

國立臺北商業大學附設空中進修學院 112 學年度第一學期中考試卷

考試科目：二技 1006 商務英文

考試日期：112 年 11 月 12 日

節次：2

備註：請在本試卷上作答

請在答案紙上作答後繳回答案紙(試題不需繳回)

本試卷共 2 頁

面授班別：

系(科)

年

班 學號：

姓名：

學生同意遵守考試試場規則，如有違反願依學生獎懲辦法議處，且該科成績以零分計算。

I. Vocabulary 30%

- Her first solo ____ took place in Paris in 2015.
(A) abbreviation (B) exhibition (C) sanitation
- The coronavirus ____ is the defining global health crisis of our time.
(A) automatic (B) economic (C) pandemic
- They didn't have time for a ____ before the performance.
(A) confidential (B) potential (C) rehearsal
- He challenged the ____ of the previous speaker's arguments.
(A) complimentary (B) legitimacy (C) salutation
- I ____ her to leave the island.
(A) advice (B) advised (C) advertised
- BBC is an ____ for British Broadcasting Corporation.
(A) abbreviation (B) advise (C) advertise
- The reports are treated as strictly ____.
(A) confidential (B) hierarchical (C) rehearsal
- Some companies are introducing ethics into their ____ culture.
(A) complicate (B) corporate (C) update
- To keep the company alive, half the workforce is being made ____.
(A) abundant (B) comment (C) redundant
- If you need to write a lot of similar letters, set up a ____ on your computer.
(A) corporate (B) template (C) update
- The editor welcomes ____ from readers on any subject.
(A) correspondence (B) consequence (C) concise
- The ____ of the reports cannot be checked.
(A) accuracy (B) enquiry (C) prudent
- She has attracted new and existing ____ to invest in her company.
(A) chambers (B) gadgets (C) shareholders
- It is ____ for blood banks to test all donated blood for the virus.
(A) complimentary (B) mandatory (C) perspective
- No ____ was included.
(A) attachment (B) enclose (C) photographic

II. Basic Concepts 50%

A. Multiple Choice 30%

- When writing an inquiry letter, what should be written first?
(A) self-introduction (B) the writing purpose (C) the deadline of request
- 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
- 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
- In an initial contact, what should the writer do when responding to an inquiry letter?
(A) asking about the price (B) checking the product (C) introducing the writer's own company
- In the business letter, what does "ASAP" mean?
(A) as soon as possible (B) as short as possible (C) as slight as possible
- The layout of a business letter should be ____.
(A) conventional (B) creative (C) journalistic
- 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.

背面尚有試題

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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 the first step when preparing for writing a letter?

- (A) decide the writing purpose (B) produce an outline (C) draft a letter

10. How should you reply to an inquiry about product details?

- (A) Call the producer immediately.
- (B) Avoid difficult questions.
- (C) Provide specific and correct information.

B. True/False 20%

Read the following statements. If the statement is true to the text, mark "T" (True); otherwise, mark "F"(False).

1. () The statement: "E-mail can be used as text messaging" means email can be sent and received instantly.
2. () Sometimes email replaces the function of telephone phone calls.
3. () Business email should be treated casually because it is easy to use.
4. () It is better to treat business email seriously.
5. () It is easy to retrieve the email that has already been sent out.
6. () It is proper to forward or share any email in the workplace.
7. () It is proper to use emotions, capital words, or abbreviations as many as possible in the business email.
8. () The subject line of email should be written in a complete sentence.
9. () The subject line of email should suggest the key message.
10. () The attachment to an email is the bigger the better.

III. Reading Comprehension 20%

Dear Ms. Chang:

Our records show that you are a valuable business partner of Carnival Industrial Corporation 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 6th Asia Textile Exhibition in Singapore. 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 Lin

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 Taipei (B) In Tokyo (C) In Seoul (D) In Singapore

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答案

I. Vocabulary 30%

BCCBB

AABCB

AACBA

II. Basic Concepts 50%

A. Multiple Choice 30%

BCCCA AABAC

B. True/False 20%

TTFTF FFFTF

III. Reading Comprehension 20%

BAACD