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**全民英檢秘笈**

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一、實用字彙
  
1.談判、協商 (v.) negotiate
  
2.可談判的 (adj.) negotiable
  
3.談判、協商 (n.) negotiation
  
4.擅於…… good at
  
5.手機 cell phone
  
6.打到我手機 reach me on my cell phone
  
7.門鈴響、電話響 (動詞三態) ring, rang, rung
  
8.履歷 resume
  
9.自傳 autobiography
  
10.推薦函 recommendation
  
11.有內涵的 insightful
  
12.打錯字的 (n.) typo
  
二、請填入英文，訂正後大聲唸3遍
  
1.他擅於英語談判。 He is good \_\_\_\_ \_\_\_\_\_\_\_\_ in English.
  
2.如果電話找不到我，請留話給我助理。 Please \_\_\_\_\_\_ a \_\_\_\_\_\_ \_\_\_\_\_ my assistant if you can’t \_\_\_\_\_\_\_\_ me on the phone.
  
3.我把我的手機和家裡電話都告訴你。 I’ll give you my \_\_\_\_\_\_ phone and \_\_\_\_\_\_ phone \_\_\_\_\_\_\_\_.
  
4.你的手機響了好幾次了！ Your cell phone has \_\_\_\_\_\_ \_\_\_\_\_\_\_ a few times!
  
5.一個好的履歷和自傳是有內涵的。 A good \_\_\_\_\_\_\_ and a good \_\_\_\_\_\_\_\_\_\_\_ should be \_\_\_\_\_\_\_\_\_\_.
  
6.不要打錯字！ No \_\_\_\_\_\_\_\_!
  
三、答案
  
1. at, negotiating
  
2. leave, message with , reach
  
3. home, cell, numbers
  
4. rung, quite
  
5. resume, autobiography, insightful
  
6. typos