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Part 1 如何寫出完整正確的英文句子

How to Write a Correct Sentence



八種基本句型結構（簡單句）及例句（1/17）

□ 1. S + FV 主詞（名詞或代名詞）+ 動詞

Subject (Noun/Pronoun) + Function Verb

- 注意：照中文順序直接翻譯，主詞放名詞或代名詞，動詞時態要變化。

- (1) The customer is coming.

（客人正進來）——現在進行式

- (2) The claim happened.

（抱怨發生了）——過去式

- (3) The sample has been received.

（樣品已經收到了）——物（主）+被動



八種基本句型結構（簡單句）及例句（2/17）

□ 2. S + FV + Adv. or Adv. Ph. 主詞 + 動詞 + 副詞或副詞片語

Subject + Function Verb + Adverb or Adverb Phrase

● 注意：中文副詞位置在S和V中間，英文要放到句尾。

– (1) I work for a trading company.

（我 在貿易公司 上班）

– (2) The customer will come next Monday.

（客人 下週一 來）

– (3) My boss will come back at 5 : 00 p.m.

（我老闆 下午五點 回來）

– (4) Please reply as soon as possible.

（請 儘快 回覆）

1 3 2



八種基本句型結構（簡單句）及例句（3/17）

□ 3. S + FV + O 主詞 + 動詞 + 受詞（名詞或代名詞）

Subject + Function Verb + Object (Noun/Pronoun)

● 注意：

(1) 照中文順序直接翻譯，但是句中如有副詞（時間／地點），要搬到句尾。

(2) Please後面的you省略，直接跟原形動詞(V-root)。

– (1) We have two factories.（我們 有 兩個工廠）

– (2) We produce computers.（我們 生產 電腦）

– (3) We have received your letter.

（我們 已經收到 你們的信了）

– (4) We will mail two catalogs.（我們 將寄 兩份目錄）



八種基本句型結構（簡單句）及例句（4/17）

- (5) I need two samples. (我 需要 兩個樣品)
- (6) Please pay the sample charge. (請 付 樣品費)
- (7) Please advise your flight details.
(請 告知 你的班機明細)
- (8) Please confirm your order. (請 確認 你們的訂單)
- (9) I will pick you up at the hotel tomorrow.
(我 明天將到飯店 接 你)
1 5 4 2 3



八種基本句型結構（簡單句）及例句（5/17）

- 4. (A)S + FV + I.O. + D.O. 主詞 + 動詞 + 間接受詞（人） + 直接受詞（物）

Subject + Function Verb + Indirect Object + Direct Object

- 注意：照中文順序直接翻譯，一樣注意句中如有副詞，要搬到句尾。
 - (1) We can give you two free samples.（我們可以給你兩個免費樣品）
 - (2) We can give you 5% commission.
（我們可以給你百分之五的佣金）
 - (3) We will place you a new order.（我們將下給你們一張新訂單）



八種基本句型結構（簡單句）及例句（6/17）

– (4)Our cooperation will bring you big profits.

（我們的合作將帶給你們豐厚的利潤）

– (5)We will open you the L/C.

（我們將開給你們信用狀）

– (6)Please send us your quotation.

（請寄給我們你們的報價單）

– (7)We sent you an e-mail yesterday.

（我們 昨天 發給你們一封電子郵件）

1 6 2 3 4 5



八種基本句型結構（簡單句）及例句（7/17）

□ 4. (B)S + FV + D.O. + Prep. + I.O.

主詞＋動詞＋直接受詞（物）＋介詞＋間接受詞（人）

Subject + Function Verb + Direct Object + Prep. + Indirect Object

- 注意：間接受詞（人）放在直接受詞（物）後面，要多放一個介系詞。動詞give, send, open, issue...的介系詞（給）都用to，但是有兩個動詞例外：place的給用with，bring的給用for——參例句(2)(3)。



八種基本句型結構（簡單句）及例句（8/17）

- (1) We will give two free samples to you.
- (2) We will place a new order with you.*
- (3) Our cooperation will bring a big profit for you.*
- (4) We can give 5% commission to you.
- (5) We will open the L/C to you.
- (6) Please send your quotation to us.
- (7) We sent a fax to you yesterday.



八種基本句型結構（簡單句）及例句（9/17）

□ 5. S + FV + O + O.C. 主詞 + 動詞 + 受詞 + 受詞補語（名詞或形容詞）

Subject + Function Verb + Object + Object Complement (N/Adj.)

- 注意：動詞後面需加受詞補語的動詞，稱作「不完全及物動詞」，常用的有call, keep/make（使得）, find, let, ask, think, consider, wish, hear, feel, have, get, elect, choose...

（照中文順序直接翻譯）。

- (1) We think your price too high.（我們認為你們的價錢太貴）
- (2) We find many cartons broken.（我們發現很多箱子破損）
- (3) We call him Peter.（我們叫他彼德）
- (4) Please make the color dark.（請把顏色加深）
- (5) Your visit made us happy.（你的拜訪使得我們很高興）



八種基本句型結構（簡單句）及例句（10/17）

□ 6. S + LV + S.C. (N/Adj.)

主詞＋聯綴動詞＋主詞補語（名詞／形容詞）

Subject + Linking Verb + Subject Complement (Noun/Adjective)

● 注意：

(1)聯綴動詞(LV)沒有動作，只聯結主詞(S)和主補(S.C.)之間的關係，所以主詞(S) 和主補(S.C.)必須是同樣的人或事，可以互換位置，倒過來寫。

– Our best price is US\$10. = US\$10 is our best price.

（我們的最好價錢是10美元＝10美元是我們的最好價錢）



八種基本句型結構（簡單句）及例句（11/17）

(2)因此要特別注意不可寫出下列的句子：

– Our product is good quality.

（我們產品是好品質）——錯誤

因為產品(product)不等於品質(quality)，正確寫法如下：

– Our product is (the product) of good quality.

（我們產品是屬於好品質的產品）

要多一個of，而the product可省略。

同樣的，要注意下列這句中文的英譯：

– 中文：我們（是）隨時為你們服務（的人）

– 英文：We are of the service to you at anytime.

（of不可省去）



八種基本句型結構（簡單句）及例句（12/17）

(3)聯綴動詞主要是Be動詞（Be動詞中文只有三個意思：是、在、到）和感官動詞（feel, look, sound, taste, smell及become, seem, turn, get, grow, appear, keep）。

(4)主補(S.C.)如果是名詞時，照中文順序直接翻譯，但是如果是形容詞時，要注意中文的Be動詞（是）會省略，英文要補上一個Be動詞。

– 我們的生意（是）很好＝Our business is very good.



八種基本句型結構（簡單句）及例句（13/17）

– S + LV + S.C. (N)

- (1) I am the sales manager. (我是業務經理)
- (2) This is our new sample. (這是我們的新樣品)
- (3) Our best delivery time is 30 days.
(我們最快交期是30天)
- (4) We are a manufacturer. (我們是工廠)
- (5) Taipei is a big city. (台北是個大都市)
- (6) Our phone number is 87654321.
(我們的電話號碼是87654321)



八種基本句型結構（簡單句）及例句（14/17）

– S + LV + S.C. (Adj.) 中文動詞「是」省去，英文要補上一個Be動詞

- (1) Your price is too high. (你們的價錢太貴)
- (2) Our quality is excellent. (我們的品質很好)
- (3) Our quality control is strict. (我們的品管很嚴格)
- (4) I am very busy. (我很忙)
- (5) I am tired. (我很累)
- (6) The color is too dark. (顏色太深)
- (7) The business is turning better. (生意好轉)



八種基本句型結構（簡單句）及例句（15/17）

□ 7. There + Be + S(Noun) + Adv.（地點／時間）

● 注意：

(1)中文：地點／時間的副詞開頭＋有，就用此句型（There + Be＝有），There + Be動詞後面，要馬上跟一個名詞（＝主詞），再把時間／地點放句尾，不可再加have，寫成There are have 就錯誤。

(2)此句型不可照中文順序直接翻譯。

－ (1)樣品室裡 有 很多 樣品

4 1 2 3

（地點＋有，用There + Be開頭）

There are many samples in the showroom.



八種基本句型結構（簡單句）及例句（16/17）

- (2)我們公司附近 有 一家 飯店（地點＋有）

4 1 2 3

There is a hotel near our office.

- (3)你們的產品上 有 些 不良（地點＋有）

4 1 2 3

There are some defects in your products.

- (4)昨天 有 颱風（時間＋有）

3 1 2

There was a typhoon yesterday.

- (5)在開始推銷時 將會有 一些 困難（時間＋有）

4 1 2 3

There will be some difficulties at the beginning of promotion.



八種基本句型結構（簡單句）及例句（17/17）

□ 8. It + Be + N/Adj./Adv.（名詞／形容詞／副詞）

● 注意：It可以代替天氣、時間、地點、距離、東西和事情

– (1) It is cold.（天氣很冷）

– (2) It is Dec. 25, 2011.（時間是2011年12月25日）

– (3) It is noisy.（地點很吵鬧）

– (4) It is far from our office to the factory.

（從我們公司到工廠距離很遠）

– (5) It is on the table.（東西在桌上）

– (6) It is important.（事情很重要）



練習1 句型練習 (1/9)

注意：翻譯時，名詞注意單複數，動詞注意時態／人稱／主被動變化，副詞時間地點放到句尾，第2、6、7句型注意中文位置要調整，照下列阿拉伯數字順序翻成英文。

□ 1. S + FV

- (1)我們的 客人 離開了 (過去式)

1 2 3

– 客人：customer/client

- (2)他 正在工作 (現在進行式)

1 2

– 工作：work

- (3)我們的 目錄 已經寄了 (現在完成被動式)

1 2 3

– 目錄：catalogue

– 寄：send/sent (p.p.)



練習1 句型練習 (2/9)

□ 2. S + FV + Adv. (時間／地點／目的／方法)

- (1)請 儘快 回覆 (原形)

1 3 2

– 回覆：reply

– 儘快：soon

- (2)我們 明天 去 你們的 工廠 (未來式)

1 5 2 3 4

– 工廠：factory

- (3)他 上週 去 日本 作生意 (過去式)

1 4 2 3 5

– 作生意：for business

- (4)請 用空運 裝運 (原形)

1 3 2

– 裝運：ship

– 用空運：by air



練習1 句型練習 (3/9)

□ 3. S + FV + O

- (1) 我們 有 100個 員工 (現在式)
1 2 3 4
– 員工: employee
- (2) 請 報 最好的 價錢 (原形)
1 2 3 4
– 報(價): quote/offer
- (3) 我們 接受 你們的 交期 (現在式)
1 2 3 4
– 接受: accept
- (4) 請 儘快 告知 你們的 意見 (原形)
1 5 2 3 4
– 告知: advise
– 意見: comment



練習1 句型練習 (4/9)

- (5)我們 收到了 你們的 信用狀 (過去式)

1 2 3 4

– 收到：receive

– 信用狀：L/C

□ 4. S + FV + I.O. (人) + D.O. (物) 或

S + FV + D.O. (物) + 介系詞 + I.O. (人)

- (1)我們 這週內 會開 信用狀 給貴公司 (未來式)

1 5 2 3 4

– 開：open/issue

- (2)請 儘快 寄 新樣品 給我們 (原形)

1 5 2 3 4

– 寄：send

- (3)請 準時 出貨 給我們 (原形)

1 4 2 3

– 出貨：ship the goods

– 準時：on time



練習1 句型練習 (5/9)

- (4)請 告訴 我們 出貨明細 (原形)

1 2 3 4

– 出貨明細：shipping details

□ 5. S + V + O + O.C. (N or Adj.)

- (1)我們 認為 你們的品質 比較好 (現在式)

1 2 3 4

– 品質：quality

– 比較好：better

- (2)讓 我 幫你 拿行李 (原形)

1 2 3 4

– 拿行李：with the luggage/with the baggage

- (3)你們的抱怨 使得 我們 很驚訝 (過去式)

1 2 3 4

– 抱怨：complaint

– 驚訝：surprised



練習1 句型練習 (6/9)

□ 6. S + LV + S.C. (N/Adj.)

- (1)我們的生意 (是) 很好 (現在式)

1 2 3

– 生意：business

- (2)你們的價錢 似乎 很合理 (現在式)

1 2 3

– 合理：reasonable

- (3)這 是 我們的 最新的 設計 (現在式)

1 2 3 4 5

– 設計：design

- (4)這 是 我們的 主要產品 (現在式)

1 2 3 4

– 主要產品：main product



練習1 句型練習 (7/9)

- (5)我們的 主要市場 是 日本 (現在式)
1 2 3 4
 - 主要市場：main market
- (6)我們的 最低量 是 1000個 (現在式)
1 2 3 4
 - 最低量：min. Quantity

□ 7. There + Be + N(S) + Adv. (時間／地點)

There + Be = 有

- (1)我們的倉庫裡 有 現貨 (現在式)
3 1 2
 - 現貨：stock
- (2)我們公司對面 有 一家飯店 (現在式)
3 1 2
 - 對面：opposite



練習1 句型練習 (8/9)

- (3) 上週 沒有 船 (過去式否定)

3 1 2

– 船：vessel

- (4) 展示架上 有 很多樣品 (現在式)

3 1 2

– 展示架上：on the display

□ 8. It + Be + N/Adj./Adv.

It = 天氣／時間／地點／距離／東西／事情

- (1) 外面 (天氣) 正在下雨 (現在進行式)

3 1 2

– 外面：outside

- (2) 現在 (時間) 是3：30 (現在式)

4 1 2 3



練習1 句型練習 (9/9)

- (3)這裡 (地點) (是) 很安靜 (現在式)

4 1 2 3

– 安靜：quiet

- (4)從你的飯店 到我們的辦公室 (距離) (是) 很遠

4 5 1 2 3

(現在式)

- (5) (東西) 是 金色的 (現在式)

1 2 3

- (6) (事情) (是) 很緊急 (現在式)

1 2 3

– 緊急：urgent



兩種直接問句造法 (1/10) (Yes/No Question & WH Question)

□ 1. Yes/No 問句

- 造法：將句中的Be動詞或現有助動詞(will/can/have...)搬到主詞(S)前面，句中如沒有Be動詞或助動詞，則必須在句首加上Do/Does/Did，後面動詞要變原形。
- 公式：(1)Be (is/are/am/was/were) + Subject
(2)Aux. (will/shall/can/may/must) + Subject + V-root
(3)Have/Has/Had + Subject + p.p.
(4)Do/Does/Did + Subject + V-root
- 注意：進行式(Be + V-ing)和被動式(Be + p.p.)中也有Be動詞，直接搬到主詞前面造成問句。句子中的we, our, us問句要改為you, your。



兩種直接問句造法 (2/10) (Yes/No Question & WH Question)

- (1) We are a manufacturer.
→ Are you a manufacturer ?
- (2) This is our new sample.
→ Is this your new sample ?
- (3) We are producing your order now.
→ Are you producing our order now ?
- (4) The shipment was made by air.
→ Was the shipment made by air ?
- (5) The samples were sent yesterday.
→ Were the samples sent yesterday ?



兩種直接問句造法 (3/10) (Yes/No Question & WH Question)

- (6) We will place this order with you.
→ Will you place this order with us ?
- (7) I would like something to drink.
→ Would you like smomething to drink ?
- (8) We can give you 5% commission.
→ Can you give us 5% commission ?
- (9) I could do you a favor.
→ Could you do me a favor ?
- (10) You may help me.
→ May I help you ?



兩種直接問句造法 (4/10) (Yes/No Question & WH Question)

- (11) We have completed your order.
→ Have you completed our order ?
- (12) The sample has been received.
→ Has the sample been received ?
- (13) We accept your price.
→ Do you accept our price ?
- (14) The customer likes this model.
→ Does the customer like this model ?
- (15) We shipped the goods on time.
→ Did you ship the goods on time ?



兩種直接問句造法 (5/10) (Yes/No Question & WH Question)

□ 2. 附加問句 (Yes/No問句的另一種問法)

- 造法：在句子後面加一個問句 (主詞改代名詞)
- 注意：(1)前面句子是肯定句時，後面問句就用否定
前面句子是否定時，後面問句就用肯定
(2)前面句子是用Be動詞，後面問句就用同樣的Be動詞
前面是助動詞，後面就用同樣的助動詞
前面是動詞，後面就依一樣的時態補上do/does/did
- 公式：

S + Be + S/C	Be + not + S ?
S + Aux. + V-root + O	Aux. + not + S ?
S + V + O	do/does/did + not + S ?



兩種直接問句造法 (6/10) (Yes/No Question & WH Question)

- 公式： $S + Be + not + S/C$ $Be + S ?$
 $S + Aux. + not + V-root + O$ $Aux. + S ?$
 $S + don't/doesn't/didn't + V-root$ $do/does/did + S ?$

– (1) You are the manufacturer, aren't you ?

You are not the manufacturer, are you ?

– (2) He is your regular customer, isn't he ?

He is not your regular client, is he ?

– (3) You will ship the goods on time, won't you ?

You will not ship the goods on time, will you ?



兩種直接問句造法 (7/10) (Yes/No Question & WH Question)

- (4) You can accept our price, can't you ?
You can not accept our price, can you ?
- (5) You have completed our order, haven't you ?
You haven't completed our order, have you ?
- (6) He has received the sample, hasn't he ?
He hasn't received the sample, has he ?
- (7) You like our products, don't you ?
You don't like our products, do you ?
- (8) The price includes our commission, doesn't it ?
The price doesn't include our commission, does it ?
- (9) You received our sample, didn't you ?
You didn't receive our sample, did you ?



兩種直接問句造法 (8/10) (Yes/No Question & WH Question)

□ 3. WH(Information)問句

- 造法：句首先放WH或How的疑問字，再將句中的Be動詞／助動詞搬到主詞前，或在主詞前面補上Do/Does/Did；換言之，即在Yes/No問句前，加上WH或How的疑問字。
- 公式：
 - (1) WH/How + Be + Subject
 - (2) WH/How + Aux. + Subject + V-root
 - (3) WH/How + have + Subject + p.p.
 - (4) WH/How + do/does/did + Subject + V-root
- 注意：此句型結構位置和中文不同（中文的疑問字和句子同一位置，例如：問句：你住哪裡？句子：我住台北）



兩種直接問句造法 (9/10) (Yes/No Question & WH Question)

- (1) Who is your boss ? (你老闆是誰 ?)
- (2) Whom shall I give this sample to ?
(我應該將此樣品給誰 ?)
- (3) Whose sample is this ? (這是誰的樣品 ?)
- (4) Where is your hotel ? (你的飯店在哪裡 ?)
- (5) When can I get your quotation ?
(我何時能拿到你的報價單 ?)
- (6) Which model do you want to buy ? (你要買哪個型號 ?)
- (7) Why did you delay the shipment ? (你為什麼延遲出貨 ?)
- (8) What is your packing method ?
(你們的包裝方式是什麼 ?)



兩種直接問句造法 (10/10) (Yes/No Question & WH Question)

- (9) How many samples can you give us ?
(你可以給我們多少樣品 ?)
- (10) How much commission do you request ?
(你要求多少佣金 ?)
- (11) How long is your delivery time ? (你們的交期是多久 ?)
- (12) How far is it from your office to the factory ?
(從你們公司到工廠是多遠 ?)
- (13) How often do you come here ? (你多常來這兒 ?)
- (14) How large is your factory ? (你們工廠是多大 ?)
- (15) How will you pay us, by L/C or T/T ?
(你們將如何付款給我們，用信用狀或電匯 ?)



練習2 直接問句練習 (1/6)

- 1. 將下列句子改成Yes/No問句
- (1)The samples are made of the costly material.
 - (2)The price is based on CIF New York by sea.
 - (3)I am looking for hand tools.
 - (4)The customer will come here tomorrow.
 - (5)This mistake will never happen again.
 - (6)You may know my name.
 - (7)I can meet you at the hotel.
 - (8)We can give you 5% discount.
 - (9)We have 10 sales persons.
 - (10)We like your new model.



練習2 直接問句練習 (2/6)

- (11)The price includes your commission.
- (12)We sent you the sample last week.
- (13)I have ever been to Hong Kong.
- (14)We have received your L/C.
- (15)The customer has confirmed the order.

□ 2. 造下列WH問句 (中翻英)

注意：句中如沒有Be動詞／助動詞，則在主詞前要補加do/does/did。

- (1)誰 將付款 給我們？(Who)

1 2 3

– 付款：pay



練習2 直接問句練習 (3/6)

- (2) 你 昨天 遇到 誰? (Whom)

2 4 3 1

- (3) 這 是 誰的 報價單? (Whose)

4 3 1 2

– 報價單: quotation

- (4) 你們的 工廠 在 哪裡? (Where)

3 4 2 1

– 工廠: factory

- (5) 您 何時 將 來 這裡? (When)

3 1 2 4 5

- (6) 你 喜歡 哪種顏色? (Which)

2 3 1

- (7) 你們的樣品 為什麼 看起來 很髒? (Why)

2 1 3 4



練習2 直接問句練習 (4/6)

- (8) 你們 提供 什麼服務? (What)
2 3 1
– 提供: offer 服務: service
- (9) 你們 有 多少 客戶? (How many)
3 4 1 2
– 客戶: customer/client
- (10) 你們 可以 給 我們 多少 折扣? (How much)
4 3 5 6 1 2
– 折扣: discount
- (11) 你 將 在台北 停留 多久? (How long)
3 2 5 4 1
– 停留: stay
- (12) 從這兒 到飯店 (距離) 是 多遠? (How far)
4 5 3 2 1



練習2 直接問句練習 (5/6)

- (13) 你們 一個月 出 幾次 貨? (How often)

2 5 3 1 4

– 出貨：ship the goods/ deliver the goods

- (14) 台灣 是 多大? (How large)

3 2 1

- (15) 你們 將 如何 出貨? (How)

3 2 1 4

– 出貨：make the shipment/effect the shipment

- (16) 你們的 生意 (是) 如何? (How)

3 4 2 1

– 生意：business



練習2 直接問句練習 (6/6)

□ 3. 將下列句子改爲附加問句

- (1) You are an importer, _____ ?
- (2) Mr. Johnson is your boss, _____ ?
- (3) Amy will go to the factory, _____ ?
- (4) Your factory produces this item, _____ ?
- (5) Jim hasn't got this sample, _____ ?



間接問句及否定句造法 (1/3)

(Indirect Question & Negative Sentence)

□ 1. 間接問句(Indirect Question)

- 造法：在WH問句前面加一個句子(Sentence)或一個Yes/No問句
- 注意：WH問句中的Be動詞或助動詞，放回主詞後面，也不需補加任何do/does/did的助動詞。如果是句子開頭的間接問句，句尾打句點，如果是Yes/No問句開頭，句尾打問號(?)
- 公式：(1)Sentence + WH + S + Be/Aux.
(2)Yes/No Question + WH + S + Be/Aux.
 - (1)Please advise us when we can receive your L/C.
 - (2)Please advise how you will pay us.
 - (3)We would like to know where your factory is.
 - (4)Can you tell us how much commission you want ?



間接問句及否定句造法 (2/3) (Indirect Question & Negative Sentence)

□ 2.否定句(Negative Sentence)

- 造法：在句中的Be動詞或助動詞後面，加一個not；句中如果沒有Be動詞或助動詞，則在動詞前面補上don't/doesn't/didn't，後面動詞要變原形；或在動詞後面，名詞前面加一個no
- 公式：
 - (1) S + Be + not
 - (2) S + Aux. + not + V-root
 - (3) S + have + not + p.p.
 - (4) S + don't/doesn't/didn't + V-root
 - (5) S + V + no + N



間接問句及否定句造法 (3/3) (Indirect Question & Negative Sentence)

- (1) We are not the manufacturer.
- (2) We will not ship the goods before receiving your L/C.
- (3) We can not ship the goods this week due to no vessel available.
- (4) We have not received your sample.
- (5) We don't produce this item.
- (6) The price doesn't include any commission for you.
- (7) We have no stock for this item.



練習3 間接問句及否定句練習 (1/2)

□ 1. 將下列句子合併成間接問句

- (1) We hope to know

How much discount can you give us ?

- (2) Please don't hesitate to advise us

When will you come to Taiwan ?

- (3) Can you tell us

How soon can you ship our goods to us ?

- (4) Please let us know

How long are you going to stay in Taipei ?

- (5) Would you please tell us

Which model do you like ?



練習3 間接問句及否定句練習 (2/2)

□ 2.將下列句子改成否定句

- (1)Your price is higher.
- (2)This is our new sample.
- (3)We will pick you up at the airport.
- (4)We can send you the sample free of charge.
- (5)We shipped the goods of your order last week.
- (6)The customer has placed a big order with us.
- (7)We accept your offer.
- (8)Your quality looks good.
- (9)The customer requests high quality product.
- (10)They opened the L/C yesterday.
- (11)The customer has time to meet us.
- (12)We have good quality control.



主要詞類功用／位置說明及練習 (1/60)

(Parts of Speech)

□ 1. 名詞(Noun)

● 種類：

- (1)普通名詞(Common Noun)：有名稱的人、地、事、物、看得見、很多的、普遍的、可數名詞
 - 例：sample, catalog, order...
- (2)集合名詞(Collective Noun)：一個團體，可數名詞
 - 例：company, manufacturer...
- (3)專有名詞(Proper Noun)：人名、地名、國名、公司名、特定唯一之單數名詞，注意第一個字母要大寫
 - 例：Taipei, Mr. Johnson, ABC Co...
- (4)抽象名詞(Abstract Noun)：看不見、觀念性的事物、不可數、單數名詞
 - 例：commission, quality, quantity...
- (5)物質名詞(Materials Noun)：材料、氣體、液體、金屬等單數名詞
 - 例：furniture, rice, steel, beer...



主要詞類功用／位置說明及練習 (2/60) (Parts of Speech)

- 注意：

- (1)可數名詞（普通名詞／集合名詞）要注意單／複數，單數名詞前面要加冠詞a/an/the，但是如果有所有格代名詞our/your或指示代名詞this/that/these/those就不要加冠詞；複數後面加s或es

- 例：This is a new sample.

This is our new sample.

We place you an order.

We place you two orders.

- (2)物質名詞不可數，如要數，前面加單位來數

- 例：two pieces of furniture（兩件傢俱）

five tons of steel（五噸鋼鐵）

- 位置：放在主詞(S)、受詞(O)、主補(S.C.)、受補(O.C.)的位置和介系詞後面



主要詞類功用／位置說明及練習 (3/60) (Parts of Speech)

● 用法：

在S/O/S.C./O.C.這四個名詞的位置，可以有三個變化：

- 放一個名詞單字，叫名詞單字(Noun word)
- 放兩個字以上的片語，就叫名詞片語(Noun Phrase)
- 放一個完整的句子（基本句型），就叫名詞子句(Noun Clause)

■ 例：(1) We received your sample.

（受詞是一個名詞單字）

(2)To ship the goods on time is important.

（主詞是個名詞片語）

(3)We know that you import toys.

（受詞是一個名詞子句）



練習6 名詞練習 (1/3)

□ 將下列1~10中文句子翻譯成英文；11~15為選擇題

- 1. 這個 客人 明天 將去 你們的 公司及工廠 (用office/factory)

1 2 6 3 4 5

- 2. 我 在這家公司 上班 (用company)

1 3 2

- 3. 我們 是 (一家) 工廠 (用manufacturer)

1 2 3 4

- 4. 你 可以 給 我們 多少佣金? (how much commission)

3 2 4 5 1

- 5. 你 要 買 多少數量? (how much quantity)

2 3 4 1

– (注意：兩個V中間用to分開，主詞前補一個do)



練習6 名詞練習 (2/3)

- 6. 我們的 品質 (是) 很好 (quality用單數V)
1 2 3 4
- 7. 請 寄 兩個 樣品 給 我們 (sample注意用複數)
1 2 3 4 5 6
- 8. 我們 需要 新樣品 來更換舊的
1 2 3 4
– S + V + O + O.C. (=名片to replace the old one)
– (注意: sample如為單數, 要加冠詞; 複數加s)
- 9. 我們 認為 你們的 價錢(是) 太貴了
1 2 3 4 5 6
– S + V + O (=that的名詞子句)
- 10. 我們 知道 你們 在大陸 有 一家 工廠
1 2 3 7 4 5 6 (工廠: factory)
– S + V + O (=that的名詞子句)



練習6 名詞練習 (3/3)

- 11. () The shipment of your O/No.001 will be ready for _____.
(a)ship (b)shipment (c)deliver (d)shipping
- 12. () Please send us a new _____ for test. (a)sample
(b)samples (c)catalogs (d)prices
- 13. () The new model has several _____ which were developed by our R&D department. (a)feature (b)features (c)advance (d)function
- 14. () Please send us your shipping _____ as soon as you ship the goods. (a)advise (b)advice (c)adviser (d)advisee
- 15. () We will settle the outstanding payment by bank _____ next Monday. (a)transfer (b)transport (c)transit (d)transaction.



主要詞類功用／位置說明及練習 (4/60)

(Parts of Speech)

□ 2. 代名詞(Pronoun)

● 位置：

- (1)代名詞(Pronoun)代替名詞(Noun)，因此位置和名詞相同，放在主詞(S)，受詞(O)，主補(S.C.)，受補(O.C.)
- (2)所有格代名詞(Possessive Pronoun)=形容詞(Adj.)，放名詞(N)前面

● 種類：

- (1)人稱代名詞(Person)

- 人稱(Person)：第一人稱(First Person)：I, we

- 第二人稱(Second Person)：you

- 第三人稱(Third Person)：he, she, it, they



主要詞類功用／位置說明及練習 (5/60)

(Parts of Speech)

■ 位格(Case)：

人稱 (Person)	主格(s) (Nominative)	受格(O) (Objective)	所有格 / 所有代名詞 (Possessive)	反身代名詞 (Reflexive)
第一 (單數)	我 I	me	my/mine	myself
第一 (複數)	我們 we	us	our/ours	ourselves
第二 (單數)	你 you	you	your/yours	yourself
第二 (複數)	你們 you	you	your/yours	yourselves
第三 (單數)	他 he	him	his/his	himself
	她 she	her	her/hers	herself
	它 it	it	its/its	itself
第三 (複數)	他們 they	them	their/theirs	themselves



主要詞類功用／位置說明及練習 (6/60)

(Parts of Speech)

■ 注意：

- 人稱代名詞放在不同的位格（主格／受格／所有格）要跟著變化
- 所有格代名詞(my, our, your...)等於形容詞單字，放在N前面
- 所有代名詞(mine, ours, yours...)等於所有格的代名詞＋名詞(my + N = mine, your + N = yours, our + N = ours...)，當名詞用，放在S, O, S.C., O.C.的位置，例如：This sample is ours.
- 反身代名詞(myself, yourself...)是加強語氣的代名詞(emphatic pronoun)，一樣放在S, O, S.C., O.C.的位置，例如：I hurt myself. 或介系詞by後面，例如：We do it by ourselves. 或當同位語：We ourselves made this prototype sample.
- 中文中的本公司／敝公司，在翻譯成英文時用We表示；本公司的=Our，貴公司=You，貴公司的=Your
-例：We like your products.（本公司喜歡貴公司的產品）



主要詞類功用／位置說明及練習 (7/60) (Parts of Speech)

– (2)指示代名詞(Indication Pronoun)

常用的有：this, these, that, those, same, the same as,
such as = like

- 例： Those are our new samples. (those當主詞)

Your style is the same as our design.

(same當主補)

We have many customers such as IBM,

Motorola... (such as當受詞customer的同位語)



主要詞類功用／位置說明及練習 (8/60) (Parts of Speech)

– (3)不定代名詞(Indefinite Pronoun)——Some, Any

- 例：If you want the sample of this style, we still have some.

If you have any, please give one to me.

(some和any當受詞)



主要詞類功用／位置說明及練習（9/60） (Parts of Speech)

— (4)疑問／關係代名詞——

who, whom, whose, which, what, when, that

- 例：Who is your boss ? （疑問代名詞who當主詞）

Whom are you talking to ?

（疑問代名詞whom當受詞）

The sample which we sent you is new.

（which當關係代名詞）

- 注意：疑問代名詞＋不定詞＝名詞片語（當S, O, S.C., O.C.）
 - 例：what to do, which to take, how to make it, when to leave, where to go
 - 例：(1)Please advise us how to make it. （當受詞）
(2)Please tell him which to take. （當受詞）



主要詞類功用／位置說明及練習 (10/60) (Parts of Speech)

– (5)其他形容代名詞——

one, ones, none (=no one), each, every, both, all, either,
neither, many, much, few, a few, little, a little

■ 例：Both are made in Taiwan. (both兩者，當主詞)

Either will do. (either隨便哪一個，當主詞)

Neither will do. (neither二者都不，當主詞)

Many think this product is useful.

(many多數，當主詞)

Is there much? (much多量，當主詞)



主要詞類功用／位置說明及練習 (11/60)

(Parts of Speech)

□ 3. 形容詞(Adjective)

- 功用：修飾名詞(N)、代名詞(Pron.)
- 位置：放在所要修飾的名詞(N)的前面或後面。形容詞單字放名詞前面，稱前修飾(Pre-Modification)，形容詞片語／子句放名詞後面，稱後修飾(Post-Modification)
- 公式：
形容詞單字 + N + 形容詞片語／子句
(Adj. Word) (Adj. Ph./Adj.Cl.)



主要詞類功用／位置說明及練習（12/60）

(Parts of Speech)

- 注意：

- (1)中文全部前修飾，不論是形容詞單字／片語／子句，加一個的，全部放名詞前面：形容詞單字／片語／子句 + 的 + N；（英文要分前後修飾）

- 例：這是一張 大的 新的 紅色的 海報

This is a big new red poster.

（Adj.單字全部放名詞poster前）

- 例：樣品室裡的 樣品 是新的

The samples in the showroom are new.

N + Adj. Ph.

（Adj片語，中文在N前，英文要放N後）

- 例：我們上週寄的 樣品 是新的

The sample which we sent last week is new.

N + Adj. Cl.

（Adj子句，中文放N前，英文要放N後）



主要詞類功用／位置說明及練習 (13/60) (Parts of Speech)

- (2)中文常將「名詞(物) + 的」當形容詞用，放名詞前，英文要倒過來翻：

中文：N1的N2→英文：N2 of/for/in N1

- 例：產品的品質 → the quality of the product
- 鞋子的出口商 → the exporter of Shoes
- 100 元的支票 → the check for 100 dollars
- 1000個的價錢 → the price for 1000 pcs
- 台北的交通 → the traffic in Taipei

(N1和N2為同一物，的=of；N1和N2不同物，的=for)



主要詞類功用／位置說明及練習 (14/60)

(Parts of Speech)

- (3)形容詞單字排列順序：代名形容詞＋數量形容詞＋性狀形容詞＋名詞

代名形容詞		數量形容詞		性狀形容詞						名詞 N
1	2	3	4	5	6	7	8	9	10	
前置 冠詞的 形容詞	冠詞 指示 Adj. 所有 Adj. 不定 Adj.	序數	基數	性質 狀態	大小 長短 形狀	新舊 溫度	顏色	國籍	物質 材質	
all	a/an/the	first	one	kind	large	new	red	Chinese	iron	
both	this/that	second	two	fine	small	old	blue	English	steel	
such	our/your	third	three	good	big	hot	green	Japanese	stone	
	some/any	fifth	five	bad	round	cold				



主要詞類功用／位置說明及練習 (15/60) (Parts of Speech)

– (4)形容詞片語／子句排列順序

中文：形片／子句(1)＋的＋形片／子句(2)＋的＋N

英文：N＋形片／子句(2)＋形片／子句(1)

- 例：我們昨天傳真給你的 圖面上的 尺寸 是錯的

Adj. Cl. (1) + Adj. Ph.(2) + N

The size on the drawing which we faxed you yesterday

N + Adj. Ph.(2) + Adj. Cl. (1)

is wrong.



主要詞類功用／位置說明及練習 (16/60)

(Parts of Speech)

□ 形容詞的比較(Degrees)

- 一般級(Positive Degree)

- 例如：large, small, good, new, old, heavy, competitive

- 比較級(Comparative Degree)

- 一個音節或兩個音節的形容詞，在字尾加er，例如：larger, heavier

- 兩個音節以上，在形容詞前加more，例如：more competitive

- 最高級(Superlative Degree)

- 一個音節或兩個音節的形容詞，字尾加est，前面要加the，例如：the largest, the newest

- 兩個音節以上，在形容詞前加the most，例如：the most competitive

注意：(1)最高級的形容詞前，要加the。

(2)比較級前面只能加much，例如much lighter, much more competitive.



練習7 形容詞片語／子句練習 (1/5)

□ 1. 中文：N1的N2→英文N2 + of/for/in + N1

- (1)請 報 1000個 的 價錢 (的=for)

1 2 5 4 3

- (2)你們 可以 給 我們 這兩個型式 的 報價及樣品 嗎？(的=for)

2 1 3 4 7 6 5

– (注意：N=複數+s)

- (3)我們 是 化學產品(chemical products) 的 主要的製造商 (的=of)

1 2 5 4 3

– (注意：N單數前+a)

- (4)我們的產品 的 品質 (是) 很優良的(excellent) (的=of)

3 2 1 4 5

- (5)樣品室裡 的 許多樣品 是 我們的新設計(design) (的=in)

3 2 1 4 5



練習7 形容詞片語／子句練習 (2/5)

□ 2.形容詞片語／子句，中文加的，放N前

→英文：N + Adj. Ph./Adj. Cl.

注意：單數N前面，要記得加冠詞；複數名詞後面，要加s/es

- (1)我們 接受 你們(的) 4/20的 報價單上的 價錢

1 2 3 6 5 4

– 接受：accept；報價單上：on the quotation；4/20的：of 4/20

- (2)請 告訴 我們 你要買的 數量

1 2 3 5 4

– 你要買的：which you want to buy；數量：quantity

- (3)具有良好品質的 貨 可以 符合 你們的 需求

2 1 3 4 5 6

– 具有良好品質的：with good quality；符合：meet；需求：requirement



練習7 形容詞片語／子句練習 (3/5)

- (4)我們所報的 價錢 不含 你的 佣金

2 1 3 4 5

– 我們所報的：which we offered；佣金：commission

- (5)請 報 如附目錄上的 每種產品的 最低價

1 2 5 4 3

– 如附目錄上的：on the enclosed catalog；每種產品的：for every product

- (6)謝謝 你們 在降價方面的 支持 (thanks/thank you後面要加for)

1 2 4 3

– 在降價方面：in price reduction；支持：support

- (7)我們可以給你的 最好的 價錢 是 每個美金10元 (US\$10/pc)

3 1 2 4 5



練習7 形容詞片語／子句練習 (4/5)

□ 3. 選擇

- (1) () Our new designed model A101 is _____ than the old one A100.
(a)much lighter (b)more cheaper (c)more better (d)more function
- (2) () We will place you _____ orders if your price is competitive.
(a)regularly (b)regular (c)firmly (d)formally
- (3) () The _____ is our new catalog for your reference.
(a)enclose (b)enclosing (c)enclosed (d)attach
- (4) () Your _____ comments to our items will be highly appreciated.
(a)value (b)valuable (c)valuably (d)valuables
- (5) () Due to the _____ variety of our trade, we have both import and export departments.
(a)highly (b)high (c)lengthily (d)widely



練習7 形容詞片語／子句練習 (5/5)

- (6) () With regard to the _____ order, please send us a _____ P/I.
(a)additional; revised (b)addition; revision (c) additionally; revised
(d)additional; revising
- (7) () It is _____ for the users to play many games with our video games VG-01.
(a)usefully (b)easily (c)freely (d)easy
- (8) () To be _____ in the market, we need to have 10% discount from you.
(a)compete (b)competitive (c)competition (d)competitively
- (9) () Trusting the _____ price will invite you to include this item into your line.
(a)attract (b)attraction (c)attractive (d)attractively
- (10) () The _____ sample will be dispatched upon receiving your sample charge.
(a)relevant (b)relate (c)relatively (d)relevantly



主要詞類功用／位置說明及練習（17/60）

(Parts of Speech)

□ 4. 副詞(Adverb)

- 功用：修飾動詞(V)、形容詞(Adj.)、副詞本身(Adv.)、子句和句子
- 位置：放在所修飾的字之前或之後
- 公式：副詞單字 + V/Adj./Adv./子句/句子 + 副詞片語/子句
- 種類：表示時間／地點／目的／方法／原因／條件／態度／結果／讓步／次數／程度／肯定／否定
- 注意：中文位置大部分放在S和V中間，英文則大多放在句尾，排列順序如下：(1)和.....人 + (2)方法 + (3)地點 + (4)時間（小→大） + (5)目的
- 級數：亦分原級、比較級和最高級（造法和形容詞相同），例如：
： soon, sooner, the soonest



主要詞類功用／位置說明及練習 (18/60)

(Parts of Speech)

● 常用副詞呈現方式

種類	副詞單字	副詞片語	副詞子句
時間	now, then, soon, today, before, yesterday, tomorrow, sometime, early, late, already, yet, still, finally, recently, immediately	next week, by return, as soon as possible, right away, at once, on Jan. 1, 1999	when + 子句 before + 子句 after + 子句 since + 子句
地點	here, there, far, near, abroad, worldwide, everywhere	at your hotel, in Taipei	where + 子句 in which + 子句
目的		for your reference for your approval for your evaluation for business	so that + 子句
方法		by L/C, by air	
原因		due to/owing to + N because of + N	because + 子句 since/as + 子句
結果			therefore + 子句 so/hence + 子句



主要詞類功用／位置說明及練習 (19/60)

(Parts of Speech)

● 常用副詞呈現方式

種類	副詞單字	副詞片語	副詞子句
條件		subject to + N	if + 子句
讓步			although + 子句 but + 子句
態度	well, hard, quickly, kindly carefully, sincerely	with thanks with regret	
次數	always, usually, sometimes, often, seldom, never, ever	twice a year	
程度	very, much, enough, only, simply, little, certainly, just, more, most, too, so, almost		
肯定／否定	yes, no, not, never, indeed	of course	



主要詞類功用／位置說明及練習 (20/60) (Parts of Speech)

● 應用例句

- (1) Please arrange the shipment immediately.
(副單字：表時間)
- (2) The customer will go to your factory next Monday.
(副片：時間)
- (3) Please reply to our letter as soon as possible. (副片：時間)
- (4) We will give you a new sample when you come here.
(副子句：時間)
- (5) Our products are welcomed by customers worldwide.
(副單字：地點)
- (6) We will pick you up at the airport. (副片：地點)
- (7) We sent you a parcel in which you will find our profile.
(副子句：地點)



主要詞類功用／位置說明及練習 (21/60) (Parts of Speech)

- (8) We sent you our catalog for your reference. (副片：目的)
- (9) Please advise us the quantity, so that we can offer you.
(副子句：目的)
- (10) Please ship the goods by air freight. (副片：方法)
- (11) Due to the typhoon, the shipment will be delayed.
(副片：原因)
- (12) We can't ship the goods now because we have no stock.
(副子句：原因)
- (13) Our quality is excellent, so our product is selling very well.
(副子句：結果)
- (14) If you can give us 5% discount, we will place you an order.
(副子句：條件)



主要詞類功用／位置說明及練習 (22/60) (Parts of Speech)

- (15)Although your quality is good, your price is too high.
(副子句：讓步)
- (16)We sincerely recommend you this new model.
(副單字：態度)
- (17)We received with thanks your letter dated Oct. 1.
(副片：態度)
- (18)We always spend a lot of money on R&D. (副單字：次數)
- (19)This customer places us the order twice a year.
(副片：次數)
- (20)Your quality is not good enough. (副單字：程度)
- (21)Of course, we can specially make it for you. (副片：肯定)



主要詞類功用／位置說明及練習 (23/60) (Parts of Speech)

● 注意：

- (1)副詞單字，放在所要修飾的V, Adj., Adv.或句子的前面；副詞片語，放在後面；如不強調，則都放句尾，所以是移動性的
 - 例：We know from the advertisement that you import computers. (強調V)
 - 例：We know that you import computers from the advertisement. (不強調)
 - 例：From the advertisement, we know that you import computers. (強調句子)



主要詞類功用／位置說明及練習（24/60） (Parts of Speech)

- (2)副詞子句（when, if, because, so, but...帶出的句子），不可單獨用，句尾不可打句點，要和主要子句一起用。如放主要子句前面，要打逗點；放後面則可省略。
 - 例：If you order 10,000pcs, we will give you 10% discount.
= We will give you 10% discount if you order 10,000pcs.
- (3)中文位置：S + 時間（大→小）／地點／方法／原因／根據...／和...人 + V
英文位置：S + V + O + 和...人／方法／地點／時間（小→大）／目的／根據...
 - 注意：要將副詞從中文的S和V中間拿出，放到每個句型的句尾
 - 例：我老闆 明天早上 會 到機場 接您。
My boss will pick you up at the airport tomorrow morning.



主要詞類功用／位置說明及練習 (25/60)

(Parts of Speech)

- (4)中文的句子表達方式：雖然...但是...；因為...所以...兩個副詞連接詞都會出現；但是要注意英文句子，如果寫了 although/though，but 就不可以寫出；寫了 but，although/though就要去除；同樣寫了 because，so/therefore就不可以寫出來；寫了 so/therefore，because就不要寫。

- 例1：雖然你們的品質不錯，但是價錢太高了。

Although your quality is good, your price is too high.

Your quality is good, but your price is too high.

- 例2：因為你們延遲交貨，所以客人決定取消訂單。

Because you delayed the shipment, the customer decided to cancel the order.

You delayed the shipment, so the customer decided to cancel the order.



練習8 副詞片語／子句練習 (1/6)

注意：翻譯時，要注意中文副詞位置和英文不同，不可照中文順序翻，要將副詞從中文的S和V中間拿出，大多放句尾：

中文：S + 副詞 + V + O → 英文：S + V + O + 副詞

□ 1. 副詞片語練習

- (1) 我 明天下午2：00 在飯店 和你 見面（未來式）

1 5 4 3 2

– 在飯店：at the hotel；明天下午2：00 = at 2：00 p.m. tomorrow

- (2) 我們 可以 在一週內 開出 L/C.

1 2 5 3 4

– 在一週內：within one week



練習8 副詞片語／子句練習 (2/6)

- (3) 我們 希望 這週五前 收到 樣品 (注意：V to V，名詞單複數)
1 2 5 3 4
– 這週五前：before this Friday
- (4) 我們 從廣告上 知道 你們 生產 射出成型機(Injection Machine)
1 3 2 4 5 6
– 從廣告上：from the advertisement
- (5) 我們 同意 按照你們的價錢 接受 這張 訂單 (注意：V to V)
1 2 6 3 4 5
– 按照你們的價錢：according to your price
- (6) 請 在下月底前 決定 你們的 訂單
1 5 2 3 4
– 下月底前：before the end of next month



練習8 副詞片語／子句練習 (3/6)

- (7) 我 今天晚上 和另一家公司 有 一個 約會(appointment)

1 6 5 2 3 4

– 今晚：tonight

- (8) 請 根據10台和100台 報 最好的 價錢 (注意N+s)

1 5 2 3 4

– 根據10台和100台：based on 10 sets and 100 sets

□ 2. 副詞子句練習

- (1) 若經索取(=如果你要求)，本公司 將寄上 最新的 價目表 給貴方(if)

1 2 3 , 1 2 3 4 5

– 要求：request/ask；價目表：price list

- (2) 如果 你 同意，請 寄 三個 免費樣品 給我們(if)

1 2 3 , 1 2 3 4 5

– 同意：agree；免費樣品：free samples或samples free of charge



練習8 副詞片語／子句練習 (4/6)

- (3) 如果 你們 可以 給 我們 5%折扣，我們 將下 訂單 給你們(if)
1 2 3 4 5 6 , 1 2 3 4
– 折扣：discount；下訂單給：place the order with
- (4) 因為 這 是 一張 大訂單，我們 希望 貴方 重報 較好的 價錢(as)
1 2 3 4 5 , 1 2 3 4 5 6
– 重報：re-offer或re-quote；較好的：better
- (5) 當 我們 一收到 L/C，我們 就出 貨(when)
1 2 3 4 , 1 2 3
– 出貨：ship the goods或make the shipment
- (6) 當 你們 出 貨時，請 告知 出貨明細(when)
1 2 3 4 , 1 2 3
– 出貨明細：shipping details



練習8 副詞片語／子句練習 (5/6)

- (7)請 指出 你們喜歡的 型號，以便 我們 能 報 價(so that)
1 2 4 3 5 6 7 8 9
– 型號：model number/style number；指出：point out/indicate或specify
– 報價：quote the price/make the offer或give the quotation
- (8)你們的 品質 (是) 不錯，但是 價錢 (是) 太貴了(but)
1 2 3 4 5 6 7 8
- (9)客人 在收到你們的樣品前 將不決定 他們的訂單 (before)
1 4 2 3
– 在收到你們的樣品前：before receiving your sample
或before the receipt of your sample
或before they receive your sample
- (10)我們的 品質 (是) 很好，因此 我們的 產品 很暢銷(=賣的很好)(so)
1 2 3 4 5 6 7 8
– 很暢銷：is/are selling very well; has/have been selling well



練習8 副詞片語／子句練習 (6/6)

□ 3.選擇

- (1) () Please _____ send us the catalogues and price list for the machines you produce. (a)kind (b)kindly (c)quick (d)urgent
- (2) () This year we _____ developed many new stylish items and invite you to visit our booth no.123 at Taipei Computer Exhibition. (a)special; sincere (b)specially; sincere (c)specially; sincerely (d)special; sincerely
- (3) () We _____ need 10,000pcs of P/N 700 in house by this Friday. It is _____. Please help. (a)urgent; urgently (b)urgently; urgently (c)urgent; urgent (d)urgently; urgent
- (4) () We are waiting for your quotation to the above items _____. (a) as soon (b)as soon as (c)soon (d)sooner
- (5) () Your early reply will be _____ appreciated. (a)highly (b)most (c)more (d)high



主要詞類功用／位置說明及練習 (26/60) (Parts of Speech)

□ 5. 連接詞(Conjunction)

- 功用：連接兩個同等的單字、片語或子句
- 注意：對等，即所連接的詞性前後要一致，例如：V and V, N and N, Adj. or Adj.，片語and片語，子句but子句
- 種類：
 - (1)簡單連接詞：and, or, nor, but, so, therefore, yet, still, however, etc.
 - 例：We enclose our catalog and price list.(N and N)
Our price is lower but our quality is better. (句子but句子)
We worked hard, yet we lost the order. (句子yet句子)
Your price is too high, so we cannot get the order (句子so句子)
 - 注意錯誤連接：I have a book and good. (N and Adj.不對等)



主要詞類功用／位置說明及練習 (27/60) (Parts of Speech)

- (2)片語連接詞：as soon as (一...馬上...)，as long as, so long as (只要)
 - 例：As soon as we receive your L/C, we will ship the goods.
As long as your price is competitive, we will buy from you.
So long as you keep good quality, we will buy from you regularly.
- (3)相關連接詞：so...that, either...or, neither...nor, not only...but also
 - 例：Your price is so high that we couldn't get the order.
You can pay us either by L/C or by T/T.
We received neither your order nor your reply.
We not only have good products but also offer good service.



主要詞類功用／位置說明及練習 (28/60) (Parts of Speech)

- (4)副詞連接詞：when, if, after, before
 - 注意：副詞子句和主要子句的主詞相同時，才可省略，改為分詞片語。
 - 例：After we receive your L/C, we will ship the goods.
→ After receiving your L/C, we will ship the goods.

When we receive your L/C, we will ship the goods.
→ When receiving your L/C, we will ship the goods.
 - 注意：兩個子句中的主詞不同時，不可改成分詞片語。
 - 例：When you open the L/C, we will start the production.
(主詞不同)
→ When opening the L/C, we will start the production.
(錯誤)
 - 用and連接時，特別注意對等：片語，片語and片語。
 - 例：Due to excellent quality, the best price and prompt shipment, our products are welcomed by consumers.



主要詞類功用／位置說明及練習 (29/60)

(Parts of Speech)

□ 6. 介系詞(Preposition)

- 功用：介系詞 + (the) + N/V-ing = 介系詞片語
- 位置：當名詞片語、形容詞片語或副詞片語用
- 種類：
 - (1)常用介系詞：in, on, of, for, at, with, by, from, to, before, after, without, regarding的用法，請參照下列附表。
 - (2)其他介系詞：about（大約／在附近），above（在上），across（在...另一邊），against（面對／靠／反對），along（沿著），among（在三者之間），around（在周圍），behind（在...後面），below（在下），beneath（緊貼在下面），beside（在旁邊），besides（於...之外），between（在兩者之間），beyond（越過），but（除...之外），down（向下），during（在...期間），except（除外），into（入），like（像），off（離開），over（超過／越過），round（周圍），since（自從），through（穿過），till/until（直到），toward（向），under（下面），upon（=on），up（向上），within（在...期間）。



主要詞類功用／位置說明及練習 (30/60)

(Parts of Speech)

- (3)片語介系詞(Phrase Preposition)：according to (按照)，as for (至於)，as to (關於)，at home in (精通／熟悉)，because of (因為／由於)，by means of (以／藉由)，for the purpose of (爲了...目的)，for the sake of (爲...緣故)，for want of (以缺乏...之故)，in accordance with (按照)，in answer to (回答)，in case of (假如)，in charge of (負責／管理)，in front of (在...前面)，in memory of (紀念)，in place of (代替)，in need of (需要)，in (with) regard to (關於)，in spite of (雖然／不顧)，instead of (代替)，on account of (由於)，owing to/due to (由於)，thanks to (幸虧) 等等。



主要詞類功用／位置說明及練習 (31/60)

(Parts of Speech)

常用介系詞用法	中文例句	英文例句
in (1)在…裡面 (2)在…方面 (3)在…行業 (4)年／月 (5)用…顏色 (6)用…語言 (7)用…幣別	在 <u>台北</u> ／ <u>在我們的樣品室裡</u> 謝謝你在 <u>降價方面</u> 的支持 我們在 <u>處理小金額出貨方面</u> 有困難 我們是 <u>電腦行業</u> 的主要工廠 我們公司在 <u>1990年7月</u> 成立 我們的目錄是 <u>用紅色印刷</u> 的 我們的目錄是 <u>用英文印刷</u> 的 請用 <u>美金</u> 報價	<u>in Taipei</u> / <u>in our showroom</u> Thank you for your support <u>in price reduction</u> . We have the difficulty <u>in handling the small amount shipment</u> . We are the leading manufacturer <u>in the Computer field</u> . Our company was established <u>in July, 1990</u> . Our catalog was printed <u>in red color</u> . Our catalog was printed <u>in English</u> . Please quote the price <u>in U.S. dollar</u> .



主要詞類功用／位置說明及練習 (32/60)

(Parts of Speech)

常用介系詞用法	中文例句	英文例句
on (1)在…上面 (電話／電視／收音機／網站上) (2)日期 (3)星期	在 <u>桌上</u> 我們在 <u>每批出貨上</u> 做 100%測試 我們老板正在 <u>電話線上</u> (他正忙線中) 我們在 <u>7 月 1 日</u> 收到你們的 L/C 客人 <u>週五</u> 來我們公司	<u>on</u> the table We do 100% test <u>on every shipment</u> . My boss is <u>on the line</u> . We received your L/C <u>on July 1</u> . The customer will come to our office <u>on Friday</u> .
of (1)屬於…的 (2)N1 的 N2→N2 of N1	我們收到你們 <u>7 月 1 日</u> 的 <u>信</u> 產品 <u>的品質</u> 本公司是電腦產品 <u>的</u> 出口商	We received your letter <u>of July 1</u> (= dated July 1). the quality <u>of</u> the product We are the exporter <u>of</u> computer products.



主要詞類功用／位置說明及練習 (33/60)

(Parts of Speech)

常用介系詞用法	中文例句	英文例句
for		
(1)為了…目的	我來這裡 <u>作生意的</u>	I come here <u>for business</u> .
(2)N1 的 N2→N2 of N1	這是 1,000 元的 <u>支票</u>	This is a check <u>for</u> \$1,000.
	請報 10,000pcs 的 <u>價錢</u>	Please offer the price <u>for</u> 10,000pcs.
(3)以便於	請告知數量 <u>以便於報價</u>	Please advise the quantity <u>for quoting</u> .
(4)供…	<u>供參考</u> ／ <u>評估</u> ／ <u>確認</u> ／ <u>測試</u> ／ <u>考慮</u>	<u>for</u> reference/ <u>for</u> evaluation/ <u>for</u> approval/ <u>for</u> test/ <u>for</u> consideration
(5)完成一段時間（前面）	我們這家公司工作 <u>3 年了</u>	I have been working in this company <u>for 3 years</u> .
(6)給（送給／帶給）	和我們合作將 <u>帶給</u> 你們大利潤	To cooperate with us will <u>bring</u> a big profit <u>for</u> you.
at		
(1)特定的地點（前面）	<u>在飯店</u> ／ <u>在機場</u>	<u>at</u> the hotel/ <u>at</u> the airport
(2)幾點幾分（前面）	客人下午 3 點到我們公司	The customer will come to our office <u>at 3:00 p.m.</u>
(3)價錢條件（前面）	我們的報價是 <u>FOB TAIWAN</u>	Our price is <u>at FOB Taiwan</u> . (= based on FOB Taiwan)
(4)門牌號碼（前面）	信義路 4 段 30 巷 20 弄 10 號	<u>at</u> No. 10, Alley 20, Lane 30, Sec. 4, Hsin-Yi Road



主要詞類功用／位置說明及練習 (34/60)

(Parts of Speech)

常用介系詞用法	中文例句	英文例句
with (1)和…人 (2)跟隨著 (3)具有 (4)拿 (5)給（下訂單給）	我將和老板去接你 我們寄給你一個附檢驗報告的樣品 在R&D方面具有多年經驗，我們在電腦業很有名 讓我幫你拿行李 我們將下訂單給你們	I will pick you up <u>with</u> my boss. We sent you a sample together <u>with</u> a test report. <u>With</u> many years' experience in R&D, we won a good reputation in the Computer field. Let me help you <u>with</u> your luggage. We will <u>place</u> the order <u>with</u> you.
by (1)在…旁邊 (2)用…方法 (3)乘坐…交通工具 (4)= before 在（日期）前 (5)用空運／海運／郵包	我們的工廠在河邊 我們的付款是用 L/C 我們將開車去接你 我們 7/20 前會出貨 請用空運／海運／郵包出貨	Our factory is <u>by</u> the river. Our payment is <u>by</u> L/C. We will pick you up <u>by</u> car. We will ship the goods <u>by</u> 7/20. Please ship the goods <u>by</u> air/by sea/by air parcel.



主要詞類功用／位置說明及練習 (35/60)

(Parts of Speech)

常用介系詞用法	中文例句	英文例句
<u>from</u> (1)從 (A 到 B) (2)從 (日期) 起 (3)從 (地點)	從 A 到 B 很遠 我們的新報價單從 8/1 開始生效 我們從廣告上得知你的名字	It is far <u>from</u> A to B Our new quotation will be effected <u>from</u> Aug. 1. We know your name <u>from</u> the advertisement.
<u>to</u> (1) (從 A) 到(B) (2)(give/send/open)…給 (3)當不定詞 V to V (4)固定片語 look forward to (介) due to/owing to (介) with a view to (介) in order to (不定詞)	從我們公司 <u>到</u> 工廠不遠 請寄新目錄 <u>給</u> 我們 請開信用狀 <u>給</u> 我們 請下訂單 <u>給</u> 我們 我們 <u>喜歡</u> 和你們 <u>作</u> 生意 我們 <u>盼望</u> 儘快收到你們的回音 由於原料短缺，我們無法準時出貨 <u>考慮到</u> 和你們的良好關係，我們將給你們 10%折扣 <u>為了</u> 省錢，請一批出貨	It is not far from our office <u>to</u> the factory. Please <u>send</u> the new catalog <u>to</u> us. Please <u>open</u> the L/C <u>to</u> us. Please <u>issue</u> an order <u>to</u> us. We like <u>to</u> do business with you. We <u>look forward to</u> receiving your reply soon. <u>Due to</u> material shortage, we can't ship on time. <u>With a view to</u> the good relationship with you, we would give you 10% discount. <u>In order to</u> save money, please ship by one lot.



主要詞類功用／位置說明及練習 (36/60)

(Parts of Speech)

常用介系詞用法	中文例句	英文例句
before (1)當副詞＝從前 (2)當連接詞＋子句 (3)當介系詞＋ N/V-ing	我 <u>從前</u> 見過你 我們在 <u>收到 L/C 前</u> 不出貨	I met you <u>before</u> . We won't ship the goods <u>before</u> we receive the L/C. We won't ship the goods <u>before</u> receiving the L/C.
after 在…後	交期是 <u>收到 L/C 後</u> 30 天	Delivery time is 30 days <u>after</u> we receive the L/C.
without 不要	請 <u>不要</u> 遲疑儘快告知 請 <u>不要</u> 延遲出貨	Please advise us <u>without</u> hesitation. Please ship the goods <u>without</u> delay.
regarding 有關	<u>有關</u> 訂單 001，請增加 500 個	<u>Regarding</u> O/No. 001, please add 500pcs.



練習9 介系詞練習 (1/3)

□ 在下列空格內填入正確的介系詞

- 1.Thank you for your support _____ price reduction.
- 2.We do 100% test _____ every shipment.
- 3.We received your letter _____ December 20.
- 4.I came here _____ business.
- 5.We are the leading exporter _____ sport shoes.
- 6.Please quote the price _____ 10,000pcs.
- 7.Please send us your sample _____ approval.
- 8.To cooperate with us will bring a big profit _____ you.
- 9._____ many years' experience, we are a reputable exporter this field.



練習9 介系詞練習 (2/3)

- 10. _____ sample approval, we will place the order _____ you.
- 11. Our price is _____ CIF New York.
- 12. Our Payment is _____ L/C.
- 13. Please ship our goods _____ sea freight.
- 14. Our new quotation will be effected _____ January 1.
- 15. Please send your new catalog and price list _____ us.
- 16. We will not ship the goods _____ receiving your L/C.
- 17. Our best delivery time is 45 days _____ receiving your order.
- 18. We know your name _____ the advertisement.
- 19. I have been working _____ this company _____ two years.
- 20. The quality _____ our products is excellent.



練習9 介系詞練習 (3/3)

- 21. Our catalog was printed _____ English.
- 22. Please quote us the price _____ U.S. dollar.
- 23. We will pick you up _____ my boss _____ your hotel 3:00 p.m.
- 24. We sent you a sample together _____ an inspection report.
- 25. Let me help you _____ your luggage.
- 26. Please let us know your comments _____ hesitation.
- 27. _____ the labor shortage, the shipment will be delayed.
- 28. _____ O/No. 52A-001, it will be shipped next week.



主要詞類功用／位置說明及練習 (37/60)

(Parts of Speech)

□ 7. 動詞(Verb)

- 位置：放在V位置
- 種類：分主要動詞(Main Verb)包含動作動詞(Function Verb)及聯綴動詞(Linking Verb)和助動詞(Auxiliary Verb)。
 - (1)動作動詞(FV)：buy, take, send, receive, open...
 - (2)聯綴動詞(LV)：主要是Be動詞和感官動詞：be, keep, feel, look, seem, sound, taste, smell, become, appear, get, turn, grow
 - (3)助動詞(Aux.)：will, would, shall, should, can, could, may, must...
 - 注意助動詞不可單獨放V位置，一定要和原形動詞一起用：助動＋原形動詞(Aux. + V-root)；此外，注意在被動式(Be + p.p.)裡的Be動詞及完成式(have + p.p.)裡的have也屬助動詞



主要詞類功用／位置說明及練習 (38/60)

(Parts of Speech)

● 注意：

- (1)在動詞(V)位置，最少放1個字，最多可以放到5個字
- (2)寫作時，要注意時態，主動（12種）、被動（9種）及語氣（5種）的26種變化，要依文法規定，參照下面時態表來寫，不可自創一態，因為中文動詞沒有時態語氣變化，主被動也不清楚
- (3)實際應用時，常用的變化只有12種左右，主動6種：簡單現在式、簡單過去式、簡單未來式、現在進行式、現在完成式及現在完成進行式；被動5種：簡單現在／過去／未來及現在進行／現在完成的被動式；假設語氣1種：可能的未來，所以至少要牢記這12種動詞變化
- (4)過去式(p.t.)和過去分詞(p.p.)使用時，要注意規則(V + ed)及不規則(go-went-gone, come-came-come, buy-bought-bought)的變化



主要詞類功用／位置說明及練習 (39/60)

(Parts of Speech)

- (5)動詞亦分及物Vt (Transitive)和不及物Vi (Intransitive)
 - 及物動詞(Vt)：動詞後面有受詞就稱及物動詞
 - 有受詞，句子即完整，可打句點，稱完全及物(Complete Transitive)，例如句型3→S + V + O和句型4→S + V + O + O
 - 有受詞，仍須補語補充說明的動詞，稱不完全及物(Incomplete Transitive)，例如句型5→S + V + O + O.C.
 - 主要的不完全Vt：make, call, keep, find, think, consider, wish, choose, elect, make, name, see, hear, feel, have, get, let...
 - 不及物動物(Vi)：動詞後面沒有受詞，就稱不及動物詞
 - 沒有受詞，即完整，可打句點，稱完全不及物(complete intransitive)，例如句型1→S + V
 - 沒有受詞，仍須補語補充說明的動詞，稱不完全及物(incomplete intransitive)，例如句型6→S + LV + S.C.



主要詞類功用／位置說明及練習 (40/60)

(Parts of Speech)

- 形式：動詞的形式有5種，如下表所示

原式 V-root	現在式 Present	過去式 Past (p.t.)	過去分詞 p.p.	現在分詞 V-ing
be	is/am/are	was/were	been	being
do	do/does	did	done	doing
have	have/has	had	had	having



主要詞類功用／位置說明及練習 (41/60) (Parts of Speech)

- 注意：
 - (1)只有現在式和過去式可以一個字放動詞(V)位置。
 - (2)原形／過去分詞／現在分詞不可單獨放動詞(V)位置。
 - 原形動詞放3個位置：
(Please後，助動詞後及不定詞to後面)
Please + V-root
Aux. + V-root
To + V-root
 - 過去分詞放2個位置：
have + p.p. (=完成式)
be + p.p. (=被動式)
 - 現在分詞放2個位置：
be + V-ing (=進行式)
V + V-ing (=動名詞)



主要詞類功用／位置說明及練習 (42/60) (Parts of Speech)

- (3)使用現在式動詞，句中大都有下列習慣性副詞：
usually, normally, regularly, often, frequently, sometimes,
rarely, always, never, every day, week, month, year, once a
week, twice a month等。
- (4)下列動詞不能用進行式：like, dislike, prefer, think,
believe, know, mean, see, hear, feel, seem, have, need, own,
want。



主要詞類功用／位置說明及練習 (43/60)

(Parts of Speech)

- (5)注意be, do, have這三個動詞，也可當助動詞，用法如下：

	當動詞 中文意思	當助動詞 中文意思
be	是、在、到 例： We are the exporter. (是) The sample is here. (在) I have been to H.K. (到過)	be + V-ing (進行式＝正在) be + p.p. (被動式＝被) 例： We are making your sample. (正在) The sample was received. (被收到)
have has	有、吃 例： We have 10 sales. (有) I had my lunch. (吃)	have + p.p. (已經，曾經) 例： We have sent our sample. (已經寄) I have been to USA. (曾經到過)
do does did	做 例： Please do 100% test. (做)	幫助造否定句／疑問句 例： We don't produce this item. (否定) Do you produce this item? (疑問句)



主要詞類功用／位置說明及練習 (44/60)

(Parts of Speech)

● 時態：動詞12種主動＋9種被動變化

	主動	被動
(1)簡單式：現在	1 個字／用現在式 V	is/are/am + p.p.
(2) 過去	1 個字／用過去式 V	was/were + p.p.
(3) 未來	will/shall + V-root	will/shall + be + p.p.
(4)進行式：現在	is/are/am + V-ing	is/are/am + being + p.p.
(5) 過去	was/were + V-ing	was/were + being + p.p.
(6) 未來	will/shall + be + V-ing	will/shall + be + being + p.p.
(7)完成式：現在	have/has + p.p.	have/has + been + p.p.
(8) 過去	had + p.p.	had + been + p.p.
(9) 未來	will/shall + have + p.p.	will/shall + have + been + p.p.
(10)完成進行式：現在	have/has + been + V-ing	—
(11) 過去	had + been + V-ing	—
(12) 未來	will/shall have + been + V-ing	—



主要詞類功用／位置說明及練習 (45/60) (Parts of Speech)

● 時態用法

- (1)簡單現在式：事實、真理、習慣（句中有usually, always, everyday...）
- (2)簡單過去式：句中有過去時間：yesterday, just, last, week, before...
- (3)簡單未來式：句中有未來時間：tomorrow, next month, soon...
- (4)現在進行式：中文有「現在正在」或英文句中有“now, currently, at the moment”時
- (7)現在完成式：剛完成或已完成的動作，中文有「已經、曾經、尚未、未曾」或英文句中有“already, ever, never”，是過去式加強語氣

■ 例：我們昨天已經寄出我們的樣品了（用現在完成式）

We have sent our sample yesterday.（不可用過去完成）

- (10)現在完成進行式：從過去到現在，已完成部分但仍在繼續的動作



主要詞類功用／位置說明及練習 (46/60) (Parts of Speech)

- (5)(6)(8)(9)(11)(12)過去進行／完成／完成進行，未來進行／完成／完成進行：這6種時態要有兩個動作時間做比較時才用，所以使用機會不多。
- 例：當你昨天來時，
 - (1)我們那個時候正在做你們的訂單（過去進行）
 - (2)我們已經完成了你們的訂單（過去完成）
 - (3)我們已經完成一半訂單，仍在繼續（過去完成進行）
- When you came here yesterday,
 - (1)We were producing your order.
 - (2)We had completed your order.
 - (3)We had been producing half of your order.



主要詞類功用／位置說明及練習 (47/60) (Parts of Speech)

- 例：當你明天來時，
 - (1)我們將正在生產你們的訂單（未來進行）
 - (2)我們將已經完成你們的訂單（未來完成）
 - (3)我們將已完成一半你們的訂單（未來完成進行）
- When you come here tomorrow,
 - (1)We will be producing your order.
 - (2)We will have completed your order.
 - (3)We will have been producing half of your order.



主要詞類功用／位置說明及練習 (48/60) (Parts of Speech)

- 被動用法

一般動詞，人當主詞時，用主動：人(S)＋主動；東西／事情當主詞時，用被動：事／物(S)＋被動

- 注意：

- (1)中文的被動不清楚，如果是事／物開頭，記得動詞要用被動

- 例：樣品正要寄（現在進行被動式）

The sample is being sent.

目錄下週寄（未來被動）

The catalog will be sent next week.

L/C已經開了（現在完成被動）

The L/C has been opened.



主要詞類功用／位置說明及練習 (49/60) (Parts of Speech)

- (2)使役動詞例外，人(S)＋被動＋介系詞＋物→物(S)＋主動＋人
常用的有satisfy（使...滿意），interest（使...感興趣），
surprise（使...驚訝）

- 注意：不同的使役動詞跟不同的介系詞，主動不加介系詞

- 例：We are satisfied with your quality.（人＋被動）

＝Your quality satisfies us.（物＋主動）

We are interested in your products.

＝Your products interest us.

We are surprised at your high price.

＝Your high price surprises us.



主要詞類功用／位置說明及練習 (50/60) (Parts of Speech)

● 語氣(Mood)3種

– (1)直說法(Indicate Mood)：肯定句／否定句／疑問句

■ 例：We are the manufacturer. (肯定句)

We are not the manufacturer. (否定句)

Are you the manufacturer? (yes/no疑問句)

What are your main products? (WH疑問句)

– (2)祈使法(Imperative Mood)：命令／請求／勸告的句子，用原形動詞開頭，省略you

■ 例：Come to my office right now. (命令)

Please send one free sample to us soon. (請求)

Don't make the same mistake again. (勸告)



主要詞類功用／位置說明及練習 (51/60) (Parts of Speech)

– (3)假設語氣(Subjunctive Mood)：5種，注意動詞寫法和直說法不同

- 和現在事實相反的假設語氣

If子句用過去式動詞（注意Be動詞只能用were），主要子句用過去式助動詞＋原形動詞

- 公式：

If + S + 過去式V/were, S + would/could/should/might + V-root

- 例：If I were you, I would take this business.

（如果我是你，我將接受此筆生意）

If I had enough money, I would buy this computer.

（要是我現在有足夠的錢，我將會買這台電腦）



主要詞類功用／位置說明及練習 (52/60)

(Parts of Speech)

- 和過去事實相反的假設語氣（兩個子句的動詞都用完成式）
多用在抱怨的語氣；If子句用過去完成式，主要子句用過去式助動詞＋完成式
 - 公式：
If + S + had + p.p., S + would/could/should/might + have + p.p.
 - 例：If you had opened the L/C earlier, we wouldn't have delayed the shipment.
(要是你早點開信用狀，我們就不會延誤出貨了)
- 可能的未來
If子句用現在式代替未來式，主要子句用簡單未來式
 - 公式：If + S + 現在式V, S + will/shall + V-root
 - 例：If you can give us 5% discount, we will buy from you.
(如果你們能給我們5%折扣，我們將跟你們購買)



主要詞類功用／位置說明及練習（53/60） (Parts of Speech)

- 不可能的未來（和未來事實相反的假設語氣）

If子句用were to + 原形V，主要子句用過去式助動 + 原形V

- 公式：If + S + were to + V-root, S + would/could/should/might + V-root
- 例：If I were to be the President next year, I would be very happy.

（如果我明年當選總統，我將非常高興）

- 一半可能的未來（不確定的未來）

If子句用過去式助動詞 + 原形動詞，主要子句用簡單未來式

- 公式：If + S + would/could/should/might + V-root, S + will/shall + V-root
- 例：If he would come here next week, we will give him new samples.

（如果他下週來這兒，我們將給他新樣品）——不確定他來不來



主要詞類功用／位置說明及練習（54/60） (Parts of Speech)

● 例外動詞

英文句子嚴格要求一個句子一個動詞，如有第二個動詞出現，必須用不定詞to隔開，或將下一個動詞改為動名詞V-ing，不可以將動詞連著出現在同一個句子中。一般動詞後兩種用法皆可（V to V或V + V-ing），如以to分開（即第二個動詞用不定詞片語出現）則表示未來動作或即將要做的動作；如使用V-ing（即第二個動詞用現在分詞片語出現）則表示一件事或過去動作。但下列動詞則為例外，要特別注意：（此亦為各種英文考試常考部分）



主要詞類功用／位置說明及練習 (55/60)

(Parts of Speech)

- 1.V to V (下列動詞後一定要用不定詞to接下一個動詞)

afford (力足以／供給)，agree (答應／同意)，decide (決定)，
desire (想要)，determine (下決心)，expect (期待)，fail (未能
成功)，hope/wish (希望)，learn (學習)，manage (處理／支配
)，plan (計畫)，pretend (假裝)，promise (答應)，refuse (拒
絕)，swear (發誓)，want (要)

- 例：We expect to hear from you soon.

- 2.V + V-ing (下列動詞後一定要用現在分詞V-ing接下一個動詞)

admit (承認／容許)，avoid (避免)，consider (考慮)，deny (否
認)，dislike (討厭)，enjoy (喜愛)，envy (羨慕／忌妒)，
escape (逃脫／免除)，finish (完成)，imagine (想像)，keep (保
持)，mind (介意)，miss (錯過)，postpone (展緩／延擱)，
practice (練習)，quit (停止)，spend (花費)，suggest (建議)

- 例：I spent US\$1,000 buying this computer.



主要詞類功用／位置說明及練習 (56/60) (Parts of Speech)

- 3.go + V-ing (如表示要去做某事時，go後面要跟V-ing)
go swimming (去游泳)，go shopping (去逛街)，go hiking (去健行)，go mountain climbing (去爬山)，go biking (去騎腳踏車)，go fishing (去釣魚)，go camping (去露營)
 - 例：I will go hiking this Saturday.
- 4.V + 人 + Vrt (下列動詞後N如爲人，一定要跟原型動詞)；
V + 物 + p.p.
let (讓)，help (幫忙)，make (使得)，have (使得)
 - 例：Let me help you wash your car.
He had his house pained in green.



主要詞類功用／位置說明及練習（57/60） (Parts of Speech)

- 5.V + Vrt/V-ing/p.p.（下列感官動詞後受詞爲人時，可以跟原形動詞／動名詞；受詞爲物時，則跟過去分詞＝感官動詞＋人＋Vrt/V-ing；感官動詞＋物＋p.p.）

see/watch/look（看／看起來），hear/sound（聽／聽起來），
smell（聞起來），feel（覺得），taste（嘗起來）

▪ 例：I saw a young man washing the car.

I saw the car washed by a young man.

- 6.情緒動詞／使役動詞

情緒動詞／使役動詞的使用，和一般動詞剛好相反。一般動詞使用時：人當主詞時用主動，事／物當主詞時用被動；但使用情緒動詞／使役動詞時：人當主詞時用被動（注意被動的介系詞都不相同），事／物當主詞時用主動：



主要詞類功用／位置說明及練習 (58/60) (Parts of Speech)

- 公式：人 + be + p.p. + 介系詞 + 事／物（用被動）
事／物 + V + 人（用主動）

- 例：We are interested in you products.
（人 + 被動be + p.p. + 介系詞in + 物）
（我們對你們的產品感興趣）

Your products interest us. (物 + 主動 + 人)
（你們的產品使我們感興趣）

This is an interesting book.
(interesting當形容詞單字用；形容物)
（這是一本有趣的書）

This is an interested man.
(interested當形容詞單字用；形容人)
（這是一個有趣的人）



主要詞類功用／位置說明及練習 (59/60)

(Parts of Speech)

- 常用情緒動詞／使役動詞如下：

Vrt 原型	V-ing/adj 現在分詞	p.p.過去分詞	(被動後跟的 介系詞)	(中文)
(1)bore	boring	bored	(with)	(厭煩)
(2)disappoint	disappointing	disappointed	(in)	(使…失望)
(3)disgust	disgusting	disgusted	(at/with)	(使…厭惡)
(4)embarrass	embarrassing	embarrassed	(about)	(使…困窘)
(5)excite	exciting	excited	(at/about/by)	(使…興奮)
(6)exhaust	exhausting	exhausted	(in)	(精疲力盡)
(7)frighten	frightening	frightened	(by)	(使…驚嚇)
(8)interest	interesting	interested	(in)	(使…感興趣)
(9)impress	impressing	impressed	(with/by)	(使…印象深刻)
(10)please	pleasing/pleasant	pleased	(with)	(使…高興)
(11)satisfy	satisfying/satisfactory	satisfied	(with)	(使…滿意)
(12)surprise	surprising	surprised	(at)	(使…驚訝)
(13)tire	tiring	tired	(with)	(使…疲倦)
(14)worry	worrying	worried	(about)	(使…擔心)
(15)confuse	confusing	confused		(使…迷惑)



主要詞類功用／位置說明及練習 (60/60)

(Parts of Speech)

● 選擇（例外動詞練習）

- 1. () We _____ in the products which you displayed at your booth. (a) interest (b) are interested (c) interesting (d) are interesting
- 2. () Please help us _____ this kind of product. (a) find (b) to find (c) finding (d) found
- 3. () We spent one week _____ this sample for you. (a) to make (b) making (c) made (d) is making
- 4. () We will consider _____ from you if you can offer us 10% off. (a) to buy (b) buying (c) bought (d) to be bought
- 5. () We decided _____ importing from you. (a) stop (b) to stop (c) stopping (d) stopped



練習10 動詞時態練習 (1/6)

- 1. 簡單現在式 (注意第3人稱單數主詞, V + s)
- (1) 我們的工廠 目前 生產 這種產品 (現在時間)
 1 4 2 3
 - (2) 這 是 我們的 最好價錢 (事實)
 1 2 3 4
 - (3) 品質 (是) 很重要 (真理)
 1 2 3
 - (4) 這個客人 每年 來 台灣 兩次 (習慣) (twice a year)
 1 5 2 3 4
- 2. 簡單過去式 (句中有明確過去時間yesterday, last month, just)
 (主動1個字, 注意不規則變化; 被動: was/were + p.p.)
- (1) 我們 上個月 寄了 兩個樣品 給 你們
 1 6 2 3 4 5
 - (2) 我們 剛收到 你們寄來的 目錄(the catalog)
 1 2 4(Adj. Cl.) 3
 - (3) 訂單號碼001的 貨 昨天 裝了 (被動) (of O/No.001)
 2(Adj. Ph.) 1 4 3



練習10 動詞時態練習 (2/6)

- 3.簡單未來式（句中有明確未來時間tomorrow, next week, soon）will + 原V
- (1)這批貨 將於 下週 裝出 (will be shipped)
 1 3 2
 - (2)客人 將於 下月初 拜訪 你們的工廠 (early next month)
 1 4 2 3 (in the early of next month)
- 4.現在完成式（句中有「已經、曾經、尚未、未曾」）have/has + p.p.
- (1)我們 已經完成 你們的訂單
 1 2 3
 - (2)信用狀(L/C) 上週 已經開了 （被動）(have/has been + p.p.)
 1 3 2
- 5.現在進行式（中文有「現在正在」）is/are/am + V-ing
- (1)我們 現在 正在做 你們的訂單
 1 4 2 3
 - (2)我們 正要 用郵包 寄 我們的樣品 給 你們(by air parcel post)
 1 6 2 3 4 5



練習10 動詞時態練習 (3/6)

□ 6.現在完成進行式have/has been + V-ing

- (1)我 已經 在這個公司 工作 3年了 (for three years)

1 3 2 4

- (2)有關P/O No.001，我們 已經生產了 20,000 pcs了

1 2 3 4 5

下列6種時態要有兩個動作時間做比較時，才使用

□ 7.過去進行式（過去正在）was/were + V-ing

- (1)你 上週 來 我們工廠 時，我們 正在生產 這種產品

2 5 3 4 1 , 1 2 3

- (2)我們 昨天 離開 你們公司 時，天 正在下雨（時=when）

2 5 3 4 1 , 1 2

□ 8.過去完成式had + p.p.

- (1)當 我們 收到 你們的報價單時，我們 已經下 訂單 給別人了

1 2 3 4 , 1 2 3 4

- (2)當 你 上週 來 台北時，我們 就已經給 你 新樣品了

1 2 5 3 4 , 1 2 3 4



練習10 動詞時態練習 (4/6)

□ 9.過去完成進行式had been + V-ing

- 當 我們 收到 你們的信用狀時，我們 已經生產了 5000 pcs了
1 2 3 4 , 1 2 3

□ 10.未來進行式will be + V-ing

- (1)當 你 明天 到 我們工廠時，我們 將正在生產 你們的訂單
1 2 5 3 4 , 1 2 3
- (2)當 你 下週 到 我們工廠時，我們 將正在做 你們的樣品
1 2 5 3 4 , 1 2 3

□ 11.未來完成式will have + p.p.

- 當 我們 10月底 到台北時，我們 希望 你們將已經完成我們的訂單
1 2 4 3 , 1 2 3 4 5

□ 12.未來完成進行式will have been + V-ing

- 到下個月底，我們 將已經完成 這張訂單的1/2 (1/2 of this orde
1 2 3 4



練習10 動詞時態練習 (5/6)

□ 13.選擇

- (1) () We _____ our latest samples to you for a week.
(a) have send (b) are sending (c) have been sent (d) have sent
- (2) () Thank you for your attention to the above and look forward to
from you soon.
(a) hear (b) heard (c) hearing (d) heart
- (3) () We not only supply quality products, but also _____ good after sales
service.
(a) render (b) rendering (c) rendered (d) have rendered
- (4) () Our factory _____ been established for 10 years.
(a) have (b) had (c) has (d) was
- (5) () Few makers _____ this kind of product at present.
(a) produce (b) producing (c) produced (d) produces



練習10 動詞時態練習 (6/6)

- (6) () The enclosed _____ our latest catalogue and quotation for reference.
(a) is (b) are (c) has (d) have
- (7) () We will release the shipment as soon as we _____ your L/C.
(a) received (b) receiving (c) receive (d) receipt
- (8) () If you _____ the L/C earlier, we would have shipped the goods on time.
(a) opened (b) have opened (c) had opened (d) were opening
- (9) () I would accept this order if I _____ you.
(a) am (b) was (c) were (d) been
- (10) () Our best delivery time is 30 days after order _____.
(a) confirm (b) confirmed (c) confirming (d) confirmation



☐ 1.貴公司的訂單號碼52N-025的 貨 已於 昨日 用空運 裝出 (現在完成式被動)
 2 1 5 4 3

☐ 2.貴公司索取的 目錄 很快 會寄 去 貴公司 (簡單未來式被動)
 2 1 6 3 4 5

☐ 3.你們寄來的 樣品 昨天 收到了 (簡單過去式被動)
 2 1 4 3

☐ 4.如果 你們 有 庫存(stock), 請 即刻 空運 給 我們 (用可能的未來, 主動)
 1 2 3 4 1 5 2 3 4

☐ 5.如果 你 下週 來 台灣, 我們 將給 你 新樣品 (用可能的未來, 主動)
 1 2 5 3 4 1 2 3 4

☐ 6.如果 信用狀 下週 能被收到, 貨 就可 於月底 被裝出 (可能未來, 被動)
 1 2 4 3 1 2 4 3



練習11 動詞練習（注意時態、語氣、主被動、形容詞片語／子句放N後）（2/2）

- 7.如果 你們 能 於30天內 出貨，我們 就下 訂單 給 你們(可能未來，主動)

1 2 3 5 4 1 2 3 4 5

- 8.如果 上週 沒有 颱風，我們 就會 準時 出貨(過去相反的假設語氣)

1 4 2 3 1 2 4 3

● 颱風：typhoon；出貨：ship the goods, make the shipment

- 9.如果 不是 你們 給 錯誤的規格，我們 就不會做 錯貨(過去相反假設語氣，否定)

1 2 3 4 1 2 3

● 錯誤的規格：wrong specification；做錯貨：make the wrong shipment

- 10.如果 箱子 沒有破損，我們 就不會要求 賠償(過去相反假設語氣，否定)

1 2 3 1 2 3

● 要求賠償：ask for compensation



英文文法寫作易錯地方自我檢查 (1/16) (Mistake Checking)

- ❑ 1. 普通名詞前要加冠詞the/a/an或所有格代名詞our, your, their
 - 例：(1)We are a manufacturer.
 - (2)Please tell us the model number you want.
 - (3)We sent you our new sample.
 - (4)We sent you a new sample.
- ❑ 2. 介系詞後要有定冠詞the，加名詞或直接跟動名詞＝介＋the
＋Noun或介＋V-ing
 - 例：on the table, in doing R&D
- ❑ 3. 注意名詞複數問題，可數名詞複數時，要加s或es
 - 例：(1)We sent you two samples yesterday.
 - (2)We have many kinds of models of computers.



英文文法寫作易錯地方自我檢查 (2/16) (Mistake Checking)

- 4.主詞單數＋單數動詞；主詞複數＋複數動詞或are/were, have
(要一致)

第三人稱單數現在式主詞，動詞要加s或es或用單數動詞
is/was, has/does

- 例：(1)Our company has been established for 10 years.
- (2)Our company produces this kind of product now.
- (3)The customer has been waiting for you here since
10:00 a.m.
- (4)Few makers produce this product in Taiwan now.
- (5)Enclosed are our new catalog and samples.
- (6)Enclosed is our new quotation.



英文文法寫作易錯地方自我檢查 (3/16) (Mistake Checking)

□ 5.過去動作記得用過去式動詞

- 例：(1)我們剛收到你們寄來的樣品

We just received the sample you sent.

- (2)你報的價錢太貴了

The price which you quoted is too high.

□ 6.注意形容詞片語（兩個字以上）和子句，放名詞後（記得要緊跟在所形容的名詞後）

- 例：(1)Our payment is by irrevocable L/C at sight.

(2)Please send us the catalog of your computer products.

(3)We received the sample which you sent on 7/1.

=The sample which you sent on 7/1 was received.



英文文法寫作易錯地方自我檢查 (4/16) (Mistake Checking)

□ 7.副詞（時間、地點、目的、方法、原因、根據...、和...人）

記得放句尾＝介系詞片語（放句尾）

- 例：(1)我明天和我老闆開車去飯店接你

I will pick you up with my boss by car at your hotel tomorrow.

- (2)根據此圖面，請報出你最好的價格

Please quote your best price according to this drawing.

□ 8.連接詞注意對等：片語and 片語；子句and子句

- 例：Due to good price and excellent quality, our product is popular.

As our prices are good and quality is excellent, our products are popular.



英文文法寫作易錯地方自我檢查 (5/16) (Mistake Checking)

- ❑ 9.注意一個句子，只能有一個動詞；第二個動詞要用to隔開或改成動名詞

V + to + V（表未來動作）； V + V-ing（表過去動作或一件事）

- 例：(1) We would like to establish business relationship with you.
(2) We like doing business with you.
(3) We decided to stop importing your products.

- ❑ 10.注意原形動詞的三個位置

- (1) Please後面加原形V
 - 例：Please send us your sample.
- (2) 不定詞to後，加原形
 - 例：We hope to do business with you.
- (3) 助動詞will, shall, can, could, must, may, do, does, did後，加原形V



英文文法寫作易錯地方自我檢查 (6/16) (Mistake Checking)

□ 11.注意完成式Have + p.p. (過去分詞)

● 例：We have sent our catalog to you.

□ 12.副詞子句用現在式動詞代替未來式，主要子句用簡單未來式

If/when/before/after/as soon as + S + 現在式 V (代未來)，
S + will + 原形V

● 例：(1)If you accept our price, we will place an order with you.

(2)When we receive your L/C, we will ship the goods.

□ 13.注意：because, as, since + 子句

because of, due to, owing to + 片語



英文文法寫作易錯地方自我檢查 (7/16) (Mistake Checking)

□ 14.注意使役動詞interest (in), satisfy (with), surprise (at)的用法

人＋被動＋介系詞＋事／物＝事／物＋主動＋人

- 例：(1)We are interested in your products.

＝Your products interest us.

(2)We are satisfied with your quality.＝Your quality satisfies us.

(3)We are surprised at your claim.＝Your claim surprises us.

□ 15.否定句：在Be動詞或助動詞will, can, have, has, do, does後加not 或名詞前加no

- 例：(1)We have no sample on hand now.

(2)We are not the manufacturer.

(3)We can not send you free samples.



英文文法寫作易錯地方自我檢查 (8/16) (Mistake Checking)

- ❑ 16.注意：形容詞形容名詞：We will place you regular orders.
副詞形容動詞：We will order from you regularly.
- ❑ 17.組合片語結構只有4種：
 - (1)介＋N/V-ing（介系詞開頭的介系詞片語）
 - (2)To＋原形V（不定詞To開頭的不定詞片語）
 - (3)V-ing＋N（V-ing 開頭的現在分詞片語）
 - (4)p.p.過去分詞片語（p.p.開頭的過去分詞片語）
- ❑ 18.注意句型結構，先完成主詞、動詞及受詞或補語，副詞要放句尾／句首或動詞後，形容詞單字放名詞前，片語／子句放名詞後



英文文法寫作易錯地方自我檢查 (9/16) (Mistake Checking)

□ 19.動名詞後面直接跟受詞：V-ing + O

名詞和名詞中間要用of分開：N of N

- 例：(1) Upon receiving your L/C, we will ship the goods.
(2) Upon the receipt of your L/C, we will ship the goods.

□ 20.Be動詞後面跟形容詞：Be + Adj.(S.C.)

動作動詞後面跟名詞：FV + N(O)

- 例：(1) We are confident that our quality can satisfy you.
(2) We have confidence that our quality can satisfy you.



英文文法寫作易錯地方自我檢查 (10/16) (Mistake Checking)

- ❑ 21. Be動詞當動詞用時，中文只有三個意思：是、在、到
當助動詞用時，注意後面的動詞一定要用V-ing或p.p.
- Be + N/Adj.(S.C.) (當動詞)
 - Be + V-ing (進行式－當助動)
 - Be + p.p. (被動式－當助動)
- 例：(1) This is our best price. (是) = 動詞
(2) We are making your order. (正在) = 助動詞
(3) The sample was received. (被) = 助動詞
- ❑ 22. 副詞單字如果要補充說明動詞，放在Be動詞／助動詞後面，動作動詞(FV)前面，但是FV後面如果有受詞(O)時，則搬到FV前面
- S + FV + Adv. → Please reply immediately.
 - S + Adv. + FV + O → Please immediately reply our letter.



英文文法寫作易錯地方自我檢查 (11/16) (Mistake Checking)

- ❑ 23.我們收到9/13的信：We received the letter of 9/13.

(形容N，的用of)

我們在9/13收到信：We received the letter on 9/13.

(形容V，在用on)

- ❑ 24.年／月的介系詞用in，日期／星期用on，

月初／月中／月底用in或at

- 例：in 1999

in July

on July 1, 1999

on Monday

in the end of July (= 7/20~7/31一段時間)

at the end of July (= on 7/31特定的點)



英文文法寫作易錯地方自我檢查 (12/16) (Mistake Checking)

❑ 25.As的用法

- (1)As=being (作為／是)：

As a leading importer (作為一個主要的進口商)

- (2)As (如同)：As you know (如你所知)，As requested (如所要求)

- (3)As per=according to (按照)：

As per your request (按照你們的要求)

- (4)such as (例如)：We sell many products, such as shoes, clothes...

- (5)as follows=as below (如下)：We quote you our best prices as follows.

- (6)as soon as (一...馬上...)

(後加子句；和upon意思相同，但upon+N)：

We will confirm our order as soon as your sample is approved.

(=We will confirm our order upon your sample approval.)

- (7)As=because/since (因為)：

As our quality is good, our products are selling well.



英文文法寫作易錯地方自我檢查 (13/16) (Mistake Checking)

- ❑ 26.reach (抵達)、arrive (到達)、happen (發生)、rise (上升)

這幾個動詞，注意用主動：物(S)+主動

- 例：(1)The goods arrived (reached) here in good condition.

(貨完好抵此)

(2)An accident happened to me. (我發生了一個意外)

(3)The price will rise soon. (價錢很快將上漲)

- ❑ 27.after/before/when當介系詞用時，後面跟N或V-ing，

不可跟過去式V

- 例：After receiving your sample or After the receipt of your sample

After received your sample (錯誤)



英文文法寫作易錯地方自我檢查 (14/16) (Mistake Checking)

- ❑ 28. look forward to (盼望) , due to/owing to (由於) , with a view to (爲了) 爲介系詞, 後面 + N/V-ing ; 介系詞 without, by, during + N/V-ing ; used to (習慣於) + 原V ; be used to + V-ing

● 例 : We look forward to hearing from you soon.

Please advise us your comments without hesitation.

We used to buy from you based on FOB Keelung.

We were used to buying from you based on FOB Keelung.

- ❑ 29. let/help/make/have + N (人) + 原形V

let/help/make/have + N (物) + p.p.

enjoy/ spend/ practice/finish/mind/ avoid + V-ing

● 例 : Please help us find this kind of product.

We spent one week making this sample for you.

They had the floor cleaned.



英文文法寫作易錯地方自我檢查 (15/16) (Mistake Checking)

- ❑ 30. 注意句子有although或though，就不要寫but；有but就不寫although/though；相同的，有because就不寫so/therefore；有so/therefore，就不寫because
- ❑ 31. 常用假設語氣公式
 - 可能未來：If + S + 現在式V， S + 未來式V (will + Vrt)
 - 和現在事實相反：If + S + 過去式V，
S + would/could/should/might + 原形V
 - 和過去事實相反：If + S + had + p.p.
S + would/should/could/might + have + p.p.



英文文法寫作易錯地方自我檢查 (16/16) (Mistake Checking)

❑ 32. when/before/after/as soon as + S (主詞) + V

– (用現在式動詞代替未來式)

when/before/after/as soon as + Ving

– (如去除主詞，動詞要使用動名詞)

❑ 33. soon/as soon as possible (盡快) 放句尾；

句尾不可放as soon (此為錯誤片語)

或as soon as (一...馬上...此片語只可放句首或句中)



常用字彙表 (1/26)

(Useful Vocabulary)

注意下列可替換使用的字的用法及詞性變化。

□ 1. 目錄

- catalogue (有圖片文字的目錄, 3-10頁)
- leaflet (單頁的目錄)
- brochure (小冊子、整本、很詳細的目錄)
- literature (純文字說明)
- circular (傳單)



常用字彙表 (2/26)

(Useful Vocabulary)

□ 2.提供、供給、寄送（樣品／目錄／報價單／貨物）

- send（寄、送、發fax、派）
- deliver（出貨）
- dispatch（遞送）
- supply（提供）
- submit（提供）
- forward（轉交）
- provide（供給）
- furnish（供給）
- present（呈送）
- offer（提供：物或服務）
- render（給與：服務、幫助）

+ 物



常用字彙表 (3/26)

(Useful Vocabulary)

□ 3.最好的 (價錢)

- the most competitive (最有競爭性的)
- the best (最好的)
- the lowest (最低的)
- sensitive/sensible (最敏感的)
- rock-bottom (最底的)
- attractive (吸引人的)
- keen (敏銳的)
- breath-taking (令人窒息的)

+ prices



常用字彙表 (4/26) (Useful Vocabulary)

- 4.大的 (訂單／數量)
 - big/large/considerable/substantial/comprehensive/potential orders (大訂單) /heavy
 - demand (大的需求)
- 5.最新的 (目錄／報價單／價目表／樣品／設計)
 - the newest/latest/current/updated
- 6.競爭compete (V) competition (N) competitive (Adj.)
 - 競爭者／同行competitor (N)
- 7.關於／有關
 - regarding/concerning/as to/as for/with regard to/with reference to/in respect of (放句首)



常用字彙表 (5/26) (Useful Vocabulary)

- ❑ 8.馬上／立刻／儘快（副詞，放句尾）
 - immediately/right away/at once/soon/as soon as possible/promptly/rapidly/by return/
 - in the near future/without hesitation（不要遲疑）
- ❑ 9.按照／依照
 - according to/in accordance with/as per/in compliance with/with reference to/referring to（介系詞，後面＋N/V-ing）/follow (V)
- ❑ 10.公司簡介 company profile
- ❑ 11.操作手冊／說明書 Instruction Manual
- ❑ 12.報價 offer the price/quote the price/give the quotation
- ❑ 13.出貨 ship the goods/deliver the goods
make the shipment/effect the shipment



常用字彙表 (6/26) (Useful Vocabulary)

- ❑ 14.出貨前 before shipment/prior to shipment
出貨後 after shipment
出貨同時 upon shipment
- ❑ 15.分批出貨 partial shipment
- ❑ 16.轉運 transshipment
- ❑ 17.樣品確認後 after sample approval
- ❑ 18.售後服務 after-sales service
- ❑ 19.報價單 quotation/offer sheet ; 價目表 price list ;
估價單 estimate ; 詢價 inquiry ; 招標單 invitation ;
標單 bid ; 投標商 bidder ; 押標金 bid bond ;
公開投標 public tender ; 開標 open tender ; 還價 counter offer ;
決標 award



常用字彙表 (7/26) (Useful Vocabulary)

- ❑ 20. 樣品費 sample charge ; 郵費 postage
- ❑ 21. 展覽 fair/exhibition/show ; 展示 display ;
示範 demonstration
- ❑ 22. 攤位 booth/stand
- ❑ 23. 不流行 out of fashion/out of time/out of date
不生產 out of production
淘汰 phase out
- ❑ 24. 原料 raw material
- ❑ 25. 手工 workmanship
- ❑ 26. 盼望 look forward to + V-ing/N ; 期盼 expect



常用字彙表 (8/26) (Useful Vocabulary)

- 27. 試銷訂單／樣品訂單 trail order/initial order/first order
/sample order
 - 正式訂單 formal order
 - 確定／肯定的訂單 firm order
 - 重複（循環）訂單 repeat order
 - 定期採購訂單 regular orders
 - 最低訂購量 minimum order/minimum quantity/min. order quantity
 - 尚未出貨的訂單 pending orders/open orders
- 28. 財力證明 bank reference
 - 信用／財務狀況 financial standing, credit status



常用字彙表 (9/26) (Useful Vocabulary)

- 29. well + p.p. = Adj.
 - 組織良好的 well-organized
 - 經驗良好的 well-experienced
 - 表現良好的 well-performed
 - 著名的 well-known
 - 設備良好的 well-equipped
- 30. 如所指示 as (you) instructed
 - 如所規定 as specified
 - 如所要求 as requested
- 31. 打樣樣品 counter sample
 - 原型樣品 prototype
 - 代表性樣品 representative sample
 - 出貨樣品 shipping sample



常用字彙表 (10/26) (Useful Vocabulary)

- ❑ 32.品質管制 quality control
- ❑ 33.研究發展 research and development (R&D)
- ❑ 34.產能 production capacity ;
 月產量 monthly output/monthly capacity
- ❑ 35.銷售管道 sales channel/sales outlet
- ❑ 36.貶值 devaluation(N), devalue (V)
- ❑ 37.升值 appreciation(N), appreciate (V)
- ❑ 38.佣金 commission
- ❑ 39.淡季 off-peak season/calm season/flat season
- ❑ 40.旺季 peak season/hot season
- ❑ 41.樣品室 show room/sample room
- ❑ 42.營業額 sales turnover/sales amount



常用字彙表 (11/26) (Useful Vocabulary)

- ❑ 43. 裝配線 assembly line ; 生產線 production line
- ❑ 44. 報關行 customs broker ; 攬貨公司 forwarder ; 運輸公司 shipping company
- ❑ 45. 庫存 stock ; 倉庫 warehouse
- ❑ 46. 利潤 profit ; 最低的利潤 the smallest/lowest/narrowest profit
- ❑ 47. 客戶 customer/client ; 長期客戶 regular customer
- ❑ 48. 管銷費用 overheads
- ❑ 49. 手續費 handling charge ; 啓動費 set up charge
- ❑ 50. 專利 patent ; 商標／品牌 brand
- ❑ 51. 付款條件 terms of payment/payment terms
- ❑ 52. 包裝方式 packing method (way) ; 淨重 net weight (NW) ;
毛重 gross weight(GW)



常用字彙表 (12/26) (Useful Vocabulary)

- ❑ 53.散裝 bulk packing ; 小包裝 small packing ;
個別包裝 individual packing
- ❑ 54.交期 lead time/shipping date/shipment date/delivery time
- ❑ 55.相關的 relative/related/relevant
- ❑ 56.進一步的資料 further information
- ❑ 57.連鎖店 chain stores
- ❑ 58.緊急的 urgent (adj); urgently (adv)
- ❑ 59.價錢 price ; 淨價 net price ; 市場價 market price ;
零售價 retail price
- ❑ 60.手工做的 hand-made



常用字彙表 (13/26) (Useful Vocabulary)

- ❑ 61.工廠 manufacturer ; 出口商 exporter ; 進口商 importer ;
經銷商 distributor ; 大盤 wholesaler ; 小盤 dealer ;
零售商 retailer ; 分公司 branch office ; 用戶 end user
- ❑ 62.商會 Chamber of Commerce ; 商務辦事處 Commercial Office
- ❑ 63.免費 free of charge
- ❑ 64.整廠輸出 turn-key plant project ; 合資 joint venture
- ❑ 65.技術 technical know how
- ❑ 66.市場需求 market demand
- ❑ 67.用空運 by air ; 用海運 by sea (freight) ;
用郵包 by air parcel post ; 用快遞 by courier ;
印刷品 by printed matter
- ❑ 68.出貨嘜頭 shipping mark ; 出貨通知 shipping advice



常用字彙表 (14/26) (Useful Vocabulary)

- ❑ 9.出貨文件 shipping documents ; 發票 invoice ;
包裝表 packing list ; 保險單 Insurance Policy ;
海運提單 bill of lading ; 空運提單 air way bill ;
產地證明 certificate of origin
- ❑ 70.匯率浮動 fluctuation of the exchange rate
- ❑ 71.外匯 foreign exchange ;
匯差 the loss of the exchange rate/exchange rate loss
- ❑ 72.確認 (訂單／價錢／條件) confirm (V), confirmation (N)
- ❑ 73.材料成本 material cost ; 人工成本 labor cost
- ❑ 74.替代品 substitute (A不生產，B代替) ;
替換物 alternative (A或B皆可，任選一) ;
賠貨 replacement (A壞掉，重送新的A替換)
- ❑ 75.預付發票 proforma invoice



常用字彙表 (15/26) (Useful Vocabulary)

- ❑ 76.全電信用狀 full cable L/C ; 短電 short cable L/C ;
郵寄信用狀 mailed L/C
- ❑ 77.意見 comments/opinion
- ❑ 78.對帳單 statement ; 應收帳單 debit note ; 應付帳單 credit note
- ❑ 79.折扣 discount ; 降價 reduce the price/price reduction ; 讓步 concession
- ❑ 80.賠償 compensate (V), compensation (N) ;
索賠 ask for compensation from/claim to
- ❑ 81.代理商 agent ; 獨家代理 sole agent/exclusive agent ;
合約 agreement, contract
- ❑ 82.市場不景氣 market depression/market recession
- ❑ 83.電匯 T/T(telegram transfer/cable transfer) ; 信匯 M/T(mailed transfer)
- ❑ 84.不可撤消即期信用狀 irrevocable L/C at sight



常用字彙表 (16/26) (Useful Vocabulary)

- ☐ 85.運費已付 freight prepaid ; 運費對方付 freight collect
- ☐ 86.銀行本票 bank check ; 旅行支票 traveler's check
- ☐ 87.付款交單 document against payment (D/P)
- ☐ 88.承兌交單 document against acceptance (D/A)
- ☐ 89.信用狀修改書 L/C amendment
- ☐ 90.修改費 amendment charge
- ☐ 91.貨櫃 container ; 貨櫃船 container vessel ;
散裝船 bulk vessel
- ☐ 92.慢出貨／延遲出貨 delay in shipment/late shipment
- ☐ 93.取消訂單 cancel the order
- ☐ 94.結清會計年度 clear the fiscal account



常用字彙表 (17/26) (Useful Vocabulary)

- ❑ 95.現金周轉 cash flow
- ❑ 96.最後期限 deadline
- ❑ 97.方便 convenient (Adj.), convenience (N); 方便於 facilitate (V)
- ❑ 98.機器設備 equipment; 所有設備 (含軟應體管理等) facility
- ❑ 99.未付款項 outstanding payment
- ❑ 100.付清／結清／解決 settle (V), settlement (N);
餘額 the balance amount; 差額 the difference;
尚未出貨的訂單 pending orders/open orders
- ❑ 101.瑕疵文件 discrepant documents/defective documents;
瑕疵費用 discrepancy fee
- ❑ 102.保險公司 insurance company
- ❑ 103.推薦 recommend (V), recommendation (N)
- ❑ 104.和規格有誤差 (差異) deviation from the specification
- ❑ 105.圖面 drawing; 規格 specification



常用字彙表 (18/26) (Useful Vocabulary)

- ❑ 106.處理的方法 disposal/solution
- ❑ 107.生產 produce (V), production (N) ; 產品 product (N)
- ❑ 108.檢驗報告 inspection report/test report
- ❑ 109.商品檢驗局 Bureau of Commodity Inspection and Quarantine
- ❑ 110.最後出貨日 latest shipping date ;
有效期 expiry date (expiration)
- ❑ 111.供測試 for test ; 供確認樣品 for sample approval
- ❑ 112.供參考 for reference ; 供評估 for evaluation ;
供考慮 for consideration
- ❑ 113.準時 on time/punctually/without delay (不要延遲)
- ❑ 114.生產安排 arrange the production/production arrangement
- ❑ 115.進行生產 proceed the production ; 進行訂單 proceed the order



常用字彙表 (19/26) (Useful Vocabulary)

- ❑ 116.優點／特色 advantages/features/characteristic
- ❑ 117.如下 as follows/as below；下列的 following (Adj.)
- ❑ 118.事實上 in fact/as a matter of fact/actually
- ❑ 119.負責 take the responsibility
- ❑ 120.掛我們帳上／貴方付費 at our expense/for your account
- ❑ 121.低於成本 under the cost；低估價值 undervalue
- ❑ 122.進口稅 import duty
- ❑ 123.過失 fault/mistake/error (N)；錯誤的 wrong (Adj.)
- ❑ 124.困境 hard position/difficult position
- ❑ 125.同時 at the same time；
此外 besides/meanwhile/in addition/furthermore



常用字彙表 (20/26) (Useful Vocabulary)

- ❑ 126.因此 so/therefore/hence/thus
- ❑ 127.然而 however/nevertheless；無論如何 anyway；
換言之 on the other word
- ❑ 128.爲了表示誠意 to show our faith/to express our sincerity
- ❑ 129.折讓 allowance
- ❑ 130.不良的樣品 defective samples
- ❑ 131.劣等品質 inferior quality/poor quality
- ❑ 132.抽驗 inspect the goods at random
- ❑ 133.可接受品質標準 Acceptable Quality Level (AQL)
- ❑ 134.主缺點 major defect；次缺點 minor defect
- ❑ 135.公平的／合理的 fair/reasonable
- ❑ 136.符合 match/meet
- ❑ 137.壽命期 life cycle



常用字彙表 (21/26)

(Useful Vocabulary)

- ❑ 138.檢驗報告 inspection report/test report
- ❑ 139.付清欠款 settle the outstanding payment ; 付清 settlement (N)
- ❑ 140.狀況良好 in good condition/in perfect condition
- ❑ 141.免除不良 free from defects
- ❑ 142.建議 proposal
- ❑ 143.運輸途中 in transit
- ❑ 144.原始設備廠／原始委託製造

Original Equipment Manufacturer (OEM)

- ❑ 145.國際金融業務分行 Offshore Banking Unit (OBU)
- ❑ 146.記帳／月結 open account (O/A)
- ❑ 147.交貨付款 cash on delivery (COD)
- ❑ 148.下單付款 cash with order (CWO)
- ❑ 149.分期付款 installment



常用字彙表 (22/26) (Useful Vocabulary)

- ❑ 150.寄售 on consignment
- ❑ 151.船位 shipping space (S/S) ; 訂船位 book the shipping space
- ❑ 152.雜費 miscellaneous/petties
- ❑ 153.單邊貿易 unilateral trade
- ❑ 154.雙邊貿易 bilateral trade/two-way trade
- ❑ 155.三角貿易 triangular trade
- ❑ 156.多邊貿易 multilateral trade
- ❑ 157.直接貿易 direct trade
- ❑ 158.間接貿易 indirect trade
- ❑ 159.加工貿易 improvement trade
- ❑ 160.以物易物貿易 barter trade
- ❑ 161.轉口輸出 re-export



常用字彙表 (23/26)

(Useful Vocabulary)

- ❑ 162.貿易順差 favorable trade balance ;
貿易逆差 unfavorable trade balance
- ❑ 163.配額 quota
- ❑ 164.傾銷問題 dumping problem
- ❑ 165.不准轉運
transshipment is not allowed (permitted)/prohibited/forbidden ;
可以轉運 transshipment is allowed (permitted)
- ❑ 166.船上交貨價 (離港價) Free on Board (FOB)
- ❑ 167.含運費在內價 Cost and Freight (CFR)
- ❑ 168.含運費保險在內價 Cost, Insurance and Freight (CIF)
- ❑ 169.目的地交貨價 Delivered at Place (DAP) ;
終點站交貨價 Delivered at Terminal (DAT)
- ❑ 170.離廠價 Ex-Factory/Ex-Works (EXW)
船邊交貨價 Free Alongside Ship (FAS)



常用字彙表 (24/26) (Useful Vocabulary)

- ❑ 171.信用狀 letter of credit (L/C)
- ❑ 172.不可撤銷即期信用狀 irrevocable letter of credit at sight
- ❑ 173.遠期信用狀 Usance L/C
- ❑ 174.可轉讓信用狀 transferable L/C
- ❑ 175.保兌信用狀 Confirmed L/C
- ❑ 176.憑轉信用狀 Back-to-Back L/C
- ❑ 177.擔保信用狀 Stand-by L/C = 履約保證金 Performance bond
- ❑ 178.循環信用狀 Revolving L/C
- ❑ 179.履約保證信用狀 Performance Bond Credit
- ❑ 180.受益人 beneficiary
- ❑ 181.原始設計廠／原始委託設計

Original Designed Manufacturer (ODM)

- ❑ 182.除...以外 except (不含後面N) ; besides (包括後面N)



常用字彙表 (25/26)

(Useful Vocabulary)

- ❑ 183.修改 revise (圖面／規格／價錢)，modify (模具)，
amend (信用狀)
- ❑ 184.賠貨／替代品 replace/replacement (換貨)，
substitute (代用品)，alternative (另一可選用的同等品)，
exchange (交換／調換)
- ❑ 185.需求／要求 request (動作的要求)，
requirement (條件的要求)，
demand (數量的需求或請求)
- ❑ 186.因此／結果 so, therefore, hence, thus, for this reason, consequently,
as a result, on the whole, in conclusion, finally, accordingly
(如前所說)
- ❑ 187.在...廠內 in house
- ❑ 188.塑膠框 plastic housing
- ❑ 189.材料表 bill of materials (BOM)



常用字彙表 (26/26) (Useful Vocabulary)

- ❑ 190.第一張訂單 first release = first order
- ❑ 191.第一次生產的樣品 first article sample
- ❑ 192.品管Q.C. (Quality Control) ;
 - 進料品管IQC (Incoming Quality Control) ;
 - 製程線上品管IPQC (In Process Quality Control) ;
 - 完成品品管FQC(Final Quality Control) ;
 - 全面品管TQM (Total Quality Management)
- ❑ 193.品保 Q.A. (Quality Assurance)
- ❑ 194.標準檢驗程序 SIP (Standard Inspection Procedure)
- ❑ 195.標準作業程序 SOP (Standard Operation Procedure)



NEW TOEIC文法選擇試題範例 (1/5)

- ☐ 1.()The marketing department is adequately _____ to launch the perfume campaign, but they're concerned the budget may need to be increased.
(a)most prepared (b)prepared (c)preparedness (d) more prepared
- ☐ 2.()To safeguard _____ investment before a disaster occurs, homeowners are advised to take out a comprehensive insurance policy. (a)their (b)they
(c)theirs (d)them
- ☐ 3.()For more than 30 years, our firm _____ yearly analyses tracking changes in consumer demand habits. (a)conducts (b)conducted (c)is conducting
(d)has conducted
- ☐ 4.()Our supplier from Singapore isn't here yet, but he said he'd arrive _____ 4:00 pm, at the latest. (a)until (b)from (c)by (d)to
- ☐ 5.()The recreational facilities have been _____ improved to include a tennis court and swimming pool. (a) significant (b)significance (c)significantly
(d)signify



NEW TOEIC文法選擇試題範例 (2/5)

- ☐ 6.() _____ medical procedure contains a certain amount of risk, but in this case it's minimal. (a)Most (b)All (c)Much (d)Every
- ☐ 7.() Ernesto Hernandez is the excellent sales representative _____ I mentioned when we were talking about our Latin American operations. (a)whom (b)whose (c)which (d)what
- ☐ 8.() One day next week, the head office _____ someone over here to assess our performance. (a) sent (b)will be sending (c)to send (d)has sent
- ☐ 9.() _____ properly contained, the contagious disease can quickly spread throughout the population. (a)If (b)Nevertheless (c)Since (d)Unless
- ☐ 10.() Whereas mutual funds are generally considered _____ than individual stocks, they can also carry a high degree of risk. (a)safest (b)safer (c)safe (d)unsafe



NEW TOEIC文法選擇試題範例 (3/5)

- ❑ 11.() It will be another five years before the modernization of the telecommunications network _____. (a) completes (b) will complete (c) was completed (d) is completed
- ❑ 12.() Neither the city government _____ the power company has provided a reasonable explanation for yesterday's blackout. (a) or (b) either (c) nor (d) as well as
- ❑ 13.() The _____ a company gets, the easier it becomes for it to take over smaller rivals. (a) largest (b) largely (c) larger (d) large
- ❑ 14.() By the time the lawsuit is concluded, Grayson Chemicals will _____ more than £ 1 million on legal fees. (a) spending (b) spent (c) have spent (d) to spend
- ❑ 15.() _____ the amount of money spent on the advertising push, it still failed to help the firm increase its market share. (a) Although (b) Due to (c) Because (d) In spite of



NEW TOEIC文法選擇試題範例 (4/5)

- ☐ 16. () Collingstown is the city _____ this year's International Metal Expo will be held. (a)when (b)which (c)where (d) what
- ☐ 17. () _____ estimates for the construction of the bridge put the total cost at \$125 million. (a) Conservatively (b)Conservation (c)Conserve (d)Conservative
- ☐ 18. () I've been a project coordinator here _____ two and a half years, and before that I was a design specialist. (a)for (b)since (c)by (d)in
- ☐ 19. () This year Zantek Inc. acquired rival firms in Argentina and Italy, _____ its ability to expand into those countries. (a)maximized (b)maximizes (c)maximizing (d)maximize
- ☐ 20. () The statement reiterated the firm's commitment to upholding high moral standards _____ protecting the interests of the shareholders. (a)while (b)so that (c)because (d)unless



NEW TOEIC文法選擇試題範例 (5/5)

- ☐ 21. () The new CEO _____ on improving the corporation's bottom line, since the firm has been losing money for years. (a)to concentrate (b)is concentrating (c)concentrate (d)concentrating
- ☐ 22. () _____ mounting debts and an inability to find new investors, the consultancy went out of business. (a)Due to (b)Since (c)Because (d)As a result
- ☐ 23. () Executives at that bank insist they don't know _____ precipitated the stock's nosedive. (a)what (b)how (c)when (d)where
- ☐ 24. () Since I've been working here for five years, and I've never taken a holiday, I'm eligible _____ a rather lengthy vacation. (a)for (b)to (c)on (d)under
- ☐ 25. () The emergency of a number of firms copying our original design was our _____ for developing a new model. (a)failure (b)catalyst (c)competitor (d)necessity



國貿大會考歷屆英文考題範例 (1/14)

- ☐ 1.()Please send your sample for our quality _____.
(a)approve (b)approval (c)approved (d)improve
- ☐ 2.()We will do everything possible to _____ that such a mistake will not happen again. (a)assure (b)ensue (c)ensure (d)insure
- ☐ 3.()When the NT dollars appreciate against the US dollars, it means that the former has become _____. (a)bigger (b)smaller
(c)stronger (d)weaker
- ☐ 4.()We are _____ your further confirmation. (a)wait (b)waiting
(c)await (d)awaiting
- ☐ 5.()Due to insufficient demand in the market, this item has been _____. (a)phased in (b)introduced (c)continued (d)discontinued



國貿大會考歷屆英文考題範例 (2/14)

- ☐ 6.() _____ of this item will fill up a _____ container. (a)500 dozens; 20-foot
(b)500 dozen; 20-foot (c)500 dozens; 20-feet (d)500 dozen; 20-feet
- ☐ 7.()The cargo has _____ the destination port. (a) arrived (b)been arrived
(c)reached (d)been reached
- ☐ 8.() Our production will be _____ during the Lunar New Year holidays.
(a) suspended (b)surrendered (c)resumed (d)retrieved
- ☐ 9.() We are very interested in the micro projectors displayed at your _____ at
the computer exhibition in Taipei last month. (a)seat (b)company
(c)booth (d)place
- ☐ 10.()Unless we receive the long overdue payment within 10 days, we would
_____. (a)give you a discount (b)open the L/C to you
(c) take a legal action to collect it (d)urge you to place further orders



國貿大會考歷屆英文考題範例 (3/14)

- ☐ 11.() We have learned from the British Embassy that your gloves are _____ natural materials. (a)made of (b)made from (c)extracted from (d)made up for
- ☐ 12.() We hope that you can _____ the conditions detailed below. (a) fit (b)meet (c)suit (d)conform
- ☐ 13.() We offer a very reasonable quotation for our watches _____ their good quality. (a)in spite of (b)as long as (c)as far as (d)no matter of
- ☐ 14.() We ask that you promptly open an irrevocable L/C in _____ favor, valid until November 30. (a)our (b)your (c)better (d)best
- ☐ 15.() We are pleased to _____ our acceptance as per the enclosed proforma invoice. (a)keep (b)take (c)cover (d)confirm



國貿大會考歷屆英文考題範例 (4/14)

- ☐ 16.() We _____ to hear that this item is no longer available.
(a) regret (b) are regret (c) are regretted (d) are regrettable
- ☐ 17.() Enclosed are two copies of sales confirmation. Please _____ and send back one copy. (a) sign (b) signature (c) countersign (d) counter-offer
- ☐ 18.() If you are prepared to increase your _____ to 15%, we shall be pleased to purchase the complete stock.
(a) discount (b) sales volume (c) price (d) cost
- ☐ 19.() The issuing bank unpaid due to the _____ of the documents presented. (a) damage (b) defect (c) discrepancy (d) dishonor
- ☐ 20.() Please send back one copy of the agreement with your _____.
(a) acceptance (b) rejection (c) signature (d) support



國貿大會考歷屆英文考題範例 (5/14)

- ☐ 21.()The _____ is now US\$1.00: NT\$33.50 (a)exchange market
(b)exchange rate (c)exchange reserve (d)foreign exchange
- ☐ 22.()Under FOB terms, we will ship the goods to you with freight
_____. (a)collect (b)collected (c)prepay (d)prepaid
- ☐ 23.()Your price is 10% higher than _____ of your competitor.
(a)that (b)these (c)which (d)whose
- ☐ 24.()We are forced to _____ our price by the material cost increase.
(a)arise (b)arouse (c)raise (d)rise
- ☐ 25.()The order is _____ to our sample approval. Please send us the
samples immediately. (a)apt (b)due (c)owing (d)subject



國貿大會考歷屆英文考題範例 (6/14)

- ☐ 26.() The B/L is to show “To order of shipper” as the _____.
(a) carrier (b) consignee (c) notify party (d) shipper
- ☐ 27.() A: What are your terms of payment? B: _____.
(a) We usually ask our customers to issue an irrevocable sight L/C.
(b) We can deliver them within 20 days after receipt of your confirmation.
(c) Two thousand pieces are our minimum order.
(d) Marine insurance is to be effected by the seller.
- ☐ 28.() _____ will fill up a 20-foot container? (a) How much quantity
(b) How many quantities (c) What quantity (d) What a quantity
- ☐ 29.() We would _____ it if you could place your order immediately.
(a) appreciate (b) be appreciated (c) be appreciating (d) be appreciative
- ☐ 30.() Please T./T payment to our bank account at its _____.
(a) validity (b) expiry (c) maturity (d) acceptance



國貿大會考歷屆英文考題範例 (7/14)

- ☐ 31.()We forwarded three samples to you by DHL air courier service yesterday, _____ number 20098. (a)tracing (b)tracking (c)trucking (d)trafficking
- ☐ 32.()Our import costs have risen considerably due to the _____ of the US dollars. (a)appreciation (b)increase (c)increment (d)inflation
- ☐ 33.()We look forward to _____. (a)receive your reply soon (b)your earliest reply (c)your reply soon (d)receiving your earliest reply soon.
- ☐ 34.()Shipment will be made _____.
(a)after receiving your L/C within 60 days
(b) after receipt of your L/C within 60 days
(c)within 60 days after receipt your L/C
(d)within 60 days after receipt of your L/C
- ☐ 35.()Attached is a _____ for the sample charge we are to collect from you.
(a)Cover Note (b)Credit Note (c)Debit Note (d)Promissory Note



國貿大會考歷屆英文考題範例 (8/14)

- ❑ 36.()US\$58,040.50 is to be written in words as:
- (a)US dollar fifty eight thousand forty and fifty cent only.
 - (b)US dollars fifty eight thousand fourty and fifty cents only.
 - (c)US dollars fifty eight thousand forty and fifty cents only.
 - (d)US dollars fifty eight thousand forty and 50% only.
- ❑ 37.()A:Where are your main markets? B:_____.
- (a)Our main sales areas are America, Europe and Asia.
 - (b)We have Marketing Dept., Design Dept., and Sales Dept.
 - (c)Our sales amount is about USD3,000,000 yearly.
 - (d)We have 3 branches: USA, Czech and Saudi Arabia.



國貿大會考歷屆英文考題範例 (9/14)

- ❑ 38.()A: I'm interested in your tennis shoes. What's the packing method?
B: _____.
- (a)Each piece is packed in an inner box, 4 pieces to an export carton.
 - (b)Each pair is packed in an inner box, 4 pairs to an export carton.
 - (c)We only accept payment by irrevocable L/C at sight in our favor.
 - (d)There are 16 cartons broken in last shipment.
- ❑ 39.()A: What's your minimum order quantity? B: _____.
- (a)Our monthly capacity is 50,000 pcs.
 - (b)The 1,500pcs of bicycles you ordered will be ready for shipment.
 - (c)We require 3,000 sets for each item.
 - (d)We sell about 50,000 doz. per month for this item.



國貿大會考歷屆英文考題範例 (10/14)

- ❑ 40.()A: How long is your lead time? B: _____.
- (a)Please arrange the shipment for O/No.168 as early as you can.
 - (b)Please e-mail us the shipping advice upon shipment.
 - (c)Our delivery time is within 45 days after receipt of your order.
 - (d)There is no vessel available this week.
- ❑ 41.()A: What are the advantages of your products? B: _____.
- (a)We have the patent and offer one year guarantee.
 - (b)We have good relationship with the manufacturers.
 - (c)We can supply 10,000pcs monthly.
 - (d)Item no. SP-1968 has been out of production for 3 months.



國貿大會考歷屆英文考題範例 (11/14)

□ 42.()A: Now that the quantity is acceptable. If you can allow us 10% discount, we will place an order with you.

B: _____ .

(a)The contract is available for two years.

(b)I am sorry. This is our bottom price.

(c)I'll send you some samples

(d)We are greatly surprised to find that there is a shortage of 10 cartons.



國貿大會考歷屆英文考題範例 (12/14)

- ❑ 43.() A: May I ask you to cancel my order for the 1000 sporting goods?
B: Why? You know we've already committed ourselves to manufacturing the products. I always place my order with the manufacturers in advance.
A: Persistent bad weather here has seriously affected sales. I made the request with the deepest regret. Could you reduce the number from 1000 to 500?
B: In the circumstances I think I have no choice but to help you.
(a) A asked for the cutting of the price.
(b) B strongly disagreed to A's request.
(c) A asked to cancel the order on account of strike.
(d) A asked to reduce the ordered quantity.



國貿大會考歷屆英文考題範例 (13/14)

- ❑ 44.()Which one of the following answer is not suitable for the dialogue?
- A:How much do you think you could bring the price down?
- B: _____.
- (a)Our profit margin is not that large.
- (b)I suppose we could reduce it by 10% if you guarantee to double your order.
- (c)Our price is lower than those of competitors.
- (d)I believe there is nothing left to be discussed.
- ❑ 45.()Under the trade terms CIP, the _____ must contract for the cargo transportation insurance. (a)buyer (b)seller (c)consignee (d)carrier



國貿大會考歷屆英文考題範例 (14/14)

- ☐ 46.() _____ the terms of payment as stipulated in the contract, please establish an irrevocable letter of credit in our favor.
(a)In fact (b)In accordance with (c)In contrast with
(d)As a matter of fact
- ☐ 47.()The goods are ready for _____ .
(a)ship (b)shipped (c)shipment (d)shipments
- ☐ 48.()Shipment should be made within 60 days _____ .
(a)before accepting L/C (b)after application of L/C
(c)before received L/C (d)after receipt of L/C
- ☐ 49.()The trade terms FOB should be followed by named _____ .
(a)port of shipment (b)place of dispatch (c)port of destination
(d)place of destination



國貿業務丙級學科基礎貿易英文題庫範例

(1/10)

- ☐ 1.() We would be delighted to _____ business relations with you.
(1)enter (2)establish (3)open (4)set
- ☐ 2.() Please return the damaged goods. We will replace them free of _____ . (1)expense (2)charge (3)pay (4)payment
- ☐ 3.() Provided you can offer favorable quotation, we will _____ regular orders with you. (1)make (2)take (3)place (4)fulfill
- ☐ 4.() We can send you a replacement, or if you like, we can _____ your account. (1)charge (2)credit (3)debit (4)deduct
- ☐ 5.() Thank you for your enquiry _____ October 12 concerning DVD players. (1)date (2)dating (3)of (4)on



國貿業務丙級學科基礎貿易英文題庫範例

(2/10)

- ☐ 6.() The new model has several additional _____ which will appeal to customers. (1)dimensions (2)features (3)specialities (4)measurements
- ☐ 7.() As the photocopier is still under _____, we'll repair it for free. (1)warranty (2)standard (3)instruction (4)construction
- ☐ 8.() We would like to know whether the firm is _____ in settling its accounts promptly. (1)reasonable (2)favorable (3)advisable (4)reliable
- ☐ 9.() As the time of shipment is fast approaching, we must ask you to fax the L/C and shipping _____ immediately. (1)advice (2)documents (3>manual (4)instructions
- ☐ 10.() In regard to your invoice No 23130 for \$2,578, which we expected to be cleared two weeks ago, we still have not yet received your _____. (1)remittance (2)transfer (3)pay (4)account



國貿業務丙級學科基礎貿易英文題庫範例 (3/10)

- ☐ 11.() We trust that the _____ will reach you in perfect condition.
(1)packing (2)shipping (3)consignment (4)assignment
- ☐ 12.() We would be grateful if you would allow us an _____ of three months to pay this invoice.
(1)extension (2)exception (3)intention (4)invention
- ☐ 13.() The goods you inquired about are sold out, but we can offer you a _____.
(1)substitute (2)compensation (3)refund (4)replace
- ☐ 14.() We _____ to inform you that our customers find your prices too high. (1)dislike (2)regret (3)advise (4)require
- ☐ 15.() Owing to a fire in our warehouse, we have to _____ the shipping date to August 15.
(1)cancel (2)schedule (3)postpone (4)forward



國貿業務丙級學科基礎貿易英文題庫範例 (4/10)

- ☐ 16.() At the fair, we will _____ some of our newly-developed products. (1)secure (2)procure (3)exhibit (4)expand
- ☐ 17.() The package _____ the dinner plates appeared to be in good condition.
(1)containing (2)maintaining (3)included (4)excluded
- ☐ 18.() Payment will be made by bank _____.
(1)transport (2)transaction (3)transit (4)transfer
- ☐ 19.() We have _____ from the Chamber of Commerce in Boston that you are a leading manufacturer of waterproof watches in Taiwan.
(1)known (2)learned (3)told (4)written
- ☐ 20.() If you are not already represented here, we should be interested in acting as your _____ agent.
(1)travel (2)collection (3)forwarding (4)sole



國貿業務丙級學科基礎貿易英文題庫範例 (5/10)

- ☐ 21.() The agency we are offering will be on a _____ basis.
(1)competition (2)commission (3)compensation (4)conversation
- ☐ 22.() _____ our latest catalog and price list for your reference.
(1)We are enclosed (2)Enclosed are (3)Enclosed is (4)Enclose
- ☐ 23.() We have arranged with our bankers to open a letter of credit
_____. (1)for your benefit (2)in your interest (3)in your account
(4)in your favor
- ☐ 24.() We are manufacturers of high quality _____.
(1)office equipment (2)fax machine
(3)furnitures (4)kitchenwares
- ☐ 25.() _____ your confirmation, we will execute the order.
(1)Upon receipt of (2)After receive
(3)When we will receive (4)As soon as receive



國貿業務丙級學科基礎貿易英文題庫範例 (6/10)

- ☐ 26.() _____ you can see from the enclosed catalogue, we offer a wide range of products. (1)While (2)As (3)If (4)Unless
- ☐ 27.() _____ shipment has been effected, we will advise you by fax.
(1)As long as (2)As far as (3)As soon as (4)As for
- ☐ 28.() If the quality of the goods comes up to our expectations, we can probably let you have _____ orders. (1)trial (2)regular (3)rare (4)usual
- ☐ 29.() _____ if you could send some samples of the material.
(1)We would appreciate (2)We would be appreciated
(3)It would be appreciated (4)We would grateful
- ☐ 30.() If you have any questions, please _____.
(1)do not be polite. (2)do not hesitate to let us know.
(3)do not forget to tell us. (4)do remember asking us.



國貿業務丙級學科基礎貿易英文題庫範例 (7/10)

- ☐ 31.() We look forward to _____.
(1)hear from you soon (2)hearing of you soon
(3)you promptly reply (4)your prompt reply
- ☐ 32.() We have quoted our most _____ prices.
(1)favor (2)favoring (3)favorite (4)favorable
- ☐ 33.() _____, we are enclosing our catalogue and price list.
(1)As requested (2)As request (3)As requiring (4)As requires
- ☐ 34.() Please confirm the order _____ email and send us the shipping information along with your invoice.
(1)by (2)in (3)on (4)through
- ☐ 35.() May we suggest that you visit our showrooms in Los Angeles you can see a ___ wide range of units?
(1)that (2)which (3)which (4)where



國貿業務丙級學科基礎貿易英文題庫範例 (8/10)

- ☐ 36.()Our prices are relatively low in comparison with _____.
(1)they (2)them (3)their (4)theirs
- ☐ 37.()Please open the relative _____ as soon as possible so we can arrange shipment without delay. (1)B/L (2)L/C (3)P/I (4)T/T
- ☐ 38.()Which of the following terms is not related to payment ?
(1)L/C (2)D/P (3)O/A (4)FOB
- ☐ 39.()A: This clock comes with batteries, doesn't it? B: _____.
(1)That's right. There is a ten percent service charge.
(2)No. I'm afraid they're sold separately.
(3)Yes. You'll save time if you do.
(4)Yes. There have been several reports of damage.
- ☐ 40.()Would you please _____ this matter and send our order without further delay. (1)look into (2)investigate into (3)deal in (4)take care



國貿業務丙級學科基礎貿易英文題庫範例 (9/10)

- ☐ 41.()The new model is _____ than the old one.
(1)more efficiently (2)more better (3)less cheaper (4)much lighter
- ☐ 42.()The following is a list of our _____ products.
(1)late-developed (2)fast-grown (3)best-selling (4)most cheap
- ☐ 43.()Regarding the damaged goods, we have filed a _____ with the insurance company. (1)claim (2)complaint (3)compensation (4)commission
- ☐ 44.()Our prices are considerably lower than _____ of our competitors for goods of similar quality. (1)which (2)that (3)those (4)ones
- ☐ 45.()We sent you a fax on October 12 _____ some information about your notebook computers. (1)request (2)requests (3)requesting (4)requested



國貿業務丙級學科基礎貿易英文題庫範例 (10/10)

- ☐ 46.() Under the circumstances, we have no choice _____ the order.
(1)but cancel (2)but will cancel (3)but to cancel (4)but canceling
- ☐ 47.() We will grant you a 3% discount if your order _____ is over
£ 15,000 for one shipment.
(1)value (2)quantity (3)quality (4)worthy
- ☐ 48.() We have instructed our bankers to _____ the L/C.
(1)correcting (2)settle (3)revised (4)amend.
- ☐ 49.() Please _____ the overdue payments immediately.
(1)solve (2)pay (3)settle (4)exchange
- ☐ 50.() A: How would you like your coffee? B: _____.
(1)Well done, please. (2)Very well, thank you.
(3)Not for me, thanks. (4)Black, please.

