

I. Vocabulary 30%

1. Her first solo ____ took place in London in 1995. (A) abbreviation (B) exhibition (C) sanitation
2. The coronavirus ____ is the defining global health crisis of our time. (A) automatic (B) economic (C) pandemic
3. They didn't have time for a ____ before the performance. (A) confidential (B) potential (C) rehearsal
4. He challenged the ____ of the previous speaker's arguments. (A) complimentary (B) legitimacy (C) salutation
5. I ____ her to leave the island. (A) advice (B) advise (C) advertise
6. CNN is an ____ for Cable News Network. (A) abbreviation (B) advise (C) advertise
7. The reports are treated as strictly _____. (A) confidential (B) hierarchical (C) rehearsal
8. Some companies are introducing ethics into their ____ culture. (A) complicate (B) corporate (C) update
9. To keep the company alive, half the workforce is being made _____. (A) abundant (B) comment (C) redundant
10. If you need to write a lot of similar letters, set up a ____ on your computer. (A) corporate (B) template (C) update
11. The editor welcomes ____ from readers on any subject. (A) correspondence (B) consequence (C) concise
12. The ____ of the reports cannot be checked. (A) accuracy (B) enquiry (C) prudent
13. She has attracted new and existing ____ to invest in her company. (A) chambers (B) gadgets (C) shareholders
14. It is ____ for blood banks to test all donated blood for the virus. (A) complimentary (B) mandatory (C) perspective
15. No ____ was included. (A) attachment (B) enclose (C) photographic

II. Basic Concepts 20%

1. In the business letter, what does "ASAP" mean? (A) as soon as possible (B) as short as possible (C) as slight as possible
2. In a letter for dealing with international business, what does T/T stand for?
(A) Mailed Transfer (B) Money Order (C) Telegram Transfer; Wire Transfer
3. In a letter for dealing with international business, what does FOB stand for?
(A) Cost and Freight (B) Cost, Insurance and Freight (C) Free on Board
4. What does "Re:" mean in a business email? (A) Repeating (B) Replying (C) Reviewing
5. What is NOT true about the subject line of a business email?
(A) It should be a phrase. (B) It should be a sentence. (C) It should be the key message.
6. The layout of a business letter should be _____. (A) conventional (B) creative (C) journalistic
7. Which statement is true about the Full Block Style?
(A) All the elements in the letter begin from the left margin of paper.
(B) All the elements in the letter begin from the right margin of paper.
(C) All the elements in the letter begin from the center of paper.
8. Which statement is true about the layout of envelope?
(A) The sender's name and address are placed on the upper right corner.
(B) The sender's name and address are placed on the upper left corner.
(C) The stamp is posted on the upper left corner.
9. What is NOT the point to look for when proofreading a draft? (A) identification (B) organization (C) punctuation
10. What is the first step when preparing for writing a letter? (A) decide the writing purpose (B) produce an outline (C) draft a letter

III. Reading Comprehension 50%

A.

Dear Ms. Davidson:

Our records show that you are a valuable business partner of Venus Textile in the past year. And we would like to show our appreciation for your support by inviting you to attend a VIP party held on the opening day of 5th Asia Textile Exhibition in Hong Kong. The details about the venue and program are enclosed. We will look forward to seeing you at the party soon.

P.S. Please bring this invitation with you and present it at door of the venue.

Yours sincerely,
David Chen

1. What is the purpose of this letter?
(A) For an inquiry (B) For an invitation (C) For the negotiation (D) For a promotion
2. In this letter, what type of logical order is used?
(A) chronological order (B) degree of importance (C) process order (D) spatial order
3. In this letter, what style is used?
(A) full block style (B) indented style (C) modified block style (D) modified indented style
4. What does "P.S." stand for in this letter?
(A) PlayStation (B) Photoshop (C) post scriptum (D) Personal Statement
5. Where will the VIP party be held?
(A) In Hong Kong (B) In Taipei (C) In Tokyo (D) In Seoul

國立臺北商業大學附設空中進修學院 111 學年度第一學期期中考參考答案

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考試日期：111 年 10 月 30 日 節次：4

B.

Dear Mr. Clark:

We are pleased to receive your enquiry of 1st October. It is our pleasure to enclose our latest illustrated catalogue and price list giving the details you asked for. We would like to assure you that our goods are both excellent in quality and reasonable in price. Please also kindly pay attention to our other products such as hi-tech cloth, especially good for functional clothing, details of which you will find in the catalogue, and look forward to receiving your first order.

Yours sincerely,
Nancy Wu
Sales Manager
Shining Star Trade Inc.

6. What is the purpose of this letter?
(A) To inquire (B) To make a request (C) To place an order (D) To response an enquiry
7. Who is the recipient of this letter?
(A) David Chen (B) Ian Clark (C) Nancy Wu (D) Shining Star Trade Inc.
8. In this letter, what style is used?
(A) full block style (B) indented style (C) modified block style (D) modified indented style
9. What does "hi-tech" stand for in this letter?
(A) high definition (B) high technology (C) High Tech Computer (D) Hewlett-Packard
10. What was enclosed with this letter?
(A) a catalogue (B) a cheque (C) an invoice (D) a sample

參考答案

Vocabulary 30%

BCCBB
AABCB
AACBA

Basic Concepts 20%

ACCBB
AABAA

Reading Comprehension 50%

BAACA
DBABA