

国才考试（初级）
任务解析与备考建议

外语教学与研究出版社

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考试简介

考试简介

“国际人才英语考试”（English Test for International Communication, ETIC），简称“国才考试”，是北京外国语大学中国外语测评中心在中国特色社会主义进入新时代、我国参与全球治理能力不断提升、国际影响力日益增强的时代背景下研发的英语沟通能力认证体系，于2016年正式推出。

国才考试旨在为国家和社会培养和选拔有家国情怀、有国际视野、有专业本领的国际化人才，为推动中国更好走向世界、世界更好了解中国作出特有贡献。



国际人才
国家人才

“Glocal Talents”

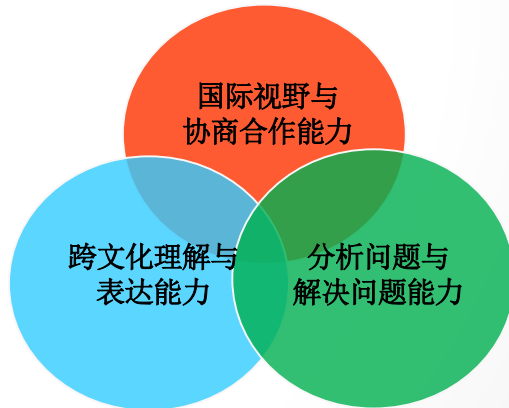
考试简介

- 国才考试坚持分类优秀的人才理念，分为“国才初级”“国才中级”“国才高级”“国才高端”“国才高翻”五大类别，服务于各级各类、各行各业不同岗位的人才选拔。
- 国才**初级**用于评价、认定高校学生及社会人士在**日常接待和熟悉的工作场合**运用英语开展工作的能力。

考试理念

- 立足中国
- 沟通世界
- 服务职场
- 推动教学

考查能力



2

考试内容

考试内容

国才考试 ETIC

口头沟通 + 书面沟通



考试内容		题目数量	考试时间	
口头沟通	任务一	建立联系	8	25分钟
	任务二	摘报信息	5	
	任务三	语音留言	1	
	任务四	产品说明	1	
书面沟通	任务一	交谈记录	5	65分钟
	任务二	浏览材料	5	
	任务三	分析材料	8	
	任务四	整理材料	7	
	任务五	撰写邮件	1	

成绩等级 成绩等级分为优秀、良好、合格和不合格。



任务解析

3.1

口头沟通任务

任务说明

任务一 建立联系

任务形式

考生听八段简短对话，每段对话播放完毕后，重播第一个说话人的话语，考生即时复述第二个说话人的话语。

工作场景

建立与维持职场人际关系，包括问候与回应，介绍自己或他人，询问个人具体信息。

话题

自我介绍、道别、询问职业或岗位等。

任务解析

Task 1

You will hear **eight short conversations** between Speaker A and Speaker B. Each conversation will be played only **ONCE**. You will then hear Speaker A again. After that, **please reproduce Speaker B's response** exactly as you have just heard it.

You must respond within **10 seconds** after you hear a tone. Note-taking is allowed while you listen.

作答要求

话题选取 自我介绍、提供服务、寒暄问候等

场景设置 建立与维持职场人际关系

- 考查能力**
1. 在较短时间内迅速抓取关键信息的能力
 2. 在既定情境下，理解互动交际话语的信息并以复述的方式进行回应的能力
 3. 跨文化理解与表达能力

1. A: May I introduce myself? I'm Mary Smith.

B: Pleased to meet you.

2. A: Can I offer you something to drink? Tea? Coffee?

B: Coffee please. Black.

3. A: How was your flight?

B: It was fine, thank you.

4. A: I'm sorry, but I didn't catch your last name.

B: It's Gates, as in Bill Gates.

5. A: What do you do to relax?

B: Well, I like working out in the gym.

6. A: What a lovely office! The view is wonderful!

B: Yes, it is. I never get tired of looking at it.

7. A: Do you do much business in Germany?

B: Yes, we do. Germany is one of our biggest markets.

8. A: Did you enjoy working in China?

B: Yes. I'll never forget the day I started my first job in Beijing.

作答建议

- **读题：** 任务要求是完整复述 (retell)。
- **听题：** 提取关键信息 (数字、重要名词、动词等) ; 预测; 推理; 记笔记 (符号、缩写、中英文皆可) 。
- **作答：** 基于笔记完成, 注意发音准确, 音量适中, 信息准确完整。

任务说明

任务二 摘报信息

任务形式



考生听一段约100词的**人物介绍**，借助笔记**口头回答**提问。

工作场景



听代表性职场人物及其业务介绍，进行交流与汇报。

话题



著名企业家、运动员、慈善家等教育背景及职场生涯介绍。

任务解析

Task 2

You are going to hear a short talk about Su Bingtian's education and career. **介绍话题**

The talk will be played **TWICE**. Then five questions will be asked. You must respond to each question within **15 seconds** after you hear a tone. **作答要求**

You may **take notes** with the help of the following outline. **笔记辅助**

话题选取 100米亚洲记录保持者苏炳添

讲好中国体育运动员的故事

场景设置 听对苏炳添教育和职业生涯的介绍，
汇报关键信息

- 考查能力**
1. 根据部分信息迅速做出基本判断的能力
 2. 辨识和转述关键信息的能力
 3. 跨文化理解与表达能力

Su Bingtian's Education and Career

Nationality: Chinese

Place of birth: _____

Major achievement: First Asian athlete to break the 10-second barrier of the 100 meters event

Year of graduation: _____

University for graduate study: _____

Academic title: Associate Professor

Personal best in men's 100 meters: _____ seconds

Participation in Olympic Games: _____ times

Scripts

The Chinese athlete Su Bingtian was born in 1989 in Zhongshan, Guangdong province. He was the first-ever Asian-born athlete to break the 10-second barrier of the 100 meters event in track and field. In 2017, Su obtained a master's degree in International Economics and Trade from Jinan University. In April 2018, Su was officially appointed as an Associate Professor in the School of Physical Education at Jinan University. Su's personal best in the 100 meters was 9.83 seconds which he achieved in the semi-finals of the 2020 Tokyo Olympics, setting a new Asian record in the men's 100 meters event. Su finally achieved his long-time goal at his third Olympic Games.

Now please answer the questions.

- Q1. Where was Su Bingtian born?
- Q2. When did Su Bingtian complete his graduate studies?
- Q3. Which university did Su Bingtian graduate from?
- Q4. What is Su Bingtian's best record in the men's 100 meters?
- Q5. How many times has Su Bingtian participated in the Olympic Games?

Key:

- Q1. Zhongshan/Guangdong (province) / Zhongshan, Guangdong (province)
- Q2. In 2017/2017
- Q3. Jinan University
- Q4. 9.83 seconds
- Q5. Three

作答建议

- **读题：**根据outline的提示理解主题，预判所听内容。
- **听报告：**有针对性地去听，完成outline的笔记，可借助中英文速记。
- **听题：**寻找疑问词（5Ws）、要点词（如born, complete graduate studies等）。
- **作答：**尽量简短，给出关键信息，以减少错误；注意日期、数字、货币单位的读法。

任务说明

任务三 语音留言

任务形式



考生根据所给话题和提示，准备120秒后，用60秒进行语音留言。

工作场景



通过语音留言的方式发布通知，确认信息等。

话题



邀请试听课程、确认出行信息、确认面试安排等。

任务解析

Task 3

考生身份

既定情境

You are **Jimmy Chen, a receptionist at Sunflower Restaurant**. **Laura Hills, a customer, booked a table for dinner four weeks ago. You are going to leave her a voice message to confirm the booking details.** **留言目的**

You will have **120 seconds** to prepare. Then leave the message within **60 seconds**. You should cover all the points listed below:

作答要求

话题选取 餐厅客服工作

场景设置 餐厅接待人员对客户的订餐信息进行确认

考查能力 1. 根据既定情境，以特定身份向指定对象口头传递信息的能力

2. 跨文化理解与表达能力

1. Greeting
2. Purpose: to confirm the booking details
3. Time booked for dinner: 7 p.m., December 3rd
4. Number of guests: 4
5. Call back if any changes

评分标准 (口头沟通任务三)

分数档	话题阐述	语言表达
5分	<ul style="list-style-type: none"> 内容扣题 完成任务要求 条理基本清晰 	<ul style="list-style-type: none"> 表达基本流利 词汇、语法基本准确 句式有一定变化 表述基本得体 有个别口误, 基本不影响理解
4分	<ul style="list-style-type: none"> 内容扣题 完成任务要求 有一定条理, 但有时不自然 	<ul style="list-style-type: none"> 表达有时不太流利 词汇、语法基本准确, 但使用范围有限 句式略显单调 表述有时不太得体 存在语言错误, 有时影响理解
3分	<ul style="list-style-type: none"> 大部分内容与主题相关 基本完成任务要求 条理不够清晰 	<ul style="list-style-type: none"> 表达不太流利 词汇、语法不太准确, 有时影响理解 句式较为单调 表述时常不太得体 语言错误明显, 有时影响理解
2分	<ul style="list-style-type: none"> 少部分内容与主题相关 未能完成任务要求 阐述不充分 缺少条理 	<ul style="list-style-type: none"> 表达不流利 词汇、语法不准确, 影响理解 句式非常单调 表述不得体 语言错误较多, 影响理解
1分	个别话语与主题有关	仅能说出少量词语或句子
0分	内容与主题无关或未作答	

评分标准:

1. 含两个维度; 0-5分档;
2. 各维度含不同要点的完成要求;
3. 内容离题则其他维度同样不得分。

评分解析

Hi, **Laura Hills**. This is **Jimmy Chen**, the receptionist at sunflower restaurant.

要点1: 打招呼并进行自我介绍

This call is meant **to confirm with you some details** regarding your reservation.

要点2: 说明留言目的

You booked a table for dinner at **a restaurant at 7:00 pm on December, the 3rd**.

要点3: 确认订餐的具体时间

There will be **four guests on that day**. And we promise to offer you our best service.

要点4: 确认客户人数

If you want to change your reservation, **you can just call back change** it or cancel it. If there's anything unclear, please don't hesitate to contact me.

要点5: 告知如有变化的通知方式

Thank you.

话题阐述: 5分

1. 内容扣题
2. 完成任务要求
3. 条理基本清晰

语言表达: 5分

1. 表达流利、没有过多赘词
2. 表述得体
3. 有个别语法错误, 但不影响理解



作答建议

- **读题：**情景、自己及对象身份，任务要点。
- **准备：**发言结构（开头+结尾，称呼等）；基于要点信息造句（补充为完整句子）；注意正式、非正式语体的主要区别，注意语言的得体性与贴切性。
- **作答：**结构完整、表达清晰、重点突出，完成任务。

任务说明

任务四 产品说明

任务形式

→ 考生根据所给话题和提示，准备120秒后，用90秒向客户推介某一产品或服务。

工作场景

→ 向客户推介产品或服务。

话题

→ 推介课程、科技产品、软件或应用等。

任务解析

Task 4

考生身份

既定情境

You are **Emma Lin, a university academic advisor**. Give a presentation to a group of international students who are on an exchange program in China. **Your purpose is to introduce and promote a course on Peking Opera Performance.** 演讲目的

You will have **120 seconds** to prepare and **90 seconds** to speak. You should cover all the following points:

作答要求

Why choose our course?

话题选取 推介中国京剧表演课程 **让世界了解中国传统文化**

场景设置 学术顾问向国际学生推介京剧课程

考查能力 1. 考生根据既定情境，以特定身份向指定对象解说产品或服务主要特征的能力

2. 国际视野

3. 跨文化理解与表达能力

- **Features**
 - small size class
 - Peking Opera artists as guest teachers
- **Advantages**
 - individualized instruction
 - learning from professional performers
- **Benefits**
 - better learning outcomes
 - deeper understanding of Peking Opera

评分标准（口头沟通任务四）

分数档	话题阐述	语言表达
5分	<ul style="list-style-type: none"> 内容扣题 完成任务要求 有一定细节延展，信息基本准确 条理基本清晰 	<ul style="list-style-type: none"> 表达基本流利 词汇、语法基本准确 句式有一定变化 表述基本得体 有个别口误，基本不影响理解
4分	<ul style="list-style-type: none"> 内容扣题 完成任务要求 有些许细节，但有时不准确 有一定条理，但有时不自然 	<ul style="list-style-type: none"> 表达有时不太流利 词汇、语法基本准确，但使用范围有限 句式略显单调 表述有时不太得体 存在语言错误，有时影响理解
3分	<ul style="list-style-type: none"> 大部分内容与主题相关 基本完成任务要求 基本无细节延展 条理不够清晰 	<ul style="list-style-type: none"> 表达不太流利 词汇、语法不太准确，有时影响理解 句式较为单调 表述时常不太得体 语言错误明显，有时影响理解
2分	<ul style="list-style-type: none"> 少部分内容与主题相关 未能完成任务要求 阐述不充分 缺少条理 	<ul style="list-style-type: none"> 表达不流利 词汇、语法不准确，影响理解 句式非常单调 表述不得体 语言错误较多，影响理解
1分	个别话语与主题有关	仅能说出少量词语或句子
0分	内容与主题无关或未作答	

评分标准：

1. 含两个维度；0-5分档；
2. 各维度含不同要点的完成要求；
3. 内容离题则其他维度同样不得分。

评分解析

Good morning, student. I'm Emma Lin, a university academic adviser.

打招呼并进行自我介绍

Today I'm introducing to you our course. This course has a small size. So you can have an individualist instruction. I think it will have better learning outcomes.

介绍该课程的第一个FAB

Second, we will have Peking Opera artists as guest teachers. You will learn from them and have a more professor performance. You will have deeper understanding of Peking Opera. I think it's a good opportunity for all of us to learn something benefit for us. Please don't miss the opportunity to get one. Thanks for your listening.

介绍该课程的第二个FAB

话题阐述：5分

1. 内容扣题
2. 完成任务要求
3. 条理基本清晰

语言表达：4分

1. 表达基本流利，中间有卡顿
2. 表述基本得体
3. 有少量语法错误，基本不影响理解



作答建议

- **读题：**情景任务、自己及对象身份，任务要点。
- **准备：**发言的开头与结尾；厘清每个FAB之间的关系；根据提示造句，适当展开，准确使用各种常见的逻辑关系词（转折、比较、因果、并列、举例、强调、顺承等）；注意不要夸大其词。
- **作答：**结构完整、表达清晰、完成任务要点，重点突出。

3.2

书面沟通任务

任务说明

任务一 交谈记录

任务形式



考生听一段200词左右的对话，记录关键信息，补全笔记。

工作场景



接听工作电话，做电话记录。

话题



预定产品或服务、安排日程或会议、预定房间等。

任务解析

Task 1

话题

You will hear a telephone conversation **about an order**. The conversation will be played **TWICE**.

作答要求

Complete the telephone message by filling in the blanks. Write only **ONE word or number** in each blank.

Telephone Message	
Caller's name	Martha (1) _____
Caller's company	Starlight Cars
Order number	(2) _____
Quantity of products ordered	(3) _____ oil pumps
Request	Bring forward delivery date to (4) _____
Original delivery date	End of year
Caller's telephone number	011 8329 0099
Time to get back to caller	(5) _____ at the latest

话题选取 一个关于油泵的订单

场景设置 客户打电话咨询订单事宜

考查能力 理解并呈现关键信息的能力

Scripts

John: Good morning. Fox Motors. John Peterson speaking. How can I help you?

Martha: Good morning. This is **Martha Dawson** from Starlight Cars. I'm calling about an order.

John: Yes, how can I help?

Martha: I'd be grateful if you could bring our order forward, as we need the parts more urgently than we thought. Can you help?

John: I'm not sure... Can you give me the order number, please?

Martha: Yes. Er... it's **QS97092**.

John: Hold on a moment while I get it up on my screen. Oh, yes, I see – QS97092. You ordered **50,000 oil pumps**.

Martha: That's right. Would you be able to **bring forward the delivery date to October**?

John: Er... October, and you originally wanted the order by the end of the year. That may be difficult. We're very busy at the moment. I'll see what we can do. Can I ring you back, Ms...?

Martha: Dawson. That's **D-A-W-S-O-N**. Yes, please. Could you call me as soon as you can?

John: Yes of course. Please give me your phone number. Or is it the one on the order?

Martha: Well, that's the main office number, but my direct line is 011 8329 0099.

John: OK, I've got that, thank you. I'll get back to you **by tomorrow at the latest**.

Martha: Thank you very much. I'd appreciate anything you can do. Goodbye.

Key: (1) Dawson (2) QS97092 (3) 50,000 (4) October/Oct. (5) Tomorrow

作答建议

- **读题：**迅速浏览表格，预测对话内容；寻找表格中的关键词。
- **听题：**根据关键词定位；辨音（字母、时态、单复数等）。
- **作答：**注意大小写、名词单复数、月份日期的写法，检查并确认答案（是否有串行、单词数量是否符合要求、语法是否正确、语义是否连贯）。

任务说明

任务二 浏览材料

任务形式



考生阅读一篇300词左右的说明性材料，为段落选择正确的标题。

工作场景



快速浏览材料，抓取文章和段落大意。

话题



职场礼仪、收集客户反馈的方式、公司介绍等书面材料。

任务解析

Task 2

Read the following passage about company structure. Choose the best heading for each paragraph from the list in the box. There is one heading you do **NOT** need. **作答要求**

话题选取 公司组织方式

场景设置 了解公司构成的不同方式

考查能力 归纳段落大意的能力

1. Paragraph 1 _____
2. Paragraph 2 _____
3. Paragraph 3 _____
4. Paragraph 4 _____
5. Paragraph 5 _____

- A. Modern changes in company structure
- B. Functional company structure
- C. Choice between structures
- D. Traditional company structure
- E. Problem with traditional structure
- F. Problem with functional structure

Company Structure

Paragraph 1 **D. Traditional company structure**

Traditionally, organizations have had a hierarchical structure, with one person or a group of people at the top, and an increasing number of people below them at each successive level. This is sometimes called line structure. There is a clear chain of command running down. All the people in the organization know what decisions they are able to make, who their boss is, and who their immediate subordinates are.

Paragraph 2 **B. Functional company structure**

Yet the activities of most organizations are too complicated to be organized in a single hierarchy. Most large manufacturing companies have a functional structure, including specialized production, finance, marketing, sales, and human resources departments. This means that the production and marketing departments cannot take financial decisions without consulting the finance department.

Paragraph 3 **F. Problem with functional structure**

A disadvantage of functional organization is that people are often more concerned with the success of their own department than that of the company as a whole, so there are permanent conflicts between, say, finance and marketing or marketing and production over what the objectives are.

Paragraph 4 A. Modern changes in company structure

A problem with very hierarchical organizations is that people at lower levels cannot take important decisions, but have to pass on responsibility to their boss. However, the modern tendency is to reduce the chain of command, take out layers of management, and make the organization much flatter. Advanced IT systems have reduced the need for administrative staff and enabled companies to remove layers of workers from the structure. Many companies have also been forced to cut back and eliminate jobs when the economy is not good.

Paragraph 5 C. Choice between structures

Typically, the owners of small firms want to keep as much control over their business as possible, whereas managers in larger businesses who want to motivate their staff often delegate decision making and responsibilities to other people.

Key: 1-5 D B F A C

作答建议

- **读题：**任务要求为为段落选择正确的标题。
- **阅读文章：**带着问题阅读（根据选项判断文章内容）；通过抓取段落的关键词了解段落大意；灵活应对生词（学会判断专有名词，必要时根据上下文推测生词词义）。
- **作答：**选择对应标题的选项。

任务说明

任务三 分析材料

任务形式



考生阅读**三篇**共300词左右的说明性材料，**判别所给信息的出处**。

工作场景



快速浏览、分析比对和理解职场中的多模态文本。

话题



公司、产品服务、职场素养（职场规划、合作能力）等。

任务解析

Task 3

Read Questions 1-8 and Texts A, B, and C about telecommuting below. Decide which text answers each question. For each blank, choose A, B, or C that stands for the text.

话题选取 居家办公

场景设置 介绍居家办公的定义、操作、优点等

考查能力: 1. 理解关键信息的能力
2. 对比、分析同一话题下不同文本信息的能力 (思辨能力)

Which text

1. offers advice to telecommuters? _____
2. defines telecommuting? _____
3. lists several advantages of telecommuting? _____
4. states that telecommuting may not be suitable for all? _____
5. mentions telecommuting tools and equipment? _____
6. includes childcare as a factor to consider in telecommuting? _____
7. demonstrates the popularity of telecommuting? _____
8. indicates that health should be a concern for telecommuters? _____

Text A

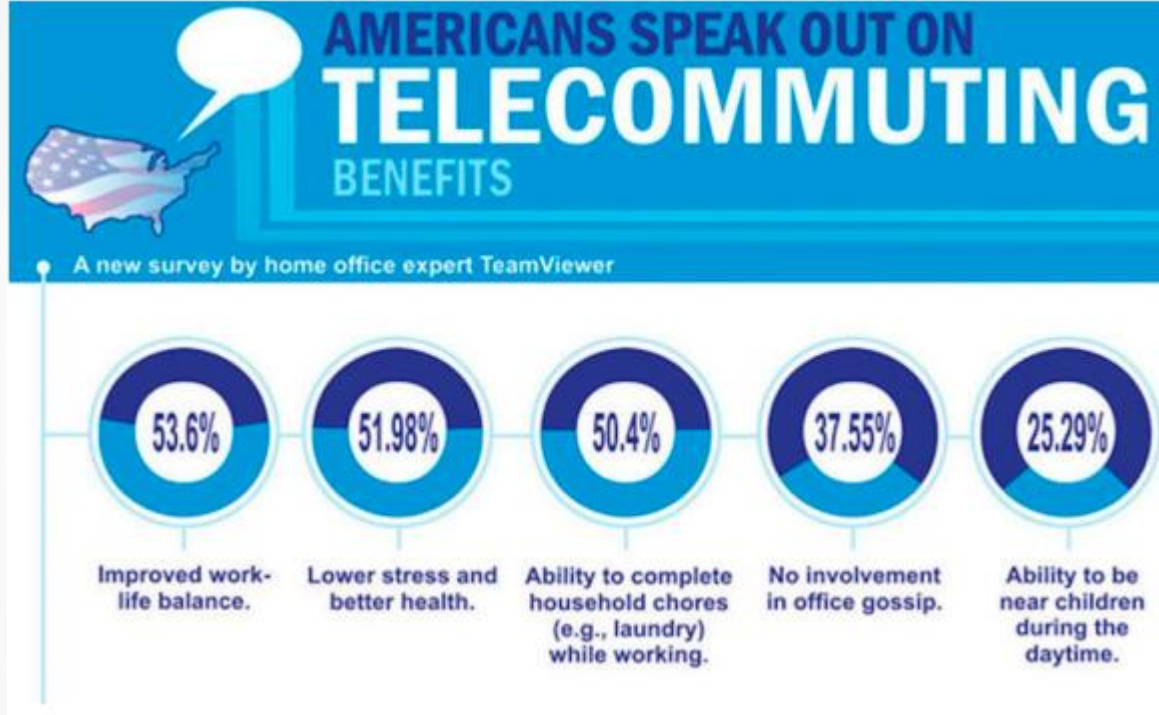
Telecommuting, also called remote work, telework, work from home, or teleworking, is a work arrangement in which employees do not commute or travel (e.g. by bus or car) to a central place of work, such as an office building or store. Teleworkers in the 21st century often use mobile telecommunications technology such as laptops and tablet computers and smartphones to work from coffee shops which provide Wi-Fi connections; others may use a desktop computer and a landline phone at their home. According to a Reuters poll, approximately “one in five workers around the globe, particularly employees in the Middle East, Latin America and Asia, telecommute frequently and nearly 10 percent work from home every day.”

Text B

Telecommuting requires strong self-discipline to produce results on the job when there's no one else around. It may not be for everybody. Here are some general guidelines to follow when working from home:

- Set up a workspace and use that area for work and only work.
- Set a schedule and let family and friends know when you need to stay focused.
- Work with a buddy. Having a co-worker nearby helps ensure you both stay on track.
- Check email and social network updates at set times, no matter how distracting that notification may be.
- Take a break! Short breaks from heavy computer use can actually boost productivity.
- Don't forget to go out and interact with people.
- Make sure health is a priority. Don't use working at home as an excuse to slack on sleep or exercise.

Text C



Key: 1-8 BACBACAB

作答建议

- **读题：**要求判别所给信息出处。首先概览题目，辨析提问中的关键词。
- **阅读文章：**寻读(scanning)（从材料中找到特定信息，无需阅读或读懂全部内容，心中默记关键词，避免无关词汇的影响）；灵活应对生词（学会判断专有名词，必要时根据上下文推测生词词义）。
- **作答：**选择题目对应文章的选项。

任务说明

任务四 整理材料

任务形式



考生阅读**两篇**共300词左右的说明性材料，**选取文中信息填写表格**。

工作场景



阅读并整理材料。

话题



介绍洗衣机品牌、智能手机品牌、网购平台等。

任务解析

Task 4

Read the two texts below about two cruise lines. Complete the table with the **EXACT** words, phrases, or numbers from the texts. You must use **NO MORE THAN THREE** words for each blank. **作答要求**

Cruise line	Carnival Cruise Line	Royal Caribbean International
Number of ships	over 25	more than (1) _____
Favored by	younger, louder, (2) _____ passengers	the more (3) _____ type of travellers
Features on largest ships	extensive water parks, (4) _____ and sky rides	distinct (5) _____ with unique themes, which provide a unique character
Destinations	the most (6) _____ ports all over the world	some of the world's most (7) _____ ports

话题选取

两种游轮

场景设置

了解、对比两种游轮特征

考查能力

1. 理解并呈现关键信息的能力
2. 对比同一领域不同公司或产品特征的能力 (思辨能力)

Text A

Carnival Cruise Line is the world's largest cruise line with **more than 25 ships** in the fleet and more vessels under construction. Carnival Cruise has branded itself "The Fun Ship" and the name is well-deserved. This cruise line is **favoured by the younger, louder, more energetic crowd** and it's not uncommon to find bachelor and bachelorette parties onboard, as well as large family reunions and group contests. 4D cinemas, bowling alleys and dance pools are some of the most popular facilities. There are plenty of activities for children and teens and the largest ships have **extensive water parks, sports courts and sky rides**. Carnival Cruise Line sails all over the world to **the most popular ports**, with longer voyages focusing on slightly more in-depth visits. This broad scope caters for all types of passengers.

Text B

With its huge, innovative ships and large, ever-expanding fleet, Royal Caribbean International is a cruise line with an active spirit that is **favoured by the more adventurous travellers** on a budget. There are **more than 20 ships** in the Royal Caribbean fleet. The line prides itself on new and unusual features such as ice rinks, robotic bartenders, skydiving chambers, surfing simulators, zip lines, escape rooms, climbing walls, etc. The largest ships even have **distinct areas with unique themes**, which provide a unique character to each part of the ship. Royal Caribbean International offers voyages to some of **the world's most exotic ports** such as Dubai, Honolulu, and Phuket. There are plenty of options for younger cruisers as well as seasoned passengers and every ship offers a vast number of entertainment options for everyone to enjoy.

Key: (1) 20/twenty (2) more energetic (3) adventurous (4) sports courts (5) areas (6) popular (7) exotic

作答建议

- **读题：**任务要求为选取文中的信息填写表格；首先浏览表格，明确表格中进行比较的主要方面。
- **阅读文章：**根据表格对比的方面，寻读(scanning)定位信息；灵活应对生词（学会判断专有名词，必要时根据上下文推测生词词义）。
- **作答：**对照原文信息填写表格，注意要使用原词，并且所填单词数不能超过三个。

任务说明

任务五 撰写邮件

任务形式



考生根据给定话题及要点，撰写一封**70词左右**的邮件。

工作场景



撰写工作邮件，旨在达成告知、请求、建议、感谢、祝贺、致歉、投诉等交际功能。

话题



介绍新产品、说明项目进展、邀请参观参会等。

任务解析

Task 5

考生身份

You are **Patty Lu**, an assistant to the general manager of an international company specializing in cultural exchange. **John Haley**, an event manager at the YCE Hotel, has just run a successful meeting for your company.

Write him an EMAIL of about 70 words:

既定情境

- to express your thanks for his excellent work;
- to ask him to run another meeting;
- to give him the details of the meeting.

三个要点

话题选取 举办会议的感谢信

考查能力

场景设置 对对方帮忙举办会议表示感谢并提出新的需求

1. 考生在既定情境下，以特定身份向指定对象说明情况的能力
2. 协商合作能力
3. 跨文化理解与表达能力
4. 解释己方需求，并向对方阐释说明的能力（思辨能力）

评分标准 (书面沟通)

分数档	内容	结构	语言
5分	<ul style="list-style-type: none"> 内容扣题 完成任务要求 略有细节延展, 信息准确 	<ul style="list-style-type: none"> 条理基本清晰、行文基本连贯 衔接基本得当 格式基本规范 	<ul style="list-style-type: none"> 用词基本准确 句式有一定变化 有少量语法错误, 但基本不影响理解 表述基本得体
4分	<ul style="list-style-type: none"> 内容扣题 完成任务要求 基本无细节延展, 但信息基本准确 	<ul style="list-style-type: none"> 有一定的条理和行文推进意识, 但不够自然 有一定的衔接手段, 个别不准确 格式基本规范 	<ul style="list-style-type: none"> 用词基本准确, 但词汇使用范围有限 句式略显单调 有少量语法错误, 但基本不影响理解 表述有时不太得体
3分	<ul style="list-style-type: none"> 大部分内容与主题相关 基本完成任务要求 无细节延展, 有些信息不准确 	<ul style="list-style-type: none"> 缺少条理性 and 连贯性 能使用个别衔接手段, 偶尔不准确 有一定的格式意识, 个别地方不准确 	<ul style="list-style-type: none"> 用词有时不太准确, 但基本不影响理解 句式较为单调 语法错误较多, 有时影响理解 表述时常不太得体
2分	<ul style="list-style-type: none"> 少部分内容与主题相关 未能完成任务要求, 缺失一个内容要点 文字表述几乎照搬了题目的原表达 	<ul style="list-style-type: none"> 条理不清晰, 行文不连贯 衔接手段不足或过度使用, 且大多不准确 格式不规范 	<ul style="list-style-type: none"> 用词不准确, 时常影响理解 句式非常单调 语法错误很多, 影响理解 表述不得体
1分	<ul style="list-style-type: none"> 个别字句与主题相关; 未能完成任务要求, 缺失两个及以上的内容要点 	逻辑混乱	语言错误很多并严重影响理解
0分	作答内容与主题无关或未作答		

评分标准:

1. 含三个维度; 0-5分档;
2. 各维度含不同要点的完成要求;
3. 内容离题则其他维度同样不得分。

评分解析

Dear John,

It is very **considerate** of you to have held such a wonderful and excellent meeting for our company. Thank you a lot!

要点1: 表示感谢

Recently, our company plans to hold another meeting to promote the international cultural **change**. **So would you like to run it for us?**

要点2: 邀请举办另一场会议

The meeting will start at 8 A. M. tomorrow and last 8 hours. And we will invite **deputies** from 20 different countries.

要点3: 告知会议详情

Thanks you again. We will appreciate it **if you respond us** before 5 P. M. If you have any **question**, don't **hesitant** to ask me.

Yours,
Patty

内容: 4分

1. 内容扣题
2. 完成任务要求
3. 信息基本准确

结构: 5分

1. 条理清晰
2. 衔接得当
3. 格式规范

语言: 5分

1. 用词准确, 有句式变化
2. 表述得体
3. 有个别语法错误, 但不影响理解

作答建议

- **读题：**仔细阅读指令语，清晰理解题目设定的职场情境、考生及其沟通对象的身份。
- **准备：**根据三个要点提示构思相应细节。
- **作答：**注意覆盖所有要点，并补充相关细节；邮件格式要合理规范（称呼、正文、结尾敬语、签名）；语言除准确通顺外，还需注意正式、非正式语体的主要区别，注意语言的得体性与贴切性。

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备考建议

04

培养国际视野，关心时事热点；熟悉中国文化，具备家国情怀

03

提升思辨能力和跨文化能力

02

加强沟通情境意识和目的意识

01

夯实语言基本功，提高语言运用能力

备考资源 - 图书类

■ 《国才考试模拟题集》

- 一套真题 + 八套模拟题
- 深入剖析各个题型及答题思路，帮助考生进行充分的实战训练
- 目前已出版国才初级、国才高翻（同传）



■ 《国才考试备考全攻略》系列丛书

- 分类别编写
- 提供考试说明、样题解析、备考知识及模拟试题



购买方式：天猫 - 外研图书专营店 / 京东 / 亚马逊等网店均可购买

备考资源 - 在线模考

■ 国才官网提供免费模考系统

- 提供官方样题、历年考试真题、模拟题
- 百分百还原真实考试场景
- 帮助考生熟悉机考环境、检测自身水平、报考合适科目

使用方式：国才考试网 - 备考国才版块 - 在线模考



备考资源 - 备考学习营

■ 国才备考学习营

- 国才资深导师直播点睛
- 历届优秀考生全程伴学
- 深度学习语言文化知识
- 全面提升职业综合素养

- **入群方式：**关注国才考试微信公众号，在对话框内回复“**备考营**”，按照提示进行入群操作。



名师带你备考拿高分!

谢谢！