

前言

在全球化纵深推进、国家高水平对外开放格局加速形成的当下，英语已成为国际化人才能力拼图中不可或缺的部分。四川省大学英语新三级考试（国际人才英语考试·初级）应运而生，精准对接国家战略对国际化人才的迫切需求，秉持国才考试“立足中国、沟通世界、服务职场、推动教学”的设计理念，以“任务导向、考查综合能力、基于表现”为核心，真正将“职场”融入“考场”，通过科学测评体系，聚焦沟通、跨文化理解与表达、解决职场实际问题等核心能力，为各级各类机构选拔具备全球胜任力的人才提供实用、权威的能力标尺。

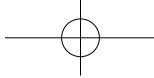
四川省大学英语新三级考试由四川省高等教育学会高校外语教学研究会、北京外国语大学中国外语测评中心联合推出，此职场英语沟通能力认证考试面向职业院校学生、本科院校艺体类专业学生及专科院校学生，聚焦英语沟通能力提升，促进考试成绩与职业能力的双重发展。四川省大学英语新三级考试目前主要在四川省实施，但随着考试模式逐步推广到其他地区，本书在编写时充分考虑了该类考试的共性要求，因此同样适合其他省份考生备考和学习。

该考试内容基于六大任务模块——交谈记录、发言备忘、浏览材料、分析材料、整理材料、撰写邮件，均为现代职场典型沟通任务；并以思辨、跨文化、协同能力为导向，将考生置身于酒店预订、电商售后、非遗项目推介、地方旅游项目介绍等鲜活真实的工作情境之中，考查其用英语完成工作任务的能力，让学生通过备考和考试，学习职场沟通技能，提升职场沟通能力。

对高校而言，四川省大学英语新三级考试既是人才培养质量的度量衡，又是教学改革的风向标；对用人单位而言，它是一把衡量人岗匹配、真才实学的精准标尺；对考生个人而言，考试证书是其语言实力与职业素养的权威背书，为职业发展开拓更广阔的空间。

作为全新推出的备考指南，《大学英语新三级职场英语一本通》注重“实战”。全书紧扣考试要求，系统梳理考试题型、评分标准、成绩等级及证书信息，并配备如下资源：

1. 考试样题：帮助考生熟悉考试形式、掌握答题思路与流程；
2. 精编真题：收录5套真题，音频、答题卡、评分细则与真实考试同源，确保“零失真”还原；
3. 模拟试题：5套模拟题基于涉外企业调研，语料、话题与岗位任务无缝衔接；
4. 参考资料：提供录音原文及参考答案，听力音频可扫码下载，随时练、即时学。



5. 数字资源：本书还将陆续推出配套线上资源，提供在线练习途径。

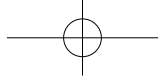
从考纲解读到题型攻坚，从真题演练到能力拓展，本书致力为考生提供全方位、高效率的备考支持，帮助每一位考生明晰方向，夯实能力，从容应考，为未来的职业发展与国际化成长奠定坚实基础。

本书编写团队汇聚了国才考试测评专家以及高职院校外语骨干教师，深耕职业外语教育，坚持教、学、测、评一体化。唯时间与水平所限，疏漏之处，敬祈指正。

愿此“一本通”成为广大考生的阶梯，涉外岗位人员的宝库，学完、练完，轻装上阵，顺利上岸！

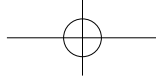
编者

2025年盛夏



目 录

四川省大学英语新三级考试（国际人才英语考试·初级）说明	1
四川省大学英语新三级考试（国际人才英语考试·初级）样题	5
四川省大学英语新三级考试（国际人才英语考试·初级）样题 录音原文及参考答案	13
四川省大学英语新三级考试（国际人才英语考试·初级）答题卡	16
四川省大学英语新三级考试（国际人才英语考试·初级）真题（一）	18
四川省大学英语新三级考试（国际人才英语考试·初级）真题（二）	25
四川省大学英语新三级考试（国际人才英语考试·初级）真题（三）	32
四川省大学英语新三级考试（国际人才英语考试·初级）真题（四）	39
四川省大学英语新三级考试（国际人才英语考试·初级）真题（五）	46
四川省大学英语新三级考试（国际人才英语考试·初级）模拟题（一）	53
四川省大学英语新三级考试（国际人才英语考试·初级）模拟题（二）	60
四川省大学英语新三级考试（国际人才英语考试·初级）模拟题（三）	67
四川省大学英语新三级考试（国际人才英语考试·初级）模拟题（四）	74
四川省大学英语新三级考试（国际人才英语考试·初级）模拟题（五）	81
四川省大学英语新三级考试（国际人才英语考试·初级）真题（一） 录音原文及参考答案	88
四川省大学英语新三级考试（国际人才英语考试·初级）真题（二） 录音原文及参考答案	91
四川省大学英语新三级考试（国际人才英语考试·初级）真题（三） 录音原文及参考答案	95
四川省大学英语新三级考试（国际人才英语考试·初级）真题（四） 录音原文及参考答案	98



四川省大学英语新三级考试（国际人才英语考试·初级）真题（五） 录音原文及参考答案·····	101
四川省大学英语新三级考试（国际人才英语考试·初级）模拟题（一） 录音原文及参考答案·····	104
四川省大学英语新三级考试（国际人才英语考试·初级）模拟题（二） 录音原文及参考答案·····	107
四川省大学英语新三级考试（国际人才英语考试·初级）模拟题（三） 录音原文及参考答案·····	110
四川省大学英语新三级考试（国际人才英语考试·初级）模拟题（四） 录音原文及参考答案·····	113
四川省大学英语新三级考试（国际人才英语考试·初级）模拟题（五） 录音原文及参考答案·····	116

四川省大学英语新三级考试 (国际人才英语考试·初级)说明

一、考试简介

“国际人才英语考试”(English Test for International Communication, ETIC®),简称“国才考试”,是由北京外国语大学中国外语测评中心研发的英语沟通能力认证考试体系。“国才考试”旨在评价、认定考生在各类国际交流活动中的英语沟通能力,为国际组织、政府机构、跨国企业等单位招聘、选拔人才提供参考依据。

为对接地方学情,北京外国语大学中国外语测评中心在国际人才英语考试·初级的基础上,为四川省定制了四川省大学英语新三级考试(国际人才英语考试·初级),用于评价、认定四川省职业院校学生、本科院校艺体类专业学生及专科院校学生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

本考试包括交谈记录、发言备忘、浏览材料、分析材料、整理材料和撰写邮件六项任务。考试时间为90分钟。考试采用笔试形式。

考试内容与时间

考试内容		题目数量	考试时间	90分钟
任务一	交谈记录	5题	5分钟	
任务二	发言备忘	5题	5分钟	
任务三	浏览材料	10题	20分钟	
任务四	分析材料	10题	20分钟	
任务五	整理材料	10题	20分钟	
任务六	撰写邮件	1题	20分钟	

任务一 交谈记录 考生听一段对话,长度约150词,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 发言备忘 考生听一段发言,长度约150词,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。

任务三 浏览材料 考生阅读三篇共300词左右的说明性材料，判断所给信息的出处，之后选取与材料内容一致的正确表述。本任务考查考生理解关键信息的能力。

任务四 分析材料 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，之后用文中的合适信息补全句子。本任务考查考生归纳段落大意、理解并呈现关键信息的能力。

任务五 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，之后选取与材料内容一致的正确表述。本任务考查考生理解并呈现关键信息的能力。

任务六 撰写邮件 考生根据所给话题及要点撰写一封50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。

三、评分标准

任务六（撰写邮件）评分标准

分数档	内容	结构	语言
A档	<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 衔接自然、行文流畅 格式规范 	<ul style="list-style-type: none"> 用词准确 句式灵活 有个别语法错误
B档	<ul style="list-style-type: none"> 内容扣题 完成所有任务要求 有较多细节支撑，信息准确 	<ul style="list-style-type: none"> 条理较清晰 衔接较得当、行文较连贯 格式较规范 	<ul style="list-style-type: none"> 用词较准确 句式较灵活 有个别语法错误
C档	<ul style="list-style-type: none"> 大部分内容与主题相关（个别内容与主题无关） 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"> 条理基本清晰 衔接基本得当、行文基本连贯 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	<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 衔接手段不足或过度使用、行文不太连贯 格式不规范 	<ul style="list-style-type: none"> 用词不准确 句式较单调 语法错误多并影响理解
E档	<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 	<ul style="list-style-type: none"> 逻辑混乱 	<ul style="list-style-type: none"> 语言错误很多并严重影响理解
F档	<ul style="list-style-type: none"> 作答内容与主题无关或未作答 		

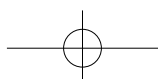
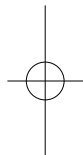
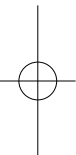
注：任务一至任务五的评分以参考答案为准，拼写和大小写错误均不得分。

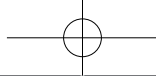


四、成绩等级与证书颁发

四川省大学英语新三级考试（国际人才英语考试·初级）的成绩等级分为优秀、良好、合格和不合格。

考生成绩达到合格及以上等级，方可获得相应证书。





四川省大学英语新三级考试 (国际人才英语考试·初级)样题

姓名: _____

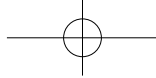
准考证号: _____

考生须知

1. 本场考试时间为 90 分钟。
2. 请严格遵守考场规则，得到监考人员指令后方可开始答题。
3. 答题前请将自己的姓名和准考证号分别填写及填涂在本页上方和答题卡上。
4. 请将答案填写、填涂在答题卡上，写在试卷上的答案无效。
5. 考试结束时将试卷和答题卡放在桌上，禁止带出考场。待监考人员收毕清点后，考生方可离场。

※ 未经批准，任何单位或个人不得保留、复制和出版本试卷，违者必究。

北京外国语大学中国外语测评中心



Task 1

You will hear a telephone conversation about booking a flight.

Listen and complete the booking form by filling in the blanks. Write only **ONE** word or number in each blank.

You will hear the conversation **TWICE**.

Flight Booking Form	
Name	Ron Hubbert
Departure city	(1) _____
Destination	Chicago
Departure date	(2) _____ 18th
Departure time	(3) _____ in the morning
Class	(4) _____
Caller's phone number	(5) _____

Task 2

You will hear a woman talking about a hotel in Hangzhou.

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

You will hear the talk **TWICE**.

Hotel in Hangzhou	
Name	The (6) _____ Hotel
Best time to visit	(7) _____
Hotel built in the year	(8) _____
Number of hotel rooms	(9) _____
Restaurant's famous dish	West Lake (10) _____ in Vinegar Gravy

Task 3

Read the following texts about paperless offices and answer Questions 11–20.



Questions 11–15

Read Questions 11–15 and Texts A, B, and C. Decide which text answers each question. For each blank, choose A, B, or C that stands for the text.

Which text

11. mentions recycling culture? _____
12. quotes data from an agency? _____
13. shows security concerns? _____
14. refers to signing names on documents? _____
15. suggests printing on both sides? _____

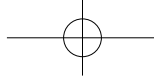
Text A

What are the benefits of a paper-free office? The advantages are clear and really impressive. First of all, it saves money. You won't have to spend on printers, papers, inks, and shredders. According to the Environmental Protection Agency, going paperless can save a company about \$80 for each staff member per year. Secondly, it saves time. On average, it takes an employee about 5 minutes to go to a filing cabinet, find a needed document, and return to a desk to be able to work on it. Obviously much of their time will be freed up by going paperless. Finally, it improves business workflow. When all your documents are in electronic form, cooperation becomes faster and easier. For instance, being able to sign papers digitally allows you to avoid the old-fashioned print-sign-scan-send routine. So, the absence of paper should help make your employees better organised.

Text B

Below are some practical tips to greatly reduce paper use in your office.

- Track the number of pages printed per person, make a monthly report, and email it to everyone.
- Make it less convenient to be able to use a printer.
- Demand electronic statements from banks and service providers.
- Maintain a culture of reuse and recycling.
- Replace paper forms with electronic forms that can be exchanged via email or a Web browser.
- Digitise paper notes and printed documents.
- For paperwork that must be printed, use both sides to cut paper usage by half.
- Use smartphone apps to exchange electronic business cards and manage contacts.



Text C

GOING GREEN & GOING PAPERLESS

BENEFITS AND SAVINGS

REASONS TO GO PAPERLESS

<p>ONE</p> <p>SAVE TIME</p>	<p>TWO</p> <p>USE LESS SPACE</p>	<p>THREE</p> <p>BETTER SECURITY</p>
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PAPER ALTERNATIVES

<p>PDF FILE</p>	<p>E-BILL</p>	<p>TABLET</p>
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Questions 16–20

Choose five statements from A–G in the box that are **TRUE** according to the texts above.

16. _____
 17. _____
 18. _____
 19. _____
 20. _____

- A. Knowing the amount of paper used helps an office to reduce paper use.
 B. Using digital devices helps an office to go paperless.
 C. Using digital devices can cost more than using paper.
 D. Going paperless helps to cut the cost of office equipment.
 E. Work efficiency can be improved by going paperless.
 F. It is possible to prevent fire accidents by going paperless.
 G. Going paperless can save office space.

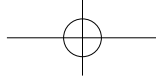
Task 4

Read the following passage about the AsiaWorld-Expo and answer Questions 21–30.

AsiaWorld-Expo

Paragraph 1

AsiaWorld-Expo opened in December 2005 in Hong Kong and has since become a world-



class venue, with over 70,000 square metres of space used for exhibitions, meetings, concerts, and sports events.

Paragraph 2

The venue is owned by a public-private partnership with money from the Hong Kong SAR Government and from a group of private companies including Dragages Hong Kong Limited and Industrial and Commercial Bank of China (Asia) Limited. Airport Authority Hong Kong gave the land on which the venue was built.

Paragraph 3

The venue has 10 large halls and an indoor arena with 14,000 seats. It is the only place in Hong Kong that can hold many different events, from small meetings to large conferences with over 10,000 people. Since it opened in 2005, the venue has become a popular place for people from all over the world to hold events.

Paragraph 4

This venue is located next to Hong Kong International Airport and has good air, land, and sea transport links. Half the world's population is within 5 hours' flying time. It has very good connections to key cities in the Pearl River Delta. The venue is easily accessible from all other major destinations in Hong Kong via the Airport Express and the Hong Kong subway network. It even has its own subway station.

Paragraph 5

The venue has many well-known attractions nearby, such as Hong Kong Disneyland, SkyPlaza at Hong Kong International Airport, Lantau Island's Giant Buddha, and the Ngong Ping 360 Cable Car. There are over 30,000 hotel rooms within 30 minutes of the venue.

Questions 21–25

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.

21. Paragraph 1 _____

22. Paragraph 2 _____

23. Paragraph 3 _____

24. Paragraph 4 _____

25. Paragraph 5 _____

A. Convenient location

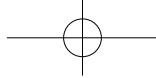
B. Training activities

C. Venue overview

D. Tourism resources

E. Venue capacity

F. Ownership structure



Questions 26–30

Complete the sentences with the **EXACT** words, phrases, or numbers from the passage. You must use **NO MORE THAN THREE** words for each blank.

26. AsiaWorld-Expo is a(n) _____ venue for exhibitions, meetings, concerts, and sports events.
27. The _____ for the venue was given by the Airport Authority Hong Kong.
28. The indoor arena of the venue can hold an event with as many as _____ people.
29. Visitors to Hong Kong can take the subway and the _____ to reach AsiaWorld-Expo.
30. There are many famous _____ near the venue, such as Hong Kong Disneyland.

Task 5

Read the following two texts about two office supply retailers and answer Questions 31–40.

Text A

In 1985, Staples' founder Tom Stemberg was working on a business proposal over the weekend when his typewriter ribbon broke. Because it was a holiday, local suppliers and stationery stores were closed. Tom drove to every store that was open but he couldn't find the correct ribbon. Tom realised that the world needed a supermarket for office products. On May 1st, 1986, Staples opened the world's very first office supply superstore in Boston. Soon, Staples was such a success that 20 other companies opened similar retail shops during the next two years, yet today, only three major retailers remain in the business. Staples has changed much in the past three decades by adding more products, opening new stores, and offering different ways to shop, making the company more and more global. One thing, however, remains the same: Customers are Staples' priority and Staples is always there to help them.

Text B

In October of 1986, Fort Lauderdale, Florida became the home of the first Office Depot OfficeMax. The company's goal was to build a place where people could buy a large amount of office supplies for very low prices. In just 31 years, Office Depot OfficeMax has grown into a multi-billion dollar company as well as a leader in the business world. In North America, there are now more than 1,400 OfficeMax stores. In addition, there are now more than 38,000 workers helping millions of buyers across the world meet retail, sales, and supply chain needs. The company says that "as we look to the future, we want to lead the world in providing office supplies, services, and solutions to problems. Our goal is to find new and exciting ways to help our customers take care of business. If you're ready for

better than 'business as usual,' we would love to meet you!"

Questions 31–35

Complete the form with the **EXACT** words, phrases, or numbers from the texts. You must use **NO MORE THAN THREE** words for each blank.

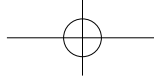
Office Supply Retailer	Staples	Office Depot OfficeMax
History	The first Staples store was opened in Boston in (31) _____.	It was founded in October 1986.
Company story	Tom Stemberg had the idea of creating an office supply superstore when he couldn't buy a(n) (32) _____ during a holiday.	It was established so that customers could buy office supplies in large quantities for (33) _____.
Goal	Staples says its customers are its (34) _____.	It seeks to find new and (35) _____ ways to help its customers.

Questions 36–40

Choose five statements from A–G in the box that are **TRUE** according to the texts above.

36. _____
37. _____
38. _____
39. _____
40. _____

- A. The business model of Staples was so successful that many companies copied it within two years.
- B. In the past three decades, Staples has expanded its business in many ways.
- C. Today, only three big office suppliers remain in the market.
- D. Staples was the first office supply superstore in the world.
- E. Office Depot OfficeMax became the leader in business in just 20 years.
- F. Office Depot OfficeMax has 1,400 retail stores around the world.
- G. Both Staples and Office Depot OfficeMax are global companies.



Task 6

You are Melvyn Li, an assistant in the Marketing Department of ZYmart. Next month, you will start working in another department. Write an **EMAIL** of about **50** words to your client, John Smith:

- to tell him which department you will be working in;
- to inform him of the person taking over your job;
- to express your wish to keep in touch.