

# 多益單字必備秘笈



clerk [klɜ:k] (n) 辦事員；書記

She was offered a job as an accountant clerk with a **travel firm**.  
有一間旅行社聘用她當會計。

## ㊟ Learning Tips :

**travel firm** 指的是「旅行社」

還有另外一個單字和旅行社有關，那就是「旅行待辦處」  
它的英文叫做 travel agency [ˈedʒənsi] (這個字一定要記得，常用又常考！)

---

accountant [əˈkauntənt] 指的是「會計師；會計人員」，這個字尾的 ant 是一個很常用的字尾唷！  
這麼說各位可能聽不懂，不如我們來舉一個例子吧！

\* -ant

assistant [əˈsistənt] (n) 助手；助理

He worked as an assistant to the President.  
他當過總統助理。

---

directory [dəˈrektəri] (n) 人名住址簿

a telephone directory 電話簿

If you need to speak to him, you can use the office directory and **look up** his personal extension.

如果你需要跟他談的話，你可以用辦公室裡的名冊查出他私人的分機號碼。

### ㊟ Learning Tips :

look 這個字非常的實用，當它和不同的介係詞放在一起的時候，就變成了另外一個意思的片語嚕！

來看個例子吧：

#### look up 查詢

If you don't know a word, you can look it up in a dictionary.

如果你有不識的字，可以查字典。

#### look at 看

Look at the map, please.

請看這張地圖。

#### look for 尋找

She is looking for her lost child.

她正在尋找失去的孩子。

在這要請大家注意：千萬不要用 find 這個字，

find 通常是指「找到了」

例如：I found it. 我找到了。

所以 find 常常會以過去式出現。

然而，look for 指的是「尋找的過程」所以常常會看到用現在進行式出現。

---

duplicate ['dʒʌpləki:t] (n) 複本, 影印本 (n) 複製

Keep a duplicate of the letter.

保存一份信的副本。

---

in-tray [tre] (n) (辦公室中存放待處理的來函及來文等的) 收文盤, 文件盤。

The stack of paperwork in his in-tray **resembled** the Rocky Mountains.

他「待處理文件盒」裡面的文件，堆得跟落磯山脈一樣高！

㊦ Learning Tips :

resemble [rɪˈzembəl] (v) 像；類似

如果你厭倦一直用look like 看起來像

He *looks like* his brother. 他跟他哥長得很像。

那你可以多學一個expression (表達方式)

He *resembles* his brother. 他跟他哥長得很像。

兩個句子都是相同的意思，但是如果用resemble 就顯得更有學問嚕！

out-tray (n) (辦公室中存放已處理或待發文件的)發文(存放)盤

I will leave that file in my out-tray on my desk, and you can come pick it up anytime.

我會把那份文件留在我桌上的「已處理文件盒」中，你任何時間都可以來拿。

partition [pɑːˈtɪʃən] (n) 分隔物；分隔

Folding partitions separated the living and dining areas.

摺疊式的隔板將起居和吃飯的地方分開。

postage [ˈpɒstɪdʒ] (n) 郵資費

How much is required for small packages to be sent to Taiwan?

寄一個小包裹到台灣郵資費要多少？

punctuality [ˌpʌŋktʃuˈæləti] (n) 守時；準時

**Punctuality** and a concise delivery are really important when you are giving a presentation.

在陳述報告時準時以及簡單扼要是非常重要的。

㊦ Learning Tip :

punctuality 意思是守時，但是呢，它還有名詞的型式也是常考的唷！

那就是，**punctual** [ˌpʌŋktʃuəl] (a) 守時的

He is always very *punctual*.

他總是非常準時。

---

shift [ʃɪft] (n) 換班；輪班；值班

They often heard John complain about having to work the graveyard **shift**.

他們常聽到約翰抱怨自己必須上大夜班。

㊟ Learning Tip :

shift這個單字在辦公室英文常用

也是商業英文的基本單字~!

另外例句中提到的 graveyard shift 是指"大夜班"的意思~!

graveyard [ˈɡrev.jəd]

如果去查字典~ 是"墓地" 的意思~!

所以只要想著~! 上大夜班每天熬夜~!

就像是一投栽進去墳墓一樣~! 要人命押~!!!

---

strike [straɪk] (n) 罷工

The coal miners struck for better safety conditions.

煤礦工人罷工要求改善安全狀況。

---

assignment [əˈsaɪnmənt] (n) 工作；功課作業；分配；分派

She gladly accepted the assignment.

她高興地接下任務。

The English assignment is a book report.

英語課外作業是寫一份讀書報告。

---

bulletin [ˈbulətɪn] (n) 公報；告示；定期報告

Here is the latest **bulletin** about the President's health.

這裡是有關總統健康的最新公報。

㊦ Learning Tip :

bulletin大家都已經知道是'公佈欄'的意思拉！

但是，我們平常上網用的BBS全文大家知道嗎？

=Bulletin Board System 電子佈告欄系統

collaboration [kəˌlæbə'reɪʃən] (n) 共同合作

The credit for our company's success goes to all of our five managers and their collaboration on the project.

我們公司的成功要歸功於我們五個經理和他們在這個專案上面的合作。

curriculum [kəˈrɪkjələm] vitae 【源自拉丁文】= resume (n) 履歷表

Would you please submit a curriculum vitae, outlining all previous work experiences and educational background?

是否能你提交一份履歷，說明一下你先前的工作經驗和教育程度。

㊦ Learning Tip :

其實resume 和 curriculum vitae 是一樣的東西，但是TOEIC考試就很討厭會故意把一樣的字放在不同的地方，例如說：考試會把resume放在閱讀測驗中但是測驗的選擇題裡面卻是用curriculum vitae 來混淆視聽，所以大家不得注意押！

eligible [ˈelɪdʒəbəl] (a) 適合的

He's not eligible for this promotion.

他沒有資格獲得這次的升遷。

employer [ɪmˈplɔɪər] (n) 雇主

My duty as an employer is to be fair, honest and provide a work environment that fosters challenge and growth.

我身為雇主的職責就是要公平、誠實並提供一個有挑戰性和鼓勵成長的工作環

境。

㊟ Learning Tip:

foster [ˈfɒstə] 如果去查字典的話，是指「教養的；收養的」當形容詞用。

There are three foster children in our home.

我們家有三個領養的孩子。

foster family 寄養家庭

foster father 養父

foster mother 養母

-----  
executive [ɪgˈzɛkjutɪv] (n) 行政或管理人員

CEO = chief executive officer 首席執行官

The President of the U.S. is the chief executive.

美國總統是最高行政官

-----  
income [ˈɪn.kʌm] (n) 所得收入

People on **fixed** incomes are hurt by price increases.

收入固定的人受物價上漲之害最深。

㊟ Learning Tip:

fix 除了有「修理；修復」的意思以外，還有固定、固定的..等多種意思唷！

現在就讓我們一起來看看有哪些用法吧：

1. fix (v) 修理；修復

→We have to fix our problem as soon so possible.

我們必須盡快解決我們之間的問題，越快越好。

2. fix (v) 固定

→Her eyes fixed for a few minutes.

好幾分鐘她的眼睛一動也不動。

3. fixed (a) 固定的；不變的

→The tables are firmly fixed to the floor.

這些桌子被牢牢地固定在地上。

layoff [ˈleɪɔf] (n) 解雇 (暫時的)

The company is going to layoff almost 20% of their employees.

公司將要遣散近百分之20的員工。

---

occupation [ˌɒkʊˈpeɪʃən] (n) 職業

Being a teacher is my chosen occupation.

當老師是我所選擇的職業。

---

part-time (a) 兼職的

Many college students find it advantageous to find a part-time job to help pay the bills.

許多大學生認為找一份打工來是有好處的，因為可以幫她們付一些帳單。

---

promote [prəˈmɒt] (v) 升遷

He certainly ought to be promoted.

他應該要晉升。

---

promotion [prəˈmɒʃən] (n) 推銷運動；升遷

They're planning a big promotion for their new washing powder.

他們正籌劃舉辦一次新款式洗衣粉的大促銷行動。

---

salary [ˈsæləri] (n) 薪水

He finally got a job in a company paying good salaries.

他終於在一家薪水高的公司裡找到一份工作。

### ㊟ Learning Tip:

除了salary之外，另外一個多益常考的單字大家一定也要記起來唷！

paycheck [ˈpeɪtʃek] (n) 付薪水的支票;薪津



appoint [əˈpɔɪnt] (v) 任命；指定

He appointed Williams as his deputy in the city of York.

他任命威廉斯作為他在約克市的代理人。

benefit [ˈbenəfɪt] (v) 受益；有益於

The new hospital will be a great benefit to the town.

新建成的醫院將給全城帶來莫大好處。

candidate [ˈkændədeɪt] (n) 候選人；求職的候選人

They were in favor of the Democratic candidate for President.

他們支持民主黨總統候選人。

deadline [ˈdedlaɪn] (n) 截止日期；最後期限

Can they finish this before the deadline?

他們能不能在最後期限之前完成這項工作？

employee [ˌemplɔɪˈi] (n) 受雇者；員工

The firm has 1000 employees.

這家公司有一千名員工。



document ['dʌk.jə.mənt] (n) 文件；證件

She carefully filed all the documents.

她將全部文件仔細地整理歸檔。

---

extension [ɪk'stenʃən] (n) 電話的分機

For further information, please call 2356-8975, extension 125.

如需進一步洽詢，請播2356-8975，分機125。

㊟ Learning Tip:

extension 大家都知道是「電話分機」的意思，但是還有另外幾個意思，您不可不知唷！

extension (n) 伸展；伸長；擴大；延長

The extension of our foreign trade

擴大我們的對外貿易。

We had hoped for the extension of the deadline to the end of the week.

我們曾希望把最後期限延至週末。

除此之外，還有2個單字長得跟extension很像，那就是：

extend [ɪk'stend] (v) 延長；延伸；擴展

Can't you extend your visit for a few days?

你們訪問的時間不能延長幾天嗎？

extended (a) 延長的；擴展的；廣大廣泛的

extended family 大家庭(尤指三代以上同堂者)

---

operator (n) 接線生；總機

If you know the extension of the party you wish to reach, dial it now or wait on the line for operator assistance.

如果您知道分機號碼請直撥，或是稍後由總機為您服務。

printed matter (n) 印刷品

Please check all the letters with printed **matter** on them as we can get a better rate for them at the post office.

請把註明印刷品的信件找出來，因為我們可以在郵局用比較低的郵資寄送。

### ㊟ Learning Tip:

**matter** ['mætə] 這個字很妙！一字多義，商英文也常常看到，有時候得不紮實然後考試又故意使用「障眼法」的話，那就讓你哭笑不得拉！廢話不多說，我們一起來看看matter這個字到底有什麼意思吧！

#### 1. matter (n) 問題；事情；事件

→ It was a matter of life and death for them.

這事對他們來說是生死攸關。

#### 2. matter (n) 毛病；麻煩

→ There's something the matter with this car.

這輛汽車有點毛病。

#### 3. matter 當作「動詞」用時，意思是「關係；要緊」（常用於否定和疑問句）

→ All these things do not matter now.

所有這一切現在都無關緊要了。

receptionist [ri'sepʃənɪst] (n) 接待員

He told the receptionist to hold all the calls until after the meeting.  
他交代接待員在會議結束之前不接任何電話。

xerox ['zɪrəks] (v) 影印

You don't need to copy the entire book by hand; just xerox it.

你不需要用手抄寫整本書，只要用影印的就好啦！

allocate ['æləʊket] (v) 爲了某種用途 撥出；分配；配置

It would be best if we could take the extra funds and allocate them evenly among all the different divisions.

如果我們可以把這些額外的資金平均分配給不同部門那就在好不過了。



applicant [ˈæpləkənt] (n) 申請人

There were five **applicants** for the position.  
有五人申請那個職務。

㊟ Learning Tip:

除了applicant & applicant 之外，它們還有另一個字是相關聯的

那就是**apply [əˈplaɪ]** (v) 申請；(用法是**apply for something** 申請...)

請看下列例句：

He has applied for a post in England.  
他已申請在英國任職。

**apply** 還有另一個意思，就是「敷上；塗上」的意思；(用法跟上述不同，後面的介係詞要加to； **apply to something..抹上.塗上...東西**)

The nurse applied the ointment to the wound.  
護士把藥膏敷到傷口上。

---

application [ˌæpləˈkeɪʃən] (n) 申請書

I made an application for a loan.  
我申請一筆貸款。

---

authority [əˈɒrəti] (n) 官方；當局

**The authorities** did not interfere with us.  
當局不干涉我們。

㊟ Learning Tip:

看到了嗎！「有關當局」的英文叫做：**the authorities.**

authorize [ˈɔləraɪz] (v) 授權；委任；批准；許可

A senior member of the committee was authorized to act for the chairman during his absence.

主席不在時,授權委員會中的一位資深委員代理他的職務。

bonus [ˈbɒnəs] (n) 紅利；額外津貼；獎金

The workers are expecting a large Christmas **bonus**.

工人們期待著在耶誕節得到一大筆獎金。

㊟ Learning Tip:

在這裡大家可以多學另外一個有關bonus的用法！

那就是「**年終獎金**」的英文叫做 **year-end bonus** 或是 **annual bonus** 要記起來唷！

capability [ˌkeɪpəˈbɪləti] (n) 能力；才能

He has extraordinary capability to solve any problem.

他有非凡的才能可以解決任何問題。

evaluation [ˌvæljuˈeɪʃən] (n) 評估；估價

I attempted an honest **evaluation** of my own life.

我試圖如實地評價我自己的一生。

㊟ Learning Tip:

動詞也要記得是 **evaluate** [ˌvæljuːet] (v) 估..的價

interview [ˈɪntəˌvju] (n) 面談；面試

Don't be late for your interview, or you won't get the job.

面試不要遲到,否則你就得不到工作了。

novice [ˈnavɪs] (n) 新手；菜鳥

I'm a novice at bridge.

我是個橋牌新手。

pension [ˈpɛnʃən] (n) 養老金；退休金

She lived on a small pension.

她以一點退休金為生。

personnel [ˈpɜːsnəl] (n) 全體人員；人事部門；員工(總稱)

All **personnel** of the company are eligible for the retirement plan.

公司所有員工都有資格參加這項退休計劃。

㊟ Learning Tip :

personnel這個字在商業英文上非常的實用，在TOEIC的考試能見度更是高達80%，所以不補充一些東西，真的是會對不起大家押！

\* 公司部門大解讀：

- Finance Dept. 財務部
- Accounting Dept. 會計部
- Marketing and Sales 市場與銷售
- Planning Dept. 企劃室
- Administration 行政部 (簡稱 Admin.)
- Legal Dept. 法務部
- General Affairs Dept. 總務部
- Purchasing Dept. 採購部
- Human Resources Dept. 人力資源部 (簡稱 HR)
- Public Relations Dept. 公關部 (簡稱 PR)
- Engineering Dept. 工程部
- Production Dept. 製造部
- Quality Control Dept. 品管部
- Research & Development Dept. 研發部 (簡稱 R&D)

＊ 公司名稱大解讀：

- Headquarter 總公司，簡稱 HQ
- Head Office 總公司
- Branch Office 分公司
- Company 公司
- Corporation 公司
- Firm 公司：通常Law Firm 律師事務所、Accounting Firm 會計師事務所、consulting Firm 顧問公司會用Firm。

resign [riˈzaɪn] (v) 辭職

The general **resigned** his commission.  
將軍辭去了他的職務。

㊟ Learning Tip：

這裡要注意的是：「辭職 resign」和「解雇 fire」是不一樣的。

例如；主動離開公司叫做resign（自動提出辭呈）；被動離開公司叫做fire（被炒魷魚），一定要了解不同的用法，不單單只是爲了考試而已唷！

retire [riˈtaɪr] (v) 退休

Mr. Weller retired last month and now lives at his **ease**.  
韋勒先生上個月退休了,現在過著悠閒的生活。

㊟ Learning Tip：

上面例句中，有一個不錯學的單字：**ease**（聽力常出現，英檢也有出現過的字！）

**ease [iːz] (n) 輕鬆；不費力；容易；悠閒；舒適**

Their team won the game with ease.  
他們隊輕鬆地贏了那場比賽。

The retired couple lived a life of ease.  
這對退休夫婦過著安逸的生活。

**ease (v) 減輕；緩和**

The aspirin eased his headache.  
阿斯匹靈減輕了他的頭痛。

at ease (v) 安心；自在

The dentist soon put the small girl **at ease**.

牙醫很快使小女孩的情緒放鬆了。

-----  
substitute [ˈsʌbstəˌtjuːt] (n) 代理人；替代品

Is saccharin a good substitute for sugar?

糖精是糖的良好替代品嗎？

-----  
accrue [əˈkruː] (v) 累積；增加

Interest accrues on a daily basis.

按日生息。

-----  
acute [əˈkjuːt] (a) 激烈的；劇烈的；嚴重的；急性的

She complained of acute pains in her chest.

她自訴胸部劇痛

It is urgent that the acute problem of air pollution in the city be solved.

該城市空氣污染這一嚴重問題急須解決。

-----  
chronic [ˈkrɒnɪk] (n) 慢性的；長期的

She's developed a chronic cough.

她的咳嗽已成了一種慢性病。

-----  
proposition [ˌprɒpəˈzɪʃən] (n) 提案；建議；計畫

That is a very attractive proposition, but he's still hesitant about investing anything.

這是一個很吸引人的計畫，但是他還是不敢輕易投資。

proposal [prəˈpɒzɪ] (n) 提案；提議；求婚

There is controversy about a proposal to build a nuclear power station.  
對於建議中的建設核電站一事存有爭議。

She has had a proposal.  
已經有人向她求婚了。

propose [prəˈpɒz] (v) 建議；提議；求婚；打算

It was proposed we go to the station to meet our guests.  
有人建議我們去車站接客人。

He proposed building a bridge across this river.  
他建議在這條河上搭一座橋。

He proposed a get-together this weekend.  
他建議本週末聚會。

Have you proposed to Ann?  
你向安妮求婚了嗎？

They propose to begin tonight.  
他們打算今晚開始。

㊟ Learning Tip:

propose + to 上述介紹中，一共有兩種用法：

1. propose to someone 向某人求婚

Have you proposed to Ann?

2. propose to do something 打算要做某件事情

They propose to begin tonight.

rival [ˈraɪvəl] (n) 競爭對手；競爭者

They are rivals for the same office.  
他們是爭奪同一個職位的敵手。



opponent [əˈpɒnənt] (n) 對手：反對者

He easily defeated his opponent in the election.

選舉中他輕易地擊敗了對手。

-----  
subsidiary [səbˈsɪdiəri] (n) 子公司

The subsidiary is in France but the **parent company** is in America.

子公司在法國,但母公司在美國。

㊟ Learning Tip:

注意到了嗎？母公司的英文叫做 **parent company** !

-----  
agenda (n) 議程

According to today's agenda, we are supposed to talk about the new project.

根據今日的議程，我們應該討論那項新企劃案。

-----  
supposed to 可以；應該

You're not supposed to smoke in here.

你不可在這兒抽煙。

You are supposed to be here.

你應該要在這裡的。

-----  
balance [ˈbæləns] (n) 餘額；差額

The balance on your account is US\$5.

你的帳戶上餘額為五美金。



earnings [ˈɜːnɪŋz] (n) 所得；收入

Our company's earning per share is 5 cents.

我們公司的美股所得是五毛。

earning per share 每股所得

real earning 實際所得

Workers' earnings are usually low.

工人的所得通常比較低。

fine [faɪn] (n) 罰金；

Double parking carries a heavy fine.

並排停車會被重罰。

inherit [ɪnˈherɪt] (v) 繼承；遺傳

I have inherited a huge of fortune.

我繼承了一大筆財產。

I inherited my dad's quirks.

我遺傳我爸的怪癖。

package [ˈpækɪdʒ] (n) 包裹；一大筆的錢；整批的法案

The postman brought me a package.

郵差送來一個包裹。

quarter [ˈkwɔːtə] (n) 四分之一；一季

Divide the apple into quarters.

把這蘋果分成四份。

We pay our rent at the end of each quarter.  
我們於每個季度末付房租。

-----  
bond **[band]** (n) 債券；公債

People are eager to buy government bonds.  
人們急於購買政府公債。

-----  
debt **[det]** (n) 債；債務 (看清楚音標唷，中間的t是不發音的！)

He has a lot of old debts to meet.  
他有許多舊債要償付。

-----  
deficit **[ˈdefɪsɪt]** (n) 赤字；虧損額

My account had a deficit over a hundred dollars.  
我的帳戶中有超過100元的欠款。

-----  
depreciation **[dɪˈpriʃɪəʃən]** (n) 跌價；貶值

Severe inflation had led to a great depreciation in the value of that nation's currency.  
嚴重的通貨膨脹導致那個國家的貨幣大幅貶值。

-----  
inflation **[ɪnˈfleɪʃən]** (n) 通貨膨脹

The government did nothing to curb inflation.  
政府沒有採取措施遏制通貨膨脹。

-----  
currency **[ˈkʌənsɪ]** (n) 貨幣；通貨

The Japanese yen is one of the stronger currencies in the world.  
日元是世界上最堅挺的貨幣之一。



devaluation [ˌdivæljuːʃən] (n) 貶值 (尤其指貨幣)

A crash in the Hong Kong stock market brought a devaluation of Asian currency across the board.

香港股市的崩盤導致整個亞洲貨幣全面貶值。

deposit [dɪˈpazɪt] (n) 存款；押金；保證金

You must pay a deposit if you want to reserve the room.

你要預訂房間,就得先付定金。

㊟ Learning Tip:

deposit 還有另外一個解釋，當作‘動詞’用，是指‘存錢’的意思。

→ He deposited 5,000 dollars in the bank.

他在銀行存了五千元。

學了存錢，當然還要學它的相反字，「領錢」的英文拉！

withdraw (v) 領錢

→ He withdrew 5,000 dollars from the bank.

他在銀行領了五千元。

withdraw 本身意思很多也很豐富，在此一並介紹：

withdraw (v) 取回；提取

→ The government withdraws worn out money from use.

政府收回舊幣使之不再流通。

withdraw (v) 取消；撤回；離開；退出

→ The motion was withdrawn.

那項動議被撤銷了。

→ The motion was withdrawn.

那項動議被撤銷了。

另外在跟大家補充一下withdraw 動詞的三態很特別，必須記下來以防考試時大家以為是新的生字而看不懂，那就太冤枉嚕！

withdraw → withdrew → withdrawn

-----  
fluctuation [ˈflʌktʃuˈeɪʃən] (n) 波動；起伏；漲落

fluctuations in policy  
政策變動

climatic fluctuations  
氣候變化

All of last year's fluctuations in the budget will no longer pose a problem as we revised our spending policies.  
在修改支出政策之後，所有去年在預算上的波動將不再成為問題。

-----  
gross [ɡros] (a) 總共的；全部的；毛利的

His gross income is \$50,000.  
他的毛收入為五萬美元。

-----  
overdraft [ˈovəˌdræft] (n) 透支；透支額

Jennie noticed account had an overdraft.  
珍妮發現自己的帳戶透支。

-----  
profit [ˈprəfit] (n) 利潤；收益；營利

He made a profit of fifty thousand US dollars on his house.  
他賣掉房子獲利五萬美元。

We gained a lot of profit from your advice.  
我們從你的建議中獲益匪淺。

revenue [ˈrevəˌnju] (n) 收益；稅收

Tax revenues increased last year.

去年稅收增加了。

representative [ˌreprɪˈzɛntətɪv] (n) 代理人；代表者

I will send a representative to the negotiations.

我將會派代表參加談判。

represent [ˌreprɪˈzɛnt] (v) 象徵；表示

The dove represents peace.

鴿子象徵和平。

Stand for ... 代表象徵

The American flag stands for freedom and justice.

美國國旗代表自由及公平。

What do the letters UN stand for?

字母UN代表什麼？

所以剛才的句子也可以改成：

The dove represents peace.

→ The dove **stands for** peace.

symbolize [ˈsɪmbəlaɪz] (n) 象徵；標誌

The dove **symbolizes** peace.

鴿子象徵和平。

㊦ Learning Tip :

有很多的英文可以來表達「代表；象徵；標誌」！

讓我們來重新整理一變吧！

首先：

\* a sign of = stand for = symbolize = represent 「代表；象徵；標誌」

The dove represents peace.

→ The dove stands for peace.

→ The dove symbolizes peace.

→ The dove is a sign of peace.

( 鴿子象徵和平。 )

看！換湯不換藥，通通都是同一個意思拉。

segment [ˈseɡmənt] (n) 部分；部門

The company dominates this segment of the market.

該公司控制了這一部分市場。

endorse [ɪnˈdɔːrs] (n) 背書；贊同；支持

She has already endorsed the check.

她已在這支票背書。

She has already endorsed the check.

她已在這支票背書。

endorsement [ɪnˈdɔːsmənt] (n) 背書；簽署；贊同；支持

Please sign your name in the space marked for endorsement.

請在標明簽署的地方簽名。

After the endorsement of his home state the candidate campaigned in the neighboring states.

得到了本州的支持後,這個競選者就到鄰州遊說去了。

endorser [ɪnˈdɔrsə] (n) 背書人；轉讓人

Do you know who is to be his endorser?

你知不知道他的轉讓人將是誰？

-----

option [ˈɒpʃən] (n) 選擇

Only two marketing companies can handle our account, so we have few options.

僅有兩家行銷公司能處理我們的案子，所以我們的選擇有限。

-----

estimate [ˈestəˌmeɪt] (n) 評估；估價

Our estimates show that the economy will grow by two percent this year.  
我們的評估顯示今年經濟將會成長百分之二。

-----

estimation [ˌestəˈmeɪʃən] (n) 評價；判斷；計算；預算；估計

In my estimation, the applicant is well qualified for this job.

據我看，這位應徵者完全具備這項工作的條件。

He is equal to the job in my estimation.

據我看，他能勝任這項工作。

His estimation of their arrival time was not far off.

他對他們到達時間的估計基本準確。

-----

bargain [ˈbɑːɡɪn] for 討價還價；預期

In traditional markets, you can usually bargain for the best price.

在傳統市場裡通常能要到最優惠的價格。



merchandise [ˈmɜːtʃən.daɪz] (n) 商品；貨物

Handmade merchandise is very popular nowadays.  
手工藝品在時下很流行。

-----

bankrupt [ˈbæŋkrʌpt] (a) 破產的；倒閉的

If we continue to make in so little with such high expenditure, we will find ourselves bankrupt before we know it.  
倘若我們持續入不敷出，我們將會很快破產。

-----

capital [ˈkæpətɪ] (n) 資金；資本

A smart investor will invest his capital to the best advantage.  
聰明的投資者會將資金做最有利的投資。

-----

deduction [dɪˈdʌkʃən] (n) 扣除；扣除額

Deductions from pay for insurance and pension  
從薪水中扣除的保險費和養老金費。

-----

recession [riˈseʃən] (n) (經濟的) 蕭條；衰退

His factory closed down during the period of economic recession.  
他的工廠在經濟衰退時期關閉了。

-----

expenditure [ɪkˈspendɪʃə] (n) 消費；開銷

My expenditures this week amount to \$100.  
這星期我花了一百元錢。

account [əˈkaunt] (n) 戶頭；帳戶；帳單

The accounts show we have spent more than we received.

帳目顯示我們已經入不敷出了。

The U.S. government fiscal year legally ends on September 30.

美國政府會計年度法定為九月三十日結束。

-----  
fund [fʌnd] (n) 基金；專款

They are raising funds for a new laboratory.

他們在募款建一個新的實驗室。

to raise a fund. 籌募基金

㊟ Learning Tip:

fund 是基金；專款。

了解之後，還有一些相關的商業英文單字需要了解：

fundraising [ˈfʌndˌreɪzɪŋ] (n) 籌款活動

fundraiser [ˈfʌndˌreɪzə] (n) 資金籌集人；資金籌集活動

-----  
foundation [faʊnˈdeɪʃən] (n) 建立；創辦

They are raising funds for a new laboratory.

他們在募款建一個新的實驗室。

-----  
overdue [ˈovəˈdju] (a) 過期未付的

Due to six overdue credit card payments, we will be unable to process your loan request until you can improve your credit rating.

由於您身上有6筆未付的信用卡款項，除非您的信用度有所改善，否則我們無法處理您的貸款案。

due to 由於

Her absence was due to the storm.

由於風雨交加她沒來。

stockbroker [ˈstak.brokə] (n) 證券和股票經紀人

He is a young stockbroker at the New York Stock Exchange.

他是紐約證券交易所的一位年輕的經紀人。

yield [jɪld] (n) 生產量；收益

The current yield on municipal bonds is 10%.

當前市政債券的利潤是百分之十。

asset [ˈæset] (n) 資產；長處優點；有用的東西

The bank has assets of over five million pounds.

這家銀行有五百萬英鎊以上的資產。

Good health is a great asset.

健康的身體是一筆極大的財富。

corporation [ˌkɔrpəˈreɪʃən] (n) 法人；公司

He landed a job in a large American corporation.

他在一家美國大公司謀得一職。

cutback [ˈkʌt.bæk] (v) 減少；取消

London Underground said it may have to axe 500 signaling jobs because of government cutbacks in its investment.

因為政府裁減投資金額，倫敦地鐵說他們可能需要解雇500個信號工人。

equity ['ekwəti] (n) 抵押資產的淨值；稅金後剩餘的財產價值；

普通股股票；公正；公平

They applied for a home equity loan to send their son to college.

爲了送他們的兒子上大學他們申請了以房屋爲抵押資產的貸款。

The company awards its employees with equities.

該公司以股票獎勵員工。

They seem to be actuated by the principles of equity and justice.

看來他們受公平合理的原則所驅使。

franchise ['fræn.tʃaɪz] (n) 經銷權；加盟權

That fast food business has expanded through the sale of franchises.

該快餐店通過出售聯營經銷權而擴大了生意。

branch [bræntʃ] (n) 分公司；分店

The bank has branches all over the country.

該銀行在全國各地均有分行。

launch (v) 開始；發起；展開

Father and his partner **launched** into a new business.

父親與他的合夥人開辦了一家新商號。

### ㊟ Learning Tip:

一談起launch這個字，就讓我想到電影「**賴家王老五 failure to launch**」

**launch**是指"起飛"、"升空"。**failure**則是"失敗"。

所謂的 **failure to launch** 指的是一個人已經到達了可以「獨立」的年齡，應該離開父母親，可是他卻成天待在家裡，毫無獨立的慾望，這就成了failure to launch。

monopoly [məˈnɒpi] (n) 壟斷；獨占；專賣

The explosion of the Russian atomic bomb broke the American monopoly on nuclear weapons.

俄國原子彈的爆炸打破了美國對核武器的壟斷。

The government has a monopoly of oil production in that country.

在那個國家,政府獨佔石油開採權。

No one could compete with these steel monopolies.

沒有人能和這些鋼鐵壟斷企業競爭。

-----  
bid [bɪd] (n) 投標；出價；喊價

The firm decided to bid on the guidance system.

該公司決定投標導航系統。

-----  
export [eksˈpɔrt] (v) 輸出；出口

We export rice but import wheat.

我們出口稻米,但進口小麥。

-----  
import [ɪmˈpɔrt] (v) 進口；輸入

We import a lot of cars from Japan.

我們從日本大量進口汽車。

-----  
invoice [ˈɪnvoɪs] (n) 發票；發貨清單

For every order, you will need to fill out an invoice and staple it to the receipt.

對於每一項訂貨,你都必須填寫發貨單,並把它釘在收據上。

quote [kwot] (v) 報價

They quoted a very reasonable price for the new car.  
他們新車的報價非常的合理。

-----

tariff ['tærɪf] (n) 關稅

The government is going to lower the tariff on imported cars.  
政府打算降低進口汽車的關稅。

-----

receipt (n) 收據；收條

I paid the bill but he neglected to give me a receipt.  
我付了帳單,但他忘了給我收據。

㊟ Learning Tip :

注意receipt的發音，字母裡面的“p”不發音唷！

-----

voucher (n) 保證人

The money was lent without any voucher.  
錢就這樣沒有任何擔保就借出了。

-----

dealer (n) 商人；業者

Mr. Brown is a dealer in furniture.  
布朗先生是個傢俱商。

-----

due (a) 到期的

The bank loan is due this month.  
銀行貸款本月到期。

inventory (n) 清單；存貨；詳細目錄

Before leaving, he made an inventory of everything that was to stay.  
在離開之前，他詳細列出要留下來的東西。

-----

patent (n) 專利；專利權

Did you take out a patent on your design?

你是否取得一項設計的專利？

-----

trademark (n) 註冊商標

Products bearing famous trademarks sell well.

標有名牌商標的產品暢銷。

-----

amendment (n) 修正

Your plan needs some amendment.

你的計劃需要作些修正。

-----

negotiation [ˌnɪɡoʊʃɪˈeɪʃən] (n) 談判；協商

Peace negotiations are still going on.

和談仍在進行。

-----

fiscal [ˈfɪskl] (a) 財政的；會計的

The U.S. government fiscal year legally ends on September 30.

美國政府會計年度法定為九月三十日結束。

-----

capacity [kəˈpæsəti] (n) 容量；能力

The theater has a seating capacity of 800. 這個劇場可容納八百名觀眾。

component [kəmˈpɒnənt] (n) 成分；零件

A computer **consists of** thousands of components.

電腦由成千上萬個部件組成。

-----

consist [kənˈsɪst] of 由..構成

Water consists of hydrogen and oxygen.

水由氫和氧組成。

-----

device [dɪˈvaɪs] (n) 裝置；設備；設備；儀器

The television receiver is an electronic device.

電視接收器是一種電子裝置。

-----

fuel [ˈfjuəl] (n) 燃料

They are trying to find a cleaner fuel for cars.

他們正試圖找一種更乾淨的汽車燃料。

-----

innovative [ˈɪnɒvətɪv] (a) 創新的；革新的

Your presentation at the seminar yesterday was very innovative.

你昨天在研討會裡的演說非常有創意。

-----

seminar [ˈsemɪnər] (n) 研討會；討論會

There is a seminar on international business opportunities this evening.

今晚有一個關於國際商務機會的專題討論會。

a seminar on environmental protection

關於環境保護問題的討論會



innovation **[ˌɪnəˈveɪʃən]** (n) 革新；改革；創新

The innovation of air travel during this century has made the world seem smaller.  
本世紀空中旅行的革新使世界似乎變小了。

-----

leading-edge (n) 領先優勢 (a) 居領先地位的

Microsoft and Bill Gates will continue to hold the leading-edge in the computer software industry.

微軟和比爾蓋茲將持續在電腦軟體工業佔有領先地位。

-----

portable **[ˈportəbəl]** (a) 可攜帶的；輕便的

He found that little TV extremely portable.

他覺得那臺小小的電視機攜帶極其方便。

I bought my son a portable typewriter.

我給兒子買了一臺手提式打字機。

-----

raw **[rɔː]** material **[məˈtɪriəl]** (n) 原料

We export raw material and energy.

我們出口原料及能源。

-----

satellite **[ˈsætəlaɪt]** (n) 衛星；人造衛星

The space shuttle orbited a communications satellite.

太空梭將一顆通訊衛星送入軌道。

-----

orbit **[ˈɔrbɪt]** (n) (天體運行的) 軌道

The satellite was launched into orbit around the moon.

衛星被發射進入繞月球運行的軌道。

automaton [ɔˈtəmətən] (n) 機器人；機械裝置

This is a fully functional automaton.

這是一個全自動功能的機器人。

devise [diˈvaɪz] (v) 設計；發明

He devised a new method of teaching writing.

他設計了一種新的教寫作的方法。

equipment [iˈkwɪpmənt] (n) 設備；裝備

(此為不可數名詞，無複數型唷！)

He devised a new method of teaching writing.

他設計了一種新的教寫作的方法。

facility [fəˈsɪləti] (n) 設施；設備；裝備

She had no cooking facilities in the room.

她房間裡沒有燒煮設備。

gadget [ˈɡædʒɪt] (n) 小玩意；小巧的機械裝置

A bottle opener is a kitchen gadget.

開瓶器是廚用小器具。

hands-on (a) 實地操作的；親身實驗的

This job requires hands-on experience.

這份工作需要實際操作經驗。

maintenance [ˈmentənəns] (n) 保養；維修

Who is responsible for the building's maintenance?

誰負責這座大樓的保養事宜？

---

-manual [ˈmænjuəl] (n) 手冊；簡介

You should read the manual before you turn on the new machine.

在開這臺新機器前，應該閱讀使用手冊。

---

outage [ˈaʊtɪdʒ] (n) (水電的) 中斷供應；斷電

You had better save your work in case there is a power outage and everything gets lost.

你最好先存檔以免斷電什麼都沒了。

---

petroleum [pəˈtrɒliəm] (n) 石油

This land is rich with petroleum.

這片土地盛產石油。

---

solar [ˈsɒlə] (a) 利用太陽光的；依太陽而運行的

a solar engine

太陽能發動機。

---

static [ˈstætɪk] (a) 靜態的；靜止的；固定的

Even with static population, consumption rose steeply.

即便人口保持穩定，消費亦大幅增加。

㊟ Learning Tip :

static 靜態的。

其反義詞是 **dynamic** [daɪˈnæmɪk] (a) 動態的；動力學的；動力的

a dynamic verb

動態動詞。

a dynamic load

動力荷載。

automatically [ɔtəˈmætɪkəlɪ] (adv) 無意識地；自動地

Some doors have locks which automatically lock the doors when we close them.

有些門上的鎖在關門時會自動把門鎖好。

digital [ˈdɪdʒɪtəl] (a) 數位的；數字顯示的

John bought a new digital camera yesterday.

約翰昨天買了一台新的數位相機。

hacker (n) 電腦駭客

The FBI was flustered when they realized that the suspect they had was not the hacker they were pursuing.

當聯邦調查局發現他們所逮捕到的嫌疑犯並非他們原先在追查的電腦駭客時，顯得很狼狽。

laptop [ˈlæptap] (n) 膝上型輕便電腦

Laptop is suitable for use on planes.

膝上型電腦適合飛機上使用。

retrieval [rɪˈtri:vəl] (n) 取回；恢復

When a problem this serious occurs with the computer, oftentimes retrieval of lost work is impossible.

當電腦發生這麼嚴重的問題時，通常要取回已經遺失的資料是不可能的。

shot [ʃʌt] down (n) 停工 (v) 電腦關機

The whole company shuts down for 3 weeks' summer holiday.

全公司在夏天都停工放假三星期。

Please shut down the computer immediately.

請馬上把電腦關掉。

up-to-date (a) 最近的；最新的

an up-to-date report

有關最新情況的報告。

browse (v) 瀏覽；翻閱

I had a **browse** through the books on her shelf.

我瀏覽了一下她書架上的書。

### ㊟ Learning Tip:

browse 這個單字乍看之下沒什麼特別，但是若它與through 一起使用，那你就不得不注意嚕！

**browse through 翻閱瀏覽；隨便翻閱**

I browsed through some magazines while I waited.

我邊等邊瀏覽幾本雜誌。

**browse through = leaf [lif] through 隨便翻閱**

→ Mary is **browsing through** the magazine in the coffee house.

→ Mary is **leafing through** the magazine in the coffee house.

瑪莉正在在咖啡廳翻閱瀏覽著雜誌。

-----  
database ['detə,bes] (n) 資料庫

database management system

資料庫管理系統

-----  
desktop ['desktp] (n) 桌上型電腦

The systems are packaged in three basic models: desktop, deskside and rack-mount.

該系統有三種機型:桌上型、桌邊型和架上型。

-----  
floppy ['flapi] (n) (軟) 磁碟片

The computer won't start up because there is a floppy disk in the drive, not because of any internal problems.

這電腦無法開始運作是因為有一片磁碟在驅動氣裡，而不是因為內部任何問題。

-----  
internal [in'tɜ:nl] (a) 內部的；本質的；固有的；體內的

I talked to him on the internal telephone.

我在內部電話上與他交談。

The driver received internal injuries in the accident.

司機在事故中受了內傷。

-----  
external [ɪk'stɜ:nəl] (a) 外面的；外部的；外界的；外用的；外國的

They did it in response to external pressures.

他們這麼做是迫於外界的压力。

This medicine is for external use only.

這種藥僅限於外用。

Our external trade has expanded during recent years.

我國的對外貿易近幾年來有所發展。

-----  
install [In`stɔl] (v) 安置；安裝

He's going to install an air-conditioner in the house.

他要在這屋子裡裝冷氣機。

-----  
omit [o`mit] (v) 遺漏；省略；刪去

The typist omitted the last line of the letter.

打字員遺漏了信的最後一行字。

This part of the book may be omitted.

書的這一部分可以省略。

-----  
upgrade [ˈʌp`ɡred] (v) 升級；提升

Efforts to upgrade the schools must come from the community.

改進學校的努力必須來自該社區。

-----  
confidential [ˌkɒnfə`denʃəl] (a) 秘密的；機密的

confidential information

機密情報  
-----

correspondence [ˈkɒrəˈspændəns] (n) 符合；一致；通信聯繫

Your account of the accident has little correspondence with the story the other driver told.

你描述的事故情況與另一位司機講的不怎麼相符。

I had kept up a correspondence with him until the war broke out.

在戰爭爆發之前我一直與他保持通信聯繫。

correspond [ˈkɒrɪˈspænd] (v) 符合；一致

I assure you my actions will correspond with my words.

我向你保證，我將言行一致。

### ㊟ Learning Tip :

通常correspond這個字解釋成『符合，一致』時，常與 to 並用。

### correspond to 與..符合

→ What you say do not correspond to what you do.

你言行不一。（說的跟做的不一樣）

elaborate [ɪˈləbeɪrət] (a) 詳盡的；精心製作的

They made elaborate costumes for the play.

他們為這齣戲精心製作戲裝。

jot [dʒɒt] down (v) 匆匆記下；約略記下

I jotted down a note for him.

我草草寫了一張便條給他。



leaflet [ˈliːflɪt] (n) 傳單；印刷品

This leaflet contains your operating instructions.

這份單頁材料印有你應知道的操作說明。

### ㊟ Learning Tip:

另外一個很常用的單字叫做 flyer [ˈflaɪə] 也是傳單的意思，但特別是只廣告的傳單，常常出現在TOEIC的考試裡面！

還有呀！說到flyer 這個字，在這裡就順便題一下另外一跟它很像的字叫做：fly 「拉鍊；褲子的拉鍊」

fly不是只‘飛’的意思嗎？→ Birds can fly.鳥會飛。  
怎會還有‘拉鍊’的意思呢？

讓我們來造個句子吧：

**Your fly is open. = Your fly is down.**

→ 你(褲子)的拉鍊沒拉上。

上面兩句意思都一樣。只褲子拉鍊沒拉上，石門水庫打開了！

---

notify [ˈnəʊtɪfaɪ] (v) 報告；通知；告知

She notified us that she would accept the position.

她通知我們，她願意接受這份工作。

He notified the police of the incident.

他向警察報告了這個事件。

Please notify us of when you may come here.

請通知我們你何時能來這裡。

---

slogan (n) 口號；標語

"Safety first" is our slogan.

"安全第一"是我們的口號。

-----

regional (a) 地區的；區域性的

Most regional committees meet four times a year.

大部分地區委員會每年開會四次。

-----

inhabitant (n) (某地區的) 居住者；居民

The inhabitants of the island were friendly.

島上的居民十分友好。

-----

agriculture (a) 農業的

There is a great demand for agricultural machinery in this country.

這個國家十分需要農用機器。

-----

bail [beɪl] (v) 脫困；逃跑 (n) 保釋金

He paid 5,000 dollars in bail for his son.

他繳了五千元保釋出他兒子。

Don't bail me out now! We still have two more chapters to study!

不要就降子丟下我押！我還有兩個章節要唸勒！

-----

farewell [ˈferˈwel] (int.) 再會；再見

Farewell!! I will call you when I get there.

再見拉~ 我到那裡會再打電話給你的。

㊟ Learning Tip :

再見除了goodbye、farewell；還有一個字也要學唷！

so long 再見（這個字跟‘長度’一點關係都沒有阿！）

→ "So long, my dear friends," said Maria with tears in her eyes.

"再見,我親愛的朋友們,"瑪麗亞含著眼淚說。

barf [bɑrf] (v) 嘔吐

Someone barfed in the living room last night.

昨天晚上有人在客廳嘔吐。

㊟ Learning Tip :

嘔吐除了barf以外，還有：

puke [pjʊk] (v) 嘔吐

vomit [ˈvɒmɪt] (v) 嘔吐

java (n) 咖啡

I like to have a hot cup of java every morning.

我每天早上喜歡來杯熱呼呼的咖啡。

annual (a) 每年的；一年一次的

Employees are entitled to an annual paid leave of fifteen days.

職員一年可享受十五天帶薪的假期。

abuse [əˈbjuːz] (v) 濫用；傷害；辱罵

Those captives were physically abused.

那些俘虜遭受了肉體上的摧殘。

victim [ˈvɪktɪm] (n) 犧牲者；受害者

The victims of the explosion were buried last week.  
爆炸事故的罹難者於上週舉行了葬禮。

They are the victims of the civil war.  
他們是內戰的受害者。

㊟ Learning Tip:

victim of ..意思是「成為...的受害者」

(這是固定用法，victim的後面介係詞要用of!)

千萬要記起來，不要自己隨便換介係詞喎!!

→ She became the victim of this terrible car accident.  
她成為這起嚴重車禍的受害者。

-----  
charter [ˈtʃartə] (v) 包租 (汽車等...)

They chartered a bus for the trip.  
為這次旅行他們租了一部公車。

-----  
deal [di:l] (n) 交易

It was probably the best business deal I ever did.  
那也許是我曾經做過的最好的一筆生意。

-----  
book [buk] (v) 預定；預約

Mary has booked a flight from New York to London.  
瑪麗已預訂了從紐約到倫敦的飛機票。

-----  
layout [ˈleɪ.ʌt] (n) 安排；設計；佈局

Their house has a good layout.  
他們的房子設計得很好。

embassy [ˈembəsi] (n) 大使館

They went to a reception at the American Embassy in Moscow.

他們去參加了莫斯科的美國大使館的招待會。

ambassador [æmˈbæsədə] (n) 大使；使節

He was appointed ambassador to France.

他被任命為駐法國大使。

escort [ˈeskɔrt] (v) 護送；陪同；護衛

The prisoners were taken to another jail under escort.

囚犯們被護送到另一個監獄。

Stats [stæts] (abbr.) = statistics [stəˈtɪstɪks] (n) 統計資料

Many football fans memorize the stats of their favorite players.

很多足球迷會熟記他們所喜愛的球員成績紀錄。

discrimination [dɪskrɪməˈneɪʃən] (n) 歧視；不公平待遇

Discrimination based on race is illegal for employers in the United States.

在美國，雇主因為種族而有歧視是不合法的。

expertise [ˌɛkspəˈtɪz] (n) 專業的知識；專家判斷

Her expertise in art helped her get the job as curator.

他在藝術方面的專長幫助他得到館長一職。

consignment [kən'sainmənt] (n) 託運；委託物

Some smaller stores will sell your merchandise on consignment.  
某些小商家會接受商品寄賣。

substitute [ˈsʌbstəˌtjuːt] (v) 替代；取代

I asked Bill to substitute Paris for Rome as our last destination.  
我請比爾把終點站從羅馬改成巴黎。

㊦ Learning Tip:

substitute 是指「替代」的意思！那麼，「substitute teacher」呢？

→ substitute teacher 代課老師！

notation [noʊ'teɪʃən] (n) 批註；紀錄

The director ignored the author's notation.  
導演沒有採用原者的批註。

magnify [ˈmæɡnəfaɪ] (v) 擴大；放大

Taking alcohol with some medication may magnify its effects.  
佐酒服用某些藥物可能會加重其藥效。

inaugurate [ɪnˈɔːɡjəˌreɪt] (v) 開啓；啓用；就職

After it was inaugurated in the late nineties, Google became the world's most famous search engine.

Google 在 1990 年代後期啓用後成為世上最知名的搜尋引擎。

assemble [əˈsembəl] (v) 招集；聚集

Employees will assemble in the cafeteria for an announcement.

員工會聚集在餐廳裡面等後宣布事項。

---

domination [ˌdʌməˈneɪʃən] (n) 支配；統治

Disney enjoys domination in the field of family entertainment.

迪士尼在家庭娛樂界裡享有主導權。

---

selling point 賣點

The major selling point of scooters is their fuel economy.

機車主要的賣點就是省油。

---

incentive [ɪnˈsentɪv] (n) 獎勵；激勵；促銷

There are no incentives for employees to work harder.

這裡並沒有任何獎勵制度激勵員工更努力工作。

---

cap [kæp] (n) (經費等的) 最高限度

Many argue that companies should put a cap on earnings by CEOs.

許多人主張公司應為執行長的收入定上限。

---

inform [ɪnˈfɔrm] (v) 通知；告知

I informed his wife of his safe arrival.

我通知他太太他已平安抵達。

He informed her he was thinking of entering medical school.

他告訴她他想進醫學院。

enclose [ɪnˈkloʊz] (v) 裝入；放入封套

A check is enclosed herewith.

隨信附寄支票一張。

-----  
draft [draɪft] (n) 草稿；匯票

He went to the bank to cash a draft.

他去銀行兌現一張匯票。

He had painfully written out a first draft.

他辛苦寫出了首稿。

-----  
issue [ˈɪʃju] (n) (報刊的)一期；(n)發行；發布

The post office issued the stamps last week.

上星期郵局發行了這些郵票。

-----  
regarding [rɪˈɡɑːdɪŋ] (prep) 有關於；關於；就...而論

He knew nothing regarding the case.

關於這個案子他一無所知。

### ㊟ Learning Tip:

regard 這個字無論是當動詞或是名詞都有非常非常多的意思。

在這裡我不想多做贅述，大家只要查字典就可以了解了！

但是，在這裡我要和大家分享一個 regard 最最最重要的用法，無論是多益或是全民應檢的考題；無論是徐薇或是賴世雄的英文名師，都有致一同說它最重要拉！

regard as 把...視為

→ I regard him as my brother.

我把他當作兄弟。



→ Do you regard me as your best friend?

你認為我是你最好的朋友嗎？

regard A as B = view A as be 將A視為B

proofread [ˈpruːfˌriːd] (v) 校對；校正

Before you hand in your next paper, please proofread it first.  
在繳交你下一份報告之前請先校對一下。

signature [ˈsɪɡnətʃə] (n) 簽名；簽字

We need your signature here on this dotted line.  
我們需要您在虛線上簽名。

stationery [ˈsteɪən.ərɪ] (n) 文具；信紙

Don't send the order yet, there is a liberal supply of stationery.  
現在還不要寄訂單,因為尚有很多文具。

stationery and envelopes  
信紙信封。

accommodation [əˌkʌməˈdeɪʃən] (n) 適應；住所；膳宿

We hope that you can enjoy your stay and the accommodations we have prepared for you.

我們希望您停留期間愉快，對我們所提供給您的膳食住宿服務感到滿意。

boarding pass [ˈbɔːdɪŋ] (n) 登機證

I can't get on the airplane without my boarding pass.  
沒有登機證我就無法上飛機。

passport ['pæs.pɔrt] (n) 護照

A person who travels abroad must carry a passport.

出國旅行要攜帶護照。

-----  
brochure [broˈʃʊr] (n) 小冊子

a brochure on vacations abroad

國外度假指南冊。

an advertising brochure

廣告冊子。

-----  
agency ['edʒənsɪ] (n) 代辦處；代理機構

Our company has agencies in major cities of the country.

我們公司在國內主要城市都設有代理機構。

-----  
checkout ['tʃek.aʊt] (n) 結帳退房時間；check out

(v) 結帳離開；辦理退房

Why don't you run downstairs and check out while I pack, so that we can get out of here as fast as possible?

你為何不在我打包行李時下樓辦退房，這樣我們就可以盡早離開。

-----  
confirmation [ˌkən.fəˈmeɪʃən] (n) 確認；確證；批准

I think I can come next Tuesday, but I will send you a confirmation by post.

我想下星期二可以來，不過我會寫信把肯定的答覆告訴你。

Evidence in confirmation of his statements is lacking.

缺少可資證實他所言的證據。

departure [ˈkɑnfəˈmeʃən] (n) 離開；啓程；出發

The plane's departure was on schedule.

飛機準時起飛。

-----

flight [flaɪt] (n) 航班；飛行；航程

My departure flight to Los Angeles leaves next Friday at 8:30 in the morning.

我到洛杉磯的班機將在下星期五早上 8：30 起飛。

-----

sightseeing [ˈsaɪtˌsiːɪŋ] (n) 觀光；遊覽

Some people like to lie on the beach, but I prefer sightseeing.

有些人喜歡躺在海灘上,而我則寧願去遊覽觀光。

-----

valid [ˈvælɪd] (a) 有效的；依法有效的

a valid contract

具有法律效力的合同

-----

The ticket is valid for one month.

這票子一個月內有效。

-----

destination [ˌdestəˈneʃən] (n) 目的地

We reached our destination, tired and hungry.

到達目的地時,我們又累又餓。

-----

fasten [ˈfæsn̩] (v) 繫緊；扣住

Please fasten your seat belt.

請繫上安全帶。

flight [flaɪt] attendant [ə'tendənt] (n) 空服員

If you really are uncomfortable, tell the flight attendant, flight attendant; maybe she will help you find another seat.

如果你真的很不舒服，告訴空服員，也許他能幫你找另一個位置。

jet [dʒet] lag [læɡ] (n) 時差

(長途高速飛行後的生理節奏失調和疲乏煩躁感)

The trip from the United States to South America is always the hardest for me because of the time in the air and the jet lag.

從美國到南非的航程對我來說總是最困難的，因為飛行時間太長並且會有時差的問題。

### ㊟ Learning Tip :

jet lag VS. time differences

所謂的 jet lag 是指『長途高速飛行後的生理節奏失調和疲乏煩躁感』  
但是 time difference 是指『between places of different time zones』  
兩種是不一樣的！

例如：

1. 今天小明從美國飛到台灣，在台灣日夜顛倒，「時差」調不過來 → jet lag
2. 假設現在台灣時間是晚上 8 點整，但是在美國時間則是下午 1 點，兩地時間不同，這種時差就叫做 → time differences

luggage ['lʌɡɪdʒ] (n) 行李

They had left the luggage at the station.

他們將行李留在車站。

overseas [ˈovə'sɪz] (ad) 國外的；海外的

an overseas market

國外市場

mortgage [ˈmɔːɡɪdʒ] (n) 房貸；抵押；借款

The bank refused to accept any mortgage on land.

銀行拒絕接受任何土地抵押。

He has paid off the mortgage.

他已歸還抵押借款。

-----

take out a (amount) mortgage 申請（金額）房貸

The family had to take out a 30,000 mortgage to pay their son's tuition for a year.

這家人把房子抵押申請三萬元以支付兒子一年的學費。

-----

pay off (one's) mortgage 償清（某人的）房貸

For us to sell our house, we have to pay off our mortgage first.

我們要把房子賣掉前得先還清貸款才行。

-----

meet (one's) mortgage payment 負擔（某人的）房貸

We can't afford to spend a month in Europe and meet our mortgage payments, too. **mortgage**

我們無法負擔歐洲旅遊一個月又同時付得出房貸。

-----

mortgage (v) 以..作為抵押

In order to pay for the cabin by the lake, we'll have to mortgage our home.

為了買邊屋，我們必須把房子抵押出去。

installment [ɪnˈstɒlmənt] (n) 分期付款

We paid for the TV set in installments of 100 dollars a month for five months.  
我們用分期付款方法付電視機款,每月付一百元,分五個月付清。

-----

initial [ɪˈnɪʃəl] installment (n) 頭期款

The bank often requires an initial installment of ten to twenty percent of the home's purchase price.  
銀行大都要求以房屋成交價的百分之 10 至 20 當作頭期款。

-----

down payment [ˈpেমənt] (n) 頭期款

Do you know how much of a down payment is usually necessary to get a mortgage loan?  
你知道申請房貸通常需準備多少頭期款嗎?

-----

vacant [ˈvekənt] (a) 空著的；未被佔用的

A vacant apartment in New York City is very difficult to find.  
在紐約市內很難找到空著無人住的公寓。

-----

voyage [ˈvɔɪdʒ] (n) 航程；航行

The voyage from America to France used to take two months.  
從美國到法國的航行過去要花二個月時間。

-----

arrival [əˈraɪvəl] (n) 到達；抵達

arrival at a conclusion  
結論的得出

We waited for the arrival of our guests.

我們等著客人的到來。

-----  
forbid [fə`bid] (v) 禁止

The new law forbids smoking in offices.

新法律禁止在辦公室抽煙。

Their father forbade them to go.

他們的父親禁止他們去。

-----  
cargo [ˈkɑrgo] (n) (船貨飛機載運的)貨物

The ship can carry a cargo of 1,000 tons.

這船能載一千噸貨物。

-----  
vehicle [ˈvi:kl̩] (n) 交通工具；車輛

The launch vehicle lifts the satellite into orbit.

太空火箭將人造衛星送入運行軌道

-----  
aviation [ˌævi`eʃən] (n) 飛行；航空學

Aviation experts say that a seagull caught in the engine caused the plane crash.

航空專家指出是因為一隻海鷗被卡在引擎裡面所以才造成飛機失事。

-----  
crash landing (n) 飛機迫降

The pilot was highly commended for having handled the crash landing successfully.

這個機長因為成功的使飛機迫降，而得到高度讚賞。

commend [kə`mend] (v) 讚賞；推薦；把...委託給

The general commended the soldier for his bravery.

將軍表揚了那個士兵的勇敢行爲。

I should like to commend this method to you.

我想向您推薦這一方法。

They commended their child to my care.

他們把孩子委託給我照顧。

commuter [kə`mjutə] (n) 通勤者

I knew a commuter who rode in town on the first train every morning.

我認識一個每天都乘頭班火車進城的通勤者。

ferry [`feri] (n) 渡輪

They waited for the ferry to return.

他們等候渡船返回。

freight [fret] (n) 貨運；貨物

The ship is loading freight.

船正在裝貨。

㊟ Learning Tip :

補充關於 freight 的商業單字：

1. freight company 貨運公司
2. freight forwarding 貨運承攬



pedestrian [pəˈdestriən] (n) 行人的；徒步的

We enjoy all pedestrian activities.

我們喜歡所有的步行活動。

---

via [ˈvaɪə] (v) 經由；藉由

They flow to New York via Tokyo.

牠們經東京飛到紐約。

---

bazaar [bəˈzɑːr] (n) (中東國家等的)市場；商店街

The city's bazaar was crowded with thieves, who harmed sales and tourism for many years.

城市裡的市集有很多小偷，多年來除了破壞生意也傷害了觀光業。

---

discount [ˈdiskaunt] (n) 折扣 (注意當名詞使用時，重音在“第一音節”！)

We give a special discount of 10 per cent for cash.

如用現金購買，我們給予九折優待。

They offer our company a substantial discount.

他們提供給我們公司相當大的折扣。

---

substantial (a) 多的；大的；大量的；豐盛的

I had a substantial meal.

我飽餐了一頓。

---

refund [rɪˈfʌnd] (v) 退錢；歸還；償還

If the shoes do not wear well the shop will refund the money.  
如果鞋不經穿,商店將退還你錢。

refund [ˈrɪfʌnd] (n) 退錢；歸還；償還

(注意當名詞使用時，重音在「第一音節」！動詞重音才是在第二音節！)

She took the faulty radio back to the shop and demanded a refund.  
她將有毛病的收音機拿回商店去要求退款。

refund (n) 退錢；償還金額

She took the faulty radio back to the shop and demanded a refund.  
她將有毛病的收音機拿回商店去要求退款。

### ㊟ Learning Tip:

看到了沒 demand a refund 是指「要求退款」

demand [dɪˈmænd] 除了有「需求 (n)」的意思外，還有「要求 (v)」的意思！

#### 1. demand (n) 需求

→ The supply of vegetables falls short of demand this year.  
今年蔬菜供不應求。

#### 2. demand (v) 要求

→ The boss demanded that Mary (should) finish it within a week.  
老板要求瑪麗在一週內完成它。

→ They demanded the right to vote.  
他們要求選舉權。

→ She demanded to see the headmaster.

她請求見校長。

expire [ɪkˈspaɪr] (v) 到期；屆滿；期限終止

My lease will expire on September 30th of this year.

我的租約今年九月三十日到期。

㊟ Learning Tip :

- expire 的名詞是 “expiration” (n) 終結；期滿
- 那麼，商品的保存期限英文應該怎麼說呢？

→ 答案是：expiration date 到期日, 截止期

下次買東西的時候，仔細看看商品上面的英文，就可以依目了然囉！

itemize [ˈaɪtəm.aɪz] (v) 詳細列舉；分條列舉

You have to itemize and make an inventory of everything in the store.

你必須把店裡的每一件東西逐項細列製成清單。

㊟ Learning Tip :

\* itemize 是動；那麼它的名詞是什麼呢？

→ 它的名詞就是 item (n) 項目。來造個例句ㄟ ^^

She checked the items in the bill.

她檢查了帳單上的帳目。

inventory [ˈɪnvən.tɔrɪ] (n) 存貨清單；財產目錄

The store was closed for inventory all week.

那家商店因盤貨暫停營業一星期。

make an inventory

開清單。

request [rɪˈkwest] (v) 要求；請求

Mr. Paine made a request that I should help him.

佩恩先生要求我幫助他。

It is my last request. I shall never ask you anything again.

這是我最後的請求。我再也不會向你提任何要求。

㊟ Learning Tip:

說到 request 這個字，就讓我想到 ICRT 裡面的點播歌曲節目，我第一次學到這個字的用法，就是在聽 ICRT 時學到的唷！

\* 「我要點一首歌」這句話英文怎麼說呢？

→ I'd like to request a song.

看吧！其實 TOEIC 的英文也能夠和生活英語息息相關呢！

# 牛刀小試

## ◎商用英語閱讀測驗

### Bank of Japan Head **Caught Up in Scandal**

#### 日銀總裁涉內線交易

- (A) **Heads rolled** with the recent arrest of Yoshiaki Murakami over **insider trading**. Murakami's **high-profile** fall from fund manager **brought down** his investment fund but also investors, colleagues, and nearly the head of the Bank of Japan, Toshihiko Fukui.
- (B) Trying to control criticism, Fukui admitted to investing 10 million yen in a fund run by Murakami, but noted it was made prior to being appointed head of the central bank. However, opposition leaders called for the governor's **resignation**, even though it does not seem his investment violated any ethical rules.
- (C) Fukui is now trying to focus on when the central bank might raise interest rates rather than the scandal. Prime Minister Junichiro Koizumi has said he has no plans to replace the governor, one of the Japan's most respected bankers.
- (A) 村上世彰最近因為內線交易被捕，多人因而連帶收到波及。這起廣受矚目的基金經理人被逮捕案件不但多垮其投資基金，也連累了投資人、同僚，甚至是日本銀行（Bank of Japan）總裁福井俊彥（Toshihiko Fukui）都差點遭到池魚之殃。
- (B) 爲了平抑批評聲浪，福井俊彥承認曾投資村上基金一千萬日圓，但強調那是在他獲認為央行總裁之前。然而，即便福井俊彥的投資似乎並未違反任何道德規範，反對黨領袖仍要求他辭職下台。
- (C) 福井目前設法將焦點放在央行何時可能升息，非在該起醜聞上。首相小泉純一郎（Junichiro Koizumi）表示並不打算撤換這位日本最受敬重的銀行家總裁。

單字：☺

- 1 insider trading 內線交易
- 2 high-profile 受矚目的；高知名度的
- 3 bring down 使倒下；使失敗
- 4 resignation 辭職
- 5 scandal 醜聞

片語：

※ (be) caught up in 受到牽連

**(be) caught in VS. (be) involved in**

(be) caught in	(be) involved in
因某事被牽連，但無法確定實際上是否參與 / 違法並涉入其中。	涉入某事（案件），實際參與 / 違法的可能性高。

→ The team was caught up in the gambling scandal.

該團隊因賭博醜聞案而受到牽連。

→ The baseball player was involved in the gambling scandal.

該名棒球選手涉入賭博醜聞案。

※ heads roll 收到處罰；丟掉工作

字面指「人頭落地」，引申只有人將因過受懲處，尤其指離開現任的工作或職位。

→ Heads are going to roll for all the mistakes that have happened recently.

將有人為近來所發生的一切疏失下台負責。

## 簡易實用辦公室對話：

Boss : John, could you please make 10 copies of this for me?

約翰，可以情你把這個印10份給我嗎？

John : Sure, Boss !

當然，老闆！

Boss : Oh, I want them to be **double-sided**.

喔，我想要把它們影印成雙面的。

John : And **stapled**?

然後裝訂起來嗎？

Boss : Yes, **you read my mind**.

是的，你真了解我。

John : I'll have them done **ASAP**.

我會馬上把它完成的。

Boss : **Take your time**. It's for the meeting tomorrow afternoon.

不用急，慢慢來。是明天下午會議要用的。

John : I'll leave them on your desk when I'm done.

做好了我會把它放在你桌上的。

### 單字：

- 1 double-sided 雙面的
- 2 stapled 用訂書針訂起來的
- 3 you read my mind 你真懂我
- 4 ASAP = as soon as possible 越快越好
- 5 take your time 慢慢來；不用急

## 挑戰 TOEIC 80 題

1. Men often wait longer to get help for medical problems than women, and \_\_\_\_\_, women live about six years longer than men.
  - (a) instead of
  - (b) constantly
  - (c) consequently
  - (d) because
2. \_\_\_\_\_ she manages three companies, Sara still has time to coach her son's soccer team.
  - (a) Because of
  - (b) Weather
  - (c) Often
  - (d) Although
3. Tom played basketball in college and \_\_\_\_\_ active ever since.
  - (a) have extremely been
  - (b) has been extremely
  - (c) will be extremely
  - (d) should extremely be
4. The guests at my fantasy dinner party \_\_\_\_\_ Abraham Lincoln, Marco Polo, St. Peter, and Socrates.
  - (a) will be included
  - (b) should have invited
  - (c) would include
  - (d) are including
5. When I \_\_\_\_\_ your friend Jamie this Sunday, I will certainly give him your message.
  - (a) have seen
  - (b) will see
  - (c) see
  - (d) sees
6. All of the international dignitaries attending the conference \_\_\_\_\_ to



bring a souvenir from their country.

- (a) has asked
- (b) asking
- (c) were asked
- (d) was asking

7. My grandmother has been going to a better dentist, so this \_\_\_\_\_ the problems she is having with her dentures.

- (a) won't eliminate
- (b) will be elimination
- (c) should have been eliminated
- (d) should help eliminate

8. After my Aunt Sheila turned 65, she \_\_\_\_\_ to celebrate life more by going to the ballet and the opera.

- (a) decided
- (b) will decide
- (c) have decided
- (d) will be deciding

9. Our new firm \_\_\_\_\_ for a credible, aggressive individual with great communication skills to fill this position.

- (a) have looked
- (b) are looking
- (c) is looking
- (d) look

10. I didn't know \_\_\_\_\_ of my hair he was going to cut.

- (a) how
- (b) how small
- (c) how many
- (d) how much

11. If you want to do well on the exam, you \_\_\_\_\_ on the directions that the professor gives and take exact notes.

- (a) will have concentrated
- (b) have to concentrate
- (c) will be concentrated

(d) will be concentrating

12. \_\_\_\_\_ the heavy pollution, the city officials have decided to cancel school for the day.

- (a) Prior
- (b) By means of
- (c) Due to
- (d) Though

13. Unless there is a blizzard tonight, the snow \_\_\_\_\_ deep enough for the skiing competition tomorrow.

- (a) won't be
- (b) won't have
- (c) wouldn't have had
- (d) isn't

14. Terry's mother kept telling him that \_\_\_\_\_ in the street is dangerous, but he would not listen..

- (a) played
- (b) will play
- (c) playing
- (d) been playing

15. When you leave, make certain all the windows and doors \_\_\_\_\_.

- (a) will close
- (b) should have been closed
- (c) are closed
- (d) is closed

16. He wouldn't even think of wearing \_\_\_\_\_ clothes; they make him look so old!

- (a) same
- (b) despite
- (c) such
- (d) that

17. After the performance of Othello, the audience \_\_\_\_\_ to their feet and gave a thunderous standing ovation.

- (a) have rose
- (b) rose
- (c) risen
- (d) rising

18. \_\_\_\_ arose among all of the students as to why the teacher was fired.

- (a) Suspicious
- (b) Suspect
- (c) Suspicion
- (d) Suspecting

19. When Jessica's brother hit her with a stick, she \_\_\_\_ cried out for her mother.

- (a) quick
- (b) immediate
- (c) instantaneous
- (d) immediately

20. Michael Jordan made the most \_\_\_\_ three-pointer at the sound of the buzzer and won the championship for his team.

- (a) humdrum
- (b) unpretentious
- (c) ridiculous
- (d) spectacular

21. Our dog Bubbles just gave birth to six black-and-white puppies but we can't get close to see them because she is \_\_\_\_ of them.

- (a) very private
- (b) very protective
- (c) too professional
- (d) too precise

22. The advertisement for Super Suds detergent \_\_\_\_ that the sale has increased by 25% in the first quarter.

- (a) have been so successful
- (b) had been so successful
- (c) has been so successful
- (d) will be so successful

23. Tom Jones, who \_\_\_\_\_ around the world, will come to Asia next month.  
(a) will be touring  
(b) have toured  
(c) had been touring  
(d) has been touring
24. That sailing ship has just taken a sharp turn and it looks \_\_\_\_\_ it were going to turn over.  
(a) as through  
(b) although  
(c) as though  
(d) as thorough as
25. My airline reservations have been changed so many times that I am totally \_\_\_\_\_ as to when I need to be at the airport.  
(a) confident  
(b) bewildered  
(c) confusing  
(d) complicated
26. Our boss taking everyone to the ballet tonight, and I need to make sure my new dress \_\_\_\_\_ for the occasion.  
(a) has been cleaned  
(b) should have been cleaned  
(c) is being cleaned  
(d) has been cleaning
27. Lucinda felt that she wasn't sharp enough \_\_\_\_\_ as businesswoman.  
(a) for being  
(b) to being  
(c) to be  
(d) as to be
28. After all the late night studying, Janet was too \_\_\_\_\_ to stay awake for her last exam.  
(a) excited  
(b) exhausted

- (c) exhumed
- (d) exhilarated

29. The instructions on how to use the new machine \_\_\_\_\_ that nobody seemed to be able to understand.

- (a) were very simplistic
- (b) was very confused
- (c) were so confusing
- (d) was so simplistic

30. Our country hasn't seen an \_\_\_\_\_ problem for years because of the strong economy.

- (a) unemployed
- (b) unemployment
- (c) unemployed
- (d) unemploying

31. This music group's popularity has \_\_\_\_\_ over the past five years.

- (a) growing
- (b) grown
- (c) been grown
- (d) grew

32. The professor gave us \_\_\_\_\_ different solutions to this science question.

- (a) as many
- (b) few
- (c) a few
- (d) much

33. Many of the fads of the 1970's \_\_\_\_\_ as today's latest fashion.

- (a) are being revived
- (b) is revised
- (c) are revoked
- (d) is being reviled

34. Sally doesn't like that pair of shoes because they are too \_\_\_\_\_.

- (a) loosen
- (b) lose

- (c) loose
- (d) loss

35. My mother always prepared each course of the meal very \_\_\_\_.

- (a) careful
- (b) careless
- (c) carefully
- (d) caring

36. Our car trunk \_\_\_\_ with suitcases and we could hardly make room for anything else.

- (a) went cramming
- (b) was crammed
- (c) is cramming
- (d) was been crammed

37. Sally use her car to drive to the grocery store \_\_\_\_ buy some snacks for the party this weekend.

- (a) due to
- (b) because
- (c) instead of
- (d) in order to

38. "The titanic" was such a popular movie that it seemed to \_\_\_\_ the whole world.

- (a) almost keep
- (b) practically shout
- (c) literally sweep
- (d) somewhat keep

39. Sally found a rare kind of fossil \_\_\_\_ down this path.

- (a) furthest
- (b) farther
- (c) farer
- (d) more far

40. He put the history books \_\_\_\_ the dictionaries and other reference book on the shelf.

- (a) beside
- (b) next
- (c) besides
- (d) adjacent

## Answer

1. C	2. D	3. B	4. C	5. C
6. C	7. D	8. A	9. C	10. D
11. B	12. C	13. A	14. C	15. C
16. C	17. B	18. C	19. D	20. D
21. B	22. C	23. D	24. C	25. B
26. A	27. C	28. B	29. C	30. B
31. B	32. C	33. A	34. C	35. C
36. B	37. D	38. C	39. B	40. A

1 . The ball game continued \_\_\_\_\_ the rain.

- (a) due to
- (b) in spite of
- (c) thought
- (d) while

2. The stranger \_\_\_\_\_ helped me on the road turned out be an old friend of my father's.

- (a) where
- (b) whom
- (c) who
- (d) when

3. Mary finally decided \_\_\_\_\_ all the junk she had kept in the garage.

- (a) get rid of
- (b) gotten rid of
- (c) getting rid of
- (d) to get rid of

4. With the extra yarn, Karen \_\_\_\_\_ a sweater for her father's birthday last month.

- (a) have knitted
- (b) will have knit
- (c) was knitted
- (d) knitted

5. The paint on the clown's face \_\_\_\_\_ that it scared the children he was trying to entertain.

- (a) was so exaggeration
- (b) were an exaggeration
- (c) was such an exaggeration
- (d) was exaggerating

6. \_\_\_\_\_ in our apartment ever cleans the dishes, and I always end up doing it.

- (a) Everybody
- (b) Nobody
- (c) Somebody



(d) Who

7. There is \_\_\_\_\_ conflicting information on how much iron women need in their diet.

- (a) so much
- (b) so many
- (c) too few
- (d) a few

8. Darren., your friend Mike never seems to arrive on time, \_\_\_\_\_ he?

- (a) does
- (b) doesn't
- (c) has
- (d) hasn't

9. I was told before I came to this country to beware \_\_\_\_\_ the spicy foods.

- (a) for
- (b) to
- (c) with
- (d) of

10. \_\_\_\_\_ Mary has been to New York many times, she never visited the Museum of Modern Art.

- (a) Because
- (b) Despite
- (c) Even though
- (d) Due to

11. John and Mary \_\_\_\_\_ having a new car for years.

- (a) has been dreaming of
- (b) have been dreaming of
- (c) has dreamed
- (d) will have dreamed

12. After failing his midterm exams, Jeremy was \_\_\_\_\_ face his parents.

- (a) too ashamed to
- (b) too embarrassing to

- (c) very ashamed of
- (d) very embarrassing to

13. Andrew set the big pile of books he \_\_\_\_\_ on the shelf as soon as he entered the room.

- (a) was carrying
- (b) were carrying
- (c) should have carried
- (d) would be carrying

14. The secretary didn't know who he was or she \_\_\_\_\_ him more politely.

- (a) will be treating
- (b) would have treated
- (c) was treating
- (d) would have been treated

15. \_\_\_\_\_ benefits of being places on a monthly salary is that it tends to offer a freer work schedule.

- (a) One of the
- (b) One
- (c) Many
- (d) As many as

16. Before Jenny decided to take that job, she \_\_\_\_\_ a thorough investigation on that company.

- (a) has done
- (b) have done
- (c) had done
- (d) will have done

17. The secretary still hasn't finished \_\_\_\_\_ your document yet, so don't expect to get it today.

- (a) to type
- (b) typing
- (c) typed
- (d) type

18. The \_\_\_\_ war caused fear in everyone's heart.

- (a) forcible
- (b) ferociously
- (c) brutally
- (d) raging

19 \_\_\_\_\_ John tried his best to study for it, he was unable to get a very high score on his final test.

- (a) Even though
- (b) Because
- (c) But
- (d) Since

20. My English didn't really become fluent \_\_\_\_\_ I finished a 6-month intensive course.

- (a) as soon as
- (b) until
- (c) since
- (d) because

21. Since his injury was serious, the doctor suggested that \_\_\_\_\_ he in the game.

- (a) did not play
- (b) must not play
- (c) not play
- (d) not to play

22. Due to the seriousness of the burglary, the investigators \_\_\_\_\_ investigated everything.

- (a) thorough
- (b) thoroughly
- (c) through
- (d) thoughtfully

23 Sally called her boss to remind him \_\_\_\_\_ the meeting.

- (a) did not forget
- (b) had not forgotten
- (c) not to forget

(d) forget not

24 \_\_\_\_\_ the gift in beautiful green paper, Sarah departed for the party.

- (a) Having wrapped
- (b) To wrap
- (c) Wrap
- (d) Wrapping

25. The \_\_\_\_\_ coverage was great but there were too many commercials.

- (a) sport
- (b) sports
- (c) sportive
- (d) sporty

26. I would really like to try skydiving \_\_\_\_\_ I'm afraid of heights.

- (a) accept
- (b) besides
- (c) except
- (d) because

27. The supervisor has made \_\_\_\_\_ for employees who abuse their privileges.

- (a) few exceptions
- (b) little exceptions
- (c) a few exception
- (d) a little exception

28. I'm looking for a car that is \_\_\_\_\_ than the one I already have.

- (a) more efficient
- (b) most efficient
- (c) very efficient
- (d) more efficiently

29. The textbook your teacher has chosen \_\_\_\_\_ is much better than the one my teacher is using.

- (a) using

- (b) be used
- (c) used
- (d) to use

30. Quitting smoking would be one big step to \_\_\_\_\_.

- (a) can health
- (b) have healthy
- (c) be healthy
- (d) being healthy

31. The earthquake \_\_\_\_\_ the whole area violently and damaged a lot of buildings.

- (a) shook
- (b) shook
- (c) shaken
- (d) shaken

32. The teacher did not know the student because he \_\_\_\_\_ even attended the class once.

- (a) has not
- (b) had not
- (c) will have not
- (d) will not

33. I have seen people die \_\_\_\_\_ hunger, and I never want to experience that again.

- (a) with
- (b) in
- (c) on
- (d) of

34. Bill had such a difficult time \_\_\_\_\_ to decide which flavor of candy he wanted because there were too many choices.

- (a) attempt
- (b) attempted
- (c) trying
- (d) try

35. This semester Sarah is taking her first \_\_\_\_ course in college.
- (a) physicist
  - (b) physics
  - (c) physical
  - (d) physically
36. I usually don't have problems meeting deadlines, but I have to ask for an \_\_\_\_\_ on my these two projects.
- (a) extension
  - (b) excuse
  - (c) exhaustion
  - (d) exhilaration
37. \_\_\_\_\_ the increase in the number of computers in our offices, the amount of paper that we need has risen as well.
- (a) Along with
  - (b) Altogether
  - (c) Although
  - (d) All along
38. Bill doesn't think that the \_\_\_\_\_ situation here is as good as his hometown's.
- (a) economics
  - (b) economic
  - (c) economy
  - (d) economical
39. Hewlett Packard's \_\_\_\_\_ digital cameras have met with incredible market success.
- (a) innovate
  - (b) innovator
  - (c) innovation
  - (d) innovative

40. Professor Anderson didn't know \_\_\_\_\_ paper was left on his desk because it had no name on it.

- (a) the
- (b) that
- (c) whose
- (d) whom

Answer :

1 B	2 C	3 D	4 D	5 C
6 B	7 A	8 A	9 D	10 C
11 B	12 A	13 A	14 B	15 A
16 C	17 B	18 D	19 A	20 B
21 C	22 B	23 C	24 A	25 B
26 C	27 A	28 A	29 D	30 D
31 A	32 B	33 D	34 C	35 B
36 A	37 A	38 B	39 D	40 C