



英語是最強的軟實力，具備良好的英語能力是升學、求職之最佳利器。

為了提昇公務人員英語能力，考試院已將英語列為國家考試之應考門檻；如司法、交通事業、鐵路、公路、港務（佐級以上）、基層及關務特考、海岸巡防、行政警察人員、社工、稅務、身心障礙者、原住民特考（100 年 1 月開始）、上校以上軍官轉任考、交通升資考（佐級晉員級以上）、警察升官等考試均加考英文。正式公務人員之升等遷調亦將英檢成績列為重要考核依據，英語能力之重要性，不言可喻。

國家考試的英文科以英語之文法與閱讀理解能力為主，題型為選擇題。除了部分類科之英語專業科目外，一般常見題型為單字、文法、克漏字、選擇（選對或選錯）、閱讀測驗等，以下謹就單字、文法部分及閱讀測驗的準備策略分項敘述。

在單字與文法部分，單字的測驗通常是考同義字、反義字或依上下文找出最適當字義，因此必須留意句子的其他字，並參考選項，這些都可能成為關鍵字的線索。另外必須留意單字詞性、單複數、形容詞子句、副詞子句及時態的變化，常用的片語、介系詞，主詞與動詞是否一致，若讀者能掌握英語之基本字彙、文法規則及語句構成之要素，答題應不致有太大問題。

閱讀測驗方面，讀者必須理解，篇章的構成單位是段落，段落的構成單位是句子，而句子的構成單位則是單字、片語或子句。因此，要了解篇章必先了解段落，而欲了解段落大意，最有效的方式是找出主題句（topic sentence）。而如果讀者能循序漸進地從單字到句子、從句子到段落、從段落到篇章，了解各個構成單位的意義，就不難了解整篇文章。



## Unit 1 時態



### 一、時態的意義

在英文中，動詞會因為時間的不同，而有不同的形式。

### 二、時態種類

時間 動作形式	現在	過去	未來
簡單式	He watches TV.	He watched TV.	He will watch TV.
進行式	He is watching TV.	He was watching TV.	He will be watching TV.
完成式	He has watched TV.	He had watched TV.	He will have watched TV.
完成進行式	He has been watching TV.	He had been watching TV.	He will have been watching TV.

### 三、時態的用法

#### 1. 現在簡單式

[ S. + V. (-s) / be ]

##### ① 表示現在的事實或狀態

I am a teacher, and I work in Taipei.

我是一位老師而且我在臺北工作。

##### ② 表示習慣

He sleeps at ten every day.

他每天十點睡覺。

### 3. 現在完成式

S. + have / has + p.p.

常與現在完成式連用的副詞：

(1) just、already、yet、ever

(2) recently、lately、of late

(3) so far、up to now、up to the present

(4) once、twice、three times

#### ① 表示從過去某一時間點持續到目前的狀態或結果

S. + have / has + p.p. + {  
for + 一段時間  
since + 過去定點時間  
since + S. + V-ed

I have learned English for ten years.

我學英文十年了。

I have learned English since 1999.

我從 1999 年起學英文。

I have read the book since I woke up.

我從起床就一直看這本書。

#### ② 表示經驗

He has been to Italy once.

他去過義大利一次。

Lucy is the best teacher that I have ever met.

露西是我見過最棒的老師。

Have you ever been to Europe?

你曾去過歐洲嗎？

補充：have gone 表示已經去某處了，而 have been 表示曾經去過某處

He has gone to Korea.

他已經去韓國了。➡ 目前人在韓國

He has been to Korea.

他曾經去過韓國。➡ 人已從韓國回來



## Unit 5 形容詞與副詞



### 一、定義

形容詞的功能是修飾名詞，副詞的功能是修飾動詞或形容詞。

### 二、形容詞

#### 1. 形容詞的位置

- ① 屬性形容詞：置於名詞之前，修飾且限定名詞的意義

She drinks white wine when having dinner.

她在晚餐時喝白酒。

My grandfather is a knowledgeable man.

我的爺爺是一位知識淵博的人。

- ② 敘述形容詞：置於 be 或 seem 等連綴動詞之後

The singer seems popular with teenagers.

這位歌手似乎在青少年間很受歡迎。

Linda is emotional so she has few friends.

琳達很情緒化，因此她朋友不多。

- ③ 大部分形容詞兼有兩種用法，但通常有 a 開頭的形容詞，只做敘述形容詞用

alive 活著的

alike 相似的

alone 單獨的

afraid 害怕的

asleep 睡著的

awake 醒著的

ashamed 感到羞愧的

They are the alike twins. (×)

The twins are alike. (○)

這對雙胞胎長得很相似。

This is an afraid little puppy. (×)

The little puppy is afraid. (○)

這隻小狗看起來很害怕。



### Quiz 8.1 測驗題

- ( ) 1. Perhaps our worst mistake is believing that \_\_\_\_\_ equals being loved, being special, and being cherished.  
 (a) keep fit (b) stay slim  
 (c) being thin (d) underweight (94 年學測)
- ( ) 2. \_\_\_\_\_ is the genetic process of producing copies of an individual.  
 (a) Copying (b) Imitating  
 (c) Mating (d) Cloning (91 年學測)
- ( ) 3. Being rich \_\_\_\_\_ guarantee a happier life.  
 (a) not (b) do not (c) doesn't (d) shall not
- ( ) 4. I am not afraid of \_\_\_\_\_ seen on TV.  
 (a) be (b) being (c) having (d) been
- ( ) 5. I didn't know him, so he showed me his \_\_\_\_\_ card.  
 (a) visit (b) visited  
 (c) visiting (d) being visited

## 二、動名詞的時態和主、被動

跟主要動詞同時發生	V-ing (主動) being + p.p. (被動)
發生時間比主要動詞還早	having + p.p. (主動) having been + p.p. (被動)

I enjoy being with you. ➡ 跟主要動詞同時發生

我喜歡和你在一起。

She doesn't like being imitated. ➡ 跟主要動詞同時發生

她不喜歡被模仿。

She doesn't want to talk about having had a car accident. ➡ 發生時間比主要動詞還早

她不要討論之前發生的車禍。

I remembered having mailed him a letter. ➡ 時態比主要動詞還早

我記得曾經寄信給他。

- ② { family + { 單數 V. ( 整體 )  
{ class + { 複數 V. ( 個體 )

My family is willing to see you.

我的家族很願意見你。

My family are all satisfied with the result.

我的家人都對結果感到滿意。

- ③ Here / There + { 單數 V. + 單數 S.  
{ 複數 V. + 複數 S.

Here comes Jack.

傑克來了。

There are four people in my family.

我的家庭有四個人。



### Quiz 14.4 測驗題

- ( ) 1. Three-fourths of the earth's surface \_\_\_\_\_ covered with water.  
(a) are (b) is (c) has (d) have
- ( ) 2. There \_\_\_\_\_ twenty-four hours in a day.  
(a) have (b) has (c) is (d) are
- ( ) 3. Here \_\_\_\_\_ the things you want.  
(a) have (b) is (c) are (d) has
- ( ) 4. Half of the oranges \_\_\_\_\_ rotten.  
(a) have (b) are (c) is (d) has



### Key 測驗題解答

- 14.1** 1. b 2. a 3. a 4. d 5. a 6. d
- 14.2** 1. c 2. c 3. b 4. d 5. a
- 14.3** 1. a 2. a 3. c 4. c 5. b
- 14.4** 1. b 2. d 3. c 4. b



## 歷屆試題精選（一）



（翻譯解析請見 P.228）

- ( ) 1. We cannot say that men's characters improve in proportion \_\_\_\_\_ their knowledge increases, nor can we say the opposite.  
 (A) to (B) for  
 (C) as (D) with (98 年高考三級)
- ( ) 2. Rather than sailing smoothly into a crucial financial summit in December, the EU seems to be cruising for a bruising.  
 (A) The EU financial summit, though bruised, is expected to have a crucial sailing in December.  
 (B) The EU financial summit, in spite of its smooth sailing, is likely to be cancelled in December.  
 (C) The EU financial summit, though scheduled to be held in December, is faced with crucial financial problems.  
 (D) The EU financial summit, to be held in December, is proceeding with difficulties. (98 年高考三級)

### 3. – 7. 請依下文回答問題

Division does not always require that classification follow it. Your purpose in classifying, however, is to show how things in a group are similar.   3   division and classification do work together. If you emptied the contents of a pocketbook onto a table, you would begin to divide those contents into groups.   4   division, you would identify objects relating to finances, objects relating to personal care, objects relating to school work. Once you had the divisions clear, you would place objects in each category: money, checks, and credit cards in the first; cosmetics, a comb, and perfume in the second; pencils and a notebook in the third.

When you divide and classify for writing, you have to keep several things in mind. You have to think carefully about the division of the topic so that

### 解答

1. C 2. D

you limit the 5 from group to group. That is best achieved by creating categories different enough from each other so there is no blending. Since, you, the writer, have to establish the groups, you need to use a principle of classification that is sensible, accurate and complete. Do not force categories just 6 making groups. You have to show how things in a group relate to each other, and this you must do without 7 their differences and without making them stereotypes. If you stereotype objects in a group, you will be oversimplifying them, taking away their individuality, and forcing them to fit your categories. (98 年高考三級)

- ( ) 3. (A) Yet (B) So (C) Hence (D) Meanwhile  
 ( ) 4. (A) Across (B) Without (C) Through (D) Between  
 ( ) 5. (A) overlap (B) outlook (C) extension (D) extremity  
 ( ) 6. (A) for the sake of (B) in case of  
 (C) as a result of (D) by dint of  
 ( ) 7. (A) noticing (B) ignoring (C) arranging (D) measuring  
 ( ) 8. Nobody knew when she was born. She herself had no idea, \_\_\_\_\_  
 when she came into the world there was no census yet.  
 (A) except it (B) that  
 (C) except that (D) except for (97 年高考三級)  
 ( ) 9. Teresa heard the rock music and woke up like a bullet.  
 (A) As soon as Teresa heard the rock music, she flew into a rage.  
 (B) As soon as Teresa heard the rock music, she became very upset.  
 (C) Teresa stayed up late because she loved to listen to the rock music.  
 (D) As soon as Teresa heard the rock music, she jumped up.  
 (97 年高考三級)  
 ( ) 10. The chances of building a multiracial cosmopolis rooted in a shared  
 civic culture lie in turning away from all the dangerous and, ultimately,  
 self-destructive confrontations.  
 (A) Building a multiracial cosmopolis is believed to have a self-  
 destructive confrontation.

### 解答

3. A 4. C 5. A 6. A 7. B 8. C 9. D 10. C

- ( ) 129. If revenge is so sweet that people crave it like candy, then what chance do societies have of rising above it?  
 (A) The more people wish to have their revenge, the more chance societies will have to free them from revenge.  
 (B) People feel so satisfied with the sweetness of revenge that they give societies little chance to encourage revenge.  
 (C) If people crave the sweetness of revenge so much, they will rarely show their forgiving nature valued by societies.  
 (D) If people feel so tempted to have their sweet revenge, societies will have little chance to make them forgive others. (99 年高考三級)
- ( ) 130. The job requires its applicants to be literate in English and be \_\_\_\_\_ with several computer software packages. (99 年高考三級)  
 (A) competent (B) satisfied (C) compatible (D) satiated
- ( ) 131. Of all the different topics of controversy, from religion to the environment, nothing appears to get people \_\_\_\_\_ as the topic of politics. (99 年高考三級)  
 (A) so inflamed (B) with anger  
 (C) being furious (D) more outrageous
- ( ) 132. The past decade has seen the rise of something Mao sought to stamp out forever: a Chinese middle class.  
 (A) The Chinese middle class has been rising for ten years; Mao had never thought of this before.  
 (B) Contrary to Mao's expectation, the Chinese middle class has been growing in the last decade.  
 (C) The Chinese middle class, which Mao had tried to eliminate, has thrived in the past ten years.  
 (D) Mao aimed to totally destroy the Chinese middle class in ten years; yet it was getting stronger. (99 年高考三級)

### 解答

129. D 130. A 131. A 132. C

- (A) 網站常常以有更多的訊息去哄騙人們的信任。
- (B) 人們會覺得做得好看的網站是值得信任的。
- (C) 人們在瀏覽網站時通常會問關鍵性的問題。
- (D) 我們應該要檢查是誰架設這個網站以及架設原因，而不是以外觀去判定。

解：(1) rather than 並不是……。

(2) put up 架設；judged by one's appearance 以外貌去判斷。  
根據文意應選擇 (B)。

62. 譯：約翰第一次去滑雪的時候，他不敢滑下山坡。

解：「做……活動」為 go + V-ing，過去式 went + V-ing。

63. 譯：上千名來自各個不同國家的運動員將會參加奧運。

解：the Olympics = the Olympic Games。

64. 譯：第一次看見尼加拉瀑布的時候，我一時說不出話來。

解：(A) until 直到 (C) 在……之前 (D) 因為  
此句非表示前因後果及時序前後，故要選擇 (B)。

65. 譯：過去這幾天你為什麼沒有在城裡？

解：the last couple of days 這幾天，要用現在完成式 have/has + p.p.。

66. 譯：我夢想著有一天能成為飛行員。

解：dream of + V-ing 夢想著。

67. 譯：我相信不斷變化的顏色一定是我永遠都看不厭倦的美麗奇觀。

解：never be tired of 不厭倦，此處應為  
a beautiful spectacle which I should never be tired of  
= a beautiful spectacle of which I should never be tired

68. 譯：現在幾乎沒有學生是步行上學的。

解：(1) only a few = few 幾乎沒有。  
(2) on foot 走路；是固定用法。

69. 譯：經過三天日夜趕工後，他們終於為新的建築物奠定了基礎。

解：(1) lie / lay / lain 躺，位於；lay / laid / laid 安置，埋沒。  
(2) 根據文意應選擇 lay，又因現在完成式為 have + p.p.，故應選擇 (D)。