



国际交流英语考试标准版  
TOEIC® POWER VOCABULARY

新

托业词汇

本  
领  
书

第2版

TEST OF *English*

TOEIC

FOR INTERNATIONAL COMMUNICATION



机械工业出版社  
CHINA MACHINE PRESS



王复国 主审  
(美) Dennis Jensen 编著

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TOEIC® POWER VOCABULARY

# 新托业词汇

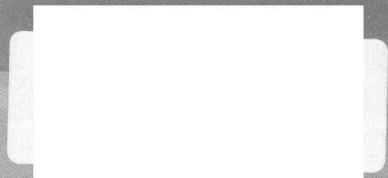
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# 前 言

## 1. 关于托业

### 什么是“托业”考试？

“托业”的全称是“国际交流英语考试”（Test of English for International Communication），是针对在国际工作环境中使用英语交流的人们的英语能力的考试。它侧重两个方面的考查：现实生活中理解英语的能力与阅读诸如广告、信函、论文、报告以及表格等英文材料的能力。

### 谁开发了“托业”考试？

位于美国新泽西州普林斯顿的美国教育考试服务中心（ETS）在1979年开发了“托业”考试。该教育考试服务中心是一所私人的、非赢利的公司，它素来以设计各种学术性标准化考试而著称，如托福、GMAT、GRE等。

中华人民共和国劳动和社会保障部职业技能鉴定中心引进作为全球职业英语能力考试首选标准的“托业”考试（TOEIC），并主持“托业”考试业务在中国的开展。除ETS给考生发放标准ETS/TOEIC成绩证书“TOEIC Official Score Certificate”外，中国劳动和社会保障部职业技能鉴定中心也会根据托业考试成绩颁发“职业英语水平等级证书”，因此可以说，托业考试是我国政府授权的权威考试机构首次承认的来自海外的职业英语认证标准。

## 2. 丛书介绍

“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。它从考试各环节入手，以点带面，纵向延伸，横向贯通，全面培养考生的应考实力。

本丛书分类非常系统，由浅入深，由基础到综合，在循序渐进中实现考生分数的突飞猛进：既有可厚实基础能力的《托业词汇本领书》，便于考生查缺补漏；又有单项技能指导用书——《新托业听力本领书》和《新托业阅读本领书》，以增强考生的薄弱环节；还有如身临考场的实战演练用书——《新托业题库本领书》和《新托业冲刺本领书》。

丛书在内容上既汲取了同类考试书的精华，又有两处匠心独运：一是编者以“巧学”为主旨贯穿始终，面向考生透露考试规律与出题者的思路，公开答题技巧与应试秘诀，再与量少质精的习题相结合，帮助考生用最短的时间挑战最不可能的任务；二是所选试题内容丰富、资料新颖，围绕当今国际商务环境和商务社交切入考题，让考生在完整熟悉考试的同时，还可获得最新资讯，扩大视野，为职场人士国际商务活动助一臂之力。

值得一提的是，此套丛书特别注重版式的多变和美观，采用双色套印，版面清晰易读、一目了然，让考生有耳目一新、赏心悦目的感觉，缓解了考生备考阶段紧张疲惫的状态，带领考生轻松愉快地进入学习境界，让复习和考试零压力。

本套书既适合于快速充电，又适合于充分准备、全面复习应考。编者与出版者的倾力付出一定会让您看一分钟即有一分钟的收获，练三分钟即有三分钟的效果，真心实意地帮助您制胜考场，取得梦寐以求的分数！

### 3. 《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 900 多个词汇，并按题材作 24 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。

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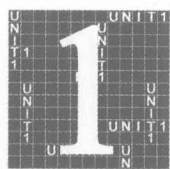
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Part A

# Office Matters 办公室事宜

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.

你若想见希根思先生一面，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) *v.* 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** /'failɪŋ/ *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矶山一般高。

10. **monitor** /'mɒnɪtə/ *v.* 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:'tɪʃən/ *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间的办公室隔成几间比较小的办公室。

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

How much **postage** is required for small packages to be sent to Hong Kong?  
寄一个小包裹到香港需要多少邮资？

14. **punctuality** /pʌŋktju:'æliiti/ *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** /'ʃedju:l/ *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.  
他们经常听到他报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

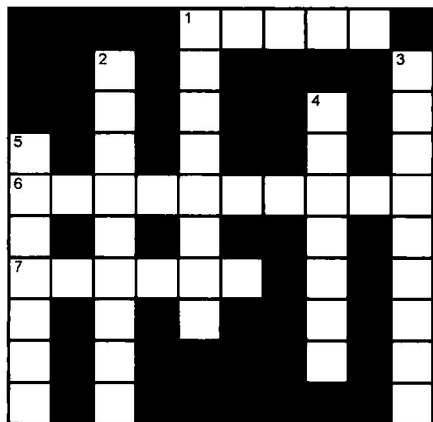
**duplicate    punctuality    monitor    directory    overtime**  
**work force    appointment    strike    staff    partition**

1. 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.
2. I think that the \_\_\_\_\_ at this branch are the most enthusiastic and competent of all around the state.
3. Only her strict \_\_\_\_\_ and her attention to detail rivaled Susan's professional courtesy.
4. There is such a saturated \_\_\_\_\_ here that it's easy to find people to fill all of the temporary positions.
5. 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

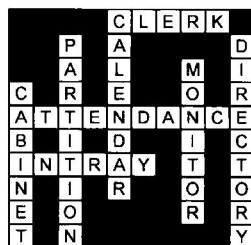
## Answers

### Across

1. clerk    6. attendance    7. in-tray

### Down

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





## Office Matters 办公室事宜

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** /'kɒli:ɡ/ *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** /'meməu/ *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**.

联邦政府规定，公司必须付给加班员工加班费。

12. **portfolio**/pɔ:t'fəʊljəʊ/ *n.* a portable case for holding drawings or a collection of drawings in this; a case for carrying business papers 作品（夹）；公事包

The architect will want to look at your **portfolio** before he considers you for the job of designing the new building.

在考虑让你设计这栋新建筑物之前，建筑师会想要看看你的作品。

13. **printed matter**/'prɪntɪd 'mætə/ *n.* printed material that qualifies for a special postal rate 印刷品

Please check all the letters with **printed matter** on them as we can get a better rate for them at the post office.

请把注明印刷品的信件找出来，因为我们可以在邮局以比较低的邮资寄送。

14. **receptionist**/'ri'sepʃənɪst/ *n.* one employed chiefly to receive callers and answer the telephone 接待员

Before entering the boardroom, Mr. Withers told the **receptionist** to hold all of his calls until after the meeting.

在进入会议室前，威特斯先生告诉接待员，他在会议结束前不接任何电话。