

BEC中级阅读方法精讲-6

包子老师

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超过70%BEC学员的选择

- 第六题：改错 (7-8)
- 内容：150-200字文章，找出多余的词
- 考察：语法，固定搭配，句子结构

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(1)根据上下文信息找出与全文逻辑不相符的单词；

(2)从语法角度出发，分析句子成分，理清了句子结构，画出多余的词；

(3)从习惯用法人手，找出与约定俗成的句式及短语相悖的单词。

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- 经常出现的错误类别
- 1.时态：
 - 常见的为时间，条件，让步状语从句后带有will的将来时态。因为这些句子要用一般现在时表示将来时，所以句子中will往往是多余的。
- 2. 虚假状语从句，定语从句 等错误；
 - This experience which will also give you a chance to widen your outlook on life, encounter cultural differences and develop new skills.
 - But if there are various measures you can implement to make your existing procedures more efficient.

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- 3. 句中存在两个系动词
- 4. 泛指内容特指化

It was widely been claimed that as email became commonplace, people would stop writing memos, keeping bulky files and bringing piles of paper to the meetings.

- 5. 逻辑衔接词

Lebrun has managed to keep sales steady and has recorded only one annual loss during the difficulties of the past five years, but despite the effects of the ongoing industrial slowdown.

6. 宾语从句中that前后接what/if /whether

7. 固定搭配

at the first hand

cut down on

show up on

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8. 及物动词，不及物动词

It can be difficult to control over spending across the organisation.

I lost my control of / over the car.

9. 对立性的词语

Although/though..but...

Because/since/as...so...

不可同时出现的词语

only 与hardly serve 与for

Reach与at/in rise与up most与best

Must与have to marry 与with repeat 与again return与back

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10.

comparative/relative/absolute/entire/excellent/perfect/total/whole/complete/full/empty etc.

无比较等级。

11. 同位语 / 逻辑关系

In the same period of time two

competitors- as SaveMarts and Bargain

Buys – opened a total of eight stores within

our catchment area. However, the grand

openings of these stores were accompanied

by their heavy advertising of sales items.

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12. 多余的to

情态动词或助动词后面用不带to的不定式。Need

/dare/must

半助动词 had better/had rather/ had sooner/ would rather/

would sooner

感官动词和使役动词

see/notice/watch/hear/observe/feel/find/

look at/listen to/ make/let/ have/ leave/bid后面要用不带to的不定式做宾语补足语。

介词but/except/besides/then前面如有实义动词do，要用不带to的不定式做介词的宾语。

I want to do nothing but sleep.

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13 对so的考察较多，需注意

If rest of team perceives so that one person isn't pulling their weight or is being incompetent, it affects everyone.

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V0303

Get better at keyboarding!

0 There is a simple way to work more efficiently: improve your keyboard
00 skills by learning to touch keyboard them. If you are one of the vast majority
34 of some people who keyboard with two or four fingers, you may believe that
35 you are reasonably efficient. But the average person seldom achieves more
36 than twelve words by a minute when using this method, while touch keyboarding
37 can achieve up to 120 words, if enabling you to work almost as quickly
38 as you can think. Whatever position you hold in your company, you are
39 probably given responsible for answering emails or generating documents, and it

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40 is quite likely that you spend too much time doing this. Stop and consider how
 41 far much more you could do in a day as a result of touch keyboarding. You would
 42 be able to create such a document faster than you can write and as
 43 quickly as you can think and free up time to be more than creative. Moreover,
 44 you would save up the cost of a full-time secretary, and no longer have to
 45 wait for your documents to be created and either then have to return them for correction.

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V0304

Dealing with Expenses

0 Most companies use forms or spreadsheets to process travel and entertainment
 00 expenses claims. As a result, it can be difficult to control over spending across the
 34 organisation, and unfortunately when data often needs to be processed again and entered
 35 into the firm's other such accounting systems. One solution is an automated expenses
 36 management system. But if there are various measures you can implement to make
 37 your existing procedures more efficient. Firstly, try ensure that all expenses claims are
 38 independently been authorised. Who approves senior managers' claims, for example?
 39 Don't waste time for reviewing all expenses claims; only look in detail at a sample, but

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40 regularly update the firm's expenses policy, and query with all claims that fall outside it. You
 41 should also avoid duplicating effort; if line managers check expenses, there is little point
 42 in the accounts department are doing so. You could try to cut down on cash advances and
 43 corporate credit cards; making staff to use their own credit cards encourages them
 44 to submit claims on time. It is also a good idea to identify and remind staff who do not
 45 submit or approve claims promptly. Finally, aim to recharge every expenses to customers where your
 business model allows.

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V0402

Lebrun Steel Facing up to Tough Times

0 After 98 years of trading, the steel manufacturer Lebrun knows from experience as how
 00 difficult fluctuations in the economic cycle can be for suppliers such as themselves.
 34 Since many of the nation's largest production companies which are its customers,
 35 Lebrun is adversely affected by any change for the worse in the economy. Yet Lebrun
 36 has managed to keep on sales steady (in the region of approximately \$2.5 billion)
 37 and has recorded only one annual loss during the difficulties of the past five
 38 years, but despite the effects of the ongoing industrial slowdown. James Griffith,
 39 president of Lebrun, now has the task of turning up survival into growth, and
 40 his strategy is already becoming clear to those industry observers. In February of

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41 this year, the company acquired Bronson plc, additionally a one-time competitor.
42 This merger will greatly expand the size of both Lebrun's labour force, and
43 Griffith estimates it will boost its revenue by nearly 50%, while too increasing
44 the number of plants and R&D centres in much a similar way. Griffith is
45 optimistic that while the steel industry is about to pull out of recession, and
he wants Lebrun to be ready for this.

V0502

Advertising for the Small Business by Nick Daws

0 Good communication with existing and potential customers is at the heart of
00 successful business. That is one reason why advertising should, and does, play on such
34 an important role in so many organisations itself. However, for the small business, unfamiliar
35 with or inexperienced at using advertising, the investment can seem uncertain. Unlike
36 to their counterparts in larger companies, with sizeable marketing departments and
37 professional advertising agencies, no managers in smaller firms often find themselves
38 facing a range of decisions about which campaign objectives and strategy, creative
39 content, budgets and media choice. The list goes on. That is why I was pleased about to read

40 Nick Daws' guide to the world of marketing communications. I use this phrase rather than
41 advertising because the book goes beyond of the weekly display advertisements in the local
42 paper. It also covers sales promotion, direct mail, point-of-sale and PR, all whose components of
43 the marketing mix that can be easily overlooked, but which are in fact resulting highly effective.
44 It also provides clear and comprehensive advice on the development of strategy, thus ensuring
45 that careful readers will succeed avoid the costly mistake of rushed or ill-considered decisions.

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