



国才考试（中级）

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”

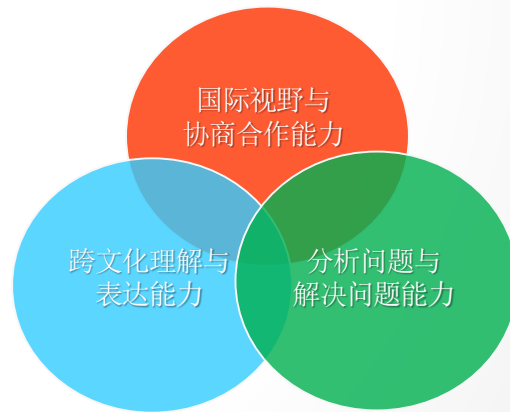
考试简介

- 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。
- 国才中级用于评价、认定高校学生及社会人士在一般国际交流与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

- 国才中级由口头沟通和书面沟通两部分组成。每部分包括四项任务。考试采用计算机辅助形式。考试时间约110分钟。

- “国才中级” 口头沟通考试内容与时间

考试内容		题目数量	考试时间
任务一	解说数据	5题	23分钟
任务二	回复留言	1题	
任务三	报告信息	1题	
任务四	专题发言	1题	

考试内容

- 国才中级由口头沟通和书面沟通两部分组成。每部分包括四项任务。考试采用计算机辅助形式。考试时间约110分钟。

- “国才中级”书面沟通考试内容与时间

考试内容		题目数量	考试时间
任务一	会议纪要	10题	87分钟
任务二	研判材料	10题	
任务三	撰写提要	1题	
任务四	撰写邮件	1题	

- **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 解说数据

任务形式

考生（90秒内）阅读一份**商务图表**，根据图表所示数据信息，口头回答问题（每个问题**15秒**）。

工作场景

内部盘点、市场调研、业绩分析等。

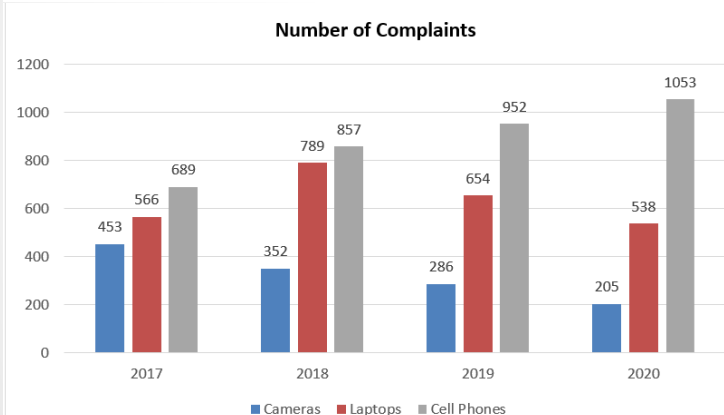
话题

如不同部门的成本、不同产品的销售额、不同地区的旅游人数等。

任务解析

Task 1

You are going to read a bar chart about the number of complaints about electronic products sold by an online shopping mall. After that, you will be asked five questions. You should give brief answers. You will have **90** seconds to read the chart and you must answer each question within **15** seconds after you hear a tone.



Now please answer the questions.

- Q1. How many complaints were made about cell phones in 2020?
- Q2. Which product received the most complaints each year?
- Q3. Which product saw a steady decline in complaints over the four-year period?
- Q4. Which product saw rise and fall in complaints over the four-year period?
- Q5. In which year did laptops receive the least complaints?

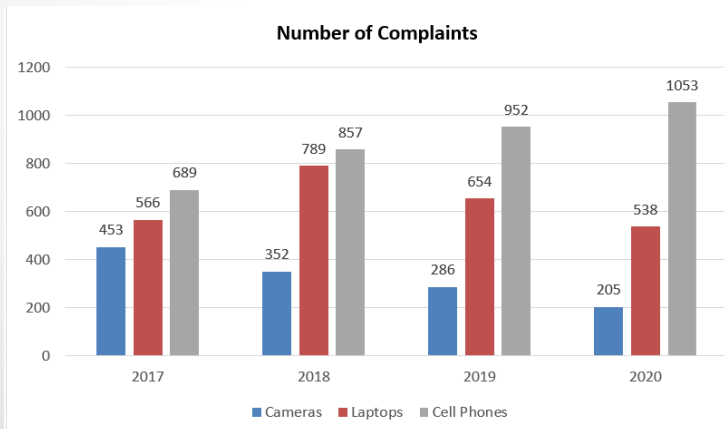
- **话题选取** 不同电子产品在不同时期的投诉量
- **场景设置** 公司为不同的产品做市场反馈调研, 获取数据并进行数据解读与分析
- **考查能力**
 - 理解并转述数据信息的能力
 - 识别、理解、分析图表所反映的关键信息 (思辨能力)

Key:

- Q1. 1053
- Q2. cell phones
- Q3. cameras
- Q4. laptops
- Q5. 2020

作答建议

- **读图：**各项目（横纵轴、表头、单位）；各数值；显著变化（如波动）；极值；整体趋势。
- **听题：**疑问词（如how many）；项目（如cell phones）；年份（如2020）；题目考察点（lowest, highest, increase, decrease ...）。
- **答题：**注意数字读法；单位及货币符号；回答尽量简短，减少错误。



Now please answer the questions.

- Q1. How many complaints were made about cell phones in 2020?
- Q2. Which product received the most complaints each year?
- Q3. Which product saw a steady decline in complaints over the four-year period?
- Q4. Which product saw rise and fall in complaints over the four-year period?
- Q5. In which year did laptops receive the least complaints?

任务说明

任务二 回复留言

任务形式

考生听一段**150词**左右的语音留言，准备**60秒**后，根据**3个要点**要求在**60秒**内回复留言。

工作场景

工作安排、业务信息确认、业务洽谈、项目跟进、客户关系处理等。一般为非最终信息确认而是日常工作中的沟通，相对非正式的沟通。

话题

如发货延迟投诉、会议酒店预订、市场调研任务布置、会晤安排、人员及项目信息确认等。

任务解析

Task 2

You are Harry Liu, Assistant Project Manager in the R&D Department at your company. You are going to reply to a voice message from Jason Smith, a colleague from the Human Resources Department, who is recommending a candidate for a position in your project. You will listen to the voice message **TWICE** and you may take notes while listening. After that, you will have **60** seconds to prepare and **60** seconds to give your reply.

In your reply message you should:

- show your gratitude and your interest;
- specify two types of documents about the candidate you need;
- suggest a time and place for an interview.

■ 话题选取 人才招聘

■ 场景设置 公司内推

■ 考查能力

- 理解并回应他人口头信息的能力
- 与人协商、合作的能力
- 理解、分析对方或自己需求，应用已有知识，提出解决方案或问题的能力（思辨能力）
- 以特定身份，针对特定对象，得体地完成日常性和危机处理性沟通任务的能力（跨文化理解和表达能力）

Scripts

Good afternoon, Harry! This is Jason Smith from the Human Resources Department.

Mr. Simons has told me that you want us to recommend someone for a position as a Junior Data Analyst.

So, we'd like to recommend Wang Zhiyuan, currently a senior graduate student in computer science at Tsinghua University. He will graduate in two weeks and he has been working part-time in our IT Department for three months.

If you are interested, we can help arrange relevant documents about Wang Zhiyuan such as his resume, recommendation letters, a review of his research work, and a report on his performance in our IT Department. Please specify what you need most urgently so we can immediately forward the documents to you.

Moreover, since you need someone to fill the position asap, maybe we could arrange an interview sometime next week to see if you think he is the right person for the position.

Please reply with a voice message. Thanks!

评分标准 (口头沟通任务二)

分数档	话题阐述	语言表达
5分	<ul style="list-style-type: none"> 内容扣题 <u>准确完成了任务要求</u> 条理<u>比较清晰</u> 	<ul style="list-style-type: none"> 表达<u>比较流利</u> 词汇、语法<u>比较准确</u> 句式<u>比较灵活</u> 表述<u>比较得体</u> 偶有个别口误
4分	<ul style="list-style-type: none"> 内容扣题 <u>完成任务要求</u> 条理<u>基本清晰</u> 	<ul style="list-style-type: none"> 表达<u>基本流利</u> 词汇、语法<u>基本准确</u> 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
3分	<ul style="list-style-type: none"> <u>大部分内容与主题相关</u> <u>基本完成任务要求</u> 有一定条理 	<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
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 条理不够清晰 	<ul style="list-style-type: none"> 表达时常不流利 词汇、语法不准确, 影响理解 句式比较单调 表述不太得体 语言错误明显, 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

You are Harry Liu, Assistant Project Manager in the R&D Department at your company. You are going to reply to a voice message from Jason Smith, a colleague from the Human Resources Department, who is recommending a candidate for a position in your project. You will listen to the voice message **TWICE** and you may take notes while listening. After that, you will have **60** seconds to prepare and **60** seconds to give your reply.

In your reply message you should:

- show your gratitude and your interest;
- specify two types of documents about the candidate you need;
- suggest a time and place for an interview.

要点与原文对应

话题阐述

语言表达

5

5

Scripts

Good afternoon, Harry! This is Jason Smith from the Human Resources Department.

Mr. Simons has told me that you want us to recommend someone for a position as a Junior Data Analyst.

So, we'd like to recommend Wang Zhiyuan, currently a senior graduate student in computer science at Tsinghua University. He will graduate in two weeks and he has been working part-time in our IT Department for three months.

If you are interested, we can help arrange relevant documents about Wang Zhiyuan such as his resume, recommendation letters, a review of his research work, and a report on his performance in our IT Department. Please specify what you need most urgently so we can immediately forward the documents to you.

Moreover, since you need someone to fill the position asap, maybe we could arrange an interview sometime next week to see if you think he is the right person for the position.

Please reply with a voice message. Thanks!

要点1

Thank you for recommending Wang Zhiyuan. Wang Zhiyuan's experiences are really attractive for me. I bet he would fit in the job perfectly as a Junior data analyst. I'm very interested in his experience. So would you please help me prepare his resume and his report on his performance in IT department? Would you please also send these two files to my EMAIL address as soon as possible? I would be very interested to look at it and give you an answer. Also, as of interview, I suggest what about meeting at 9:00 am next Tuesday in international building room 409? I will also send you the details about the interview later to your EMAIL address. Thank again for recommending Wang Zhiyuan. I bet we will have a perfect cooperation together. Thank you so much.

话题阐述: 有要点; 有拓展; 且有头有尾, 有条理。

语言表达: 语气得体, 语言流畅, 词汇和句型有一定的变化。

要点2

拓展2

要点3

拓展3

作答建议

- **读题**：任务背景、自己及沟通对象身份、回复要点（抓关键词）。
- **听题**：根据回复要点有针对性地去听、记笔记；注意留言结构（开宗明义、提出要求/问题/方案、解答疑惑、结尾语）。
- **准备**：如何表达情绪，如何提出/回应要求，如何提出建议。
- **回答**：注意留言基本结构（有开头有尾语），按照要点顺序作答，注意语言得体性。

You are Harry Liu, Assistant Project Manager in the R&D Department at your company. You are going to reply to a voice message from Jason Smith, a colleague from the Human Resources Department, who is recommending a candidate for a position in your project. You will listen to the voice message **TWICE** and you may take notes while listening. After that, you will have **60** seconds to prepare and **60** seconds to give your reply.

In your reply message you should:

- show your gratitude and your interest;
- specify two types of documents about the candidate you need;
- suggest a time and place for an interview.

任务说明

任务三 报告信息

任务形式

考生听一段**200词**左右的发言，借助笔记准备**90秒**后，用**90秒**口头总结发言的主要内容。

工作场景

行业动态分享、业务学习汇报、政策学习等。

话题

新技术新发明（如机器人应用、节能环保措施、新管理办法）和新规程等，凸显紧跟行业与时代发展。

任务解析

Task 3

You are Thomas Liu, an assistant manager from the Administration Department at SmartTech. Your company is considering redecorating the offices. You are going to hear the talk "Office Design and Productivity" and then report the main points to your manager, Olivia Brook. Remember that your manager has not heard the talk. You may take notes with the help of the following outline.

You will hear the talk **ONCE** only. After the talk, you will have **90** seconds to prepare and **90** seconds to speak.

■ **话题选取** 办公室装修

■ **场景设置** 公司为提升办公环境，学习如何进行办公室装修

■ **考查能力**

- 根据既定情境 (redecorating the offices), 以特定身份 (assistant manager) 向指定对象 (manager) 口头总结主要信息的能力
- 识别、理解、分析主要观点与细节的能力 (思辨能力)
- 跨文化沟通中的意识和得体性 (跨文化理解和表达能力)

Office Design and Productivity

Basic elements in office design

1. _____
2. _____
3. _____

Decorative items to use

1. _____
2. _____

评分标准 (口头沟通任务三)

分数档	内容阐述	语言表达
5分	<ul style="list-style-type: none"> 准确概括了发言要义 条理比较清晰 	<ul style="list-style-type: none"> 表达比较流利 词汇、语法比较准确 句式比较灵活 表述比较得体 偶有个别口误
4分	<ul style="list-style-type: none"> 基本概括了发言要义 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
3分	<ul style="list-style-type: none"> 大致呈现了发言要义 有一定条理 	<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
2分	<ul style="list-style-type: none"> 未能概括发言要义 条理不够清晰 	<ul style="list-style-type: none"> 表达时常不流利 词汇、语法不准确, 影响理解 句式比较单调 表述不太得体 语言错误明显, 影响理解
1分	仅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

Office Design and Productivity

Basic elements in office design

1. _____

2. _____

3. _____

要点与原文对应

Decorative items to use

1. _____

2. _____



话题阐述

语言表达

5

4

Scripts

Hello, I'm Lili Harris and I'm honored to be invited to talk about office design.

In most cases, an average full-time employee works 1,800 hours per year, mostly in an office, so we need to design workplaces that encourage an efficient, happy, and healthy workforce. How? Let me break it down into two parts — basic elements in office design and items you may choose to decorate your office.

First of all, plan the space in advance. Keep in mind how different departments may need different working environments, so that different needs will all be met. Secondly, the lighting in the office influences productivity and employees' mental health so it's important to combine natural light with artificial light to create a bright and comfortable environment. Um... Thirdly, considering the long hours spent at a desk and in front of a screen, employees should have desks of appropriate height and chairs that provide support and comfort.

When the basics are settled, add some decorative items that suit the work style and company culture. One example would be works of art, such as paintings or sculptures. They are found to boost employees' creativity and reduce stress. Another type of item which is very popular in all offices is plants. Having plants in the office is a way for us to connect with nature. They also help clean the air and can even reduce noise levels.

All right, let's... (*fade*)

话题阐述：有要点；有细节；且有头有尾，有条理

Good morning, Olivia, I'm heard a talk about office design and productivity. So let me tell you something about it. There were three basic elements in office design. The first is you need to plan a space in advance, because there will be many different needs in the office. And the second is lightning. Lightning will greatly impact employees' productivity. So we need to use natural and artificial enlightening to make a better environment for our employees. And the third is the desk and chairs. We need to set our desk with appropriate height and make our chairs be comfortable and supported. And there are two decorative items to use. The first is works of art, such as paintings and structures. And the second is most commonly the plants. It can not only connect with nature, also clear the air, and also it can reduce noise level. I hope they will can be helpful to you. Thank you very much.

细节

语言表达：比较流利，句式有一定变化，有个别口误

作答建议

- **读题：**背景+话题常识预判，自己和沟通对象身份，笔记标题及5个要点分布（前2后3或前3后2）。
- **听题：**注意发言的结构及衔接词；听笔记标题；按要点个数记笔记。
- **准备：**理顺要点及大意，兼顾细节。
- **答题：**注意身份意识和任务意识（即自己是谁，要干什么）；按要点顺序作答。

You are Thomas Liu, an assistant manager from the Administration Department at SmartTech. Your company is considering redecorating the offices. You are going to hear the talk "Office Design and Productivity" and then report the main points to your manager, Olivia Brook. Remember that your manager has not heard the talk. You may take notes with the help of the following outline.

You will hear the talk **ONCE** only. After the talk, you will have **90** seconds to prepare and **90** seconds to speak.

任务说明

任务四 专题发言

任务形式



考生就日常工作类话题及要点准备90秒后，用60秒进行发言。

工作场景



招商引资、活动宣传、产品说明等。

话题



凸显中国特色、文化传统和新发展的话题，如世界大健康博览会、中国功夫课、志愿植树活动等。

任务解析

Task 4

You are Sandra Li, a clerk at the Neighborhood Committee for the Skyline Residential Community. Give a presentation to an assembly of foreigners living in your community. Your aim is to persuade them to take part in a community cultural festival. You should cover the following points:

- the purpose of the festival;
- any form of activity welcomed;
- an opportunity to socialize.

You will have **90** seconds to prepare and **60** seconds to speak.

- **话题选取** 社区文化节 **了解、传播中国社区文化建设及其活动形式，对外传播老百姓的生活故事**
- **场景设置** 社区为丰富居民文化生活开展社区集体活动，邀请外籍居民参加
- **考查能力**
 - 根据既定情境（鼓励参加社区文化节），以特定身份（社区工作人员）向指定对象（社区内居住的外国人）口头传递信息、说明情况、说服他人的能力
 - 识别、理解任务要点，分析、评估任务目的和听众特点及需求，运用已有知识，创造性地完成工作场景中的沟通任务的能力（思辨能力）
 - 在特定场景下，针对特定群体，完成简短公开演讲，讲好中国故事的能力（跨文化理解和表达能力）

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 阐述比较充分, 信息比较准确 条理比较清晰 	<ul style="list-style-type: none"> 表达比较流利 词汇、语法比较准确 句式比较灵活 表述比较得体 偶有个别口误
4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
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 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
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 阐述不够充分 条理不够清晰 	<ul style="list-style-type: none"> 表达时常不流利 词汇、语法不准确, 影响理解 句式比较单调 表述不太得体 语言错误明显, 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

You are Sandra Li, a clerk at the Neighborhood Committee for the Skyline Residential Community. Give a presentation to an assembly of foreigners living in your community. Your aim is to persuade them to take part in a community cultural festival. You should cover the following points:

- the purpose of the festival;
- any form of activity welcomed;
- an opportunity to socialize.

You will have **90** seconds to prepare and **60** seconds to speak.



话题阐述

5

语言表达

5

Hello, ladies and gentlemen, I'm Sandra Lee, a clerk at the neighborhood committee for the skyline residential community. Here is a good news for you. A community culture festival is to be held. ^{拓展} The purpose of the festival is to expose you to multiple culture and establish good relationships with others. ^{要点} Besides, any form of activity is welcomed, such as dancing, singing, performing, etcetera. This activity will be an excellent chance and experience for you, because it offers you an opportunity to socialize. Just participate in this festival, and I I'm sure you won't **regretted**. Look forward to your active participations.

话题阐述：有头有尾，要点完备，头两点延展充分，第三点略有延展。

语言表达：总体非常流利，偶有停顿，偶有口误。

作答建议

- **读题：**明确任务场景、自己及沟通对象的身份、任务目的，作答要点。
- **准备：**注意发言的基本结构、自己及沟通对象的身份、任务要点要适当延展。
- **答题：**有头有尾；语速不紧不慢；表达清晰、重点突出。

You are Sandra Li, a clerk at the Neighborhood Committee for the Skyline Residential Community. Give a presentation to an assembly of foreigners living in your community. Your aim is to persuade them to take part in a community cultural festival. You should cover the following points:

- the purpose of the festival;
- any form of activity welcomed;
- an opportunity to socialize.

You will have **90** seconds to prepare and **60** seconds to speak.

3.2

书面沟通任务

任务说明

任务一 会议纪要

任务形式



考生听两段共300词左右的会议发言片段，补全纪要。

工作场景



内外部、各级别会议记录。

话题



各类会议讨论话题，如新款照相机介绍、客户投诉处理讨论、各部门工作进展及问题协调等。

任务解析

Task 1

You will hear two presenters talking to their colleagues about a new product, a Touchless Video Doorbell.

Listen and complete the minutes by filling in the blanks. Write only **ONE** word or number you hear in each blank.

You will hear the talks **TWICE**.

- **话题选取** 无接触可视门铃
了解当代中国的新产品、新科技，与时俱进
- **场景设置** 研发部向其他部门同事介绍新研发产品的特点、优势、价格等
- **考查能力** 理解并呈现关键信息的能力

Minutes	
Date	December 12th, 2021
Place	Room 318
Subject	New Product Briefing: Touchless Video Doorbell
Presenters	<ul style="list-style-type: none">• Anne Ferguson, Sales (1) _____• Vincent Goldman, Development Director
Benefits of using it	<ul style="list-style-type: none">• Avoiding physically pressing a(n) (2) _____• Talking to the visitors without opening the door with the help of the camera and (3) _____• Helping to (4) _____ social distance
Accessories	<ul style="list-style-type: none">• A(n) (5) _____ to remind visitors not to touch (included)• A doormat (sold separately)

作答建议

- **读题：**各信息类别（如Benefits of using it）；根据空前后关键词猜测所填词的词性。
- **听题：**对照表格信息，按录音内容顺序听题；注意题干表述有时为音频表述的同义替换。
- **写题：**写原词；拼写正确；专有名词注意大写；词数符合要求。
- **检查：**检查所填词填入后，表述的语法是否正确、语义是否有逻辑；检查拼写、大小写。

Minutes	
Date	December 12th, 2021
Place	Room 318
Subject	New Product Briefing: Touchless Video Doorbell
Presenters	<ul style="list-style-type: none">• Anne Ferguson, Sales (1) _____• Vincent Goldman, Development Director
Benefits of using it	<ul style="list-style-type: none">• Avoiding physically pressing a(n) (2) _____• Talking to the visitors without opening the door with the help of the camera and (3) _____• Helping to (4) _____ social distance
Accessories	<ul style="list-style-type: none">• A(n) (5) _____ to remind visitors not to touch (included)• A doormat (sold separately)

任务说明

任务二 研判材料

任务形式

考生阅读一篇500词左右的论证性材料，为段落选择正确的标题，之后选取正确信息回答问题。

工作场景

获取行业动态、提升职业素养、了解国别文化等。

话题

如远程办公、AI的应用、金融科技 (Fintech) 等。

任务解析

Task 2

Read the following passage about cyberloafing at work and answer Questions 1-10.

Why Bosses Should Let Employees Surf the Web at Work

Paragraph 1

Paragraph 1 A controversial

(1) If you're like most workers, you're supposed to be doing their work day surfing the Internet. (2) Cyberloafing costs employers u behavior may not be a sign a conducted with several colleag exceptionally stressful work env

(1) Existing research on cyberloafing, a term first coined in 2002 by researchers from the National University of Singapore, typically assumes that this behavior is problematic and counterproductive. (2) Therefore, the majority of cyberloafing research focuses on ways to deter employees from engaging in this behavior through interventions such as Internet monitoring and computer use policies. (3) However, more recent research has found that using the Internet at work for personal purposes may also have some positive outcomes. (4) For instance, social media use at work has been linked to higher levels of employee engagement and job satisfaction.

Paragraph 3

(1) But is cyberloafing actually effective at reducing employee stress levels? (2) That's the question my research team wanted to answer in our new study. (3) Our hypothesis was that cyberloafing may serve as a mini break during the workday, giving employees an

■ **话题选取** 上班期间冲浪

■ **场景设置** 部门或单位领导为增强员工的工作幸福感和工作效率，学习经验，新时期新问题新看法

■ **考查能力**

- 归纳段落大意，分析作者观点、论据和论证过程的能力（思辨能力）
- 获取跨文化知识的能力（跨文化理解能力）

Questions 1-5

Read the passage and choose the best heading for each paragraph from the list in the box. There is one heading you do **NOT** need.

1. Paragraph 2 _____
2. Paragraph 3 _____
3. Paragraph 4 _____
4. Paragraph 5 _____
5. Paragraph 6 _____

- A. Limitations of our research
- B. Design of our research
- C. Implications of our research
- D. Applications of previous research
- E. Findings of our research
- F. Review of previous research

Questions 6-10

Read the passage and answer the questions by choosing the correct option.

6. Which sentence in Paragraph 1 explains cyberloafing? _____
7. Which sentence in Paragraph 2 provides an example? _____
8. Which sentence in Paragraph 3 mentions the sample size? _____
9. Which sentence in Paragraph 4 uses a metaphor? _____
10. Which sentence in Paragraph 6 is an estimation? _____

作答建议

段落标题题：

- **读文章：**可读完一段读标题选项；注意文章的主旨句、主题句。
- **读标题：**读标题选项；辨别标题内容之间的差别。

Questions 1-5

Read the passage and choose the best heading for each paragraph from the list in the box. There is one heading you do **NOT** need.

1. Paragraph 2 _____
2. Paragraph 3 _____
3. Paragraph 4 _____
4. Paragraph 5 _____
5. Paragraph 6 _____

- A. Limitations of our research
- B. Design of our research
- C. Implications of our research
- D. Applications of previous research
- E. Findings of our research
- F. Review of previous research

判断信息出处题：

- **读题：**弄清题目要求的对应段落；抓住题目关键词（如explains cyberloafing）；
- **读文章：**回读文章，以段落为单位，分析句间层次关系，辨析观点与事实。

Questions 6-10

Read the passage and answer the questions by choosing the correct option.

6. Which sentence in Paragraph 1 explains cyberloafing? _____
7. Which sentence in Paragraph 2 provides an example? _____
8. Which sentence in Paragraph 3 mentions the sample size? _____
9. Which sentence in Paragraph 4 uses a metaphor? _____
10. Which sentence in Paragraph 6 is an estimation? _____

任务说明

任务三 撰写提要

任务形式

考生阅读一篇500词左右的说明性材料，撰写一份150词左右的内容提要。

工作场景

为完成特定工作目的，通过阅读相关文件、报告和文献，获取相应信息等。

话题

海外业务拓展前期调研、中外项目合作准备，如对象国谈判风格、对象国特定行业发展现状、特定情境下的行业发展状况等。

任务解析

Task 3

You are Eric Li, Assistant Manager of the Marketing Department at Superdelivery Logistics. Your company is considering entering the African market.

You have read part of a report titled “Big Business Opportunities in Africa to Watch in 2021 (and Beyond)”. You should then summarize it in about **150** words to help your colleagues get a better understanding of the present situation in Africa.

Your summary should cover the main points of the text. You should use your own words as much as possible. Bear in mind that your colleagues have not read the text.

- **话题选取** 非洲物流业发展现状 了解新时代大国外交政策和中非命运共同体内涵
- **场景设置** 物流公司计划拓展非洲市场，开展前期非洲市场调研，汇报调研结果
- **考查能力**
 - 根据既定情境（进入非洲市场），以特定身份（助理经理）向指定对象（同事）书面概括主要信息的能力
 - 分析、辨别文章主旨、重要细节及作者观点、态度，组织语篇的能力（思辨能力）
 - 明确双方身份；弄清背景事由；确认沟通目的（跨文化理解和表达能力）

评分标准 (书面沟通任务三)

分数档	内容	结构	语言
5分	<ul style="list-style-type: none"> 准确概括了原文主旨及要点 详略得当 	<ul style="list-style-type: none"> 条理比较清晰、行文比较连贯 衔接比较得当 	<ul style="list-style-type: none"> 用词比较准确 句式比较灵活 有个别语法错误, 但不影响理解 表述比较得体
4分	<ul style="list-style-type: none"> 基本概括了原文主旨和要点 详略基本得当 	<ul style="list-style-type: none"> 条理基本清晰、行文基本连贯 衔接基本得当 	<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
3分	<ul style="list-style-type: none"> 大致概括了原文主旨和要点 详略不太得当 	<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, 但不够准确 	<ul style="list-style-type: none"> 用词有时不太准确, 但基本不影响理解 句式比较单调 有少量语法错误, 偶尔影响理解 表述有时不太得体
2分	<ul style="list-style-type: none"> 未能概括原文主旨和要点 主次信息混乱 	<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, 且大都不准确 	<ul style="list-style-type: none"> 用词不准确, 时常影响理解 句式非常单调 语法错误较多, 时常影响理解 表述不太得体
1分	遗漏了大部分原文要点, 或完全照搬原文	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

Reading Passage

More Africans are moving to cities and urban areas. The continent is currently the world's fastest urbanizing region and up to 1 billion people could live in Africa's urban areas by 2050. By 2030, Africa will be home to 17 cities with more than five million inhabitants, as well as 90 cities with at least one million people. And by 2050, the UN estimates, there will be a total of 14 megacities on the continent.

While big cities provide significant economic opportunities, they also present very serious logistical challenges when it comes to locating people, and delivering goods and services.

A prime example is the lack of a formal system for addresses in many urban areas on the continent. Without accurate and verified addresses, doing business can be very frustrating in some parts of Africa. E-commerce startups, banks, utility companies, and a range of local businesses face significant challenges in identity verification, delivering customer orders, and tracking location data.

Interestingly, one startup in Kenya has risen to the challenge. Founded by an ex-Google employee, OkHi uses a combination of GPS technology, photographs, and phone location data to identify hard-to-reach addresses. So far, OkHi has verified over 300,000 addresses and successfully raised \$1.5 million from investors to expand its service into other markets.

Last-mile delivery of goods is another serious logistical nightmare. As the population in Africa's urban areas grows, it's putting a major strain on the limited transport infrastructure, making it very difficult to move goods around. These days, road traffic in most African big cities is hell — and it may only get worse!

开头语

Dear colleagues, I have read a passage about the African market and I want to share the main points with you.

Nowadays, there have been more and more people moving to cities and urban areas in Africa, making it the world's fastest urbanizing region currently.

As a consequence, Africans meet serious logistical challenges in terms of locating people and delivering goods and services.

The lack of a formal system for addresses in many urban areas leads to inaccurate and unverified addresses, making it frustrating for local businesses to identify verification, deliver customer orders and track location data.

Given to this condition, Okhi combines GPS technology with photographs and phone location data to solve the problem and it decides to expand its service into other markets.

However last-mile delivery of goods is another serious logistical problem due to the limited transport infrastructure, causing difficulty in moving goods around.

原文与摘要对应

原文与摘要对应

原文与摘要对应

原文与摘要对应

原文与摘要对应

评分解析

The good news is, across Africa, a growing number of startups are trying to solve the last-mile delivery problems in urban areas by combining technology with a network of agents with motorcycles, cars, and trucks. Sendy, an on-demand delivery platform in Kenya, has raised \$20 million from a group of investors that includes Toyota. Also, Lori Systems, another logistics player in East Africa, previously raised \$30 million from Chinese investors.

原文与摘要对应

In Africa's biggest economy, Nigeria, the competition to dominate the on-demand delivery space is getting intense. While regulatory hurdles have forced motorbike hailing operators like Gokada, MAX, and ORide to pivot from transporting people to delivering goods, new players like ShapShap are innovating in interesting ways to differentiate

themselves from the growing competition.

In North Africa, Egypt's Swvl leads the pack. After raising \$42 million from investors in 2019 — the largest funding round for any Egyptian startup — it raised an additional \$25 million in 2020.

More investor money is betting on African startups that provide solutions to urban logistics on the continent. And that's because they understand one important fact: As the populations in Africa's urban areas continue to grow, the demand for fast, convenient, and flexible last-mile delivery services will surely be on the rise.

原文与摘要对应

Luckily, many startups combine technology with a network of agents with motorcycles, cars, and trucks and some of them have raised millions from investors.

As the competition to dominate the on-demand delivery space is getting intense, we should enter the market as soon as possible to provide fast, convenient and flexible last-mile delivery services.

内容	结构	语言
5	5	5

内容：要点基本覆盖；重要细节都有；
结构：有条理；有衔接；
语言：比较流利，基本无误。

作答建议

➤ 读题：

◆ 明确双方身份；弄清背景事由；确认沟通目的。

◆ 了解信息来源。

➤ 答题：用自己的语言，切忌抄袭原文；概括关键信息；适当铺垫重要细节；注意字数要求。

You are Eric Li, Assistant Manager of the Marketing Department at Superdelivery Logistics. Your company is considering entering the African market.

You have read part of a report titled “Big Business Opportunities in Africa to Watch in 2021 (and Beyond)”. You should then summarize it in about **150** words to help your colleagues get a better understanding of the present situation in Africa.

Your summary should cover the main points of the text. You should use your own words as much as possible. Bear in mind that your colleagues have not read the text.

任务说明

任务四 撰写邮件

任务形式



考生阅读一封80词左右的邮件，根据要求回复邮件，词数在150词左右。

工作场景



回复邮件。

话题



如参访、活动捐赠、住宿安排等。

任务解析

Task 4

Read part of an email below from Laura Marsh, Conference Manager at Alto Conference Ltd.

I'm writing today to invite you to speak at the annual Metropolitan Business Conference, which will be held at the Sheraton Grand Chicago Hotel, December 15th–18th, 2021.

The theme of our upcoming conference is Finding and Hiring the Right Employees. With the growth that your company has seen in the past five years, I believe you would have much to offer our audience.

If you have any questions or wish to know more about this speaking opportunity, please let me know.

You are **Roger Zhang**, Human Resources Manager at Silver Office Supplies. Write an **EMAIL** of about **150** words to Ms. Marsh:

- to thank her for the invitation;
- to ask her about the requirements for your speech;
- to ask her about travel arrangements.

- **话题选取** 年度商务会议 参与全球商业治理，贡献中国智慧，全球人力资源合作
- **场景设置** 公司年度高端会议邀请行业领军人物参会并发言
- **考查能力**
 - 根据既定情境（邀请会议发言），以特定身份（HR Manager）向指定对象（Conference Manager）传递信息、说明情况的能力
 - 与人协商、合作的能力
 - 分析对方需求，发现问题、提出问题、解决问题的能力（思辨能力）
 - 明确双方身份；弄清邮件事由；确认沟通目的（跨文化理解和表达能力）

评分标准 (书面沟通任务四)

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 有较多细节支撑, 信息准确 	<ul style="list-style-type: none"> 条理比较清晰、行文比较连贯 衔接比较得当 格式比较规范 	<ul style="list-style-type: none"> 用词比较准确 句式比较灵活 有个别语法错误, 但不影响理解 表述比较得体
4分	<ul style="list-style-type: none"> 内容扣题 完成任务要求 有细节支撑, 信息基本准确 	<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
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 有一定细节支撑, 大部分信息准确 	<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"> 用词有时不太准确, 但基本不影响理解 句式比较单调 有少量语法错误, 偶尔影响理解 表述有时不太得体
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 	<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 语法错误较多, 时常影响理解 表述不太得体
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

You are **Roger Zhang**, Human Resources Manager at Silver Office Supplies. Write an **EMAIL** of about **150** words to Ms. Marsh:

- to thank her for the invitation;
- to ask her about the requirements for your speech;
- to ask her about travel arrangements.

内容	结构	语言
5	5	5

Dear Ms. Marsh,

I'm honored to receive your invitation and thank you for inviting me. I'm now writing to ask you about some requirements for my speech.

要点1

Firstly, you mentioned the dates of the conference, but I still want to know the specific arrangement of my speech. For example, when will I give the speech and how long should it last? Secondly, since the theme is about finding and hiring the right employees in my company, can you tell me who is the audience so that I can make my speech more wonderful. Last but not least, I want to ask you something about the travel arrangements, such as the accommodation, and the flight ticket. It will be helpful for me to arrange my schedule.

拓展2

拓展3

要点2

要点2

要点3

Thank you for your inviting again and look forward to your reply.

Yours,
Roger Zhang

内容：有要点，有拓展

结构：邮件格式规范，条理清晰，衔接得当；

语言：表述得体，语言流畅，词汇和句型有一定的变化。

Read part of an email below from Laura Marsh, Conference Manager at Alto Conference Ltd.

I'm writing today to invite you to speak at the annual Metropolitan Business Conference, which will be held at the Sheraton Grand Chicago Hotel, December 15th–18th, 2021.

已知会议信息

The theme of our upcoming conference is Finding and Hiring the Right Employees. With the growth that your company has seen in the past five years, I believe you would have much to offer our audience.

If you have any questions or wish to know more about this speaking opportunity, please let me know.

作答建议

➤ 读题:

◆ 明确双方身份；弄清邮件事由；确认沟通目的；

◆ 明确每个要点对应的原邮件内容；

➤ **答题：**根据原邮件内容与答题要点的关系，构思写作内容，适当拓展；注意邮件格式；注意表述要得体。

Read part of an email below from Laura Marsh, Conference Manager at Alto Conference Ltd.

I'm writing today to invite you to speak at the annual Metropolitan Business Conference, which will be held at the Sheraton Grand Chicago Hotel, December 15th–18th, 2021.

The theme of our upcoming conference is Finding and Hiring the Right Employees. With the growth that your company has seen in the past five years, I believe you would have much to offer our audience.

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You are **Roger Zhang**, Human Resources Manager at Silver Office Supplies. Write an **EMAIL** of about **150** words to Ms. Marsh:

- to thank her for the invitation;
- to ask her about the requirements for your speech;
- to ask her about travel arrangements.

4

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

加强沟通的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！