

# 職場與商業

## Practice Worksheet

### A. Vocabulary - Write the English word

Write the correct English word for each Chinese meaning.

1. 履歷 (n.) \_\_\_\_\_
2. 同事 (n.) \_\_\_\_\_
3. 薪水 (n.) \_\_\_\_\_
4. 升遷 (n.) \_\_\_\_\_
5. 截止日期 (n.) \_\_\_\_\_
6. 加班 (n./adv.) \_\_\_\_\_
7. 企業 (n.) \_\_\_\_\_
8. 企業家 (n.) \_\_\_\_\_
9. 投資 (n.) \_\_\_\_\_
10. 利潤 (n.) \_\_\_\_\_
11. 預算 (n.) \_\_\_\_\_
12. 營收 (n.) \_\_\_\_\_
13. 談判 (v.) \_\_\_\_\_
14. 合約 (n.) \_\_\_\_\_
15. 提案 (n.) \_\_\_\_\_

### B. Grammar - Choose the correct answer

1. She decided \_\_\_ the job offer.  
(A) accept (B) to accept  
(C) accepting (D) accepted
2. \_\_\_ the recession, the company survived.  
(A) Although (B) Despite  
(C) However (D) Because
3. It is important \_\_\_ deadlines.  
(A) meet (B) meeting  
(C) to meet (D) met



4. While sales increased, profits \_\_\_\_.
- (A) decline (B) declined  
(C) declining (D) declines
5. He enjoys \_\_\_\_ with international clients.
- (A) work (B) to work  
(C) working (D) worked
6. The company \_\_\_\_ a new CEO last month.
- (A) appoint (B) appointed  
(C) appointing (D) appoints
7. \_\_\_\_ of working overtime, he still missed the deadline.
- (A) Despite (B) In spite  
(C) Although (D) Even
8. She suggested \_\_\_\_ the meeting.
- (A) postpone (B) to postpone  
(C) postponing (D) postpones
9. The merger \_\_\_\_ by the board of directors.
- (A) approve (B) approved  
(C) was approved (D) approving
10. It is essential \_\_\_\_ we improve efficiency.
- (A) what (B) which  
(C) that (D) who

### C. Listening - Go to [learn.chparenting.com](http://learn.chparenting.com) to listen

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1. 季度報告顯示什麼？
- (A) Revenue decreased.  
(B) Revenue grew 15% but costs also rose.  
(C) Only costs increased.
2. 這個職位的要求是什麼？
- (A) No experience is needed.  
(B) The job requires 5+ years of digital marketing experience.  
(C) The team has 20 people.
3. 董事會決定了什麼？
- (A) The merger was rejected.  
(B) The merger was approved with 50,000+ combined employees.  
(C) The merger happened last year.
4. 公司做了什麼決定？
- (A) The company is hiring 200 people.  
(B) 200 employees will be laid off due to economic downturn.  
(C) 50% of workers are affected.



5. 新創公司的計畫是什麼？

- (A) The startup is closing down.
- (B) The startup raised 50 million for expansion.
- (C) They plan to be profitable in 5 years.

D. Reading - Go to [learn.chparenting.com](http://learn.chparenting.com) to read the passage

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1. What percentage of companies offer flexible working?

- (A) 40%
- (B) 50%
- (C) 60%
- (D) 70%

2. What is a disadvantage of remote work?

- (A) Higher salary
- (B) Feelings of isolation and burnout
- (C) Too many meetings
- (D) No internet access

3. What do 92% of hiring managers value?

- (A) Only technical skills
- (B) Soft skills equally or more than technical skills
- (C) Foreign language skills
- (D) Coding ability

4. What trade-off comes with the gig economy?

- (A) Higher pay
- (B) Less job security and fewer benefits
- (C) More vacation time
- (D) Better insurance

5. What is the main message of the passage?

- (A) Remote work is bad
- (B) Traditional jobs are best
- (C) Adaptability and lifelong learning are key
- (D) The economy is failing

