

## 商用英文 課程第 1~3 週常用片語/句子整理

片語	中文	片語	中文
Learn how to learn.	學 ”如何學習”	Early bird gets the worm.	早起的鳥兒有蟲吃
Very nice to meet you.	很高興認識你	marginal line	邊界線
Never too late to learn.	學習永遠不嫌晚	be look forward to + Ving	期盼...
I am so glad to ...	我很高興...	sincerely yours	你誠摯的
level up	提昇	enclosure remarks	附件說明
problem solving ability	解決問題的能力	Please respond immediately.	
...to meet the target	達成目標	At your convenience...	於您方便時..
With my rich experiences,	以我豐富的經驗..	No response needed.	不須回覆
well-known brand	知名品牌	We are please to offer you...	我們很高興提供您...
be able to (+動詞原形)	可以/能夠	I regret to inform you ...	我很抱歉通知您...
be unable to (+動詞原形)	不能		
be turned into	變成/轉變成	extend the validity	延展有效(期)
Electronic Commerce	電子商務	I am afraid that ...	我恐怕...
Student Association	學生會	take ... into consideration	已將...列入考量
elite student	菁英學生	in the near future	在最近的未來
English Proficiency Exam	英文能力考試(檢定)	be forwarded to (someone)	已送(轉)給(某人)
professional training	專業訓練	letter of credit (L/C)	信用狀
Elementary School	國小	Standby Letter of Credit (SBLC)	擔保信用狀
High School	國高中	real estate	房地產