

閱讀填充題

Questions 1-5

- For questions **1-5**, read the text below and *thick* of the word which best fits each space.
- Write only **one** word for each space on your Answer Sheet.

GREENER OFFICE

Most people know that we need to take better care **(1)** _____ the environment, but what simple changes can we make in our working day that can make a difference?

1. Commute

The first thing we can do is **(2)** _____ change the way we get to work. We all like the convenience of driving to the office, but by taking public transport instead we can reduce greenhouse gasses. An even better way of getting to work **(3)** _____ biking, although that's not possible **(4)** _____ everyone.

2. Stop Printing

We can reduce the amount of paper we consume by creating a better digital filing system. If everyone in the office knows how to access documents, there is much less need to print!

3. Get a plant

Plants produce oxygen which is going to **(5)** _____ you feel more awake. But the best thing is, plants remind us how important the natural world is!

Questions 6-10

- For questions **6-10**, read the text below and tick of the word which best fits each space.
- Write only **one** word for each space on your Answer Sheet.

Preparing for business trips

These days, most people doing business in any large city in the world are familiar with the basics of Western business culture. However, if you are travelling for business, it is still always very helpful to try to learn something about the culture you are visiting. For example, you could first find **(6)** _____:

- How people usually greet each other **(7)** _____ business situations
- If it is a good idea **(8)** _____ give a gift
- If **(9)** _____ is anything you should do differently at a meal

Showing you have made the effort to learn about a culture makes people feel respected. And that is always good **(10)** _____ business!

Questions 11-15

- For questions **11-15**, read the text below and tick of the word which best fits each space.
- Write only **one** word for each space on your Answer Sheet.

PAYMENT FOR STAFF ON HOURLY CONTRACTS

On each assignment, you will be given a timesheet to record the hours you work. It is your responsibility to fill **(11)** _____ your timesheet, get it signed and hand it to your supervisor **(12)** _____ the end of each week, or the last day of assignment. Failure to do so may result in a delay in payment.

Please understand that **(13)** _____ is necessary for all time sheets to be signed after each shift, as payment cannot be made without your supervisor's signature.

Your wages will be paid directly **(14)** _____ your bank account on the first Thursday of each month. However, **(15)** _____ the day before is a public holiday, payment will be made on the Friday.

Questions 16-20

- For questions **16-20**, read the text below and tick of the word which best fits each space.
- Write only **one** word for each space on your Answer Sheet.

Hotels for Frankfurt Trade Fair

Hello Jason

Please find below links to the two hotels we are considering for the Frankfurt Trade Fair in May.

www.Grandhotel-Hessischer-Hof.com.de

www.Hotel-Palmenhof.com.de

The first hotel is directly across **(16)** _____ Messe Frankfurt, where the trade fair will be held. It's a large modern hotel with a good range of facilities, including a great fitness center. Breakfast is included **(17)** _____ the price.

The second hotel is almost two kilometers from the trade fair venue, but it's a beautiful old hotel in the old part **(18)** _____ the city, and close to the river. It has quite basic facilities and we'll need to pay extra **(19)** _____ breakfast, but I think our colleagues might enjoy it more.

(20) _____ me know what you think.

Yu-Ping

Questions 21-25

- For questions **21-25**, read the text below and think of the word which best fits each space.
- Write only **one** word for each space on your Answer Sheet.

COMMUTING HABITS

A recent survey shows that people in this county spend an average of 64 minutes **(21)** _____ day commuting to and from work. Most workers (62%) travelled to work **(22)** _____ car while 32% take public transport. On average, commuters who use public transport take longer to get to work **(23)** _____ commuters who use cars. Commuters who use their own vehicle spend an average of 25.1 minutes travelling to work, compared **(24)** _____ 42.7 minutes for bus riders and 52.4 minutes for subway users. Public transport travel times include **(25)** _____ time required to walk to the bus stop or the subway or train station.

Questions 26-30

- For questions **26-30**, read the text below and think of the word which best fits each space.
- Write only **one** word for each space on your Answer Sheet.

CONFIRMATION OF TRAVEL ARRANGEMENTS

Dear Ashok

I have confirmed all the arrangements for your Sweden trip. Your flight will arrive in Stockholm at 16:50 on Sun 14 Aug, and I **(26)** _____ arranged for someone from the hotel to pick you **(27)** _____. You will be staying at the Nordic Hotel again this time. On Mon, a company representative will meet you in the lobby at 09:15 and take you to the meeting. After the meeting you will **(28)** _____ free until 18:00 when the company representative will return to the hotel to **(29)** _____ you to dinner. Your return flight will be at 10:15 on Tues and **(30)** _____ is a shuttle bus you can take from the hotel.
Good luck.

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睿言商英顧問股份有限公司/劍橋大學語言測評考試院授權台灣認證中心

聯繫電話：02-2313-1881 聯繫 Email：lsenglish@service.com.tw

官網網站：www.lsenglish.com.tw