

Cracking BEC Vantage Reading 2

猫刀老师



Part 1



声泪俱下



饮泣吞声



做题步骤

1. 计算频率
2. 看背景
3. 简化描述
4. 首读文章
5. 二-三读文章
6. 确定选项





看背景

确定场景，理解描述



Questions 1–7

Look at the statements below and the information on the opposite page about feedback on staff performance.

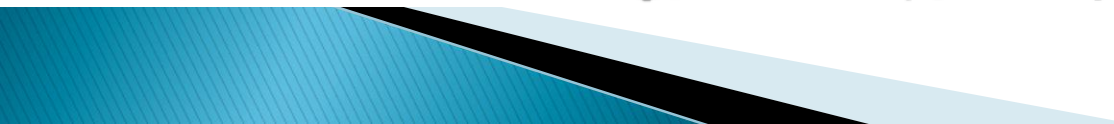
Questions 1–7

- Look at the statements below and the article about meetings on the opposite page.

Questions 1–7

- Look at the statements below and the extract on the opposite page from a report to staff by the Davis Group, a human resources consultancy in the USA.

Questions 1–7

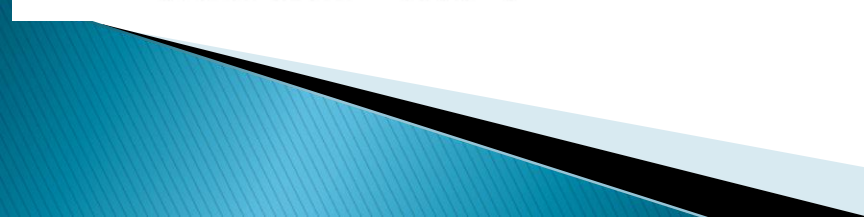
- Look at the statements below and the advice of four market analysts about a company's future strategy on the opposite page.
- 



简化描述

1. 看懂内容
2. 划出关键词
 核心信息+替换词
3. 分组



- 1** a way of ensuring that meetings are less likely to take place
 - 2** the common situation of too many people attending meetings
 - 3** a way of ensuring communication can take place without breaking company rules
 - 4** a policy discouraging repetition of ideas
 - 5** staff attitudes towards meetings resulting in action to reduce their frequency
 - 6** a policy of cutting down on the amount of detail given in long speeches
 - 7** people who attend meetings requesting limitations on other forms of communication
- 

1 a way of ensuring that meetings are less likely to take place X

2 the common situation of too many people attending meetings

3 a way of ensuring communication can take place without breaking company rules X

4 a policy discouraging repetition of ideas X

5 staff attitudes towards meetings resulting in action to reduce their frequency ↓

6 a policy of cutting down on the amount of detail given in long speeches X

7 people who attend meetings requesting limitations on other forms of communication

- 1 a way take place X
- 2 too many people attending
- 3 a way communication breaking X
company rules
- 4 repetition X
- 5 action frequency
- 6 detail given in long speeches
- 7 limitations on other forms of
communication





首读文章—5个题号

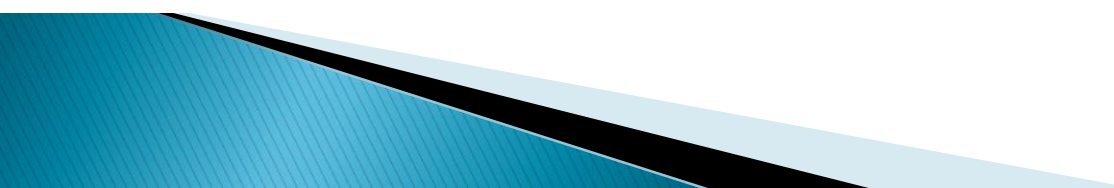
- 1.看懂每句主要信息
- 2.选出一个最显著描述
- 3.划线，旁边标注题号



T4

Many organisations are developing ways of minimising the time workers spend sitting in meetings in order to give them more hours working at their desks. They realise that reducing the number of meetings is problematic, but some are using a device called a Meeting Meter to determine how much money is wasted through the widespread practice of over-populated and time-inefficient meetings. A general meeting in a big company can cost £9000 an hour. Even staff in UK government departments have been told to make less elaborate presentations and to get through them more quickly.

A solution has often been to take things at breakneck speed or abolish meetings altogether. Olivia Dacourt, CEO of a retail chain, makes a point of not letting anyone sit down in her meetings. 'We cover more material in a 15-minute meeting than you'd see in a two-hour sit-down meeting,' she says. She drills her employees to shout 'pass' if they have no comment to make, thereby saving a hastily mumbled agreement with the previous speaker. In this way, her last staff meeting clocked in at six minutes.



T4

Website designer Barry Hare has gone so far as to charge his clients a meeting 'tax'. If they ask for a meeting, he doubles his design fee of £85 an hour. 'Everyone I talk to hates meetings, but they don't know what to do about them,' he says. 'Well, I've actually done something.' Similarly, at JP Products, managers have instigated a No Meetings Day every Friday. The scheme was devised by in-house industrial psychologist Ada Pearson after hearing employees joke about the need for a 'meeting-free day'.

But abolishing meetings is not as simple as clearing them from your diary. At JP Products some workers have felt the need to get round the No Meetings Day directive by holding spontaneous 'huddles' and 'nice to knows' to update each other on progress. After her success in reducing the meetings quota, Pearson is under pressure from meeting-weary managers to implement days that are free of emails and telephone calls. But unfortunately she has other priorities – thanks to a lengthy meeting with the chief executive.

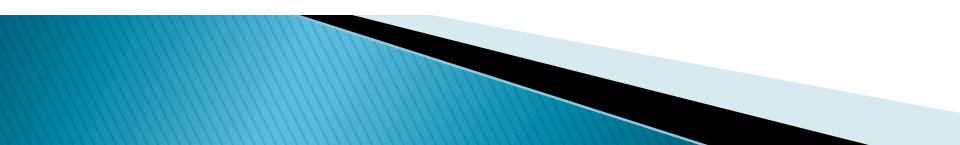


二读文章—剩下题号


- 1.排除已经选出的句
- 2.梳理剩下的描述
- 3.逐句排除



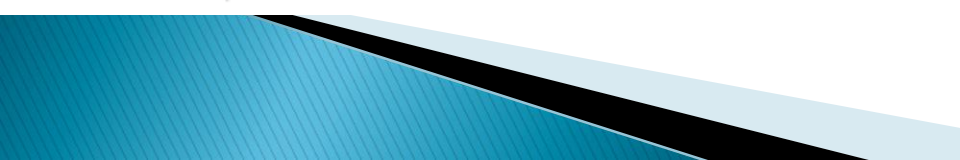
T1

- 1 staff being reminded that it is not essential to restrict feedback to once a year
 - 2 the way in which feedback could identify people suitable for promotion
 - 3 the aim of improving staff communication throughout an organisation
 - 4 the feedback obtained on an employee being linked to requirements for a particular job
 - 5 aspects of a group of employees' work that were identified as requiring improvement
 - 6 feedback indicating both positive and negative aspects of an individual's work
 - 7 the participation of less senior personnel in a member of staff's feedback
- 


In the past, feedback about your performance used to mean a quiet chat with the boss. But now 360-degree feedback – the system where employees are also given feedback from peers and from the people they manage – is taking root in corporate culture. The system is characterised by greater participation and has grown out of the desire of companies to create more open working environments where people work better together and ideas and opinions are exchanged between teams and across levels of seniority.




PCs linked to the company IT network are set to become the feedback machines. Many firms introducing 360-degree feedback are using Personal Development Planner software. Feedback on an individual, which is based on a questionnaire relating to attributes needed for that person's role in the company, is collected using this electronic system. All the information gathered is analysed and the end result is a suggested development plan. The advantage is that individuals make requests for the feedback themselves and receive the results directly.



Sarah Rains, from the pharmaceutical company Optec, said, 'Now feedback is available on our network, we encourage managers to choose how they use it. It is a flexible tool and we tell them that waiting for the annual event of a formal appraisal needn't apply.' At the engineering company NT, 250 technical managers have been through the feedback process. Jack Palmer, a senior manager there said, 'We needed to develop the interpersonal skills of these technically-minded people. In particular, we wanted to build on their team-working and coaching skills.'



So, how is the new feedback culture likely to affect you? It could form the basis of your personal development programme, providing pointers to your strengths and also to those areas you need to develop more. Or feedback could be used for 'succession planning', where companies use the information to speculate on who has the right skills to move into more senior positions. As yet, few organisations have stretched the role of feedback so far as to link it to salaries. But one thing is clear: the future will bring even wider participation by all members of staff.



Part 2



做题方法

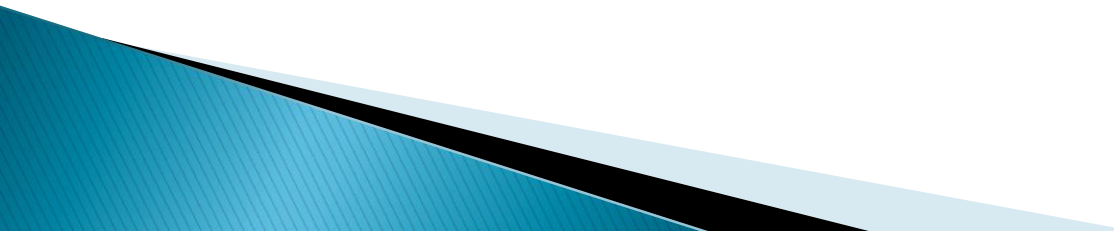
- ▶ 简化选项
 - ▶ 读部分文章，分析空格前后句
 - ▶ 初次匹配
 - ▶ 调整匹配
-
- ▶ 注意：
 - ▶ 首先划掉范例句
 - ▶ 初选后保持警惕，随时调整
 - ▶ 选完一定要通读检查

简化选项

- ▶ 逻辑关系词（承前）
- ▶ 代词（承前）
- ▶ 核心内容（承前/启后）



▶ 逻辑关系词

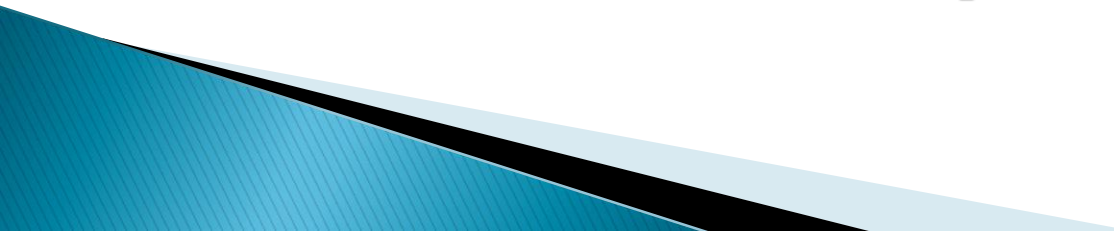
- ▶ But, yet, however, nevertheless
 - ▶ So , therefore, thus , as a result , consequently ,
 - ▶ In addition, also , an other , the second , last but not least
 - ▶ Although , even if ,
 - ▶ For example ,
 - ▶ In the past, currently ,
 - ▶ Not right is ...
- 

- ▶ 代词

- ▶ he, she, it , they , them , that approach , that project, such strategy , his, her, their, its , whose, this way , this structure, under certain conditions ,

- ▶ 核心词

- ▶ 句子主谓宾/主表

- A** But it is hard for them to establish contact unless these skilled individuals have been brought to their attention.
 - B** They are consequently a lot more willing to turn to headhunters than in the past.
 - C** Moreover, headhunters are all in the business of having as big a network as possible and working it to their advantage.
 - D** In addition, the fact that headhunters are always looking for talent means that great care needs to be taken with the image you project in the workplace.
 - E** Now, it is only junior or unskilled jobs that are filled this way; most of the best jobs are filled by headhunters.
 - F** Not making the most of such an approach would definitely be a mistake.
 - G** There are two reasons for this growing use of headhunters.
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- G There are two reasons for this growing use of headhunters.

阅读文章

- ▶ 不考的段落不看
- ▶ 有空格的段落先看段落前后句
- ▶ 有必要再从段落开头开始看到空格后一句
- ▶ 空格后第二句起大段内容不看

匹配

- ▶ 选项+前句
- ▶ 选项+后句
- ▶ 注意：后句里的逻辑连接词和代词



In the past, companies would use the services of headhunters to recruit principally at boardroom level. But these days, they are also responsible for filling a much wider range of middle management and specialist posts, and consequently, they have huge influence in the commercial world.


(0)G..... The first is that economic expansion has, in many countries, left the labour market tight. In a number of industries, and in growth sectors such as technology and media, there is now a severe shortage of skilled and talented people. This has forced companies to go out and look for the staff they need and not wait for them to arrive at the door. The second reason is that companies are now critically dependent on the skills and knowledge of their key people. They are very aware that having the right staff may determine their survival in a competitive marketplace. (8)

So, how do you make sure you get noticed by the headhunters? In the days when jobs were mainly advertised in newspapers, you could search the appointment pages and apply for anything that interested you. (9) Unless you are in contact with them, it is unlikely you will even be considered for a post. X

Most headhunters will devote time and energy to tracking down talented people in large organisations. (10)..... So, while it would be nice to think the headhunters will find you, in fact, you often have to find them. 'Executives must be proactive in the search process by building on current skills, being fully prepared for interviews and by keeping CVs up to date,' says Julia Fernandez, manager of PB Executive Search.

It is also important that you set time aside to talk to headhunters. At some point, you may be contacted by a headhunter to recommend someone in a related field or provide a reference for someone you have dealt with professionally. If you simply deal with the enquiry as quickly as possible, you may be failing to exploit the potential benefit to yourself. (11) Fernandez advises that, 'All contact with headhunters is potentially useful, ~~and you should have one or two headhunters~~ that you know personally and make a point of keeping in touch with. (12) Make sure that the people around you will always be motivated to say something positive about you if approached. Your potential employers are watching you constantly.'

T2

- A** Liking what they saw, they put in a bid, in fierce competition with at least five other financial institutions.
 - B** Despite this, and although he is one of the relatively few to have prospered, he feels that his position is far from secure.
 - C** Gradually, though, as the new structure took shape, the bank began to feel like a modern company with an exciting future.
 - D** Young employees were given responsible positions, including Miroslav, who was put in charge of a department.
 - E** The bank has, in effect, become a financial supermarket, where customers can purchase the services they need 'off the shelf'.
 - F** They decided that it was the right moment to exploit this area of weakness.
- 

When Miroslav Novak started work as a graduate trainee, his employer, the Pan-Slavic Trading Bank (P-STB), was a state-owned bank specialising in export trade. Though only the country's fourth bank in size and turnover, it was well run and had a proven track record. (0) Despite its inclusion in the government's programme of privatisation, expansion or major change were not on the agenda.

Today, ten years on, Miroslav has come a long way from his modest beginnings. Recently appointed director of the branch network, he now sits on the executive board. (8) Of particular concern is the fact that the P-STB has become a retail bank, no longer dealing exclusively with large companies. This sector has, in fact, been downgraded to secondary status, since the most important market is seen to be elsewhere.

tors of a bank from Luxembourg had been monitoring the progress of the P-STB as it moved towards privatisation. (10) After lengthy negotiations, including with government departments, the Luxembourg bank was successful and became the majority shareholder. The P-STB now found itself the subsidiary of a foreign bank.

No time was wasted in flying in a team of managers from the parent company. No sooner had they arrived than major changes began to be implemented. (11) This was exciting and challenging, but there was a high price to pay. The average working day increased from eight to twelve hours almost immediately, and several of the longer-serving staff were given early retirement. Those who remained felt extremely uncomfortable about the contrast in their fortunes.

The new emphasis is on offering a wide range of products to the general public. (9) When this policy was first put forward, Miroslav and his colleagues doubted its feasibility, since it was not part of their financial culture. The directors went ahead with their plans, however, and, as success followed success, their doubting employees were forced to admit to having been mistaken.

The source of the P-STB's change of direction was to be found abroad; the direc-

The next few months under new ownership were extremely demanding and Miroslav found little to be optimistic about.

(12) Miroslav grew to enjoy the demands made on him, and before long was promoted to his present position, with responsibility for converting all the branches in the network to retail banking. He spends less time than he would like with his family, and still misses former colleagues, but the work itself is more satisfying than he could ever have imagined.

