

國立臺北商業大學附設空中進修學院 113 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： 114 年 4 月 13 日 節次： 1

A. Matching 20%

Based on the framework we learned in Chapter 6, match sentences 1-4 to sentences a-d to make four paragraphs.

1. The Chamber of Commerce has introduced your firm to us.

2. We have been in this line of business for more than thirty years.  
Our company is considering extending our range.

3. We are certain that if your prices are competitive,

4. Your early reply
- a. We would like to know whether your firm will be interested in expanding your market to Taiwan.

b. It would be very helpful if you could send us statistics on your sales.

c. will be greatly appreciated.

d. we will come to a very good business relationship with your company.

ANS: 1. a, 2. b 3. d, 4. c

B. Cloze 20%

Choose the best answer from the table below for each question.

a. held	b. inform	c. participating in	d. opportunity	e. return message
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Dear Mr. Lin,

We are pleased to ① you that we will be ② the International Sports and Recreation Leisure Show being ③ from April 8 to April 11. Our booth number is B612.

You are cordially invited to visit our booth. We hope to take this ④ to introduce our latest products. Your visit to our booth will be our greatest honor. Please kindly confirm by sending a ⑤ before July 30.

Best regards,  
Tris  
Manager

ANS: 1. b, 2. c, 3. a, 4. d, 5. e

C. Reading Comprehension 20%

Read the following letter. Then choose the best answer for each question.

Dear Dr. Lin,

I am writing to you in the hope that you will be able to furnish me with a letter of recommendation. I am seeking a new position at Yurong Motor in Xindian as an executive secretary. The HR Department has asked me to provide a letter of reference from someone who has known me in a professional capability and can testify my abilities to perform in the job they are considering me for. Since I have taken two of your courses, "Business English Conversation" and "Intercultural Communication," I am hoping you can shed some light on my adaptable nature, diligent and responsible attitude toward learning.

In this new job my responsibility will be quite similar with the work I did for this current job, but will take more supervision on other departments' secretaries, including give them some training, especially for enhancing their English-speaking proficiency. This letter is due by the end of this month. Do send it to the following address:  
YURONG MOTOR CO., LTD.  
Attention: HR Department  
5, Sec. 3, Zongxing Rd., Xindian District, New Taipei City, Taiwan

背面尚有試題

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Please let me know if you will be able to write this letter of recommendation for me. If you have any questions or require additional information, you can reach me by phone at 02-55889090#2923. Thank you in advance for your time, consideration, and assistance.

Sincerely,  
Chih-Yin

D 1. What is the purpose of this letter?

(A) For a complaint (B) For an invitation (C) For the negotiation (D) For a request

A 2. In this letter, what style is used?

(A) full block style (B) indented style (C) modified block style (D) modified indented style

D 3. What position is Chih-Yin applying for?

(A) chief executive officer (B) chief finance officer (C) chief information officer (D) executive secretary

C 4. Which of the following courses has Chih-Yin taken?

(A) Accounting (B) Business Administration (C) Intercultural Communication (D) Statistics

D 5. What does "HR" stand for in this letter?

(A) honor (B) hour (C) honour (D) human resources

## **D. True or False 40%**

Mark "✓" for the accurate things to do and "×" for the inaccurate things to do when responding an invitation.

1. ✓ You should convey a sense of warmth throughout your letter.
2. ✓ Avoid unnecessary expressions of modesty or indifference while writing.
3. × Explain why you cannot wear a suit to the event.
4. × Describe the latest development of your firm.
5. × Respond to the invitation at your convenience.
6. ✓ Explain the reason why you cannot attend the event.
7. × If you are unable to attend the event, just ignore the invitation.
8. ✓ The format of the acceptance letter should reflect that of the invitation.
9. ✓ Repeat the important details.
10. ✓ R.S.V.P. means "please reply", and phone number and deadline to confirm will be listed.