

### 歡迎參加單元測驗 Welcome to the Unit Test

本次測驗約需 20 分鐘。  
在開始測試之前，  
，請確保您有足夠時間進行測驗。  
本測驗的聽力和閱讀部分會獨立計時，共 30 道題目。

請確保您的電腦的音效功能正常運作，本次測驗有些幾個部份會  
播放音檔。祝您考試測驗順利！  
Good luck!

### Listening Comprehension

In the Listening test, you will be asked to demonstrate how well you understand spoken English. The entire Listening test will last approximately 8 minutes. There are four parts, and directions are given for each part.

#### Listening Part 1

For each question in this part, you will hear four statements about a picture on the screen. When you hear the statements, you must select the one statement that best describes what you see in the picture. Then click on the letter (A), (B), (C), or (D) in the answer space provided. The statements will not appear on the screen and will be spoken only one time.

(U1L7-01.mp3)

1 Choose the correct answer. (A)(B)(C)(D)



(U1L7-02.mp3)

2 Choose the correct answer. (A)(B)(C)(D)



## Listening Part 2

You will hear a question or statement and three responses spoken in English. They will not appear on your screen and will be spoken only one time. Select the best response to the question or statement and click on the letter (A), (B), or (C) in the answer space provided.

(U1L7-03.mp3)

3 Choose the correct answer. Ⓐ Ⓑ Ⓒ

(U1L7-04.mp3)

4 Choose the correct answer. Ⓐ Ⓑ Ⓒ

(U1L7-05.mp3)

5 Choose the correct answer. Ⓐ Ⓑ Ⓒ

(U1L7-06.mp3)

6 Choose the correct answer. Ⓐ Ⓑ Ⓒ

## Listening Part 3

You will hear a conversation between two people. You will be asked to answer three questions about what the speakers say in the conversation. Select the best response to each question in the answer space provided. The conversation will not appear on the screen and will be spoken only one time.

(U1L7-7 8 9.mp3)

7. What are the man and woman discussing?

- Ⓐ Preparing for a test
- Ⓑ Locating a file
- Ⓒ Filling out a form
- Ⓓ Finishing a presentation

8. What advice does the man give the woman?

- Ⓐ To tell the truth
- Ⓑ To change her strategy
- Ⓒ To improve her writing
- Ⓓ To take a break

9. What most likely will the woman do next?

- Ⓐ Ask another colleague for help
- Ⓑ Request an extension of the evaluation deadline
- Ⓒ Apply to lead a new project
- Ⓓ Make a list of ways she can improve

(U1L7-10 11 12.mp3)

10. What are the speakers doing?

- Ⓐ Taking part in a job interview
- Ⓑ Discussing sales strategies
- Ⓒ Reviewing a product
- Ⓓ Shopping for gadgets

11. Where did the woman previously work?

- Ⓐ At a fashion design company
- Ⓑ At a toy company
- Ⓒ At a marketing company
- Ⓓ At a school

12. What position did the woman hold?

- Ⓐ Human Resource officer
- Ⓑ Project manager
- Ⓒ Designer
- Ⓓ Educator

#### Listening Part 4

You will hear a talk given by a single speaker. You will be asked to answer three questions about what the speaker says in the talk. Select the best response to each question in the answer space provided. The talk will not appear on the screen and will be spoken only one time.

(U1L7-13 14 15.mp3)

13. Who is talking?

- Ⓐ A video producer
- Ⓑ A company executive
- Ⓒ A conference organizer
- Ⓓ A potential client

14. What is the speaker pleased with?

- Ⓐ Good sales figures for the first part of the year
- Ⓑ An employee's communication skills
- Ⓒ Last year's software program
- Ⓓ An idea raised by the marketing team

15. What does the speaker tell Joanne to do?

- Ⓐ Reconsider the target market
- Ⓑ Congratulate the marketing team
- Ⓒ Stay in regular contact with the developers
- Ⓓ Communicate with the sales managers

### Reading Comprehension

In the Reading test, you will read a variety of texts and answer several different types of reading comprehension questions. The entire Reading test should take you approximately 12 minutes.

#### Reading Part 5

A word or phrase is missing in each of the following sentences. Select the best response to each question and click on the letter (A), (B), (C), or (D) in the answer space provided.

16. Presently, Urban You, Inc., ----- to hire a project manager for TeenTear, their new denim clothing line.

- Ⓐ is planning
- Ⓑ will have planned
- Ⓒ planned
- Ⓓ to plan

17. Since Cosmeticode is taking over the west wing of the office building, our weekly board meetings are being moved ----- to room 2A in the east wing.

- Ⓐ knowingly
- Ⓑ confidently
- Ⓒ freshly
- Ⓓ permanently

18. All candidates who are applying ----- the position of graphic artist should make sure to upload their portfolios.

- Ⓐ on
- Ⓑ for
- Ⓒ with
- Ⓓ from

#### Reading Part 6

Read the texts that follow. A word or phrase is missing in some of the sentences. Select the best response to each question and click on the letter (A), (B), (C), or (D) in the answer space provided.

Dear Mr. Swift,

I am interested in the position of Team Leader as advertised on your company Web site. As you can see from the attached résumé I have ----- experience in the field of software engineering.

19. (A) considerable  
(B) considerate  
(C) consideration  
(D) considered

I have an undergraduate degree in computer science and several years of programming experience. Last year I ----- from Tonson University with an

20. (A) supported  
(B) reported  
(C) graduated  
(D) earned

advanced diploma in system design.

I am eager to use the experience and education I have acquired in a new, more challenging position. Finally, I want to emphasize that it is the -----

21. (A) modern  
(B) senior  
(C) volunteer  
(D) preferable

position I am interested in, and not the other positions that are listed on your site.

I look forward to hearing from you.

Best regards,

Alex Tan

19.

- (A) considerable  
(B) considerate  
(C) consideration  
(D) considered

20.

- (A) supported  
(B) reported  
(C) graduated  
(D) earned

21.

- (A) modern  
(B) senior  
(C) volunteer  
(D) preferable

### Reading Part 7

In this part you will read a selection of texts, such as magazine and newspaper articles, letters, and advertisements. Each text is followed by several questions. Select the best answer for each question in the answer space provided.

## **Job Opening: Office Manager August 1**

**Job Description:** Burl's Tiles Ltd., North America's number-one tile manufacturer, is looking for someone to fill the position of office manager at our Los Angeles headquarters. The position is for a period of three months, while the current office manager is occupied with setting up offices at one of our new manufacturing plants. There is a possibility that the position will become permanent. Burl's manufacturing plants are now located in 17 cities throughout the country, and we export our floor and wall tiles to over 22 countries worldwide. The office manager is responsible for the coordination of and communication with all of Burl's manufacturing plants, for scheduling meetings and conducting correspondence for the company's CEO, and for event planning.

### **Requirements:**

- proficiency in desktop publishing
- ability to meet tight deadlines
- excellent organizational and communication skills
- ability to work in a fast-paced environment
- a minimum of three years' experience in a similar position

Please send résumés to [AnyaC@BurlsTiles.net](mailto:AnyaC@BurlsTiles.net). No phone calls please.  
We will contact suitable candidates.

22. What is indicated about Burl's Tiles?

- Ⓐ It markets its products internationally.
- Ⓑ Its Los Angeles office has expanded.
- Ⓒ It is moving its headquarters to a new location.
- Ⓓ It has begun a new advertising campaign.

23. What is true about the office manager position?

- Ⓐ It is a temporary position.
- Ⓑ It will be based overseas.
- Ⓒ It was filled on August 1.
- Ⓓ It is a new position in the company.

24. Which of the following is NOT mentioned as one of the office manager's responsibilities?

- Ⓐ Organizing meetings
- Ⓑ Planning events
- Ⓒ Communication with all the manufacturing plants
- Ⓓ Processing purchase orders

25. The word 'current' in paragraph 1, line 4, is closest in meaning to

- Ⓐ modern    Ⓑ instant
- Ⓒ existing    Ⓓ alternative

26. What are interested candidates advised to do?

- Ⓐ Attend an orientation for new employees
- Ⓑ Provide a summary of their experience
- Ⓒ Call to schedule an interview
- Ⓓ Visit the Los Angeles headquarters



## Sand & Snow Apparel

### POSITION

Customer Service Supervisor

### JOB DESCRIPTION

Sand & Snow Apparel is looking for a candidate who is professional, personable, and has strong customer service skills.

### DUTIES & RESPONSIBILITIES

- Hire and train customer service agents
- Monitor customer service team's performance
- Compile reports on customer satisfaction
- Use social media to respond to customer complaints

### QUALIFICATIONS:

- College degree in Business or Marketing preferred
- Minimum two years of customer service experience needed
- Strong organizational, planning, and management skills
- Strong verbal and written communication skills
- Ability to manage multiple tasks effectively and efficiently
- Ability to work independently, set and meet own deadlines

**From:** Michael Stephens

**To:** Bernice Hoff

**Subject:** Letter of Recommendation

Dear Bernice,

I hope you're well!

As you may remember, when I left Yoshi Systems to finish my accounting degree, you said you'd be happy to write me a letter of recommendation for my next job. Well, I recently graduated and I'd like to take you up on that offer!

I just interviewed with Sand & Snow Apparel, where I am applying for the position of Customer Service Supervisor. The hiring manager asked me to supply her with letters of recommendation. Would you still be amenable to providing them with an evaluation of my work?

Thank you,  
Michael Stephens

Alex Carmel  
Hiring Manager  
Sand & Snow Apparel  
Ann Arbor, Michigan  
48108

Dear Mr. Carmel,

Michael Stephens has asked me to submit a letter of recommendation, to support his application for the Customer Service Supervisor position at Sand & Snow Apparel.

As Michael's manager, I had the pleasure of working closely with him for four years. After hiring Michael as a customer service representative, I quickly became aware of his strong organizational skills, interpersonal skills, and ability to analyze and solve problems.

Michael multitasks very effectively and can manage a large workload. He is reliable, dedicated, upbeat, and a team player. He is a great candidate for any customer service position, and has my highest recommendation.

Sincerely,

Bernice Hoff  
Customer Service Manager  
Yoshi Systems  
(555) 555-5555

Choose the correct answer.

27. How does Michael Stephens know Bernice Hoff?

- Ⓐ She was his supervisor.
- Ⓑ She was his customer.
- Ⓒ She was his accountant.
- Ⓓ She was his professor.

28. What is the purpose of Michael Stephens' e-mail?

- Ⓐ To apply for a job interview
- Ⓑ To submit his résumé
- Ⓒ To ask for a letter of recommendation
- Ⓓ To complete a college course

29. What skills does Bernice Hoff mention about Michael that are NOT stated in the job advertisement?

- Ⓐ Organizational
- Ⓑ Multitasking
- Ⓒ Communication
- Ⓓ Problem-solving

30. Why might Michael not be qualified for the job?

- Ⓐ He does not have a letter of recommendation.
- Ⓑ He does not have the preferred university degree.
- Ⓒ He does not have relevant work experience.
- Ⓓ He does not want to work full-time.