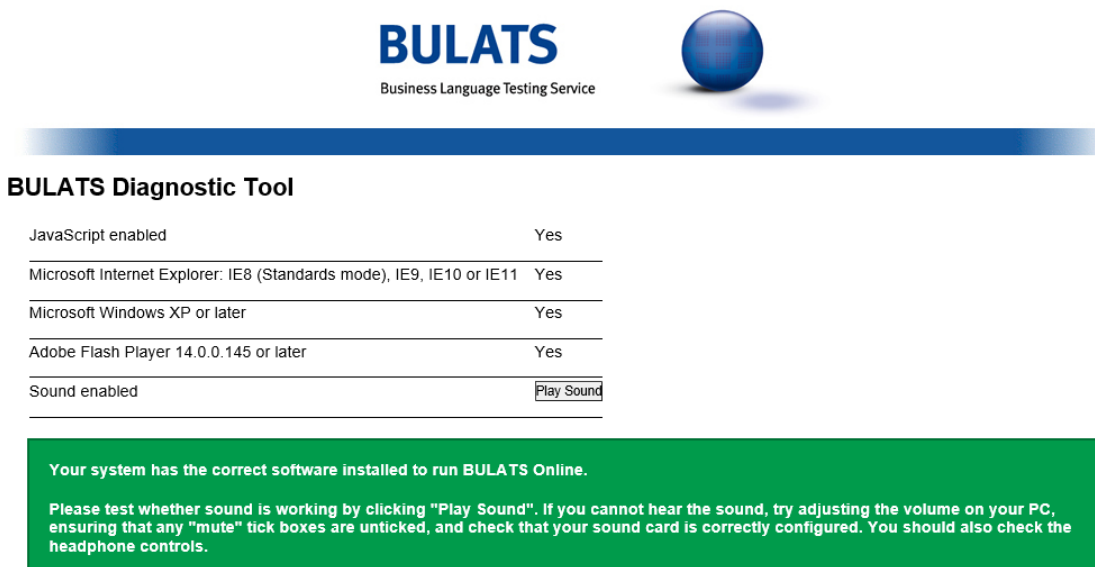
BULATS Online Speaking

BULATS Online Writing

© UCLES **Diagnostic Check**

步驟 2

點選左下角 **Diagnostic Check**，此為檢視您的電腦軟體是否符合 BULATS On-line Test 之施測標準，若皆符合會出現下圖之樣式，若有軟體未下載(如：JAVA)請按頁面之指示進行下載動作。



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BULATS Diagnostic Tool

JavaScript enabled	Yes
Microsoft Internet Explorer: IE8 (Standards mode), IE9, IE10 or IE11	Yes
Microsoft Windows XP or later	Yes
Adobe Flash Player 14.0.0.145 or later	Yes
Sound enabled	Play Sound

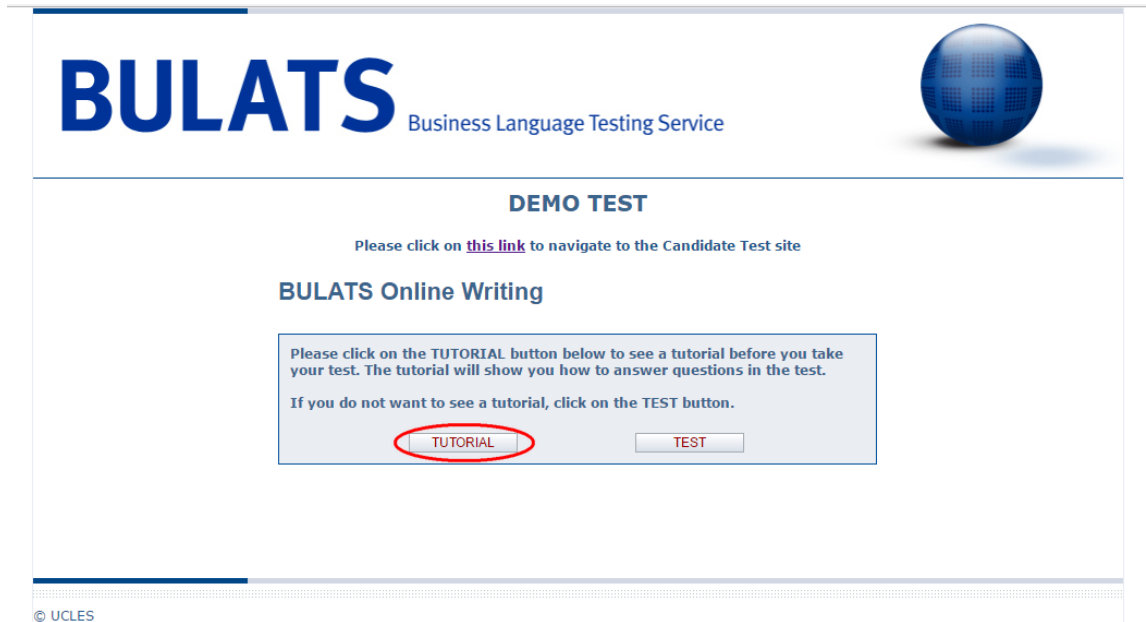
Your system has the correct software installed to run BULATS Online.

Please test whether sound is working by clicking "Play Sound". If you cannot hear the sound, try adjusting the volume on your PC, ensuring that any "mute" tick boxes are unticked, and check that your sound card is correctly configured. You should also check the headphone controls.

步驟3

請連結下列網址後點選**TUTORIAL**觀看測驗操作說明

<https://bulatsdt.bulatonline.org/appTest/demoTestSelectPage.html?langId=1&testCode=W>



BULATS Business Language Testing Service

DEMO TEST

Please click on [this link](#) to navigate to the Candidate Test site

BULATS Online Writing

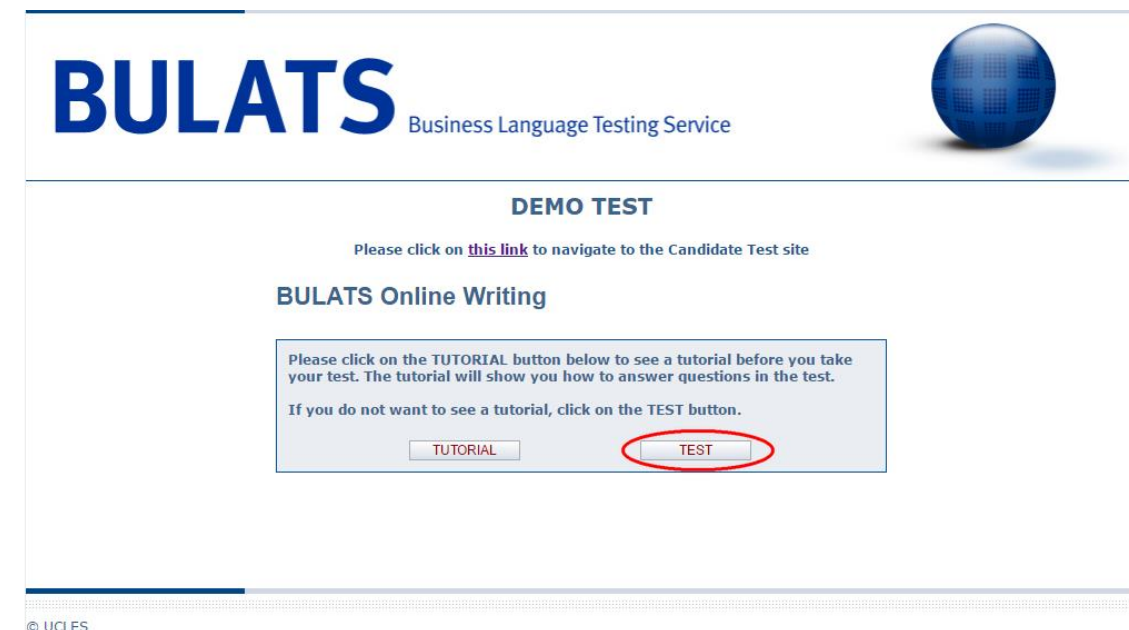
Please click on the **TUTORIAL** button below to see a tutorial before you take your test. The tutorial will show you how to answer questions in the test.

If you do not want to see a tutorial, click on the **TEST** button.

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步驟4

請點選**TEST**進入模擬試題測驗畫面



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DEMO TEST

Please click on [this link](#) to navigate to the Candidate Test site

BULATS Online Writing

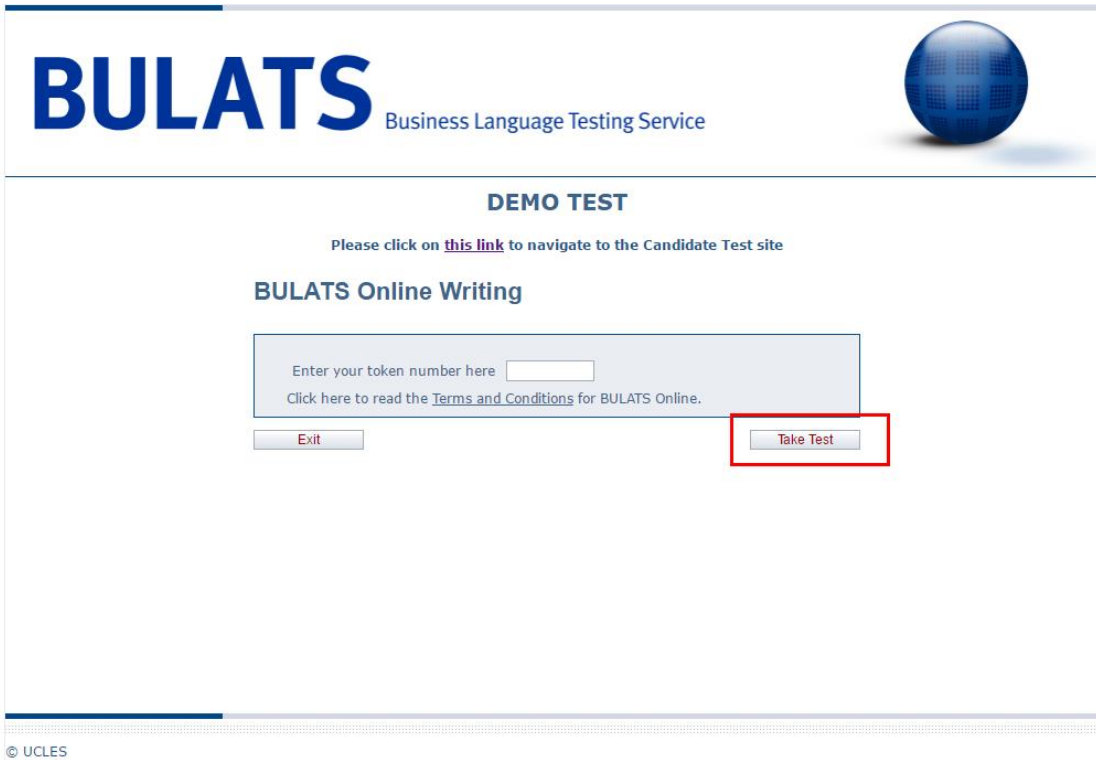
Please click on the **TUTORIAL** button below to see a tutorial before you take your test. The tutorial will show you how to answer questions in the test.

If you do not want to see a tutorial, click on the **TEST** button.

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步驟 5

請於空格當中輸入token number- **DEMBULE1W**，輸入完成之後點選右下方的Take Test，如下圖：



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DEMO TEST

Please click on [this link](#) to navigate to the Candidate Test site

BULATS Online Writing

Enter your token number here

Click here to read the [Terms and Conditions](#) for BULATS Online.

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步驟 6

請點選Continue



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Welcome to BULATS


This is the BULATS Online Writing test.
You type your answers. The computer saves your answers; these are then assessed by BULATS examiners.

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步驟 7

請填寫考生資料，完成後請點選 Continue

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Candidate Registration Form

Title Mr. Mrs. Ms.

Family Name *

First Name *

Company / Organisation *

Department

Field of Work -- Select --

Job Description -- Select --

How many times have you taken this test before?

Number of Years Using Test Language

Test Language Qualification -- Select --

Country of Origin * -- Select --

First Language * -- Select --

Reason for taking this test -- Select --

Date of Birth * [dd/mm/yyyy]

Candidate Number

Gender Male Female

University / College Qualification Yes No

* Mandatory

步驟 8

指示與說明：請參考以下內文，寫作測驗分成兩個部份，並從45分鐘的時間開始倒數，倒數計時器在最後的剩餘10分鐘及5分鐘做提醒。點選Start開始後便開始進行測驗。

Instructions and information

TIME:
45 minutes

INSTRUCTIONS TO CANDIDATES
Answer **Part One** and **one** of the tasks in **Part Two**.
You can change your answers at any time during the test.
The timer will show you when there are 10 minutes and 5 minutes remaining.

INFORMATION FOR CANDIDATES
There are two parts to this test.
Part One carries one third of the marks.
Part Two carries two thirds of the marks.