

国才考试（高级）：
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。



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。

- 国才高级用于评价、认定高校学生及社会人士在较专业的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



02

考试内容

考试内容

- 国才高级由口头沟通和书面沟通两部分组成。每部分包括三项任务。考试采用计算机辅助形式。考试时间约100分钟。

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
模块	序号	任务内容	题量	总时长
口头沟通	任务一	发言总结	1题	20分钟
	任务二	专题发言	1题	
	任务三	谈判决策	1题	
书面沟通	任务一	撰写提纲	10题	80分钟
	任务二	撰写报告	1题	
	任务三	撰写提案	1题	

成绩等级 成绩等级分为优秀、良好、合格和不合格。



3

任务解析

3.1

口头沟通任务

任务说明

任务一 发言总结

任务形式



考生听一段**300词左右**的发言，对其内容进行口头总结，准备时间**120秒**，发言时间**90秒**。

工作场景



寻求合作、寻找投资方向、拓展业务范围等。

话题



如饭店引资、幼儿园寻求与音乐教育公司的合作等。

任务解析

任务一 发言总结

既定情境

You are Andrew Li, Senior Manager at X-mart, a big supermarket. Your company needs a mobile shopping application. You are going to listen to a presentation made by the representative of TechKing, an application development company, and then report its main points to your director, Michael Green, who will make a decision whether to cooperate with them. Remember that your director has not heard the presentation.

After you listen to the presentation, you will have 120 seconds to prepare and 90 seconds to speak.

- **话题选取** APP开发公司的产品及服务介绍
- **场景设置** 公司就购买购物APP进行产品调研
- **考查能力**
 - ✓ 口头总结主要信息的能力
 - ✓ 分析问题与解决问题的能力（理解、获取、归纳关键信息，分析听众需求）（思辨能力）
 - ✓ 跨文化理解与表达能力（理解不同文化背景下的输入材料，并以得体形式传递给不同文化背景的听众，用英语进行有效沟通）

评分解析

Task 1

Scripts

主题

Good morning, ladies and gentlemen. I'm Zoey Wan. Thank you very much for giving me the chance to introduce our company TechKing and our services.

公司简介

I will briefly introduce our company and then describe how we work. TechKing is a leading application design and development company that can map your business for a comprehensive app solution. We serve a broad segment of international clients. Our projects in the European Union, the U.S.A. and other countries have earned us a good reputation and we are known globally to be one of the top mobile app development companies. We are especially known for developing online shopping apps. And er... our real-time delivery tracking, 24*7 support services ensure our apps shine out in the Android and iOS app stores.

服务种类

Now I will outline how we are able to help you. As our clients, you have two choices. If you want to save time and cost, you can choose one of our ready-made solutions that are already working for many supermarkets and grocery stores. However, if you have special requirements or ideas, we also offer elite on-demand customer services. Just let us know your requirements by completing our form. Our analysts will study your requirements and business with respect to your geographical market and develop a plan. Our developers will translate the plan into an app which we will deliver to you for trial. Then we w **开发费用和时间** according to your feedback.

Lastly, let's talk about the cost and time for development. We offer competitive prices but the cost will depend upon the features you wish to integrate into your app. The more features, the higher the cost, of course. Er... regarding time, it will differ based on the features and technology required since the development process will vary according to the complexity at the back end and the front end.

Thank you very much. If anyone has any questions, I'd be happy to answer them.

评分标准 (口头沟通)

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。

分数档	内容阐述	语言表达
A档 (5分)	<ul style="list-style-type: none">• 精确概括了发言要义• <u>条理清晰</u>	<ul style="list-style-type: none">• 表达<u>流利</u>• 词汇、语法<u>准确</u>• 句式灵活• 表述得体
B档 (4分)	<ul style="list-style-type: none">• 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
C档 (3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
D档 (2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
E档 (1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
F档 (0分)	内容与主题无关或未作答	

评分解析

作答样例

Good morning, Mr. Green. I'll briefly introduce to you TechKing and its services. TechKing is a mobile shopping APP company that dedicated to leading up design and development. It has international clients around the world such as Europe, the European Union, and the USA. And as one of the Top mobile phone developers in the world, TechKing is dedicated to design online shopping apps and its 24/7 hour service make it shine over other competitors.

So if we want to save time and cost, we can choose their already established plan and strategy. But if we have special requirements, we can complete a form and send it to their analysis. And then they will design an APP and strategy that caters to our special needs. Their developers will translate the plan into an APP which will be given to us for trial. And few... further adjustments will be made based on our feedback. The cost and the time depends on our special needs. And the cost depends on the number of features we want, the more features we need, the higher the cost is. And the time depends on the feature and the technologies required. Um, I believe that TechKing will suit our needs perfectly. And I think we can cooperate them to make our company...to let our company have a better...



维度	内容阐述	语言表达
得分	5	5

一、内容阐述

1. 发言要义：要点完整，细节丰富；
2. 条理：1) 有连接词so, but, and; 2) 开头结尾有明显的标志性语句，引起注意。

二、语言表达

1. 流利度：流利，但有个别反复，语速稍快；
2. 词汇语法：准确，极个别口误，如 send it to their analysis, cooperate them;
3. 句式：灵活，从句运用丰富，如定语从句、宾语从句、状语从句的应用等。
4. 表述：得体，有角色意识。

作答建议

- **读题：** 辨别自己和对象身份，熟悉情境，根据话题预判内容
- **听题：** 注意发言的结构（衔接词会提示结构），重点关注要点，兼顾细节信息
- **准备：** 理顺要点及细节
- **答题：**
 - ✓ 身份意识，任务意识
 - ✓ 总结汇报为转述，应为第三人称
 - ✓ 演讲内容满足听众期望（听众需要什么，不需要的内容略过）

Task 1

You are Andrew Li, Senior Manager at X-mart, a big supermarket. Your company needs a mobile shopping application. You are going to listen to a presentation made by the representative of TechKing, an application development company, and then report its main points to your director, Michael Green, who will make a decision whether to cooperate with them. Remember that your director has not heard the presentation.

After you listen to the presentation, you will have **120** seconds to prepare and **90** seconds to speak.

任务说明

任务二 专题发言

任务形式



考生就给定话题及要点准备120秒后，用70秒进行发言。

工作场景



招商引资、活动宣传、产品推介等。

话题



如农村学校图书馆引资、国际车展宣传、国际书展宣传等。

任务解析

Task 2 专题发言

既定情境

You are Bell Liu, a product manager at T&R Cultural Development. Your company is organizing a summer camp about Chinese culture for international college students. You will give a speech to the students to promote the camp. You should cover the following points:

- the aim of the camp;
- description of some activities;
- possible gains by the participants.

You will have 120 seconds to prepare and 70 seconds to speak.

■ **话题选取** 中国文化主题夏令营

■ **场景设置** 公司向国际大学生推介夏令营

■ **考查能力**

- ✓ 口头传递信息、说明情况、说服他人的能力
- ✓ 协商合作能力（口头传递信息，通过陈述观点、说明情况来说服听众，建立合作）
- ✓ 分析与解决问题的能力（分析听众需求，通过口头发言，达成合作意向）（思辨能力）
- ✓ 跨文化理解与表达能力（在理解中国文化的基础上，与不同文化背景的人得体、有效沟通，真实立体地展示中国文化，促进文明互鉴）

评分标准

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。

分数档	话题阐述	语言表达
A档 (5分)	<ul style="list-style-type: none"> • 内容紧扣主题 • 充分完成任务要求 • 阐述充分, 信息准确 • 条理清晰 	<ul style="list-style-type: none"> • 表达流利 • 词汇、语法准确 • 句式灵活 • 表述得体 • 有极个别口误
B档 (4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 • 有个别口误
C档 (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 • 存在语言错误, 有时影响理解
D档 (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 • 条理不清晰 	<ul style="list-style-type: none"> • 表达不太流利 • 词汇、语法不太准确, 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
E档 (1分)	个别话语与主题有关	仅能说出少量词语或句子
F档 (0分)	内容与主题无关或未作答	

评分解析

作答样例

Good morning, everyone. I'm Bell Liu, the product manager at T&R Cultural Development. Our company is organizing a summer camp about Chinese culture for international college students. So let me introduce the aim of the camp first. This camp aims at try to find and establish a platform for all of you students to communicate, not only the international students, but also with our Chinese students. What's more, you can also have a better understanding of China and Chinese culture during the camp.

So let me have a description of some activities of during the camp. First of all, you can learn to how to make dumplings. Dumplings are traditional Chinese food and it's very delicious. And you can visit some Chinese galleries and museums and try to embrace the diversity of beauty and art. I think after the camp, you can not only have theoretical knowledge, but gain a long-term relationship and friendship. So come and join us.



维度	话题阐述	语言表达
得分	5	5

一、话题阐述

1. 内容要点及细节：内容紧扣主题，阐述充分，信息准确；
2. 条理：条理清晰，1) 有连接词 (so, first of all, and, after, what' s more) ; 2) 开头结尾有明显的标志性语句，引起注意。

二、语言表达

1. 流利度：流利；
2. 词汇语法：词汇丰富、语法准确，极个别口误 (have a description, learn to how to do) , 且不影响理解；
3. 句式：句式灵活，如果多用不同句式会更好；
4. 表述：得体，有角色意识；

作答建议

- **读/听题：** 辨别自己和对象身份，熟悉情境，明确要求
- **准备：** 理清要点关系，围绕要点扩充细节，进行解释说明
- **答题：**
 - ✓ 身份意识，任务意识（开头有称呼语和自我介绍，结尾提示结束/总结/强调/邀请提问）
 - ✓ 发言内容围绕目的展开（最终要达到什么样的目的）

Task 2 专题发言

You are Bell Liu, a product manager at T&R Cultural Development. Your company is organizing a summer camp about Chinese culture for international college students. You will give a speech to the students to promote the camp. You should cover the following points:

- the aim of the camp;
- description of some activities;
- possible gains by the participants.

You will have **120** seconds to prepare and **70** seconds to speak.

任务说明

任务三 谈判决策

任务形式

考生根据一段涉及谈判双方争议、立场的视频内容，总结双方已经达成一致的内容，就未达成一致的部分给出解决方案或妥协意见，并解释原因。准备时间**2分钟**，作答时间**90秒**。

工作场景

投资合作、技术转让等。

话题

产品定价、付款条件、售后服务等

任务解析

Task 3 谈判决策

既定情境

You will watch a video clip of a dialogue between Michael Wang, a sales manager at a souvenir manufacturer, and Lainey Gill, an office clerk at a university. They are talking about an order for some notebooks to be used as souvenirs. Suppose you are Michael Wang. Continue the dialogue by summarizing what you and Lainey Gill have agreed on, then giving your compromise solution to what has not been agreed on yet and explaining why.

After you watch the video, you will have 120 seconds to prepare and 90 seconds to speak.

- **话题选取** 笔记本订单的细节
- **场景设置** 纪念品公司和一所高校就订单谈判
- **考查能力**
 - ✓ 分析争议、做出决策的能力
 - ✓ 协商合作能力（在国际交流合作中，坚持发展和共赢理念，解释解决方案，达成不同文化背景下的互信和合作）
 - ✓ 分析问题与解决问题的能力（通过谈判，针对国际交流合作中争议焦点，维护双方共同利益，做出决策，达成合作）（思辨能力）
 - ✓ 跨文化理解与表达能力（在国际交流合作中，准确理解并和不同文化背景的潜在合作对象进行得体、有效沟通）

评分解析

Task 3 谈判决策

Scripts

- Michael: Thank you for your interest in our notebooks as souvenirs, Lainey. Since you've seen the samples and pictures in our catalogue, I hope we'll settle the details of the order today. **共识1: 产品型号和数量**
- Lainey: So do I, Michael. As I've told you, we'd like to order 1,000 notebooks as souvenirs for the participants at our upcoming conference. We are interested in the No.1168 product in the catalogue. The shape and size are suitable for our needs.
- Michael: That's fine. **共识2: 会议logo**
- Lainey: But since the notebooks must be associated with our conference, we'd like to have the conference logo on the front cover.
- Michael: Sure, we can do that. But the price will be a little higher.
- Lainey: How much? **共识3: 封面设计价格**
- Michael: Um, No.1168 is 8 dollars. Then you have to pay 200 dollars for the cover design and two percent of the original price to add your logo.
- Lainey: Let me see. Um, that would be 8,360 dollars in total. All right, we accept it. Could you deliver the notebooks before June 3rd? **共识4: 运输时间**
- Michael: No problem.
- Lainey: Thank you. What packaging do you use?
- Michael: We use large cartons. Each carton contains 100, so we will deliver the notebooks in 10 cartons.
- Lainey: Can you provide individual well-designed smaller boxes? We'd like to give each participant the notebook packed in its own box.
- Michael: I'm afraid we do not have individual boxes for those notebooks. We'll have to ask other manufacturers to design and make them. Each box will cost an additional one dollar.
- Lainey: That means, we'd have to pay 1,000 dollars for boxes, but as you know, our budget is limited. We cannot pay that much. **分歧: payment**
- Michael: Um, I understand the situation you are in. Before we go any further, let's note where we are... (fade)

评分标准 (口头沟通)

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。

分数档	话题阐述	语言表达
A档 (5分)	<ul style="list-style-type: none"> • 内容紧扣主题 • 充分完成任务要求 • 阐述充分, 信息准确 • 条理清晰 	<ul style="list-style-type: none"> • 表达流利 • 词汇、语法准确 • 句式灵活 • 表述得体 • 有极个别口误
B档 (4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 • 有个别口误
C档 (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 • 存在语言错误, 有时影响理解
D档 (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 • 条理不清晰 	<ul style="list-style-type: none"> • 表达不太流利 • 词汇、语法不太准确, 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
E档 (1分)	个别话语与主题有关	仅能说出少量词语或句子
F档 (0分)	内容与主题无关或未作答	

评分解析

作答样例

First, let's talk let's have a clear look at what we have already got agreed on. First, we are sure that you will ordered 1,000 notebooks for your conference. And secondly, we will produce the number 1168 notebook for you with this conference logo on the front, front, front page and we also agree on the price, U.S.\$ 8360 for the notebooks and the logos in total. We also agree on the delivery date on June 3rd. But what we haven't reached agreement is that you wanted the individual small boxes, but our company cannot produce this kind of box. So we will have to ask any ma... manufacturers to produce it for you. So it will have to co...the original cost of 1 dollars of each box. I know your budget is limited, but how about this? If you order more notebooks and the boxes, I will consider to give you a 10 % cos...co...10 % sale on the total price. What do you think of this suggestion?



维度	话题阐述	语言表达
得分	5	4

一、内容阐述

1. 内容要点及细节：内容紧扣主题，阐述充分，信息准确（达成一致部分无遗漏，分歧部分有合理提议）；
2. 条理：条理清晰，1) 有连接词（first, secondly, also, but, so）；2) 开头结尾有明显的标志性语句，引起注意。

二、语言表达

1. 流利度：流利，稍有反复；
2. 词汇语法：词汇丰富、语法准确，极个别口误（the original cost of 1 dollars, give you a 10% sale on the total price），且不影响理解；
3. 句式：句式丰富灵活，状语、表语从句。
4. 表述：得体，有角色意识

作答建议

- **读题：** 辨别自己和对象身份，熟悉情境
- **听题：** 记录一致之处和双方的分歧及立场
- **准备：** 概括一致之处，分析分歧、提出解决方案、解释方案，表达祝愿
- **答题：** 合理分配时间，简单概括达成一致的内容，重点放在解决问题部分
 - ✓ 充分维护己方利益
 - ✓ 适当考虑对方利益

Task 3 谈判决策

You will watch a video clip of a dialogue between Michael Wang, a sales manager at a souvenir manufacturer, and Lainey Gill, an office clerk at a university. They are talking about an order for some notebooks to be used as souvenirs. Suppose you are Michael Wang. Continue the dialogue by summarizing what you and Lainey Gill have agreed on, then giving your compromise solution to what has not been agreed on yet and explaining why. After you watch the video, you will have **120** seconds to prepare and **90** seconds to speak.

3.2

书面沟通任务

任务说明

任务一 梳理信息

任务形式



考生阅读一篇800词左右的说明性或论证性材料，补全提纲。

工作场景



整理、汇总信息

话题



岗位职责、职场能力与标准等

任务解析

Task 1

文章话题

作答字数要求

Read the following passage about a recruitment process and use NO MORE THAN FIVE words to fill in each blank in the outline below.

Inside the Recruitment Process: An outline

- I. Understanding a recruitment process
 - A. Definition: A model of candidate sourcing for the purpose of finding and hiring new employees
 - B. Ownership: human resources or (1) _____
- II. Features of a recruitment process
 - A. Crucial component: (2) _____
 - B. Target: A-level candidates
 - C. Action: be proactive i.e. not just advertising a position and waiting
- III. (3) _____ **主旨考查** **细节考查**
 - A. Identifying
 - a. The vacant position
 - b. (4) _____: describing the responsibilities the last employee took before leaving
 - B. Planning
 - a. Everybody involved agreeing on
 - Steps to be taken
 - Communication channels to be used
 - C. Searching
 - a. To be a hunter, not a gatherer
 - b. One possible approach: (5) _____
 - D. Hunting viable candidates
 - a. Finding qualified candidates
 - b. Being more difficult if the first three steps have not been taken
 - E. Recruiting of A-level candidates
 - a. Selling not only the job opportunity, but also the organization
 - F. (6) _____
 - a. Ideal situation: a list of 10 to 15 candidates
 - b. Serving to whittle the list down
 - G. Face-to-face interviewing
 - a. Important aspect: (7) _____
 - b. What to do: communicating to candidates

■ **话题选取** 招聘流程

■ **场景设置** 整理、汇总有关招聘的信息，熟悉招聘流程

■ **考查能力**

- ✓ 理解、概括并呈现关键信息的能力
- ✓ 分析问题与解决问题的能力（理解、分析、概括较长文本的逻辑关系，区分并呈现关键信息和细节信息）（思辨能力）
- ✓ 跨文化理解与表达能力（在国际职场交流场合，准确理解不同文化背景材料并进行概括，以提纲形式呈现材料的主要观点和细节信息）

任务解析

主旨考查

I. Understanding a recruitment process

II. Features of a recruitment process

...

III. (3) _____ 主旨考查

A. Identifying

a. The vacant position 细节考查

b. (4) _____ : describing the responsibilities

the last employee took before leaving

B. Planning

...

主旨考查

I. Understanding a recruitment process

A recruitment process is an organization-specific model of candidate sourcing for the purpose of finding and hiring new employees...

提示题点区域

Of course, every organization and company is different... II. Features of a recruitment process

One thing that organizations must remember is that the recruitment procedure involves actual recruiting...

With all this in mind, below are the basic steps in a recruitment process. 题点

It's not enough to know...

Key:

(3) Basic recruitment steps

(4) Complete job description

任务解析

主旨考查

I. Understanding a recruitment process

II. Features of a recruitment process

...

III. (3) _____

A. Identifying

a. The vacant position **细节考查**

b. (4) _____: describing the responsibilities

the last employee took before leaving

B. Planning

a. Everybody involved agreeing on...

III. Basic recruitment steps

a. The vacant position

提示题点区域

细节考查

With all this in mind, below are the basic steps in a recruitment process.

题点

It's not enough to know that you need a sales manager or a marketing specialist. You must also know the complete job description. However, you must know the description as the last employee who left in the position left it, NOT the description when that person took the job. That's because the chances are good that they took on new/additional responsibilities while in the position. Now the job when they left is different from the job when they arrived...

Key:

(3) Basic recruitment steps

(4) Complete job description

任务解析

典型错误分析

I. Understanding a recruitment process

II. Features of a recruitment process

A. Crucial component: (2) _____

B. Target: A-level candidates

C. Action: be proactive i.e. not just advertising a position and waiting

III. (3) _____

A. Identifying

a. The vacant position

b. (4) _____: describing the responsibilities

the last employee took before leaving

B. Planning

a. Everybody involved agreeing on...

1. 定位错误: 定位信息与已给出信息重复, eg, Item 3: Noticing the difference among organizations;
2. 缺失部分信息: eg, Item 4: The job description;
3. 形式错误: eg, Item 4: Completing job description;
4. 字数超出限制: eg, Item 3: Basic steps in a recruitment process;

其他类型错误: 定位区域正确, 概括归纳时未抓住关键词: eg, Item 4: ...You must also know the complete job description. However, you must know the description as the last employee who left in the position left it, NOT the description when that person took the job. That's because the chances are good that they took on new/additional responsibilities while in the position. Now the job when they left is different from the job when they arrived.

句中complete job description是关键词, 考生错误定位到段落后半段new/additional responsibilities. 但其实关键句在前面, 后半段只是在解释说明。

Key: (2) being self-aware

(3) Basic recruitment steps

(4) Complete job description

作答建议

- **读题：** 阅读指令语及提纲，了解文章框架
- **阅读（文章）：**
 - ◆ 带着问题阅读，阅读的同时答题
 - 区分篇章逻辑和层次关系，分析段间、句间关系
 - 根据关键词找出题点所在的区域，锁定题点范围；
 - 将题点信息与题目进行比对，确认是否与前后文义一致、衔接得当；
 - ✓ 若文义一致，衔接得当，则锁定题点
 - ✓ 若不一致，则重新在题点区域查找其他相关内容
- **答题：**
 - ✓ 符合字数要求，填写原词
 - ✓ 超出字数要求，概括归纳信息，填写答案

Task 1

文章话题

Read the following passage about a recruitment process and use **NO MORE THAN FIVE** words to fill in each blank in the outline below.

任务说明

任务二 撰写报告

任务形式

考生阅读一份商务图表，按要求撰写一份**150词左右**的报告，答题时间为**25分钟**。

工作场景

汇报工作、说明进展、描述趋势等。

话题

营业额变化、产品进出口现状、国际贸易趋势等。

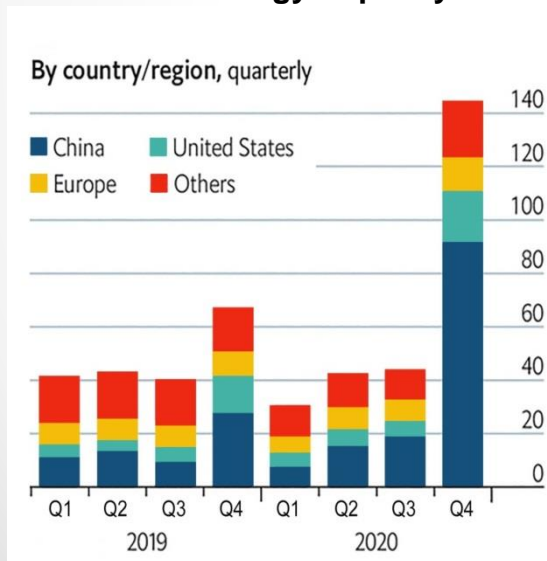
评分解析

Task 2

主题

The graph below shows the quarterly renewable energy capacity additions in the world in 2019 and 2020. Using the information from the graph, write a REPORT of 150-200 words describing and comparing the changes in the capacity in the given periods.

World Renewable Energy Capacity Additions (gigawatt)



- **话题选取** 可再生资源
- **场景设置** 根据图表撰写报告，分析行业现状
- **考查能力**
 - ✓ 描述、比较、概括图表关键信息的能力
 - ✓ 分析问题与解决问题的能力（在国际沟通中，以书面报告形式分析、比较、总结图表所反映关键问题，呈现不同国家可再生资源产能增加情况，展现当代中国发展伟大成就）（思辨能力）
 - ✓ 跨文化理解与表达能力（准确理解和分析不同文化材料，进行有效解读）

评分解析

评分标准:

1. 含三个维度; 0-5分档;
2. 各维度含三个要点的完成要求;
3. 内容离题则其他两个维度同样不得分。

分数档	内容	结构	语言
A档 (5分)	<ul style="list-style-type: none">• 内容紧扣主题• 充分完成任务要求• 有丰富的细节支撑, 信息准确	<ul style="list-style-type: none">• 条理清晰、行文流畅• 衔接自然• 格式规范	<ul style="list-style-type: none">• 用词准确• 句式灵活• 语法正确
B档 (4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
C档 (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, 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
D档 (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">• 条理不太清晰、行文不太连贯• 衔接手段不足或过度使用, 且大多不准确• 格式不太规范	<ul style="list-style-type: none">• 用词不准确• 句式比较单调• 语法错误多并影响理解
E档 (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
F档 (0分)	作答内容与主题无关或未作答		

评分解析

作答样例-1

介绍图表用途



维度	内容	结构	语言
得分	5	5	5

The bar graph shows the quarterly renewable energy capacity gains, in gigawatt, in China, US, Europe, and other regions between 2019 and 2020. Overall, the world's renewable energy capacity increased at a steady pace during the period, with particularly strong growth in Q4 in both years and the most notable growth contribution from China. **概括总体特征**

The world's total capacity added slightly over 40 gigawatts through the first three quarters in both years, except in 2020Q1 when the addition was only 30 gigawatts. The fourth quarter of both years experienced very strong growth, adding nearly 70 gigawatts in 2019Q4, and 140 gigawatts in 2020Q4, which were almost twice and over three times as much as the regular quarterly addition respectively. **描述具体信息**

比较、描述细节

Similarly, the US added about 5 gigawatts through the first three quarters in both years, tripling in 2019Q4 and quadrupling in 2020Q4, while Europe gained nearly 10 gigawatts through all quarters with a considerable gain of over 15 gigawatts in the last quarter of 2020.

It can be easily seen that China's capacity gains had been a significant contributor to the world's total capacity gains through the first three quarters in 2019, China's capacity added nearly half of the world's total addition; in 2020, China's capacity addition climbed from 30 gigawatts in Q3 and then surged to 90 gigawatts in Q4, contributing to over 60% of the world's

- 内容**: 图表用途、总体特征、描述信息、比较描述, 内容紧扣主题, 细节丰富;
- 结构**: 条理清晰, 按照含义划分了段落; 衔接自然;
- 语言**: 用词准确 (无明显语法错误); 句式灵活 (状语、定于从句的应用); 语法准确 (无明显语法错误)。

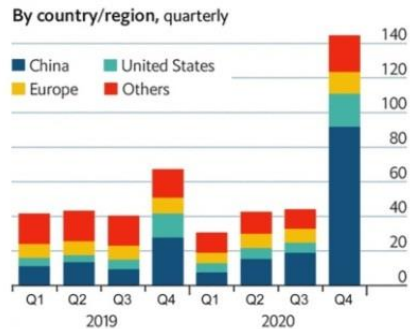
作答建议

- **读题：** 阅读图表所有信息（表头、数据、图例）；了解趋势或特点
- **答题：** 抓住重点；主次分明；数据分组；客观描述，不掺杂主观评价或解释

Task 2

The graph below shows the quarterly renewable energy capacity additions in the world in 2019 and 2020. Using the information from the graph, write a REPORT of **150-200** words describing and comparing the changes in the capacity in the given periods.

World Renewable Energy Capacity Additions (gigawatt)



任务说明

任务三 撰写提案

任务形式

考生根据给定话题及要求撰写一份300-350词的商务提案，考生需提出并论证某一提议，作答时间为40分钟。

工作场景

工作中解决实际问题或任务需求

话题

控制成本、改进工作环境、扩大公司业务、创新管理体制等

评分解析

Task 3

You work for an American software developer based in Beijing, of whose employees 42% are from China, 40% from America, 11% from Canada, and 7% from India. Recently your company has been considering the possibility of installing nap rooms to deal with some employees' complaints about their afternoon drowsiness. You have been asked to investigate the case and make suggestions to solve the problem. Your survey has generated the following results.

既定情境

1. Top 5 reasons employees give for afternoon drowsiness:

- difficulty in sleeping induced by work stress;
- frequently working late at night;
- long commutes to work;
- the corporate culture of "always on";
- the sedentary work style.

2. Employees' attitudes toward installing nap rooms:

Attitude	Nationality			
	Chinese	American	Canadian	Indian
Necessary	90%	48%	46%	82%
Unnecessary	11%	6%	50%	51%
Not Sure	4%	2%	3%	7%

Write your Vice President a PROPOSAL of about 300 words which includes:

- a brief introduction to the problem;
- an interpretation of the findings;
- an analysis of the feasibility of installing nap rooms.

- **话题选取** 设置午休室
- **场景设置** 针对员工下午疲倦现象，就设置午休室的必要性进行分析和提议
- **考查能力**
 - ✓ 阐明目的、分析现状、解释需求及进行论证的能力
 - ✓ 协商合作能力(在国际沟通中，对真实职场情境进行分析，提出合理的建议并说服读者)
 - ✓ 分析问题与解决问题的能力（基于国际交流场合中的真实问题提出解决方案，并分析方案的合理性和面临的挑战）（思辨能力）
 - ✓ 跨文化理解与表达能力（在真实的跨文化沟通场景中，以跨文化同理心和批判性思维进行跨文化理解与表达，达到得体、有效沟通）

评分解析

书面沟通 评分标准

评分标准:

1. 含三个维度; 0-5分档;
2. 各维度含三个要点的完成要求;
3. 内容离题则其他两个维度同样不得分。

分数档	内容	结构	语言
A档 (5分)	<ul style="list-style-type: none">• 内容紧扣主题• 充分完成任务要求• 有丰富的细节支撑, 信息准确	<ul style="list-style-type: none">• 条理清晰、行文流畅• 衔接自然• 格式规范	<ul style="list-style-type: none">• 用词准确• 句式灵活• 语法正确• 表述得体
B档 (4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• 表述比较得体
C档 (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, 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
D档 (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">• 条理不太清晰、行文不太连贯• 衔接手段不足或过度使用, 且大多不准确• 格式不太规范	<ul style="list-style-type: none">• 用词不准确• 句式比较单调• 语法错误多并影响理解• 表述不太得体
E档 (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
F档 (0分)	作答内容与主题无关或未作答		

评分解析

维度	内容	结构	语言
得分	5	5	4

作答样例

提案背景

I've noticed that many employees of our company have some complaints about their drowsiness basically because of the work stress and the overtime work at night they can not sleep very well. Also, long commutes to work, the corporate culture of "always on" and sedentary work style make them easy to get sleepy and depression of work efficiency on the afternoon. Therefore, as I'm concerned, some nap rooms to build up seems necessary.

调查分析

原因分析

Based on the need, I make a brief investigation of employees attitudes toward nap rooms. Since our company enjoys an international environment, with 42% Chinese, 40% American, 11% Canadian, and 7% Indian, I took the potential diversity into consideration. 90% Chinese and 82% Indian turn out to find nap rooms necessary, while nearly half American and Canadian find it necessary and half unnecessary. In a conclusion, almost 70% of our employees think that nap rooms are needed and Asian employees have significantly more demand in nap rooms.

I think we can transform some small meeting rooms into nap rooms in a certain facilities, like sofas, folding beds and blankets. And out of the "nap time", the nap rooms there are several rooms that are not sufficiently used and are stuffed with old equipment storage rooms. It would be a good choice to clear out the useless equipment and rooms can help our employees better rest and better work. I would appreciate it greatly.

提案结论

1. **内容:** 要点全覆盖, 细节合理细致。
2. **结构:** 条理清晰, 观点与细节之间支撑关系好; 行文流畅, 衔接自然 (连接词的使用: also, therefore, since, in a conclusion, or 等)。
3. **语言:** 整体质量好, 用词准确, 有个别笔误 (therefor,) , 句式灵活 (宾语从句 I've noticed that; while/if 引导的状语从句) , 语法正确, 表述得体。

作答建议

➤ 读题:

- ✓ 梳理背景信息;
- ✓ 分析调查的数据和结果;
- ✓ 根据分析, 得出结论;

➤ 答题:

- ✓ 将数据或调查结果进行分组分析, 抓住重点;
- ✓ 充分分析后得出结论。

Task 2

You work for an American software developer based in Beijing, of whose employees 42% are from China, 40% from America, 11% from Canada, and 7% from India. Recently your company has been considering the possibility of installing nap rooms to deal with some employees' complaints about their afternoon drowsiness. You have been asked to investigate the case and make suggestions to solve the problem. Your survey has generated the following results.

4

备考建议

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！