

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