

## 全民英檢秘笈

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### 一、重要字彙

1. technique 技術
2. negotiate 談判
3. identify 認知
4. waffle 模稜兩可
5. the other party 另一方
6. locate 確定
7. crucial 關鍵的、重要的
8. demonstrate 示範、展現
9. mutual 互相的
10. beneficial 有利的
11. issue 事件
12. oriented 以此為方向的
13. hostility 敵意
14. What if... 如果...，怎麼辦？
15. lose ground 節節敗退
16. take a break 休息

17. refreshed 有精神

18. recharged 充電了

19. win-win 雙贏

二、請填入適當英文：

1. 你可以教我談判的技巧嗎？

Could you teach me the \_\_\_\_\_ of \_\_\_\_\_?

2. 首先，你要清楚地了解自己的要求是什麼，不可模稜兩可。

You \_\_\_\_\_ need to \_\_\_\_\_ your exact \_\_\_\_\_. Don' t \_\_\_\_\_.

3. 也要了解對方個人的以及工作上的利益。

Also \_\_\_\_\_ to \_\_\_\_\_ the \_\_\_\_\_ of the \_\_\_\_\_ - both \_\_\_\_\_ and \_\_\_\_\_.

4. 我如何確定他們最大的利益呢？

How do I \_\_\_\_\_ their \_\_\_\_\_ interests?

5. 一個有經驗的談判者會問很多問題。

A \_\_\_\_\_ \_\_\_\_\_ asks lots of questions.

6. 同時，釋出你期許雙方均得利的熱情。

\_\_\_\_\_ your \_\_\_\_\_ for \_\_\_\_\_ \_\_\_\_\_ at the same ime.

7. 即使感覺到對方的敵意，也不要放在心上，完全就事而論事。

Stay \_\_\_\_\_-\_\_\_\_\_ even if you \_\_\_\_\_ \_\_\_\_\_. Don' t\_\_\_\_\_ it \_\_\_\_\_.

8. 如果我節節敗退，怎麼辦？

\_\_\_\_\_ I \_\_\_\_\_?

9. 稍作休息，你會覺得精神較好，好像重新充電一樣。

\_\_\_\_\_ a break makes you feel \_\_\_\_\_ and \_\_\_\_\_.

10. 談判的真正精神在於創造雙贏。

The real \_\_\_\_\_ of \_\_\_\_\_ is to \_\_\_\_\_ a \_\_\_\_\_-\_\_\_\_\_ ion.

### 三、答案

1. techniques, negotiating

2. first, identify, expectation, waffle

3. try, identify, interests, other party, personally, professionally

4. locate, crucial

5. skilled negotiator

6. Demonstrate, passion, mutually beneficial results

7. issue oriented, sense hostility, take, personally

8. What if, lose ground

9. Taking, refreshed, recharged

10. spirit, negotiating, create, win-win

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