

曼哈頓國際語文中心多益班 閱讀解題密技

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TOEIC Reading 100題 (答題時間:只有75分鐘)			
Part V	Sentence Completion 單句填充	30	Part V & VI 建議20分內答畢 。
Part VI	Passage Completion 段落填充 4篇 X 4題 = 16題 (其中一題為整句填充)	16	
Part VII	Reading Comprehension 閱讀理解 單篇:10篇 X 2-4題 ≈ 29題 雙篇: 2篇 X 5題 =10題 三篇: 3篇 X 5題 =15題	54	

PART V & VI單句填充與段落填充 答題策略與考試重點

單句填充答題策略：

- 嚴控答題時間：30題單句填充，15分內做完
- 切勿因小失大：勿執著於少數題目，耽誤後面題目答題時間。每題如超過30秒，請用消去法猜答案。（答對六成閱讀題目約300分，八成400分）
- 考題類型三種：字彙、用法、文法。答題時請先看四個選項判斷考題類型為何。考文法題的話，常常只需閱讀空格前後即可作答。

文法題：較簡單，為國高中常見文法，短時間可上手

字彙與用法題：較麻煩，但有網路字典工具可以幫助

文法題：1

The guest speaker highlighted some ideas for ---- introducing change in the workplace.

- (A) success
- (B) succeed
- (C) succeeding
- (D) successfully

文法題：1（解析）

The guest speaker highlighted some ideas for ----
introducing change in the workplace.

- (A) success
- (B) succeed
- (C) succeeding
- (D) successfully

文法觀念：副詞修飾動詞



文法題：2

A new system ---- the latest data-analysis methods was
implemented this week.

- (A) is incorporating
- (B) that incorporates
- (C) incorporation of
- (D) had incorporated



文法題：2（解析）

A new system (---- the latest data-analysis methods) was implemented this week.

- (A) is incorporating
- (B) that incorporates
- (C) incorporation of
- (D) had incorporated

文法觀念：形容詞子句



文法題：3

The forethought and planning ---- at each step of writing a proposal will have a direct impact on the chances of its acceptance.

- (A) invest
- (B) invested
- (C) investor
- (D) investing



文法題：3（解析）

The forethought and planning ---- at each step of writing a proposal will have a direct impact on the chances of its acceptance.

- (A) invest
- (B) invested (原為which are invested)
- (C) investor
- (D) investing

文法觀念：形容詞子句減化成分詞片語



文法題：4

Although Oliver Rodriguez' book have shaped the way that businesses handle staff relations, he does not consider ----- an expert on the subject.

- (A) he
- (B) him
- (C) his
- (D) himself



文法題：4（解析）

Although Oliver Rodriguez' book have shaped the way that businesses handle staff relations, he does not consider ----- an expert on the subject.

- (A) he
- (B) him
- (C) his
- (D) himself

文法觀念：反身代名詞



字彙題：1

The results of the study --- the hypothesis that had been proposed by researchers at the National Medical Institute.

- (A) confirmed
- (B) submitted
- (C) certified
- (D) depended



字彙題：1（解析）

The results of the study --- **the hypothesis** that had been proposed by researchers at the National Medical Institute.

- (A) **confirmed**
- (B) submitted
- (C) certified
- (D) depended

解題重點：依據前後文句意



字彙題：2

Yesterday the officers voted ---- to offer large bonuses to high-performing employees.

- (A) commonly
- (B) increasingly
- (C) critically
- (D) unanimously



字彙題：2（解析）

Yesterday the officers voted ---- to offer large bonuses to high-performing employees.

- (A) commonly
- (B) increasingly
- (C) critically
- (D) unanimously

解題重點：依據前後文句意



字彙題：3

Performing a series of trial runs before launching large-scale production of any new product is common ----- at Juvo, Inc.

- (A) usage
- (B) ground
- (C) practice
- (D) manner



字彙題：3（解析）

Performing a series of trial runs before launching large-scale production of any new product is **common** ----- at Juvo, Inc.

- (A) usage
- (B) ground
- (C) **practice**
- (D) manner

解題重點：依據前後文句意



用法題：1

Speaking ----- behalf of the vice president, Alan Lee thanked the employees for their contributions to the fund-raising project.

- (A) at
- (B) on
- (C) **by**
- (D) for



用法題：1（解析）

Speaking ----- **behalf of** the vice president, Alan Lee thanked the employees for their contributions to the fund-raising project.

- (A) at
- (B) on
- (C) by
- (D) for

解題重點：片語 **on/in behalf of**（代表）



用法題：2

Training for our new processors will take place----a three-day period in July.

- (A) among
- (B) over
- (C) beyond
- (D) behind



用法題：2（解析）

Training for our new processors will take place ---
- a three-day period in July.

- (A) among
- (B) over
- (C) beyond
- (D) behind

解題重點：片語over a period（一段期間內）



用法題：3

In order for you to receive the early registration rate, your application form must be postmarked ---- Friday, October 28.

- (A) in advance
- (B) beforehand
- (C) previously
- (D) no later than



用法題：3（解析）

In order for you to receive the early registration rate, your application form must be postmarked --
-- Friday, October 28.

- (A) in advance
- (B) beforehand
- (C) previously
- (D) no later than

解題重點：依據句意，選no later than用法

段落填充答題策略：

- 16題段落填充，4篇短文，每篇4題。每題答題時間不應超過30秒，約8-10分鐘做完。
- 考題類型多與單句填充類似，主要還是考字彙、用法、文法，所以作答時，通常只需注意空格附近的線索，或空格所在的整句。唯一不同的地方在於動詞時態題。遇到此種題目需要看前後文，才能判斷時態。
- 每篇各有一題整句填充，必須按前後文句意，選擇最適合句子填入空格。（此題型類似大學指考篇章結構，比較花時間，所以請留待最後做）

段落填充：1

THERE' S A BIG MARKET OUT THERE!

Douglas Marketing Company is offering a new series of seminars that can help you find the markets you need to reach. Unlike many workshops that provide one-size-fits-all solutions to every business owner who attends, Douglas Marketing offers customized _____149_____ to help you develop the plan that works for your company.

149. (A) authority
(B) significance
(C) expectations
(D) assistance



How does it work? Our initial two-day class _____150_____ you an overview of

150. (A) will give
(B) is giving
(C) has given
(D) to give

marketing basics. After that, we' ll arrange a series of meetings between you and one of our expert advisors. Your advisor will visit your workplace to learn firsthand about your business and to discuss your vision for future growth. Together you' ll select key _____151_____

151. (A) strategic
(B) strategize
(C) strategically
(D) strategies



that will help you reach new customers. ____152____.

152. (A) Our consultant will also show you how to reach a larger market.
(B) These new measures can't limit business expansion.
(C) Your company has surely accumulated enough wealth to cover the cost.
(D) You should be able to evaluate the effectiveness of different treatments.

So, let Douglas Marketing teach you all basics that you need to know. Then let us help you apply your new knowledge to your own business plan.

Call us at 555-9947 to arrange a meeting today.
Your new customers will thank you.

段落填充：1（解析）

THERE'S A BIG MARKET OUT THERE!

Douglas Marketing Company is offering a new series of seminars that can help you find the markets you need to reach. Unlike many workshops that provide one-size-fits-all solutions to every business owner who attends, Douglas Marketing offers customized ____149____ to help you develop the plan that works for your company.

149. (A) authority
(B) significance
(C) expectations
(D) assistance（前後文句意）

How does it work? Our initial two-day class _____ 150 _____
you an overview of

150. (A) will give (文法：未來式)
(B) is giving
(C) has given
(D) to give

marketing basics. After that, we' ll arrange a series of meetings
between you and one of our expert advisors. Your advisor will visit
your workplace to learn firsthand about your business and to
discuss your vision for future growth. Together you' ll select key
_____ 151 _____

151. (A) strategic
(B) strategize
(C) strategically
(D) strategies (文法：名詞)
- 

that will help you reach new customers. _____ 152 _____.

152. (A) Our consultant will also show you how to
reach a larger market.
(B) These new measures can' t limit business
expansion.
(C) Your company has surely accumulated enough
wealth to cover the cost.
(D) You should be able to evaluate the
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Call us at 555-9947 to arrange a meeting today. Your new
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單句填充與段落填充考試重點整理 (依命題頻率排序)

- 字彙題(vocabulary)
- 詞性：可以從字尾判斷。名詞字尾nation，動詞字尾nationalize，形容詞字尾national，副詞字尾nationally。答題時從空格前後文判斷詞性。
- 動詞時態：找句中與時間相關的線索。
- 介係詞
- 連接詞：對等連接詞、從屬連接詞
- 動名詞(Ving)、不定詞(to V)、使役動詞接原形或過去分詞(make/let/have V/pp)。
- 代名詞與不定代名詞

PART V單句填充/PART VI段落填充: 提綱挈領

- 需訓練自己20-25分鐘內完成此二部份
- 技巧：先掃描選項，判斷何種類型考題
 - 文法題：通常只需看空格前後即可
 - 字彙與用法題：會就會，不會就猜，千萬別浪費時間！
 - 整句填充題：較花時間，最後才做
- 字彙與用法題：試後檢討，利用工具整理單字/片語/用法。
- 常用工具：1. 雅虎奇摩字典
<http://tw.dictionary.yahoo.com/>
2. LDOCE線上字典
<http://www.ldoceonline.com/>

PART VII 閱讀理解答題策略與考試重點

答題策略：

- 單篇閱讀10篇，每篇2-4題，共__29__題。
- 雙篇閱讀2篇，每篇5題，共__10__題。
- 三篇閱讀3篇：每篇5題，共__15__題。
- 閱讀理解常考文章類型：總共六類文章：
 - A. **報章雜誌文章**：通常與商業或研究調查報告有關
 - B. **商業信函**（通常2~3篇）：信件、電子郵件、備忘錄、傳真
 - C. **廣告**：報章雜誌廣告。常問主旨與讀者為何？或是這則廣告會出現何處？
 - D. **公告/通知**：事件、政策、表現。常考時間、地點、價格等
 - E. **圖表閱讀**：圖表、時間表、商業表格（通常會考1~2篇）。掃描圖表內容，即可作答
 - F. **即時通訊軟體對話**（通常2篇）。
- 多篇閱讀尤其常考商業表格與電子郵件、商業性文章與信件、個人便條留言(personal note)。多篇閱讀每五題中平均會有__1__題需要同時參考上下文文章。另外，__字彙__題也很常見。

○ 常考題型六大類：

- A. **字彙題**：某段某字最接近哪個答案
- B. **主旨題**：What' s the main purpose/theme/idea?, What' s the article about/for?
- C. **細節題**：人名、地名、時間、數字、事件、細節等
- D. **推論題**：What can be inferred/implied/suggested
- E. **以下何者真/為非**:TRUE, NOT true
- F. **插入句題**：將整句填入文中最適當位置（類似托福題型，比較耗時）

○解題技巧：

- A.先易後難：先做字彙、主旨、細節題，最後才做推論、以下何者為真/非題、插入句題。
- B.先短後長：先做選項短的題目，再做選項長的。
- C.先看題目找出關鍵語彙，再回文章掃描相關段落
字彙題：已經標明哪段哪行（一定先做）
主旨題：答案常在文章標題、信件主旨、第一段
細節題：人名、地名、時間、數字等
推論題與以下何者為非題：掃描四個選項當中的關鍵字，再回文章找相關段落
插入句題：根據插入句內容，推測可能前後文為何
- D.題目分佈大致與文章段落接近：
多篇閱讀每五題平均會有一題 需要同時參考上下文。

Questions 149-150 refer to the following text message chain.

Chats

Sam: Hey guys, I'd like to form a study group in the company every Friday Evening. Who would like to join me? (12:05)

Eddie: Sign me up! I'm interested! (12:06)

Susan: I'd love to, but I have technical writing class every Friday evening. It's such a shame! (12:09)

Tom: I just can't wait! I suggest we find a place where we can grab a bite while reading. (12:12)

Daisy: Count me in! It's a great idea. Thanks, Sam! (12:15)

單篇閱讀（兩題）

149. According to Tom, where might be an ideal place for them to meet?

- (A) Staff lounge
- (B) Archive room
- (C) Meeting room
- (D) A fast food restaurant

150. At 12:09., what does Susan mean when she writes, “It’s such a shame!” ?

- (A) She is upset she has to skip her technical writing class.
 - (B) She is disappointed she is not able to join the study group.
 - (C) She is afraid she has to leave the study group a bit earlier.
 - (D) She feels bad about leaving Sam on his own.
- 

Questions 149-150 refer to the following text message chain.

Chats

Sam: Hey guys, I'd like to form [a study group in the company](#) every Friday Evening. Who would like to join me? (12:05)

Eddie: Sign me up! I'm interested! (12:06)

Susan: I'd love to, but I have technical writing class every Friday evening. [It's such a shame!](#) (12:09)

Tom: I just can't wait! I suggest we find [a place where we can grab a bite while reading.](#) (12:12)

Daisy: Count me in! It's a great idea. Thanks, Sam! (12:15)

單篇閱讀（兩題）：解析

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Question 155-157 refer to the following e-mail message.

From: Lettore Books Online [order-info@lettorebooks.com]

To: Andrea Polokov [apolokov@aial.com]

Subject: Order Confirmation

Dear Andrea Polokov:

This is to inform you that we are in receipt of your order placed on December 2.

Your order confirmation number is YB-145970. __[1]__.

Two of the titles you requested are currently in stock; these materials should ship within 1-3 days. __[2]__. However, the video title is on backorder. We expect that it should be available and shipped to you within the next 3 weeks. When your order is shipped, you will receive an e-mail detailing the date and method of shipment as well as the estimated delivery date.

For your convenience, you can track the status of your order online by visiting your account link at <http://www.lettorebooks.com/acctinfo/login>. __[3]__. There you can track shipment status, review estimated delivery dates, cancel unshipped items, and contact customer service 24 hours a day.

You can also call our customer service number at 1-800-555-2346. __[4]__. Service representatives are available Monday through Friday from 8:00 A.M. until 5:00 P.M.

Thank you once again for shopping with us.

Sincerely,

Lettore Books Online



單篇閱讀（三題）

155. What does this e-mail confirm?

- (A) An order is being processed.
- (B) A delivery method has been changed.
- (C) An item has been discontinued.
- (D) A shipment has been sent.

156. In which of the positions marked [1], [2], [3], and [4] does the following sentence best belong?

“Should you have any questions regarding your order, you will be asked to refer to this number.

- (A) [1]
- (B) [2]
- (C) [3]
- (D) [4]

157. What is NOT listed as a service available through the account link?

- (A) Stopping shipment of an item
- (B) Returning merchandise
- (C) Tracking delivery status
- (D) Contacting customer service

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單篇閱讀（三題）：解析

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Questions 166-169 refer to the following letter.

June 8

Ms. Eunice Cha

Project Leader

B.S. Consultants

10-EE Central City Building

Bangalore 560 097 India

Dear Ms. Cha:

I very much enjoyed your talk at the International Conference on Public Architecture in Mumbai. I especially appreciated your assessment of the competing demands of function, budget, and public expectations on municipal projects.

Our firm has recently been awarded the contract for the design of a large public swimming facility here in Singapore, and I think that our staff would be most interested in your remarks. It would provide useful discussion points for us as we plan and execute the project.



Would it be possible to obtain a copy of your speech and reproduce twenty copies for our internal use only? We would not distribute any part of it outside the company without first obtaining permission from you, nor would we include any part of it in any of our presentations to external bodies without your permission and without acknowledgement of you as the author.

It might be that you have plans to publish the material in some form in a journal or **trade** magazine. If that is the case, I understand that you would not want to release it to us. In that event, would you please inform me when and where it will be published?

Thank you very much for your consideration and for a superb presentation.

Sincerely,

David Wong

David Wong

President

Wong Architecture, Pty. Ltd.



單篇閱讀（四題）

166. What can be inferred about Mr. Wong?
- (A) He attended a presentation given by Ms. Cha.
 - (B) He is seeking employees for his architecture firm.
 - (C) He would like to submit an article for publication.
 - (D) He wants to purchase a subscription to a trade journal.
167. What is Mr. Wong's company working on?
- (A) Giving a public presentation
 - (B) Planning an awards ceremony
 - (C) The construction of a new conference center
 - (D) The design of a swimming pool
168. What is Mr. Wong requesting?
- (A) The opportunity to bid on a contract
 - (B) Copies of published project design plans
 - (C) Permission to distribute information to his colleagues
 - (D) A review of a municipal annual budget
169. The word "trade" in paragraph 4, line 1, is closest in meaning to
- (A) exchange
 - (B) diligence
 - (C) industry
 - (D) substitute



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June 8

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Project Leader

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單篇閱讀（四題）：解析

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- (A) exchange
 - (B) diligence
 - (C) industry
 - (D) substitute

Questions 196-200

Mr. Robert Farnsworth
6645 Houston Dr.
Missoula, Montana

Mr. Farnsworth,

We have received your request to cancel your cable service effective as of March 31. We here at Big Sky Cable are sorry to lose you as a customer. This letter is our attempt to convince you to change your mind.

Did you know that...

- In addition to all of your favorite cable channels, Big Sky also offers broadband Internet service. Bundling your cable service with your Internet service can result in significant savings.
- Big Sky Cable is high-definition compliant. Enjoy all of your favorite shows in crisp, clear, HD digital splendor.
- We now offer rentals of hard-drive video recorders.
- Our 24 hour customer service line is always at your disposal. Whether it's a request for service or simply a question about your equipment, we'll be there to answer the call.

Your termination request is being processed. If you wish to cancel your termination and continue as a Big Sky customer, please contact us at 555-5545, ext 919.

Sincerely,
Fran Jilberg
Big Sky Cable

Far Horizons Cable

Missoula, Montana

555-4454

To: Robert Farnsworth

Reason: Your cable service

Mr. Farnsworth,

This is just a reminder that we will be out to connect your Far Horizon's cable service on the morning of April 1st. According to our work order, you have asked to have the following services installed.

1. Basic cable service (76 channels)
2. Premium Service (BHO & Fuzzy Wuzzy Kids)
3. 1 GB broadband

You also requested help in hooking up our service to your newly purchased High Definition television. Unfortunately, we are not yet HD compliant. Our HD service will begin later this year. We will provide installation service beginning in late September.

To Whom It May Concern,

Thanks for the reminder, but I am afraid I have to put it off a bit. My landlord asked me to vacate the house by the end of March for some unknown reasons. Anyway, once everything is settled, I will let you know when and where to have the cable and broadband services installed for me.

Sincerely,

Robert Farnsworth

196. Who is Fran Jilberg?

- (A) A cable installer
- (B) A Big Sky employee
- (C) An associate of Robert Farnsworth
- (D) A cable customer

197. Which service is provided by both companies?

- (A) Video rentals
- (B) High definition programming
- (C) Internet service
- (D) 24 hour service

198. What can be inferred from the letters?

- (A) Mr. Farnsworth is currently a Far Horizon's customer.
 - (B) High definition service is not available to residents of Missoula.
 - (C) Big Sky Cable is in danger of bankruptcy.
 - (D) Mr. Farnsworth has decided to switch cable providers.
- 

199. What is the purpose of the letter from Big Sky?

- (A) To advertise new services
- (B) To schedule an installation
- (C) To persuade a customer
- (D) To respond to a request for service

200. Why can Mr. Farnsworth not have the cable service installed on April 1st?

- (A) Because Mr. Farnsworth will be on vacation then.
 - (B) Because Mr. Farnsworth has cancelled the contract with Far Horizon' s.
 - (C) Because Mr. Farnsworth will not live in that place any longer.
 - (D) Because Mr. Farnsworth' s landlord asked him not to do that.
- 

Mr. Robert Farnsworth
6645 Houston Dr.
Missoula, Montana

Mr. Farnsworth,

We have received your request to cancel your cable service effective as of March 31. We here at Big Sky Cable are sorry to lose you as a customer. This letter is our attempt to convince you to change your mind.

Did you know that...

- In addition to all of your favorite cable channels, Big Sky also offers [broadband Internet](#) service. Bundling your cable service with your Internet service can result in significant savings.
- Big Sky Cable is high-definition compliant. Enjoy all of your favorite shows in crisp, clear, HD digital splendor.
- We now offer rentals of hard-drive video recorders.
- Our 24 hour customer service line is always at your disposal. Whether it's a request for service or simply a question about your equipment, we'll be there to answer the call.

Your termination request is being processed. If you wish to cancel your termination and continue as a Big Sky customer, please contact us at 555-5545, ext 919.

Sincerely,

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[Big Sky Cable](#)



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閱讀理解考試重點整理 (依命題頻率排序)

- 主旨題
- 細節題：需掃描找出問題段落，有時答案與問題資訊分處不同段落的情形。也常考同義代換(not simple, complex)，或是考價格、服務時間、地點等等。
- 推論題/以下何者為真/非：答案常出現同義代換，也就是換方式講同樣的事情 (travel/trip)
- 字彙題：通常一篇文章有5題的時候才會出現。另外，字彙題一定要看該字彙的前後文。選項中如果有認得的字而且確定不是答案的話，請刪去。
- 插入句題：常出現在單篇閱讀，固定2題。
- 圖表題：掃描題目段落，迅速找出答案。雙篇文章，圖表所代表意義。需注意圖表下方小寫字的說明部份。

PART VII 閱讀理解：提綱挈領

- 做好時間管理，50-55分鐘做完閱讀部份（25-30分鐘做多篇閱讀25題，25分鐘做單篇閱讀29題）
- 請先看問題重點找答題關鍵字，再看文章。答題時務必先看題目找出關鍵字，再運用**掃描** (scanning)與**略讀** (skimming)閱讀技巧檢視相關段落找出答案。（**以筆代眼**加快掃描速度）
- 閱讀理解題答題順序，**先易後難、先短後長**。請**先處理簡單/短的題目**（字彙題、主旨題、細節題），再回答較難/長的題目（推論題、以下何者為真/非、插入句題）
- **題目順序大致與段落相當**
- 答案通常呈現**常態分配**（萬一要猜，請猜固定選項）。

其它建議事項

- 請找出個人最佳答題順序：
500分以下，建議按照**正常順序**
500分以上，建議答題順序如下：
 - 1.多篇閱讀25題（25-30分鐘）
 - 2.單篇閱讀29題（25分鐘）
 - 3.單句與段落填充30+16題（20分鐘）
- 檢討閱讀答案的同時，就是在為聽力做準備，反之亦然。所以**題目與解答中每個英文字句在檢討完後務必要會認，也要會唸**。

TOEIC得分關鍵

短期目標（8週，以進步平均100-150分為目標）

1. 掌握答題時間管理並熟悉考試題型
2. 學會主要答題技巧並能適當運用
3. 每回模考完後，務必整理筆記，從答錯或不會的題目中學習
4. 務必熟悉國高中基本文法：補充講義
5. 多做考題，絕對有效！
6. 有問題請來信：（問題多的話，可另約時間）

hunterksk@hotmail.com



Thanks!

