

## TOEIC 990 滿分筆記(1)：

### • 答案是過去分詞的時候

(1) 空格要選形容詞，前面有 **newly**、**recently**、**well** 等用字

- The company is looking to fill several positions in its **newly renovated** office.

(該公司正在尋找人手填補其新**裝修的**辦公室中的多個職位。)

- Our **newly hired** employees are required to complete the training within two weeks.

(我們的新**聘用的**員工需要在兩週內完成培訓。)

- The **recently published** report highlights key trends in the industry.

(該份最近**發布的**報告強調了行業的關鍵趨勢。)

- Please review the **recently updated** guidelines before submitting your application.

(在提交申請之前，請查看最近**更新的**指導方針。)

- The proposal was approved because it was **well prepared** and presented clearly.

(該提案因為**準備**充分且清晰地進行了展示而獲得批准。)

- Our products are made with **well tested** materials to ensure quality and safety.

(我們的產品使用了經過充分**測試的**材料以確保質量和安全性。)

### (2) as 表「如同」，後面的空格選詞性變化

- As **requested**, please find the updated schedule attached.

(如同**要求的**那樣，請查收附上的更新時間表。)

- As **mentioned** in the meeting, the deadline for the project has been extended.

(如同在會議中**提到的**那樣，該項目的截止日期已被延長。)

- As **instructed**, all employees must complete the survey by Friday.

(如同**指示的**那樣，所有員工必須在星期五之前完成問卷調查。)

- As **scheduled**, the event will begin at 10:00 AM sharp.

(如同**預定的**那樣，活動將準時於上午 10 點開始。)

### (3) than 後面的空格選詞性變化

- The report was completed earlier than **expected**.

(該報告完成得比**預期的**還早。)

- The product has been selling faster than **projected**.

(該產品的銷售速度比**預測的**還快。)

- The meeting lasted longer than **planned**.

(會議持續的時間比**計劃的**還長。)

- The renovation costs turned out to be higher than **estimated**.

(翻修費用比**估算的**還高。)

## TOEIC 990 滿分筆記(2) :

### • 答案是現在分詞的時候

#### (1) 空格要選形容詞修飾名詞, 該字的形容詞固定用現在分詞

常考配對	題目設計方式
the <b>existing</b> facilities 現有的設施	冠詞 + ____ + 名詞
a <b>leading</b> company 一間頂尖公司	冠詞 + ____ + 名詞
have <b>lasting</b> effects 產生持久的影響	動詞 + ____ + 名詞
under <b>mounting</b> pressure 日益增加的壓力下	介係詞 + ____ + 名詞
our <b>remaining</b> equipment 我們剩下的設備	所有格 + ____ + 名詞
any <b>outstanding</b> payments 任何未清的款項	不定形容詞 + ____ + 名詞

#### Exercise:

The company decided to upgrade the ---- facilities to improve production efficiency.  
(A) existed (B) existing (C) existence (D) exists

#### (2) 動詞改為現在分詞, 詞性也跟著變化的重點用字

詞 性	例 句
介係詞	<b>Considering</b> his experience, he is the best candidate. (考慮到他的經驗, 他是最合適的人選。)
連接詞	He did well, <b>considering</b> he had no prior experience. (考慮到他沒有任何經驗, 他表現得很好。)
介係詞	<b>Starting</b> tomorrow, the new policy will take effect. (從明天起, 新政策將生效。)
介係詞	<b>Following</b> the meeting, we will send an update. (會議之後, 我們會發送更新。)
介係詞	<b>Barring</b> any delays, the project will finish on time. (如果沒有任何延誤, 項目將按時完成。)
介係詞	We received an inquiry <b>regarding</b> the new product. (我們收到了一個關於新產品的詢問。)

## TOEIC 990 滿分筆記(3) :

- 答案是**不定詞(to V)**的時候

### (1) 這些「動詞」後面要接**不定詞**

wish	希望	I <b>wish to</b> travel abroad.
strive	努力	She <b>strives to</b> improve daily.
agree	同意	They <b>agreed to</b> meet at noon.
choose	選擇	He <b>chose to</b> stay home.
fail	未能	She <b>failed to</b> pass the test.
afford	付得起	We can't <b>afford to</b> buy a car.

### (2) 這些「名詞」後面要接**不定詞**

ability	能力	She has the <b>ability to</b> solve problems.
opportunity	機會	He got the <b>opportunity to</b> work abroad.
right	權利	We reserve the <b>right to</b> cancel the order.
effort	努力	They made an <b>effort to</b> finish on time.
attempt	企圖	He spoke louder in an <b>attempt to</b> be heard.
willingness	意願	She showed a <b>willingness to</b> help.

### (3) 主詞有這些字, be 動詞後面要接**不定詞**

aim	目標	Our <b>aim is to</b> improve customer satisfaction.
purpose	目的	The <b>purpose is to</b> reduce costs.
goal	目標	His <b>goal is to</b> become a manager.
commitment	承諾	Our <b>commitment is to</b> provide quality service.

Exercise:

The company has **agreed** ..... operations as soon as the equipment is upgraded.

(A) continue (B) continuing (C) continued (D) to continue

→ 選項有 to V 跟 V-ing, 高機率是考不定詞、動名詞考題, 通常出現 1 題

## TOEIC 990 滿分筆記(4) :

- 答案是動名詞(V-ing)的時候

### (1) 這些「動詞」後面要接動名詞

include	包含	The tour <b>includes visiting</b> famous landmarks.
consider	考慮	She is <b>considering changing</b> her job. (常考)
suggest	建議	He <b>suggested going</b> to a different restaurant.
discontinue	中止	The company <b>discontinued producing</b> that model.
postpone	延遲	They <b>postponed signing</b> the contract.
avoid	避免	She <b>avoids eating</b> junk food.

### (2) 這些「片語」後面要接動名詞

look forward to	期望	I look forward <b>to meeting</b> you soon. (常考)
be accustomed to	習慣	She is accustomed <b>to working</b> late.
be committed to	致力	We're committed <b>to providing</b> quality service.
come close to	差點	He came close <b>to winning</b> the race.
in addition to	除了...之外	In addition <b>to studying</b> , she works part-time.
insist on	堅持	He insisted <b>on paying</b> for dinner.

### (3) 動名詞和名詞的考題設計 → 注意空格後面是否接名詞

- **Research** on consumer buying habits helps companies improve their marketing strategies.  
(空格後面接介係詞, 選**名詞**為正解)
- **Researching** consumer buying habits takes a lot of time and effort.  
(空格後面接名詞, 選**動名詞**為正解)
  
- With **access** to customer data, companies can personalize their marketing strategies.
- By **accessing** the online database, researchers can find the latest reports.  
(by + V-ing 表達方法、手段, 是常考的用法)

## TOEIC 990 滿分筆記(5) :

- 答案是**名詞**的時候

### (1) 這些用字後面要接**名詞**

冠詞(a, an, the)後面	The <b>information</b> on the event...
所有格後面	Our <b>strategy</b> is to...
及物動詞後面	...accept <b>responsibility</b> for the error...
形容詞後面	...his extensive <b>knowledge</b> ...
介係詞後面	...upon <b>completion</b> of...

### (2) 常考的複合名詞(N + N)配對 → 考標**粗黑體字**的位置

保證金	<b>security deposit</b>	申請費用	<b>application fee</b>
績效評估	<b>performance review</b>	貨運公司	<b>delivery company</b>
替換零件	<b>replacement parts</b>	註冊表格	<b>registration form</b>
組裝線	<b>assembly line</b>	安全預防措施	<b>safety precautions</b>

### (3) 容易混淆的名詞 → 字尾長得像形容詞或副詞，但可當**名詞**用

-ive	<b>executive</b> (高階主管)、 <b>initiative</b> (倡議)、 <b>representative</b> (代表人員)、 <b>perspective</b> (觀點)、 <b>motive</b> (動機)、 <b>objective</b> (目標)
-al	<b>approval</b> (核准)、 <b>appraisal</b> (評估)、 <b>disposal</b> (處置)、 <b>renewal</b> (更新)、 <b>professional</b> (專業人士)、 <b>removal</b> (移除)
-ly	<b>assembly</b> (組裝、集會)

# TOEIC 990 滿分筆記(6) :

## • 答案是形容詞的時候

### (1) 空格前後有這些字要選形容詞

修飾名詞	Our clients can buy these products at a <u>substantial</u> discount. His <u>recent</u> visit to Washington attracted a lot of attention.
主詞補語的位置	[beV, remain, become, stay, prove, seem 後面接形容詞] The company has remained <u>competitive</u> over the years.
受詞補語的位置	[make, find, consider, think, keep 後面接名詞, 再接形容詞] We will keep your information <u>confidential</u> . ✿ 注意改成被動語態後的形態✿ → Your information will be kept <u>confidential</u> .

### (2) 同是形容詞, 但意思不一樣的常考用字

favorite favorable	最喜歡的 有利的	considerable considerate	相當多的 體貼的
reliant reliable	取決於 可靠的	dependent dependable	取決於 可靠的
sensitive sensible	敏感的 明智的	forgetful forgotten	健忘的 忘記的
economic economical	經濟的 符合經濟效益的	competent competitive	能幹的 有競爭力的

### (3) 形容詞放在名詞後面的時候

名詞前有 every、最高級、all (the) 且形容詞為 -ble 結尾 <sup>(註)</sup>	take every measure <u>possible</u> all documents <u>necessary</u>
以 -thing、-one、-body、-where 結尾的代名詞	Is there anything <u>new</u> ? Let's go somewhere <u>quiet</u> .

註：常見於 possible, available, necessary, responsible, imaginable 等形容詞

# TOEIC 990 滿分筆記(7)：

- 答案是副詞的時候

## (1) 這些用字前後要接副詞

修飾不及物動詞 (副詞位置彈性)	meet <b>frequently</b> with clients meet with clients <b>frequently</b> <b>frequently</b> meet with clients
修飾及物動詞 (只能放前後)	undergo safety inspections <b>regularly</b> (常考) <b>regularly</b> undergo safety inspections
修飾形容詞	a <b>highly</b> expensive property
修飾分詞	a <b>highly</b> praised film

## (2) 常設計為正解的用字搭配

significantly	顯著地、大幅地	<b>significantly</b> increase/decrease
extremely	極度地、非常	<b>extremely</b> important
simply	簡單地、僅僅是	<b>simply</b> because
approximately	大約	<b>approximately</b> 50 percent
highly	非常	<b>highly</b> qualified

## (3) 出題頻率高的副詞用法

<b>in advance</b> 事先、預先	Payment must be made <b>in advance</b> of the delivery date. ✿ <b>in advance + of N</b>
<b>thereafter</b> 之後	The CEO resigned, and shortly <b>thereafter</b> , the stock price dropped significantly. ✿ <b>shortly thereafter</b> 的搭配
<b>ever</b> 到目前為止	This is the most successful product we have <b>ever</b> launched. ✿ 注意搭配比較級、最高級時, <b>ever</b> 的意思
<b>finally</b> 終於	After years of research, the new drug has <b>finally</b> been approved.
<b>once</b> 曾經	This house <b>once</b> belonged to my grandfather. ✿ <b>once</b> 也可當連接詞用, 表「一旦」

# TOEIC 990 滿分筆記(8) :

- 答案是動詞的時候

## (1) 這些用字後面要接動詞

主要動詞的位置 (空格在兩個名詞中間)	The company <u>comprises</u> three divisions. The company <u>consists</u> of three divisions.
助動詞後面 (註 1)	You must <u>enroll</u> in the training course. The advertising campaign has <u>boosted</u> our sales.
Be 動詞後面 (註 2)	The construction plans will soon be <u>unveiled</u> . The construction plans will be <u>transforming</u> the city

註 1：助動詞後面接原形動詞；完成式助動詞後面接過去分詞。

註 2：看空格後有無直接加名詞，通常被動語態後面不會直接加名詞。

## (2) 本身為及物動詞，但作為名詞或過去分詞或其同義字時，則需要加介係詞

及物動詞	需要介係詞的時候
損壞 damage the building	cause <b>damage</b> to the building
使用 access the Internet	have <b>access</b> to the Internet
要求 request the document	his <b>request</b> for the document
面試 interview an applicant	have an <b>interview</b> with an applicant
影響 influence my decision	have an <b>influence</b> on my decision
反對 oppose the idea	be <b>opposed</b> to the idea
解釋 explain the problem	his <b>explanation</b> of the problem
參加 attend the event	<b>participate in</b> the event
抵達 reach the destination	<b>arrive at</b> the destination
仔細看 review the contract	<b>look over</b> the contract

# TOEIC 990 滿分筆記(9)：

- 照片描述題頻出的物件



crate  
條板箱



curb  
路緣石



bike rack  
自行車停靠架



cushion  
小靠枕



broom 掃把  
dustpan 畚箕



fence  
柵欄



railing  
欄杆



dock  
碼頭



cabinet  
櫃子



forklift  
堆高機



grill  
烤肉架



lawn mower  
除草機



merchandise  
商品(統稱)



patio  
戶外露臺



potted plant  
盆栽



rack  
商品陳列架



statue  
雕像



wheelbarrow  
獨輪推車



scaffolding  
鷹架



parasol  
陽傘

# TOEIC 990 滿分筆記(10)：

## • 照片描述題中困難的描述



mounted on the ceiling  
架設在天花板上



secured to a post  
固定在柱子



wheeling a suitcase  
拉著行李箱



arranging cushions  
整理小靠枕



examining items  
檢視商品



moving parallel  
平行移動



casting shadows  
投影



loading cartons  
裝載紙箱



positioned in the corner  
安置在角落



raking leaves  
耙樹葉



overlooking the pond  
俯瞰池塘



stacked by the road  
堆疊在路旁



propped up against the tree  
靠在樹上



disembarking from the bus  
下公車

# TOEIC 990 滿分筆記(11)：

## ✿ 固定搭配的片語，單獨拆開時通常無法當介係詞使用

位置	close to (接近)、next to (在...旁邊)、 adjacent to (鄰近)
時間	prior to (在...之前)、ahead of (在...之前)、 subsequent to (在...之後)
原因	due to (由於)、owing to (由於)、 on account of (因為)
其他	apart from (除了...之外)、instead of (而不是)、 in spite of (儘管)、in the event of (萬一)

1. The conference room is located **adjacent to** the main office.
2. This must be done **ahead of** the scheduled meeting next week.
3. **Subsequent to** the session, employees will be required to take an assessment test.
4. **On account of** the bad weather, the flight has been delayed.
5. **Apart from** a few minor errors, the report was well-written.
6. **In the event of** rain, the event will be held in the auditorium.

## 對應考題

1. Chemicals should be transported in sealed containers and disposed of properly \_\_\_\_\_ the store.  
(A) out  
(B) next  
(C) about  
(D) behind
2. The cafe is located \_\_\_\_\_ the bookstore, so it's easy to grab a coffee before browsing.  
(A) prior to  
(B) adjacent to  
(C) ahead of  
(D) apart from

正解：1. (D)、2. (B)

# TOEIC 990 滿分筆記(12)：

- 照片描述題中困難的描述



addressing a group  
跟一群人講話



sitting in the shade  
坐在陰涼處



resting her elbows on the table  
手肘放在桌上



gathering around a table  
圍著桌子聚集



piled on top of each other  
疊放在一起



transporting bricks on carts  
用推車運送磚塊



pinned to the bulletin board  
釘在公佈欄上



enclosed by glass walls  
被玻璃牆圍住

# TOEIC 990 滿分筆記(13)：

## ✿ 動詞片語的被動語態，後面的空格要選副詞修飾。

1. We will deal with all customer complaints **appropriately**.  
→ All customer complaints will be dealt with **appropriately**.
2. They coped with the crisis **effectively**. (**cope with** 處理)  
→ The crisis was coped with **effectively**.
3. The matter was looked into **thoroughly**. (**look into** 調查)
4. Her concerns will be responded to **promptly**. (**respond to** 回覆)

## ✿ 但非片語的及物動詞被動語態，介係詞後面的空格要選名詞。

1. We must follow the instructions with **precision**.  
→ The instructions must be followed with **precision**.  
→ The instructions must be followed **precisely**.

註：**with precision = precisely** (精確地)

2. We must treat the data with **caution**.  
→ The data must be treated with **caution**.  
→ The data must be treated **cautiously**.

註：**with caution = cautiously** (謹慎地)

3. The rules should be applied with **fairness**.
4. The issue was handled with **care**.
5. The decision was made in **haste**.
6. The message was delivered with **urgency**.

## 對應考題

- |  |                   |   |                |
|--|-------------------|---|----------------|
| 1. All tasks must be completed with _____. | (A) accurate      | 2. The situation was taken care of _____. | (A) complete   |
|  | (B) accuracy      |   | (B) completion |
|  | (C) accurately    |   | (C) completely |
|  | (D) more accurate |   | (D) completed  |

正解：1. (B)、2. (C)

# TOEIC 990 滿分筆記(14)：Part 2 委婉回應的整理

委婉回應的方式，每次約佔 5 到 7 題，這裡的整理通常為正確答案。

## 我不知道 (表達不確定或不了解)

- I don't know.
- I can't say for sure.
- I'm not sure yet.
- I have no clue.
- I can't tell.
- I wish I knew.
- I don't work here.
- I'm not employed here.
- This is my first day at work.
- I'm new to this part of town.
- I just moved to the area.
- I'm not too familiar with the neighborhood.

我不知道。  
我無法肯定地說。  
我還不确定。  
我完全不知道。  
我無法判斷。  
我也希望我知道。  
我不是這裡的員工。  
我不在這裡工作。  
這是我第一天上班。  
我對這一帶還不熟。  
我剛搬到這附近。  
我對這個社區還不太熟悉。

## 還沒決定 (表達事情未定或等待中)

- It hasn't been announced.
- The board of directors has yet to decide.
- They haven't come to an agreement.
- She didn't tell us how.
- The schedule hasn't been confirmed yet.
- They're not sure about the dates yet.
- They didn't give an exact date.
- They weren't specific with the plan.
- I haven't read it yet.
- I have yet to review the proposal.
- I haven't made up my mind.
- No one told me anything so far.
- He didn't say.
- He didn't comment.
- It's still under discussion.
- Everyone is waiting for the decision.
- The matter is still being reviewed.
- It's going to take a while before the details are finalized.

還沒公布。  
董事會尚未做出決定。  
他們尚未達成共識。  
她沒告訴我們怎麼做。  
行程還沒確定。  
他們還不確定日期。  
他們沒給出確切日期。  
他們沒有說明計畫細節。  
我還沒看過。  
我還沒審閱這份提案。  
我還沒做決定。  
到目前為止沒人告訴我任何事。  
他沒說。  
他沒有發表評論。  
還在討論中。  
大家都在等決定。  
此事仍在審核中。  
細節定案還需要一些時間。

# TOEIC 990 滿分筆記(15)：

## 常設計在單字考題的強調副詞

just 僅僅、剛剛	<ul style="list-style-type: none"><li>- Our monthly subscription fee is <b>just</b> \$10 a month. <b>just</b> 表示「僅僅」，用來強調金額很少</li><li>- They have <b>just</b> announced the opening of a new branch.</li><li>- We were <b>just</b> about to start the work. <b>just about to</b> 是一個固定片語，意思是「正要做某事」</li></ul>
even 即使、甚至	<ul style="list-style-type: none"><li>- <b>Even</b> moderate exercise can be beneficial to one's health.</li><li>- We worked for hours, but <b>even</b> then, we couldn't finish it. <b>even then</b> 表示「即便那樣（仍然）」，帶有失望或出乎意料</li></ul>
exactly 完全地、正是	<ul style="list-style-type: none"><li>- The house is <b>exactly</b> the same as it was 20 years ago. <b>exactly</b> 強調「一模一樣」，毫無改變</li></ul>
only 只有、唯有	<ul style="list-style-type: none"><li>- <b>Only</b> damaged items in stock will be discounted.</li><li>- We work with <b>only</b> the finest furniture manufacturers.</li></ul>
directly 直接地	<ul style="list-style-type: none"><li>- You will report <b>directly</b> to Mr. Jones.</li><li>- The train station is located <b>directly</b> across the street.</li></ul>
right 正好、恰好	<ul style="list-style-type: none"><li>- She arrived <b>right</b> on time for the interview.</li><li>- He was standing <b>right</b> in front of me. <b>right in front of</b> 強調位置在「正對面」</li></ul>
especially 特別	<ul style="list-style-type: none"><li>- I enjoy outdoor activities, <b>especially</b> hiking.</li></ul>
particularly 尤其	<ul style="list-style-type: none"><li>- Your service is <b>particularly</b> helpful.</li></ul>
mainly 主要地	<ul style="list-style-type: none"><li>- This workshop is <b>mainly</b> for beginners.</li></ul>

# TOEIC 990 滿分筆記(16)：

## Part3&4 聽力內容使用困難用語，選項使用簡單用語的配對整理

聽力內容提到	題目詢問	選項呈現
<b>He was reimbursed for his travel expenses.</b>	What is indicated about the man?	He got a refund.
<b>You may check testimonials on our website.</b>	What can be found on the website?	Customer feedback
<b>We need to finalize the agreement by Friday.</b>	What do they need to do by Friday?	Confirm the contract

### 重點配對整理

聽力中困難用語	選項中的簡化用語	中文意思
<b>testimonials</b>	customer feedback	顧客回饋、見證
<b>complimentary</b>	free	免費的
<b>verify</b>	check / confirm	確認
<b>inquire</b>	ask	詢問
<b>utilize</b>	use	使用
<b>proceed to</b>	go to / move on to	繼續前往
<b>relocate</b>	move / change of location	搬遷
<b>distribute</b>	hand out / give out	發放
<b>initial</b>	first	起初的
<b>defective</b>	broken / not working	有瑕疵的
<b>malfunction</b>	problem / not working	故障
<b>reimburse</b>	pay back / refund	補償
<b>merchandise</b>	products / goods	商品
<b>brochure</b>	booklet / pamphlet	(宣傳用)小冊子
<b>accommodation</b>	place to stay / lodging	住宿
<b>locate</b>	find	找到
<b>participate in</b>	take part in / join	參加
<b>prior to</b>	before	在…之前
<b>alteration</b>	change / revision	修改
<b>finalize</b>	confirm / finish	確認細節

# TOEIC 990 滿分筆記(17):

## • 照片描述題中困難的描述



reaching for the top  
of the door  
伸手碰觸門的上方



sorted into separate  
boxes  
分類放入不同的箱子  
★正解可能是周遭事物



The floor is tiled.  
地板是鋪磁磚的  
★偶爾會出現一般參考  
書少看到的敘述



being packed into  
cardboard boxes  
正被裝入紙箱中  
★注意 cardboard 的發音



lined up against the wall  
靠牆排成一列



arranged in a pile  
堆成一堆  
★pile、stack 常出現



engaged in a discussion  
正在討論  
★注意片語的表現



surrounded by glasses  
被玻璃杯圍繞



wiping the countertop  
with a cloth  
擦拭流理台  
★常出現生活類用字

# TOEIC 990 滿分筆記(18)：

## Part2 確認型問句常常會以間接回答的方式來回應

確認型問句	間接回答
A snowstorm will hit New York tonight, right?	According to the news report. 不直接回答 yes 或 no, 而是提出消息來源, 屬於高難度的考題。

### 其它常聽到的回答整理：

確認型問句	間接回答(肯定)
The meeting's at 2 p.m., isn't it?	That's what I heard.
The weather will be nice tomorrow, won't it?	So I've heard.
She's the new manager, right?	That's what everyone's been talking about
The meeting's been rescheduled, hasn't it?	As far as I know. (據我所知是這樣)
The renovation starts next week, doesn't it?	That's what the memo said.
Are they moving the office?	That's the plan.
The presentation is canceled, right?	That's what I've been told.

確認型問句	間接回答(否定)
Has the project been approved yet?	Not that I'm aware of. (據我所知還沒有)
Is Karen still working here?	Not to my knowledge.
They've made a final decision, right?	Everyone is still waiting.
We're supposed to get a bonus this month, aren't we?	That's not what I heard.
Has he already sent out the invitation?	Apparently not.

# TOEIC 990 滿分筆記(19) :

## Part2 是非問句的間接回答

### ★是非問句類型整理

1. 一般是非    Do you...

Have you...

Is the project...

2. 否定是非    Hasn't the task...

Haven't the clients...

Weren't you...

Aren't we...

3. 附加問句    The meeting has been canceled, hasn't it?

The meeting has been canceled, right?

4. 間接問句    Do you know when...

Can you tell me who...

### ★是非問句的間接回答類型整理

間接問句要針對疑問詞回答    Do you know when the meeting starts?

問詞回答    - I'm not sure.

- I'll have to check.

★會針對疑問詞設計回應，但間接回答會出現不知道、不確定的、要確認等的回覆。

安排行程的內容，通常會提供回答方案    Can we reschedule the inspection?

- How about next Monday?

- Would 3 p.m. work for you?

詢問未來計畫，回應無法確定    Will you attend the meeting?

- I need my manager's approval.

- It depends on the schedule.

# TOEIC 990 滿分筆記(20)：

## Part7 閱讀測驗內容使用困難用語，選項使用簡單用語的整理

閱讀內容提到	題目詢問	選項呈現
We will expedite the process to meet the deadline.	What is most likely true about the company's current plan?	They will speed things up to finish on time.
The system was designed to streamline operations.	What can be inferred about the system?	The system helps make things more efficient.

### 重點配對整理

困難用字	簡化對應	中文意思	常見搭配
accelerate	make faster	加速、促進	growth, process, development
facilitate	help / make easier	促進、使更順利	communication, discussion
process (v.)	handle / take care of	處理(申請、訂單)	application, order, refund
prioritize	handle first / focus on	優先處理	requests, tasks, issues
prompt (v.)	cause / lead to / trigger	促使、引起	response, action, change
dispatch	send out / deliver	派遣、發送	goods, technician, vehicle
allocate	give / assign	分配	funds, resources, tasks
implement	start using / put into use	實施、執行	policy, system, plan
postpone	delay / put off	延期	meeting, event, interview
inquire	ask / check about	詢問、查詢	availability, schedule
authorize	approve / give permission	授權、允許	access, payment, refund
distribute	hand out / give	發放	flyers, materials, forms
retain	keep / continue to employ	保留、留任	employee, data

# TOEIC 990 滿分筆記(21)：

## Part5 考前必背重點搭配用語 (標紅色地方是設計的考點位置)

片語 / 搭配	例句
unless otherwise + 過去分詞 (除非有另外…)	The meeting will be held at 2 p.m. unless otherwise <u>informed</u> .
but...anyway (但…還是)	We lost some clients last quarter, but we managed to hit our sales goals <u>anyway</u> .
no...whatsoever (沒有任何…)	There is no evidence or documentation <u>whatsoever</u> .
as of (自某時間起)	<u>As of</u> May 1, all employees must clock in using the new system.
in the event of (萬一)	In the event <u>of</u> a fire, use the emergency exit.
in the absence of (在缺乏…情況下)	In the <u>absence</u> of the manager, please contact HR.
with the exception of (除了…之外)	All employees, with the exception <u>of</u> interns, must attend the training.
next to impossible (幾乎不可能)	It's <u>next to</u> impossible to get a reservation at that restaurant.
hardly ever (幾乎不會)	This type of issue <u>hardly</u> ever occurs.
on a first-come, first-served basis (先到先服務原則)	Seats for the seminar will be assigned <u>on</u> a first-come, first-served basis.
in a timely manner (及時)	All invoices must be submitted <u>in</u> a timely manner to avoid penalties.

# TOEIC 990 滿分筆記(22)：

閱讀部分有時候會將一些常見的單字，改成用動詞呈現

單字	例句
average 平均達到	We <b>average</b> about 50 new members a month. 我們平均每個月新增約 50 位會員。
total 合計為	They <b>totaled</b> the expenses for the quarter. 他們將這一季的支出加總起來。
number 總數達到	The tickets <b>numbered</b> over 3,000. 票數超過 3,000 張。
process 處理	We'll <b>process</b> your order within 24 hours. 我們將在 24 小時內處理您的訂單。
voice 表達	Several employees <b>voiced</b> concerns about the new policy. 一些員工表達了對新政策的擔憂。
market 行銷	We're planning to <b>market</b> the product overseas. 我們正計畫將這項產品行銷至海外。
highlight 強調	She <b>highlighted</b> the key points in the report. 她強調了報告中的重點。
tally 計算	Please <b>tally</b> the receipts before submitting the report. 請在提交報告前先計算收據總額。
rest 取決於	The success of the project <b>rests</b> on teamwork. 專案的成功取決於團隊合作。
address 處理	The manager will <b>address</b> the issue in tomorrow's meeting. 經理將在明天的會議中處理這個問題。
copy 加入副本收件人	Please <b>copy</b> me on the e-mail. 請在這封郵件中把我加到副本收件人。

## 對應考題

1. The guests at the charity event \_\_\_\_\_ more than 300, making it the largest one yet.

- (A) number
- (B) numbers
- (C) numerous
- (D) numeral

2. The event expenses \_\_\_\_\_ nearly \$18,000, including last-minute catering and venue rental.

- (A) totaled
- (B) totality
- (C) totally
- (D) totaling

正解：1. (A)、2. (A)

# K

## TOEIC 990 滿分筆記(23)



與「數量、程度、比例」有關的常考副詞

完全地 The task was **completely** finished.

完整地、  
充分地 The software is **fully** compatible.

完全地 The decision is **entirely** up to you.

大多、  
主要 The attendees were **mostly** students.

主要地 The delay was **largely** due to weather.

部分地 The road is **partially** closed.

稍微地 Sales have **slightly** increased.

最小  
程度 The risk is **minimally** significant.

接近、  
幾乎 We're **nearly** done with the project.

顯著地 Profits have **significantly** increased.

相當地、  
大幅 Prices have risen **considerably**.

廣泛地、  
大量地 The product is used **extensively**.



# K

## TOEIC 990 滿分筆記(24)



### 會出現在選項的困難用字

[saɪməl'tenɪəslɪ] 同時地 The two meetings were held **simultaneously**. (這兩場會議同時進行)

[,kənfɪ'denʃɪəlɪtɪ] 機密性 We signed a **confidentiality** agreement. (我們簽署了保密協議)

[kən'tɪndʒənsɪ] 意外情況 The team prepared a **contingency** plan. (團隊準備了一個應變計畫)

[səb'steɪnʃəlɪ] 大幅地 Sales have increased **substantially**. (銷售額大幅成長)

[,rɪzɪm'bɛsmənt] 報銷 Employees can request travel **reimbursement**. (員工可申請旅費報銷)

[jʊ'nænəməslɪ] 一致地 The board **unanimously** approved the plan. (董事會一致通過了該計畫)

[,ʌndə'teknɪ] 任務 The merger is a complex **undertaking**. (這項合併是一個複雜的任務)

[,kamprɪ'hensɪv] 全面的 We offer a **comprehensive** training program. (我們提供全面的訓練課程)

[,ɪmplə'men'teʃn] 實施 The **implementation** of the policy starts Monday. (該政策從週一開始實施)

[,kɒmplə'mentərɪ] 免費的 The drinks are **complimentary**. (飲料是免費的)





# TOEIC 990 滿分筆記(25)

A\*

## Part 7 閱讀測驗的解題技巧

題目若有這些字，文章裡通常會有以下對應的寫法：

reason / why	concern / problem / issue
- due to - because of - as a result of - in response to - since	- difficulty - complaint - challenge - obstacle - trouble with
main purpose	suggest / recommend
- to inform - to announce - to request - to remind - to invite	- it would be best to... - consider doing... - you should - we encourage you to - advise



# K

## TOEIC 990 滿分筆記(26)

A8

### 答案是過去分詞的時候

空格選形容詞，前面有 newly、recently、well 等用字

- its **newly renovated** kitchen (新裝修的廚房)
- the **recently published** report (最近發布的報告)
- with **well tested** materials (用了經過充分測試的材料)

as 表「如同」，後面的空格選詞性變化

- As **scheduled**, the event will begin at 10:00 AM sharp.  
(如同預定的那樣，活動將準時於上午 10 點開始。)

其它搭配：

as requested / mentioned / indicated / shown

than 後面的空格選詞性變化

- The report was completed earlier than **expected**.  
(該報告完成得比預期的還早。)

其它搭配：than projected / estimated / anticipated

通常都是跟「預期、預估」相關的用字

### Exercise

The company is looking to expand into the Asian market with its newly \_\_\_\_\_ product line.

- (A) develop
- (B) developer
- (C) development
- (D) developed

➡ 正解(D)

Kirby\_TOEIC



# K

## TOEIC 990 滿分筆記(27)

### 形容詞和副詞的抉擇

若分詞本身為名詞，前面的空格要選形容詞

- temporary housing unit      臨時住宅單位
- professional training session      專業訓練課程
- intensive training program      密集訓練課程
- corporate planning strategy      企業規劃策略
- local farming initiative      在地農耕倡議

若分詞作為形容詞使用，前面的空格選副詞

- closely monitored process      密切監控的流程
- rapidly growing company      快速成長的公司
- newly hired employee      新雇用的員工
- frequently occurring error      經常發生的錯誤
- constantly changing schedule      持續更改的行程

grow 名詞為 growth、occur 名詞為 occurrence、change 名詞為 change。

**作答技巧：**空格後面的用字為過去分詞，答案通常以副詞為主。

#### Exercise

1. [ locally | local ] grown ingredients
2. [ internally | internal ] training sessions





## Part5 考前必背重點搭配用語 (標紅色地方是設計的考點位置)

片語 / 搭配	例句
be subject to + 名詞 (可能遭受…)	The schedule is <b>subject</b> to change without notice. 行程如有更動，恕不另行通知。
take advantage of + 名詞 (利用)	Customers can take <b>advantage</b> of our special offer. 顧客可以利用我們的特別優惠。
in accordance with (依照)	All activities must be conducted in accordance <b>with</b> company policy. 所有活動必須依公司政策進行。
with regard to + 名詞 (關於…)	I am writing with regard <b>to</b> your recent inquiry. 我寫這封信是針對您最近的詢問。
in an effort to + 原 V (為了…)	The company launched a campaign in an <b>effort</b> to reduce waste. 該公司為了減少浪費而發起了一項活動。
in compliance with + 名詞 (遵守)	The building was constructed in <b>compliance</b> with safety regulations. 該建築物依安全規定建造。
as opposed to + 名詞/V-ing (而不是)	We prefer in-person meetings <b>as opposed to</b> video calls. 我們偏好面對面的會議，而不是視訊通話。
be capable of + V-ing (有能力做)	He is capable <b>of</b> handling multiple projects at once. 他有能力同時處理多項專案。
as a result of + 名詞 (因為...的結果)	Sales increased as a result <b>of</b> the new marketing strategy. 由於新的行銷策略，銷售額上升了。
effective + 時間 (自某時間起生效)	<b>Effective</b> July 1st, all employees may wear casual clothing on Fridays. 自 7 月 1 日起，所有員工每週五可穿著休閒服裝。
be involved in + 名詞 (涉及，參與)	She is involved <b>in</b> several community projects. 她參與了數個社區計畫。



## Part5 考前必背重點搭配用語 (標紅色地方是設計的考點位置)

片語 / 搭配	例句
<b>be associated with + N</b> (與…有關聯)	This brand is often associated <b>with</b> great quality. 這個品牌經常與極佳的品質聯想在一起。
<b>in response to + N</b> (回應…)	The company issued a statement <b>in response to</b> the allegations. 該公司針對指控發表聲明。
<b>regardless of + N</b> (不論…)	Everyone is welcome, regardless <b>of</b> experience level. 無論經驗多寡，人人皆可參加。
<b>as long as + S + V</b> (只要…)	You can return the item <b>as long as</b> you have the receipt. 只要你有收據，就可以退貨。
<b>in favor of + N</b> (支持…，贊成…)	The board voted <b>in favor of</b> the proposed policy. 董事會投票贊成這項政策。
<b>be eligible for + N / to + V</b> (有資格…)	Only full-time employees are <b>eligible</b> for health benefits. 只有全職員工有資格享有健康福利。
<b>prior to + N</b> (在…之前)	Please submit the report <b>prior to</b> the meeting. 請在會議之前繳交報告。
<b>be accustomed to + V-ing / N</b> (習慣於…)	She is accustomed to <b>working</b> under pressure. 她習慣在壓力下工作。
<b>be dedicated to + N / V-ing</b> (致力於…)	He is dedicated to <b>improving</b> customer service. 他致力於提升顧客服務。
<b>be opposed to + N / V-ing</b> (反對…)	Many residents are <b>opposed</b> to the new construction plan. 許多居民反對新的建築計畫。
<b>in terms of + N</b> (就…而言)	The two proposals differ <b>in terms of</b> cost and time. 這兩個提案在成本與時間上有所不同。
<b>be aimed at + N / V-ing</b> (旨在…)	The new marketing strategy is aimed <b>at</b> younger consumers. 新的行銷策略是針對年輕消費族群。

**alert 提醒、警告**

alert +人+ to/that

The system **alerted** users **to** a security threat.  
系統提醒使用者注意安全威脅。

**brief 簡報**

brief +人+ on

My assistant **briefed** me **on** the upcoming schedule.  
助理向我簡報即將到來的行程。

**inform 通知**

inform +人+ of/about/that

He **informed** the team **of** the new policy.  
他通知團隊新政策。

**notify 通知**

notify +人+ of/that

We will **notify** you **of** any changes.  
我們會通知你任何變動。

**remind 提醒**

remind +人+ of/to/that

Please **remind** him **of** the meeting tomorrow.  
請提醒他明天的會議。

**assure 保證**

assure +人+ of/that

He **assured** me **that** the issue would be resolved quickly. 他向我保證問題會很快解決。

**convince 說服**

convince +人+ to/that

He **convinced** me **to** join the project.  
他說服我參與專案。

**tell 告訴**

tell +人+ about/that/to V

He **told** me **about** the delay.  
他告訴我延遲的事。

**Exercise**

1. The HR manager \_\_\_\_\_ all staff

正解：(A)

members to arrive at the venue by 9 A.M.

解析：remind + 人 + to V

(A) reminded

(B) informed 接 that 或 of

(B) informed

(C) assured 接 that 或 of

(C) assured

(D) recommended 沒有接人+ to V 的

(D) recommended

用法

2. The supervisor \_\_\_\_\_ the technician

正解：(A)

that the report had already been

解析：tell + 人 + that 子句

submitted.

(B) suggest 沒有接人+ that 的用法

(A) told

(C) mention 用法為 mention to +人

(B) suggested

(D) occur 是不及物動詞

(C) mentioned

(D) occurred



## Part5 後面不會直接加「人」的動詞用字整理

**recommend 推薦**recommend +名詞+ to 人  
recommend + that 子句We **recommend** this product **to** our customers.

我們向顧客推薦這款產品。

注意：recommend our customers to try this product (X)

**explain 解釋**explain +名詞+ to 人  
explain + that 子句Please **explain** the procedure **to** the new employee.

請向新進員工解釋這個流程。

注意：explain the new employee the procedure (X)

**announce 宣布**announce +名詞+ to 人  
announce + that 子句They **announced** the product launch **to** the media.

他們向媒體宣布了產品發表會。

**mention 提到**mention +名詞+ to 人  
mention + that 子句I **mentioned** the issue **to** my supervisor.

我把這個問題提給我的主管知道。

注意：mention about the issue to my supervisor (X)

**propose 提議**propose +名詞+ to 人  
propose + that 子句He **proposed** the idea **to** the board.

他向董事會提出了這個想法。

**prove 證明**prove +名詞+ to 人  
prove + that 子句He **proved** his loyalty **to** the team.

他向團隊證明了他的忠誠。

**Exercise**

1. The research has clearly \_\_\_\_\_ the effectiveness of the new drug.

正解：(A)

- (A) proved  
 (B) informed  
 (C) suggested  
 (D) convinced

解析：prove 可接名詞

(B) informed 用法 inform sb of sth

(C) suggested 語意不符

(D) convinced 用法 convince sb of sth

2. All procedures must be thoroughly \_\_\_\_\_ to new employees during orientation.

正解：(B)

- (A) alerted  
 (B) explained  
 (C) assured  
 (D) reminded

解析：explain sth to sb；這裡使用被動語態，事物移到前面當主詞

(A) alerted 用法 alert sb to sth

(C) assured 用法為 assure sb of sth

(D) reminded 用法為 remind sb of sth