



# 基础句法



猫饼老师



# 四大金刚

simple sentence

compound sentence

complex sentence

compound complex sentence



simple sentence SVO

compound sentence and but or so....

There is a student have class.

There is a student having class.

There is a student and he is having class now.

; = . =and

There is a student; he is having class now.



do

doing

done

to do



complex sentence 从句

I love the girl who is in red.

compound complex sentence

I love the girl who is in red and I am going to call her tonight  
when I have time.



**adv**

hence

thus

therefore

however





# conj.

and

when

but

as

or

so

yet

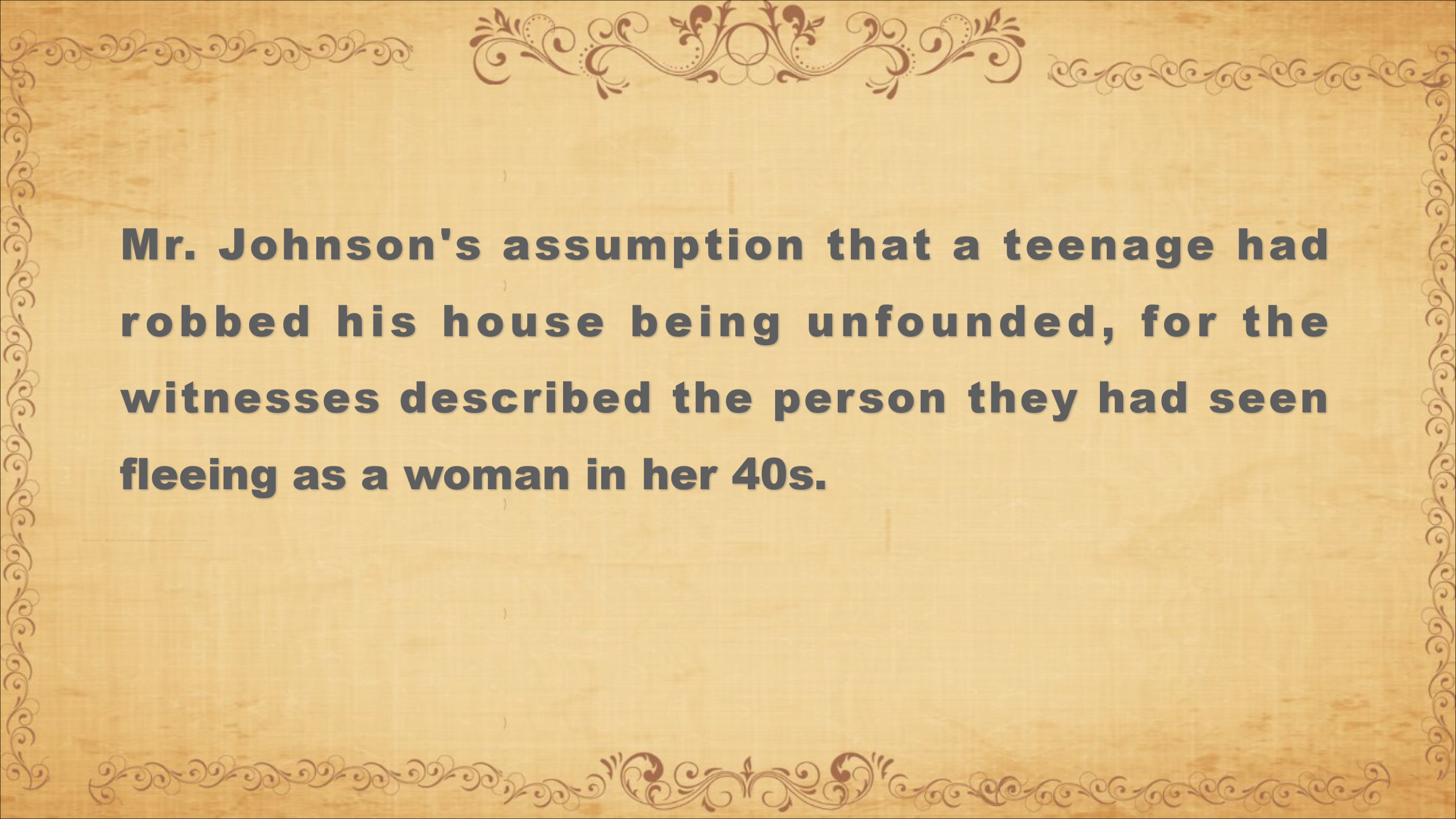
although

though

since

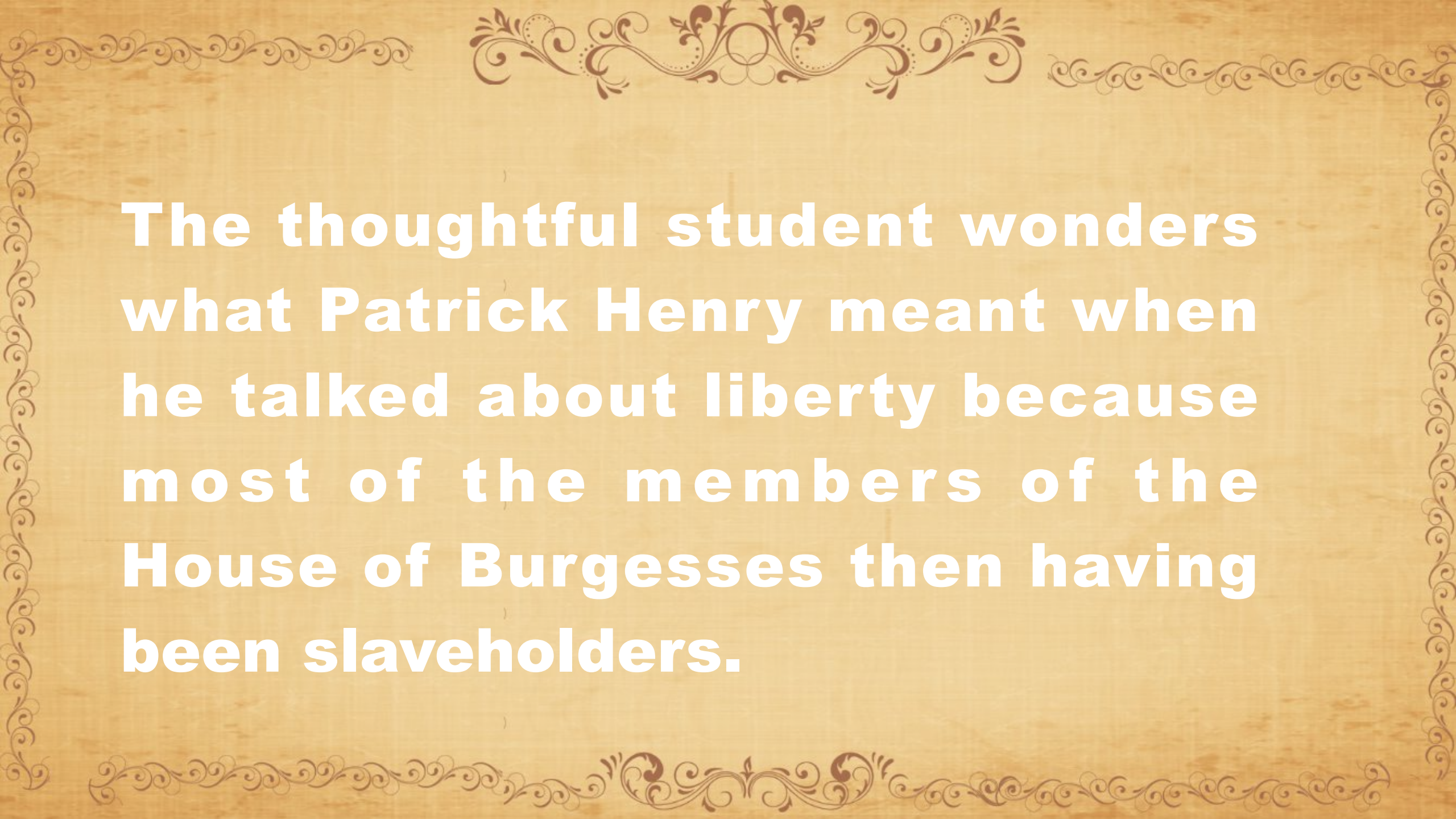
while





**Mr. Johnson's assumption that a teenage had robbed his house being unfounded, for the witnesses described the person they had seen fleeing as a woman in her 40s.**





**The thoughtful student wonders what Patrick Henry meant when he talked about liberty because most of the members of the House of Burgesses then having been slaveholders.**



# 逻辑主语

- ❧ Beaten black and blue, Hugo cried.
- ❧ Beating Tom black and blue, Hugo cried.
- ❧ Sitting at the sofa, I open a bottle of beer.
- ❧ Sitting at the sofa, a bottle of beer is opened by me.



# Two typical problems

1

是否平行  
结构  
词性

2

比较对象是否缺失



1.1 结构平行: XX, YY and ZZ; not only XX, but also YY.

1.2 比较对象要一致: than, like, unlike, compare, as...as...



# 代词

1. 代词一定要确切**指明对象**。
2. 人称代词各种格(**主VS宾/ I VS me**)
3. 代词的**单复数，阴阳性**
4. **one, you**不能相互指代
5. **Which** 物, **who, whom** 人



## 改错（学生习作）

The number of participants are extremely high in spring for this course with 120, .....

Besides, reinvesting this year's profits in a financial way to have more interests is another way to gather enough fund.





These occupy much space and let our office feel more messy.

What's more, we have many out-of-date or even broken facilities laying in the corner of the office.

To sum up, as long as we work together to strength our company, any problem can be over come.





# BEC 高级写作串讲





# 书写习惯

齐头式：

每段顶格写，段间空一行。

XXXXXXXXXX

XXXXXXXXXX

XXXXXXX

XXXXXXXXXX

XXXXXXXXXX

缩进式：

段首缩进5 space，段间不空行。

YYYYYYYYYYYYYY

YYYYYYYYYYYYYYYY

YYYYYY

YYYYYYYYYYYYYY

YYYYYYYYYYYYYYYY

YYYYYYYY



# 书写习惯

## 齐头式

Youth is not a time of life; it is a state of mind; it is not a matter of rosy cheeks, red lips and supple knees; it is a matter of the will, a quality of the imagination, a vigor of the emotions; it is the freshness of the deep springs of life.

Youth means a temperamental predominance of courage over timidity of the appetite, for adventure over the love of ease. This often exists in a man of sixty more than a body of twenty. Nobody grows old merely by a number of years. We grow old by deserting our ideals.

Years may wrinkle the skin, but to give up enthusiasm wrinkles the soul. Worry, fear, self-distrust bows the heart and turns the spirit back to dust.

Whether sixty or sixteen, there is in every human being's heart the lure of wonder, the unfailing child-like appetite of what's next, and the joy of the game of living.

## 缩进式

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动态图:

一个或者一组数据在不同时间的变化

静态图:

多个数据的对比和差异

组合图:

2019.5.13 不同的**动态图**和**静态图**的组合 英语老师 BEC SPEAKING



# 静态图写法

1. opening

2. 数据分类描述。

每一类: 最值+中间数据分组、对比

On the item of, speaking of

3. 总体概括。不同种类数据间寻找趋势。

绝对

大致+例外



# 动态图写法

1. opening

2. 起点排名

3. 逐个介绍数据变化  
变化趋势和幅度相似的，合并一起描述

4. 总趋势概括。  
几升几降几平+变化最剧烈的是XX.



# 组合图写法

1. 介绍图表
2. 动态/静态单图
3. 动态/静态单图
4. ending



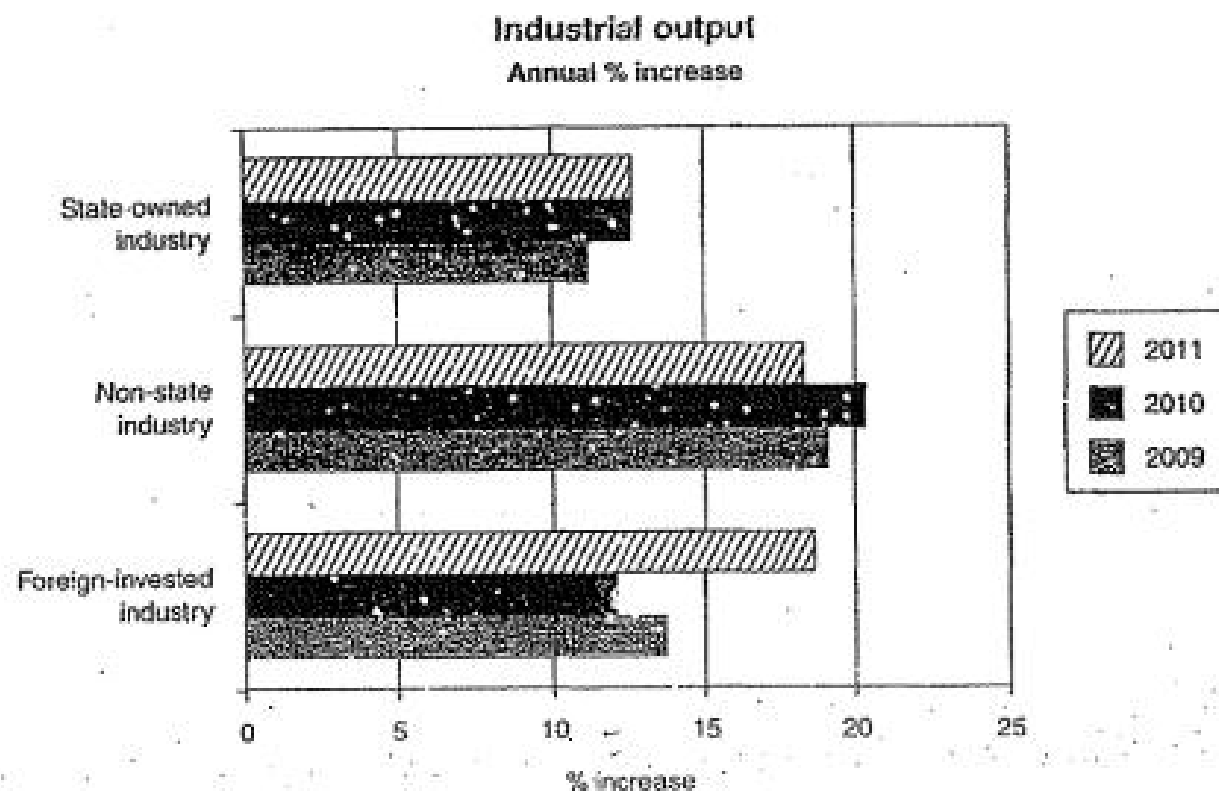
BEC 第五辑 Task 1 Writing Question 1  
Task 3 Writing Question 1



## PART ONE

### Question 1

- The chart below shows the increase in a country's industrial output from 2009 to 2011, according to type of industry.
- Using the information from the chart, write a short report)comparing the annual percentage increases in industrial output in the three categories of industry during the period.
- Write 120–140 words.



Task 1 Writing Question 1



# Test 1 Writing

## Question 1

### Sample A

#### Introduction

As requested, we are providing you our report about the industrial output from Vietnam during the year 2000 till 2002.

#### Findings

State-owned industry has slightly risen from 11% to 13% and stable for the last two years. The non-state industry started close to 20% and has fallen now to 18%. Foreign-invested industry was at 2000 similar as the state-owned industry. However the output has fallen deeply at the year 2002 but it strengthened in an outstanding turn over at the year 2002. Furthermore with the output from 2002 the losses from 2001 are completely covered.

#### Conclusion

Generally it can be said that the industrial output from Vietnam is a good way. In special the state owned and foreign industry.

#### Recommendation

It is recommended that on deeper examination in the non-state industry is necessary to find out why the output has decreased. Furthermore we should reconsider our investment policy in the foreign invested industry.



Scales	Mark	Commentary
Content	3	All the bar graphs are referred to. However, there are no actual percentages given for foreign-invested industry, but there is indirect reference with ' <i>at 2000 similar to state-owned industry</i> '. The conclusion and recommendations are irrelevant.
Communicative Achievement	3	The report is written in an appropriate register and format for a report. Straightforward ideas are communicated effectively. The target reader would be informed.
Organisation	3	The text is generally well organised using appropriate headings. A range of linking words are used to good effect ( <i>furthermore, however, but</i> ), but without correct punctuation. There is use of substitution ( <i>it</i> for <i>output</i> ).
Language	2	A limited range of grammatical structures are used. Some appropriate vocabulary is used to compare the performances ( <i>slightly risen, stable</i> ). However, this is not always successful ( <i>on a good way, in special</i> ). Errors are present which distract the target reader ( <i>Vietnam is on a good way, in special</i> ).



## Sample B

### Introduction

The aim of this report is to comment on the annual percentage of industrial output of Vietnam from 2000 to 2002.

### Findings

The figures of state-owned industry have slightly increased from 2000 to 2001 but did not grow any further in 2002.

Whereas none-state industry had reduced its annual increase in 2002 compared to 2001. After having increased by 2% in 2001 figures are now at a slightly lower level than in 2000 and stand now at 19%.

Finally foreign-invested industry has increased hugely in 2002 in comparison with 2001. The output increased by 7%. After a reduction of 2% in 2001 figures are very promising again in 2002.

### Conclusion

State-owned industry is likely to increase slowly but steadily. None-state industry seems to reduce its output in the future, whereas foreign-invested industry is growing rapidly.



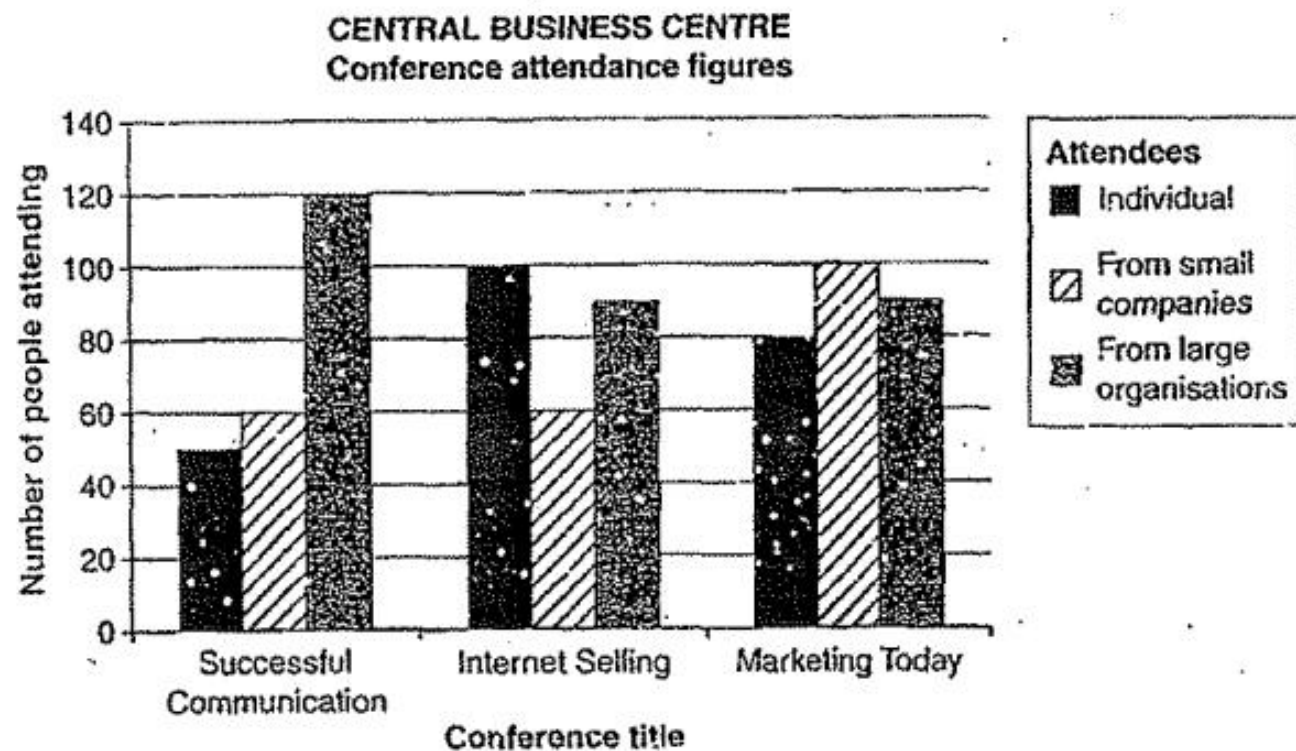
Scales	Mark	Commentary
Content	3	All bar graphs are referred to although there are no percentages given for state-owned industry. However, the movement from year to year is correct. The target reader, on the whole, would be informed. The conclusion is irrelevant.
Communicative Achievement	3	The report follows the conventions of format to hold the target reader's attention and gives an early reference to the purpose for writing ( <i>the aim of this report is to comment on</i> ).
Organisation	3	The report is organised using appropriate headings and some simple linking ( <i>but, whereas</i> ), although not always to good effect.
Language	3	A range of vocabulary is used to make comparisons ( <i>compared to, reduction, growing rapidly</i> ). Simple grammatical forms are used with reasonable control ( <i>did not grow any further</i> ). There are some spelling slips ( <i>increased, steadily</i> ), but these do not impede communication.



## PART ONE

### Question 1

- The bar chart below shows the average numbers of conference attendees in three categories at three different conferences organised by the Central Business Centre.
- Using the information from the chart, write a short report describing and comparing the attendance patterns at the conferences.
- Write 120–140 words.





## Test 3 Writing

### Question 1

#### Sample A

##### Introduction

The aim of this report is to describe and compare the average numbers of conference attendees in three categories, which are individuals, small companies and large organisations. The observed conferences are "Successful Communication", "Internet Selling" and "Marketing Today".

##### Successful Communication

To start with successful communication, the bar chart represents that 50 individuals and 60 visitors from small companies attended this conference, whereas 120 people were from a large organisation.

##### Internet Selling

We can see that this conference was mostly visited by individuals with 100 people, followed by visitors from small companies. However, the smallest group of visitors were people from large organisations with a number of 60.

##### Marketing Today

The bar chart shows that there was a good mix of visitors. There were 80 individuals, followed by 90 people from large organisations. However, the best group were visitors from small companies with totally 100 people.

To sum up, individuals were mostly interested in internet selling, whereas people from small companies mostly attended marketing today. However, staff from large organisations preferred the conference "Successful Communication".



Scales	Mark	Commentary
Content	4	All the content is relevant to the task and the target reader would be on the whole informed.
Communicative Achievement	3	Uses the conventions of a report effectively with a clear purpose stated which holds the target reader's attention ( <i>the aim to this report is to describe and compare</i> ). The report communicates the ideas clearly and the register is consistently appropriate.
Organisation	4	The text is generally well-organised and coherent. A number of headings help the organisation of the report and linking words are used effectively ( <i>to start with, to sum up, however, whereas</i> ).
Language	3	The report uses vocabulary relevant to the topic and simple grammatical structures generally appropriately. There are occasional errors, but these are non-impeding ( <i>with totally 100 people</i> ).



## ATTENDANCE PATTERNS AT 3 CONFERENCES.

### SUMMARY

This report shows and comments on the attendance patterns at three conferences run by the Central Business Centre (C.B.C.), focusing on how to effectively advertise next events to potential attendees.

### INTRODUCTION

The C.B.C. wishes to investigate how the attendance to their conferences is split in terms of people either working for small/large companies or attending on an individual basis. This will help them tailor the advertisement of new conferences.

### OBSERVATIONS

By ranking the conferences per overall attendance:

Marketing today: 270

Internet Selling: 250

Communication: 230

marketing is found to be the most appealing topic.

However, looking at the split into the 3 attendee subjects, Communication Skills, looks particularly important for people working for large companies.

### CONCLUSION.

We recommend advertising future conferences on Communication through direct contact with Human Resources Department of large companies.



Scales	Mark	Commentary
Content	1	The main content points are not covered. Only the totals of attendees at each conference are given. The target reader would be minimally informed.
Communicative Achievement	2	The report communicates simple ideas with some control. The register is consistently appropriate.
Organisation	2	The text is organised by headings although 'conclusion' is inappropriate. Some substitution and linking words are used effectively ( <i>them for the Central Business Centre and however</i> ). The main body of the section 'observations' is bullet points and this would only be appropriate to this task if the totals were deemed relevant.
Language	3	Everyday vocabulary is used appropriately ( <i>tailor the advertisement, particularly important for</i> ). A range of grammatical forms are used with control ( <i>this will help them tailor</i> ).



## Part Two 写作

问题共点概述：

200-250 words

All report to a higher rank officer (managing director, head of department)

All questions have at least 3 requests

No more data



## 问题特点:

### 三道题目选一

- 1.A business report (商业报告)
- 2.A business Letter (商业信函)
- 3.A business proposal (商业计划)



# 涉及行业主要为之前介绍的微观部分

1. 综合管理类（General Management）：主要涉及公司内部管理、协调、运作某组织、项目等多功能的综合学科，目标是使项目、企业、组织运转更高效。题目一般包含制度建设、规章完善、部门建设扩展等内容
2. 人力资源（Human Resources）：人所具有的脑力和体力劳动总合，包括管理和协调其相关内容。题目一般包含公司内部员工情况、教育发展、晋级、士气等内容
3. 市场类（Marketing）：主要指商业活动中商业交易中的各项行为，如交易、销售、营销、市场扩展等，目的在于增加企业收入。题目一般包含市场销售、分公司建设、会展、开拓业务等内容



# 解题总思路: (Accomplish In Five Steps)

1. Reading 读题, 根据自己实际能力进行三选一, 归纳问题要点
2. Head&Feet First .....根据模板或者问题归纳出的要点进行开头和结尾部分描写, 简单框架或者中文即可
3. Organizing .....框架制定, 根据问题进行“矩阵”列表, 而后拓展矩阵中要点成为句子
4. Combining .....灵活运用关联词或词组将各句子串联, 并适当修改开始和结尾部分
5. Checking .....检查, 语法、单词拼写有无错误, 商业观点有无重大纰漏, 问题要点有无涵盖



## 简短报告格式 (Short Report)

Introduction	Report on the additional budget 要做什么 aim
Findings	描述现状
Conclusion	评估现状 优缺点
Recommendations	根据现状的不好来写 具体 具体到请几个员工/要求增加购入XX设备



## Ex

You have recently attended the following one-day courses:

Developing Your Potential

Trends in Electronic Commerce

Managing People

Reducing Costs

Your company's Training Manag has asked you to write a short report about the training.

Write the report for the Training Manager:

- describing the two courses which you found most useful,
- explaining how you benefited from them,
- outlining the specific training courses you would like to attend next year,
- giving reasons why these courses would be useful to you.



Developing Your Potential

Trends in Electronic Commerce

Managing People

Reducing Costs



## **Developing Your Potential**

motivational guide to changes, personality building, career development

## **Trends in Electronic Commerce**

latest trends in E-commerce, information security, B2B

## **Managing People**

management techniques, successful cases

## **Reducing Costs**

budget planning, accounting skills, cost accounting



## **Report: Training courses**

### Introduction

The aim of this report is to summarise and assess the training courses I have recently attended for the use of the Training Manager.

### Courses

In my opinion, the most useful courses were:

- Managing people and
- Trends in Electronic Commerce.

“Managing People” was a one-day course focused on management techniques and their successful implementation. It examined different management styles and their benefits and disadvantages.

“Trends in Electronic Commerce” was a practically oriented one-day course. The main issues discussed involved: the latest trends in e-commerce, security of information, business to business (B2B) trading and potential savings enabled by e-com-



### Benefits

Both of these courses were very interesting for me, as I work as a Purchase Manager. I am going to use some of the management techniques in my department. I would like to improve the current approach to motivation or organization of meetings for example. I think that “motivating people” is a key aspect of my job. “Trends in Electronic Commerce” course was also very useful for me as we are set to start ordering process using the Internet technology.

### Conclusion

Next year, I would like to attend at least one of the following courses:

- Effective Negotiations,
- Time Management,
- Communication—a key factor for success.

As all of these topics are closely related to my profession, I am sure that it would be to my and also company's benefit if I could attend these courses.



## C5T1W4

### Question 4

- The Training Director of the company you work for is considering hiring a business training consultancy to provide the following courses: Appraising Staff, Software Applications and Giving Effective Presentations. You have been asked to write a proposal for the Training Director giving your views on these courses.
- Write a proposal for the Training Director:
  - saying which course you would like to attend and why
  - explaining how another of the courses would benefit one of your colleagues
  - advising against running one of the courses.



# Proposal

建议书和商务报告的本质是相同的，结构也相同，实质是报告的一种形式。



# PRACTICE

## 第五辑 四套题

### Question 4

- The offices of the company where you work are overcrowded. Your head of department has asked you to propose ways of using the office space more effectively.
- Write a **proposal** for your head of department, including the following information:
  - an outline of how the current problem came about
  - some suggestions for how to use the office space more effectively
  - possible difficulties of implementing your suggestions and how these could be overcome.



## Purpose

As requested, this proposal is to analyse how to use the office space more effectively.

## Current Problems

Up to now, our company has recruit more than 200 high IQ and diligent workers to meet our consumers' growing demand. The staff of our company brings vast profits but also occupys too much space. Here are the reasons how the problem come about:

- the number of the offices are not enough
- each office's space is not arranged scientifically
- some members of our company who are mostly doing fieldwork do not need a constant position in the offices
- we are recruiting too many part-time workers

## Improvements and Benefits

To use the office space more effectively, there are another 5 rooms needed.. Some of the inventory rooms can be cleared out to be used as offices in order to give our staff more comfortable workplaces. Rearranging the original offices would also save space in our crowded company since our offices are not big enough. We can also improve our working condition by removing the positions which belong to the fieldwork staff. Hiring fewer part-time work might be another effective way of making our crowded environment better.

## Difficulties and Solutions

To change an inventory room to an office we must move out the goods inside. We can launch a promotional campaign to sell these good and gain relatively low profits. Our staff will work more effectively and make huge profits for the company in the long run. Cutting recruitment of part-time workers might cause a short timer lack of workers in our company but hiring well trained formal workers will definitely help us to overcome fierce competition in the future. We can reduce the number of the part-time workers to a half and gradually stop hiring them. Our company will certainly be strengthened.



Scales	Mark	Commentary
Content	5	All the content is relevant to the task with appropriate expansion. The target reader would be fully informed.
Communicative Achievement	4	Uses the conventions of a proposal including a clear purpose and solutions to the problem to communicate straightforward and more complex ideas ( <i>hiring well trained formal workers will definitely help us to overcome fierce competition in the future</i> ).
Organisation	3	The proposal is relatively well-organised using a mixture of paragraphs with headings and bullet points. Some linking words are used to connect the text ( <i>but, who, in order to</i> ), but the use of such devices is limited.
Language	3	Appropriate vocabulary is used to good effect ( <i>tielúwork, diligent</i> ). A range of simple grammatical forms is used (mainly modals and will) Errors are non-impeding.



# Letter



# Letter

写给另一家公司

介绍背景

（介绍自己公司/介绍某件事的起源）

我们公司希望收到信的公司做什么

（进行哪方面改变？/进行什么合作？）

我们公司希望收到信的公司下一步具体做什么事

（我们希望贵司怎么回复信件？做出哪些具体步骤？）



A decorative border with intricate floral and scrollwork patterns in a light brown color, framing the entire page.

## Address

55 Jinfan Road

Canglang District

Suzhou City, Jiangsu Province, 215000

P.R.China



# Date

例： 04 05 17

英： 2017年5月4日

美： 2017年4月5日

4 May 2017

April 5, 2017



# Salutation

寄给个人，且知道名字：

**Dear** Mr. / Miss / Mrs. / Ms.,

寄给个人，且不知道名字：

**Dear** Sir / Madam / Sir or Madam,

寄给公司：

Dear Sirs,

Dear Ladys and Gentlemen



# Main Body

写给另一家公司

介绍背景

（介绍自己公司/介绍某件事的起源）

我们公司希望收到信的公司做什么

（进行哪方面改变？/进行什么合作？）

我们公司希望收到信的公司下一步具体做什么事

（我们希望贵司怎么回复信件？做出哪些具体步骤？）






## Complimentary Close

Dear Sir or Madam / Dear Sirs / Dear Madam,

Yours faithfully / faithfully yours

Dear Mr. Smith,

Yours sincerely / sincerely yours





## Complimentary Close

与 “salutation”一定要配套。

Dear Sir or Madam / Dear Sirs / Dear Madam,

Yours faithfully / faithfully yours

Dear Mr. Smith,

Yours sincerely / sincerely yours



# Checklist

单词拼写有无错误

语法、时态使用是否得当

各段落内容是否包含问题所有内容

字数勿超太多，检查过程中可以做一定删改

尽量保持卷面美观（勿修改过多）

勿着急