

考前60天，衝高分從這本開始



電腦互動學習軟體下載版

1. 僅適用 MS Windows 作業系統
2. 內附 MP3 及點讀音檔
3. 下載序號請見封底內頁說明

NEW TOEIC

900分突破

必考單字與片語

NEW TOEIC — KEYWORDS & PHRASES

一般商務
製造業
金融／預算
企業發展
辦公室
人事
採購
技術層面
房屋／公司地產
旅遊
外食
娛樂
保健

依ETS多益官網公布之13大測驗主題分類

掌握最常考單字、片語，
TOEIC拿高分SO EASY

1. 全書測驗導向設計，專為應考準備規劃。
2. 「一分鐘自我檢測」，加強學習重點記憶。
3. 列出KK音標、詞性、例句、延伸字，系統化學習。
4. 「多益模擬小測驗」，馬上學馬上考，上考場更得心應手。
5. 互動軟體輔助學習，數位化練習學得更快。

每回皆附
TOEIC
模擬小測驗

LiveABC
英語數位學習第一品牌

General Business





One-Minute Self-Test



請選出適合的詞彙置入以下的對話或獨白中，使其語意完整。

Ⓐ brainstorming	Ⓑ come up with	Ⓒ competitors
Ⓓ go over	Ⓔ present	Ⓕ presentation
Ⓖ stand out	Ⓗ strategy	

Short Conversations

W: We have to find a way to make our proposal ①. We have to do something special.

M: I know. Let's make a really good PowerPoint ②, with images of our past work.

W: No. Our ③ will all have PowerPoint presentations. We need to do something more.

M: You're right. We have to look better than them if we're going to get the job. I'll try to think of something.

Short Talks

I know everybody is very busy, so I'll try to keep this meeting as brief as possible. But before we begin, I'd like to ④ what we discussed at our last meeting. When we met last week, everybody agreed that we need a new sales ⑤, and we all agreed to spend a few days ⑥ to ⑦ ideas. Today we will all have a chance to ⑧ our ideas.

Your Answers:

1. 2. 3. 4. 5. 6.
 7. 8.

2

請選出適合的詞彙置入以下的句子中，使其語意完整。

Ⓐ advertisement	Ⓑ agreement	Ⓒ assurance
Ⓓ clause	Ⓔ competition	Ⓕ compromise
Ⓖ inevitable	Ⓗ productive	

1. The best relationships are those in which both partners are able to _____.
2. Mr. Howe is more _____ once he's had his morning cup of coffee.
3. The best scenario would be for both sides to come to an _____.
4. The temporary worker felt it was _____ that his contract would not be renewed.
5. In the face of increasing _____, many companies are struggling to survive.
6. As a result of the new _____, the store's sales began to grow.
7. The manager gave his _____ that they would never be asked to work weekends.
8. Sherry has a _____ in her contract that allows her to have 15 vacation days.

Your Answers:

1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____
 7. _____ 8. _____

[自我檢測表]

答對且知道該單字意思和用法的話打「O」，答對但不確定該單字意思及用法則打「？」，答錯的話打「X」。

1

	正解	自我檢測	詞彙	等級	單字查詢頁次
1	⑤		stand out	必備	P. 49- 105
2	⑫		presentation	必備	P. 45- 087
3	⑩		competitors	必備	P. 32- 036
4	⑪		go over	必備	P. 40- 066
5	⑪		strategy	必備	P. 50- 106
6	④		brainstorming	必備	P. 29- 026
7	⑩		come up with	必備	P. 31- 033
8	⑪		present	必備	P. 45- 087

2

	正解	自我檢測	詞彙	等級	單字查詢頁次
1	⑫		compromise	加分	P. 32- 037
2	⑪		productive	必備	P. 45- 089
3	⑩		agreement	必備	P. 25- 010
4	⑤		inevitable	加分	P. 41- 070
5	⑪		competition	必備	P. 32- 036
6	④		advertisement	必備	P. 24- 005
7	⑩		assurance	加分	P. 27- 016
8	⑪		clause	必備	P. 31- 032

001

acceptance [ək'septəns]**v.** 接受；答應；認可

Now that you have indicated your **acceptance** of our offer, I will prepare the contract for you to sign.

既然你已經接受我們的提議，我會準備合約讓你簽署。

rejection *n.* 拒絕**accept** *v.* 接受

002

address [ə'dres]**v.** 對～說話；向～演講；在（信封等上）寫地址

The speaker **addressed** the audience.

這名講者向觀眾發表演說。

說明 **address** 作名詞時可指「演說；致詞」（如 **television address** 指「電視演說」），亦可指「地址」（作此義解時發音為 [ə'dres]）。

speak to 對～說**lecture** *v.* 向～演講

003

adjourn [ədʒən]n.**v.** 使中止；休（會）

I think we should **adjourn** the meeting and get back to work.

我想我們該結束會議然後回去工作。

end *v.* 結束；終止**adjournment** *n.*
休會；休會期間**suspend** *v.*

使暫停；暫時取消（或
擱置）

004

admit [əd'mit]**v.** 承認；准許進入

Only ticket-holders were **admitted**.

只有持票者方可入場。

admission *n.*
入場券；門票**admissive** *adj.*
入場（入會、入學）
許可的

005

advertisement [əd'veə'taɪzment]*n.* (平面媒體、電視、廣播及網路上的)廣告；宣傳

I saw an **advertisement** for a new line of cleaning products.

我看到新一系列的清潔產品廣告。

說明 常簡稱為 **ad**、**advert**。

常用詞彙 **ad campaign** 廣告宣傳活動

► **advertise** *v.*

為～做廣告；
為～宣傳

► **advertiser** *n.*

刊登廣告者；
廣告客戶

► **advertising** *n.*

廣告業；(總稱)廣告

常見廣告類型

flyer
傳單poster
海報billboard
廣告看板web banners
網路橫幅廣告

006

affiliate [ə'fɪlɪt̬]*n.* 分支機構；分會；支部

The organization is an **affiliate** of the Red Cross.
那個機構是紅十字會的分會。

說明 **affiliate** 亦可當動詞，讀作 [ə'fɪli.ət̬]，指「使隸屬於；使成為分支機構」。

► **affiliated** *adj.*

附屬的；相關的

► **affiliation** *n.*

入會；合併

007

afford [ə'fɔːd]*v.* 負擔得起；給予

I don't think we can **afford** to hire a new employee until we get more clients.

我認為在我們找到更多客戶之前，我們負擔不起聘用新員工。

說明 **afford** 常與 **can**、**could**、**be able to** 連用，常用於否定句或疑問句中。

► **affordable** *adj.*

負擔得起的

008

agenda [ə'dʒəndə]*n.* 議程；討論主題

We cannot discuss that today because it's not on the **agenda**.

我們今天不能討論那件事，因為它不在議程裡。

► **schedule** v. timetable
時間表

► **meeting** n. 會議

009

aggressive [ə'grɛsɪv]*adj.* 積極的；好攻擊的

New companies have to be **aggressive** in promoting their products in order to break into the market.

新公司為了打入市場，就得要積極地推廣產品。

► **hostile** adj.
懷敵意的

► **forceful** adj.
強有力的；有說服力的

010

agreement [ə'grɪmənt]*n.* 協定；協議；同意；一致

The two countries signed a trade **agreement**.

那兩個國家簽訂了一項貿易協定。

說明 **agreement** 作「協定、協議」解時為可數名詞，作「同意、一致」解時則不可數。

常用詞彙 ► **trade agreement** 貿易協定

► **pact** v. **contract** n.
契約；協定

► **disagreement** v.
argument n.
意見不一；爭論

► **agree** v. 同意

011

amend [ə'mend]*v.* 修改；修訂（文件、法案）

Can we **amend** this part of the contract before we sign?

在我們簽署之前，可以先修改合約中的這部分嗎？

► **correct** v.
修改；修正

► **amendable** adj.
可修正的

► **amendment** n.
修改；修正案

012

anxious [ən'ʃjʊəs]**adj.** 热切的；焦虑的；擔憂的We are **anxious** to talk about it as soon as possible.

我們熱切想要盡快討論此事。

說明 後面可接 to V.、for N. 或 that 子句。**☞ eager adj.**

熱切的；渴望的

☞ indifferent adj.

冷漠的

☞ anxiety n.

渴望；焦慮；掛念

☞ anxiously adv.

熱切地；焦慮不安地

013

arrangement [ə'rendʒmənt]**n.** 協議；安排；排列**☞ agreement n.** 協議**☞ arrange v.** 安排We have a special **arrangement** with the supplier, so

we don't have to pay immediately.

我們跟供應商有特別協議，所以我們不須立刻付錢。

014

as opposed to

與～相對

☞ rather than 而不是We'll sell to wealthy consumers **as opposed to**

middle- or low-income buyers.

我們要賣的是有錢的消費者，而不是中低收入的買家。

015

assume [ə'sum]**v.** 認為；假定；假裝**☞ presume v.**

假定；以為

☞ suppose v.I **assume** everyone knows why I have called this meeting.

我想大家都知道我為什麼要召開這個會議。

☞ assumption n.

假設

☞ assuming (that)

conj. 假如；假設～

016

assurance [ə'sjʊərəns]*n.* 保證；確保

The salesman gave his **assurance** that the price would not go up.

那位業務員保證價格不會上漲。

常用詞彙 **quality assurance** 品質保證

☞ **certainty** *n.* 確信

☞ **doubt** *v.*

uncertainty *n.*
懷疑；不確定

☞ **assure** *v.*

確保；使確信

017

attend [ə'tend]*v.* 參加；出席

Five hundred businesspeople **attended** the conference.

五百位商業人士參加了那場會議。

☞ **attendance** *n.*

出席；出席率

☞ **attendee** *n.*

參加者；與會者

018

attract [ə'trækt]*v.* 吸引；引起

The conference **attracted** businesspeople from all over the world.

那場會議吸引了世界各地的商業人士來參加。

☞ **attraction** *n.*

吸引力

☞ **attractive** *adj.*

有吸引力的

019

auction [ək'shən]*n.* 拍賣

Sotheby's announced that they would be selling a Monet painting in the May **auction**.

蘇富比宣布他們將在五月的拍賣會上拍賣一幅莫內的畫作。

☞ **bid** *v.*

(拍賣中) 出價