



高等学校英语应用能力考试大纲（B 级）

一、考试对象

本大纲适用于修完《基本要求》所规定的全部内容的高等职业教育、普通高等专科学校教育、成人高等教育和本科办二级学院、独立学院各非英语专业的学生。

二、考试性质

本考试的目的是考核考生的语言知识、语言技能和使用英语处理有关一般业务和涉外交际的基本能力，其性质是教学——水平考试。

三、考试方式与内容

考试方式为机试，包括六个部分：听力理解、语法结构（分为语法和词汇两部分）、阅读理解、翻译（英译汉）和写作。考试范围为《基本要求》对 A 级所规定的全部内容。

第一部分：听力理解（Listening Comprehensive）

测试考生理解所听问题并做出恰当回答的能力、理解简短对话的能力和听写词语的能力。听力材料的语速为每分钟 100 词。

听力材料以日常交际和简单的业务交际内容为主。词汇限于《基本要求》的“词汇表”中 B 级 2，500 词的范围，交际内容涉及《基本要求》中的“交际范围表”所列的 B 级挺立的范围。

本部分的得分占总分的 15%。

第二部分：词汇用法和语法结构（Vocabulary and Structure）

测试考生运用词语和语法知识的能力。测试范围限于《基本要求》中的“词汇表”B 级（2500 词）和“语法结构表”所规定的全部内容。

本部分的得分占总分的 15%。

第三部分：阅读理解（Reading Comprehension）



测试考生从书面文字材料获取信息的能力。总阅读量约 800 词。

本部分测试的文字材料以一般性阅读材料（科普、文化、社会、常识、经贸、人物等）为主，也包括简单的应用性文字，不包括诗歌、小说、散文等文学性材料，其内容能为各专业学生所理解。

阅读材料涉及的语言技能和词汇限于《基本要求》中的“阅读技能表”中与 B 级要求相应的技能范围和“词汇表”B 级中 2, 500 词的范围；阅读材料涉及的应用性内容限于《基本要求》中“交际范围表”B 级所规定的读译范围，如：便条、通知、简短信函、简明广告、简明说明书、简明规范等。

主要测试以下阅读技能：

1. 了解语篇和段落的主旨和大意。
2. 掌握语篇中的事实和主要情节。
3. 理解语篇上下文的逻辑关系。
4. 了解作者的目的、态度和观点。
5. 根据上下文正确理解生词的意思。
6. 了解语篇的结论。
7. 进行信息转换。

本部分的得分占总分的 35%。

第四部分：翻译——英译汉 (Translation——English to Chinese)

测试考生将英语正确译成汉语的能力。所译材料为句子和段落，包括一般性内容（约占 60%）和实用性内容（各约占 40%）；所涉及的词汇限于《基本要求》的“词汇表”中 B 级 (2, 500 词) 的范围。

本部分的得分占总分的 20%。

第五部分：写作 (Writing/Translation——Chinese to English)

测试考生套写应用性短文、填写英文表格或翻译简短的实用性文字的能力。

本部分的得分占总分的 15%。

测试项目、内容、题型及时间分配表:

序号	测试项目	题号	测试内容	题型	百分比	时间分配
I	听力理解	1-15	问话、对话、听写	多项选择、填空	15%	15 分钟
II	语法结构	16-35	词汇用法、句法结构、词形变化	多项选择、填空	15%	15 分钟
III	阅读理解	36-60	语篇, 包括简单的一般性和应用性文字	多项选择、填空、简答、匹配	35%	40 分钟
IV	翻译	61-65	句子和段落	多项选择、段落翻译	20%	25 分钟
V	写作		应用性文字(便条、通知、简短信函、简历表、申请书等)	套写、书写、或翻译	15%	25 分钟
合计		65+1			100%	120 分钟

考试样题:

Part I Listening Comprehension (25 minutes)

Directions: *This part is to test your listening ability. It consists of 4 sections.*

Section A

Directions: *This section is to test your ability to give proper responses. There are 7 recorded questions in it. After each question, there is a pause. The questions will be spoken **two times**. When you hear a question, you should decide on the correct answer from the 4 choices marked A), B), C) and D) given in your test paper. Then you should mark the corresponding letter on the Answer Sheet with a single line through the center.*

Example: *You will hear:*

You will read:

- A) I'm not sure.
- B) You're right.
- C) Yes, certainly.
- D) That's interesting.



From the question we learn that the speaker is asking the listener to leave a message. Therefore, C) Yes, certainly is the correct answer. You should mark C) on the Answer Sheet with a single line through the center.

[A] [B] [~~C~~] [D]

Now the test will begin.

1. A) Let's go now. C) Sit down, please.
B) Don't mention it. D) Yes, I am.
2. A) Yes, it is. C) Sure, I will.
B) All right. D) Never mind.
3. A) Nice. C) I think so.
B) Sure. D) Yes, please.
4. A) Take it easy. C) No, thank you.
B) Not at all. D) See you later.
5. A) No problem. C) Here you are.
B) Go ahead. D) Take care.

Section B

Directions: *This section is to test your ability to understand short dialogues. There are 7 recorded dialogues in it. After each dialogue, there is a recorded question. Both the dialogues and questions will be spoken **two times**. When you hear a question, you should decide on the correct answer from the 4 choices marked A), B), C) and D) given in your test paper. Then you should mark the corresponding letter on the Answer Sheet with a single line through the center. Now listen to the dialogues.*

6. A) She is an operator. C) She is a nurse.
B) She is a doctor. D) She is a driver.
7. A) To go to study abroad. C) To move to another city.
B) To pay for her debt. D) To raise money for her business.
8. A) A new product design. C) The sales plan.
B) After-sales service. D) The pay raise.
9. A) See a doctor. C) Book a ticket.
B) Place an order. D) Reserve a room.



10. A) Planning a budget. C) Discussing a new design.
B) Doing an experiment. D) Having an interview.

Section C

Directions: *In this section you will hear a recorded short passage. The passage is printed in the test paper, but with some words or phrases missing. The passage will be read three times. During the second reading, you are required to put the missing words or phrases on the Answer Sheet in order of the numbered blanks according to what you hear. The third reading is for you to check your writing. Now the passage will begin.*

Thank you very much for meeting with me yesterday about our project. I really appreciate your help. And we'll take your suggestions into consideration when we 11 for the next year.

It was 12 to have someone like you who has had experience with similar projects.

I appreciate your taking the time out of your busy schedule to 13 me.

I'll 14 to send you a follow-up when this project is completed. Please let me know if I can 15 the favor and when.

Part II Vocabulary & Structure (10 minutes)

Directions: *This part is to test your ability to construct correct and meaningful sentences. It consists of 2 sections.*

Section A

Directions: *In this section, there are 10 incomplete sentences. You are required to complete each one by deciding on the most appropriate word or words from the 4 choices marked A), B), C) and D). Then you should mark the corresponding letter on the Answer Sheet with a single line through the center.*

16. A good business plan _____ you through every stage of your business.
A) starts C) makes
B) runs D) leads
17. Parents are responsible _____ installing the child safety seat in their cars.
A) with C) for
B) at D) in
18. We should pay particular _____ to the issue we have just discussed.
A) attention C) question



- B) duty D) attraction

19. I need to check the information, ____ Mary says it is correct.
A) now that C) ever since
B) even though D) as if
20. Nowadays, it seems that no one can ever avoid ____ by the Internet.
A) influencing C) be influenced
B) to be influenced D) being influenced
21. A recent study shows that a person's living conditions only ____ about 50 percent of his or her happiness.
A) account for C) take away
B) turn on D) send out
22. The newly-built hotel is ideally placed for easy access ____ many major attractions in the city.
A) for C) with
B) at D) to
23. It was ____ a long journey that we felt very tired when we arrived there.
A) so C) such
B) too D) very
24. The team finished the project one month ahead of time, ____ really surprised all of us.
A) that C) when
B) which D) who
25. It has been more than five years ____ they met last time in Wuhan.
A) since C) for
B) before D) until

Section B

Directions: *There are 10 incomplete statements here. You should fill in each blank with the proper form of the word given in brackets. Write the word or words in the corresponding space on the Answer Sheet.*

26. Here are some tips to help you stay safe when (use) ____ ride-hailing apps.
27. If you couldn't keep the (appoint) ____, please inform us as early as possible.
28. There is something wrong with the printer, and I'll have it (repair) ____.



29. The project turned out to be (easy) _____ than we thought because we had the support of many people.
30. You should read this manual (careful) _____ before you start to use the device.
31. I believe the city can improve its traffic condition by (offer) _____ more options of transportation.
32. Career development (general) _____ refers to personal efforts by an employee to learn and develop new skills.
33. I am writing to convey my warm congratulations on your (appoint) _____ to the head of the board.
34. According to the report (publish) _____ yesterday, more young people are pouring into the city to look for a job.
35. The contract won't come into effect until it (sign) _____ by the legal representatives of both parties.

Part III Reading Comprehension (35 minutes)

Directions: *This part is to test your reading ability. There are 5 tasks for you to fulfill. You should read the reading materials carefully and do the tasks as you are instructed.*

Task 1

Directions: *After reading the following passage, you will find 5 questions or unfinished statements, numbered 40 to 44. For each question or statement, there are 4 choices marked A), B), C) and D). You should make the correct choice and mark the corresponding letter on the Answer Sheet with a single line through the center.*

Does it seem like hotel costs just go up and up? It's true that they rise each year. Rates for rooms in 2019 are over 15% more than 2018. Here are some tips to help you make the best decision.

Look for extras.

The more services your rate includes, the more you can save your money. Make sure you use the facilities you will actually need, or you'll spend more than you need to. Common extras that can save you a lot are free breakfast, free Wi-Fi, and kids eat free. So take advantage of them during your stay.



Stay in hotels right outside the city center.

If the costs for transportation won't be high, you can frequently get a good deal this way. You could also look into staying in the university district of a city. Hotels are more affordable (廉价的), cheap eating places are plentiful (充足的) and public transportation is convenient.

Go out to eat.

Though room service sounds really great, prices for food on the hotel menu can be twice as much as you would pay for the same food at a restaurant.

36. What is TRUE of hotels according to the first paragraph?
- A) More hotels are to be built soon.
 - B) Hotel costs increase year by year.
 - C) Hotels are in great demand today.
 - D) Hotel costs rise over 15% each year.
37. One piece of advice to hotel guests is _____.
- A) to use all the hotel entertainment equipment
 - B) to take your family members along with you
 - C) to take advantage of the common extras included in the rate
 - D) to enjoy as many facilities provided by the hotel as possible
38. One advantage of staying in the university district is _____.
- A) the friendly environment
 - B) more entertainment activities
 - C) easy access to the university library
 - D) the convenient public transportation
39. Why are you advised to go out to eat when you are staying at a hotel?
- A) Food served in hotels is too expensive.
 - B) Restaurants offer better services.
 - C) Food in a restaurant is really great
 - D) Room service has limited food varieties.
40. The passage is mainly about how to _____.
- A) best enjoy room service in hotel
 - B) save money while staying in a hotel
 - C) choose a hotel in a university district
 - D) make use of common extras in a hotel



Task 2

Directions: *This task is the same as Task 1. The 5 questions or unfinished statements are numbered 41 to 45.*

Our company offers a full range of Smart Home products, focusing on making your home safer and more convenient, and saving energy. All of the products are simple, even if what happens behind the scenes is clever.

The Smart Home Controller is the heart of the system. It communicates with all your other products, and lets you control them with the easy-to-use mobile app for phones, even if you're stuck on the motorway 300 miles from your home Wi-Fi.

The Radiator Thermostat (散热器恒温控制器) lets you control your heating away from home or from the sofa. And unlike some smart heating systems, you can set the temperature per room, helping you save even more energy and money.

The Smart Plug offers similar advanced control, from TVs and game controllers to the lamp (灯) in the kids' room. You just don't need to worry about whether you left something on after leaving home. You can just check on your phone, and switch things off from the app.

If you want to save energy, you might want to buy Starter Kit. This includes two Radiator Thermostats, the Smart Home Controller and Door/ Window Contact. These use a sensor (感应器) that lets you know if you've left a window open or if someone tries to break in. That brings us to the other side of the Smart Home: security and safety.

For more information about our products, please refer to our website and e-Shop.

41. One purpose of the company's Smart Home products is to _____.
A) make your home attractive
B) reduce daily expenses
C) appeal to customers
D) save energy
42. How can you control your products while you are away from home?
A) Use the mobile app for phones.
B) Get a code number.
C) Connect your home phone.
D) Purchase a new computer.
43. The Radiator Thermostat differs from other smart heating systems in that _____.
A) it contains several hand-controlled devices
B) it helps you set the temperature in each room
C) it offers a life-long guarantee
D) it operates more easily



44. With the Smart Plug, you don't have to worry about _____.

- A) whether your kids are at home or not
- B) whether you have forgot to bring your key or not
- C) whether you left something on after leaving home
- D) whether you have left your windows open

45. The sensor in Starter Kit is used to _____.

- A) make your home secure and safe
- B) prevent damage to your furniture
- C) produce a reliable Starter Kit
- D) build a green environment for you

Task 3

Directions: *Read the following passage. After reading it, you should complete the information by filling in the blanks marked 46 to 50 (in no more than 3 words) in the table below. You should write your answers on the Answer Sheet correspondingly.*

Attention Residents:

Norris & Stevens is pleased to offer residents the ability to pay online via PayLease! PayLease is a leading payment processing company in the property management industry.

Residents will enjoy the following benefits:

- Online payments via credit card or electronic check.
- One time payments at your convenience.
- Automatic payments to pay rent.
- Call center for support.
- Secure and easy to use payment system.

Here is how to get started:

- Please visit PayLease.com.
- Click on "Pay Rent Online" to register (注册).
- You will need your Skyline account number to register.
- Once registered, you can process a one-time payment or set up automatic pay.

If you should have any questions regarding your balance or your account with Norris & Stevens, please contact your property manager. If you should have any questions regarding PayLease, please contact (联系) PayLease Support at 1-866-734-5322.

Thank you for using PayLease!



Norris & Stevens' New Service a medicine company

Paying online via PayLease, a leading 46 compan.

Benefits of using PayLease: 1) paying online via 47 and electronic check;

2) convenient;

3) automatic rent payments;

4) call center for 48;

5) secure and easy

Registration: visiting 49 and clicking on "Pay Rent Online"

Contact: 1) your property manager

2) PayLease Support at 50.

Task 4

Directions: *The following is a list of job titles. After reading it, you are required to find the items equivalent to those given in Chinese in the table below. Then you should mark the corresponding letters with a single letter through the center in order of the numbered blanks, 51 through 55, on the Answer Sheet.*

- A ----- School zone
- B ----- quality level
- C ----- quality control
- D ----- quality management
- E ----- supply chain
- F ----- quality assurance
- G ----- major defect
- H ----- inspection certificate
- I ----- check list
- J ----- quality engineering
- K ----- sample size
- L ----- inspection cost
- M ----- rejection number
- N ----- laboratory testing
- O ----- quality inspector
- P ----- consumer safety
- Q ----- appearance check



Examples: (G) 主要缺陷 (M) 退货数量

51. () 质量控制	() 消费者安全
52. () 检验证书	() 质量工程
53. () 质量等级	() 检验成本
54. () 质检员	() 供应链
55. () 样本大小	() 外观检查

Task 5

Directions: Read the following letter. After reading it, you are required to complete the answers that follow the questions (No.56 to No.60). You should write your answers (**in no more than 3 words**) on the Answer Sheet correspondingly.

Return Policy:

We want you to be 100% satisfied with your purchase.

If for any reason you are not satisfied, you may return your product within 30 days class of your purchase, All returned items must be in new condition as it is received, including the original box, packaging and accessories (附件). Missing or damaged accessories will result in additional fees.

Replacements of Defective (有缺陷的) or Damaged Items:

If you have received a defective (including missing, broken, non-functioning) or damaged item, please contact us within I week so that we may solve the issue and send you the replacement under our cost, For damaged products, pictures are required, If for any reason, pictures cannot be provided as proof^l of damages, items must be shipped back to us (prepaid postage is not covered by us).

Please email us at sales@grcnnaturalsolar.com to request a RMA number and return instruction before return.

56. When can you return the product if you are not satisfied with the purchase?

Within _____ of your purchase.

57. What is required of your product if you want to return it?

All its returned items must be _____ as it is received.

58. What would happen to you if any accessories were found missing in your returned item?

You will have to pay _____.

59. What is required of damaged products when they are returned?

For the damaged products, _____ are required.



60. What should you do before returning the product?
Ask for a RMA number and _____ before return.

Part IV Translation -- English into Chinese (25 minutes)

Directions: *This part, numbered 63 to 67, is to test your ability to translate English into Chinese. Each of the four sentences (No.61 to No.64) is followed by three choices of suggested translation marked A), B), and C). Make the best choice and write the corresponding letter on the Answer Sheet with a single line through the center. And then write your translation of the paragraph (No.65) in the corresponding space on the Translation/Composition Sheet.*

61. All guests are required to carry their original passport and room card when they leave the ship.
- A) 所有的游客在登船时应该主动出示身份证。
 - B) 所有旅客在离船时需携带护照原件和房卡。
 - C) 所有客人在离船前要仔细核对护照和房号。
 - D) 所有客人在离船时要带上护照，留下房卡。
62. According to this contract, if your job doesn't meet your expectation, you have the right to the end your contract with no notice.
- A) 据本合同条款规定，如你对工作感到不满意，你有权随时提出修改合同的建议。
 - B) 本合同的条款规定了你工作的职责、权利和福利待遇，以及对违反合同的惩罚。
 - C) 根据本合同，如果你的工作不符合你的期望，你有权终止合同，无需提前告知。
 - D) 根据合同，如果你的工作令人不满意，我们有权在不通知的情况下终止合同。
63. If you had checked the engine more carefully, you would have found out what was missing.
- A) 假如你当时能更仔细地检查一下发动机，你就会发现少了什么东西。
 - B) 一旦你对发动机有了兴趣，你就可自己动手拆开看看它的构造原理。
 - C) 如果你对照了发动机的基本工作原理，你就会知道它缺少什么部件。
 - D) 虽然你检查了发动机，但你没发现有东西丢失了，这是不应该的。
64. This online business training site not only provides an introduction to its online programs, but also offers business information.
- A) 此在线商务培训网站不但介绍了线上活动的内容，另外还提供联系方式。



- B) 该在线商务培训网站不仅提供其在线培训项目的内容介绍，还提供商业信息。
- C) 参加本期网上业务的培训，你不但能学会如何编程，还能获得就业信息。
- D) 商业网站不仅要提供产品介绍，还要提供商业信息和培训课程。

65. Our center was founded in 1999 in Beijing. One of its goals is to develop computer materials and to teach business owners how to use computer technology in their business activities. It offers training programs on a variety of business topics based on demand. If you are interested in the business training on any of the following topics, please contact us at 701-223-0707 or email to info@trainingnd.com.

Part V

Writing

(25 minutes)

Directions: *This part is to test your ability to do practical writing. You are required to write a letter according to the following information given in Chinese. Remember to do the task on the Translation / Composition Sheet.*

说明：

假设你是办公室秘书王晓虹。你接到约翰·史密斯（John Smith）先生的来电，他的电话号码为 021-77542**1，传真号码为 021-77542**43。你接电话的时间是 6 月 20 日上午 9 点。

史密斯先生要你转告安·泰勒（Ann Taylor）女士以下内容：

- 1) 你所需要的资料都已准备好了，请告诉史密斯先生需要打印多少份，他什么时间派人去取。
- 2) 他们公司打算举办一个培训班，想邀请你做一个有关电子商务的发言。

Important Message

For: (1)

From: (2)

Time: 9 a.m.

Date: (3)

Tel No. 021-77542**1

Fax: (4)

Please call

Returned your call

Will call again

Urgent

Message:



Taken by__ (5) ____

GDDOFA