

義守大學 93 學年度研究所碩士在職專班考試試題

系所別	管理研究所碩士在職專班 (PMBA 專業管理組)	考試日期	93/4/24
考試科目	管理應用英文	總頁數	4

※此為試題卷，請將答案填寫在答案卷內，未寫於答案卷內者，不予計分。

※不可使用計算機

PART A: Choose the letter of the underlined word or group of words that is incorrect. (60%, 3 points for each)

1. No allowing for inflation has been made in this estimate.
A B C D
2. Please contact the undersigning so that an appointment can be scheduled for this transaction.
A B C D
3. The company projected that it's profits would rise during the next quarter.
A B C D
4. It is the customer for who we make our product.
A B C D
5. To keep down packaging costs and helping you save on shipping and handling costs, we sell computer disks only in lots of 10 or more.
A B C D
6. Since a strike against the manufacturer, the desk chairs you ordered will not be ready until November.
A B C D
7. We design products based on our customer's needs.
A B C
8. The managers ability to listen is just as important as his or her technical knowledge.
A B C D

義守大學 93 學年度研究所碩士在職專班考試試題

系所別	管理研究所碩士在職專班 (PMBA 專業管理組)	考試日期	93/4/24
考試科目	管理應用英文	總頁數	4

※此為試題卷，請將答案填寫在答案卷內，未寫於答案卷內者，不予計分。

※不可使用計算機

9. Automobile insurance customers who say they've paid but have still received a past due

A B C D

notice.

10. Next Friday will be my last day here. I am leaving the OmniGroup to take a place at

A B C

another firm.

D

11. Appointments can be scheduled in 5-minute, 10-minute, quarter-hour, or 20-minute

A B C

intervals.

D

12. Use the telephone to answer customer questions, e-mail to send order confirmations, and

A B C

take orders using our Web page.

D

13. The two training sessions scheduling for October will accommodate 40 people.

A B C D

14. Most new employees find that they need to learn a new culture.

A B C D

15. A CEO's pay is often based on the performance of their company.

A B C

16. The team will present their recommendation to the Executive Committee.

A B C D

17. As a manager, you have only self to blame if things go wrong.

A B C D

義守大學 93 學年度研究所碩士在職專班考試試題

系所別	管理研究所碩士在職專班 (PMBA 專業管理組)	考試日期	93/4/24
考試科目	管理應用英文	總頁數	4

※此為試題卷，請將答案填寫在答案卷內，未寫於答案卷內者，不予計分。

※不可使用計算機

18. Confirm our conversation on shipping the raw materials, I have scheduled the truck
A B
to leave Monday.
C D
19. Although we will end up with a much smaller markup, if volume would be high since they
A B C D
use a lot of this material.
20. Sue Decker, who wants to promote in the organization, has signed up for the company
A B C
training program in sales techniques.
D

PART B: Please **Improve/Rewrite** the following paragraph. (10%)

I used to work for the McCandless Realty as a receptionist. My many experiences in the accounting field make me an ideal candidate fro a position as senior administrative assistant with Graham, Chang, and Associates. I answered phones at McCandless. I typed there. I worked at Dufresne Plastics as a secretary. At McCandless, I also handled payroll. There are a lot of reasons why I liked Dufresne. These included the opportunity for training in data entry and Microsoft Word. I learned to type 70 WPM with no mistakes.

PART C: Please **proofread** the following message. (10%)

Ours are a company worth doing business with. Your can count on our promises to provide not only the best service but, also the finest in materials, fit, and, finish. All of are products our made to exacting specifications meaning that you received the best product for the best prices. If you arent satisfied for any reason, simply call the toll-free hotline at 2331-5900 extension 25 to get a prompt refund. Remember; our moto is "the customers is always's

義守大學 93 學年度研究所碩士在職專班考試試題

系所別	管理研究所碩士在職專班 (PMBA 專業管理組)	考試日期	93/4/24
考試科目	管理應用英文	總頁數	4

※此為試題卷，請將答案填寫在答案卷內，未寫於答案卷內者，不予計分。

※不可使用計算機

right?"

PART D: Explain what the 5 following common idiomatic phrases mean in business.
(5%, 1 points for each)

1. Race the clock.
2. Juggle a schedule.
3. Punch the clock.
4. Cold call a customer.
5. Open up new markets.

PART E: Essay Writing. (15%)

When making an oral presentation about a certain subject, your listeners will be curious about your qualifications. So you might introduce yourself by briefly explaining why you are qualified to speak on the subject. Suppose you are the presenter, how do you introduce yourself?

義守大學 93 學年度研究所碩士在職專班考試試題

系所別	管理研究所碩士在職專班 (PMBA 專業管理組)	考試日期	93/4/24
考試科目	管理應用英文	總頁數	

※此為試題卷，請將答案填寫在答案卷內，未寫於答案卷內者，不予計分。
 ※不可使用計算機

ANSWER SHEET

PART A:

1. A 2. A 3. B 4. C 5. A 6. A 7. C 8. A 9. D 10. C
 11. C 12. D 13. B 14. B 15. C 16. C 17. C 18. A 19. B 20. A

PART B:

My experience in the secretarial field makes me an ideal candidate for a position as senior administrative assistant with GRAHAM, Chang, and Associates. As a receptionist at McCandless Reality, I typed, answered phones, and handled payroll. Then, as a secretary at Dufresne Plastics, I took training courses in data entry and Microsoft Word and learned to type 70 WPM with no mistakes.

PART C:

Ours is a company worth doing business with. You can count on our promise to provide not only the best service but also the finest in materials, fit, and finish. All of our products are made to exacting specifications, meaning that you receive the best product for the best prices. If you aren't satisfied for any reason, simply call the toll free hotline at 1-800-555-1212 to get a prompt refund. Remember, our motto is "The customer is always right."

PART D:

1. Race the clock = **Work quickly to meet a deadline.**
2. Juggle a schedule = **Make significant changes to a busy schedule.**
3. Punch the clock = **Begin or end the work day.**
4. Cold call a customer = **Make an unsolicited telephone.**
5. Open up new market = **Increase sales in a new market.**

義守大學 93 學年度研究所碩士在職專班考試試題

系所別	管理研究所碩士在職專班 (PMBA 專業管理組)	考試日期	93/4/24
考試科目	管理應用英文	總頁數	

※此為試題卷，請將答案填寫在答案卷內，未寫於答案卷內者，不予計分。

※不可使用計算機

PART E:

I'm Karen Whitney, a market research analyst with Information Resources Corporation. For the past five years, I've specialized in studying high-technology markets. Your director of engineering, John LaBarre, has asked me to talk to you about recent trends in computer-aided design so that you'll have a better idea of how to direct your research efforts.