( ) 15. The _____of that new device is to make students' learning easier.

(A) function (B) funny (C) production

第二部分是非題 Ture or False Questions （每題 4 分）(4% x 6 = 24%)

1. ( ) When our business partners are successful, we can send them a congratulation card.
2. ( ) We often say "sorry to hear about what happened to …" in the letter to show our sympathy at the recipient's misfortune.
3. ( ) In a sales letter we don't need to mention the benefit or the price that we offer.
4. ( ) When making an appointment, it is appropriate to care about only your convenience.
5. ( ) Appointment letters are very useful and important in international business.
6. ( ) Sending good wishes to your business partner can help build rapport before meeting face-to-face.

第三部分 填空題（以 A ,B, C, D 答題即可 ） 每題 4 分 (4% x 4 = 16%)

使用下列單字完成下列 1- 4 句子 (單字可以重複使用) :

(A) quotation (B) discount (C) available (D) inquiry

1. We appreciate your interest in our products and thank you for your letter of _____.
2. We have pleasure in submitting the accompanying _____for your inquiry.
3. I am afraid that we cannot guarantee that Model Ed-123 will be _____after 5th May.
4. Quantity _____ varies according to the size of the order.

答案格

第一部份 選擇題 每題 4 分 (4% x 15 = 60%)

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15

第二部分 是非題 每題 4 分 (4% x 6 = 24%)

1.	2.	3	4	5	6

第三部分 填空題 每題 4 分 (4% x 4 = 16%)

1.	2.	3.	4