

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

To: Contractors, Part-time employees

From: Mel Brown

Date: October 18

Subject: Contact details

Dear All,

I hope that you are all well rested after the long weekend. _1_.

Last month, the human resources department asked that all contractors and part-time employees update their contact details. Unfortunately, the request has not been fulfilled. The company has occasionally had difficulty _2_ some people regarding work assignments and mailing important paperwork. I urge you all to find some time _3_ the coming week to log onto the company Web site and check that your details are up to date. Please click the "update" button and confirm your details _4_ you have not recently had any changes.

Sincerely,

Mel Brown

Human Resources – Singh Associates

- 1.
- (A) Thank you all for your cooperation with the request.
 - (B) I am writing to announce an upcoming meeting.
 - (C) I am pleased to inform you of our new company Web site.
 - (D) The purpose of this e-mail is to offer you all a reminder.

- 2.
- (A) contacting
 - (B) contact
 - (C) contacted
 - (D) to be contacted

- 3.
- (A) at
 - (B) between
 - (C) over
 - (D) while
- 4.
- (A) because
 - (B) even if
 - (C) although
 - (D) ever since

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

Roerich Pool Cleaning

17 Whatley Drive, Nutbush, NSW

Dear Partners,

A new freeway _1_ to connect Harper Valley with Nutbush. The town planners of Nutbush City Council have indicated in the press that they expect a great amount of growth when the project is completed four years from now. At present, however, I believe that we are underprepared for the kind of demand we are about to experience.

The expansion of Roerich Pool Cleaning should be _2_ to ensure that we are ready for this development. Certainly, I did not anticipate this opportunity when I started the company 10 years ago. _3_. I plan to raise a number of issues for your consideration at that time. These include funding, timing, and staffing. I hope that you will also share any _4_ you have, whether they be pros or cons.

Sincerely,

Brad Gains

Roerich Pool Cleaning - Partners

1.

- (A) is being constructed
- (B) has been constructed
- (C) was constructed
- (D) is constructing

2.

- (A) attributed
- (B) restored
- (C) postponed
- (D) discussed

3.

- (A) Nevertheless, I believe it is in our best interest to reject the offer.
- (B) Therefore, I am scheduling a meeting of partners for 8 P.M. this Friday.
- (C) However, we are fortunate to be given such an important contract.
- (D) Accordingly, we will have to review some of our operating procedures.

4.

- (A) thoughts
- (B) thoughtfulness
- (C) thoughtfully
- (D) thoughtful

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

To: Department Managers
From: Brian Maddison – Senior Designer
Subject: *PC Informer Magazine Reviews*

A recent review in *PC Informer Magazine* praised our laptop computers highly. The design and value for money _1_ in particular, as setting apart from many of our competitors.

The review was not entirely _2_, however. It seems that independent consumer surveys have shown that durability is an issue for man owners.

My own research has revealed that some of the plastic used in the machines is deteriorating _3_ the constant heat. It is breaking off and causing problems with various other components inside the case.

I suggest a two-part solution to this issue. First, we should offer to repair the damaged computers free of charge. Secondly, we should ensure that higher-grade plastic components are used from now on.

4

1.
(A) will be mentioned
(B) were mentioned
(C) are mentioning
(D) mentioned

2.
(A) positive
(B) critical
(C) factual
(D) relevant

3.
(A) due to
(B) instead of
(C) once
(D) since

4.
(A) All the managers are requested to join the meeting.
(B) Please ask customers to read the owner's manual carefully.
(C) I would like your input on these by Friday.
(D) The editor's contact information will be provided tomorrow.

範例四 Questions 1-4 refer to the following e-mail.

To: Retailers
From: Don Harmon
Date: May 7
Subject: Product defects

Dear Sterlington television retailer,

I would like to offer retailers our sincere apologies for the problems the Sterlington Ultrathin televisions have been causing. We are doing our utmost to replace all _1_ units as quickly as possible. This effort is being slowed by the fact that we cannot yet _2_ the source of the problem. We have decided to shut down production until the cause is identified.

3. We _4_ extremely confident of a return to normal production within the week. Delivery of replacements will occur at the earliest possible date.

Sincerely,

Don Harmon
Customer Relations

1.
(A) outdated
(B) faulty
(C) retired
(D) underselling

2.
(A) confirm
(B) assemble
(C) publish
(D) acknowledge

3.
(A) Thanks to your effort, we have found a solution.
(B) To this end, we will implement the following policies.
(C) Please call your local retailer if you experience any problems.
(D) Operations at the factory will resume as soon as the issue is resolved.

4.
(A) are felt
(B) will feel
(C) feel
(D) felt

範例五 Questions 1-4 refer to the following flyer.

The Annual KeatingTown Fair

October 13 and 14

Exhibiting at the showgrounds

Keating Town Fair is calling for amateur artists to exhibit at its annual show. Those wishing to exhibit items must submit their creation as an entry into a competition. There is a wide range of genres and subclasses to choose from. _1_.

2 should note that all staff are volunteers and money raised is all donated to worthy causes. Please understand that the entry fee is not refundable _3_ any circumstances. In some classes, teams are allowed to submit items. _4_, depending on the class, these submissions may be evaluated separately from those presented by solo competitors. You can register for entry using the fair's official Web page.

www.keatingtownfair.com

- 1.
- (A) All submissions are accepted free of charge.
 - (B) You can find a comprehensive list on the Web site.
 - (C) The rules indicate that only professionals may take part.
 - (D) The deadline for spring enrollment is October 1.

- 2.
- (A) Entrants
 - (B) Viewers
 - (C) Students
 - (D) Residents

- 3.
- (A) against
 - (B) according to
 - (C) under
 - (D) as for
- 4.
- (A) In short
 - (B) Similarly
 - (C) Regardless
 - (D) However

範例六 Questions 1-4 refer to the following information.

We strongly advise you not to attempt to assemble Firmax office furniture without first reading the _1_. Although some components may look _2_, there are often subtle differences that prevent them from being used interchangeably. _3_ of the parts are labeled clearly. Firmax furniture items are designed to be put together in as few as ten minutes assuming the directions are followed carefully. If you have any trouble assembling the item, please call our customer service division. _4_.

1.
(A) instructions
(B) policy
(C) agreement
(D) permit

2.
(A) identity
(B) identical
(C) identification
(D) identifying

3.
(A) Both
(B) All
(C) None
(D) Either

4.
(A) Our products are always delivered fully assembled and ready for use.
(B) The customer service department no longer handles telephone inquiries.
(C) You may also check out the Web site to see an informational video.
(D) It is always best to look for less expensive alternatives before you buy.

範例七 Questions 1-4 refer to the following e-mail.

To: Karl Baker <kbaker@daleanalysts.com>
From: Kelly Flintoff <kflinoff@daleanalysts.com>
Date: June 12
Subject: Friday training

Dear Karl,

I have found a company in California that offers a new inventory management software package. It promises to save us time and help us _1_ adequate stock levels. They _2_ a demonstration on Friday at Kaufman Hall here in Dallas. I would like to go and take a look at the software in person before we make a commitment to buy. _3_. I was wondering if you could take my place here so that I can go and check out new software. Please just let me know _4_ you are too busy. I will ask someone else to help.

Thanks,

Kelly Flintoff

1.

- (A) maintained
- (B) maintainable
- (C) maintain
- (D) maintenance

2.

- (A) have conducted
- (B) are conducting
- (C) conducted
- (D) were conducted

3.

- (A) I need you to go there and meet the representatives on my behalf.
- (B) Therefore, you are likely to need some assistance with installation.
- (C) At this time, it is impossible for us to make such an expensive purchase.
- (D) However, I am scheduled to help in staff training at that time.

4.

- (A) if
- (B) instead
- (C) when
- (D) yet

範例八 Questions 1-2 refer to the following text-message chain.

JOE SIMMS

6:12 P.M.

Are you coming tonight?

SHELLY GOLD

6:12 P.M.

To what? Do we have something on?

JOE SIMMS

6:14 P.M.

The office party. We're all going out for dinner! Did you miss the memo?

SHELLY GOLD

6:15 P.M.

Must have. Where is it?

JOE SIMMS

6:17 P.M.

I'm e-mailing you the details right now.

SHELLY GOLD

6:18 P.M.

I'll come. I've just finished a meeting with Bryant Shoes. I can't check my e-mail. Just tell me and I'll make my own way.

JOE SIMMS

6:20 P.M.

Never mind. I'll come and pick you up at Bryant Shoes. It's not far from there anyway. How did the negotiation go?

SHELLY GOLD

6:22 P.M.

They decided to extend the contract with us.

1. At 6:15 P.M., what does Ms. Gold mean when she write, "Must have"?

- (A) She strongly requires information.
- (B) She surely overlooked a notice.
- (C) She definitely needs to attend an event.
- (D) She has already forgotten an address.

2. What is suggested about Ms. Gold?

- (A) She has been visiting customers.
- (B) She works at a shoe retailer.
- (C) She is a coordinator of an event.
- (D) She will walk to a restaurant.

答案：

範例一

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

範例二

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

範例三

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

範例四

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

範例五

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

範例六

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

範例七

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

範例八

(1.) B (2.) A