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https://www.100test.com/kao_ti2020/127/2021_2022_TOEIC_E6_89_98_E4_B8_c90_127340.htm TOEIC [Test of English for

International Communication] 国际交流英语考试,是美国教育部考试中心针对英语非母语人士所设计的英语交流能力测试,主要用来测试国际商业界及其他专业界人士的英语程度.它能对人们使用英语进行交流的能力做出公正客观的测量,是当今世界上顶级职业英语能力测试标准.TOEIC是一种常模参照考试,不同的考试分数代表应试者在日常工作中使用英语进行交流的能力的差异,因些考试成绩没有及格与不及格之分.总成绩范围为10-990分.每年举办最多11次的大规模公开考试.

Day One Office Matters 1.appointment If you would like to meet with Mr.Higgins,you must first make an appointment with his secretary.

Explanation: n. an arrangement for a meeting at a given time and place 2.attendance I was very pleased with the number of

high-ranking officials in attendance at todays ' s press conference. Explanation: n. the act of being present.the number of persons present 3.cabinet He keeps all his files in the cabinets in the back of

the office. Explanation: n. an upright case or cupboard with shelves,drawers,or compartments for safekeeping or display of

objects 4.calendar Please check the calendar on the wall and see whick date Mother ' s Day falls on this year. Explanation: n. chart showing the months of a year (including days and weeks). a schedule

5.clerk She was offered a job as an accounts clerk with a travel firm. Explanation: n. a pereson who works in an office,bank,or law court

and whose job is to look after the records or accounts. 100Test 下载
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