

国际人才英语考试（初级）

考试说明

（2021 年修订版）

一、考试目的

国际人才英语考试（初级），简称“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。

二、考试内容与要求

“国才初级”由口头沟通和书面沟通两部分组成。口头沟通包括四项任务，书面沟通包括五项任务。考试采用计算机辅助形式。考试时间约 90 分钟。

（一）口头沟通

本部分由建立联系、摘报信息、语音留言和产品说明四项任务组成。考试时间约 25 分钟。

“国才初级”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	建立联系	8 题	25 分钟
任务二	摘报信息	5 题	
任务三	语音留言	1 题	
任务四	产品说明	1 题	

任务一 建立联系 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，考生立即重复第二个说话人的话语。本任务考查考生理解、模仿并复现交际话语的能力。

任务二 摘报信息 考生听一段约 100 词的人物介绍后，借助笔记口头回答提问。本任务考查考生辨识和转述关键信息的能力。

任务三 语音留言 考生根据所给话题和提示，准备 120 秒后，用 1 分钟进行语音留言。本任务考查考生在既定情境下，以特定身份向指定对象口头传递信息的能力。

任务四 产品说明 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。本任务考查考生在既定情境下，以特定身份向指定对象解说产品或服务的主要特征的能力。

（二）书面沟通

本部分由交谈记录、浏览材料、分析材料、整理材料和撰写邮件五项任务组成。考试时间约 65 分钟。

“国才初级”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	交谈记录	5 题	65 分钟
任务二	浏览材料	5 题	
任务三	分析材料	8 题	
任务四	整理材料	7 题	
任务五	撰写邮件	1 题	

- 任务一 交谈记录** 考生听一段 200 词左右的对话，记录关键信息，补全笔记。本任务考查考生理解并呈现关键信息的能力。
- 任务二 浏览材料** 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。本任务考查考生归纳段落大意的能力。
- 任务三 分析材料** 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。本任务考查考生理解关键信息的能力。
- 任务四 整理材料** 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。本任务考查考生理解并呈现关键信息的能力。
- 任务五 撰写邮件** 考生根据所给话题及要点撰写一封 70 词左右的邮件。本任务考查考生在既定情境下，以特定身份向指定对象说明情况的能力。

国际人才英语考试（初级）

Part I Oral Communication

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 reply 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.

Scripts

1. A: Excuse me, are you working here?
B: Yes, can I help you?
2. A: How long have you worked for this company?
B: Nearly fifteen years.
3. A: Do you mind my asking where you are from?
B: Not at all. I'm from Italy.
4. A: What did you do before you took over this department?
B: I worked in marketing.
5. A: It's a beautiful day today, isn't it?
B: Absolutely. I love New York in the spring.
6. A: Jenny! Good to see you again!
B: Good to see you too! This is my colleague, Jack.
7. A: Can you tell me your position, please?
B: Of course. I'm responsible for customer relations.
8. A: You used to work with Sophia Bender, didn't you?
B: Yes. We worked together in the sales department two years ago.

Task 2

You are going to hear a short talk about how Howard Schultz started and developed his business.

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.

You may take notes with the help of the following outline.

A Famous Businessman

Name: Howard Schultz

Year of birth: 1953

Place of birth: New York

First job: _____

Year he joined Starbucks: _____

Impression of his trip to Italy: _____

Investment in the first coffee bar: _____

Year he became CEO at Starbucks: _____

Award: _____

Scripts

Howard Schultz was born in 1953 in New York. After graduating from college, he worked as a salesman. In 1982, he joined Starbucks and one year later he went on a business trip to Italy. He was impressed with the coffee culture in Italian coffee bars. On his return, he decided to bring Italian coffee-house culture to the U.S. He raised \$400,000 to open the first coffee bar and in 1987 he became Chairman and CEO at Starbucks. In over 30 years, he has created one of the world's most admirable companies. He was named "Business Person of the Year" by *Fortune* magazine in 2011.

Now please answer the questions.

- Q1. What was Howard Schultz's first job after he graduated from college?
- Q2. In which year did he start work at Starbucks?
- Q3. What impressed him when he was on a trip to Italy?
- Q4. How much money did he raise to open the first coffee bar?
- Q5. What was he named in 2011?

Task 3

You are Laura Lin, an office assistant at Best Care Dental Clinic. James Walton, a client, has called to schedule a regular check-up with the dentist Dr. Wang. You are going to leave a voice message to remind him of the appointment.

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

- 
1. Greeting
 2. Purpose: remind client of the appointment
 3. Appointment time: 10:30 a.m. tomorrow
 4. Registration: 15 minutes earlier
 5. Additional reminder: bring membership card

Task 4

You are Bill Yang, a salesperson at Asian Insights, an intercultural training company in China. Give a presentation to a group of American business people who have just started working in China. Your purpose is to introduce and promote a course: Communicating with the Chinese. You will have **120** seconds to prepare and **90** seconds to speak. You should cover all the following points:

Why choose our course?

- **Features**
 - hands-on workshops
 - teachers from both universities and companies
- **Advantages**
 - more practical
 - more comprehensive
- **Benefits**
 - helping with real communication
 - meeting the needs of business people

Notes Comments 94%

Part II Written Communication

Task 1

You will hear a telephone conversation about ordering flowers. The conversation will be played **TWICE**.

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

Telephone Message	
Caller's name:	Mark Turner
Type of flowers ordered:	red (1) _____
Quantity:	(2) _____
Caller's phone number:	(3) _____
Name of recipient:	Rebecca (4) _____
Address:	216 Sunset Street
Time of delivery:	before 7 p.m. on (5) _____ 12th
Message on the card:	Happy Birthday, all my love, M.

Scripts

Receptionist: Riverbank Flowers, Maria speaking. Can I help you?

Caller: Yeah, I'd like to order some flowers, please.

Receptionist: What sort of flowers would you like?

Caller: Well, I suppose it depends on the prices. How much would a bunch of mixed flowers cost?

Receptionist: Prices for a mixed bunch start at \$55.

Caller: OK, and how much would a big bunch of red roses cost?

Receptionist: Mmm ... It depends on the number you want, of course. Roses are \$6 each.

Caller: I see. Well, in that case, I'd like to order 15 red roses.

Receptionist: Was that 15?

Caller: Yes, that's it.

Receptionist: All right. Can I have your name and phone number, please?

Caller: It's Mark Turner. And the number is 3-6-4-9-8-7-0-1.

Receptionist: OK, I've got it ... and who would you like them to be sent to?

Caller: To Rebecca Bartlett — B-A-R-T-L-E-T-T.

Receptionist: OK, I've taken it down. And what's the address?

Caller: 216 Sunset Street.

Receptionist: And when would you like them to be delivered?

Caller: They should be there before 7 p.m. on June 12th, please.

Receptionist: Fine. And would you like to include a message on the card?

Caller: Yes, can you please put: Happy Birthday, all my love, M.?

Receptionist: That's fine. Now how would you like to pay?

Caller: Mmm ... credit card ... er ... my number's 4929 ... *(fade)*

Key:

(1) roses (2) 15 (3) 36498701 (4) Bartlett (5) June

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Task 2

Read the following passage about a hotel, The Prince Park Tower Tokyo. Choose the best heading for each paragraph from the list in the box. There is one heading you do **NOT** need.

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

- A. Features of guest rooms
- B. Restaurants at the hotel
- C. Facilities in the hotel
- D. Features of the executive floors
- E. Location of the hotel
- F. Meeting facilities

Welcome to The Prince Park Tower Tokyo

Paragraph 1

Situated in the heart of Tokyo, very close to the city's landmark Tokyo Tower and within easy reach of two subway lines, The Prince Park Tower Tokyo is the flagship of the Prince Hotel chain. The hotel stands in the middle of a park, allowing guests to forget that they are in busy Tokyo.

Paragraph 2

The hotel has luxurious rooms, which are ideal for business travelers. Featuring large windows and modern decor, each spacious air-conditioned room has an electric kettle, a personal safe, a flat-screen TV and a private bathroom. Every room offers free Internet access.

Paragraph 3

Executive floors are located at the top of the hotel (29th floor and above), high above the surrounding buildings. Guests can enjoy a breathtaking view from any angle. They are offered free American breakfast and evening drinks, and can use spa and fitness facilities for free.

Paragraph 4

There is a wide variety of facilities. Bowling, beauty treatment, spas, gyms and hot spring pools are facilities you will rarely be able to enjoy in any other hotel in Tokyo. Guests can spend afternoons singing karaoke at the Petrea Karaoke Room, or visit Yamano Beauty Wellness Trinity Spa for a massage. The hotel also provides car rentals, a flower shop and a convenience store. Restaurant Porto serves Western dishes, while Shimizu offers traditional Japanese cuisine. Other dining options include the Marronnier Chinese Restaurant and the Garden Islands Beer Restaurant.

Paragraph 5

Choose one of our 17 meeting rooms with amazing views of the city and impress your guests. All meeting rooms are equipped with state-of-the-art technology and can accommodate various types of meetings and functions. All types of seating arrangements with seasonal banquet menus are available. Host your next meeting or conference at The Prince Park Tower Tokyo.

Key:

1-5: EADCF

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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.

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

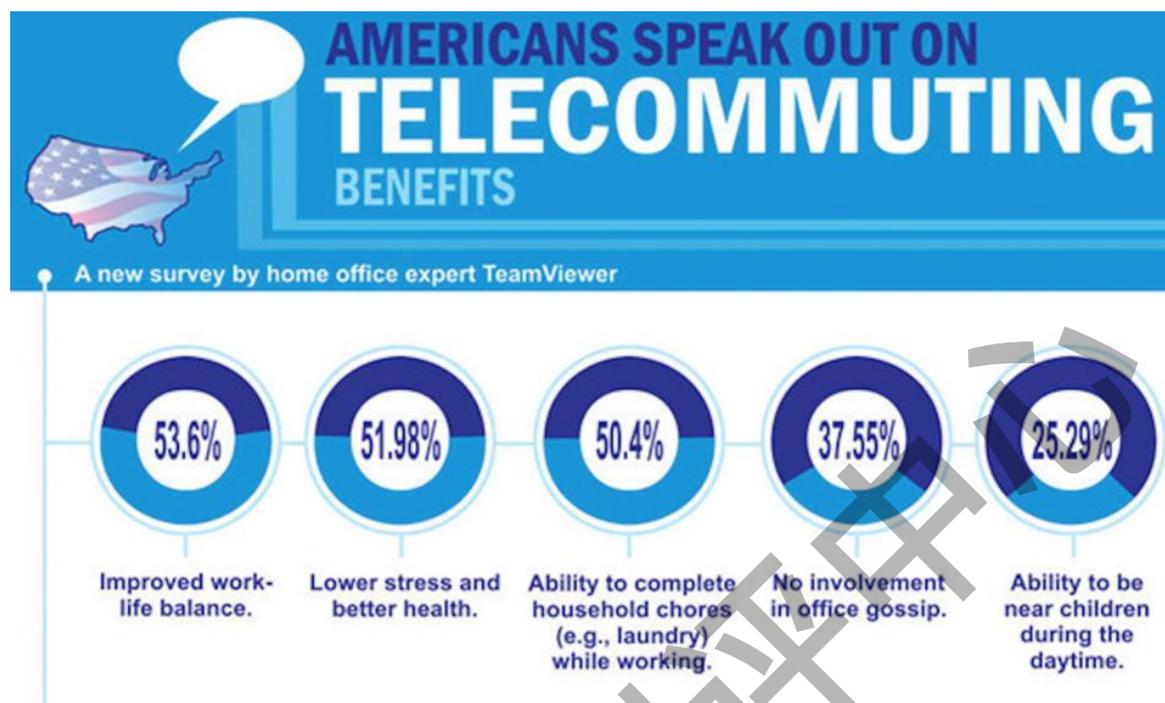
Telecommuting, also called remote work, telework, work from home, or teleworking, is a work arrangement in which employees do not commute or travel (e.g. by bus or car) to a central place of work, such as an office building or store. Teleworkers in the 21st century often use mobile telecommunications 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

Task 4

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

Bluetooth speaker	UE Megaboom 3	JBL Flip 5
Producer	(1) _____	JBL
Price	(2) \$ _____	(3) \$ _____
Biggest attraction	high-standard (4) _____ quality	strong ability to resist (5) _____
New feature	a (6) _____ for instant music playing	a (7) _____ for quicker battery charging

Text A

The UE Megaboom 3 is launched by Ultimate Ears in August 2018. It is priced at \$199.99, more affordable than the original Megaboom. It does not have a lot of features you might find in some other Bluetooth speakers — such as the ability to take phone calls, plug in an external music source, or charge up your phone. However, the greatest attraction is its top-class sound quality. Designed to make sound even in all directions, it gives you an experience comparable to that in a private theatre. On top of the 20-hour battery life, the ability to resist both dust and water, the UE Megaboom 3 comes with a new feature: a magic button that allows you to play music with a single press. Users that download the Ultimate Ears App can program up to four playlists of music from Deezer or Apple Music.

Text B

JBL, the world-famous American loudspeaker company, launched its latest Bluetooth speaker in January 2019. The Flip 5 is designed for the great outdoors. It is pretty similar to but a little bigger than Flip 4. That increased size makes room for a larger battery and more power so that it delivers a slightly bigger sound. Like Flip 4, it offers up to 12 hours of continuous, high-quality playtime and it also has a built-in microphone that allows you to take conference calls in noisy environments. What's entirely new is a USB-C charging device that supports quicker battery charging. But the best thing about Flip 5 is that it's fully waterproof. You can even throw it into water — it will instantly float up and it can handle staying in a meter of water for up to 30 minutes. It's now sold only for 100 dollars.

Key:

- (1) Ultimate Ears
- (2) 199.99
- (3) 100
- (4) sound
- (5) water
- (6) magic button
- (7) USB-C charging device

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Task 5

You are Eleanor Zhou, a service representative at Sunrise Office Supplies. Jill Sanders, a client, has informed you that the photocopier she bought four months ago has stopped working. Write her an **EMAIL** of about **70** words:

- to show your concern for the trouble;
- to tell her when you will collect the machine for repair;
- to promise her a satisfactory solution to the problem.

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