

Large scale

Small scale

Substantial/considerable

Given prep. 考慮到... = considering

Anim = to breathe

Unanimously adv. 一致同意地

In advance 事前

Well in advance 請盡早

Much/even/far/a lot taller than

Refer/direct any questions to Ms. Lee

Potential/prospective clients 潛力客戶

Wholesale n.

Entrepreneur n. 企業家

Restaurateur n. 餐廳老闆

Amateur adj. 業餘的 n. 業餘人士

Professional adj. 專業的 n. 專業人士

Commodity n. 商品

Merchandise n. 產品

Merc = to buy and sell

E-commerce 電子商務

Complimentary adj. = free 免費的

Complement v. n. 互補

Compliment v. n. 恭維

Principal n. 校長

Principle n. 原則

Stationery n. 文具

Stationary adj. 固定的

Stationary bike

Clu = close

Include v. 包含

Exclude v. 排除

Exclusive to our members 會員獨享

Conclude v. 結論

Estimate n. 報價 = quote n.

Estimation = quotation

Recommendation/reference letter

Per = each

Per day = each day

(As) per = according to 依據

As per your request,

Guarantee/warranty 保固

Evaluation = assessment n. 評估

Enclosed 隨信附上

Attached

Meet/satisfy the need/demand

Defect n. 缺陷 = flaw n.

Defective adj. = flawed adj.

Acquire v. 收購

Acquisition n.

Merge v.

Merger n. 合併案

In Ving = when

On/upon Ving/N. = as soon as

Oversee v. 監督

Overlook v. 俯瞰

Oversight n. 小錯誤

It = to go

Exit n.

Circuit n. 電流

Itinerary n. 行程表

At regular intervals

The phone rang at regular intervals all afternoon.

We see each other **at regular intervals** - usually about once a month. 我們定期見面——通常大約是每月一次。