**托业高频短语**

**名词短语**

at no extra charge 无附加费

operating costs 运营费用

living expenses 生活开销

in an orderly fashion

previous experience 过往经验

careful consideration 仔细考虑

key element 要素

routine tasks 日常工作

fiscal year 财政年度

full refund 退全款

final decision 最终决定

detailed instructions 详细介绍

specific instructions 具体介绍

economic reform 经济改革

a keynote address

reasonable price 合理价格

a 1 year warranty 一年保修

leave after giving 30 days notice 提前30天通知后离职

a 25 percent increase 增长25%

in reply to 回应

to the point 适合

in celebration of 庆祝

in combination with 混合

out of print 绝版

in exchange for 作为交换

in search of 寻找

with the exception of 除了

exposure to 暴露在

out of the reach of 够不着

in the absence of 没有

in conjunction with 一起

in comparison with 相比

in observance of 随着

in honor of 纪念

for free 免费

with the aim of 为了

on the recommendation of 被推荐

in support of 赞成

in bulk 成批

in collaboration with 合作

at his request 应…的要求

at the risk of 冒着

at the expense of 由…付费

until further notice 直到进一步通知

for future reference 供今后参考

have trouble in 遇到困难

in a row 连续

in advance 提前

in control of 控制

for more details 更多信息

in detail 详细

in excess of 超过

in favor of 支持

in line with expectations 按照预期

in person 亲自

in public 公开

in stock 在库存里

**动词短语**

receive a refund 收到退款

receive a deposit 收到保证金

receive compliments 受到抱怨

win an award 受到称赞

express appreciation 获奖

express concern 表达关心

attend a conference 出席会议

make a purchase 购买

make a reservation 预定

address the issue 处理问题

meet the needs 满足要求

reach a decision 得出结论

reach an agreement 达成协议

conduct a survey 进行调查

obtain permission 获得许可

deliver a presentation 做演示

fulfill a goal 实现目标

work extended hours 延长工作时间

accept an application 接受申请

account for 是原因

respond to 反驳，回应

contend with 应对

refrain from doing 禁止

commit oneself to 专注于

discourage sb. from doing 劝阻

replace ... with ... 置换

attribute ... to ... 归因于

contribute to 作出贡献

congratulate sb. on sth. 祝贺

prohibit sb. from doing 禁止

consist of 包括

be involved in 被卷入

turn in the assignment 提出课题

dispose of 处理

regard ... as ... 认为

qualify for 资格认证

interfere with 干扰

be divided into 被分成

be aimed at 目标指向

compensate sb. for sth. 补偿

turn down sth. 回绝

be associated with 相关

comply with 遵循

be accompanied by 由...陪伴

engage in 参加

be assigned to 被分配工作

lead to 带来

be entitled to 获得资格

be known for 因而出名

be equipped with 安装了

be honored for 由于 ... 被授予荣誉

focus on 专注于

benefit form 受益于

be accustomed to 习惯于