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- 60. What is NOT true about the sale?  
(A) Outdoor equipment is on sale.  
(B) It is an annual event.  
(C) It will be advertised on the radio.  
(D) The minimum discount is 30%.
- 61. What is the lowest price for running shoes at this sale?  
(A) \$29.50  
(B) \$30.00  
(C) \$59.00  
(D) \$199.95
- 62. When can shoppers browse a list of all the merchandise?  
(A) In the morning  
(B) In a month's time  
(C) On March 1st  
(D) On the weekend

Questions 63 through 65 refer to the following article.

**Clearview City Welcomes Three New Employers**

Yesterday's unexpected press conference by Clearview City's mayor Dan Hollett and top city officials provided Clearview citizens with some unexpected good news. For the past 18 months, the local government has been making a concentrated effort to attract "big business" to the area. Mr. Hollett, along with company executives, announced that three major corporations will be setting up shop in the city over the next 18 to 24 months. They are Cinema Corporation, Everywhere Call Center, and Dominion Bank. This will result in the creation of at least 1,500 new jobs, including both blue and white collar positions. Revenues from office space rental will experience a significant increase of at least \$2 million annually. Further, the city plans to improve roads in and around the downtown core and access to Clearview's Industrial Park. Local construction companies will start bidding on these city projects as early as next month. Real estate companies should also experience a housing boom in the coming months.

- 63. What is the main topic of the article?  
(A) City road improvements  
(B) The local housing market  
(C) Economic development  
(D) Commercial office space
- 64. What will NOT be a benefit of the new business venture?  
(A) Increased job opportunities  
(B) Increased real estate income  
(C) Upgrades to roadways in the area  
(D) Upgrades to downtown buildings
- 65. What contracts will construction companies start to make bids on?  
(A) The development of businesses  
(B) Cheap real estate purchases  
(C) The construction of roadways  
(D) Office space rentals

Questions 66 through 68 refer to the following letter.

Ms. Andrea Sampson  
Professor of Business  
Dept. of Business Administration  
New York University  
New York, NY 65226  
June 10th,

Ms. Julie Walters  
Chief Financial Officer  
Delaware Trading Corp.  
Delaware Towers, Suite 1613  
New York, NY 65231

Dear Ms. Walters,

It is with great pleasure that I recommend Ms. Sylvia Smyth for the position of Stock Broker Trainee with Delaware Training Corporation. Ms. Smyth successfully completed two of the business courses I offer at New York University: Introduction to Finance and Intermediate Accounting. She achieved exceptional results, finishing in the top 1 % of both classes. In addition to excelling academically, Sylvia demonstrated excellent leadership skills as President of the Student Council two years running. She was also a member of the University's Honor Society during her four years of study.

I am confident that Ms. Smyth will do well in your organization. Please do not hesitate to contact me if I can be of further assistance.

Warmest regards,  
Andrea Sampson

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66. What is the purpose of this letter?

- (A) To inquire about a position
- (B) To provide a reference
- (C) To promote the university
- (D) To introduce the writer

68. What can be inferred about Sylvia Smyth?

- (A) She is a recent college graduate.
- (B) She is a native of New York City.
- (C) She is a veteran financial advisor.
- (D) She is an award-winning athlete.

67. What is true of Sylvia Smyth?

- (A) She is an accomplished stock broker.
- (B) She is interested in financial matters.
- (C) She lacks adequate leadership skills.
- (D) She had a poor academic performance.

Questions 69 through 72 refer to the following advertisement.

Solve all of your photocopy needs with the just-released Optima 450 Laser Printer. With its state-of-the-art, high-speed processor, the visuals in your presentations will jump off the pages. Compatible with both Windows and Apple operating systems, the Optima 450 delivers 50 clear, crisp copies per minute. It is one of the fastest copiers available today in its price range. The Optima 450 is equipped with a 500-sheet paper tray and can accommodate two additional trays, for a 1,500-sheet capacity.

We offer purchasing and leasing options to suit every office budget. Volume discounts are available.

Call Excel Photocopier Suppliers for a no-obligation demonstration. With 15 years of industry experience, we are the exclusive supplier of the Optima 450. You can also visit our showroom located in the heart of the city on the ground floor of Tulip Towers. Showroom hours are Monday to Friday, 9 a.m. to 5 p.m.

69. Who is the targeted audience?

- (A) High school students
- (B) People selling computers
- (C) City apartment owners
- (D) Business professionals

71. How many sheets of paper can a printer tray hold?

- (A) 1,500
- (B) 450
- (C) 500
- (D) 50

70. The words "jump off" in line 2 are closest in meaning to

- (A) High
- (B) Excel
- (C) Stand out
- (D) Leap up

72. What is NOT mentioned about the dealer?

- (A) Hours of operation
- (B) Contact information
- (C) Location of the shop
- (D) Age of the business

Questions 73 through 76 refer to the following announcement.

### Annual Team Building Weekend

Beginning on Friday, October 1st, the company will host its 5th annual team building weekend. All employees will be guests of the beautiful Clearwater Beach Resort, a 40-minute drive from our Seattle headquarters.

Activities on the first day will include: a treasure hunt, tug-of-war, boat building, and a team relay. We will end the day in groups testing our puzzle-solving skills. On Day 2, you will learn from the industry experts. Several industry consultants will be on hand to provide focused sessions related to team building in a corporate environment.

Through the first day's activities and guidance from our industry experts, our goal is to promote flexibility, creativity, innovation, and teamwork within our organization.

Dress for both days is casual. Be sure to bring your sports gear. All meals will be taken at the resort.

Participation is mandatory. We will meet at the company cafeteria for breakfast and then travel together to the resort by bus.

73. What is the purpose of the announcement?

- (A) To inform employees of an upcoming event
- (B) To introduce some team building strategies
- (C) To invite employees to two team breakfasts
- (D) To give a description of a beachfront hotel

74. What is NOT true about the weekend?

- (A) It will teach employees to work together.
- (B) It will involve a bit of physical activity.
- (C) It will be led by a group of amateurs.
- (D) It is an event the company holds yearly.

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75. Where will the participants eat during the weekend?

- (A) At the event venue
- (B) At the cafeteria
- (C) In a restaurant
- (D) In their rooms

76. What can be inferred about the weekend?

- (A) This is the last year it will be held.
- (B) Only staff can attend the event.
- (C) Participation is not compulsory.
- (D) The experts are company employees.

Questions 77 through 80 refer to the following article.

Bestselling author Dan Brown is in Chicago this week with his latest novel. *The Symbol*. He is probably better known for *The Da Vinci Code*. With over 80 million copies of *The Da Vinci Code* sold worldwide, he is now one of the richest novelists of all time. He was named one of the top 100 influential people in the world for 2005 by *Time Magazine*. His income just from sales of *The Da Vinci Code* is reported at over \$200 million. Only author J.K. Rowling of the *Harry Potter* series fame has earned more with her novels. Income from the sales of her novels is estimated to be an astonishing \$800 million!

However, if you believe that Dan Brown was an overnight sensation, you would be wrong. Mr. Brown's first three novels sold fewer than 10,000 copies in each of their first print runs. It was *The Da Vinci Code*, his fourth novel and 2003's runaway bestseller, that brought him fame and fortune.

77. In which section of the newspaper would this article most likely be printed?

- (A) Sports
- (B) Arts and Literature
- (C) Business
- (D) World News

78. What is the title of Dan Brown's most recent published work?

- (A) *Harry Potter*
- (B) *Time Magazine*
- (C) *The Da Vinci Code*
- (D) *The Symbol*

79. What is the purpose of this article?

- (A) To give a review of *The Da Vinci Code*
- (B) To explain the success of J.K. Rowling
- (C) To promote a writer and his latest work
- (D) To explain the meaning of "bestseller"

80. In which year was the writer's most successful novel published?

- (A) 1980
- (B) 2000
- (C) 2003
- (D) 2005

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Questions 81 through 85 refer to the following advertisement and email.

Are you in the process of going into business for yourself? Online Office Inc. is here to help. Forget about renting expensive office space and hiring employees. Instead, open a virtual office in a few easy steps.

With our Basic Office Program, your virtual office will be set up in no time at all. Our friendly, knowledgeable staff will answer your calls, giving your business the professional image that it needs to shine in today's competitive environment. We include a business address, dedicated phone number, and mail handling service, all for one low monthly fee of \$29.95.

Do you need a website or logo designed? Our Plus Office Program includes all of the features of our Basic Office Program, plus website and logo design. Work with our computer professionals to set up the perfect online presence for your small business.

To find out more, please visit our website at [www.onlineoffice.com](http://www.onlineoffice.com), or contact us at 909-444-5555 for a free, no obligation assessment of your business needs.

To: <info@onlineoffice.com>  
 From: Gordon Lightfoot<glightfoot@enet.com>  
 Date: August 18th  
 Re: Virtual office set-up  
 To whom it may concern,

I recently came across your advertisement. The timing could not have been better since I am currently setting up an online music store. I think the services of Online Office will benefit my business enormously. I have reviewed your website, which is very comprehensive and well-designed. I personally do not have a lot of technical expertise and would probably be most interested in your Plus Office Program.

Could you please forward the monthly charges associated with the Plus Office Program? Do you also offer a packaging and shipping service? If so, what is the cost per item?

I'm very excited about the possibility of doing business with Online Office. I look forward to speaking with a company representative at your earliest convenience.

Sincerely,

Gordon Lightfoot

81. Who does the advertisement target?  
 (A) Small businesses  
 (B) Large companies  
 (C) Multinationals  
 (D) Corner stores
82. What service is NOT mentioned by the advertiser?  
 (A) A unique phone number  
 (B) A mailing address  
 (C) Website development  
 (D) Bank account set-up
83. How much is the basic package?  
 (A) Approximately \$35  
 (B) Just under \$30  
 (C) Just over \$40  
 (D) Around \$60
84. Why is Mr. Lightfoot interested in the Plus Office Program?  
 (A) He needs such services for his own business.  
 (B) He wants to rent a small office space from them.  
 (C) He is interested in employment with the company.  
 (D) He runs his own packing and shipping service.
85. What will probably happen next?  
 (A) Mr. Lightfoot will make a phone call to the company.  
 (B) Mr. Lightfoot will design his online store by himself.  
 (C) The company will set up an account for Mr. Lightfoot.  
 (D) A representative will get in touch with Mr. Lightfoot.

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Questions 86 through 90 refer to the following letter and email.

Customer Service  
 Computer Repairs Unlimited  
 9983 Data Drive  
 Miami, FL 53334  
 April 19th

Mr. Gary Stewart  
 Purchasing Manager  
 Zeus Telecom Ltd.  
 584 Interchange 5  
 Miami, FL53316

Re: Invoice CRU1693

Dear Mr. Stewart,

Please find below our invoice CRU1693 dated April 19th for services rendered between March 15th and April 15th. The invoice is payable within 15 days of receipt.

We thank you for your business. Please do not hesitate to contact us should you have any questions regarding this invoice or to request additional information or service.

Invoice # CRU1693 April 19th Computer Repairs Unlimited	Bill to: Zeus Telecom Ltd. Miami, Florida	Due Date: 15 days from receipt
Sales Representative: Sam Parker	Customer Service: Pam Stellar	Email: info@CRU.com Phone: 903-222-3333

Service	Units	Price/Unit	
Computer Cleaning	30	\$10.00	\$300.00
Monitor Repair	25	\$25.00	\$625.00
Monitor Replacement	4	\$200.00	\$800.00
Subtotal			\$1725.00
Tax @10%			\$172.50
Total			\$1897.50

Warmest regards,  
 Pam Stellar  
 Customer Service

To: Pam Stellar <info@CRU.com>  
 From: Gary Stewart, Zeus Telecom <gstewart@zeustelecom.com>  
 Date: April 25th  
 RE: Service Quotation (Invoice #CRU1693)

Dear Ms. Stellar,

I am in receipt of your invoice dated April 19th in the amount of \$1897.50. Let me begin by congratulating your repair team on a job well done. Our engineers were most impressed with the quality of the workmanship and the speed with which the work was carried out. Your invoice has been approved for payment, and we will transfer the funds to your bank account by the end of business tomorrow,

On another note, we are interested in discussing an additional assignment with your company. Our accounting department requires services for 150 computers. This will include cleaning and monitor repair and replacement. There may also be the repair or upgrade of a number of hard drives.

Please contact my assistant to set up an appointment early next week.

Regards,  
 Gary Stewart  
 Purchasing Manager

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86. What is the primary purpose of the letter?  
 (A) To request payment for services rendered  
 (B) To thank the customer for their business  
 (C) To ask the customer to join him for lunch  
 (D) To follow-up on the computer repair work
87. How does Mr. Stewart feel about Computer Repairs Unlimited?  
 (A) Their work was unsatisfactory.  
 (B) They have the cheapest service.  
 (C) They need to work more quickly.  
 (D) They provide excellent service.
88. When is the bill due for payment?  
 (A) On April 19th  
 (B) Early May  
 (C) Upon receipt  
 (D) March 15th
89. What does Mr. Stewart NOT mention in his mail?  
 (A) Quality of the work  
 (B) Speed of completion  
 (C) Method of payment  
 (D) A contact number
90. What will the customer service representative probably do next?  
 (A) Visit Zeus Telecom in person  
 (B) Contact the sales department  
 (C) Check if payment was made  
 (D) Discount the invoice amount

Questions 91 through 95 refer to the following article and letter.

In a very close vote last night, the Danesville Town Council passed new smoke alarm legislation affecting most of the town's 50,000 homeowners. The new regulations state that every bedroom of the house must have a dedicated smoke alarm in working order. Alarms must be on the list of brands approved by the town council, which can be found at [www.inrodancsville.com](http://www.inrodancsville.com). Homeowners must comply by January 1st next year, or face fines of up to \$500.

A number of residents have voiced their displeasure with this new legislation. Several home owners have indicated that the alarms they just recently installed are not on the approved list. At \$30 per alarm to replace, this will be an expensive, and some think unnecessary, undertaking.

The good news is that the Danesville Fire Department has purchased 3,000 approved fire alarms. These are available free of charge for those who qualify. Senior citizens and low-income earners should contact the department immediately. Alarms will be provided on a first-come, first-served basis.

Letter to the Editor  
 Danesville Weekly Tribune

Dear Sir or Madam,

I am writing to express my concern regarding recent legislation passed by our town council. Our town is not large, and of the 50,000 homeowners, at least 60% of them are on fixed incomes. Many rely on a Social Security check that must be stretched to meet all of their basic needs. Now another expense has been added by our town council: approved smoke detectors. I am not arguing against the need for these devices. What I am questioning is the council's reasoning behind the approved list. It appears that few, if any, residents were asked for their input. Why do I think this? Well, three of my neighbors have replaced their alarms in the past six months. They all purchased the same brand at our local hardware store. This brand has not been approved by our council although it does have state approval. I would like to urge the councilors to rethink their decision before requiring homeowners to go to the expense of replacing perfectly good equipment.

Sandy MacIntyre

91. Who will be most affected by this new ordinance?  
 (A) Those people who live in apartments  
 (B) The members of the town council  
 (C) Residents who own their own houses  
 (D) University students living in dormitories
92. How much will it cost to replace three smoke detectors?  
 (A) \$30  
 (B) \$90  
 (C) \$120  
 (D) \$180

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93. What is NOT mentioned about the alarms available from the fire department?
- (A) The added charges for installation  
(B) Those eligible to receive the alarms  
(C) The number of available alarms  
(D) The cost for each alarm unit
94. Who is Sandy MacIntyre?
- (A) The town's fire chief  
(B) The high school principal  
(C) A concerned local citizen  
(D) A Town Council member
95. Why does Ms. MacIntyre believe that people's original alarms are satisfactory?
- (A) Because they have been approved by the state  
(B) Because they are sold in local hardware stores  
(C) Because they were approved by the fire chief  
(D) Because residents find the new ones expensive

Questions 96 through 100 refer to the following two emails.

To: Bob Parsons <bparsons@fitnessplus.com>  
From: Keith Bellows <kbellows@inet.com>  
Date: June 20th  
Subject: Health Club Membership

Dear Bob,

I have just returned from a company training assignment in Denver. Prior to leaving on April 15th, I asked Julie to put a 2-month freeze on my club membership. She told me that she would take care of it that day. Imagine my surprise when I came into the club earlier today to discover that Julie has been replaced, and her replacement, Karen, informed me that my membership had expired. She told me that a first installment of \$150 is required before I can use the facilities again.

I have explained the situation to Karen, who is most sympathetic, but she cannot find anything in the files regarding my request. Could you please clarify the situation with Karen and have my membership reinstated as quickly as possible?

Thank you for your quick attention to this matter.

Keith

To: Keith Bellows <kbellows@inet.com>  
From: Bob Parsons <bparsons@fitnessplus.com>  
Date: June 21st  
Subject: Health Club Membership

Dear Keith,

Please accept my apologies for the mix-up. I appreciate your understanding of Karen's refusal to allow you to use the club without a valid membership. She is still a trainee and is required to follow the rules unless an exception is authorized by a senior staff member. I have now reinstated your membership with 60 bonus days.

We've made a few changes since you were last in. We are now offering kickboxing three nights a week, beginning at 7 p.m. for two hours. There's no extra charge to our existing clients.

Drop by the office the next time you're in. We have a lot to catch up on.

We value your business here at Fitness Plus.

Regards,

Bob

96. What is the main purpose of Mr. Bellows' email?
- (A) To cancel his membership  
(B) To praise the facilities  
(C) To make a request  
(D) To give confirmation
97. Why did Keith ask for a 2-month hold on his membership?
- (A) He had an injury from playing sports.  
(B) He could not pay his membership fees.  
(C) He was away on business for a while.  
(D) He was on vacation for the summer.

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98. Why is Julie unable to assist Keith?

- (A) She does not know the situation.
- (B) She no longer works at the gym.
- (C) She does not have enough time.
- (D) She is Just a trainee at the gym.

100. What is probably Bob's position?

- (A) Gym member
- (B) Junior instructor
- (C) Trainee
- (D) Manager

99. What was Bob's response to Keith's email?

- (A) He gave Keith two months' free membership.
- (B) He fired the fitness club receptionist.
- (C) He resigned from his position at the gym.
- (D) He invited Keith out to lunch to apologize.