

免費多益講義 | TOEIC 商務 Email 閱讀與單字練習

免費多益 TOEIC 商務 Email、公告與回覆信閱讀講義 | TOEIC / A2-B1 | JY 免費英文講義

Teacher-friendly lesson: HTML page, PDF preview, vocabulary flashcards, speaking practice, quiz, and answer key.

Lesson Overview

This free TOEIC handout helps students read short workplace emails, notices, and replies.

Students practice finding the purpose, time, place, request, and next action in business messages.

The tasks are original classroom materials informed by official TOEIC Listening and Reading test information.

Vocabulary 單字解析

Word	Part	中文	Easy meaning	Example
subject	n.	主旨	the topic or title of an email	The subject of the email is Friday Product Training.
schedule	n.	時程	a plan that shows times and activities	Our meeting schedule changed this week.
confirm	v.	確認	to say that something is correct or possible	Please confirm your meeting time by noon.
available	adj.	可使用的; 有空的	free to use or free to meet	Room 3B is not available in the morning.
attach	v.	附加	to add a file to an email	I attached the invoice to this email.
invoice	n.	發票; 請款單	a document that shows what someone must pay	Please check the invoice carefully.
order	n.	訂單	a request to buy goods or services	Thank you for your order of 20 notebooks.
shipment	n.	貨物; 出貨	goods that are sent to a place	The shipment should arrive on Friday.
notice	n.	公告	written information for many people	Please read the office kitchen notice.
policy	n.	規定; 政策	a rule or plan used by a company	The company has a new kitchen policy.
deadline	n.	截止時間	the latest time to finish something	The deadline is Tuesday noon.
contact	v.	聯絡	to call or write to someone	Please contact us if the address is incorrect.

Reading / Situation Practice

Reading 1 | A New Meeting Time

Subject: Friday Product Training

Dear Sales Team,

Our product training this Friday will start at 10:30 a.m., not 9:00 a.m. Room 3B is not available in the morning, so we will meet in Room 502 on the fifth floor.

Please bring your laptop and the new product list. The training will take about one hour. After the training, each team member will write three questions for customers who may want more information.

Please confirm by Tuesday noon that you can attend. If you have another meeting at that time, email Mr. Lin before the end of today.

Best regards, Mr. Lin

Reading Check

1. What time will the training start?
2. Where will the team meet?
3. What should team members bring?
4. When should team members confirm?

Reading 2 | Replying to a Customer

Subject: Your Office Notebook Order

Dear Ms. Green,

Thank you for your order of 20 office notebooks. We shipped your order this morning, and it should arrive on August 30.

I attached the invoice to this email. Please check the company name and delivery address carefully. If any information is incorrect, contact us by 5:00 p.m. today.

We hope you enjoy our new notebook design. If you need more items next month, we can offer a small discount for orders of 50 or more.

Sincerely, Amy Chen Customer Service Team

Reading Check

5. What did Ms. Green order?
6. When should the order arrive?
7. What file is attached?
8. How can Ms. Green get a discount next month?

Reading 3 | Office Kitchen Notice

Notice to All Staff

The office kitchen is a shared space. Please label your food and drinks with your name and date. Do not take food that belongs to another person.

After using a cup or plate, wash it and put it back on the shelf. The cleaner will clean the floor every Friday afternoon, but staff members must keep the tables clean every day.

Old food will be removed from the refrigerator every Thursday at 4:00 p.m. If you want to keep something, please take it home before that time.

Thank you for helping us keep the kitchen clean and comfortable.

Reading Check

9. What should staff write on their food?
10. When will old food be removed?
11. Who cleans the floor every Friday?
12. What must staff keep clean every day?

Dialog 口說對話

Dialog 1 | Confirming a Meeting

Amy: Did you see the email from Mr. Lin?

Ben: Yes. The training time changed to 10:30.

Amy: Right. Can you attend?

Ben: Yes. I will confirm before noon.

Dialog 2 | Checking an Attachment

Customer: I received your email, but I cannot open the invoice.

Staff: I am sorry. I will send the file again.

Customer: Thank you. I also need to check the address.

Staff: No problem. Please contact me if anything is incorrect.

Dialog 3 | Asking About a Notice

Ken: What does the kitchen notice say?

Lily: We need to label our food.

Ken: When will old food be removed?

Lily: Every Thursday at four.

Dialog 4 | Making a Polite Request

Manager: Could you reply to Ms. Green today?

Clerk: Sure. Should I attach the invoice?

Manager: Yes, and ask her to check the delivery address.

Clerk: Got it. I will send it before lunch.

Speaking Practice 口說練習

- Role-play: Student A is a customer. Student B is a customer service worker. Ask about an order and delivery date.
- Email summary: Read one email and tell your partner the subject, time, place, and action.
- Polite request practice: Use Could you..., Please..., and I am writing about... to make business requests.
- Pair work: Create a short office notice with three rules and one deadline.

Practice / Quiz 練習題

13. Reading 1: What time does the product training start?
14. Reading 1: Why did the meeting room change?
15. Reading 2: What did Ms. Green order?
16. Reading 2: What should Ms. Green check?
17. Reading 3: When is old food removed?
18. Vocabulary: A document that shows what someone must pay is an _____.
19. Vocabulary: To add a file to an email means to _____ it.
20. Vocabulary: The latest time to finish something is a _____.
21. Speaking: Give one polite request for an office email.
22. Writing: Write one sentence using the word confirm.

Answer Key 答案

23. Reading 1: What time does the product training start? -> It starts at 10:30 a.m.
24. Reading 1: Why did the meeting room change? -> Room 3B is not available in the morning.
25. Reading 2: What did Ms. Green order? -> She ordered 20 office notebooks.
26. Reading 2: What should Ms. Green check? -> She should check the company name and delivery address.
27. Reading 3: When is old food removed? -> Every Thursday at 4:00 p.m.
28. Vocabulary: A document that shows what someone must pay is an _____. -> invoice
29. Vocabulary: To add a file to an email means to _____ it. -> attach
30. Vocabulary: The latest time to finish something is a _____. -> deadline
31. Speaking: Give one polite request for an office email. -> Answers will vary.
32. Writing: Write one sentence using the word confirm. -> Answers will vary.

Source Notes

This handout uses original classroom content informed by official TOEIC Listening and Reading format information.

- ETS TOEIC Listening and Reading overview: <https://www.ets.org/content/ets-org/language-master/in/home/toEIC/test-takers/about/listening-reading.html>
- IIBC TOEIC Listening and Reading test format: <https://www.iibc-global.org/english/toEIC/test/lr/about/format.html>
- IIBC About the TOEIC Listening and Reading Test: <https://www.iibc-global.org/english/toEIC/test/lr/about.html>