

O. Exercise: **Part 2 (27x1%)**

1-5 (Be 動詞/助動詞)			2-4 (Tag question 附加問句)		
A: Is this seat taken?			B: You're _____ing the new _____s, _____n't you?		
Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: Oh, I _____.	Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: That's right.
Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: No, it's not.	Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: John was _____ed in _____.
Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: I'll _____ two, please.	Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: No, it's brand new.
3-4 (Be 動詞/助動詞)			3-5 (Be 動詞/助動詞)		
A: Hasn't the outgoing mail been picked up yet?			B: Could you _____s for me at _____'s _____?		
Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: I can _____ you a _____.	Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: Thank you.
Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: Not that I know of.	Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: _____ twenty-seven.
Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: Usually by _____.	Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: Sure, I can do that.
3-7 (Be 動詞/助動詞)			4-5 (否定疑問句)		
A: Do you have time to help me later?			B: _____n't the _____s _____ing today?		
Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: Yes, she's _____.	Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: The entire office.
Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: Sorry, I'm busy all day.	Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: No, they _____ to _____.
Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: My _____ is _____.	Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: He does enjoy painting.

4-6 (Be 動詞/助動詞)			5-4 (Be 動詞/助動詞)		
A: Could you direct me the accounting office?			B: Can you _____ my _____ soon?		
Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: _____ s and _____ s.	Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: A different assignment.
Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: I'm not sure where I put it.	Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: It's a _____ ly _____.
Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: Sure, just a _____, please.	Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: Yes, I'll be able to at four o'clock.
5-6 (Be 動詞/助動詞)			6-6 (Tag question 附加問句)		
A: Do you offer discounts on theater tickets?			B: You _____ ed a car, _____ n't you?		
Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: Only for _____ s.	Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: Only if it's not too expensive.
Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: We accept credit cards.	Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: No, they _____ ed _____.
Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: A _____.	Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: Just for a part of the trip.
8-4 (否定疑問句)			8-7 (Tag question 附加問句)		
A: Isn't there a discount on this dining set?			B: The _____'s _____ ing _____ ed next _____, _____ n't it?		
Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: No. that _____'s _____.	Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: Good for him!
Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: I'll be there until five.	Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: No, Not _____.
Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: Please _____ a _____.	Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: Let's have some lunch.

9-5 (Be 動詞/助動詞)			10-6 (Tag question 附加問句)		
A: Shall I leave the teapot on the table for you?			B: _____s are _____ed for the _____, _____n't they?		
Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: He already _____.	Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: Mostly machinery.
Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: That would be great.	Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: Only for _____s.
Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: I _____ it yesterday.	Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: An appointment at two o'clock.
10-7 (Be 動詞/助動詞)			11-2 (Be 動詞/助動詞)		
A: Would you mind shutting the window?			B: Is this _____ing _____ for all _____s?		
Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: _____ at _____, it is _____.	Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: We expect ten people to attend.
Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: No, I have one here.	Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: Yes, it can be _____ed if you're _____ed.
Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: Please _____ that in _____.	Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: No, there's a small fee.
11-3 (否定疑問句)			11-5 (Be 動詞/助動詞)		
A: Isn't the proposal due this evening?			B: _____ you _____ me _____ for our new _____?		
Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: Yes, I _____ he _____.	Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: No problem – I'll print it for you.
Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: The deadline was extended.	Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: Thanks, I just _____.
Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: That _____ a _____ to _____.	Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: I don't think there's enough space here.

12-2 (Be 動詞/助動詞)			13-2 (否定疑問句)		
A: Did you know that our sales figures are highest during the spring?			B: _____ n't your _____ help _____ this _____ ?		
Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: He _____ ed _____.	Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: Thanks, I really enjoyed it.
Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: I'd like two, please.	Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: I'd _____ it _____ ly to the _____.
Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: No, I _____ that _____.	Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: I believe so.
14-4 (Be 動詞/助動詞)			15-2 (Tag question 附加問句)		
A: Did you make any extra copies of the safety report?			B: You _____ ed the Web _____, _____ n't you?		
Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: In a _____ ings _____.	Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: He's a programmer.
Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: Yes, I have one right here.	Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: Yes, about two _____ s _____.
Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: No, they're _____.	Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: It sounds like an interesting site.
15-3 (否定疑問句)			16-5 (Be 動詞/助動詞)		
A: Haven't the computer monitors arrived yet?			B: What _____ the _____ about?		
Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: They're in the _____.	Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: oh, that's interesting!
Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: No, I wouldn't.	Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: _____ at _____.
Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: The _____ s will _____.	Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: Employee relations.

19-2 (Tag question 附加問句)			20-3 (否定疑問句)		
A: You heard that the finance meeting was postponed, didn't you?			B: _____ n't you _____ the _____'s _____?		
Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: It's on _____, _____ n't it?	Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: No, it isn't late.
Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: We discussed profit margins.	Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: Just _____.
Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: In _____ 214.	Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: Not yet – we're meeting today.
20-5 (Be 動詞/助動詞)			Part 5 (11x3%)		
A: Can we reschedule the office banquet for December fifteenth?			文法題 5_5 The opening remarks by Judge Yamamoto, ----- were devoted to international trade law, were the highlight of the conference. Ⓐ who Ⓑ which Ⓒ what Ⓓ whose		
Ⓐ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: _____ n't the _____s _____ _____?			
Ⓑ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	A: Yes, I've used that bank.			
Ⓒ	<input type="checkbox"/> Similar sound/Sam word <input type="checkbox"/> Incorrect	B: It's at the _____ Café.			

文法題 12_3 Tenants may play musical instruments ----- the music does not disturb other residents in the building. Ⓐ provided that Ⓑ such as Ⓒ in case of Ⓓ owing to	文法題 12_4 In the quarter ----- its purchase of the Sumida factory, Lenir Manufacturing increased production by 15 percent. Ⓐ follow Ⓑ follows Ⓒ followed Ⓓ following
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<p>文法題</p> <p>13_2 Elpidia's Delicatessen features a wide variety of fresh sandwiches and salads prepared daily ----- the premises.</p> <p>Ⓐ against Ⓑ into Ⓒ on Ⓓ with</p>	<p>文法題</p> <p>13_4 ----- lease at Logan Apartments normally run for one year, current tenants may extend them on a month-to-month basis.</p> <p>Ⓐ Although Ⓑ Despite Ⓒ Subsequently Ⓓ Additionally</p>
<p>文法題</p> <p>13_5 ----- in proximity to the airport, the Tominski Hotel is an ideal choice for business travelers.</p> <p>Ⓐ Locating Ⓑ Located Ⓒ Locates Ⓓ Locate</p>	<p>文法題</p> <p>14_1 Boonsri Medical Group has moved to Clyde Avenue, two blocks ----- the post office and police station.</p> <p>Ⓐ among Ⓑ though Ⓒ near Ⓓ past</p>
<p>文法題</p> <p>15_2 ----- significant advances in technology, Hwangbo Automotive has been able to design an exceptionally fuel-efficient vehicle.</p> <p>Ⓐ Due to Ⓑ When Ⓒ Because Ⓓ In order to</p>	<p>文法題</p> <p>15_4 As a result of the merger, all accounts with Sentrala Bank have been transferred to Clarus Trust Ltd. ----- the type of account.</p> <p>Ⓐ prior to Ⓑ except for Ⓒ instead of Ⓓ regardless of</p>
<p>文法題</p> <p>20_2 Of the builders ----- are interested in working on the project, Carlos Sandoval stands out as the best option.</p> <p>Ⓐ they Ⓑ some Ⓒ those Ⓓ who</p>	<p>文法題</p> <p>20_3 To ----- in the online training course, send an e-mail to the information technology manager.</p> <p>Ⓐ enroll Ⓑ enrolled Ⓒ enrolling Ⓓ enrolls</p>

Part 6 (8x5%)

Questions 6-9 refer to the following memo.	
<p>To: All Staff From: Fiona Norton, President Re: Adelaide branch Date: 2 May To All Staff,</p> <p>I am thrilled to announce that because of increased demand for our services, Farley Norton Insurance will be opening a second branch in Adelaide on 1 September. ----6----</p> <p>We are looking to fill a number of vacancies in Adelaide. The jobs section of our Web page, www.farleynorton.com.au, will be updated as positions ----7.---- and are filled. Staff members interested in relocating ----8.---- Human Resources Manager Geri Thompson-Howe. Those approved for relocation will begin their roles in the new branch on 25 August.</p> <p>We look forward to this new ----9.---- in our company's future.</p> <p>Thank you, Fiona</p>	
<p>6. ① Geri Thompson-Howe can answer questions about moving costs. ② Some of the positions include office manager and assistant manager. ③ Web site administrator Ashton Lee should be congratulated on a job well done. ④ Louis Farley will be heading this new branch.</p>	<p>8. ① contacted. ② had contacted. ③ should contact. ④ were to contact.</p>
<p>7. ① invite ② occupy ③ proceed ④ arise</p>	<p>9. ① client ② period ③ service ④ employee</p>

Questions 6-9 refer to the following article.	
<p style="text-align: center;">Saving Reben's Tavern</p> <p>By Leonard Rossi</p> <p>March 17</p> <p>Friends, neighbors, and community leaders held a rally yesterday to show their support for Ruben's Tavern, the longest continuously running business in Waddleston. The rally ----6.---- to put pressure on the city council to grant the restaurant landmark status. Ruben's Tavern was established in 1843 as a rest stop for travelers. ----7.----, it has never before been considered for landmark status.</p> <p>----8.----. City developers have presented plans to revitalize the waterfront that would require the demolition of the restaurant. Landmark status would protect the building from development plans. The city council will vote ----9.---- the issue on Friday.</p>	
<p>6. ① aims</p> <p>② aimed</p> <p>③ would have aimed</p> <p>④ will aim</p>	<p>8. ① Ever since, the diner has been a favorite with the locals.</p> <p>② The process involved in organizing a rally is an easy one.</p> <p>③ This recent effort stems from a threat to the restaurant's existence.</p> <p>④ Waddleston is home to a number of excellent restaurants and cafes.</p>
<p>7. ① Meanwhile</p> <p>② Besides</p> <p>③ Surprisingly</p> <p>④ Consequently</p>	<p>9. ① on</p> <p>② over</p> <p>③ with</p> <p>④ of</p>

1. Vocabulary Review:

(1)_____	(2)_____	(3)_____	(4)_____	(5)_____	(6)_____	(7)_____	(8)_____	(9)_____	(10)_____
(11)_____	(12)_____	(13)_____	(14)_____	(15)_____	(16)_____	(17)_____	(18)_____	(19)_____	(20)_____

(a) address	(b) agenda	(c) announce	(d) arrangement	(e) attend	(f) attentive	(g) audience	(h) brainstorm
(i) break	(j) circulate	(k) come up with	(l) comment	(m) consensus	(n) executive	(o) highlight	(p) inform
(q) instructor	(r) intensive	(s) lead	(t) material				

2. Part 2(Question and Response)

題型 3 A or B Questions: 選擇疑問句

Are you going to pay the bills online or by mail? (B) Paying online is more convenient for me.

說明: 本題以助動詞開頭, 乍聽像 Yes/No Question, 但有兩個不同的特點:

(1) 句中多一個關鍵連接詞: or 「或者」(2) 問句語調下降

故可知其為選擇疑問句題型。

選擇疑問句的常見回應:

<p>1. 二選一</p> <p>可聽到題目中的其中一種選項(如上範例), 但有可能以不同的字詞換句話來表達。</p> <p>Q: Will you take a cab to the airport, or would you prefer that I drive you instead?</p> <p>A: It would be nice if you could give me a ride.</p>	<p>2. 兩者皆選或沒意見</p> <p>常出現 both, either 或 whichever/whatever 等關鍵字。</p> <p>Q: Should I finish this report tonight, or can it be done tomorrow?</p> <p>A: Either is fine. / Whatever you like.</p>
<p>3. 兩者皆不選</p> <p>常出現 neither 或 none 等關鍵字。</p> <p>Q: Do you prefer the gray shirt or the black one? A: Neither. I don't like dark colors.</p>	

補充:選擇疑問句 1[]2[]3[]4[]

題型 4 Statements: 直述句

The store has been really understaffed recently. (C) Maybe we can hire some part-timers.

說明：聽到題目整個句子無(助)動詞倒裝，語調亦沒有上揚，即可辨識出為直述句(肯定句或否定句)題型。此題型的答案沒有一定的模式，須盡可能聽出句意，找出「合理」的回應，屬較高難度的題型。

直述句常見型態：

直述句	回應
陳述或說明事實	表達想法或作法
Our photocopier is always out of order.	Yes, the company should get a new one.
表達感受	提出建議
It seems really cold in here.	We can ask the clerk to adjust the temperature on the air conditioner.
表達意見	延伸想法或結果/客觀回應
I think cutting back some of the workers' hours will save the company a lot of money.	It might also increase individual productivity!
We should hire Kevin Lee.	I think he is very qualified, too.

注意：以上直述句及其回應常可交叉變化著搭配，衍生出多樣性的直述句主題與內容。直述句有時亦能以 Yes/No 回答，即先表達同意對方的說法，接著再補充自己的想法。

Page 37: 1[]2[]3[]4[]5[]6[]7[]8[]9[]10[]

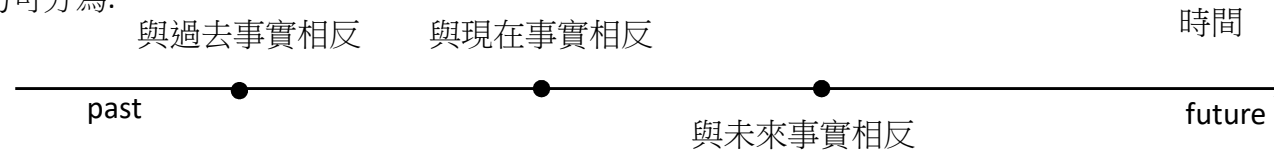
Page 66: 1[]2[]3[]4[]5[]6[]7[]8[]9[]10[]

11[]12[]13[]14[]15[]16[]17[]18[]19[]20[]

3. Part 5,6 –文法題: (P157-161, 177-187)

文法重點 7:假設語氣

If 引導的假設句可分為:



與現在事實相反

表「現在幾乎不可能或完全不可能發生的事實或願望」

if 子句	主要子句
If+S.+過去式,	S. + $\left[\begin{array}{c} \text{could} \\ \text{might} \\ \text{should} \\ \text{would} \end{array} \right] + \text{ V.}$
If+S.+were...,	
B: If I had the money, I would set up an organization to help natural disaster victims.	
A: If Sean were more patient, he could _____(sell) his house for a better price.	
B: 倒裝-> Were Sean more patient, he could sell his house for a better price.	

與過去事實相反

表「過去並未發生的事實,或是過去未能實現的願望」。

if 子句	主要子句
If+S.+had+p.p.	S. + $\left\{ \begin{array}{c} \text{could} \\ \text{might} \\ \text{should} \\ \text{would} \end{array} \right\} + \text{have} + \text{p.p.}$
A: If Dan had told me about the meeting, I would _____(finish) the report earlier. B:倒裝-> Had Dan told me about the meeting, I would have finished the report earlier.	

過去假設影響到現在的結果

if 子句	主要子句
If+S.+had+p.p.	S. + $\left\{ \begin{array}{c} \text{could} \\ \text{might} \\ \text{should} \\ \text{would} \end{array} \right\} + \text{原形動詞}$
A: If Sam had left the company, he wouldn't _____(have) the great salary he has now.	

與未來事實相反

表「未來並不可能發生, 或發生的機率非常低」

if 子句	主要子句
If+S.+were to+V.	S. + $\left[\begin{array}{c} \text{could} \\ \text{might} \\ \text{should} \\ \text{would} \end{array} \right] + V.$
B: If Lester were to finish his novel, he could <u>sell</u> it for a lot of money. A: If the sun were to rise in the west, I would _____(marry) you.	

對未來某事抱持強烈懷疑時, 亦可用假設法未來式, 表「萬一.....的話」。

if 子句	主要子句
If+S.+should +V.	S. + 過去式助動詞 + V.
	S. + 助動詞 + V.
	祈使句
B: If you should find out the game's score, you could <u>call</u> me and tell me. A: If you should go to the post office, you can _____(buy) some stamps for me.	

文法重點 8:倒裝句型

否定副詞置於句首的倒裝

否定副詞	+ {	be 動詞 + S. + adj.	
否定副詞片語		助動詞 + S. + V.	
		do/does/did + S. + V.	
否定副詞子句		have/has/had + S. + p.p.	
表否定意思的副詞, 包括:			
barely 幾乎沒有	neither 亦不	nowhere 哪裡也不	few 很少
never 從沒有	rarely 難得	hardly 幾乎不	no 沒有
scarcely 幾乎不	little 幾乎不	nor 也不	seldom 很少
B: _____ you see so many famous people in one place.			
A: Little did he know that this mistake would cause so many problems.			
B: He didn't respond to the first e-mail, _____ he respond to the second.			
A: Never has it been so easy to learn English!			

地方副詞的倒裝

表地方的介副詞	V. + S.(名詞)	1. 表地方的介副詞, 句括: up, down, back, off, out, away 等。 2. here, there 常用於表示位置或傳遞東西給他人時, 在口語中這種倒裝用法相當常見。 3. 地方副詞置於句首時, 主詞為代名詞則無需倒裝。
here/there +		
地方副詞片語	S.(代名詞) + V.	
		4. 地方副詞片語常與動詞 be, live, lie, sit, stand, come, go 等搭配使用, 用於描述地點, 位置。
B: Here comes the bus. = Here it comes.		

• A: Could we have the bill, please?

B: Of course. **Here** you **go**.

A: a cruel and unforgiving heart was behind her sweet appearance. -> _____ was a cruel and unforgiving heart.

Only 的倒裝

Only +	副詞	be 動詞 + S. + adj.
	副詞片語	+ 助動詞 + S. + V.
	副詞子句	do/does/did + S. + V.
	介系詞片語	have/has/had + S. + p.p. (主要子句倒裝)

B: We can win only by working hard. -> **Only by working hard can** we win.

A: You will be able to play the piano well only if you are willy to practice. -> _____ you be able to play the piano well.

文法重點 9: 準動詞的用法

英文的動詞除了像 I used a computer. 這樣的動詞用法外, 還有不定詞 to use, 動名詞 using 與過去分詞 used 的形式變化, 這些用法統稱為「準動詞」。

不定詞	to+原形動詞
表示目的	B: Greg stayed late at the office _____ for tomorrow's presentation. ->表示「為了...」, 更清楚寫法為 in order to prepare。「to+原形動詞」也可置於句首。
說明名詞	A: The CEO announced a plan to open a new branch office. -> 補充說明前面名詞的具體內容。
SVO 主要動詞 + 不定詞	B: The company encourages its employees _____ a long vacation. -> 像 encourage「鼓勵」, ask「要求」, require「需要」, allow「允許」, enable「使能夠」等動詞, 為了使語意完整, 可在「主詞(S)+動詞(V)+受詞(O)」句型中, 接不定詞(to+原形動詞)。

動名詞	動詞的 ing 形式
做名詞用	<p>A: _____(Extend) business hours has increased sales at the store.</p> <p>-> 動詞變成-ing 形式後, 表示「做...這件事」的動名詞, 可以作為主詞或受詞。</p> <p>B: Jesse came up with a brilliant plan without taking much time.</p> <p>->介係詞(without)後面要用動名詞。</p>
<p>下列動詞之受詞, 需為動名詞形態(而非不定詞):</p> <p>suggest「建議」, enjoy「享受」, finish「完成」, admit「承認」, avoid「避免」, mind「介意」等。</p> <p>A: Mr. Levin suggested _____(have) another meeting next week.</p>	

分詞	現在分詞 (-ing), 過去分詞 -ed)
修飾名詞	<p>B: A TV commercial created by a younger team won an award.</p> <p>-> 過去分詞表示「被...的」, 放在名詞前後當形容詞用, 修飾該名詞。Commercial「廣告」是「被製作的」, 所以使用過去分詞表被動語態。</p>
補充句意	<p>A: Mr. Kobayashi was sitting on the bench _____(read) a magazine.</p> <p>-> 現在分詞 reading「正在閱讀」的主詞與前句的動詞(was sitting)都是形容 Mr. Kobayashi。</p>
<p>現在分詞(-ing)或過去分詞(-ed)可用來補充說明前面的主詞動作或狀態, 表主動動作用現在分詞(-ing)來修飾(如例句 2), 表被動動作時, 則要用過去分詞(-ed)(如例句 1)。</p>	

P177:□1[]□2[]□3[]□4[]□5[]□6[]□7[]□8[]□9[]□10[]

P158:□1[]□2[]□3[]□4[]□5[]□6[]□7[]□8[]□9[]□10[]

□11[]□12[]□13[]□14[]□15[]□16[]□17[]□18[]□19[]□20[]

P180:□1[]□2[]□3[]□4[]□5[]□6[]□7[]□8[]□9[]□10[]

P183:□1[]□2[]□3[]□4[]□5[]□6[]□7[]□8[]□9[]□10[]

□11[]□12[]□13[]□14[]□15[]

Vocabulary – Business Meeting (2)

Student A: Please let me know your thoughts on this **matter**.

Student B: _____ OF JUNE 15 MEETING OF BOARD OF DIRECTORS

Student A: Due to her experience **negotiating** contracts in Singapore, Joan Corbett has been selected to lead the project.

Student B: The main purpose of the meeting is to settle an _____ debate among the service representatives.

Student A: Entrepreneurs spend a lot of time **organizing** and managing the administrative aspects of the company.

Student B: Now, before you leave, I'm going to _____ a participant survey.

Student A: Karen Maitland from the personnel office will answer any questions you may have about company **policies**.

Student B: The committee meeting has been _____ until 3 o'clock.

Student A: What did you think of Ms. Lwata's **presentation**?

Student B: We finally had a chance to introduce each other while the meeting was in _____.

Student A: Sure, I'll **reschedule** it right away.

Student B: Should I _____ the meeting for earlier in the day or later?

Student A: There has been a room change for one of this afternoon's management training **sessions**.

Student B: Dr. Johnson is offering a workshop during which she will _____ some ideas on effective time management.

Student A: Thank you all for coming to this meeting on such **short notice**.

Student B: Company policy _____ that everyone who uses a company vehicle must have a valid motor pool checkout card.

Student A: Can you **take notes** at tomorrow's meeting?

Student B: We offer the _____ you need to advance in your career.

Student A: Yesterday, the officers voted **unanimously** to offer large bonuses to high-performing employees.

Student B: The directors _____ to extend evening hours at local libraries to make them more accessible to patrons.