

# Key Words in NEW TOEIC

国际交流英语考试标准版

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## 新托业 词汇本领书 第3版

托业词汇畅销书全新修订重磅回归!

来看看那些出现在考试中的词汇吧!

用高频词汇来奠定实力并获得高分!

机械工业出版社  
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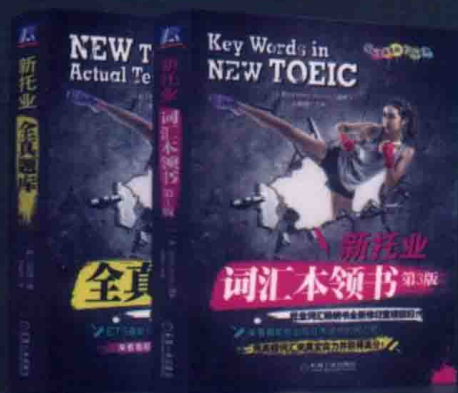
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## 内容简介:

本书整理了托业考试中出现频率较高的1200个词汇，并按题材作30大系统分类，内容包括办公室事宜、人事管理、业务拓展、财务投资等商业活动及旅游娱乐等休闲活动方面的词汇。每个单词均标有音标、词性和释义并提供实用、易记的例句。各单元皆附有练习题及趣味十足的填词游戏，为你提供反复练习、联想思考的机会，以巩固记忆、提高学习效率，来游刃有余地应对托业考试！





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## 丛书序 / Preface

“国际交流英语考试标准版”系列丛书是全面指导 TOEIC 考生有效准备考试的辅导用书。它集策略指导、技巧点播、分项训练、综合模拟于一体，从考试的各环节入手，以点带面，纵向延伸，横向贯通，从词汇、语法、听力、阅读、口语、写作几个方面培养考生的应考实力。

它不仅汲取了同类考试书的精华：

**1. 编者资深：**由托业考试趋势研究小组策划、教学经验丰富并多次参加托业考试的最知名的托业培训老师执笔。

**2. 切合要求：**所选试题题型设计、题量分布、难易程度完全符合考试需要，与考试绝不脱节，仿若真题重现。

**3. 知彼知己：**分析考试规律与出题思路，公开答题技巧与应试秘笈，可帮助考生迅速掌握各项考试重点。

**4. 解析透彻：**不仅细致地总结了 ETS 的出题套路，并且给出了简洁精辟的答案解析，完全符合绝大多数考生的学习习惯和要求。

又有自己的独到之处：

**1. 分类系统，多角度，全方位，立体化：**词汇分册可厚实基础能力，听力、阅读、口语、写作分册可提高单项技能，模拟试题分册可进行实战演练。

**2. 标示频度和难易，明白清晰：**全真模拟试题部分标示了每道试题在托业考试中的出现频率和难易度，可以帮助考生更好地检查自己的薄弱环节并加强相应的训练。

**3. 内容最全，资料最新：**通过学习此套丛书，考生不但可以完整熟悉考试，还可获得最新资讯和商务知识，有助于在工作环境中自如运用。

**4. 双色套印，印制精美：**版面清晰易读、一目了然，可缓解考生备考阶段紧张疲惫的状态，让学习成为一种乐趣。

## 《新托业词汇本领书》介绍

本书列举了 TOEIC 考试中出现频率最高的词汇，并按题材作 30 大系统分类，内容包括办公室事宜、人事及管理、业务拓展、财务及投资等商业活动及旅游、购物、社交、娱乐等休闲活动方面的词汇。每个单词均标有音标、词性和释义，并提供实用、短小、易记的例句。各单元皆附有练习题及趣味十足的单词游戏，为您提供反复练习、联想思考的机会，以巩固记忆、加深印象、提高学习效率。

本书为第 3 版，修订工作主要由罗政军老师完成。

与其浪费时间背诵不一定在考试中出现的低频词汇，不如高效地学习经常出现的高频词汇，来游刃有余应对托业考试！

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# Unit 1



## Office Matters 办公室事宜



### Part A

1. **appointment** /ə'pɔɪntmənt/ *n.* an arrangement for a meeting at a given time and place 约会; 约定

If you would like to meet with Mr. Higgins, you must first make an appointment with his secretary.

你若想见希金斯先生一面, 就得先跟他的秘书约好时间。

2. **attendance** /ə'tendəns/ *n.* the act of being present; the number of persons present 出席; 出席人数

I was very pleased with the number of high-ranking officials in attendance at today's press conference.

我很高兴今天的新闻发布会有这么多高级官员到场。

3. **cabinet** /'kæbɪnɪt/ *n.* an upright case or cupboard with shelves, drawers, or compartments for safekeeping or display of objects 橱柜

He keeps all his files in the cabinets in the back of the office.

他把所有档案放在办公室后面的柜子里。

4. **calendar** /'kælɪndə/ *n.* chart showing the months of a year (including days and weeks); a schedule 日历; 月历; 行事历

Please check the calendar on the wall and see which date Mother's Day falls on this year.

请查一下墙上的日历, 看看今年的母亲节是几月几号。

5. **clerk** /klɜ:k/ *n.* a person who works in an office, bank, or law court and

whose job is to look after the records or accounts 办事员；书记

She was offered a job as an accounts clerk with a travel firm.

有一家旅行社聘用她当会计。

6. **directory** /di'rektəri/ *n.* an alphabetical or classified list of names and addresses 人名住址簿

If you need to speak to him, you can use the office directory and look up his personal extension.

如果你需要跟他谈话，你可以用办公室里的名册查出他私人的分机号码。

7. **duplicate** /'dju:plikeit/ (1) *n.* an identical copy 副本 (2) *vt.* to make an identical copy of; to replicate 复制

Please don't bring a duplicate, since I will need to see your original birth certificate for this passport.

办护照时，我需要看你的出生证明正本，所以不要带影印本。

8. **filing** /'faiɪŋ/ *n.* putting in useful order; cataloguing 归档

Developed in the early 1900's, the Dewey Decimal System is a filing system still used by libraries today.

在20世纪初期发展出的杜威十进制分类系统至今仍为各图书馆所使用。

9. **in-tray** /'intrei/ *n.* a flat, shallow container used for holding items that are to be accomplished 待处理文件盒

The more Dennis procrastinated, the more the stack of paperwork in his in-tray resembled the Rocky Mountains.

丹尼斯越是拖延，他的“待处理文件盒”里的文件就越堆得像落基山一般高。

10. **monitor** /'mɒnɪtə/ *vt.* to watch, or keep track of, often by means of an electronic device 检测；监视；追踪

Seismic readouts are carefully monitored by seismologists, who are always on the lookout for the next big earthquake.

地震学家小心监测地震仪指数，随时注意下一个大地震的来临。

11. **out-tray** /'aut,trei/ *n.* a tray or shallow basket used in offices to put letters and documents in when they have been dealt with and are ready to be sent out of the office 已处理文件盒

I will leave that file in my out-tray on my desk, and you can come pick it up



anytime in the afternoon.

我会把那份文件留在我桌上的“已处理文件盒”里，你可以在下午的任何时间来拿。

12. **partition** /pɑ:ˈtiʃən/ *n.* division into parts; something that separates or divides, as a wall 分隔；分隔物（如墙壁等）

We don't have the money to add an entirely new office, but what we can do is add a **partition** and divide one or two of the larger offices into multiple smaller ones.

我们没有钱增建一间全新的办公室，但是我们可以用隔板把一两间比较大的办公室隔成几间比较小的办公室。

13. **postage** /ˈpəʊstɪdʒ/ *n.* the charge for mailing an item 邮费

How much **postage** is required for a small package to be sent to HongKong?

寄一个小包裹到香港需要多少邮资？

14. **punctuality** /ˌpʌŋktjuˈælitɪ/ *n.* the quality or state of observing an appointed or regular time 准时；守时

In addition to your dress and appearance, **punctuality** and a concise delivery are really important when you are giving such an important presentation.

除了服装仪容外，准时和简单扼要的陈述在做如此重要的报告时是非常重要的。

15. **schedule** /ˈskedʒul/ *n.* a plan that gives a list of events or tasks and the times at which each one should happen or be done 时间表；计划表

The plane arrived in Cairo four minutes ahead of **schedule**.

飞机比预定时间早4分钟到达开罗。

16. **shift** /ʃɪft/ *n.* a person's scheduled period of work 换班；轮班；值班

They often heard him complain about having to work the graveyard **shift** in order to pay the bills.

他们经常听到他抱怨为了要付账单必须上夜班。

17. **staff** /stɑ:f/ *n.* the personnel of an enterprise 全体职员

The **staff** at the five-star Formosa Hotel delivers prompt and friendly service.

五星级宝岛大饭店的员工服务非常及时、周到。

18. **strike** /straɪk/ *n.* a stoppage of work for a period of time by workers, usually in order to try to get better pay benefits or other conditions for themselves 罢工

I'm glad that our employees were satisfied and didn't find the need for a strike to express their concerns.

我很高兴我们的员工都很满意，觉得没有必要借罢工来表达他们所关切的事。

**19. task** /tɑ:sk/ *n.* a piece of assigned work 任务；工作

This task must be made top priority because a very important client wants to pick up these papers today.

这项工作必须被视为第一优先，因为有一个非常重要的客户今天要来拿这些文件。

**20. work force** /wɜ:k fɔ:s/ *n.* the total number of workers employed in a specific project; the total number of persons employed 工作人员；劳动人口

After months of unemployment, Tim joined the American work force as the night manager at KFC.

在失业几个月后，提姆加入了美国劳动人口，开始在肯德基炸鸡店当起夜班经理。

**Drills**

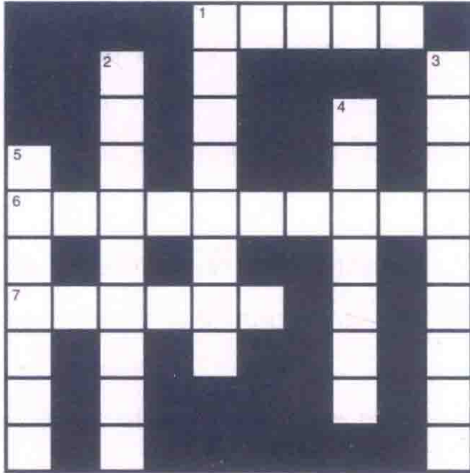
duplicate	punctuality	monitor	directory	overtime
work force	appointment	strike	staff	partition

- If I'm supposed to be there by 2:00 P. M. , I'm going to need you to postpone all of my afternoon \_\_\_\_\_ until tomorrow.
- I think that the \_\_\_\_\_ at this branch are the most enthusiastic and competent of all around the state.
- Only her strict \_\_\_\_\_ and her attention to detail rivaled Susan's professional courtesy.
- There is such a saturated \_\_\_\_\_ here that it's easy to find people to fill all of the temporary positions.
- Several years ago, a nation-wide \_\_\_\_\_ of UPS drivers crippled the company's ability to ship freight across the country.

**Answers**

1. appointments 2. staff 3. punctuality 4. work force 5. strike

# Cross Word



## Across

1. a person who works in an office, bank, or law court
6. the act of being present
7. a flat, shallow container used for holding items that are to be accomplished

## Down

1. chart showing the months of a year
2. something that separates or divides
3. an alphabetical or classified list of names
4. to check, watch, or keep track of
5. an upright case or cupboard with shelves, drawers, or compartments

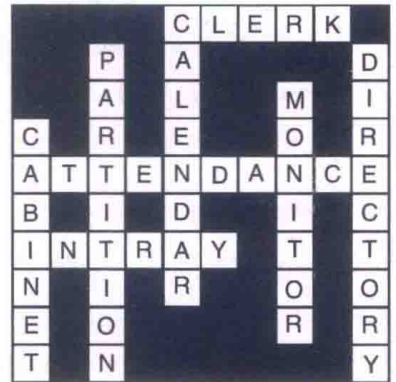
## Answers

### Across

1. clerk      6. attendance      7. in-tray

### Down

1. calendar      2. partition      3. directory  
4. monitor      5. cabinet



## Part B

1. **assignment** /ə'sainmənt/ *n.* the act of appointing, designating or allotting; a particular task or duty; an appointment 工作; 分配; 分派

Since he has been covering the same story for two weeks, I think he would really be excited about a new assignment.

既然他已经采访报道同一个新闻两个星期了,我想他会很高兴接到新的工作指派。

2. **bulletin** /'bulitin/ *n.* a printed or broadcast statement on a matter of public interest; a regular publication issued by an organization 公报; 告示; 定期报告(书)

We sent out a bulletin to all of the executives, informing them of the changes discussed at today's meeting.

我们发了一份公告给所有的主管人员,告知他们会议上讨论到的一些改变。

3. **calculator** /'kælkjuleitə/ *n.* a mechanical or electronic machine that automatically performs mathematical operations 计算机

I made so many mistakes in my checkbook; I had to get out my calculator to add the figures up again.

我在支票本里弄错很多账目,所以我得拿出计算器重新合计。

4. **carbon copy** /'kɑ:bən 'kɔ:pi/ *n.* a replica, as of a letter, made by using carbon paper 用复写纸复制的副本

You will need to keep the carbon copy of that receipt for your record and give me the original.

你必须保留收据的复写本存档,然后把正本给我。

5. **colleague** /'kɔ:li:g/ *n.* a fellow member, especially in a profession; associate 同事; 同僚

Because my doctor can't help me with my problems, he is going to refer me to a colleague of his at another hospital.

因为我的医生无法帮我解决问题,所以他打算把我转介到他在另一家医院工作的同事那里。



6. **document** /'dɒkjʊmənt/ *n.* a paper that provides evidence, information, or proof about something 文件; 证件

*The Declaration of Independence is a document with tremendous historical significance.*

《独立宣言》是一项具有重大历史意义的文件。

7. **extension** /iks'tenʃən/ *n.* a telephone line that is connected to the switchboard of a company or institution, and that has its own number; an additional period of time given one to meet or carry out an obligation 分机; 延期

*For further information, please contact 2344-3849, extension 104.*

如需了解更详细的信息, 请拨 2344-3849, 分机 104。

8. **intercom** /'intəkɒm/ *n.* a system for two-way communication, as between two rooms 对讲机

*Would you please page Mr. William over the intercom and tell him to meet me at the front desk?*

麻烦你用对讲机叫威廉先生到前面的柜台跟我会面, 好吗?

9. **memo** /'meməʊ/ *n.* a short note; an informal written communication; a written agreement (= memorandum) 便条; 便笺; 备忘录

*Everyone's curiosity was piqued upon circulation of a memo announcing the senior vice-president's resignation.*

由于一项宣布资深副总裁要离职的备忘录在公司内流传, 每个人的好奇心都被激起来了。

10. **operator** /'ɒpəreɪtə/ *n.* a person who operates the telephone switchboard 接线生

*If you know the extension of the party you wish to reach, dial it now or wait on the line for operator assistance.*

如果你知道分机号码请直拨, 或稍候由总机为您服务。

11. **overtime** /'əʊvətaɪm/ *n.* working hours in addition to those of the regular schedule 加班的时间

*Federal regulations require businesses to pay extra money to employees for their overtime.*