

範例一 Questions 1-4 refer to the following e-mail.

To: Claire Wang
From: Noel Fielding
Date: June 9
Subject: Satellite office

1. As we are not sure how much business _2_, we are only going to send one permanent staff member for now. I would like you to select someone from your department for the role. He or she will be required to take care of all administration duties in addition to staffing and accounting. While we are only making tentative steps, we do have high _3_.

For these reasons, it is necessary that the person you choose for the role be one of your most _4_ employees.

Please inform me of your recommendation by Friday this week.

Regards,

Noel Fielding
CEO – Fielding Marketing Research

- 1.
- (A) We have an opening for a junior sales clerk at our Scranton store.
 - (B) A client has asked us to visit them to make a presentation on our services.
 - (C) We have recently decided to open a satellite office in Scranton.
 - (D) This is the busiest time of year for Fielding Market Research.

- 2.
- (A) anticipate
 - (B) to anticipate
 - (C) were anticipating
 - (D) anticipating

- 3.
- (A) expectations
 - (B) opinions
 - (C) evaluations
 - (D) reputations

- 4.
- (A) fascinating
 - (B) redundant
 - (C) inactive
 - (D) dependable

範例二 Questions 1-4 refer to the following letter.

Dear reader,

Your subscription to *American Interiors Magazine* is about to _1_. If you renew this month, we will provide a 12-month subscription for the price of only ten. _2_, you will receive a free copy of the first issue of our latest lifestyle magazine, *Modern Living*.

If you do not renew your subscription, you will cease to receive issues of the magazine from the end of this month. However, you _3_ more than welcome to access much of our online content.

Subscribers may continue to view premium for 12 months after their subscription ends.

4.

1.
(A) expire
(B) raise
(C) apply
(D) cancel

2.
(A) Previously
(B) For example
(C) Consequently
(D) Furthermore

3.
(A) were
(B) will be
(C) have been
(D) had been

4.
(A) Therefore, you will be unable to log in once your subscription lapses.
(B) Accordingly, you will be paid for any articles you contribute.
(C) So, be sure to keep your username and password handy.
(D) In the meantime, there are no further print editions planned.

範例三 Questions 1-4 refer to the following announcement.

Australian Frontier Farms

Are you _1_ a job with adventure and excitement? Australian Frontier Farms is looking for enthusiastic people to work in the Australian wilderness setting up and running our cattle farms. In particular, we need people with agricultural, building and engineering knowledge, but recent high school graduates are welcome. We have a diverse range of positions available for people with different _2_. Whether you are hoping to find a career for life, or just a job to earn some money over the summer, this is an excellent opportunity.

Most major employers in urban areas hire people with years of experience, so getting that first job can be quite difficult. _3_. More than half of our employees stay on after their _4_ contract is over. Many others use the experience they gain with us to secure position in town.

Visit AFF online at www.afrontierfarms.com.au for further information.

1.
(A) hunting
(B) addressing
(C) seeking
(D) exploring

2.
(A) associations
(B) institutions
(C) objectives
(D) vehicles

3.
(A) AFF gives qualified people opportunities to obtain experience.
(B) AFF is an employment agency helping such companies find qualified staff.
(C) AFF helps young people get certificates through schooling.
(D) AFF only employs people who have worked in the industry for more than five years.

4.
(A) initiation
(B) initially
(C) initiate
(D) initial

範例四 Questions 1-4 refer to the following information.

Belford Copyright Clearance Services

Belford Copyright Clearance Services specializes in obtaining permission for companies and _1_ individuals to use copyrighted materials. Simply let one of our agents know what you would like to use and the project for which it is _2_. We will make all the necessary arrangements to ensure you have full approval.

It is not uncommon for copyright owners to require financial compensation for the use of their intellectual property. _3_.

Depending on how busy we are, we should _4_ within 12 to 24 hours. For more information and contact details, visit us on the Web at www.belfordcopyrightcs.com.

1.
(A) privacy
(B) privatize
(C) privately
(D) private
2.
(A) removed
(B) created
(C) intended
(D) distributed

3.
(A) We will ensure you get the highest figure possible.
(B) We are certainly well qualified to negotiate a fair rate when required.
(C) We are looking for qualified people to handle these situations.
(D) We do not anticipate such requirements in your case.
4.
(A) respond
(B) response
(C) responsive
(D) responsively

範例五 Questions 1-4 refer to the following e-mail.

To: Giordano Events <info@giordanoevents.com>
From: Sandy Wilson <swilson@kramerwave.com>
Date: October 1
Subject: Thanks for your excellent work

Dear Ms. Granger,

I am writing to commend you and your staff for matching the standard of service described in your publicity material. _1_. We couldn't be happier with the launch for our new Midas tablet computer, and hope you will agree to work with us again in the future.

It is my pleasure to inform you that the initial sales of Midas are 30 percent higher than any of our previous _2_. We have only a _3_ amount of money to use on such events. However, on this occasion, everyone at Kramerware agrees that the benefits will far _4_ the costs.

Sincerely,

Sandy Wilson
Chief Marketing Manager- Kramerware

- 1.
- (A) The online and print versions are both very informative and well written.
 - (B) We were pleased with your outstanding professionalism and insightful advice.
 - (C) The launch event scheduled for October 10 will have to be rescheduled.
 - (D) Because of recent changes in our company, we need to request some modifications.

- 2.
- (A) attractions
 - (B) events
 - (C) releases
 - (D) locations

- 3.
- (A) limit
 - (B) limitation
 - (C) limiting
 - (D) limited

- 4.
- (A) resemble
 - (B) balance
 - (C) allocate
 - (D) outweigh

範例六 Questions 1-2 refer to the following text-message chain.

MANDY CHOI	10:50
I'm at the paper merchant. They're running a sale for today only. 35 percent off!	
MANDY CHOI	10:51
Do you want to stock up? We'd save a lot of money.	
JARRAD STALLARD	10:53
It'd be nice, but we don't have much room.	
MANDY CHOI	10:53
So, should I just pick up the agreed amount?	
JARRAD STALLARD	10:54
Hold on. I'll check with the manager.	
JARRAD STALLARD	10:59
She says, double the order. We'll find somewhere to put it all.	
MANDY CHOI	11:02
OK. I'll be back in an hour.	
JARRAD STALLARD	11:03
It'll take me that long to clear some space.	

1. What does Ms. Choi suggest?

- (A) Finding another supplier
- (B) Taking advantage of an offer
- (C) Obtaining an estimate
- (D) Agreeing on delivery terms

2. At 10:54, why does Mr. Stallard write, "Hold on"?

- (A) He wants to check a stock level.
- (B) He will make room to store some items.
- (C) He needs time to discuss the matter.
- (D) He disagrees with a suggestion.

範例七 Questions 1-2 refer to the following text-message chain.

WALT FOX

8:49 A.M.

I've booked Conference Room B for a presentation from 2 P.M. I see you've reserved it until then. Would it be possible for me to come in a few minutes early and set up?

SILVIA GOODY

8:51 A.M.

What time would you like to come in?

WALT FOX

8:53 A.M.

I need about 10 minutes so that I can set up the chairs and desks, so 1:50 would be good.

SILVIA GOODY

8:53 A.M.

OK. I guess we could finish a little earlier. How are you going to arrange the room?

WALT FOX

8:54 A.M.

Thanks Silvia. I'm planning on having four rows of desks and chairs in front of the whiteboard.

SILVIA GOODY

8:59 A.M.

You won't need much time, then. That's exactly how I'll have them for my workshop.

WALT FOX

9:02 A.M.

That works out well. If you're going to use the projector, you can just leave it turned on.

SILVIA GOODY

9:03 A.M.

Will do. Good luck with your presentation.

1. What does Ms. Goody ask Mr. Fox about his presentation?

- (A) Who will attend
- (B) Where it will be held
- (C) How people will be seated
- (D) What will be on the agenda

2. At 8:59 A.M., what does Ms. Goody mean when she writes, "You won't need much time"?

- (A) Few people will be present.
- (B) Little preparation will be required.
- (C) A presentation will be very short.
- (D) A projector will be easy to set up.

答案：

範例一

(1.) C (2.) B (3.) A (4.) D

範例二

(1.) A (2.) D (3.) B (4.) C

範例三

(1.) C (2.) C (3.) A (4.) D

範例四

(1.) D (2.) C (3.) B (4.) A

範例五

(1.) B (2.) C (3.) D (4.) D

範例六

(1.) B (2.) C

範例七

(1.) C (2.) B