國立臺北商業大學附設空中進修學院 115 學年度第一學期**期中考參考答案**

考試科目： **二技 1006 商務英文** 考試日期： **115 年 11 月 1 日** 節次： **4**

A. Elements of Business Letters 30%

NANCY ACCESSORIES ……(1)
3F, No.20, Sec.1, An-Ho Road, Tainan 104, Taiwan
Tel: +886-1-2345677 Fax: +886-1-2345699

26th September, 2026 ……(2)

CERTIFIED MAIL ……(3)
Private ……(4)

Ms. Tris Chang, Star Trade
1234 5th Avenue
San Francisco, CA 2837
USA ……(5)

Ref: Your letter dated on September 20th ……(6)

Dear Ms. Chang: ……(7)

Subject: The Latest Catalogue & Special Offer ……(8)

Thank you for your request of our latest product catalogue and price list on September 20th. I am glad to enclose the latest version of our catalog.

Nancy Accessories has always been proud of providing high-quality products and has gained the trust of our customers. We hope to establish a business relationship with you and look forward to hearing from you soon. ……(9)

Yours sincerely, ……(10)

請寫下數字代碼的英文解釋(課文說明) 每題 3 分

代號	英文解釋(課文說明)
(1)	Letter-head
(2)	Date
(3)	Special Mailing Notation
(4)	On-arrival Notation
(5)	Recipient's Name and Address
(6)	Reference
(7)	Salutation
(8)	Subject
(9)	Message
(10)	Complimentary Close

B. Basic Concepts 30%

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. What does "Re:" mean in a business email?
   (A) Repeating (B) Replying (C) Reviewing
3. 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.
4. The layout of a business letter should be ____.
   (A) conventional (B) creative (C) journalistic
5. Which statement is true about the Full Block Style?
   (A) All the elements in the letter begin from the center of paper.

背面尚有試題

(B) All the elements in the letter begin from the left margin of paper.

(C) All the elements in the letter begin from the right margin of paper.

6. 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.

7. What is NOT the point to look for when proofreading a draft?

(A) identification (B) organization (C) punctuation

8. What is the first step when preparing for writing a letter?

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

9. What is the second step when preparing for writing a letter?

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

10. What is NOT a common type of outline?

(A) paragraph outline (B) sentence outline (C) topic outline

答：

1.A	2.B	3.B	4.A	5.B
6.B	7.A	8.A	9.B	10.A

C. Vocabulary 40%

1. Her first solo ____ took place in Paris in 2025.

(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. His supervisor gave him some valuable ____.

(A) advice (B) advise (C) advertise

6. BBC is an ____ for British Broadcasting Corporation.

(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. As the economy weakens, 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

答：

1.B	2.C	3.C	4.B	5.A
6.A	7.A	8.B	9.C	10.B