

0. Explore

準備第 5 部分：

句子填空

確認句子的整體意思

在這部分的測驗中有 **40** 個句子，每個句子都漏了一個單字或詞彙。在句子下方你會看到四個單字或詞彙。你必須選出最適合完成句子的單字或詞彙。

理解句子的大意將有助於你找出遺漏的內容。一種有效的方法是，忽略或掩蓋答案選項，並將注意力集中在整句意思上。

可以自問以下問題：

這句子是關於什麼內容?

在哪裡可能讀過這句子?

一旦你搞清楚句子的意思，再看一下答案選項，就能確定哪個是最適合的答案。

Tip:

確保你熟悉正式書面英語的規則。閱讀測驗通常不包含聽力測驗中的縮略語或非正式用語。

Tip:

工作場所的書面溝通通常要比口頭交談或對話更正式，由於書面溝通中口頭慣用語比較少，因此也更容易理解。書面溝通提供隨時可追溯的記錄，以便你檢閱相關內容。

1. Practice

1-1 Match the examples of formal English to their informal equivalents by dragging the correct words from the bank below to the appropriate column.

Informal English	Formal English
enough	_____
follow/stick to	_____
don't do	_____
be sorry	_____
individuals	_____
help	_____
need	_____
check	_____
begin	_____
get	_____
take out	_____
ask for	_____
give	_____

(a) regret	(b) adhere to	(c) withdraw
(d) sufficient	(e) offer	(f) refrain from doing
(g) parties	(h) assist	(i) commence
(j) require	(k) request	(l) verify
(m) receive		

1-2 Where might you read these sentences? Match the sentence to the appropriate text type by dragging the correct words from the bank below to the appropriate column. There are more text types than you have questions.

Sentence	Text-type
Adjust the volume knobs on the right to control the level of sound.	_____
Employees are requested to complete their monthly hours reports by the weekend.	_____
At Cuttings we offer great interest rates and attractive mortgage rates.	_____
Open Skies Airlines now travel to six European capitals.	_____
Smoking is prohibited on the factory floor and in all adjoining warehouses.	_____
Hartington Services is seeking a motivated individual who can meet deadlines.	_____
(a) tour company brochure	(b) wall sign
(c) in-flight magazine	(d) job advertisement
(e) internal office e-mail	(f) letter of invitation
(g) operating manual	(h) flyer from a bank

1-3 What are these sentences about? Match the main ideas to the appropriate sentences by dragging the correct words from the bank below to the appropriate column. There are more ideas than you need. Which words in the sentence gave you clues to its meaning?

Sentence	Main Idea
The reception desk will issue you with an identity card.	_____
Set the power switch to the respective mode to play back pictures.	_____
Interest rates for the coming quarter should remain steady.	_____
Reporters should approach the press desk to obtain a pass.	_____
Workers are required to put on helmets upon entering the facility.	_____
Ms. Binn served on the board of directors for ten years.	_____
The Sales Department is looking to fill several part-time positions.	_____

(a) safety information for factory personnel

(b) profile of a business person

(c) publicity material for a company

(d) procedure for visiting an office

(e) a sign in a department store

(f) instructions for attending a press conference

(g) job advertisement

(h) results of a financial report

(i) operating instructions for using photographic equipment

1-4 Read the following sentence. Then, select the statements below which correctly describe the setting and/or main idea.

Right Line employs a team of copywriters and design consultants whose extensive knowledge and expertise are guaranteed to bring results.

☐ The sentence is probably about an advertising company.

☐ The sentence might appear in a company brochure.

☐ The sentence describes the company positively.

☐ The sentence gives financial information about the company.

☐ The sentence gives a job description of people in the company.

1-5 Read the following incomplete sentence. Then select the statements below which correctly describe the setting and/or main idea.

Customers may return any item within 30 days if they are unsatisfied with their _____.

- ☐ The sentence is intended to be read by customers.
- ☐ The sentence might appear on a sign in a shop.
- ☐ The sentence gives the opening times of a department store.
- ☐ The sentence is advertising items which are on sale.
- ☐ The sentence explains procedures for ordering items.

1-6 Now try to complete the sentence from the previous practice activity.

Customers may return any item within 30 days if they are unsatisfied with their (1) _____.

(1) ①sale ②buyer ③receipt ④purchase

2. Quiz

2-1 Fill in the blank with the correct answer.

Visitors to the laboratory will be admitted (1) _____ if they are wearing protective clothing.

(1) ①usually ②only ③finally ④really

2-2 Fill in the blank with the correct answer.

The finance minister has confirmed (1) _____ of an economic slowdown in the first quarter.

(1) ①types ②breaks ③occasions ④reports

2-3 Fill in the blank with the correct answer.

In order to guarantee your (1) _____ reservation, please reply to this e-mail within 24 hours.

(1) ①fly ②flown ③flying ④flight

2-4 Fill in the blank with the correct answer.

In the short time she has been with the law firm, Ms Bailey has already (1) _____ on a number of important cases.

(1) ①works ②working ③work ④worked

2-5 Fill in the blank with the correct answer.

Employees on the assembly line will (1) _____ regulation overalls to be worn at all times.

(1) ①divide ②remove ③give ④receive