

# 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

## I. 英譯中 (20 分)

1. Letter-head	信頭，信箋	6. Enc. (3)	有三份附件
2. Certified Mail	掛號郵件	7. Cc: Judy Chen	抄本附件予 Judy Chen
3. Confidential Mail	機密郵件	8. SL	寫信人的姓名縮寫 (S.L.)
4. Attention: Industrial Design Department	收信人：工業設計部門	9. P.S.	附註
5. Yours Sincerely	您誠摯的~	10. Ref: PO263	文件編號：訂單號碼 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 media platforms.
2.   T   On the internal social forums, employees can exchange ideas and interact with each another.
3.   F   Employees can say whatever they like no matter the comment is positive or negative about the company on the social medial.
4.   F   When tying the business text messages, like writing the social posts, try to use emojis and funny stickers.
5.   T   When interacting with others using social media, you should use appropriate tone and manner for writing the post.
6.   F   Shorter posts are better. Facebook and LinkedIn posts can be longer. Twitter only allows you to post up to 2800 characters at a time.
7.   T   Hashtags can connect your post to a wider discussion and help you communicate your message to a larger audience.
8.   F   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 fax cover sheet is used together with faxed document.
11.   T   The business memorandum can be used to announce important measures in the organization.
12.   F   The subject line of business memo should be lengthy and clear.
13.   T   Following email etiquette rules is for contributing a more pleasant and efficient workplace.
14.   F   It is proper to use emoticons, capital words, or abbreviations as many as possible in the business email.
15.   F   The attachment to an email is the bigger the better.
16.   T   When using the Indented Style, the first line of each paragraph needs to be indented.
17.   T   When using the Full Block Style, the sender's information is placed on the right side of paper.
18.   F   The "6 Cs" principles in business communication does not include being courteous.
19.   T   When writing to a business partner, one should give facts, clear numbers and useful information.
20.   T   If there are errors in spelling, grammar or the format in a letter, the writer may be regarded as unprofessional.

## III. Match the set of transitional words with the following four kinds of logical order. (8 分)

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)

Your response: