國立臺北商業大學附設空中進修學院 113 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: 113年10月20日 節次: 2

1. Letter-head 信葉,信葉 6. Enc. (3) 第三份相伴 2. Certified Mail 神歌神件 7. Cu: Joby Chen 沙本相伴于Judy Chen 3. Confidential Mail 神歌神件 7. Cu: Joby Chen 沙本相伴于Judy Chen 4. Attention: Industrial 地震神件 8. SL 第信人的法名相信 (SL.) Pesign Department 地震神子 10. Mef: P0263 文件编述: t丁草法母:263 11. Reading Comprehension: If the statement is true to the text, mark "T" or otherwise, "F" (60分) 1. 12	I. 英譯中 (20 分)				
3. Confidential Mail 機密和件 8. SL 第信人的姓名始寫(S.L.) 4. Attention: Industrial 收信人:工業設計部門 9. P.S. 竹注 Design Department 2. Yours Sincercly 悠誠梦的 10. Ref: P0263 文件編就: 訂單號書, 263 II. Reading Comprehension: If the statement is true to the text, mark "T" or otherwise, "F" (60分) 1. T. Many companies have their own internal social medial platforms. 2. T. On the internal social forms, employees can eachange ideas and interact with each another. 3. Y. Lingloyees can say whatever they like no matter the comment is positive or negative about the company or the social medial. 4. J. F. When interacting with others using social media, you should use appropriate tone and manner for writing the social posits, try to use employees you to posit up to 2800 characters at a time. 7. T. Hashings can connect your post to u wider discussion and help you communicate your message to a larger audience. 8. P. Whenever writing social posts, you can always offend or complain about your organization. 9. F. Any post on the social media is an instant message, it would be even easier to remedy or retrieve than an email. 10. T. The basiness menormalum can be used to annoance important measures in the organization. 11. T. The subject line of business means should be lengthy and clear. 12. T. Hashter the inducted style, the first line of each paragraph needs to be indented. 13. T. Poblowing smail teindeter true is for contributing a noreqpleasant		信頭, 信箋	6. Enc. (3)	有三份附件	
 4. Attention: Industrial <u>wfa/s</u>. T # ± ± ± ± ± ± ± ± ± ± ± ± ± ± ± ± ± ± 	2. Certified Mail	掛號郵件	7. Cc: Judy Chen	抄本附件予 Judy Chen	
Design Department Design Department 5. Yours Sincerely 2334240- 10. Ref: F0263 244432: 17 \$\frac{2}{3}\$ \$\frac{2}	3. Confidential Mail	機密郵件	8. SL	寫信人的姓名縮寫 (S.L.)	
 II. Reading Comprehension: If the statement is true to the text, mark "T" or otherwise, "F" (60 \$) I. T. Maay comparies have their own internal social media platforms. T. On the internal social forums, employees can exchange ideas and interact with each another. F. Employees can say whatever they like no matter the comment is positive or negative about the company on the social media! J. H. Men tying the business text messages, like writing the social posts, try to use employ and funny stickers. S. T. When interacting with others using social media, you should use appropriate tone and manner for writing the basiness text messages, like writing the social posts. Try to use employees can exchange ideas and interact with each another. F. T. When interacting with others using social media, you should use appropriate tone and manner for writing the basiness text messages, like writing the social posts. F. T. T. Hashtags can connect your post to a wider discussion and help you communicate your message to a larger audience. F. Whenever writing social posts, you can always offend or complain about your organization. T. T. The basiness menorandum can be used to announce important messares in the organization. I. F. The subject line of business employees are observations as many as possible in the business employee. H. T. When using the Pull Block Style, the first line of each paragraph needs to be indented. T. When using the Pull Block Style, the first line of each paragraph needs to be indented. T. T. When writing to a business partner, one should give facts, clear numbers and useful information. M. T. Hen using the Pull Block Style, the first line of each paragraph needs to be indented. T. T. When using the Pull Block Style, the setter's information is placed on the right ide of paper. F. The "6 Cs" principles in business communication does not include being courteou		收信人:工業設計部門	9. P.S.	附註	
 TMany companies have their own internal social media platforms. TOn the internal social forums, employees can exchange ideas and interact with each another. TOn the internal social forums, employees can exchange ideas and interact with each another. TWhen interacting with others using social media, you should use appropriate tone and manner for writing the post. TWhen interacting with others using social media, you should use appropriate tone and manner for writing the post. TWhen interacting with others using social media, you should use appropriate tone and manner for writing the post. T	5. Yours Sincerely	您誠摯的~	10. Ref: PO263	文件編號:訂單號碼 263	
a. Spatial Order b. Chronological Order c. Process Order d. Degree of Importance 1. (d) Fundamentally, Importantly, Most importantly, 2. (c) Firstly, Secondly, Next, Finally 3. (a) Here, In front of, On the right, On the left, 4. (b) In the beginning, Then, Afterwards, At last, IV. Please write and respond to a text message. The text message can be about anything. (12 分) Incoming message: (be creative)	 T Many companies ha T On the internal s F Employees can say the social medial. F When tying the bus T When interacting the post. F Shorter posts are to 2800 characters at a T Hashtags can connec F Mhenever writing s F Any post on the soce mail. T The fax cover she T The subject line T Following email e F_ It is proper to us T When using the I T When using the I T When writing to T If there are er unprofessional. 	ve their own internal social ocial forums, employees can whatever they like no matter iness text messages, like wr with others using social med better. Facebook and Linked time. t your post to a wider discuss ocial posts, you can always cial media is an instant mes et is used together with fa randum can be used to annou of business memo should be tiquette rules is for contr e emoticons, capital words, an email is the bigger the ndented Style, the first li Full Block Style, the sende ciples in business communica a business partner, one sho rors in spelling, grammar o	I media platforms. A exchange ideas and i er the comment is posi iting the social posts dia, you should use ap dIn posts can be longed ion and help you commun a offend or complain a sage, it would be even exed document. Ince important measure lengthy and clear. ibuting a more pleasa or abbreviations as m better. ne of each paragraph er's information is pl ation does not include buld give facts, clear or the format in a let	nteract with each another. itive or negative about the company or , try to use emojis and funny stickers. opropriate tone and manner for writing er. Twitter only allows you to post up icate your message to a larger audience. bout your organization. n easier to remedy or retrieve than ar es in the organization. and efficient workplace. hany as possible in the business email. needs to be indented. laced on the right side of paper. e being courteous. numbers and useful information. ter, the writer may be regarded as	
Incoming message: (be creative)	 a. Spatial Order b. 1. (d) Fundamentally, Ir 2. (c) Firstly, Secondly 3. (a) Here, In front of 4. (b) In the beginning, 	Chronological Order c. F mportantly, Most importa 7, Next, Finally f, On the right, (. Then, Afterwards, A	Process Order d. D ntly, On the left, At last,	Degree of Importance	
			ine text message	(12 N)	
Your response:	Incoming message: (be creative)				
Your response:					
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