

Contents 目錄

Preface 序言.....	I
User's Guide 使用說明.....	II
Test Information 應試資訊.....	V
Contents 目錄.....	VI
Unit 01 Office 信件往來 · 文書處理 · 辦公設備 · 行政流程 · 部門人員.....	001
Unit 02 Meetings 會議場所 · 會議時間 · 與會人員 · 會議流程 · 會議決議 · 會議籌劃.....	019
Unit 03 Corporate Governance and Organizational Change 內部組織 · 營運發展 · 分布據點 · 公關形象 · 公司章程.....	037
Unit 04 Recruiting 工作描述 · 應徵面試 · 求職條件 · 職缺釋出 · 徵才廣告.....	055
Unit 05 Personnel 1 出勤管理 · 人事訓練 · 職責分配 · 人事異動 · 員工士氣 · 工作績效.....	073
Unit 06 Personnel 2 福利津貼 · 薪資報酬 · 獎懲制度 · 員工貢獻 · 員工回饋.....	091
Unit 07 Planning & Communication 計畫制定 · 計畫發展 · 團隊合作 · 討論溝通.....	109
Unit 08 Production & Manufacturing 生產設備 · 品質控管 · 商品設計 · 製程管理 · 成本評估 · 工業安全.....	127
Unit 09 Technology 實驗研究 · 電腦設備 · 電子產品 · 科技發展.....	145
Unit 10 Marketing 廣告行銷 · 消費族群 · 商品特色 · 意見回饋 · 市場調查 · 市場趨勢.....	163
Unit 11 Sales & Service 促銷活動 · 銷售業績 · 售後服務 · 銷售據點 · 業務代表.....	181

Unit 12	Logistics and Procurement	
	運送方式 · 物流管理 · 包裹追蹤 · 採購倉管.....	199
Unit 13	Negotiation	
	利益衝突 · 罷工抗議 · 調停協商.....	217
Unit 14	Contracts and Law	
	合約條款 · 違法違約 · 法律責任 · 合約簽訂.....	235
Unit 15	Banking and Finance	
	金錢交易 · 交易安全 · 財務狀況 · 銀行理財.....	253
Unit 16	Accounting and Tax	
	會計審計 · 稅務法規 · 請款稽核.....	271
Unit 17	Economy 1	
	股票市場 · 交易投資 · 價格波動.....	289
Unit 18	Economy 2	
	經濟發展 · 經濟政策 · 就業市場 · 產業發展.....	307
Unit 19	Education	
	教育課程 · 行政程序 · 教職員工 · 活動競賽 · 學業成就 · 教材測驗.....	325
Unit 20	Health and Medicine	
	疾病症狀 · 病情疫情 · 醫療診斷 · 預防治療 · 藥品保健 · 運動飲食.....	343
Unit 21	Travel and Transportation	
	運輸工具 · 交通資訊 · 飲食住宿 · 旅遊行程 · 預約退訂.....	359
Unit 22	Environment	
	環境保護 · 天氣現象 · 防災措施 · 自然資源 · 地理資訊.....	377
Unit 23	Housing	
	房屋租賃 · 房產買賣 · 裝修建設 · 建築設計.....	395
Unit 24	Life and Leisure	
	慈善活動 · 休閒娛樂 · 影視明星 · 外出用餐 · 家電器具.....	411
Index	索引	429



TEAM

Unit 7 Planning & Communication

計畫制定 · 計畫發展 · 團隊合作 · 討論溝通



01 active

/ˈæktɪv/

衍 請見「詞性衍生」

反 inactive (*adj.*) 不活躍的

adj. 積極的、活躍的

Karen played an **active** role in planning the event.

規劃此次活動，凱倫表現積極。

補 play a role in 在……起作用

02 adopt

/əˈdɑːpt/

衍 adoption (*n.*) 採用

同 take (*v.*) 採取

v. 採取、採用

The new plan to improve interoffice communication will be **adopted** as of next Monday.

從下週一開始，公司將採取新的計畫改善內部溝通。

補 interoffice (*adj.*) (同一組織的) 各部課間的；as of 從……開始

03 ahead

/əˈhɛd/

adv. 在……前面

The project could be finished **ahead** of schedule.

計畫可以提前完成。

重 plan ahead 事先規劃

stay ahead of 保持領先

ahead of schedule 進度提前 [→ behind schedule 進度落後]

04 allocate

/ˈæləˌkeɪt/

衍 allocation (*n.*) 分配

同 allot (*v.*) 分配

earmark (*v.*)

提撥(款項)；

作為……使用

v. 分配、撥給

The company has **allocated** another \$10,000 to the project.

公司又撥了一萬美金給這個計畫。

重 allocate sth to sb 把某事分配給某人

05 aspect

/ˈæˌspɛkt/

n. 方面、層面

We're going over every **aspect** of the plan.

我們正在檢視這項計畫的每個層面。

補 go over 檢查

06 assent

/əˈsɛnt/

同 agree, concur (*v.*)

同意

v. 同意 *n.* 同意

Since the client does not **assent** to the idea, we have to come up with a new one.

因為客戶不同意這個想法，我們得想一個新的。

補 come up with 提出

重 assent/agree to sth 同意某事

concur with sth 同意某事

07 **committee**

/kə'mɪti/

① commission (n.) 委員會

n. 委員會

A special **committee** was formed to review each step of the plan.
成立了一個特別委員會，來檢視計畫的每個步驟。

補 form (v.) 組成

08 **conduct**

/kən'dʌkt/

① carry out, perform (v.)
執行

v. 進行；處理

We had **conducted** some research before putting the plan into practice.

計畫實施之前，我們已經做過一些研究。

補 put sth into practice 實行、實施

重 conduct research 做研究；conduct a survey 做調查

conduct an experiment 做實驗；conduct a poll 做民意調查

09 **considerable**

/kən'sɪdərəbəl/

衍 請見「詞性衍生」

① substantial (adj.)
大量的

adj. 相當多的

We've made some **considerable** progress on the project.

計畫方面已有相當的進展了。

補 make progress 有進展

辨 considerate (adj.) 體貼的

(considerable 修飾程度，considerate 形容人。)

10 **contribute**

/kən'trɪbjʊ:t/

v. 貢獻、投入

The project would not succeed without everyone **contributing** their own time to it.

若非每個人投入自己的時間在這上面，這項計畫是不會成功的。

補 succeed (v.) 成功

重 contribute to + N 貢獻在……；促成……

contribute A to B 把 A 貢獻給 B

11 **delay**

/dɪ'leɪ/

① put off, postpone, defer (v.) 延遲

v. 延遲 n. 延誤

I'm afraid we'll have to **delay** the plan till next month.

恐怕我們得將計畫延到下個月了。

重 delay / postpone / put off / defer + V-ing 延遲做……

There will be a slight delay due to ... 由於……將會略有延誤

12 **efficient**

/ɪ'fɪʃnt/

衍 請見「詞性衍生」

② inefficient (adj.)
沒有效率的

adj. 有效率的

Careful planning helps a project move in a more **efficient** way.

仔細的規劃有助於計畫進行得更有效率。

13 effort

/'ɛfərt/

衍 **effortless** (*adj.*)
不費力的

n. 努力

We worked overtime for days in an **effort** to finish the task on time.
為了準時完成工作，我們連續幾天都加班。

重 **in an effort to + V** 為了……

make a concerted/concentrated effort to + V 竭盡全力做……

14 feasible

/'fi:zəbl/

衍 **feasibility** (*n.*) 可行性

同 **practical, workable, viable** (*adj.*) 可行的

反 **infeasible** (*adj.*)
不可行的

adj. 可行的

It is not **feasible** to carry out the plan since we don't have enough money in our budget.

因為預算不夠，實施這計畫並不可行。

補 **carry out** 實施

15 following

/'fɑ:ləʊɪŋ/

衍 請見「詞性衍生」

同 **after** (*prep.*)
在……之後

反 **prior to** 在……之前

prep. 在……之後 *adj.* 接著的

There will be an intermission **following** the brainstorming session.
腦力激盪討論後，會有休息時間。

補 **intermission** (*n.*) 中場休息；**brainstorming** (*n.*) 腦力激盪

16 implement

/'ɪmpləmənt/

衍 **implementation** (*n.*)
實施

同 **carry out** 實施

v. 實施

Starting next month, a new procedure will be **implemented** to review proposals.

下個月開始，將會實施新的流程來審核提案。

重 **implement a program / a procedure** 實施一項計畫／一個程序

17 insight

/'ɪn,saɪt/

衍 **insightful** (*adj.*)
富有洞察力的

n. 見解；洞察力

Mike Cho had a fresh new **insight** into the problems after he returned from Shanghai.

周麥克從上海回來後，對這些問題便有全新的見解。

補 **fresh** (*adj.*) 新穎的

重 **give an insight into sth** 對某事提出深刻見解

18 later

/'leɪtə/

衍 請見「詞性衍生」

adv. 較晚地 *adj.* 較晚的；以後的

The draft of the new plan should be handed in no **later** than this Friday.

新計畫的初稿不能晚於這星期五繳交。

補 **draft** (*n.*) 初稿、草稿；**hand in** 繳交

重 **no later than** 不晚於

at a later date 在之後 [= at a future date]

19 **outcome**

/'aʊt,kʌm/

📌 result (n.) 結果

n. 結果

We are listing factors that may affect the planned **outcome**.

我們正在列舉可能會影響計畫結果的因素。

📌 factor (n.) 因素

20 **oversee**

/ˌoʊvər'siː/

📌 overseer (n.)

監督者；工頭

[= foreman]

📌 supervise, monitor (v.)

監督

v. 監督、監管

One of the important duties for a project manager is to **oversee** a project closely.

專案經理的重責之一，就是要嚴密監督計畫進行。



📌 duty (n.) 責任；closely (adv.) 嚴密地、仔細地

21 **phase**

/'feɪz/

📌 stage (n.) 階段

step (n.) 步驟

n. 階段

The whole project will be split into five different **phases**.

整個計畫將分成五個不同的階段。

📌 whole (adj.) 整個的；split (v.) 把……劃分

22 **planning**

/'plæniŋ/

📌 請見「詞性衍生」

n. 規劃、策劃

Careful **planning** is key to the success of the project.

仔細規劃是計畫成功的關鍵。

📌 be key to + N 對……是關鍵

📌 plan (n.) 計劃 (plan 為可數名詞，planning 為不可數名詞。)

23 **progress**

n.

AmE /'prɑːɡres/

BrE /'prɒɡres/

v.

AmE /prə'ɡres/

BrE /prə'ɡres/

📌 advance (n.)

進展、發展

n. 進展；進步 v. 進行；進步

The manager wants me to report the **progress** to him every Monday morning.

主管要我每週一早上跟他報告進展。



📌 report sth to sb 把某事報告給某人知道

📌 make progress/advances in 在……有進展

(progress 為不可數名詞，advance 為可數名詞。)

in progress 進行中

as the course progresses 隨著課程進行

24 proposal

/prə'pouzl/

👉 請見「詞性衍生」

n. 提議、提案

He was upset because his **proposal** was turned down by the CEO.

因為提案被執行長否決了，他感到難過。

🔧 turn down 拒絕

25 rely

/rɪ'laɪ/

👉 請見「詞性衍生」

🔄 depend (*v.*)

依賴、依靠 [+ on]

v. 依賴

The success of the plan **relies** heavily on teamwork.

計畫的成功極為仰賴團隊合作。

🔧 heavily (*adv.*) 在很大程度上；大量地

🔧 rely on/upon 依賴、依靠

26 rush

/'rʌʃ/

v. 倉促行事 *n.* 匆忙、緊急

We shouldn't **rush** into any decisions without careful planning.

沒有仔細規劃，我們不該倉促做任何決定。

🔧 in a rush 匆忙地 [= in a hurry]

27 smoothly

/'smu:ðli/

👉 smooth (*adj.*)

順利的；平滑的

adv. 順利地

The plan is running as **smoothly** as expected.

計畫如同預期般進行得很順暢。

🔧 as expected 如同預期地

28 task

/'tæsk/

🔄 assignment (*n.*)

工作、任務

n. 工作、任務 *v.* 派……任務

Leave him alone. He is in the middle of an important **task**.

別吵他，他正在處理一件重要的工作。

🔧 be in the middle of sth 正忙於

🔧 be tasked with 被派……的任務

29 tentative

/'tentətɪv/

🔄 provisional, temporary

(*adj.*) 臨時的、暫時的

🔄 certain, definite (*adj.*)

明確的、確定的

adj. 暫時的；試探的

The plan is still **tentative** for now; there could be some changes.

計畫目前還未定案，可能還會有一些改變。

30 updated

/'ʌp,deɪtɪd/

👉 update (*n.*)(*v.*) 更新

🔄 outdated (*adj.*)

過時的、老舊的

adj. 更新的

The project manager wants me to keep him **updated**.

專案經理要我隨時跟他報告近況。

🔧 keep sb updated on sth 使某人知道某事進展 [= keep sb informed of sth]

Word Families | 詞性衍生

重點提要與常考的搭配用法

- 01** active *adj.* 積極的、活躍的
actively *adv.* 積極地
activate *v.* 啟動
activity *n.* [U][C] 活動
[P] 娛樂活動
- play an **active** role in the project 在計畫中表現積極
be **actively** involved in the project 積極地參與計畫
activate the machine 啟動機器
take part in an **activity** 參加一項活動
leisure **activities** 休閒活動
- 02** consider *v.* 考慮
considerate *adj.* 體貼的
considerable *adj.* 相當多的
considerably *adv.* 相當多地；
非常
consideration *n.* [U] 考量
[C] 考量因素
- consider** going to the movies 考慮去看電影
It's very **considerate** of you. 你非常體貼。
show **considerable** growth 展現相當的成長
Sales increased **considerably**. 銷售增加不少。
after careful **consideration** 仔細的考量之後
economic **considerations** 經濟考量因素
- 03** efficient *adj.* 有效率的
efficiently *adv.* 有效率地
efficiency *n.* [U] 效率
- an **efficient** distribution network 有效率的運輸網絡
carry out the plan more **efficiently** 更有效率地實施計畫
improve the overall **efficiency** 改善整體的效率
- 04** follow *v.* 遵守
follower *n.* [C] 追隨者
following *adj.* 接著的
prep. 在……之後
- follow** the rules 遵守規則
a large group of **followers** 一大群的追隨者
in the **following** week 在下一個星期
following the incident 在該事件之後
- 05** late *adj.* 遲到的
lately *adv.* 最近地
later *adv.* 較晚地
adj. 較晚的
latter *adj.* 後面的
latest *adj.* 最新的
- be **late** for the meeting 開會遲到
Have you heard from her **lately**? 你最近有她的消息嗎?
call you **later** in the afternoon 下午稍晚會聯絡你
at a **later** date 在之後
The **latter** is much better. 後者好多了。
the author's **latest** novel 作者最新的小說
- 06** plan *v.* 計劃、打算
n. [C] 計畫
planner *n.* [C] 規劃者
planning *n.* [U] 規劃
- plan** on going shopping 打算去逛街
his **plan** for the weekend 他週末的計畫
an event **planner** 活動規劃人
require careful **planning** 需要仔細的規劃

07 propose *v.* 提議

proposed *adj.* 被提出的

proposal *n.* [U] 提出
[C] 提案

propose a novel idea 提出新奇的想

the **proposed** site for the new plant 新工廠的提議地點

the **proposal** of a new regulation 提出新規定

submit your **proposal** by this Friday 在星期五前繳交提案

08 rely *v.* 依賴

reliable *adj.* 可靠的

reliant *adj.* 依賴的；取決的

reliably *adv.* 可靠地

reliability *n.* [U] 可靠性

rely heavily on his support 極為依賴他的支持

a **reliable** worker 可靠的員工

be **reliant** on his decision 取決於他的決定

not function **reliably** (機器) 未可靠地運作

data **reliability** 資料可靠度

一、填入適當的介系詞

1. After long discussion, the task was allocated _____ Paul Lee.
2. His unique insight _____ the incident caused some debate.
3. No one can deny the fact that he contributed the most _____ the project.
4. The manager wants me to keep him updated _____ the development.
5. The economy of the country relies solely _____ tourism.

二、選出正確的同義表現

1. It is necessary to conduct a survey of what the customers really want.
2. A lot of the ideas proposed in the brainstorming session don't have to be feasible.
3. We need a manager who can fly to Japan to oversee the project there.
4. The company is going to delay the release of their financial data.
5. No further action can be taken until the CEO assents to the proposal.

A. supervise, manage, direct, monitor

B. carry out, implement, perform

C. agree, concur, consent

D. practical, workable, viable

E. defer, put off, postpone

三、詞性考題

1. The two _____ sites for our next plant will be discussed at the next meeting.
(A) proposing (B) proposed (C) proposal (D) propose
2. For an event to be successful, it requires lots of preparation and careful _____.
(A) planning (B) plan (C) planner (D) planned
3. His _____ involvement in the project has paid off; the results are astonishing.
(A) activity (B) activate (C) active (D) actively
4. Joey has devoted a _____ amount of time to the project, as this is a make-or-break opportunity for him.
(A) considerate (B) considerable (C) consider (D) consideration
5. Ever since the adoption of the new procedure, work has become more _____.
(A) efficient (B) efficiency (C) efficiently (D) efficacy

四、單字考題

1. Since the manager is on sick leave, the meeting will be held at a _____ date.
(A) later (B) latter (C) latest (D) late
2. Some _____ with the relocation plan has been made since last week.
(A) outcome (B) progress (C) advances (D) efforts
3. The new program designed to boost workplace morale is to be _____ next month.
(A) allocated (B) rushed (C) implemented (D) contributed
4. New safety precautions have been _____ to enhance online security.
(A) allocated (B) relied (C) overseen (D) adopted
5. The plan is still _____ for now, as there may be some adjustments later on.
(A) later (B) tentative (C) updated (D) efficient

01 assert

/ə'sɜ:t/

① 請見「詞性衍生」

② insist (v.) 堅持
claim (v.) 聲稱

v. 斷言、聲稱；主張；維護

The CEO **asserts** that his plan will pay off in the end.

執行長斷言他的計畫最後一定行得通。

③ pay off 成功、行得通

02 beforehand

/br'fɔ:rhænd/

① afterwards (adv.) 之後

adv. 事先、預先

We need to make all of the preparations **beforehand**.

我們需要在事前做好充分的準備。

③ make preparations 做準備工作

03 collective

/kə'lektiv/

① 請見「詞性衍生」

② individual (adj.) 個別的

adj. 共同的、集體的

The important task requires the **collective** effort of everyone.

這份重要的任務需要大家的共同努力。

04 coordinate

/koo'ɔ:rdə,neɪt/

① coordination (n.) 協調
coordinator (n.) 協調者

v. 協調、調節

Cheryl was put in charge to **coordinate** the efforts of every department.

雪兒被安排負責協調各部門間的行動。

③ put sb in charge 要某人負責（某事） [+ of sth]

05 decisive

/dr'saɪsɪv/

① 請見「詞性衍生」

② assertive (adj.)
堅定自信的、果敢的③ indecisive (adj.)
優柔寡斷的、
猶豫不決的

adj. 果斷的；決定性的

Eva dealt with the tricky situation in an assured, **decisive** way.

伊娃堅定果斷地處理棘手的情況。

③ tricky (adj.) 難對付的；assured (adj.) 自信的

06 defer

/dr'fɜ:/

① put off, delay, postpone
(v.) 延遲

v. 延遲

We had to **defer** making the decision till the next meeting.

我們得把決定延到下次開會。

③ deter (v.) 威懾、使不敢 [deter sb from V-ing 使某人不敢做……]

④ defer + N/V-ing 延遲……

07 **definitive**

/di'fɪnətɪv/

衍 請見「詞性衍生」

同 decisive, conclusive
(adj.) 決定性的

adj. 決定性的；最後的；最可靠的

We're still awaiting a **definitive** reply from the project manager.
我們仍在等待專案經理最後的答覆。

補 await (v.) 等待（為及物動詞，等於 wait for。）

辨 definite (adj.) 明確的 [a definite reply 明確的答覆]

08 **delegate**

v.

/'dɛlɪ,ɡeɪt/

n.

/'dɛlɪɡət/

v. 授權、把……委託給 n. 代表

A manager should learn to **delegate** responsibilities to subordinates.
主管應該要學會分派職責給下屬。

補 subordinate (n.) 下屬

延 delegation (n.) 代表團

▶ the delegation from our German branch 德國分行的代表團

09 **development**

/di'veləpmənt/

衍 請見「詞性衍生」

n. 發展

The manager wants to know the latest **development**.

主管想要知道最新的發展。

重 under development 開發中

10 **enthusiastically**

AmE /ɪn,θu:zi'æstɪkli/

BrE /ɪn,θju:zi'æstɪkli/

衍 請見「詞性衍生」

同 ardently (adv.) 熱心地

adv. 熱衷地

It is great to see everyone working **enthusiastically** on the project.

看到大家都充滿熱忱地為計畫努力，實在太好了。

11 **equally**

/'i:kwəli/

adv. 相同地、同樣地

Planning ahead for latent risks is **equally** important and shouldn't be ignored.

針對潛在風險的事前規劃也一樣的重要，且不容忽視。

補 latent (adj.) 潛在的、潛伏的；ignore (v.) 忽視、忽略

延 equal (adj.) 相同的

▶ be equal to + N 等同於……

12 **execute**

/'eksɪ,kju:t/

衍 請見「詞性衍生」

同 carry out 執行

v. 執行

As a whole, the plan was **executed** perfectly.

整體而言，計畫執行得很完美。

補 as a whole 整體來看

13 explore

/ɪk'splɔːr/

衍 exploration (n.)

探索；探險

同 look into 研究、調查
consider (v.) 考慮

v. 探索；探險

We must **explore** all the possibilities before making a decision.

做決定前，我們必須探索所有的可能性。

補 possibility (n.) 可能性

14 facilitate

/fə'sɪlə,teɪt/

衍 請見「詞性衍生」

同 expedite (v.)

迅速執行；促進

make sth easy/easier

使某事（更）容易

v. 使容易、促進

Instant messaging has helped **facilitate** communication at work, making plans run more smoothly.

即時通訊促進工作上的溝通，讓計畫運作更為順暢。

15 halt

/'hɑːlt/

同 standstill (n.)

停止；停頓

n. 中止、中斷 v. 中止、中斷

The plan came to a sudden **halt** due to a lack of funding.

由於缺乏資金，計畫突然喊停。

補 a lack of 缺乏；funding (n.) 資金

重 bring sth to a halt 中斷某事

come to a halt 停止下來 [= come to a standstill]

16 imperative

/ɪm'perətɪv/

同 necessary (adj.) 必要的

vital (adj.) 重要的

important (adj.) 重要的

essential (adj.)

不可或缺的

adj. 必要的、極重要的

It is **imperative** that we keep to the schedule.

我們一定要按照進度進行。

重 imperative, important, necessary, essential, vital 引導的 that 子句，會省略 should，所以要用原形動詞。

例：It is imperative that the rule (should) be followed.

17 indefinitely

/ɪn'defənətli/

adv. 無限期地

Since the manager left the company, his plan has been put on hold **indefinitely**.

自從主管離開公司後，他的計畫就無限期地被擱置。

補 put sth on hold 擱置某事

18 initial

/ɪˈniʃl/

④ 請見「詞性衍生」

adj. 起初的 *n.* (名字的) 起首字母The **initial** stage of the project alone has cost the firm half a million dollars.

光計畫的初步階段，就花了公司五十萬美金。

④ **alone** (*adv.*) 只有、僅 (欲強調的名詞會放在 **alone** 前面。)

19 integral

/ɪˈntɪgrəl/

④ 請見「詞性衍生」

adj. 不可或缺的Teamwork is an **integral** part of many businesses nowadays.

團隊合作是現在許多企業不可或缺的一部分。

④ **be integral to + N** 對……是不可或缺的

20 mastermind

AmE /ˈmæstərˌmaɪnd/

BrE /ˈmɑːstəˌmaɪnd/

n. 策劃者、主導者 *v.* 策劃David Greg is believed to be the **mastermind** behind the merger deal.

大衛葛雷被認為是這次合併案的主導者。

④ **merger** (*n.*) 合併④ **the mastermind of/behind sth** 某事背後的主導者

21 move

/ˈmuːv/

n. 措施；行動；移動 *v.* 移動；進展Working with a rival company is a tactical **move**.

跟敵手公司一起合作，是一策略性的措施。

④ **rival** (*adj.*) 競爭的；**tactical** (*adj.*) 策略性的④ **get a move on** 快點、趕緊**make a move** 採取行動

22 obstacle

/ˈɔːbstəkl/

④ **hurdle** (*n.*) 阻礙*n.* 障礙、阻礙There will surely be **obstacles** when you carry out a plan.

實行計畫時，一定會遇到阻礙。

④ **surely** (*adv.*) 無疑、一定

23 ongoing

/ˈɔːnˌɡoʊɪŋ/

④ **underway** (*adj.*)正在進行的 (只能放在 **be** 動詞後面)*adj.* 進行中的The **ongoing** project requires everyone's cooperation.

目前進行中的計畫需要大家的合作。

④ **cooperation** (*n.*) 合作④ **outgoing** (*adj.*) 離開的 [the **outgoing flight** 離開的航班]

24 parameter

/pəˈræmɪtər/

n. 界線（複數）

As long as the project remains within the **parameters** of the budget, it should be OK.

只要計畫沒超出預算，應該就沒問題。

重 within the parameters of 在……範圍內

25 pertinent

/'pɜːtɪnənt/

同 relevant, related (*adj.*)

相關的

adj. 相關的

We need to collect **pertinent** information first.

我們得先收集相關的資訊。

補 collect (*v.*) 收集

26 preliminary

AmE /priˈlɪməˌneri/

BrE /priˈlɪmənəri/

adj. 初步的；預備的

A few changes have been made based on the **preliminary** findings.

根據初步的研究發現，已做了一些更改。

補 based on 根據；finding (*n.*) 研究發現（複數）

27 premier

AmE /priˈmiər/

BrE /ˈpremiə/

同 foremost (*adj.*) 首要的

[first and foremost

首要的是]

adj. 首要的、首位的

The company's **premier** goal for next year is to increase sales by 30 percent.

公司明年的首要目標是要將銷售量提高百分之三十。

補 by + 數字（表幅度）相差

辨 premiere (*n.*) 首映會

28 problematic

/'prɑːbləˈmætɪk/

adj. 成問題的、疑難的

The project proved to be **problematic** from the get-go.

這計畫從一開始就問題多多。

補 get-go (*n.*) 開始、開端

延 problem (*n.*) 問題

▶ the problem with 關於……的問題

29 unanimously

/'juːˈnænəməsli/

adv. 全體一致地

The board has voted **unanimously** for the proposal.

董事會全體一致地投票通過提案。



補 vote for 投票贊成 [→ vote against 投票反對]

30 **unveil**

/ˌʌnˈveɪl/

📌 disclose, release (v.)
公布；透露

v. 公布；揭露

The company has **unveiled** its plan to open 10 more branch offices in Southeast Asia.

公司公布要在東南亞開十家分公司的計畫。

Word Families | 詞性衍生**重點提要與常考的搭配用法**

01 assert v. 主張；聲稱
assertion n. [C] (權利等) 主張
assertive adj. 果敢的
assertively adv. 果敢地

assert his rights to own the land 主張他擁有該片土地的權力
agree with his **assertion** that ... 同意他對於……的主張
be more **assertive** at work 工作上更有自信
act **assertively** 果敢地行動

02 collect v. 領取；接(人)
collection n. [C] 大量
collective adj. 共同的
collectively adv. 集體地

collect the package at the front desk 在櫃台領取包裹
a large **collection** of ... 的大量收藏
the **collective** effort 全體的努力
collectively responsible for 對……集體負責

03 decide v. 決定；認為
decisive adj. 決定性的；果斷的
decisively adv. 果斷地
decision n. [C] 決定

decide to leave the job 決定離職
a **decisive** leader 果斷的領導者
handle the problem **decisively** 果斷地處理問題
his **decision** to leave the company 他要離開公司的決定

04 definite adj. 肯定的；明確的
definitely adv. 肯定、毫無疑問
definitive adj. 最後的；
最可靠的
definitively adv. 最後地；
決定性地

a **definite** reply 明確的回覆
definitely not 絕對不
enter into a **definitive** agreement 締結最後的協議
the **definitive** guide to Tokyo 最可靠的東京指南
definitively prove 決定性地證明……

05 develop v. 開發、發展
developing adj. 開發中的
developed adj. 已開發的
development n. [U] 發展
[C] 新進展

develop a new product 開發新產品
a **developing** country 開發中國家
a **developed** country 已開發國家
still under **development** 仍在發展當中
keep me informed of further **developments**
讓我知道進一步的進展

Planning & Communication

- 06** enthuse *v.* 津津樂道地敘述
enthusiasm *n.* [U] 熱情
enthusiast *n.* [C] 狂熱份子
enthusiastic *adj.* 熱衷的
enthusiastically *adv.* 熱衷地
- enthuse** about the new challenge 興奮地描述新挑戰
a lack of **enthusiasm** among the staff 員工之間缺乏熱情
an **enthusiast** of winter sports 冬季運動的狂熱者
an **enthusiastic** supporter 熱情的支持者
work **enthusiastically** on the project 熱衷地投入計畫
- 07** execute *v.* 執行、實施
executive *adj.* 決策的；管理的
n. [C] 行政主管
execution *n.* [U] 執行
- execute** the plan perfectly 完美地執行計畫
make an **executive** decision 做出決策
a senior **executive** 高階行政主管
the **execution** of the idea 想法的執行
- 08** facilitate *v.* 促進、使容易
facility *n.* [P] 設施；[C] 場所
facilitation *n.* [U] 促進
facilitator *n.* [C] 協助者；協調者
- facilitate** the production process 促進生產過程
the production **facility** 生產場所
help with the **facilitation** of trade 協助貿易的推動
the group's **facilitator** 團隊的協調者
- 09** initial *adj.* 起初的
n. [C] (名字的) 起首字母
initiate *v.* 開始
initiative *n.* [S] 主動的行動
[C] 措施
initially *adv.* 起初、原本
- her **initial** reaction to the news 她對這事情最初的反應
write your **initials** 寫下你名字的起首字母
initiate a discussion 開始進行討論
take the **initiative** to do ... 主動去做……
propose a new **initiative** 提議新措施
be **initially** set for Tuesday 一開始是訂在週二
- 10** integral *adj.* 不可或缺的
integrate *v.* 整合
integration *n.* [U] 整合
- be **integral** to the team 對團隊不可或缺
integrate the feature into the new model
將該功能加進新的型號
integration of the new method 新方法的整合

一、填入適當的介系詞

1. Mr. Wang is believed to be the mastermind _____ the project.
2. The CEO delegated tasks _____ the people involved during the meeting.
3. A lack of funding has brought the project _____ a sudden halt.
4. His contribution was, without a doubt, integral _____ the success of the plan.
5. We must keep costs _____ the parameters of the budget.

二、選出正確的同義表現

1. The government's recent move to cut interest rates has come under fire.
2. The seminar would have to be deferred until late in the afternoon.
3. When the CEO unveiled his plan to resign, many people were shocked.
4. Being decisive is one of the important traits of a leader.
5. More pertinent data is needed to make a strong point.

- | | |
|----------------------------------|------------------------------------|
| A. put off, delay, postpone | B. decision, measure, action |
| C. reveal, show, disclose | D. assertive, resolute, determined |
| E. related, relevant, applicable | |

三、詞性考題


1. Despite the cold weather, the marathon runners' _____ was not dampened a bit.
(A) enthusiastic (B) enthusiasm (C) enthusiast (D) enthusiastically
2. The campaign was extremely successful thanks to its perfect _____ and strong leadership.
(A) execution (B) execute (C) executive (D) executives
3. While some tasks require _____ effort, others can be completed individually.
(A) collectible (B) collectively (C) collective (D) collection
4. _____ efforts have been made across countries to stop the spread of the disease.
(A) Coordinating (B) Coordinate (C) Coordinated (D) Coordination
5. Several talks on _____ trade between the two countries have been scheduled for the next few days.
(A) facilitating (B) facilitated (C) facilitation (D) facility

四、單字考題

1. The proposal was passed _____ with no one voting against it.
(A) unanimously (B) beforehand (C) enthusiastically (D) equally
2. Although the natives _____ their right to own the land, it still got taken away by the government.
(A) executed (B) explored (C) halted (D) asserted
3. They have yet to give us a(n) _____ answer, saying that they're still thinking about it.
(A) definitive (B) integral (C) ongoing (D) imperative
4. The construction was suspended _____ due to a lack of funding.
(A) unanimously (B) indefinitely (C) enthusiastically (D) equally
5. The legislators decide to have another meeting to _____ the issue further.
(A) delegate (B) facilitate (C) explore (D) unveil

Read the following online chat discussion and fill in the blanks with appropriate words.

progress	obstacles	rely
smoothly	allocate	imperative




Penny Lim 11:00 A.M.

How is the project coming along? Remember, we need to finish the project no later than March 10th, as there's another task the day after.

Martin Luis 11:01 A.M.

Hi, Penny. My part of the project is running _____, so I think I'll be able to keep to the schedule. It's a good thing we planned ahead. The preliminary findings did help me a lot. I get to avoid possible _____.




Penny Lim 11:01 A.M.

That's good to know. How about you, Karen?

Karen Park 11:02 A.M.

I am not having as much luck as Martin. The supplier I'm dealing with seems to have some trouble with production. Last time we talked, they said they were making their best efforts to rush production. They're making some _____. But they also said the delivery might be delayed. I'll keep checking on them.




Penny Lim 11:03 A.M.

That's what will happen if we just _____ on one supplier. Find one more supplier to help if need be. It's _____ that we finish the project on schedule.

Karen Park 11:03 A.M.

But do we have enough money to hire another one?



Penny Lim 11:04 A.M.

I'll ask the CEO to _____ more funding. But in the meantime, just keep me updated.

Send

At 11:04 A.M., what does Penny mean when she writes, "But in the meantime, just keep me updated"?

- (A) She wants to keep the schedule up to date.
- (B) She wants Karen to follow up with the vendor.
- (C) She needs feedback regarding the project.
- (D) She wants Martin to find another supplier.

補 no later than 不晚於；keep to the schedule 按照計畫完成；check on 檢查、監控；in the meantime 同時