

I. 選擇合適的答案，請填入其代號 (A, B, C)。 80%

- __A__ 1. socialize (A)社交 (B)社會 (C)主要的
- __B__ 2. correspondence (A)主要的 (B)信件 (C)體貼的
- __A__ 3. avoid (A)避免 (B)交涉 (C)模糊的
- __C__ 4. persuade (A)建議 (B)取得 (C)說服
- __B__ 5. perspective (A)股東 (B)觀點 (C)習慣
- __C__ 6. reliable (A)自動的 (B)負責的 (C)可靠的
- __A__ 7. potential (A)有潛力的 (B)比例的 (C)專業的
- __A__ 8. consequence (A)後果 (B)頻率 (C)舉例
- __A__ 9. instruction (A)指示 (B)建造 (C)介紹
- __C__ 10. offend (A)提供 (B)緊急的 (C)冒犯
- __A__ 11. When writing an inquiry letter, what attitude is appropriate? (A) polite (B) proud (C) perfect
- __B__ 12. When writing an inquiry letter, what should be written first?
(A) self-introduction (B) the writing purpose (C) the deadline of request
- __B__ 13. What is the intention of an inquiry letter? (A) to sell the product (B) to ask about a product (C) to order a product
- __A__ 14. In the business letter, what does "ASAP" mean?
(A) as soon as possible (B) as short as possible (C) as slight as possible
- __A__ 15. What may happen if one delays the response in an inquiry letter?
(A) The potential buyers may find other suppliers. (B) The potential buyers will be happy with the delay.
(C) The potential buyers may place an order at once.
- __B__ 16. Why should people prepare for writing a letter carefully?
(A) To make the recipient feel puzzled (B) To ensure the quality of writing (C) To send the letter in a hurry
- __A__ 17. What is the first step when preparing for writing a letter?
(A) decide the writing purpose (B) produce an outline (C) draft a letter
- __C__ 18. What does "Re." mean in business email? (A) Reviewing (B) Repeating (C) Replying
- __B__ 19. What should be filled in the line of "To" in business email?
(A) The sender's email address (B) The recipient's email address (C) The main idea of the mail
- __B__ 20. What is NOT true about the subject line in business email?
(A) It should be a phrase. (B) It should be a sentence. (C) It should be the key message.

II. 名詞解釋 20%

1. Letter-head 信箋，信頭
2. Certified Mail 掛號郵件
3. Confidential Mail 機密郵件
4. Yours sincerely 結尾敬辭 (您誠摯 ~，~ 敬上)
5. "Bee" (Blind courtesy copy) 副本密送