

科目名稱	商用英文	類組代碼	C06
		科目碼	C0694
※本項考試依簡章規定所有考科均「不可」使用計算機。		本科試題共計 4 頁	
※ The exam consists of 25 multiple-choice questions. Each question is worth 4 points, for a total score of 100.			
Part I. Choose the best answer (single answer)			
Direction: A word or phrase is missing in each of the sentence below. Four answers choices are given below each sentence. Select the best answer to complete the sentence. Then mark the letter A, B, C, or D on your answer sheet.			
1. Please _____ the documents to all department heads before the meeting.			
A. disturb			
B. distribute			
C. dispute			
D. display			
2. The accountant will _____ the financial statements for accuracy.			
A. verify			
B. vary			
C. value			
D. visit			
3. Mr. Johnson expressed his _____ about the new construction project, especially in light of the current economy.			
A. specializations			
B. indications			
C. reservations			
D. reductions			
4. If you don't mind, I would like to close the door, as I have a _____ matter which I need to discuss with you.			
A. imperative			
B. confidential			
C. secure			
D. notable			
5. Your Members Only Credit Card may be used _____ major credit cards are accepted.			
A. whenever			
B. alongside			
C. together			
D. forward			
6. Before she had the meeting with her manager, Megan _____ management as one of her career options.			
A. does not consider			
B. were not consider			
C. will not considered			
D. had not considered			

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7. Although Dan wants to quit, he can't because of his _____ on the health care his employer provides.
A. reliance
B. relies
C. reliant
D. relied

8. Due to the rise of artificial intelligence, the role of the human translator will become _____ in the foreseeable future.
A. extracted
B. obsolete
C. contemporary
D. insolent

9. Since Mrs. Redcliff was not happy with the return on her stock investment, she has _____ her account to financial planner.
A. spent
B. closed
C. overdrawn
D. transferred

10. The various marketing teams have been asked to communicate with _____ to prevent duplication of marketing efforts.
A. one another
B. the other
C. another
D. other

11. Mr. Chen _____ the Singapore branch for the next six months while Mr. Lee is on sabbatical.
A. supervises
B. supervised
C. has supervised
D. will be supervising

12. Once the new security system _____, all employees must use their ID cards to enter the building.
A. will install
B. installs
C. has been installed
D. installing

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13. Peterson Electronics _____ in business for over thirty years before it merged with TechCorp.
A. has been
B. had been
C. was being
D. will have been

14. The marketing team suggested _____ the product launch until after the holiday season.
A. postpone
B. to postpone
C. postponing
D. postponed

15. The annual report shows that company revenues _____ by 15 percent since last January.
A. increase
B. have increased
C. are increasing
D. had increased

16. The conference venue can accommodate _____ 500 participants comfortably.
A. up to
B. as many
C. so much
D. as far

Part II. 17-20 refer to the following announcement (select only one answer).

Thank you, everyone, for attending our __ (17) _____ apartment renters' meeting. Our next meeting will be held one month from today, Thursday, October 26. We put up notices around the building several weeks ago asking all __ (18) _____ to put forward suggestions for anything you would like to be discussed during the meeting. __ (19) _____

The second item on the agenda __ (20) _____ building security, there have been break-ins reported in several units over the last month. We have the building manager with us, so if you have questions at any point, please raise your hand.

17. A. timely
B. yearly
C. monthly
D. daily

18. A. residents
B. citizens
C. villagers
D. colleagues

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19 A. Last but not least, we need to discuss the building's lack of parking space.
B. The second topic for discussion is the building's lack of parking space.
C. The first topic for discussion is the building's lack of parking space.
D. On top of that, we need to discuss the building's lack of parking space.

20 A. concern
B. concerns
C. concerned
D. concerning

Part III. Choose the letter corresponding to the correct answer for each question (select only one answer).

21. What are negotiation skills?
A. The ability to win every negotiation at any cost.
B. Techniques used to manipulate the other party
C. Abilities and techniques used to reach mutually beneficial agreements
D. Persuading others to accept unfair deals

22. The role of the _____ is to determine the appropriate capital structure of the company.
A. VP for Marketing
B. VP of Finance
C. VP for Production
D. VP for Administration.

23. What roles does flexibility play in negotiations?
A. It allows negotiators to change their values and principles easily.
B. It helps negotiators dominate the conversation
C. It enables negotiators to maintain a rigid stance throughout the process
D. It allows negotiators to explore alternatives and make adjustments.

24. What is the main purpose of sales in a business?
A. To hire new employees.
B. To increase profits by selling products or services
C. To train staff members
D. To reduce production costs

25. What is a sales strategy?
A. A plan used to increase sales and attract customers
B. A report about company finance.
C. A method for hiring workers
D. A type of business license.