

必備單字 / 易混淆單字

| Business (商業) | | Finance (財經) | | Weather (天氣) | |
|--------------------|-----------|---------------------|------|---------------------|-----|
| admission | 入場卷；許可 | account | 帳戶 | degree | 度 |
| agreement | 協議 | balance | 結餘 | Celsius | 攝氏 |
| competitor | 競爭對手 | debt | 負債 | Fahrenheit | 華氏 |
| conference | 會議 | due | 到期 | clear | 晴朗的 |
| entrepreneur | 企業家 | Foreign exchange | 外匯 | forecast | 預報 |
| proposal | 提案 | tariff | 關稅 | | |
| bureau | 處、局(政府單位) | revenue | 收入 | | |
| committee | 委員會 | annual | 年度的 | | |
| board | 董事會 | withdraw | 提款 | | |
| Occupation (職業/工作) | | Transportation (交通) | | Manufacturing (製造業) | |
| librarian | 圖書館員 | aisle | 走道 | appliance | 設備 |
| volunteer | 志願者，義工 | capacity | 容量 | distributor | 批發商 |
| pharmacist | 藥劑師，藥商 | custom | 海關 | supplier | 供應者 |
| chef | 廚師 | escalator | 電扶梯 | surplus | 過剩 |
| architect | 建築師，設計師 | pedestrian | 行人 | plant | 工廠 |
| reference | 推薦人 | platform | 火車月台 | | |
| employment | 僱用 | round trip | 來回票 | | |
| application | 申請書 | fare | 車費 | | |
| technician | 技術人員 | coach | 遊覽車 | | |
| mechanic | 維修人員 | detour | 改道 | | |
| clerk/staff | 職員 | subway | 地下鐵 | | |

🔴 考試易混淆字彙

就是這些單字讓應試時產生疑惑與誤解，TOEIC.ORG.TW 精心整理易混淆字彙並以例句說明，釐清後對各位的字彙辨識及應用能力絕對大幅提升。

| | | | |
|--------|---------|--------|--|
| accept | (v.) | 接受 | He has accepted our in invitation. |
| except | (prep.) | 除...之外 | He has no bad habits except that he smokes too much. |

| | | | |
|--------|------|-------|---|
| access | (n.) | 通路,機會 | The only access to the house is along that narrow road. |
| excess | (n.) | 過量 | An excess of rain caused the severe flood. |

| | | | |
|--------|------|----|---|
| advice | (n.) | 建議 | Please give me some advice, then I'll know what to do next. |
| advise | (v.) | 勸告 | Please advise us of any change in your plan. |

| | | | |
|--------|------|----|--|
| affect | (v.) | 影響 | The amount of rain affects the growth of plants. |
| effect | (n.) | 效果 | These special effects of the movie are really amazing. |

| | | | |
|-----------|----------|-----|-------------------------------------|
| already | (adv.) | 已經 | I have had lunch already. |
| all ready | (phrase) | 準備好 | We are all ready for the departure. |

| | | | |
|--------|--------|------|---|
| barely | (adj.) | 幾乎沒有 | He has barely enough money to live on. |
| hardly | (adv.) | 幾乎不 | My legs were so weak that I could hardly stand. |

| | | | |
|---------|---------|--------|---|
| beside | (prep.) | 在旁邊 | He sat down beside me. |
| besides | (prep.) | 除...之外 | What has he done besides reading the paper? |

| | | | |
|---------|--------|-------|--|
| decent | (adj.) | 正派的 | I only associate myself with good decent fellows. |
| descent | (n.) | 下降，下坡 | The spectators watched the descent of the balloon. |

| | | | |
|----------|--------|-----|---|
| formerly | (adv.) | 從前 | Formerly, he worked on a farm, but now he is a teacher. |
| formally | (adv.) | 正式地 | At the police station, he was formally charged with murder. |

| | | | |
|-------|------|-------|--|
| raise | (v.) | 提高，養育 | The landlord raised my rent. |
| rise | (v.) | 上升，起床 | The sun rises in the east every morning. |

| | | | |
|----------|---------|-----|--|
| thorough | (adj.) | 完全的 | You must promise me to take a thorough rest. |
| through | (prep.) | 通過 | It's better not to walk through the park at night. |

I. General Business (一般商業)

| | | | |
|---------------|---------------|----------------|----------|
| agenda | 議程 | assist | 協助 |
| authorize | 授權 | binder | 資料夾 |
| collaboration | 合作 | compromise | 妥協；折衷；和解 |
| directory | 人名住址簿； 樓層表 | filing cabinet | 檔案櫃 |
| incentive | 誘因 | merger | 併購 |
| notify | 告知 | monopoly | 壟斷；獨佔；專賣 |
| receptionist | 接待員 | subsidiary | 子公司；補助津貼 |
| stationery | 文具 | transfer | 轉接；調任 |

II. Financing and Purchasing (財務與採購)

| | | | |
|------------------------|--------------|----------------|----------|
| allocate | 分配 | consumer | 消費者；顧客 |
| chamber of commerce | 商會 | decrease | 減少；下降 |
| dividend | 紅利；股息 | expenditure(s) | 消費；開銷 |
| fluctuation | 波動；起伏； 漲落 | inventory | 庫存清單 |
| invoice | 發票；出貨清單 | mortgage | 抵押貸款 |
| refund | 退款；退還； 賠償 | stock | 股票；現貨；存貨 |
| subscribe | 訂閱 | warranty | 保證；保證書 |

III. Personnel (人事)

| | | | |
|-----------------|-----------------|---------------|---------|
| applicant | 申請人 | appoint | 任命；指定 |
| assess | 評估（財產價 值）；評定 | candidate | 候選人 |
| certificate | 憑證；證書 | civil servant | 公僕 |
| downsize | 裁員 | expertise | 專門技術或知識 |
| maternity leave | 產假 | recruit | 吸收；徵募 |
| resign | 辭職 | retire | 退休 |

IV. Technical areas (科技類)

| | | | |
|-------------|---------|--------------|----------|
| assemble | 組裝 | cutting edge | 尖端的 |
| defect | 瑕疵 | device | 裝置 |
| facility | 設備；設施 | generator | 發電機；產生器 |
| innovative | 創新、革新的 | install | 安裝；安置 |
| malfunction | 故障；機能失常 | manual | 操作手冊；說明書 |

V. Travel (旅遊)

| | | | |
|---------------|---------------|------------|----------|
| accommodation | 適應；住所； 膳宿 | brochure | 小冊子 |
| baggage claim | 行李提領處 | blanket | 毯子 |
| carry-on | 登機行李；手提 行李 | commute | 通勤 |
| cruise | 乘船遊覽 | expedition | 探險；遠征隊 |
| itinerary | 行程表；旅程 | jet lag | 時差 |
| passenger | 乘客；旅客 | vacant | 空的，未被佔用的 |

VI. Miscellaneous (雜項)

| | | | |
|-------------|-----------------|--------------|--------|
| alternative | 可供選擇的事 物、方式等 | appetizer(s) | 開胃菜 |
| compatible | 可相容的 | crucial | 必要、重要的 |
| damage | 損害 | efficient | 有效率的 |
| expand | 擴展 | feature | 特色 |
| garment | 服裝；衣著 | inspect | 檢查 |
| investigate | 調查 | performance | 表演；表現 |
| pollution | 污染 | register | 登記；註冊 |