

《全球化英語時代必備 1500 單字》

**1500 Globish Vocabulary for International Communication  
Test bank**

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**Chapter One – Making Introductions**

I. Fill in the Blank

Introducing Yourself:

A. At School (Tom Jones is introducing himself to the teacher and other classmates.)

pets, graduate, major, basketball, ride

My name is Tom Jones. I am from Taidong. My \_\_\_\_\_ is  
Chemical

Engineering. In my free time I like to \_\_\_\_\_ my bike, draw and  
play basketball. I have one younger sister. She is 16 years old. I also  
have \_\_\_\_\_, a rabbit and a bird. I want to be a \_\_\_\_\_  
player after I \_\_\_\_\_ from college. I am very excited to meet  
everyone.

B. At a New Company ( Sherry Smith is a new employee at Alliance  
Company. She is introducing herself to other co-workers.)

accountant, forward, collect, spare, start

Hi everybody. My name is Sherry Smith. I am from Taipei. I am  
very happy to meet you all and \_\_\_\_\_ my first day at Alliance  
Company. I am an \_\_\_\_\_ and have been working for 5 years.  
Previously, I worked at Excel Corporation as an accountant. In my  
\_\_\_\_\_ time I like to play computer games and \_\_\_\_\_ model  
cars. I look \_\_\_\_\_ to meeting everyone here.

C. At a Conference (Steve Cho is introducing himself to the other participants of the conference.)

including,	experience,	answer,	degree,	worked
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Hello everybody. My name is Steve Cho. I work at Reliance Software as a Software Developer. I have \_\_\_\_\_ there for 3 years. I am one of the main developers for accounting software, such as Count123 and CountPlus. I have also worked at companies \_\_\_\_\_ Lion Software and PowerBuild. I have over 10 years of work \_\_\_\_\_. I have a bachelor's \_\_\_\_\_ in engineering and am studying for my master's degree in computer sciences. I am happy to \_\_\_\_\_ any questions you may have about me, Reliance Software or software development.

D. On a Cruise 搭郵輪 (Daisy Lo is introducing herself on the first day of the cruise when she met other passengers at the welcome party.)

dancing,	doctor,	husband,	meeting,	cruise
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Hi everyone. My name is Daisy Lo. I am here with my \_\_\_\_\_ John. We are from Los Angeles and this is our second time on a \_\_\_\_\_. The first cruise we went on was to Mexico. I am a \_\_\_\_\_ and my husband is a writer. We have two kids, Ben and Lily. They are 10 and 8 years old. We love to play bingo and go \_\_\_\_\_. We look forward to \_\_\_\_\_ everyone.

### Introducing Others:

A. At School (Peter Yan is introducing his partner, Mary Cook to the teacher and other classmates in class.)

team,	freshman,	explore,	spend,	parents,
comic				

This is Mary Cook. She is a \_\_\_\_\_ and is studying to be an engineer. She is from Taichung and lives at home with her \_\_\_\_\_ and older sisters. She likes to \_\_\_\_\_ new things. She also likes to play baseball and was on her high school baseball \_\_\_\_\_. She enjoys reading \_\_\_\_\_ books and watching movies. She likes

meeting new people and hopes she can make new friends to \_\_\_\_\_  
time with.

B. In the Dorm (You are showing your English teacher's picture to your  
roommates.)

teaching, travel, married, free, do

This is my English teacher, Wendy Wen. She has been \_\_\_\_\_  
English for over 30 years. She is \_\_\_\_\_ and has a daughter and a  
son. In her \_\_\_\_\_ time, she likes to swim, \_\_\_\_\_ Tai Chi  
and yoga. She also likes to \_\_\_\_\_ and has been to places like  
Korea, China, Malaysia, Japan, Vietnam and Germany.

C. Boss to Company about New Recruit (The boss emails his employees,  
introducing them a new employee.)

located, welcoming, wealth, introduce,  
responsible

Hi Everyone,

Please join me in \_\_\_\_\_ David Thompson to the Marketing  
team. David joins us as Marketing Manager, and will be \_\_\_\_\_  
for creating new marketing material for our winter campaign. He  
previously worked at Oxford Book and comes with a \_\_\_\_\_ of  
experience.

David is originally from Beijing. He and his wife Carol have a 5 year  
old son named Timothy. In his spare time, he enjoys golfing, cooking  
and watching basketball.

His office is \_\_\_\_\_ next to my office at B10. Please drop by to  
\_\_\_\_\_ yourself and make David feel welcome.

Thanks,  
Bob Horton

D. At a Conference: The host is introducing the speaker to the audience:

welcome,	speaker,	kitchen,	chef,	pleasure
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It is my \_\_\_\_\_ to introduce Cheryl Adams as our next \_\_\_\_\_. Cheryl is a well-known \_\_\_\_\_ and has written many cook books and articles on cooking. She is here to speak to us about her latest book, "Cooking is Fun!" She learned to cook when she was very young. She would watch her grandmother in the \_\_\_\_\_. Besides cooking, Cheryl also likes to garden, read and spend time with her family. Please \_\_\_\_\_ Cheryl.

## II. Multiple Choice

1. My family likes to discuss \_\_\_\_\_ at the dinner table. A) supervise  
B) range C) politics
2. I am a member of the socialist \_\_\_\_\_ party. A) politics B)  
politician C) political
3. If you want to apply for a work permit(工作證), you have to go to a  
different \_\_\_\_\_. A) task B) branch C) position
4. First \_\_\_\_\_ this form, and then bring it to the office on the fifth floor.  
A) complete B) explore C) include
5. I am going to this conference to \_\_\_\_\_ the student's association(學生  
會). A) welcome B) train C) represent
6. In my \_\_\_\_\_ as Chief of Police(警長), I am responsible for all other  
police officers. A) position B) speed C) major
7. We must \_\_\_\_\_ our differences if we are going to continue working  
as a team. A) support B) represent C) settle

8. I am running for the president of the student's association. Can I count on your \_\_\_\_\_? A) degree B) support C) joint
9. Thank you for being \_\_\_\_\_ of my decision to dye my hair purple. A) responsible B) supportive C) moderate
10. I am a very \_\_\_\_\_ person. I don't like anyone to know my business. A) moderate B) extreme C) private
11. She doesn't like to talk about what happened with her family. Please respect her \_\_\_\_\_. A) wealth B) range C) privacy
12. I am on the Social \_\_\_\_\_. We plan the New Year's party and summer picnic. A) Committee B) Degree C) Board
13. The most well-known \_\_\_\_\_ of peace is a white dove. A) issue B) symbol C) base
14. The wedding rings are \_\_\_\_\_ of their love. A) global B) serious C) symbolic
15. I found my summer job on the job posting \_\_\_\_\_ that is outside of the teacher's office. A) broad B) board C) branch
16. The summer camp offers a \_\_\_\_\_ range of activities for kids to sign-up for. A) broad B) board C) complete
17. He is a very handsome man. He is tall and muscular with \_\_\_\_\_ shoulders. A) broad B) board C) based
18. My \_\_\_\_\_ is in understanding very complicated math formulas. A) expertise B) expert C) support
19. We have brought in the leading tree \_\_\_\_\_ to teach us about this forest. A) expertise B) expert C) exchange
20. I hope that one day I will have the \_\_\_\_\_ to go to Canada as an exchange-student. A) privacy B) opportunity C) station

21. I hope that I can find a language \_\_\_\_\_ to teach me Japanese. I will teach him Chinese. A) major B) degree C) partner
22. The police gave me a \_\_\_\_\_ ticket for driving 70km/h in a 50km/h zone. A) serious B) speeding C) former
23. I met my \_\_\_\_\_ English teacher the other day at the library. A) formal B) independent C) former
24. The holiday party is very \_\_\_\_\_, so make sure you wear a suit and tie. A) extreme B) fresh C) formal
25. Your \_\_\_\_\_ is to arrange the tables for the party. A) issue B) station C) task
26. My ex-boyfriend only ate meat, but my current boyfriend does not eat any meat. They are really two \_\_\_\_\_. A) politics B) positions C) extremes
27. His ex-girlfriend smoked all of the time, but his current girlfriend is allergic to smoke. They are two \_\_\_\_\_. A) opportunities B) extremes C) issues
28. I have a \_\_\_\_\_ of Commerce degree from Taipei University. A) Major B) Bachelor C) Position
29. He earned a Bachelor of Engineering \_\_\_\_\_ from Johnson University. A) major B) Expert C) degree
30. The speaker will cover a broad \_\_\_\_\_ of issues. A) task B) range C) expert
31. It is fun to \_\_\_\_\_ new areas when you visit a new city. A) exchange B) cover C) explore
32. His views on religion are quite \_\_\_\_\_, they are not very extreme. A) independent B) settled C) moderate

33. \_\_\_\_\_ on the things she introduced herself, we know more about her private life. A) Based B) Base C) Basing
34. Now that I am a university student. I must be \_\_\_\_\_ and should not depend on my parents anymore. A) independent B) moderate C) extreme

Answer Key

I. Fill in the Blank

Introducing Yourself:

- A. major, ride, pets, basketball, graduate  
 B. start, account, spare, collect, forward  
 C. worked, including, experience, degree, answer  
 D. husband, cruise, doctor, dancing, meeting

Introducing Others:

- A. freshman, parents, explore, team, comic, spend  
 B. teaching, married, free, do, travel  
 C. welcoming, responsible, wealth, located, introduce  
 D. pleasure, speaker, chef, kitchen, welcome

II. Multiple Choice

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
C	C	B	A	C	A	C	B	B
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
C	C	A	B	C	B	A	A	A
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
B	B	C	B	C	C	C	C	B
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>32</b>	<b>33</b>	<b>34</b>		
B	C	B	C	C	A	A		

## Chapter 2 – Making Contact

### III. Fill in the Blank

#### Making First Contact

A. To a Professor: A student contacts a well-known professor, asking if he can work for her as an assistant.

hardworking, questions, studying, interested, top, graduate,

Dear Professor Jones,

I am very \_\_\_\_\_ in working with you this semester as your research assistant. I am currently \_\_\_\_\_ at Feng Chiaarrse University and will \_\_\_\_\_ in one year. I am at the \_\_\_\_\_ of my class and a \_\_\_\_\_ person. I hope that you will consider me as your assistant.

Please let me know if you have any \_\_\_\_\_.

Thank you,  
John Wong

B. From a Realtor to a Client: A realtor(仲介) contacts a client,

informing him that there are several studio apartments(套房) for sale that meet his requirements.

prices, market, take, view, available

Hi David,

A few new studio apartments have come on to the \_\_\_\_\_ that I think you would be interested in seeing. They meet the requirements that you have, including access to the MRT and a new kitchen with a great \_\_\_\_\_. The \_\_\_\_\_ of these apartments are very



reasonable. Let me know if you are \_\_\_\_\_ this weekend to  
\_\_\_\_\_ a look at these places.

Thanks,  
Susan  
Sinyi Realty Inc.

C. From a Sports Shoe Representative: A sales representative has some samples of trendy sport shoes to show a potential client(客戶).

address, arrived, meet, popular, send

Dear Ms. Chen,  
This is Wally from Kool Shoes. Our spring line-up of men's and women's sports shoes have \_\_\_\_\_, and I would like to \_\_\_\_\_ you a few samples. These shoes are made from the latest breathable material(透氣的材料), while still maintaining support, comfort and fashion. They are made with the highest Kool Shoes standards, and we expect them to be very \_\_\_\_\_ this season.  
Please let me know what \_\_\_\_\_ I should send these samples to. If you are interested in carrying them in your store, we can certainly \_\_\_\_\_ to discuss.

Thanks,  
Wally  
Sales representative  
Kool Shoes

D. From an Insurance Sales Representative(保險公司業務員): An insurance sales representative is trying to sell her company's product.

product, available, family, offers, discuss, writing

Dear Mr. and Mrs. Ding,

This is Thomas from Forever Insurance. I hope you and your \_\_\_\_\_ are well. I am \_\_\_\_\_ to let you know about Forever Insurance's latest life insurance \_\_\_\_\_ called Forever And Ever. It \_\_\_\_\_ a new level of protection to give you and your family peace of mind. I would love to meet with you and \_\_\_\_\_ our new product further. Please let me know if you are \_\_\_\_\_.

Thanks,  
Thomas Xu  
Sales representative  
Forever Insurance

E. From a Book Publishing House(出版社) to a Teacher: A book salesperson tries to sell a newly-released writing textbook series to a teacher.

released, sample, meet, available, thought

Dear Prof. Zhang,

This is Christy from Strong Books. We met at the International Book Fair(國際書展) in April earlier this year. I am writing to let you know about a series of (一套)English writing textbooks that have just been \_\_\_\_\_. The series includes 3 books that will \_\_\_\_\_

the needs of beginner to intermediate students. I immediately \_\_\_\_\_ of you as I know you are an English teacher at Feng Chia University. Please let me know if you are \_\_\_\_\_ to meet, and I can bring a \_\_\_\_\_ of these books for you to review.

Thank you,  
Christy Xie  
Sales representative  
Strong Books

F. To a Co-worker(同事) for Lunch: Arranging a lunch gathering with a co-worker (to talk about office business)

points, free, restaurant, hope, person, mentioned, meeting

Hi Stephanie,

How are you? I \_\_\_\_\_ your day is going well. I just had a \_\_\_\_\_ with Brian about our department's objectives for the next 6 months. She \_\_\_\_\_ a few interesting \_\_\_\_\_ that I think we should discuss in \_\_\_\_\_. Are you \_\_\_\_\_ for lunch either tomorrow or the day after? We can try that new Italian \_\_\_\_\_ across the street. Let me know if you're free.

See you then,  
Lily

G. To a Client for Dinner: A dinner appointment with a client. You will share some trade information with him.

meeting, heard, available, celebrate, companies, works, together

Hi Amanda,

I hope this note finds you well. I just \_\_\_\_\_ from our team that the agreement between our two \_\_\_\_\_ has been signed. That is great news! I am very much looking forward to what this next year will bring as our companies partner \_\_\_\_\_. Chris and I would love to take you and Steve out for dinner to \_\_\_\_\_. Are you \_\_\_\_\_ next Thursday or Friday evening? Perhaps we can meet at Paulie's Chicken at 7:30pm. Let me know which night \_\_\_\_\_ best for you.

Looking forward to \_\_\_\_\_ you soon.

Kindest regards,  
Nicole

#### IV. Multiple Choice

1. I would like to \_\_\_\_\_ you that your appointment on Saturday has been confirmed(確認). A) estimate B) inform C) charge
2. The next version of this book is going to be \_\_\_\_\_ in October. A) released B) received C) attached
3. I need to meet with Lucy but she is very busy. I'm trying to \_\_\_\_\_ a time to discuss the party this Saturday. A) charge B) campaign C) set
4. I am not happy about the \_\_\_\_\_ of this product. I will return it to the store tomorrow. A) concern B) comment C) quality

5. Can you email me the photo you just took? \_\_\_\_\_ it to an email and send it to me. A) Receive B) Attach C) Comment
6. That company makes great \_\_\_\_\_. They are always such high quality and of great design. A) products B) details C) campaign
7. I am \_\_\_\_\_ this weekend if you want to meet for a drink. A) current B) concerned C) available
8. Thank you for reading my blog. Please leave me a \_\_\_\_\_ at the bottom. A) question B) advertisement C) comment
9. I will send you a(n) \_\_\_\_\_ on how much it will cost to deliver the package to your office. A) estimate B) comment C) product
10. This matter is very serious. It requires your immediate \_\_\_\_\_. A) purchase B) attention C) campaign
11. It is important to be \_\_\_\_\_ during this meeting as critical information will be explained. A) attend B) attention C) attentive
12. Please \_\_\_\_\_ the \$50 for this shirt to my credit card. A) charge B) divide C) estimate
13. I am the new hiring manager for this department. I am in \_\_\_\_\_ of finding the right people for the open positions. A) person B) charge C) detail
14. She will \_\_\_\_\_ the table once she has enough money in the bank. A) market B) release C) purchase
15. The teacher will \_\_\_\_\_ the class into four groups to work in this assignment. A) divide B) inform C) attach
16. The doctor told me to stand on the scale to see how much I \_\_\_\_\_. A) weigh B) estimate C) charge
17. The \_\_\_\_\_ of the books in my bag is hurting my back. A) quality

B) report C) weight

18. How you decide to \_\_\_\_\_ this new product will be very important.

A) inform B) market C) contact

19. The \_\_\_\_\_ of this new product will be important to its success. A)

head B) comment C) marketing

20. The directions that my aunt provided to get to her house were very

\_\_\_\_\_. A) detailed B) current C) available

21. I emailed her my request but have not heard back. I will \_\_\_\_\_

tomorrow. A) be in person B) be in charge C) follow up

22. Please call my \_\_\_\_\_ if you want to make an appointment with me.

A) receptionist B) advertisement C) attachment

23. If you have any questions or \_\_\_\_\_ about this new product, feel free to

call me. A) metal B) concerns C) contact

24. The \_\_\_\_\_ head of our department is Ms. Liao. A) available B)

attentive C) current

25. The \_\_\_\_\_ state of economy is good. A) concerned B) current C)

divided

26. She ran a very strong \_\_\_\_\_ to be the new president of the school's

students union. A) campaign B) advertisement C) meal

27. My mom is \_\_\_\_\_ about the amount of money I have spent. A)

charge B) concerned C) discuss

28. I always rely on my \_\_\_\_\_ to help me with all my finances. A)

accountant B) account C) accounting

29. Can you \_\_\_\_\_ how you will be like after graduating from Feng Chia

University? A) discuss B) picture C) inform

30. You can't buy these shoes because they look good on the \_\_\_\_\_. A) follow-up B) advertisement C) product

Answer Key

I. Fill in the Blank

Making First Contact

- A. interested, studying, graduate, top, hardworking, questions
- B. market, view, prices, available, take
- C. arrived, send, popular, address, meet
- D. family, writing, product, offers, discuss, available
- E. released, meet, thought, available, sample
- F. hope, meeting, mentioned, points, person, free, restaurant
- G. heard, companies, together, celebrate, available, works, meeting

II. Multiple Choice

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
B	A	C	C	B	A	C	C	A	B
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
C	A	B	C	A	A	C	B	C	A
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
C	A	B	C	B	A	B	A	B	B

### Chapter 3 – Asking for Information / Help

#### I. Fill in the Blank:

- A. To Pursue a Master's Degree: You would like to pursue your master's degree at Union University, so you need more information about Industrial design department

form, degree, graduating, currently

Hello,  
My name is Kerry Smith. I am \_\_\_\_\_ a student at Feng Chia University and will be \_\_\_\_\_ with a Bachelor's degree in Industrial Engineering in May. I am very interested in pursuing a Master's \_\_\_\_\_ in Industrial Design at your university in the fall semester. Would you please send me an application \_\_\_\_\_?

Thank you,  
Kerry Zhu

- B. To a Travel Agency: You ask a travel agency to mail some brochures(小冊子) about Turkey to you.

stay, countryside, travelling, please

Hello,  
My name is Chris. My wife and I are interested in \_\_\_\_\_ to Turkey next year. Would you \_\_\_\_\_ send us some recommendations on what to see and where to visit? We plan on \_\_\_\_\_ 10-14 days there and would like to visit cities, beaches and the \_\_\_\_\_.

Thanks,  
Chris



C: To a Co-worker: You wrote an email to your co-worker Andrew, , asking him if he could cover 3-day work for you.

driving, need, work, cover, prepare

Hi Andrew,

This is Francine. I am scheduled to work Tuesday-Thursday next week, but have just been scheduled to take my \_\_\_\_\_ test on Thursday. Would you be able to \_\_\_\_\_ my shifts on Tuesday, Wednesday and Thursday? I need a few days to \_\_\_\_\_ for the test. I \_\_\_\_\_ 9am-5pm each of those three days.

Please let me know if you can do them for me. I really appreciate it and will be happy to cover your shifts any time you \_\_\_\_\_ it.

Thanks,  
Francine

D. To your best friend: You need your friend's advice about a new relationship.

along, laughing, excited, think, accountant, planning

Hi Gina,

How are you? I am so \_\_\_\_\_ to tell you about this new man I met. We met at a birthday party and got \_\_\_\_\_ right away. His name is Colin and he is an \_\_\_\_\_. He is so funny and we spent hours \_\_\_\_\_ and talking. We are \_\_\_\_\_ on meeting for dinner again tomorrow. I hope you can meet him soon. I'd really love to know what you \_\_\_\_\_ of him.

Hope all is well with you.  
Mina

E. To a Seller on eBay: You need more information about a product posted on eBay.

photos, shipping, sale, material

Hello,

My name is Travis. I was looking at the item you have posted for \_\_\_\_\_ on eBay. Can you tell me more about it? Where was it made? What kind of \_\_\_\_\_ was it made of? Can you send me a few more \_\_\_\_\_ of the goods? I live in Springfield, so what is the \_\_\_\_\_ cost going to be?

Thanks,

Travis

## II. Multiple Choice

1. She works at a very good law \_\_\_\_\_. A) firm B) export C) project
2. When you speak to him, you should be soft but \_\_\_\_\_ in order to get your point across without being too aggressive. A) organized B) personal C) firm
3. I really want to \_\_\_\_\_ my money in environmentally safe products. I think they are the way of the future. A) budget B) invest C) collect
4. He bought a few apartments as \_\_\_\_\_ to earn extra rental income. A) finance B) record C) investments
5. She is very \_\_\_\_\_ in computers and developing new software. A) interest B) interested C) interesting
6. The \_\_\_\_\_ rate that ABC Bank offers is not as good as the rate XYZ Bank offers. A) financial B) lending C) interest

7. I can't find any of those coffee beans here, so I will have to \_\_\_\_\_ them from another country. A) import B) export C) owe
8. Canada's top \_\_\_\_\_ is wheat. A) record B) budget C) export
9. The form(表格) asks you to \_\_\_\_\_ which class you would prefer to attend. A) expect B) indicate C) seek
10. I am doing some \_\_\_\_\_ on the topic of mosquitoes and dengue fever(登革熱). A) research B) resource C) material
11. Students need to be taught how to handle their \_\_\_\_\_. A) finances B) status C) project
12. The company offers a range of \_\_\_\_\_ services. A) finance B) financial C) financially
13. The government has tried hard to improve the social \_\_\_\_\_ of disabled people. A) cost B) resource C) status
14. Many Taiwanese prefer the \_\_\_\_\_ quo(保持現況). A) record B) status C) business
15. Two-thirds of their \_\_\_\_\_ goes on medical costs. A) budget B) record C) document
16. They told me to finish this \_\_\_\_\_ by the end of this week. A) request B) emergency C) project
17. At Feng Chia University there is a \_\_\_\_\_ on the ceiling of each classroom. A) material B) export C) projector
18. We are increasing the \_\_\_\_\_ for the health service. A) resources B) import C) return

19. Teachers are making their own teaching \_\_\_\_\_ instead of buying from publishing companies. A) record B) organization C) material
20. In an \_\_\_\_\_, please call 911. A) organization B) emergency C) investment
21. The bank has approved of his \_\_\_\_\_ for a student loan. A) request B) record C) collection
22. Singapore Airlines have a good safety \_\_\_\_\_. A) firm B) collection C) record
23. Chinese children always try hard to live up to their parents' \_\_\_\_\_. A) expectations B) investments C) documents
24. How much do we \_\_\_\_\_ you for the movie tickets? A) expect B) collect C) owe
25. He refused to sign the \_\_\_\_\_. A) request B) document C) resource

I. Fill in the Blank

- A. currently, graduating, degree, form
- B. travelling, please, stay, countryside
- C. driving, cover, prepare, work, need
- D. excited, along, accountant, laughing, planning, think
- E. sale, material photos, shipping

II. Multiple Choice

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
A	C	B	C	B
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
C	A	C	B	A
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
A	B	C	B	A
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
C	C	A	C	B
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
A	C	A	C	B

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## Chapter 4 Appointment

### I. Fill in the Blank

A. A student made an appointment with her supervisor.

set up, convenient, research, available, questions

Dear Prof. Miles,

This is Tina from your section B Chemistry class. I wanted to \_\_\_\_\_ a time to come to speak with you about my \_\_\_\_\_ project. I have a draft started and wanted to ask you a few \_\_\_\_\_ before I proceed. What time would be \_\_\_\_\_ for you? I think 30 minutes would be enough time.

Please let me know when you are \_\_\_\_\_.

Thank you,

Dina

B. After making the appointment, Dina received a job interview notice.

Now she has to postpone the appointment with her supervisor.

make, contacted, schedule, agreeing, Unfortunately,

Dear Prof. Miles,

This is Tina from your section B Chemistry class. Thank you for \_\_\_\_\_ to meet with me next Tuesday at 2:00pm. \_\_\_\_\_ I won't be able to \_\_\_\_\_ that time anymore. LAN Chemicals \_\_\_\_\_ me for a job interview and this was the only time they could meet. Is it possible to \_\_\_\_\_ an appointment for another time, perhaps on Wednesday or Thursday?

Thank you,

Dina

C. A woman is making a dental appointment with the dental assistant.

then, available, this, fully, appointment, help

A: San-Shang Dental Clinic. May I \_\_\_\_\_ you?

C: Hi, \_\_\_\_\_ is Christina Adams. I'd like to make an \_\_\_\_\_ for a dental cleaning next Friday at 9:00am. Is Dr. Klutz \_\_\_\_\_?

A: I am sorry. Friday morning is \_\_\_\_\_-booked.

C: How about 3 o'clock in the afternoon?

A: 3 is OK.

C: Great, thank you. See you \_\_\_\_\_.

D. Two cyclists booked a room for two nights at Home for Bikers in Taidong.

staying, cycling, hearing, available, nights, rate

Hello,

My name is Barry Brown. My friend Anna and I will be \_\_\_\_\_ through Taidong in two weeks and are interested in

\_\_\_\_\_ at your B & B. We would like to book one room with

two twin size beds for two \_\_\_\_\_ from June 24 to 26. Is there a room \_\_\_\_\_? What is the nightly \_\_\_\_\_?

We look forward to \_\_\_\_\_ from you soon.

Thank you,

Barry

- E. A salesperson's appointment with the manager of Ding Hao Department Store has to be rescheduled, due to his grandmother's sudden death.

reschedule, notice, products, representative, discuss, funeral

Dear Ms. Lin,

This is Peter Lee, Sales \_\_\_\_\_ from Elsy Products. We were scheduled to meet tomorrow. Unfortunately I am no longer able to meet and was hoping we could \_\_\_\_\_ to next week. My grandmother passed away and I will be attending her \_\_\_\_\_ tomorrow. My apologies for the short \_\_\_\_\_. I hope we can find a new time next week to \_\_\_\_\_ Elsy's latest home décor \_\_\_\_\_.

Thank you,  
Peter Lee  
Elsy Products

Fill in the blank

1. I \_\_\_\_\_ if it's possible to take the train from here all the way to Taidong. A) recognize B) wonder C) confirm
2. She is a very good \_\_\_\_\_ player. You definitely want her on your side. A) single B) message C) team
3. We may not have won the championship, but our team has great team \_\_\_\_\_.  
A) notice B) directing C) spirit
4. He spent many hours in the laboratory \_\_\_\_\_ this new technique. A) pleasing B) developing C) postponing



5. The doctor says I need surgery(手術), but I'm going to get a second \_\_\_\_\_. A) conference B) present C) opinion
6. He is very \_\_\_\_\_ and is happy to share his thoughts on any subject.  
A) opinionated B) inviting C) starving
7. She gave him a \_\_\_\_\_ to celebrate his graduation from university. A) progress B) cancellation C) present
8. First the professor \_\_\_\_\_ the case to the meeting, then he will discuss it with his co-workers. A) confirm B) present C) extend
9. At \_\_\_\_\_, I don't have any job prospects, but I'm hopeful I can find a job soon. A) present B) departure C) trouble
10. It's important to \_\_\_\_\_ the risks involved with this task. A) regret B) extend C) recognize
11. There will be a meeting sometime in June. I can't remember the \_\_\_\_\_ date. A) exact B) postpone C) extend
12. I am really \_\_\_\_\_ with the way my painting turned out. A) possible B) afraid C) pleased
13. I will call my doctor tomorrow morning to \_\_\_\_\_ our appointment in the afternoon. A) confirm B) attend C) apologize
14. The school sent me an email \_\_\_\_\_ to let me know that I am accepted to the master's program(碩士班). A) message B) appointment C) confirmation
15. I'm going to \_\_\_\_\_ the large conference room for tomorrow's meeting. A) attend B) book C) invite
16. It is a good time to get a loan as the bank's interest \_\_\_\_\_ is very low. A) progress B) rate C) present

17. When many flights arrive at the same time, the line to pass through \_\_\_\_\_ is very long. A) customs B) departure C) confirmation
18. I had this dress \_\_\_\_\_ -made for my grandmother's birthday party. A) booking B) team C) custom
19. Ang Lee is my favorite movie \_\_\_\_\_. A) development B) director D) neighbor
20. The student asked the teacher to \_\_\_\_\_ the deadline so that she'd have more time to complete the assignment. A) extend B) wonder C) notice
21. The \_\_\_\_\_ time of my flight to Hua Lian is 9:10am. A) cancellation B) custom C) departure
22. How many \_\_\_\_\_ did you take last semester? A) books B) opinions C) credits
23. She didn't have time to eat breakfast or lunch, so was \_\_\_\_\_ by the time it was dinner. A) biting B) starving C) regretting
24. He took a huge \_\_\_\_\_ out of the sandwich, so there was barely any left for me. A) bite B) rate C) notice
25. This is my favorite \_\_\_\_\_ to visit on the weekend. A) neighbor B) neighboring C) neighborhood
26. We were forced to \_\_\_\_\_ the picnic because of the typhoon. A) develop B) starve C) postpone
27. I received the \_\_\_\_\_ to her wedding in the mail yesterday. A) appointment B) invitation C) opinion
28. I have to \_\_\_\_\_ a meeting at that time, so I won't be able to meet you until later. A) regret B) develop C) attend

29. The outdoor swimming pool looks very \_\_\_\_\_. I can't wait to jump in.  
 A) inviting B) extra C) pleased
30. He is going to the \_\_\_\_\_ next week as a guest speaker. A)  
 development B) conference C) confirmation
31. The company will \_\_\_\_\_ him as their new President. A) apologize  
 B) appoint C) cancel
32. My doctor had a \_\_\_\_\_ today, so I was unable to see him. A) custom  
 B) progress C) cancellation
33. She will give her team advance \_\_\_\_\_ about her upcoming holidays.  
 A) message B) notice C) appointment
34. I don't have access to my email, so send me a text \_\_\_\_\_ if you need  
 to reach me. A) message B) confirmation C) opinion

Answer Key

I. Fill in the Blank:

- A. set up, research, question, convenient, available
- B. agree, Unfortunately, schedule, contacted, make
- C. help, this, appointment, available, fully, then
- D. cycling, staying, nights, available, rate, hearing
- E. representative, reschedule, funeral, notice, discuss, products

II. Multiple Choice:

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
B	C	C	B	C	A	C	B	A
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
C	A	C	A	C	B	B	A	C
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
B	A	C	C	B	A	C	C	B
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>32</b>	<b>33</b>	<b>34</b>	<b>35</b>	<b>36</b>
C	A	B	B	C	B	A		

## Chapter 5 Sending an Invitation

### I. Fill in the Blank:

#### A. Pub After Work:

together, meet, work, drinks, thinking

Hi Dana and Rick,

Do you want to go to Larry's Pub after \_\_\_\_\_ today? I was \_\_\_\_\_ we could have dinner and a few \_\_\_\_\_ since the weather is so nice. Can we \_\_\_\_\_ at 5:30pm? We can walk over to the pub \_\_\_\_\_.

#### B. Surprise Party:

attend, inviting, organizing, birthday, held, make

Hi Everyone,

As some of you may know, Cathy's \_\_\_\_\_ is next Friday, August 15. We are \_\_\_\_\_ a surprise birthday party for her and hope that you can all \_\_\_\_\_. The party will be \_\_\_\_\_ at 2:45pm in the main meeting room. Please \_\_\_\_\_ sure you are on time. I will be \_\_\_\_\_ Cathy to a fake meeting that starts at 3:00pm. We will have snacks, drinks and birthday cake.

See you all then,  
Joan

C. Movie Date:

connected, meet, person, decide, make,  
available

Hi Ellen,

How are you? It has been really nice to get to know you over email these past few days. I'm so glad we \_\_\_\_\_ in the chat room. I would really like to meet you in \_\_\_\_\_. Are you \_\_\_\_\_ next Saturday to go see a movie with me? There are some great films playing at the RPY movie theatre on Jones Street. We can \_\_\_\_\_ there at 6:00pm and \_\_\_\_\_ what movie to watch.

I hope you can \_\_\_\_\_ it.

Harry

D. Temple and Market Visits:

works, enjoying, free, tour, snacks, neat

Hi Kim,

How are you \_\_\_\_\_ your visit to Taipei? I hope you are having a great time. Would you like to go to Long Shan Temple and Shi Lin Night Market this weekend? I can give you a \_\_\_\_\_ of the temple and we can try some delicious Taiwanese \_\_\_\_\_ at the night market. There are also some fun games and \_\_\_\_\_ shops to look at. I am \_\_\_\_\_ either Saturday or Sunday, so let me know which day \_\_\_\_\_ for you.

See you then,  
Brad

E. Home-Cooking Invite:

dinner, experiences, pick, meeting, excited,  
available, have

Hi Colin and Deanna,

I spoke with my mom and she would love to \_\_\_\_\_ you both come over for \_\_\_\_\_ next weekend so that you can try real Taiwanese home-cooking. She really enjoys cooking and \_\_\_\_\_ people from all over the world. She is \_\_\_\_\_ to hear about your home countries and what your \_\_\_\_\_ in Taiwan have been like. Are you \_\_\_\_\_ either next Wednesday or Thursday at 6:00pm? We live near the Dongmen MRT station. Call me when you arrive. I can \_\_\_\_\_ you up at the station.

Hope you can make it.

Lara

Vocabulary:

II. Multiple Choice:

1. Mary is going to \_\_\_\_\_ a group to set up the school's recycling program. A) form B) deliver C) remember
2. Tonight's dinner is a \_\_\_\_\_ event, so make sure you dress appropriately. A) brief B) various C) formal
3. My presentation will be very \_\_\_\_\_. Please feel free to interrupt me at any time with questions that you may have. A) formal B) informal C) influential
4. Tomorrow I will \_\_\_\_\_ a speech on why it is important to consider the impact of our actions on the environment. A) satisfy B) deliver C) drop

5. Susan is going to the book fair(書展) today because she wants to \_\_\_\_\_ her personal collection of books. A) expand B) deliver C) pick up
6. Even though Christie and Vanessa are twins, their tastes and interests \_\_\_\_\_. A) drop B) expand C) vary
7. This discount store sells a \_\_\_\_\_ of items for all of your needs. A) various B) variety C) vary
8. Nancy has worked in the fashion\_\_\_\_\_ for a long time and knows everyone who is important. A) environment B) industry C) vehicle
9. The school is having an \_\_\_\_\_ tonight to welcome all new students in the program. A) break B) brief C) event
10. I had a wonderful time living in France as an exchange student; it is an \_\_\_\_\_ I will never forget. A) environment B) experience C) guarantee
11. The designer I know is very \_\_\_\_\_ and can create any type of clothing that you want. A) brief B) traditional C) experienced
12. My mother taught me everything I know. She has had a huge \_\_\_\_\_ on me. A) guide B) influence C) guarantee
13. His \_\_\_\_\_ is very good for all kinds of clothing. A) figure B) block C) break
14. I am not sure where the restaurant is, but once we get to that subway stop I am sure that I can \_\_\_\_\_ it out. A) drop B) break C) figure
15. I have put my house on the market and hope that I can get a good \_\_\_\_\_. A) block B) offer C) suggestion

16. There is no train service that day, so he is \_\_\_\_\_ to drive her all the way home. A) guiding B) satisfying C) offering
17. She does not agree with his ideas on this topic and will \_\_\_\_\_ his every word. A) challenge B) suggest C) remember
18. Deciding which school to attend has been very \_\_\_\_\_. A) challenge B) challenged C) challenging
19. I prefer \_\_\_\_\_ food over the new types of fusion cooking(潮食).  
A) popular B) traditional C) influential
20. \_\_\_\_\_ to his sister, he is very even tempered. A) Compare B) Compared C) Comparing
21. The \_\_\_\_\_ of this fried chicken reminds me of home. A) border B) block C) taste
22. The meal that her sister cooked for us was really \_\_\_\_\_ and delicious. A) brief B) popular C) tasty
23. He tried to \_\_\_\_\_ me from entering the room because he didn't want me to see what was going on. A) break B) block D) expand
24. My favorite lunch from that cafeteria is the \_\_\_\_\_ chicken and rice. A) remaining B) smoked C) experienced
25. She is very \_\_\_\_\_ with the way the painting turned out and will try and sell it for a lot of money. A) satisfy B) satisfied C) satisfying
26. The store that I bought my new kitchen knife from has a \_\_\_\_\_ that the knife will stay sharp for at least one year. A) tradition B) century C) guarantee
27. He is an \_\_\_\_\_ and believes that we should all make an effort to



reduce the amount of waste we produce. A) environmentalist B) guide C) local

28.I joined a tour group when I went to the museum, and the \_\_\_\_\_ told us all about each piece of art. A) vehicle B) figure C) guide

29.The \_\_\_\_\_ of this type of music has decreased in the last few years as new music emerges. A) popularity B) century C) event

30.She only has a few days of vacation, so her trip to Italy will be \_\_\_\_\_. A) satisfied B) brief C) local

31.After the company's annual meeting, our boss gave the department a \_\_\_\_\_ on the major updates and decisions. A) experience B) compare C) briefing

32.Can you \_\_\_\_\_ a new restaurant for me to try when my friend comes to visit? A) expand B) accept C) suggest

Answer key

I.

A. work, thinking, drinks, meet, together

B. birthday, organizing, attend, held, make, inviting

C. connected, person, available, meet, decide, make

D. enjoying, tour, snacks, neat, free, works

E. have, dinner, meeting, excited, experiences, available, pick

II.

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>A</b>	<b>C</b>	<b>B</b>	<b>B</b>	<b>A</b>	<b>C</b>	<b>B</b>	<b>B</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>C</b>	<b>B</b>	<b>C</b>	<b>B</b>	<b>A</b>	<b>C</b>	<b>B</b>	<b>C</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>A</b>	<b>C</b>	<b>B</b>	<b>B</b>	<b>C</b>	<b>C</b>	<b>B</b>	<b>B</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>32</b>
<b>B</b>	<b>C</b>	<b>A</b>	<b>C</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>C</b>

## Chapter 6: Giving Advice

### I. Fill in the Blank:

- A. Suggest the boss have a bike-riding trip for employees instead of a year-end company party at a fancy restaurant.

office, advice, interested, wondering, outdoors, healthy, information

Dear Mr. Wu,

I was \_\_\_\_\_ if I could offer some \_\_\_\_\_ about planning our year-end company party. Since we spend every day inside the \_\_\_\_\_, why don't we choose an \_\_\_\_\_ activity instead? A friend of mine offers a great bike tour in the mountains. It would be fun, \_\_\_\_\_ and less expensive than a regular dinner party. Let me know if you're \_\_\_\_\_. I can send you more \_\_\_\_\_.

Thanks,  
David

- B. Suggest a close friend invest some money in a specific stock.

technology, late, investment, profits, perfect,

Hi Louis,

I've been looking into some \_\_\_\_\_ ideas, and I think I've found the \_\_\_\_\_ stock for you. It's a new \_\_\_\_\_ company that people say is the next Facebook. With their \_\_\_\_\_, you could retire within a couple of years. I think you should buy now, before it's too \_\_\_\_\_.

Think it over and let me know as soon as possible.  
Harry

C. Suggest a friend's son, a recent high school graduate, choose a major he likes instead of a major his parents want him to choose.

stable, major, pick, income, college

Hi Neil,

How are you doing? I hear you're wondering which \_\_\_\_\_ to choose for \_\_\_\_\_ right now. I'm sure your parents are telling you to choose something that will lead to a \_\_\_\_\_ job with a high \_\_\_\_\_. But don't forget, you should also love what you do. No matter what, \_\_\_\_\_ something that interests you.

Good luck with everything,  
Sean

D. Suggest a member in the hiring committee hire Paul Lin, who has only a Bachelor's degree but more experience, instead of the other applicant who has a Master's degree but lacks work experience.

degree, employees, opinion, suggestion, project, skills, experience

Hi Regina,

I've reviewed all of the applications, and my \_\_\_\_\_ is we hire Paul Lin. Although he doesn't have a Master's degree like the other candidate, he has stronger work \_\_\_\_\_. We don't have time during this \_\_\_\_\_ to teach new \_\_\_\_\_ all the basics. Paul seems to have the \_\_\_\_\_ to start working right away. In my \_\_\_\_\_, that's more important than a graduate \_\_\_\_\_.

Let me know if you have any other questions.

Best,  
George

## II. Multiple Choice:

1. Even though it's sometimes \_\_\_\_\_ to lie, it's usually not the right thing to do. A. legal B. established C. complete
2. It is \_\_\_\_\_ to drive when drunk. If the police catch you, you could be fined or go to jail. A. crowded B. required C. illegal
3. He stayed at the office until midnight in order to \_\_\_\_\_ the report on time. A. argue B. complete C. serve
4. The police are \_\_\_\_\_ who committed the crime, but so far there are no suspects. A. operating B. manufacturing C. investigating
5. After the company went bankrupt, its investors \_\_\_\_\_ a lawsuit to get their money back. A. designed B. filed C. required
6. Whenever I have a difficult problem in my life, I always call my mother for her \_\_\_\_\_ on how to solve it. A. advise B. advice C. compromise
7. The chairman's lawyers \_\_\_\_\_ him to take the deal. A. operated b. provided c. advised
8. I've worked in this industry for over 50 years and \_\_\_\_\_ myself as one of the top experts in the field. A. established B. operated C. employed
9. The company's latest smartphone model is very trendy and in high \_\_\_\_\_ among young people. A. equipment B. demand C. requirement
10. Can you give me an \_\_\_\_\_ for why you're always late to class? A. argument B. employment C. explanation
11. They have different opinions and get into \_\_\_\_\_ all the time over who's right. A. compromise B. argument C. agreement

12. After much \_\_\_\_\_, the committee decided to hire her instead of the other applicant. A. requirement B. operation C. consideration
13. The company \_\_\_\_\_ computer chips that are used in televisions and cars. A. manufactures B. refuses C. establishes
14. She studied the subject very carefully and now has a \_\_\_\_\_ understanding of it. A. solid B. legal C. compared
15. The government \_\_\_\_\_ extra services for children and seniors. A. trusts B. compares C. provides
16. The waitress \_\_\_\_\_ her an extra cup of coffee for free. A. served B. demanded C. increased
17. After he finally retired, he used all the money he'd saved in his life to buy his \_\_\_\_\_ house near the ocean. A. legal B. dream C. established
18. I've worked very hard for many years. I deserve to have an \_\_\_\_\_ in salary. A. increase B. explanation C. equipment
19. I'll give you half of the \_\_\_\_\_ now, and the other half once the product is finished. A. demand B. file C. payment
20. These days, having a Master's degree has become a basic \_\_\_\_\_ just to apply for a job. A. advice B. requirement C. demand
21. He was fired because of his \_\_\_\_\_ to obey orders from his bosses. A. compromise B. operation C. refusal

### Answer Key

#### I. Fill in the Blank:

- A. wondering, advice, office, outdoors, healthy, interested, information
- B. investment, perfect, technology, profits, late
- C. major, college, stable, income, pick

D. suggestion, experience, project, employees, skills, opinion,  
degree

II. Multiple Choice

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
A	C	B	C	B	B	C
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
A	B	C	B	C	A	A
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
C	A	B	A	C	B	C

## Chapter 7 Giving opinions

### I. Fill in the Blank:

#### A. Professor to graduate student:

interests, consider, believe, improvement, paper, office, discuss,

Hi David,

I have read your final \_\_\_\_\_ and have a few points for you to \_\_\_\_\_:

1. Subject matter – You have written papers on this topic before. Is there another subject matter that \_\_\_\_\_ you?.
2. Consistent tense(時態要一致) - The second half of your essay is written in the past tense, whereas the first half is written in present tense.

I am available after class on Wednesday or during my \_\_\_\_\_ hours (請益時間)if you wish to \_\_\_\_\_ your paper. I \_\_\_\_\_ you are a strong writer but there is room for \_\_\_\_\_ with this assignment.

Professor Needles

#### B. Opinions not expressed during an office meeting:

ran, available, campaign, made, inspect, discuss, questions

Hi Chris,

Today's meeting with the Marketing team went very well, and I'm

glad we \_\_\_\_\_ some key decisions on how this year's campaign will be run. Since we \_\_\_\_\_ out of time, I didn't have a chance to bring up some \_\_\_\_\_ about financial side of this campaign. Please consider:

1. What is the budget for this new marketing \_\_\_\_\_?
2. How will we keep track of these expenses?
3. Who will be assigned to \_\_\_\_\_ these expenses?

Perhaps we can schedule a separate meeting to \_\_\_\_\_ these questions. I am \_\_\_\_\_ any time this week.

Thanks,  
Betty

### C. Annual performance review:

set up, team, follow-up, discussed, improvement, opinions

Hi Ann,

As a \_\_\_\_\_ to your performance review meeting yesterday, I wanted to summarize the key points that we \_\_\_\_\_.

Areas of excellence:

1. You are a good worker who is punctual(守時) and dedicated to  
(致力於)your job
2. You work well with others and a strong \_\_\_\_\_ player

Areas of \_\_\_\_\_:

1. Be more vocal about sharing your \_\_\_\_\_ and contributing your ideas
2. Come speak to me directly about any issues you are having

I will \_\_\_\_\_ another meeting in 2 months to see how you are progressing. In the mean time, please feel free to come to see me



if you have any questions or want to talk about these points further.

Rob

D. Mom to son about smoking:

concerned, faced, returned, support, dangers,  
consider

Hi Son,

I have just \_\_\_\_\_ from the doctor's office and picked up a pamphlet(小册子) on the \_\_\_\_\_ of smoking. As your mother, I am very \_\_\_\_\_ that you are still smoking nearly one pack of cigarettes each day. You must \_\_\_\_\_ that you will one day be \_\_\_\_\_ with either lung cancer or even cancer of the mouth. I am very worried about you.

I am here to \_\_\_\_\_ you.

Love,  
Your Mother

E. Colleague to colleague

person, treated, differences, meeting, business, front

Hi John,

During this morning's \_\_\_\_\_ with our team, you made a few remarks that I feel were directed at me in a negative way. I believe that all the staff have their \_\_\_\_\_, and whether you chose to accept them or not is your \_\_\_\_\_. However, I do think that in the workplace, we should all be \_\_\_\_\_ equally. I am not happy about being singled out in \_\_\_\_\_ of our co-workers.

We can discuss this in \_\_\_\_\_ if you wish.

Thanks,  
Sue

## II. Multiple Choice

1. His ideas are good but very \_\_\_\_\_. We need more specific ideas to work with. A) speechless B) general C) intense
2. She made a \_\_\_\_\_ mistake when correcting the account, so now our total is off by 3 cents. A) minor B) limited C) social
3. Tim has made great \_\_\_\_\_ in his presentation skill since he took that public speaking class. A) interference B) relation C) improvement
4. It is important to take a \_\_\_\_\_ approach in dealing with this problem. We don't want to be too extreme in any way. A) balanced B) critical C) intense
5. In \_\_\_\_\_, his approach to handling this issue will work. However, in practice, it will be very difficult to enforce. A) person B) reality C) theory
6. Before she made her speech at the convention, she would \_\_\_\_\_ every day in front of the mirror. A) balance B) practice C) respect
7. Kim will now \_\_\_\_\_ how this tool should be used properly. A) demonstrate B) struggle C) achieve
8. The students did not agree with this new policy and held a \_\_\_\_\_ on campus in the afternoon. A) surround B) target C) demonstration
9. This job is perfect for me as I get to \_\_\_\_\_ my love for animals with my desire to study biology. A) inspect B) combine C) achieve

10. The remarks she made at the meeting were so shocking that it left everyone else in the room \_\_\_\_\_. A) threatened B) honest C) speechless
11. His mom told him that he should \_\_\_\_\_ more if he wants to lose weight. A) exercise B) respect C) reject
12. My teacher asked us to finish doing all the \_\_\_\_\_ in this chapter. A) targets B) relations C) exercises
13. It took a lot of \_\_\_\_\_ for him to ask the girl out. A) nerve B) resolutions C) respect
14. He lacks \_\_\_\_\_ skills and is very awkward with girls. A) critical B) social C) respectful
15. I have never dated before, so this is my first \_\_\_\_\_. A) relationship B) inspector C) community
16. I wish my parents wouldn't \_\_\_\_\_ with the way I am raising my dog. A) struggle B) criticize C) interference
17. She didn't let the lack of support from her parents \_\_\_\_\_ with her dream to be a dance teacher. A) interfere B) demonstrate C) balance
18. It is important to \_\_\_\_\_ yourself with people who support your dreams. A) listen B) affect C) surround
19. I \_\_\_\_\_ that I was wrong and it was my fault that this happened. A) communicated B) admitted C) rejected
20. He didn't realize that her reaction would \_\_\_\_\_ him so much. A) effect B) affect C) express
21. He is very influential and has a strong \_\_\_\_\_ on other people. A) effect B) effect C) voice

22. Her \_\_\_\_\_ is well suited to work with children. A) character B) relation C) amount
23. Following the report of this news, the international \_\_\_\_\_ has responded with anger. A) target B) authority C) community
24. There is no \_\_\_\_\_ to the amount of money she will spend on shoes and handbags. A) limit B) resolution C) target
25. She demanded that the mechanic to \_\_\_\_\_ her car before the end of the week. A) veto B) fix C) threaten
26. She is very good with other people. In this \_\_\_\_\_, she is patient and kind. However, when it comes to her own children she is easily upset. A) amount B) target C) respect
27. He is very determined and will \_\_\_\_\_ as hard as he needs to in order to find the solution. A) achieve B) struggle C) inspect
28. The safety \_\_\_\_\_ came to our office today and reported a number of problems needed to improve. A) minor B) inspector C) authority
29. These issues are \_\_\_\_\_ to the success of our project and must be resolved as soon as possible. A) critical B) limit C) repeated
30. When the topic of family and relationships arose, our conversation became heated and \_\_\_\_\_. A) balanced B) nervous C) intense
31. During my first week on the job, I received \_\_\_\_\_ training from my manager and co-workers. A) intense B) intensive C) intension
32. It may be difficult at first, but after a few \_\_\_\_\_ it will become much easier. A) repetition B) repeat C) repeated
33. He parked in an illegal spot, so the \_\_\_\_\_ came and towed his car away. A) authority B) authorities C) character

34. The group voted to change the date, but our manager used his authority to \_\_\_\_\_ our decision. A) veto B) voice C) insult
35. The way she responded to my statement in front of the audience was very \_\_\_\_\_. A) repeated B) insulting C) intense
36. He believed that their friendship was built on \_\_\_\_\_ and mutual respect. A) honesty B) repetition C) balance

### Answer Key

#### I. Fill in the Blank:

- A. paper, consider, interests, office, discuss, believe, improvement
- B. made, ran, question, campaign, inspect, discuss, available
- C. follow-up, discussed, team, improvement, opinions, set up
- D. returned, dangers, concerned, consider, faced, support
- E. meeting, differences, business, treated, front, person

#### II. Multiple Choice:

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
B	A	C	A	C	B	A	C	B
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
C	A	C	A	B	A	C	A	C
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
B	B	B	A	C	A	B	C	B
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>32</b>	<b>33</b>	<b>34</b>	<b>35</b>	<b>36</b>
B	A	C	B	A	B	A	B	A

## Chapter 8 Making a Complaint

### I. Fill in the Blank

#### A. Professor to Student

free, attend, affect, concerned, material

Brian,

I am \_\_\_\_\_ about your recent attendance in my class. There have been a number of times over the past month where you have either been late for class. It is important that you \_\_\_\_\_ my classes as we cover important information, as well as discuss homework and exam \_\_\_\_\_. Missing an assignment will \_\_\_\_\_ what you learn from my class and your overall grade.

Please feel \_\_\_\_\_ to drop by my office to discuss.

Professor Liu

#### B. Project Manager to Employee

explanation, choice, complete, performance, concerns, delay, contributing,

Hi Dana,

I'm concerned about your recent \_\_\_\_\_ on our project. In the past few months, you have been late coming to work without any \_\_\_\_\_. In addition, I have noticed a \_\_\_\_\_ in your delivery of tasks that were assigned to you. The overall feedback from your co-workers is that you are not \_\_\_\_\_ to the team.

It is important that we all work together to \_\_\_\_\_ this project. If you have any \_\_\_\_\_ with the tasks that are being assigned to you, please come speak with me. Otherwise, we may have no

\_\_\_\_\_ but to remove you from this project.

Linda

C. Reader to The New Yorker Magazine

hearing, delivery, understand, receive, late

To Whom It May Concern:

My name is Karen and I have been a subscriber of your magazine, The New Yorker, for the past two years. In the past two months, the \_\_\_\_\_ of your magazine has been inconsistent and often \_\_\_\_\_. Some weeks I don't \_\_\_\_\_ my copy. Other times, the magazine is nearly a week behind. I cannot \_\_\_\_\_ the reason for this change in delivery.

I look forward to \_\_\_\_\_ back from you.

Thanks,  
Karen

D. Tablet(平版電腦) Purchaser to Tablet Company

complained, model, research operating, disappointed

Dear LMN Technologies,

My name is Steve, and I bought your tablet \_\_\_\_\_ number 789 three weeks ago from your website. In the past week, I have encountered several issues with the \_\_\_\_\_ system, including the screen freezing or flickering and the inability to turn the device off. I did some \_\_\_\_\_ online and read that other users have \_\_\_\_\_ about the same problem. I am very \_\_\_\_\_ by this product.

I look forward to hearing from you soon.

Thanks,  
Steve

#### E. Girlfriend to Boyfriend

owe, upset, missed, meeting, hurt, explanation

Danny,

After I got home last night from our date, I thought more and more about how you were late \_\_\_\_\_ me at the restaurant, and it made me very \_\_\_\_\_. Over the past few weeks, you have been later and later meeting me for our dates. Last night was 30 minutes, but a few weeks ago you were close to two hours late and we \_\_\_\_\_ the movie! Not only am I annoyed, but I am really \_\_\_\_\_ that you think it's okay to make me wait. I think you \_\_\_\_\_ me an apology and better \_\_\_\_\_ of why you have been so late.

Lisa

#### II. Multiple Choice:

1. Tonight I am going to \_\_\_\_\_ an order online for that new video game. A. delay B. supply C. place
2. Each day when she returns from work, she \_\_\_\_\_ her lunchbox in the kitchen sink for her husband to wash. A. places B. avoids C. occurs
3. My boyfriend and I are so different, but my friends say that \_\_\_\_\_ attract. A. punishments B. opposites C. incidents
4. The \_\_\_\_\_ time of my uncle's flight is 6:30pm. A. structure B. system C. arrival



5. Due to the illness of one of my teammates, there was a \_\_\_\_\_ in finishing our project. A. excuse B. delay C. damage
6. You shouldn't feel so bad about getting sick. It could \_\_\_\_\_ to any one of us. A. accuse B. blame C. happen
7. I didn't like his \_\_\_\_\_ that I had intentionally lost his cell phone. A. accusation B. punishment C. correction
8. Based on his \_\_\_\_\_, he looks like a very calm and peaceful man. A. mistake B. prevention C. appearance
9. The angry comments that she made online were very \_\_\_\_\_ to the company's reputation. A. remembering B. damaging C. injuring
10. The dress that I bought from that store is very \_\_\_\_\_. It ripped(破了) on the first day that I wore it. A. damaging B. cheap C. opposite
11. The company said it will only replace the broken item under certain \_\_\_\_\_, such as a defective piece(瑕疵品). A. conditions B. punishments C. problems
12. After the rainstorm, the store's \_\_\_\_\_ of umbrellas was completely gone. A. method B. victim C. supply
13. Today we had a \_\_\_\_\_ teacher as our regular teacher was sick with the flu. A. excuse B. substitute C. incident
14. The \_\_\_\_\_ fee from that store's website is waived(免付費) if you spend more than \$100. A. shipping B. supply C. structure
15. The company is giving away its products for free, but shipping is at your \_\_\_\_\_. A. problem B. order C. expense
16. This website provides lot of information on the products with its \_\_\_\_\_ blurbs(簡介) and photos. A. descriptive B. offensive C.

acceptable

17. She \_\_\_\_\_ her hand after she fell off the bike. A. recovered B. corrected C. injured
18. When I saw him on the street, I \_\_\_\_\_ him for his brother as they look very similar. A. blamed B. mistook C. occurred
19. She doesn't care about anyone's feelings and often says \_\_\_\_\_ and hurtful things. A. correct B. forgiven C. offensive
20. Whenever I buy a product online, I always read the \_\_\_\_\_ section to see what other buyers have said. A. situation B. comment C. policy
21. In order \_\_\_\_\_ flooding, the city built a dyke(河堤) to stop the water from coming in. A. prevent B. structure C. damage
22. I have to be careful when I speak with him as he is very sensitive and I do not want to \_\_\_\_\_ him. A. blame B. avoid C. offend
23. He was a \_\_\_\_\_ of online bank fraud(網路銀行詐騙) and had all of his money stolen from his account. A. punishment B. victim C. injury
24. After the \_\_\_\_\_ with the dog, he has always been afraid of them. A. policy B. system C. incident
25. After I bought that book, it \_\_\_\_\_ to me that you might be interested too, so I bought a copy for you. A. happened B. remembered C. occurred
26. He has always been a \_\_\_\_\_ cat with many illnesses and behavioral issues. A. problematic B. punished C. injured
27. I knew that I would take a lot of photos on this trip, so I brought three extra \_\_\_\_\_ sticks to store my pictures. A. structure B.

cheap C. memory

28. Her essays are easy to read and understand as her writing style is very \_\_\_\_\_. A. acceptable B. structured C. problematic

29. The store \_\_\_\_\_ goes through its products each week to see which items are popular and which items are not selling as well. A. system B. systematical C. systematically

30. The country is facing a very difficult economic \_\_\_\_\_. A. punishment B. expense C. situation

### Answer Key

#### I. Fill in the Blank

A. concerned, attend, material, affect, free

B. performance, explanation, delay, contributing, complete, concerns, choice

C. delivery, late, receive, understand, hearing

D. model, operating, research, complained, disappointed

E. meeting, upset, missed, hurt, owe, explanation

#### II. Multiple Choice

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
C	A	B	C	B	C	A	C	B	B
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
A	C	B	A	C	A	C	B	C	B
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
A	C	B	C	C	A	C	B	C	C

## Chapter 9 Giving a Presentation

A. Ms. Hong is presenting a newly-released shampoo.

healthy, present, air, material, sensitive, welcome,  
flowers,

Hello everyone and \_\_\_\_\_ to the release of our latest shampoo product. We are very excited to \_\_\_\_\_ this shampoo named 'Fresh Spring', which has lovely scents of \_\_\_\_\_ and spring \_\_\_\_\_. This new shampoo contains only organic \_\_\_\_\_ and is excellent for those with \_\_\_\_\_ skin. It will leave your hair feeling clean, soft, \_\_\_\_\_, and smelling wonderful.

B. Silvia Tang is presenting her home country—Taiwan at an English conversation class.

favorite, majority, raised, mountains, island, tasty, coast,  
beaches, fried, markets, visit,

Hello everyone. My name is Silvia Tang and I was born and \_\_\_\_\_ in Taipei, Taiwan. Taiwan is an \_\_\_\_\_ country. It has a population of over 23 million where the \_\_\_\_\_ of people live along the west \_\_\_\_\_. The other two thirds of the country are mostly made up of \_\_\_\_\_, which is great because I love to go hiking. I also love to spend time with my friends and family going to the \_\_\_\_\_.

Taiwan is also known for its great night \_\_\_\_\_ where you can find lots of \_\_\_\_\_ snacks like stinky tofu, bubble tea, mango shaved ice, and \_\_\_\_\_ chicken and squid. My \_\_\_\_\_ snack is the oyster omelet. I hope you will all have the chance to \_\_\_\_\_ Taiwan one day.

C. A sales representative is presenting the new features of a smartphone that looks like a watch.

check, device, messages, send, proud, excited, comfortably, revolutionary

I am very \_\_\_\_\_ to present to you the latest \_\_\_\_\_ from Dynamite Technologies: a smartphone watch. The touchscreen device is two inches by two inches, and sits \_\_\_\_\_ on any person's wrist, just like a watch. You can make phone calls, send text \_\_\_\_\_, store your contacts, and even set reminders and meetings in your calendar. What's more, you can also download applications(Apps) from our e-store to \_\_\_\_\_ the weather, read the news, and even \_\_\_\_\_ emails. This is truly an exciting time, and Dynamite Technologies is very \_\_\_\_\_ to be one of the first to release such a \_\_\_\_\_ product.

D. A top student is sharing her experiences of preparing for TOEIC test.

schedule, hard work, took, challenging, nervous, calm, application, result

My name is Kerry and I recently \_\_\_\_\_my TOEIC exam in preparation for my job \_\_\_\_\_. At first I was very \_\_\_\_\_ about taking this test. I decided to book an exam date three months ago, so I knew that I would have to study very hard. I kept to a strict \_\_\_\_\_ of reading, writing and listening for three hours each day. When the day finally came to take my exam, I felt ready. There were some \_\_\_\_\_ questions, but I tried my best to stay \_\_\_\_\_ and answer them all. I will get my \_\_\_\_\_in four weeks and hope that my \_\_\_\_\_ paid off.

E. Susan is sharing her experience of taking a working holiday in Australia

visited, friendly, foreigners, returned, make, beaches, waitress, organized, recommend
---

My name is Susan and I \_\_\_\_\_ three weeks ago from Sydney, Australia. I was there for two months as part of a working holiday program \_\_\_\_\_ by the school. Australia is a beautiful country. It has beautiful \_\_\_\_\_, lots of sunshine, great food and very \_\_\_\_\_ people. During the day, I worked as a \_\_\_\_\_ at a local restaurant. I met other \_\_\_\_\_ from Canada and France. In my free time, I \_\_\_\_\_ the sites of Sydney with my new friends. It was a great way to \_\_\_\_\_ some money and travel at the same time. I would highly \_\_\_\_\_ it to anyone looking for an adventure.

Vocabulary:

1. Sarah was \_\_\_\_\_ that she might get sick if drank too much alcohol. A) attempting B) worried C) individual
2. Since he changed his diet, he has been in a better \_\_\_\_\_. A) comfort B) criteria C) shape
3. John would like to study at the top university in the city, but the entrance \_\_\_\_\_ is very difficult. A) criteria B) discovery C) society
4. Kate is good at computer \_\_\_\_\_ and will probably find a job as a software developer. A) feature B) process C) programming
5. It is a \_\_\_\_\_ for my parents to know that both my brother and I have found jobs, so we no longer depend on them for money. A) sense B) comfort C) program
6. He stopped playing \_\_\_\_\_ baseball games at the age of 31. A) individual B) necessary C) competitive

7. Professor Wu is one of the main experts in this \_\_\_\_\_. A) field B) history C) rate
8. I read about a recent \_\_\_\_\_ of an ancient tomb in Egypt and am very interested to visit it. A) feature B) center C) discovery
9. Damian's mother is also an economist and has a lot of \_\_\_\_\_ to help him find a job once he graduates. A) committees B) connections C) intelligences
10. In today's \_\_\_\_\_, it is acceptable to not have children, but when our parents were younger, they were under a lot of pressure to have kids. A) rate B) field C) society
11. Considering this was Nancy's first \_\_\_\_\_ to bake an apple pie, the pie tasted pretty good. A) attempt B) shape C) process
12. Carl is not picky about what his new car will be, but one \_\_\_\_\_ that he insists on is a sunroof(開天窗的車頂). A) connection B) bottom C) feature
13. The social \_\_\_\_\_ at our company is responsible for planning the Valentine's Day party, summer barbecue and Christmas holiday party each year. A) committee B) society C) sense
14. The telephone company quoted me \$20 a month, but they also charge a number of \_\_\_\_\_ fees that add up to an extra \$10. A) miscellaneous B) individual C) foreign
15. My brother excels at sports, my sister is a great singer, but I'm the \_\_\_\_\_ one and have always done better than both of them at school. A) necessary B) intelligent C) comfortable
16. Eric's a talented writer and has achieved many \_\_\_\_\_ in short story writing competitions. A) successes B) rates C) senses





## Chapter 10 Giving a Recommendation

- I. Rose has just seen a movie. She can't help but writing an email to her best friend, telling her how good the movie is.

tears, emotionally, theater, excellent, willing, favorite

Terry,  
I just got back from seeing a new animated movie at the \_\_\_\_\_,  
and I think it's so far my \_\_\_\_\_ movie. Everything about it is  
\_\_\_\_\_. The songs are fun and catchy. The animation is very  
realistic. But the best part is the storyline. Even though the script is full  
of jokes, it's also \_\_\_\_\_ touching. I had \_\_\_\_\_ in my eyes  
by the end of the movie. Let me know if you want to see it. I'd be  
\_\_\_\_\_ to go again with you.

Talk to you soon,  
Rose

- II. Prof. is writing an email, strongly recommending that his college schoolmate, now a successful female bank manager, should hire his student as an assistant.

recommend, assistant, touch, top, wondering, accounting,

Hi Clara,  
I was \_\_\_\_\_ if you're still looking for an \_\_\_\_\_ to help you  
at the bank. If so, I'd like to \_\_\_\_\_ one of my students. She has  
the \_\_\_\_\_ grade in my advanced \_\_\_\_\_ class and has  
worked as my teaching assistant for two years. She's detail-oriented,  
curious, and of course, very smart. I think she could be a good fit in  
your office and learn a lot from working with you. If you're interested, I  
can send you her resume and put you two in \_\_\_\_\_.

Many thanks,  
Mark

III. A local tour guide recommends some must-visit scenic spots in Taipei to a foreign tour guide in his email.

schedule, view, essential, taste, shame, collections,  
attraction, elevator, stay

Dear George,

It's a \_\_\_\_\_ you'll only be in Taipei for one week. There are so many things to do and see here that it will be difficult to fit them all into your \_\_\_\_\_. I'd say the most \_\_\_\_\_ stop is the National Palace Museum. It has one of the best art and history \_\_\_\_\_ in Asia. Try to also visit one of Taipei's night markets. The most famous one is Shi Lin Night Market. It has hundreds of food, clothing, and souvenir vendors that can give you a \_\_\_\_\_ of local life. Taipei 101 is another must-see \_\_\_\_\_. It was once the tallest building in the world. Visitors can take an \_\_\_\_\_ to the top floor and get a great \_\_\_\_\_ of the whole city. No matter what, I hope you enjoy your \_\_\_\_\_ in Taipei and maybe come visit again.

Best,  
Irene

IV. Mary wrote a review on Tripadvisor(<http://www.tripadvisor.com>), in which she highly recommended a B&B named Lotus in Taidong.

hiking, polite, perfect, return, scenery, satisfied

My husband and I stayed at the Lotus Bed and Breakfast in Taidong for four days and three nights, but we wish we could have stayed longer. It was the \_\_\_\_\_ way to escape the city. We spent most of our time \_\_\_\_\_ along nearby nature paths and enjoying the beautiful country \_\_\_\_\_. The staff at Lotus was also \_\_\_\_\_ and helpful. They made sure we had everything we needed for a relaxing stay. I highly recommend Lotus, and will definitely \_\_\_\_\_ in the future.

From a \_\_\_\_\_ customer,  
Mary

V. Kevin was recommended to read *Dracula*.

great, recommendations, leading, finish, fan, club

Hey Drew,

Thanks for \_\_\_\_\_ me your copy of *Dracula*. I finally had the time to \_\_\_\_\_ it, and you were right; it's a \_\_\_\_\_ book. Since I'm a big \_\_\_\_\_ of horror and mystery books, it was interesting to read one of the genre's (horror and mystery 是書的類別 Genre) first classics (經典). Do you have any other \_\_\_\_\_? I'd love to start a book \_\_\_\_\_ for similar kinds of novels.

Thanks again,  
Kevin

### Vocabulary

1. His financial \_\_\_\_\_ has gotten quite desperate since he lost his job.  
A) situation B) evidence C) emotion
2. Even though his \_\_\_\_\_ is impressive, he lacks basic social skills. A)  
explosion B) intelligence C) connection
3. Very few people know what the initials in author J.K. Rowling's  
name \_\_\_\_\_ for. A) react B) capture C) stand
4. We tried to \_\_\_\_\_ her up, but she just kept staring out of the  
window. A) capture B) move C) cheer

5. When we won the game, we heard a great \_\_\_\_\_ go out from the crowd. A) cheer B) sign C) command
6. After you graduate from the university, you should \_\_\_\_\_ for a job instead of relying on your parents. A) stand B) apply C) vote
7. He was chosen to \_\_\_\_\_ the company after working there for many years. A) reason B) seize C) lead
8. The opinion polls(意見調查) say this politician is in the \_\_\_\_\_ and will likely be elected. A) lead B) discussion C) award
9. Before making any major purchase, you should \_\_\_\_\_ it with your wife. A) discuss B) create C) praise
10. He \_\_\_\_\_ that Apple must make the best computers because it is the most popular among his friends. A) awarded B) reasoned C) applied
11. The \_\_\_\_\_ of asking children to do household chores is to teach them a sense of responsibility. A) innocence B) purpose C) praise
12. She was \_\_\_\_\_ to be an athlete. A) seized B) born C) led
13. After spending a summer in London, she developed a good \_\_\_\_\_ of the English language. A) award B) reason C) command
14. My \_\_\_\_\_ concern as your boss is whether you finish your assignments on time. A) chief B) moved C) average
15. The \_\_\_\_\_ of the department must approve all decisions. A) name B) beauty C) chief
16. Police also \_\_\_\_\_ a large amount of drugs and cash when they arrested the criminal gang(黑道). A) seized B) bombed C) linked

17. The court found him not guilty, because there was no \_\_\_\_\_ to prove he committed the crime. A) reaction B) blood C) evidence
18. Tomorrow the country will \_\_\_\_\_ to elect a new president. A) capture B) vote C) link
19. The scholarship is \_\_\_\_\_ to the student with the highest grade. A) awarded B) created C) chosen
20. Her parents were so proud when she won the \_\_\_\_\_ for top student at her university. A) blood B) award C) cheer
21. Even though my parents rarely \_\_\_\_\_ me, I know they're proud of me. A) choose B) link C) praise
22. You should always do your best, regardless(不論) if you receive \_\_\_\_\_ for it or not. A) theater B) heart C) praise
23. It's becoming more \_\_\_\_\_ for adult children to continue living with their parents even after they graduate and begin working. A) common B) average C) violent
24. We and our neighbors have nothing in \_\_\_\_\_. A) blood B) evidence C) common
25. Parents often complain that video games have too much \_\_\_\_\_ in them. A) innocence B) violence C) evidence
26. The firefighters in the city rushed to the factory to put out the fire(滅火)after the \_\_\_\_\_. A) emotion B) explosion C) sign
27. I get \_\_\_\_\_ whenever I watch a movie where someone dies. A) intelligence B) emotional C) situation
28. After writing letters to each other for many years, they shared a

- deep \_\_\_\_\_ connection. A) average B) chief C) emotional
29. For their first date, they had dinner and went to see a movie at the \_\_\_\_\_. A) purpose B) link C) theater
30. He didn't tell his mother the bad news because he was afraid of her \_\_\_\_\_. A) reason B) reaction C) battle
31. A kind-\_\_\_\_\_ boy offered to help the elderly woman carry her heavy groceries home. A) hearted B) blooded C) awarded
32. Police were shocked to discover how \_\_\_\_\_ the crime scene was. A) violence B) blooded C) intelligent
33. It's sometimes harder to make a decision when there are too many \_\_\_\_\_. A) choices B) chooses C) cheers
34. New university graduates should expect to earn, on \_\_\_\_\_, 30,000NT dollars at their first job. A) average B) purpose C) application

Answer Key:

Fill in the Blank

- I. theater, favorite, excellent, emotionally, tears, willing
- II. wondering, assistant, recommend, top, accounting, touch
- III. shame, schedule, essential, collections, taste, attraction, elevator, view, stay
- IV. perfect, hiking, scenery, polite, return satisfied
- V. lending, finish, great, fan, recommendations, club

Vocabulary

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
A	B	C	C	A	B	C
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
A	A	B	B	B	C	A
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
C	A	C	B	A	B	C

22	23	24	25	26	27	28
C	A	C	B	B	B	C
29	30	31	32	33	34	
C	B	A	B	A	A	

### Chapter 11 Giving Thanks

- I. Helen is writing a thank-you card to her best friend Yifen, who was the bridesmaid for her wedding, for her lovely wedding gift:

honeymoon, support, appreciate, gift, hope, planning

Dear Yifen,  
 Thank you again for all your love and \_\_\_\_\_ at my wedding last weekend. I couldn't make it so perfect without you. I know these past few months of wedding \_\_\_\_\_ has been hard, but I \_\_\_\_\_ everything you've done for me. The wedding \_\_\_\_\_ you and Brian sent us was so thoughtful, too. We'll be sure to make good use of it after we get back from the \_\_\_\_\_. You are the best bridesmaid and the best friend I could ever \_\_\_\_\_ for.

Love always,  
 Helen

- II. Trista is writing a thank-you email to Professor Bell, who invited her to come over to her house for dinner.

department, inviting, preparing, seeing, wonderful, family

Dear Professor Bell,  
 Thank you for \_\_\_\_\_ me for dinner at your home last night. I had a \_\_\_\_\_ time meeting some of the other students and faculty in the \_\_\_\_\_, as well as getting to

know you and your \_\_\_\_\_. Please also send my thanks to your wife for \_\_\_\_\_ such a delicious meal for all of us. I look forward to \_\_\_\_\_ you both again soon.

Best regards,  
Trista

- III. At the end of the year, Natasha is writing an email to each member of her team, thanking them for working so hard to complete so many projects.

projects, extra, accomplish, appreciate, proud

Dear Team,  
I wanted to let each of you to know how much I \_\_\_\_\_ the hard work you've put in over this past year. You've all worked a lot of \_\_\_\_\_ hours and gone beyond your regular duties. But thanks to you, our team completed more \_\_\_\_\_ than anyone else in the department this year. Every one of you should be \_\_\_\_\_ of the dedication and leadership you've shown. I can't wait to see what more we can \_\_\_\_\_ together in the future.

Great work and thank you again,  
Natasha

- IV. Kevin just got a bachelor's degree. He is writing an email to show his thankfulness to his sponsors Mr. and Mrs. Smith, who gave him student loan without charging interest.

passed, ceremony, tuition, generous, pursue, honored

Dear Mr. and Mrs. Smith,  
I did it! I \_\_\_\_\_ my last exam to complete my bachelor's degree. None of this would have been possible without your



\_\_\_\_\_ loan to pay for my \_\_\_\_\_. I will always be thankful that you've given me this opportunity to receive an education and \_\_\_\_\_ my dreams. The graduation \_\_\_\_\_ is next weekend, and I would be \_\_\_\_\_ if you could attend.

Many thanks,  
Kevin

- V. Winnie is writing an email to her German colleague, Christian for giving her a free German lesson.

native, challenge, free, practice, lesson

Dear Christian,

Thank you for taking the time to \_\_\_\_\_ German with me yesterday. It's been a \_\_\_\_\_ trying to learn the language on my own, so it was really helpful to get a free \_\_\_\_\_ from a \_\_\_\_\_ speaker. If you ever need help with Chinese or anything else, please feel \_\_\_\_\_ to ask me.

See you around the office,  
Winnie

Vocabulary:

1. We have a major job coming up that will require a lot of time and \_\_\_\_\_ from everyone on the team. A. efforts B. doubts C. treats
2. I \_\_\_\_\_ you can finish both of these essays in one night. A. depend B. surprise C. doubt
3. The plane's pilots and cabin \_\_\_\_\_ are responsible for making sure every passenger has a safe and comfortable journey to their

destination. A. crisis B. crew C. reward

4. Don't be such a \_\_\_\_\_. It's okay to leave a few small mistakes. A. identity B. perfectionist C. host
5. Her father is very traditional and \_\_\_\_\_ expresses his emotions. A. rarely B. supposedly C. patiently
6. The best way to avoid conflict in a relationship is to \_\_\_\_\_ the other person the way you would want to be treated. A. involve B. imagine C. treat
7. Since she didn't have her own job, she was entirely \_\_\_\_\_ on her husband for money. A. depend B. dependent C. dependently
8. I like to \_\_\_\_\_ souvenirs from everywhere I go so I can look back on all my memories when I'm older. A. safe B. save C. safety
9. The policeman made sure the victim was \_\_\_\_\_ before he went to chase after the attacker. A. safe B. save C. safety
10. Young people traveling by themselves should think about their \_\_\_\_\_ and be aware of possible risks. A. safe B. save C. safety
11. The president called an emergency meeting to deal with the financial \_\_\_\_\_ after the stock market crashed. A. volume B. injection C. crisis
12. Even though I usually hate going on blind dates, I was \_\_\_\_\_ how well we immediately got along. A. surprise B. surprised C. surprising
13. \_\_\_\_\_ what you would do with the money if you won the lottery. A. Resist B. Imagine C. Reduce
14. The supervisor took all of his employees out for dinner as a \_\_\_\_\_ for finishing their assignment ahead of schedule. A. season B. performance C. reward

15. Even though you don't get paid, doing volunteer work is still \_\_\_\_\_ because you can see the difference it makes in other people's lives.  
A. rewarding B. severe C. scary
16. The new smartphone advertisement(or ad.) is meant to \_\_\_\_\_ to trendy, young shoppers. A. resist B. perform C. appeal
17. He couldn't understand the \_\_\_\_\_ of modern art. It just looked like childish scribbles(小孩亂塗鴉) to him. A. appeal B. crisis C. injection
18. Strawberries are no longer in \_\_\_\_\_, so we'll have to use another fruit for our cake. A. crisis B. season C. safety
19. It's important for the environment (環境) that we all try to \_\_\_\_\_ the amount of waste(廢棄物) we produce. A. depend B. escape C. reduce
20. The diplomat(外交官) \_\_\_\_\_ handled the negotiations between the two enemy sides, and managed to bring them to an agreement. A. depressingly B. skillfully C. severely
21. The police gave the victim a series of photos to see if he could \_\_\_\_\_ his attacker. A. appeal B. reward C. identify
22. He presented his passport and driver's license as proof of his \_\_\_\_\_.  
A. identity B. surprise C. warning
23. As children grow up, it's important that they develop their own sense of \_\_\_\_\_. A. note B. depression C. identity
24. Watching his father slowly die from cancer was emotionally \_\_\_\_\_.  
A. suffer B. painful C. spirit

25. I've heard that this car brand is \_\_\_\_\_ to be the most reliable on the market. A. stage B. escape C. supposed
26. I rarely send letters because I don't have the \_\_\_\_\_ to stand in line for hours at the post office. A. patience B. spirit C. skill

**Answer Key**

Fill in the Blank

- I. support, planning, appreciate, gift, honeymoon, hope  
 II. inviting, wonderful, department, family, preparing, seeing  
 III. appreciate, extra, projects, proud, accomplish  
 IV. passed, generous, tuition, pursue, ceremony, honored  
 V. practice, challenge, lesson, native, free

Multiple Choice

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
A	C	B	B	A	C	B	B	A	C
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
C	B	B	C	A	C	A	B	C	B
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
C	A	C	B	C	A				

## Chapter 12 Sending Congratulations

- I. Bruce's best friend Belinda passed an exam, completed all the work of the certification application, and successfully received an accountant license. He is writing a congratulation email to her.

paid, license, application, news, deserved

Hi Belinda,

Congratulations on earning your accountant's \_\_\_\_\_! That is great \_\_\_\_\_. I am so happy for you and am glad all of your hard work has \_\_\_\_\_ off. I know that you spent a lot of hours studying, preparing for the exam, and working on your \_\_\_\_\_. Your new license is well \_\_\_\_\_.

All the best,  
Bruce

- II. Dave's college roommate Rob is going to get married this autumn. He is writing an email to congratulate him and his fiancée, Kelly.

wedding, engagement, couple, happiness, join

Hi Rob,

Congratulations on your \_\_\_\_\_! I am so happy for you and Kelly. You two are such a great \_\_\_\_\_, and I cannot wait to attend your \_\_\_\_\_ this autumn. It will be so nice to \_\_\_\_\_ in on the celebrations of special day. I wish you both a lifetime of \_\_\_\_\_.

Dave

III. John, Alice's younger brother, was promoted as the director of a research center. Alice is writing an email to congratulate him.

busy, director, promotion, research, paid off, efforts,

Hi John,

Mom just told me about your \_\_\_\_\_ to the director of the \_\_\_\_\_ center. Congratulations! I know it has been a \_\_\_\_\_ year for you, but it looks like your hard work has \_\_\_\_\_. I am so happy that your \_\_\_\_\_ are being recognized, and so proud that my little brother is now a \_\_\_\_\_.

Love,  
Alice

IV. Gina just earned the doctorate in civil engineering at Cheng Gong University. Her friend Flora is writing an email to congratulate her.

doctorate, hires, degree, on, worked, relieved

Hi Gina,

Congratulations \_\_\_\_\_ earning your doctorate \_\_\_\_\_! I am so happy for you and know that you have \_\_\_\_\_ hard to get to this point. All of those hours of studying have paid off and now you have a \_\_\_\_\_ in civil engineering! I'm sure you are \_\_\_\_\_ to be finished with school work, and any company that \_\_\_\_\_ you will be lucky to have you.

Flora

Vocabulary:

1. Clara has a professional certification(專業證照), so she will\_\_\_\_\_ more money than someone who is not certified. A. match B. celebrate C. earn
2. My parents have always taught me to \_\_\_\_\_ after my dreams and not wait for good things to just fall in my lap. A. chase B. retire C. exit
3. Steven's new job is with a smaller company that offers more room for \_\_\_\_\_ and promotion. A. future B. patient C. growth
4. In my job performance review, my manager said I was \_\_\_\_\_ and showed a lot of potential for a supervisory role. A. regular B. bright C. permanent
5. Our team placed first in the annual debate competition, so we are having a \_\_\_\_\_ at the school bar this evening. A. celebration B. treasure C. tear
6. After I graduated from university, my parents told me I had to look for a \_\_\_\_\_ job and earn my own money. A. dismiss B. period C. permanent
7. David just moved to London, and in a short \_\_\_\_\_ of time has already managed to find a job and an apartment to live in. A. period B. model C. value
8. Tina used to volunteer at the local animal hospital, which was \_\_\_\_\_ experience when she applied to veterinary school(獸醫系). A. normal B. valuable C. humorous
9. Lucy's New Year's resolution is to get in better shape, so she signed up for a \_\_\_\_\_ at the local health center. A. membership B. patient C. celebration

10. We have \_\_\_\_ meetings scheduled with our team each week to review the status of the project. A. permanent B. dismiss C. regular
11. Nancy is in great shape because she exercises \_\_\_\_ at the school gym. A. shockingly B. regularly C. quarterly
12. John gave a \_\_\_\_\_ speech at his sister's wedding that had everyone laughing so hard their faces turned red. A. treasure B. regular C. humorous
13. She finds swimming much more \_\_\_\_ than running, so that's how she gets her weekly exercise. A. normal B. enjoyable C. lucky
14. The city's central square is the top \_\_\_\_ that is popular with tourists and locals alike. A. landmark B. exit C. travel
15. My manager said that he spends a \_\_\_\_ of his time answering' employees' email. A. model B. match C. quarter
16. Darren is very \_\_\_\_ and always carries around a pen and paper to write things down. A. retired B. forgetful C. enjoyable
17. Cindy's \_\_\_\_ to Todd only lasted one year because they were always fighting. A. period B. dismiss C. marriage
18. The number of accidents that have happened on the highway is \_\_\_\_\_. A. shocking B. shocked C. shock
19. My manager is difficult to work for because he always \_\_\_\_ his teams' ideas. A. marks B. dismisses C. exits
20. At my friend Kerri's wedding, she and her husband made \_\_\_\_ of love to each other and in front of all their guests. A. ceremonies B. marriage C. declarations
21. The diplomas(畢業證書) will be handed out to students at the school



- \_\_\_\_\_ at the end of the year. A. treasure B. member C. ceremony
22. He is not very emotional. Even at his father's funeral he did not shed a single \_\_\_\_\_. A. mark B. love C. tear
23. There is a social \_\_\_\_\_ that people should get married, but my sister has declared that she wants to remain single for the rest of her life. A. declaration B. norm C. model
24. Pandas are considered a national \_\_\_\_\_ by the Chinese people. A. match B. news C. treasure
25. Sammy is a real chatterbox (說個不停的人) and will talk \_\_\_\_\_ if you let him. A. continuously B. normally C. regularly

### Answer Key

#### Fill in the Blank

- VI. license, news, paid, application, deserved  
 VII. engagement, couple, wedding, join, happiness  
 VIII. promotion, research, busy, paid off, efforts, director  
 IX. on, degree, worked, doctorate, relieved, hires

#### Multiple Choice

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
C	A	C	B	A	C	A	B	A	C
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
B	C	B	A	C	B	C	A	B	C
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
C	C	B	C	A					

## Chapter 13 Showing Sympathy

I. Linda learned that her best friend Erin just got laid off. She is writing an email to comfort her.

loss, help, awful, go, believe, move

Hi Erin,

I just heard about your job. That is so \_\_\_\_\_. I can't \_\_\_\_\_ they would let you \_\_\_\_\_ after all of the hard work you've put in. It's the company's \_\_\_\_\_! I am sure you will \_\_\_\_\_ on to bigger and better things.

Let me know if you want to talk or need \_\_\_\_\_ looking for a new job.

Linda

II. Melissa's dog was killed by a car. Her friend Mike is writing a comforting email to her.

accident, happened, cute, met, anything

Hi Melissa,

I'm so sorry about what \_\_\_\_\_ to Fluffy. She was such a \_\_\_\_\_ dog and loved by everyone who \_\_\_\_\_ her. What a senseless \_\_\_\_\_! Let me know if I can do \_\_\_\_\_ to help.

Mike

III. David heard his boss's daughter died of cancer. He is writing a card to him.

difficult, intelligent, passing, party, deepest

Dear Tom,

I am so sorry to hear about the \_\_\_\_\_ of your daughter Mary. I met her once at the team holiday \_\_\_\_\_ and she was such a sweet and \_\_\_\_\_ girl. My \_\_\_\_\_ condolences are with you and your family during this \_\_\_\_\_ time.

Kind regards,  
David

IV. Jennifer is writing an email to comfort her newly divorced colleague Ming Sheng, who looks miserable in the office.

divorce, available, easy, support, need, better

Hi Ming Sheng,

I'm so sorry to hear about your \_\_\_\_\_. I know it's not \_\_\_\_\_, but things will get \_\_\_\_\_ and you should know that you will always have the love and \_\_\_\_\_ from your friends and family. Are you \_\_\_\_\_ to meet for lunch this week?

I am here for you if you \_\_\_\_\_ anything.

Jennifer

Vocabulary:

1. I can \_\_\_\_ with Brandon because I also lost my father when I was a child. A. sorry B. sympathize C. frighten
2. Pat lacks \_\_\_\_ for pet owners who lose their pets because he does not like animals. A. sympathy B. risk C. would
3. Albert's office is located just next to that 27-\_\_\_\_ building. A. share B. road C. story
4. Mimi had \_\_\_\_ evidence to support the arguments she presented in her school report. A. wishful B. invent C. scientific
5. My son is interested in studying biology in university and wants to become a \_\_\_\_ when he grows up. A. scientist B. perfectionist C. soul
6. Nathan is very \_\_\_\_ of his younger sister. A. comfort B. protective C. physical
7. The lake supplies our drinking water and requires environmental \_\_\_\_ to ensure it remains clean and unpolluted. A. crash B. protection C. health
8. Peter continues to \_\_\_\_ that he stole the money even though we found it in his backpack. A. wish B. heal C. deny
9. Carol believes that you can have more than one \_\_\_\_ mate, but I think there is only one true love for each person. A. soul B. similar C. share
10. The store's new ice cream flavor tastes \_\_\_\_ to the one that I make at home. A. wish B. similar C. delicate
11. There are many \_\_\_\_ between the two brothers, but they disagree on the topic of religion. A. wounds B. angers C. similarities

12. Paulina tried to \_\_\_\_ the terrible memory in the back of her mind. A. bury B. injure C. adapt
13. Shelly got an old, \_\_\_\_ cup as a present from her grandmother. A. risk B. delicate C. invent
14. She wrote a(n) \_\_\_\_ number of ghost stories, but only a couple of them were adapted to movies. A. unbelievable B. physical C. wishful
15. There is a \_\_\_\_ that if you eat this special plant, your memory will improve. A. wound B. belief C. injury
16. Harold's doctor gave him special pills to \_\_\_\_ his appetite(胃口) and help him lose weight. A. heal B. drive C. suppress
17. Ella helped \_\_\_\_ Damien after his grandfather passed away. A. bury B. invent C. comfort
18. Gary is riding his bike so fast that he will \_\_\_\_ into a tree if he is not careful. A. crash B. explode C. mind
19. Lisa is nervous about flying because of the plane \_\_\_\_ that happened a few years ago. A. shame B. crash C. risk
20. Matthew fell when he was running after the ball and \_\_\_\_ his ankle. A. healed B. injured C. frightened
21. Oliver suffered a(n) \_\_\_\_ to his back when he was younger and cannot lift heavy items. A. fear B. health C. injury
22. Stephanie is pursuing a \_\_\_\_ degree in economics and wants to be a professor when she graduates. A. physical B. invention C. doctorate
23. Even though Tim and Tom are twins, Tim is \_\_\_\_ stronger than Tom. A. physically B. similarly C. sympathetically

24. In order to lose weight, my doctor said that I will have to exercise and follow a \_\_\_\_ diet. A. invent B. healthy C. suppress
25. It \_\_\_\_ me crazy when she cracks her knuckles. A. occupies B. betrays C. drives
26. Yolanda continues to buy lottery tickets, but it is \_\_\_\_ thinking that she will ever win the lottery. A. mindful B. frightened C. wishful
27. Alex still has a \_\_\_\_ on his hand from when he cut it last week. A. wound B. fear C. power
28. The coach told me my knee needed more \_\_\_\_ time, so I decided not to play basketball for a month. A. comfort B. risky C. healing

**Answer Key**

Fill in the Blank

- I. awful, believe, go, loss, move, help
- II. happened, cute, met, accident, anything
- III. passing, party, intelligent, deepest, difficult
- IV. divorce, easy, better, support, available, need

Multiple Choice

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
B	A	C	C	A	B	B	C	A	B
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
C	A	B	A	B	C	C	A	B	B
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
C	C	A	B	C	C	A	C		

## Chapter 14 Making Apologies

### I. Fill in the Blank:

A. Emma is writing an email to her teacher Professor Chen to explain why she was late twice and absent once for his Freshman English class.

semester, missing, classes, late, stressed

Hi Professor Chen,

This is Emma from your Freshman English class. I am really sorry for \_\_\_\_\_ one of your classes and being \_\_\_\_\_ for two others. I am feeling very \_\_\_\_\_ with my course load this \_\_\_\_\_ and have not been feeling well. I will do my best to not miss any more of your \_\_\_\_\_.

Emma

B. Bill is always late for his dates. Now his girlfriend Judy is not talking with him anymore. He is writing an apology email to her, hoping she will accept his apology.

agree, time, Late, date, excuse, last

Dear Judy,

I am so sorry for being \_\_\_\_\_ to meet you for our date last night. It's no \_\_\_\_\_, but I lost track of \_\_\_\_\_ at work and thought I could make it to our \_\_\_\_\_ on time. I know this isn't the first time that I have been late, but it will be the \_\_\_\_\_ time! I like you very much and hope that you will \_\_\_\_\_ to see me again.

Bill

C. James' company, Settler Shoes mistakenly used Linking Footwear Company's Logo. He is making a public apology for the mistake they made.

regret, customers, company, event, apologize, confusion

Dear Linking Footwear Company,

On behalf of my \_\_\_\_\_, Settler Shoes, we want to sincerely \_\_\_\_\_ for mistakenly using your company's logo during a recent promotional \_\_\_\_\_. We deeply \_\_\_\_\_ the error and the \_\_\_\_\_ it has caused. We have notified \_\_\_\_\_ and visitors at our promotional event of the error.

James  
CEO, Settler Shoes

D. Lucy didn't hand in her writing homework last week. She is writing an email to Professor Lin, promising she will slip her homework under the door of his office by the end of this week.

course, missing, submit, slip, understanding, emergency, homework

Hi Professor Lin,

This is Lucy from your English Writing II \_\_\_\_\_. I was unable to \_\_\_\_\_ my writing homework last week because of a family \_\_\_\_\_. I'm sorry for not telling you before and \_\_\_\_\_ the deadline. I promise to drop off my \_\_\_\_\_ by the end of this week. I will \_\_\_\_\_ it under your office door if you are not there.

Thank you for your \_\_\_\_\_.  
Lucy



E. Norman cannot attend his best friend, Ming-Hui's wedding, for he has to take care of his ill father. He is writing an email to apologize for his absence at such an important event.

health, being, best, attend, unfortunately

Hi Ming-Hui,

I am really sorry, but \_\_\_\_\_ I will not be able to \_\_\_\_\_ your wedding next weekend. My father's \_\_\_\_\_ is not doing well, so I will be taking care of him. I was very much looking forward to \_\_\_\_\_ part of your special day, but my dad needs me and I want to be there for him. I wish you all the \_\_\_\_\_ at your wedding.

Norman

II. Vocabulary:

1. There is an ongoing \_\_\_\_ between my parents on whether they should retire in Taipei or Taidong. A. subject B. debate C. duty
2. Before we leave on our vacation, my husband will \_\_\_\_ money from the bank. A. narrow B. permit C. withdraw
3. I haven't made a \_\_\_\_ on which university to attend and the deadline is next week. A. duty B. answer C. decision
4. My sister is not happy with the raise(加薪) she received at work, so I've encouraged her to \_\_\_\_ and talk to her boss. A. speak up B. suspect C. guess

5. Everyone is \_\_\_\_\_ to intense scrutiny and examination when they pass through security at the airport. (指過機場安檢掃描機) A. subject B. title C. section
6. Personal taste in music is very \_\_\_\_\_ and my parents never agree with the music I like. A. signal B. subjective C. mean
7. Sheila is going to talk to the guard that was on \_\_\_\_\_ the night her apartment was broken into to see if he saw anything suspicious. A. urge B. permit C. duty
8. The \_\_\_\_\_ of the novel I am currently reading is *Exploring the North*. A. title B. permit C. subject
9. The hotel that we stayed at in Paris was at the end of a very old and \_\_\_\_\_ street. A. threatening B. suspicious C. narrow
10. Mike was a \_\_\_\_\_ of the speech contest held last week for first year English students. A. judge B. version C. section
11. Stephen successfully obtained an Australian work \_\_\_\_\_ will be moving to Sydney next month. A. fact B. permit C. duty
12. Dina received \_\_\_\_\_ from her university to defer her final exams by one week. A. permission B. subject C. decision
13. Carol is going back to school in August and will need to \_\_\_\_\_ a caretaker to look after her grandmother. A. withdraw B. enter C. hire
14. Students from \_\_\_\_\_ classes study harder than those who have enrolled in Honors Program. A. low-level B. separate C. section
15. The \_\_\_\_\_ to my apartment building is around the back and up one flight of stairs. A. permission B. version C. entrance

16. At the \_\_\_\_ of her father, Sarah decided to see a doctor about the pain she was feeling in her leg. A. suspect B. urge C. fact
17. I know Danielle didn't \_\_\_\_ to hurt my feelings, but I was upset when she told me she didn't like my new haircut. A. signal B. answer C. mean
18. Leila's older brother is really \_\_\_\_ to her and always makes her cry. A. mean B. urgent C. narrow
19. Mimi loves sports and always reads the sports \_\_\_\_ of the newspaper first. A. debate B. section C. version
20. My son loves to be outdoors \_\_\_\_ for when it rains. A. suspect B. except C. judge
21. Jason and Lucas have been in the same class for five years, but this year they were \_\_\_\_ and put into different classes. A. separated B. fallen C. hurry
22. The coach told me he would give me a \_\_\_\_ when it was my turn to come off the field. A. guess B. fact C. signal
23. I \_\_\_\_ that my dog likes my brother better because he gives him more treats. A. suspect B. count C. withdraw
24. George will \_\_\_\_ anyone that tries to hurt his little sister. A. debate C. enter C. threaten
25. Shane is \_\_\_\_ of Sally and how she got 100 points on her exam without studying. A. guess B. suspicious C. subject
26. Linda said Mary started the fight in class and is going to the principal's office to give her \_\_\_\_ of the story. A. decision B. debate C. version
27. Our teacher said that if we \_\_\_\_ her age correctly we can watch a movie this afternoon in class. A. guess B. hurry C. join

## Answer Key

### I. Fill in the Blank

- A. missing, late, stressed, semester, classes
- B. late, excuse, time, date, last, agree
- C. company, apologize, event, regret, confusion, customers
- D. course, submit, emergency, missing homework, slip, understanding
- E. unfortunately, attend, health, being, best

### II. Multiple Choice

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
B	C	C	A	A	B	C	A	C	A
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
B	A	C	A	C	B	C	A	B	B
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
A	C	A	C	B	C	A			