

0. Explore

準備第 7 部分：

雙篇閱讀

確認段落大意

在第 7 部分，你也會讀到有關廣告和電子郵件、或信件和表格的多段文章，並被詢問有關這些段落的問題。與單篇閱讀測驗一樣，概括每段大意和考慮不同段落文字的相同之處很重要。

在閱讀時，可以自問以下問題：

這些文章是什麼類型的？

這些文章的主要內容是什麼？

每段文章有哪些相似之處？

兩段文章重複使用哪些單詞？

Tip:

多數文章都是信件格式。應熟悉一些工作場所中較常用的文件格式規則和頁面設計，如信件、電子郵件或備忘錄。

Tip:

在現實工作場所中，書信往來的雙方經常在第一段文字中介紹信件的主題，在結尾段落提出請求。再次詳細閱讀文章之前，檢查開頭和結尾段落有助於你理解段落大意。如果信件是電子郵件，還要檢查信件主旨。

1. Practice

1-1 Match the titles of the second passage to the excerpts from the first passage by dragging the correct titles from the bank below to the appropriate column. There are more titles than you need.	
Passage 1 Excerpts	Passage 2 Titles
We wish to thank you for your patronage of the Clearwater Art Gallery.	_____

Please make sure that employees submit their travel expenses reports by the end of next week.	_____

I would like to make some revisions to an order that I placed online on June 1st.	_____

I recently purchased a Hygenetix dishwasher from my local electronics store.	_____

Thank you for agreeing to participate in this survey regarding your shopping habits.	_____

(a) Morgan Tours Luxury Summer Cruises	(b) Wayne and Joyce Office Supplies Order Form.
(c) Troubleshooting Instructions for Your New Dishwasher	(d) TechnoVantage Travel Expenses Report.
(e) Beacon Bridge Shopping Mall Customer Survey	(f) Minutes of the Clearwater Art Gallery Board of Directors

Common Problems and Solutions for Clear Vision Televisions

Problem	Solution
No Power	<ol style="list-style-type: none"> 1. Check that the power cord is securely plugged into an electrical outlet, and press the "Power" button. 2. Ensure the electrical outlet is receiving power. Plug another device into the outlet and turn it on. If the second device does not work, check the fuse box for a blown fuse or tripped circuit breaker. 3. There may have been a power failure in your house. Unplug the power cord from the electrical outlet and let the television sit for approximately one minute before resetting it.
No Picture	<ol style="list-style-type: none"> 1. Switch to a different channel to see if there is a problem with that channel's service. 2. Check the antenna connection on the back of the television. 3. If your video source is from a DVD player, make sure the cables are plugged into the "Video Input" jacks on the television and the "Video Out" jacks on the back of the DVD player. <p>Set the television to the correct input by pressing the "Input" button. You may have changed the setting and forgotten to turn it back.</p>

No Sound	<ol style="list-style-type: none"> 1. Press the "Mute" button on the remote control. You may have muted the television. 2. Use the volume buttons to raise the volume to a comfortable level. If the volume level is turned down you won't hear any sound. 3. If the audio source is a DVD player, check the component cables hooked up to the "Audio Input" jacks on the back of the television and make sure the opposite ends of the cables are connected to the "Audio Out" jacks on the back of your DVD player.

From: maxkaplan@yoogomail.com
To: customersupport@clearvision.co.uk
Subject: Technical Problems
Date: August 22

I recently purchased a Clear Vision flat screen TV from my local electronics store. I was very pleased with the television's performance. However, I have lately begun to notice some problems. On several occasions there is no picture reception although the sound seems to be ok. On other occasions there is no sound although there is picture reception.

I have read the manual provided with the television and have tried to follow the instructions but these problems keep recurring.

I would appreciate it if a representative from your customer support department would contact me as soon as possible so that we can get these problems sorted out.

Thanks.
Max Kaplan

1-2 Here is an example of double passages you might find on the TOEIC Test. What is similar about each of these passages? Skim the text and answer the questions.

1-2-1 What kind of texts are these?

- Ⓐ A survey and a report
- Ⓑ Instructions and an e-mail
- Ⓒ An advertisement and an order form
- Ⓓ A notice and a memo

1-2-2 What are these passages mostly about?

- Ⓐ Advantages of flat screen televisions
- Ⓑ Technical problems of flat screen televisions
- Ⓒ Features of flat screen televisions
- Ⓓ Shops which sell flat screen televisions

1-3 Read the texts again and think about the differences between these passages. Complete the table below.	
Passage 1	Passage 2

(a) written in first person	(b) main idea is in the title
(c) we don't know who the writer is	(d) written in imperative (commands)
(e) we know who the writer is	(f) main idea is in the subject line

1-4 Now answer the following comprehension questions.
<p>1-4-1 Which of the following problems does Mr. Kaplan complain about?</p> <p>Ⓐ The sound on his television is faulty.</p> <p>Ⓑ The picture on his television is poor.</p> <p>Ⓒ Both the sound and picture reception are bad.</p> <p>Ⓓ He can't turn the television on.</p> <p>1-4-2 Which of the following is probably NOT a reason for Mr. Kaplan's problems with his television?</p> <p>Ⓐ The volume button may be turned down.</p> <p>Ⓑ There may be a blown fuse or tripped circuit.</p> <p>Ⓒ The cables may not be plugged in to the DVD player.</p> <p>Ⓓ There may be a problem with the channel service.</p>

2. Quiz

World of Wonder Tours of Asia and the Far East

You can count on World of Wonder Tours!

- Customized itineraries
- Price quotes within 24 hours
- The latest information on all major attractions, festivals, and trade fairs
- We cater to special requirements such as dietary needs, religious observances, and disabilities
- Groups of all sizes from 15 to 500 individuals.

Group services provided by World of Wonder

Tours includes:

- Airline flights with contracted carriers
- Hotel accommodation from Standard to Deluxe
- Air-conditioned tour buses
- Local English-speaking tour guides
- Transfers with meet & greet assistance
- Private rooms for meetings, lectures, conferences, receptions, etc.

Some group tours World of Wonder Tours recently operated:

- School and college trips
- Art and architecture tours
- Wine and cooking tours
- Corporate team-building
- Family reunions

Reductions available for groups of twenty-five or more.

World of Wonder Tours Group Information Form

Group Name:	Oriental Arts
Group Size:	25
Departure Date:	September 23
Group Profile:	Art students and enthusiasts, adults, no children
Special Requirements:	4 vegetarians
Total Number Of Nights:	8
Tour Leader Name:	Mario Hanson
Trip Destinations:	Hong Kong-3 nights Shanghai - 2 nights Beijing - 3 nights

2-1 Read the advertisement and order form and answer the questions that follow.

2-1-1 What kind of activity is the advertisement promoting?

- Ⓐ Group tours
- Ⓑ Business trips
- Ⓒ Private functions
- Ⓓ School visits

2-1-2 Which of the following services is NOT mentioned?

- Ⓐ Flights with well-known airlines
- Ⓑ Luxury hotel accommodation
- Ⓒ Facilities for private meetings
- Ⓓ Air-conditioned rental cars

2-1-3 What is meant by "Meet and Greet assistance"?

- Ⓐ A service that sends someone to help a group when they arrive at an airport
- Ⓑ A service that provides tour guides to take people sightseeing from their hotel
- Ⓒ A service that organizes the details of a group's travel arrangements
- Ⓓ A service that helps organize private functions

2-1-4 How many people on the Oriental Arts tour have a special dietary requirement?

- Ⓐ 3 people
- Ⓑ 4 people
- Ⓒ 5 people
- Ⓓ 25 people

2-1-5 What will the people in Mario Hanson's group probably receive?

- Ⓐ A reduction in the price of their tour
- Ⓑ A discount on purchases of art
- Ⓒ Special facilities for disabled members
- Ⓓ An upgrade from standard to deluxe accommodation