

會議英語試題

說明：請將答案書寫在答案卷上，不必抄題，但務必要標明題號，否則不予計分。

第一部分：閱讀測驗（60%）

PART ONE – Questions 1 – 5（4 points each）

- Look at the following statements and the text below about best practices for event suppliers.
- Which section (A, B, C, or D) does each statement (1 - 5) refer to?
- For each statement (1 - 5), mark one letter (A, B, C, or D) in your answer sheet. Make sure your answers are properly numbered.
- You will need to use some of these letters more than once.

Best Practices for Event Suppliers
Convention & Visitors Bureaus/Destination Management Companies

A

Establish detailed environment policies and a strategy to implement them. Consistently communicate the policies in various ways to engage all employees, clients, members and visitors.

B

Survey the city's event venues, hotels, transportation providers, event suppliers and local government departments to discover the environmental programs/services they offer or have undertaken (i.e., energy efficiency, water conservation, waste management, hazardous waste elimination, etc.)

- Compile the information in a database of suppliers of 'green' programs.
- Make staff aware of these suppliers' efforts.
- Use the information to help event organizers make their supplier selections.
- Use the information to recommend hotels and venues with environmental management practices, and/or those that minimize travel by being centrally located or on public transit routes.

C

Establish a purchasing policy to buy environmentally friendly products, including energy saving equipment, remanufactured toner cartridges, post-consumer recycled content paper, and recyclable plastics.

D

Have maps of walking trails and local parks available and be ready to suggest off-site events and tours that involve event attendees in the area's natural environment with minimal impact.

Example:

0 Recommend venues that are close to public transportation.

SECTION: B

1 Recommend suppliers that are environmentally friendly.

SECTION: _____

2 Suggest events that don't require transportation.

SECTION: _____

3 It's important that all participants are aware of and follow environmental policies.

SECTION: _____

4 Become aware of what environmental measures are in place.

SECTION: _____

5 Find suppliers of recycled products.

SECTION: _____

PART TWO - Questions 6 – 10 (4 points each)

- Read the following text about best practices for accommodations and the questions below.
- For each question(**6 – 10**), **mark** one letter (**A, B, C, or D**) in your answer sheet. Make sure your answers are properly numbered.

Best Practices for Event Suppliers *Accommodations (Lodgings/Cruise lines)*

- Develop an energy management program to reduce consumption of electricity, including a plan to phase-in the program. Consider having a third party energy audit to see where energy savings can be generated.
- Start or expand an on-site recycling program to capture paper, cardboard, metals, glass, plastics, and separate organic materials for composting. Contract with a private recycling company if the local government will not collect recyclables.
- Have a linen re-use program. Offer guests the option of using their linen a second night and ensure that housekeeping staff are fully trained to follow guests' wishes. Place cards in guestrooms that tell guests how to indicate their preferences.
- Install dispensers for soaps, shampoos and lotions in guest bathrooms, or donate unused portions of small bottles to a local shelter or charity.
- Install high quality, water-saving devices for all showerheads, toilets and faucets.
- When creating an energy management plan, consider:
 - Switching to energy-efficient compact fluorescent lighting (prioritize 24-hour use areas).
 - Installing programmable thermostats in guestrooms and public areas.
 - Installing motion sensors for lighting in intermittently-used rooms.
 - Installing key-activation for guestroom electricity when building or re-wiring the facility.

- 6** Accommodation suppliers should
- A** discard organic materials.
 - B** organize a private company to do the recycling.
 - C** pressure local government to collect recyclables..
 - D** collect, to recycle, paper, cardboard, metals, glass and plastics.
- 7** Accommodation suppliers should
- A** insist that linens are used for the length of the guests' stay.
 - B** allow guests to decide whether to reuse linens or not.
 - C** put information in the guestrooms telling guests the policy of the accommodation.
 - D** re-use linens for the next guest.

- 8** Accommodation suppliers should
- A** donate dispensers for soaps, shampoos and lotions to local charities.
 - B** donate soaps, shampoos and lotions to local charities.
 - C** control excessive use of soaps, shampoos and lotions through installing dispensers.
 - D** allow guests to take home un-used portions of small bottles.
- 9** Accommodation suppliers should
- A** ask guests not to take long showers in order to save water.
 - B** install timers in showerheads and faucets.
 - C** reduce the pressure of the water to the guestrooms to save water.
 - D** reduce water consumption by installing good quality devices.
- 10** Accommodation suppliers should save energy by
- A** installing systems that require a key to activate electricity in the guestrooms.
 - B** installing fluorescent lighting throughout.
 - C** asking guests to switch off lights in empty rooms.
 - D** rewiring the facility in order to program thermostats.

PART THREE – Questions 11 – 20 (2 points each)

- Read the following text on best practices for food and beverage suppliers.
- For each question (11 – 20), find the word or phrase in the text that has the same meaning as the given explanation. Make sure your answers are properly numbered.
- Write the word or phrase you choose in your answer sheet.

Best Practices for Event Suppliers ***Food & Beverage providers***

- When possible, provide food and beverages that are: locally grown/in-season; organic; fair trade; shade grown; and/or appealing vegetarian alternatives.
- Arrange to have leftover unserved food donated to a local food bank or soup kitchen, or separate it for pick up by a composting operation or local farm.
- Establish a purchasing policy to obtain re-useable linens, dishes and cutlery and environmentally friendly products and cleaning supplies.
- Purchase and serve water, beverages, condiments and other food items in bulk to minimize packaging.
- Ask event organizers to have attendees 'sign-up' for meals. Better attendance numbers will reduce food waste and costs.

Example:

0 drinks

Answer: beverages

11 Supply

Answer: _____

16 organization that feeds poor people

Answer: _____

12 grown without pesticides

Answer: _____

17 buying

Answer: _____

**13 the grower sells his goods for a
reasonable price**

Answer: _____

18 spices and sauces

Answer: _____

14 attractive

Answer: _____

19 large quantities

Answer: _____

15 not eaten

Answer: _____

20 register

Answer: _____

第二部分：英譯中（20%）

One of the most demanding tasks in organizing a conference is management of the organizational team. What I mean by management is being on top of the whole preparation process. The person in charge needs to divide tasks among members properly so everyone feels O.K. with the tasks that lie ahead. She/he needs to monitor the progress and how the things are developing and take proper measures if something has gone bad. She/he calls regular meetings of the team where they inform each other of the situation on their field of work. Some of the tasks mentioned above are shorter and less demanding than others. This gives the team members the chance to help each other in accomplishing their tasks. A conference can not be successful without a good organizational team.

第三部分：中譯英（20%）

會展產業的競爭早已國際化，各國會展城市與業者的競爭更日益白熱化。所以會展人才的專業能力必須提昇至國際水準，並建立認證制度。此外，台灣也需要開發國際市場，所以會展從業人士除了必須具備專業素養及外語能力外，還要熟悉國際市場的運作機制、文化背景等，才能有效地增進我國會展產業的國際競爭力。