

# 國立臺北商業大學附設空中進修學院 110 學年度第二學期期中考參考答案

考試科目：二技 1026 進階商用英文書信

考試日期：111 年 4 月 24 日 節次：1

## 一·單字：30% 請依據題號填入答案欄

- 1 應徵信 letter of \_\_\_\_\_ 2 展覽 \_\_\_\_\_ 3 行程 \_\_\_\_\_  
4 商會 \_\_\_\_\_ 5 職缺 job \_\_\_\_\_ 6 business travel \_\_\_\_\_  
7 CV or résumé \_\_\_\_\_ 8 inquiries \_\_\_\_\_ 9 look around \_\_\_\_\_  
10 potential clients \_\_\_\_\_

|               |              |             |                       |           |
|---------------|--------------|-------------|-----------------------|-----------|
| 1 application | 2 exhibition | 3 itinerary | 4 chamber of commerce | 5 vacancy |
| 6 商務出差        | 7 履歷         | 8 詢問        | 9 四處看看                | 10 潛在客戶   |

## 二·句子翻譯：30%

- 1 "R.S.V.P." means "please reply," phone number and deadline to confirm will be listed.  
"R.S.V.P." 意思是「請回覆」，回覆確認的(連絡)電話(號碼)和截止日將被列出。
- 2 If you are unable to attend the event for any reason, make sure you express your regret and explain the reason why you can't attend the event.  
如果你有任何原因不能參加，表達遺憾，並說明原因。
- 3 In order to make an expensive business trip to be fruitful, a well-organized trip plan is essential.  
為了使一趟昂貴的商務旅行具有效果，一個規劃良好的旅行計畫是很重要的。
- 4 I'm writing to you in the hope that you will furnish me with a letter of recommendation.  
我寫這封信是希望您可以為我一封推薦信。

## 三·簡單問答：30% (沒有標準答案，可類似函授作業提供的參考答案)

In a business exhibition, if you are a buyer, how would you talk back to the exhibitor's greetings.

- 1 Good morning, sir, my name is Lisa. May I have your card?  
答 Good morning, Lisa, here you go, my card.
- 2 What does your company do?  
答 We are a manufacture of making fitness equipment.
- 3 What kind of products are you looking for?  
答 I am just looking around.
- 4 We have many wonderful products here; would you like to look at them?  
答 OK, I'll take a look at them.

## 四·請翻頁在背面寫一封 email，回覆 Sally 詢問請您提供護照資料的信，內容格式·收信人·日期、簽名檔等越完整越好：10% (沒有標準答案，可類似函授作業提供的答案)

To: lisahsu@ntte.edu.tw  
From: Thomson@gmail.com  
Subject: Re: passport information

Dear Sally,

Thank you for your e-mail. I am glad to hear that your company is willing to provide help. Here I attach a copy of my passport as you requested. Please do not hesitate to contact me if you need any further information. I am looking forward to visiting your company.

Sincerely yours,  
Thomson  
Manager,  
ABC Fitness Corp.