

曼哈頓語文中心多益平日班 閱讀解題密技

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1

TOEIC Reading			
100題 (答題時間:只有75分鐘)			
Part V	Sentence Completion 單句填充	40	Part V & VI 20-25分鐘內答畢。
Part VI	Passage Completion 段落填充 (3~4篇, 每篇3~4題)	12	
Part VII	Reading Comprehension 閱讀理解 (單篇閱讀, 7~10篇, 共28題) (雙篇閱讀, 固定4篇, 共20題)	48	
			Part VII 雙篇(20題): 20分鐘 單篇(28題): 25分鐘

2

Part V & VI單句填充與段落填充 答題策略與考試重點

單句填充答題策略：

- **嚴格控制答題時間**：40題單句填充，**20分**內做完
- **勿因小失大**：勿執著於少數題目，耽誤後面題目答題時間。每題如超過**30秒**，請用消去法猜答案。（答對六成閱讀題目約**300分**，八成**400分**）
- **單句填充題考題類型**：字彙、用法、文法。答題時請先看四個選項判斷考題類型為何。考文法題的話，常常只需閱讀空格前後即可作答。

文法題：最簡單，短時間即可上手

字彙與用法題：較麻煩，但有工具可以幫助



3

文法題：1

The guest speaker highlighted some ideas for ---- introducing change in the workplace.

- (A) success
- (B) succeed
- (C) succeeding
- (D) successfully



4

文法題：1（解析）

The guest speaker highlighted some ideas for ---- **introducing** change in the workplace.

- (A) success
- (B) succeed
- (C) succeeding
- (D) successfully**

文法觀念：副詞用法



5

文法題：2

A new system ---- the latest data-analysis methods was implemented this week.

- (A) is incorporating
- (B) that incorporates
- (C) incorporation of
- (D) had incorporated



6

文法題：2（解析）

A new system (---- the latest data-analysis methods) **was implemented** this week.

- (A) is incorporating
- (B) that incorporates**
- (C) incorporation of
- (D) had incorporated

文法觀念：形容詞子句用法



7

文法題：3

The forethought and planning ---- at each step of writing a proposal will have a direct impact on the chances of its acceptance.

- (A) invest
- (B) invested
- (C) investor
- (D) investing**



8

文法題：3（解析）

The forethought and planning ---- at each step of writing a proposal will **have** a direct impact on the chances of its acceptance.

- (A) invest
- (B) **invested** (原為which are invested)
- (C) investor
- (D) investing

文法觀念：形容詞子句減化



9

文法題：4

Although Oliver Rodriguez' book have shaped the way that businesses handle staff relations, he does not consider ----- an expert on the subject.

- (A) he
- (B) him
- (C) his
- (D) himself



10

文法題：4（解析）

Although Oliver Rodriguez' book have shaped the way that businesses handle staff relations, **he** does not consider ----- an expert on the subject.

- (A) he
- (B) him
- (C) his
- (D) himself**

文法觀念：反身代名詞用法



11

字彙題：1

The results of the study --- the hypothesis that had been proposed by researchers at the National Medical Institute.

- (A) confirmed
- (B) submitted
- (C) certified
- (D) depended**



12

字彙題：1（解析）

The results of the study --- **the hypothesis** that had been proposed by researchers at the National Medical Institute.

- (A) **confirmed**
- (B) submitted
- (C) certified
- (D) depended

解題重點：依據前後文句意



13

字彙題：2

Yesterday the officers voted ---- to offer large bonuses to high-performing employees.

- (A) commonly
- (B) increasingly
- (C) critically
- (D) **unanimously**



14

字彙題：2（解析）

Yesterday the officers voted ---- to offer large bonuses to high-performing employees.

- (A) commonly
- (B) increasingly
- (C) critically
- (D) unanimously

解題重點：依據前後文句意



15

字彙題：3

Performing a series of trial runs before launching large-scale production of any new product is common ----- at Juvo, Inc.

- (A) usage
- (B) ground
- (C) practice
- (D) manner



16

字彙題：3（解析）

Performing a series of trial runs before launching large-scale production of any new product is **common** ----- at Juvo, Inc.

- (A) usage
- (B) ground
- (C) **practice**
- (D) manner

解題重點：依據前後文句意



17

用法題：1

Speaking ----- behalf of the vice president, Alan Lee thanked the employees for their contributions to the fund-raising project.

- (A) at
- (B) on
- (C) by
- (D) for



18

用法題：1（解析）

Speaking ----- **behalf of** the vice president, Alan Lee thanked the employees for their contributions to the fund-raising project.

- (A) at
- (B) on
- (C) by
- (D) for

解題重點：片語**on/in behalf of**（代表）用法



19

用法題：2

Training for our new processors will take place----a three-day period in July.

- (A) among
- (B) over
- (C) beyond
- (D) behind



20

用法題：2（解析）

Training for our new processors will take place ---
- **a three-day period** in July.

- (A) among
- (B) over
- (C) beyond
- (D) behind

解題重點：片語**over a period**（一段期間內）



21

用法題：3

In order for you to receive the early
registration rate, your application form must
be postmarked ---- Friday, October 28.

- (A) in advance
- (B) beforehand
- (C) previously
- (D) no later than



22

用法題：3（解析）

In order for you to receive the early registration rate, your application form must be postmarked --
-- Friday, October 28.

- (A) in advance
- (B) beforehand
- (C) previously
- (D) no later than

解題重點：依據句意，選no later than用法

23

段落填充答題策略：

- 12題段落填充，3/4篇短文，每篇約4/3題。每題答題時間不應超過30秒，約5分鐘做完。
- 作答時，通常只需注意空格附近的線索，或空格所在的整句。
- 文章類型主要有5類：新聞文章報導(articles)、商業信函(letters)、電子郵件(emails)、公告通知(announcements)、廣告(advertisements)。
- 考題類型與單句填充類似，主要還是考字彙、用法、文法。但不同的地方在於每篇偶爾會有一題需要看一個句子以上，才能判斷答案。字彙題約佔總數一半。

24

段落填充：1

THERE'S A BIG MARKET OUT THERE!

Douglas Marketing Company is offering a new series of seminars that can help you find the markets you need to reach. Unlike many workshops that provide one-size-fits-all solutions to every business owner who attends, Douglas Marketing offers customized _____ to help you develop the plan that works for your company.

149. (A) authority
(B) significance
(C) expectations
(D) assistance



25

How does it work? Our initial two-day class _____ you an overview of

150. (A) will give
(B) is giving
(C) has given
(D) to give

marketing basics. After that, we'll arrange a series of meetings between you and one of our expert advisors. Your advisor will visit your workplace to learn firsthand about your business and to discuss your vision for future growth. Together you'll select key _____

151. (A) strategic
(B) strategize
(C) strategically
(D) strategies



26

that will help you reach new customers. We'll help you focus on finding those customers whose needs _____ the products and services you provide.

152. (A) repeat
(B) match
(C) accumulate
(D) evaluate

Many consultants can show you how to reach a larger market, but it might not be your market. Let Douglas Marketing teach you all basics that you need to know. Then let us help you apply your new knowledge to your own business plan.

Call us at 555-9947 to arrange a meeting today. Your new customers will thank you. ²⁷

段落填充：1（解析）

THERE'S A BIG MARKET OUT THERE!

Douglas Marketing Company is offering a new series of seminars that can help you find the markets you need to reach. Unlike many workshops that provide one-size-fits-all solutions to every business owner who attends, Douglas Marketing offers customized _____ to help you develop the plan that works for your company.

149. (A) authority
(B) significance
(C) expectations
(D) assistance（前後文句意）

28

How does it work? Our initial two-day class
_____ you an overview of

150. (A) will give (文法：未來式)
(B) is giving
(C) has given
(D) to give

marketing basics. After that, we'll arrange a series of meetings between you and one of our expert advisors. Your advisor will visit your workplace to learn firsthand about your business and to discuss your vision for future growth. Together you'll select key _____

151. (A) strategic
(B) strategize
(C) strategically
(D) strategies (文法：名詞)

29

that will help you reach new customers. We'll help you focus on finding those customers whose needs _____ the products and services you provide.

152. (A) repeat
(B) match (前後文句意)
(C) accumulate
(D) evaluate

Many consultants can show you how to reach a larger market, but it might not be your market. Let Douglas Marketing teach you all basics that you need to know. Then let us help you apply your new knowledge to your own business plan.

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單句填充與段落填充考試重點整理 (依命題頻率排序)

- 字彙題(vocabulary)
- 詞性：可以從字尾判斷。名詞字尾nation，動詞字尾nationalize，形容詞字尾national，副詞字尾nationally。答題時從空格前後文判斷詞性。
- 動詞時態：找句中與時間相關的線索。
- 介係詞
- 連接詞：對等連接詞、從屬連接詞
- 動名詞(Ving)、不定詞(to V)、使役動詞接原形或過去分詞(make/let/have V/pp)。
- 代名詞與不定代名詞

31

Part V單句填充/Part VI段落填充： 提綱挈領

- 需訓練自己20-25分鐘內完成此二部份
- 技巧：先掃描選項，判斷何種類型考題
文法題：通常只需看空格前後即可
字彙與用法題：會就會，不會就猜，千萬別浪費時間！
- 字彙與用法題：試後檢討，利用工具整理單字/片語/用法。
- 常用工具：1. 雅虎奇摩字典
<http://tw.dictionary.yahoo.com/>
2. LDOCE線上字典
<http://www.ldoceonline.com/>

32

Part VII 閱讀理解答題策略與考試重點

答題策略：

- 單篇閱讀約7~10篇，共 28 題。
- 雙篇閱讀4篇，共 20 題。
- 閱讀理解常考文章類型：總共五類文章：
 - A. 報章雜誌文章：通常與商業或研究調查報告有關
 - B. 商業信函（通常2~3篇）：信件、電子郵件、備忘錄、傳真
 - C. 廣告：報章雜誌廣告。常問主旨與讀者為何？或是這則廣告會出現何處？
 - D. 公告/通知：事件、政策、表現。常考時間、地點、價格
 - E. 圖表閱讀：圖表、時間表、商業表格（通常會考1~2篇）。掃描圖表內容，即可作答
- 雙篇閱讀尤其常考商業表格與電子郵件、商業性文章與信件、個人便條留言(personal note)。原則上，至少會有 1 題需要同時參考上下兩篇文章。另外，也會有1題的 字彙 題。

33

- 常考題型四大類：
 - A. 主旨題：What's the main purpose/theme/idea?, What's the article about/for?
 - B. 細節題：人名、地名、時間、數字、事件、細節等
 - C. 推論題：What can be inferred/implied/suggested
 - D. 以下何者真/為非: TRUE, NOT true

34

■ 解題技巧：

- A. **先易後難**：先做主旨、細節題，最後才做推論、以下何者為真/非題
- B. **先短後長**：先做選項短的題目，再做選項長的。
- C. **先看題目找出關鍵語彙，再回文章掃描相關段落**
主旨題：答案常在文章標題、信件主旨、第一段
細節題：人名、地名、時間、數字等（一定先做）
推論題與以下何者為非題：掃描四個選項當中的關鍵字，再回文章找相關段落（最花時間，所以留待最後才做）
- D. **題目分佈大致與文章段落接近**：雙篇閱讀前兩題通常位於上篇，第三題可能在上篇的末段，或下篇的首段，最後兩題常常在下篇。偶爾會有一題需要同時參考上下兩篇。



35

■ Question 153-154 refer to the following schedule.

New Administrative Employee Training

Monday, August 7

Tour of Packaging Facility

9:00-9:30 A.M.	Meet in cafeteria; continental breakfast will be provided.
9:30 A.M.	Shuttle bus leaves for packaging facility.
10:00-10:20 A.M.	Tom Miller, Vice President of Operations, discusses facility goals and recent improvements.
10:20-10:30 A.M.	Meet with tour guides (all guides are experienced facility employees).
10:30-11:15 A.M.	Group A: Visit publishing area. Group B: Visit distribution center. Group C: Visit packaging area (protective gear required).
11:15 A.M.-12:00 noon	Group A: Visit distribution center. Group B: Visit packaging area (protective gear required). Group C: Visit publishing area.
12:00 noon-1:00 p.m.	Lunch with Anna Towers, Coordinator of Packaging Activities.
1:00-1:45 p.m.	Group A: Visit packaging area (protective gear required). Group B: Visit publishing area. Group C: Visit distribution center.
1:45-2:30 p.m.	Panel discussion with directors of packaging, publishing, and distribution.
2:30 p.m.	Shuttle bus returns to administrative offices.

36

單篇閱讀（兩題）

153. What are new administrative employees scheduled to do?
- (A) Distribute mail to the administrative offices
 - (B) Visit a company facility
 - (C) Discuss their jobs with Mr. Miller
 - (D) Guide customers around the company
154. When will group A go to the distribution area?
- (A) From 10:20 A.M. to 10:30 A.M.
 - (B) From 10:30 A.M. to 11:15 A.M.
 - (C) From 11:15 A.M. to 12:00 noon
 - (D) From 1:00 P.M. to 1:45 P.M.

37

■ Question 153-154 refer to the following schedule.

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- | | |
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Group C: Visit distribution center. |
| 1:45-2:30 p.m. | Panel discussion with directors of packaging, publishing, and distribution. |
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38

單篇閱讀（兩題）：解析

153. What are **new administrative employees** scheduled to do?

- (A) Distribute mail to the administrative offices
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154. When will **group A** go to the **distribution area**?

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- (D) From 1:00 P.M. to 1:45 P.M.



39

Question 155-157 refer to the following e-mail message.

From: Lettore Books Online [order-info@lettorebooks.com]

To: Andrea Polokov [apolokov@gmail.com]

Subject: Order Confirmation

Dear Andrea Polokov:

This is to inform you that we are in receipt of your order placed on December 2. Your order confirmation number is YB-145970. Should you have any questions regarding your order, you will be asked to refer to this number.

Two of the titles you requested are currently in stock; these materials should ship within 1-3 days. However, the video title is on backorder. We expect that it should be available and shipped to you within the next 3 weeks. When your order is shipped, you will receive an e-mail detailing the date and method of shipment as well as the estimated delivery date.

For your convenience, you can track the status of your order online by visiting your account link at <http://www.lettorebooks.com/acctinfo/login>. There you can track shipment status, review estimated delivery dates, cancel unshipped items, and contact customer service 24 hours a day.

You can also call our customer service number at 1-800-555-2346. Service representatives are available Monday through Friday from 8:00 A.M. until 5:00 P.M.

Thank you once again for shopping with us.

Sincerely,

Lettore Books Online



40

單篇閱讀（三題）

155. What does this e-mail confirm?
(A) An order is being processed.
(B) A delivery method has been changed.
(C) An item has been discontinued.
(D) A shipment has been sent.
156. What information are customers asked to have available if they have questions about their orders?
(A) A delivery address
(B) A confirmation number
(C) Shipping details
(D) A credit card number
157. What is NOT listed as a service available through the account link?
(A) Stopping shipment of an item
(B) Returning merchandise
(C) Tracking delivery status
(D) Contacting customer service

41

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Thank you once again for shopping with us.

Sincerely,

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42

單篇閱讀（三題）：解析

155. What does this e-mail confirm?
(A) An order is being processed.
(B) A delivery method has been changed.
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(D) Contacting customer service
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43

Questions 166-169 refer to the following letter.

June 8

Ms. Eunice Cha

Project Leader

B.S. Consultants

10-EE Central City Building

Bangalore 560 097 India

Dear Ms. Cha:

I very much enjoyed your talk at the International Conference on Public Architecture in Mumbai. I especially appreciated your assessment of the competing demands of function, budget, and public expectations on municipal projects.

Our firm has recently been awarded the contract for the design of a large public swimming facility here in Singapore, and I think that our staff would be most interested in your remarks. It would provide useful discussion points for us as we plan and execute the project.

44

Would it be possible to obtain a copy of your speech and reproduce twenty copies for our internal use only? We would not distribute any part of it outside the company without first obtaining permission from you, nor would we include any part of it in any of our presentations to external bodies without your permission and without acknowledgement of you as the author.

It might be that you have plans to publish the material in some form in a journal or **trade** magazine. If that is the case, I understand that you would not want to release it to us. In that event, would you please inform me when and where it will be published?

Thank you very much for your consideration and for a superb presentation.

Sincerely,

David Wong

David Wong

President

Wong Architecture, Pty. Ltd.



45

單篇閱讀 (四題)

166. What can be inferred about Mr. Wong?

- (A) He attended a presentation given by Ms. Cha.
- (B) He is seeking employees for his architecture firm.
- (C) He would like to submit an article for publication.
- (D) He wants to purchase a subscription to a trade journal.

167. What is Mr. Wong's company working on?

- (A) Giving a public presentation
- (B) Planning an awards ceremony
- (C) The construction of a new conference center
- (D) The design of a swimming pool

168. What is Mr. Wong requesting?

- (A) The opportunity to bid on a contract
- (B) Copies of published project design plans
- (C) Permission to distribute information to his colleagues
- (D) A review of a municipal annual budget

169. The word "trade" in paragraph 4, line 1, is closest in meaning to

- (A) exchange
- (B) diligence
- (C) industry
- (D) substitute



46

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169. The word "trade" in **paragraph 4, line 1**, is closest in meaning to
- (A) exchange
 - (B) diligence
 - (C) industry
 - (D) substitute
- 

49

Question 191-195 refer to the following letter and document


96 Rumbold Street Ayresford
Hampshire W13 1PW, May 19
Jetline Claims Office, Jetline UK Limited
35 Manchester Road London EC2 3HD

Dear Sir or Madam:

I am writing with regard to damage to my suitcase incurred during a recent trip to Italy. I was traveling from Milan to Gatwick Airport on Jetline flight JT23 on May 14, and on picking my suitcase from the baggage claim at Gatwick, I found that the latch was badly damaged and the handle had become detached from the suitcase on one side. I reported this to the Jetline office at Gatwick and completed a property-irregularity form.

I have had the suitcase looked at by a local luggage retailer, Simpsons Limited, to see if they could repair it. They feel that can only partially repair it (enclosed is a copy of their estimate), and they would suggest a replacement. I would therefore be pleased if you could reimburse me for the cost of a new suitcase as indicated in Simpsons' estimate. Due to the amount of damage to the suitcase, I was unable to travel from the airport by public transport as planned and had to take a taxi. I would also ask you to reimburse me for the taxi fare, which was £45.00.

Yours sincerely,
Richard Turner
Richard Turner



50

Simpsons Limited: Retailers of Quality Luggage

43 High Street, Ayresford W4 8RT

Tel:01203 431796

Estimate of Repair

Date: May 17

Item to be repaired: Large dark green cloth suitcase
manufactured by Crossleys, Ltd.

Nature of repair: Replace damaged latch, reattach
handle

Estimated cost: £ 20.00(but see note below)

Notes: Although the latch can be replaced, it will not be
possible to reattach the handle securely (damage to
handle attachment on suitcase body). The cost to
replace it with a similar model is £ 105.00(Dixons
executive suitcase, model x23).

51

雙篇閱讀 (五題)

191. What is the purpose of the letter?
(A) To report some lost property
(B) To claim some expenses
(C) To complain about a flight
(D) To request a copy of a form
192. Why did Mr. Turner take a taxi from the airport?
(A) He had missed the last train.
(B) He was late for an appointment.
(C) He was not feeling well.
(D) He could not easily carry his luggage.
193. Why did Mr. Turner go to the Simpsons store?
(A) To buy a suitcase
(B) To ask for a refund
(C) To inquire about repair costs
(D) To pay an outstanding bill
194. Which company made the damaged suitcase?
(A) Dixons
(B) Jetlines
(C) Simpsons
(D) Crossleys
195. Why has Mr. Turner enclosed a document with his letter?
(A) To provide an example of a form
(B) To show that a suitcase has been repaired
(C) To support a request for reimbursement
(D) To suggest a store for Jetline to use

52

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Hampshire W13 1PW, May 19
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I have had the suitcase looked at by a local luggage retailer, Simpsons Limited, to see if they could repair it. They feel that can only partially repair it ([enclosed is a copy of their estimate](#)), and they would suggest a replacement. I would therefore be pleased [if you could reimburse me for the cost of a new suitcase](#) as indicated in Simpsons' estimate. [Due to the amount of damage to the suitcase, I was unable to travel from the airport by public transport as planned and had to take a taxi. I would also ask you to reimburse me for the taxi fare, which was £45.00.](#)

Yours sincerely,
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53

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54

雙篇閱讀（五題）：解析

191. What is the **purpose** of the letter?
(A) To report some lost property
(B) **To claim some expenses**
(C) To complain about a flight
(D) To request a copy of a form
192. Why did Mr. Turner **take a taxi** from the airport?
(A) He had missed the last train.
(B) He was late for an appointment.
(C) He was not feeling well.
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193. Why did Mr. Turner go to the **Simpsons store**?
(A) To buy a suitcase
(B) To ask for a refund
(C) **To inquire about repair costs**
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194. Which company **made the damaged suitcase**?
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(B) Jetlines
(C) Simpsons
(D) **Crossleys**
195. Why has Mr. Turner **enclosed a document** with his letter?
(A) To provide an example of a form
(B) To show that a suitcase has been repaired
(C) **To support a request for reimbursement**
(D) To suggest a store for Jetline to use

55

閱讀理解考試重點整理 (依命題頻率排序)

- **主旨題**
- **細節題**：需掃描找出問題段落，有時答案與問題資訊分處不同段落的情形。也有考同義代換(not simple, complex)，或是考價格、服務時間、地點等等。
- **推論題/以下何者為真/非**：答案常出現**同義代換**，也就是換方式講同樣的事情 (travel/trip)
- **字彙題**：通常一篇文章有5題的時候才會出現。另外，字彙題一定要看該**字彙的前後文**。選項中如果有認得的字而且確定不是答案的話，請刪去。
- **圖表題**：掃描題目段落，迅速找出答案。雙篇文章，圖表所代表意義。需**注意圖表下方小寫字的說明部份**。

56

Part VII 閱讀理解：提綱挈領

- 做好時間管理：20分鐘做雙篇閱讀20題
25分鐘做單篇閱讀28題
- 請先看問題重點找答題關鍵字，再看文章。答題時務必先看題目找出關鍵字，再運用掃描 (scanning) 與略讀 (skimming) 閱讀技巧檢視相關段落找出答案。（以筆代眼加快掃描速度）
- 閱讀理解題答題順序，先易後難、先短後長。請先處理簡單/短的題目（主旨題與細節題），再回答較難/長的題目（推論題或是以下何者為真/非）
- 題目順序大致與段落相當
- 答案通常呈現常態分配（萬一要猜，請猜固定選項）。

57

其它建議事項

- 請找出個人最佳答題策略（除正常順序外）：
逆轉勝法：建議答題順序如下：
 1. 雙篇閱讀20題（20分鐘）
 2. 單篇閱讀28題（25分鐘）
 3. 單句與段落填充40+12題（20-25分鐘）
- 檢討閱讀答案的同時，就是在為聽力做準備，反之亦然。所以題目與解答中每個英文字句在檢討完後務必要會認，也要會唸。

58

TOEIC得分關鍵

短期目標（8週，以進步平均150分為目標）

1. 掌握答題時間管理並熟悉考試題型
2. 學會主要答題技巧並能適當運用
3. 每回模考完後，務必整理筆記，從答錯或不會的題目中學習（尤其8份OG版）
4. 務必熟悉國高中基本文法：補充講義
5. 多做考題：10>5, 15>10（曼哈頓有24份考題）
6. 有問題請來信：（問題多的話，可另約時間）

hunterksk@hotmail.com

shukang_ku@yahoo.com.tw



59

Thanks for your time!



60