



# Unit 1

## Office 辦公室

- TOPIC 1** Office Work 辦公室作業 12
- TOPIC 2** The Office Environment 辦公室環境 19
- TOPIC 3** Corporate Property 公司資產 25



**EXERCISE**

32



## TOPIC 1 Office Work 辦公室作業



### Track 02

1

**assist**  
[əˈsɪst]

動 協助；幫助  
源 as (to) + sist (stand)

As a new manager, you will be required to attend all regional meetings and **assist** the vice president with the monthly sales report.

身為新任經理，你將需要參加所有的地區會議，並協助副總做每個月的銷售報告。

#### 大師提點

**assist** 亦可作不及物動詞用，例如：The sales department will make the presentation, but they need the marketing department to **assist with** answering questions. 「這份簡報將由業務部來做，但是回答問題的部分需要行銷部從旁協助。」

- 同  **help** [hɛlp] 幫助；幫忙
- aid** [ed] 援助；幫助
- 反  **hinder** [ˈhɪndə] 阻礙；妨礙
- impede** [ɪmˈpiːd] 妨礙；阻礙
- obstruct** [əbˈstrʌkt] 阻撓；妨礙
- 衍  **assistant** [əˈsɪstənt] 名 助手；助理

2

**compile**  
[kəmˈpaɪl]

動 編纂；編輯；彙編；彙整  
源 com (together) + pile (fix firmly)

Your next task will be to **compile** a list of the top 100 electronics companies in Japan.  
你的下一項工作將是彙整出日本前一百大電子公司的名單。

- 同  **collect** [kəˈlekt] 收集；蒐集；整理
- 反  **distribute** [dɪˈstrɪbjʊt] 分配；分發；分布

3

**file**  
[faɪl]

動 歸檔；存檔

These letters should be **filed** according to the sender, not according to the date.  
這些信件應該以寄件者分類歸檔，而不是依照日期。

#### 大師提點

**file** 亦可作名詞用，指「檔案」、「卷宗」、「文件匣」，例如：a confidential file 「祕密檔案」。

- 同  **classify** [ˈklæsəˌfaɪ] 把……分類；把……分級
- catalog** [ˈkætəlɒg] 編目錄；登記分類



4

**fill out**

填寫（表格、申請書等）

If you need to take a day off, please **fill out** this form and give it to Mr. Renard in the human resources department.

如果你需要請假一天，請填妥這張單子然後交給人事部的雷納德先生。

  **fill in** 填入；填寫



You need to **fill in** this job application before the interview.

在面試前你必須先把這份應徵表格填好。

5


**obtain**

[əb`ten]

 獲得；得到；取得 **ob** (to) + **tain** (hold)

We decided not to open an office in London because it was so difficult to **obtain** the necessary local permits.

我們決定不在倫敦設辦事處了，因為要取得當地必要的許可證很困難。


  **acquire** [ə`kwair] 取得；獲得；學得（知識、技術等）

**gain** [gen] 獲得；得到；贏得

**procure** [pro`kjʊr] 獲得；取得；弄到

**attain** [ə`ten] 獲得；達成

**secure** [si`kjʊr] 取得；獲得；使安全；使牢固

  **relinquish** [ri`lɪŋkwɪʃ] 放棄（權力、職位等）

**forfeit** [`fɔ:feit] （因違反協議、犯規等而）喪失；失去

6

**prepare**

[pri`pɛr]

 準備；備齊；籌備 **pre** (before) + **pare** (get ready)



Jesse **prepared** an information packet for the new client that included a product catalog and the company history.

傑西為新客戶準備了一份資料，內含產品目錄及公司簡介。


 **大師提點** .....

**prepare** 亦可作不及物動詞用，例如：They are **preparing for** the presentation this afternoon.

「他們正在為今天下午的簡報做準備。」

  **preparation** [pri`pɛrə`reʃən]  準備；預備

make preparations (for) （為……）做準備

**preparatory** [pri`pærə`tori]  預備的；準備的

a preparatory meeting 一場預備性會議



## EXERCISE

### I. Short Talk



Track 74

Questions 1 through 5 refer to the following news report.

I'm Alex DeWitt and you're listening to Weather Radio 95. First, your weekly ①. ② worsening across the region. The ③ we experienced in the valley this afternoon has already become a downpour, and will likely turn to snowfall in high ④ areas overnight. City officials have reported flooded ⑤ in several buildings downtown, and have closed several sidewalks to pedestrian traffic. The bad weather is likely to stay with us throughout the week, with temperatures dropping to as low as 10 degrees Celsius, or 50 degrees Fahrenheit, on Thursday.

1. (A) forecast (B) blizzard  
(C) tributary (D) barometer
2. (A) Hedges are (B) Air pressure is  
(C) Conditions are (D) Ecology is
3. (A) drizzle (B) runoff  
(C) fountain (D) waterfall
4. (A) habitat (B) altitude  
(C) tide (D) story
5. (A) roadwork (B) construction  
(C) precipitation (D) basements



## II. Text Completion



Questions 6 through 10 refer to the following e-mail.

**To:** All Hiking Club Members

**From:** Randy Wheeler, Guide

**Subject:** Tomorrow's Hike

Dear Hikers,

I hope everyone is ready for our hike tomorrow. It should be warm and clear in the morning, but later in the afternoon it's likely to be chilly and <sup>⑥</sup>. Please be prepared for inclement weather. We'll begin by walking north along the <sup>⑦</sup> for about a mile, where we'll see several species of sea birds and other <sup>⑧</sup>. When we reach the bank of the Moseley River, the <sup>⑨</sup> then turns east, and we'll hike up into the mountains. The <sup>⑩</sup> there is more rugged, so please remember to wear sturdy shoes. Weather permitting, we'll have a chance to climb Mt. Sanders, the highest peak in the region.

We'll meet at 8:00 at the Foggy Harbor bus stop. It's within walking distance of Cecil's café, where I'll be having breakfast at 7:00. If you arrive early, I'll see you there!

Best,

Randy

- 6.** (A) railing (B) glacier (C) overcast (D) estuary
- 7.** (A) crosswalk (B) bench (C) coastline (D) block
- 8.** (A) wildlife (B) shores (C) roofs (D) courtyards
- 9.** (A) stairway (B) corner (C) trail (D) curb
- 10.** (A) natural resources (B) path (C) terrain (D) preserve