

## READING (閱讀)

The Reading section of the BULATS online test combines reading comprehension questions with questions on language knowledge, which means vocabulary and grammar. The reading comprehension questions can be divided into two types: questions on short texts, and questions on longer, or extended, Reading passages. In this section we will focus on how to do the Reading questions and we will look at how to do the vocabulary and grammar questions in another section.

BULATS 線上測驗-閱讀部分結合閱讀理解題及語言知識的問題，意思是包含字彙及文法。閱讀理解問題分為兩個部分：短篇文章的問題、長篇或延伸性的文章。閱讀短文，在這一題我們將重點放在如何做閱讀短文的題目及如何在其他大題做字彙及文法的問題。

### Short Readings - Task introduction (短篇閱讀-測驗介紹)

The questions in this section test your ability to understand the main message or an important detail of a short text that you might meet in a work situation. The kinds of text you need to read are typically things such as signs, notices, timetables, schedules, messages and charts.

這部分的測驗重點在於您是否可以理解文章的重點，或在短篇閱讀文章中理解出可能會在職場裡遇到的細節資訊。您必須閱讀像是標誌、公告、時刻表、日程表、訊息及圖表。

Example:

**51**

FairAir.com

Customers holding an e-ticket without any restrictions are able to check in over the internet. The service is available from 24 hours up to 30 minutes before the standard check-in time at the terminal, and includes connecting flights and return day trips.

**A** If you have a connecting flight, allow at least 24 hours before trying to check in.  
**B** There are certain restrictions on tickets which have been booked over the internet.  
**C** The deadline for checking in over the internet is earlier than in person at the airport.

As you can see, there is a short text followed by three choices, A – C. In this case you need to select the statement that is true. Another common type of question begins with a stem and you need to choose the best choice to complete the statement, eg:

您可以看到以下有一篇短文有三個選項，A 到 C。在此狀況下，您必須從中選出一個正確答案。另外一個常見的題目類型是，題目會給您一組詞幹，您必須選出正確答案以完成此句話敘述。

*According to the spokesman, the company*

*A is confident it will generate sufficiently improved products.*

*B will invest profits it has made in increased production.*

(將投入利潤提高產量。)

**C** has increased its profits by producing goods more efficiently

Occasionally there will be a direct question such as:

偶爾也會有直接的問題，像是：

*What does Jody Kars want to do?*

*A change a meeting to a later date*

*B talk about working with a new manager*

*C design a different advertising campaign*

To identify the correct statement you will need to read the text, or the relevant part of the text carefully in order to understand exactly what it is that the writer wants you to know.

為確認是正確的句子您必須看短文，或與文章相關的段落。為理解作者要你知道什麼。

Following are some suggestions on how to use the sample tests to prepare for BULATS. Part 1 gives you some ideas on test technique and how to do the short Reading questions. Part 2 gives some tips on how to use the BULATS sample test short Reading questions to improve your Reading skill and develop your language ability, particularly your range of vocabulary.

以下有幾個建議讓您了解如何使用範例題本去準備 BULATS。第一部分提供你一些考試方法去做短篇閱讀的問題。第二部分提供你一些技巧，如何使用 BULATS 範例題本的短篇閱讀問題去增進您的閱讀技能及擴展語言能力，特別是字彙使用的部分。

## **PART 1 (第一部分)**

### **HOW TO SUCCEED WITH THE SHORT READING QUESTIONS**

如何在短篇問題中得高分

Many students are unsure with this type of question whether they should read the questions first then look at the text, or whether they read the text first then look at the questions. However, we strongly recommend that you do NOT start with the questions but begin by reading the text. These texts are very short and they range in length from one to three sentences, but they each contain a message that the writer is trying to convey to you.

很多學生不確定在這一類型的問題中，他們是否需要先瀏覽題目再去看文章，或先看文章再瀏覽題目。然而，我們建議您不要先看題目而是先看文章。這些文章的篇幅很短，長度約只有一到三個句子，但每一句都含有作者要傳達給的訊息。

Tip(技巧)

The biggest danger for students doing this question is to look at all three statements, A – C, at the same time and to get confused as they may look quite similar. However, if you follow the process below, doing these questions is actually quite simple.

對學生來說這部分最大的危險題目是同時看以下三個句子的敘述從 A 到 C，他們會混淆因為每一句都很類似。然而，如果您依循以下的步驟，事實上這是一個非常簡單的題目。

## **STEP ONE (第二部分)**

Read the text first and answer two questions:

(先看文章再回答以下兩個問題)

1. 'Does the writer want me to know something or do something? (作者是否想要我知道什麼事情或去做甚麼事情?)'
2. 'What does the writer want me to know/do?' (作者要我去做或知道什麼事?)

When you are preparing for the exam, it is a good idea to highlight the key words that helped you to understand what it was the writer wanted you to know or do. If you take the online test, of course you will not be able to highlight any information, but it is a very useful habit when you are preparing. Learning to identify and note key words this way will also help you in real-life Reading situations as well.

當您在準備考試時，這是一個很好的方法，劃記重點詞彙可以幫助您理解作者要您知道什麼事或做什麼事。如果是做線上測驗，您無法劃記重點資訊，但當您在準備考試時，這是一個非常好用的方法。學習辨認及劃記重點資訊也可以幫助您在生活中閱讀英文文章。

Customers holding an e-ticket without any restrictions are able to check in over the internet. The service is available from 24 hours up to 30 minutes before the standard check-in time at the terminal, and include connecting flights and return day trips.

It is a good idea to rephrase the main idea of each sentence in our own words.

用我們自己的話重新詮釋每一句話的主旨，會是一個很好學習方式。

Sentence 1(句子一)

- If we have an e-ticket we can check in using the internet. (如果我們有網路票卷，我們就可以使用網路登錄)

Sentence 2(句子二)

- We can check in over the internet from 24 hours before the flight until half an hour before the check in service begins at the airport. (我們可以提前在機場一個半小時前開放登錄班機座位的前 24 小時，藉由網路進行登記。)
- We can also use the internet to check in for connecting flights or return day trips. (我們也可以使用網路查詢轉機航班或一日遊的行程。)

## STEP TWO(步驟二)

Now look at the statements. However, ONLY look at sentence A and ignore B and C. Highlight key words that helped you to understand the main meaning.

現在看這句子。無論如何只要看句子 A 不要看 B 和 C。劃記重點詞彙，可以幫助你理解重點意思。

A

If you have a connecting flight, allow at least 24 hours before trying to check in.

You will notice the words *connecting flight* and when you look at the earlier part of the sentence, you will see that it says the *service is available* but it does not say

anything about needing to *allow* at least *24 hours*. Therefore we can eliminate Option A.

當您看到句子前面的部分時，您會注意到〔轉機航班〕，您可以看到〔提供服務〕但沒有提到任何關於至少 24 小時的〔服務提供〕。因此我們可以排除選項 A。

We should now look at Option B and do the same thing: read it for meaning and highlight the key words. 我們現在看選項 B 並且做一樣的事，理解重點資訊並劃記點。

There are certain **restrictions** on **tickets** that have been **booked over** the **internet**.

When we look back at the first sentence we can see that there is mention of *tickets* and *restrictions*, but it does not say that these *restrictions* are on tickets *booked over* the internet. It actually says if we have this kind of ticket we CAN check in using the internet. Therefore, we can also eliminate Option B.

當我們回去看第一個句子時，可以發現題目有提到機票和規範的資訊，但沒有提到網路訂票的限制。也就是說如果我們有這類的機票我們可以在網路上查詢。因此，我們可以排除選項 B。

Now we move on to Option C. (現在我們來看選項 C)

The **deadline** for **checking in** over the **internet** is **earlier** than **in person** at the **airport**.

*Deadline* means time something should be done by, and if we look back at the text, we see that if you use the online check in the service finishes *30 minutes* before the regular check in at the airport. Therefore you need to do this *earlier* than if you check in *in person at the airport*. Option C is therefore the correct answer.

「截止日」代表某件事情在某個時間點須被完成。若我們回去看短文，如果你在去機場報到前的 30 分鐘就已經使用線上登錄服務完成報到手續。所以在你親自去機場前，你需要提早完成〔線上登錄服務〕。所以選項 c 為正確答案。

### STEP THREE(步驟三)

If you do a question and you think Option A is correct, it is still useful to look at Options B and C to confirm your choice. Usually your choice will be right. However, sometimes you will find that you slightly misunderstood and in fact it is one of the other options that is the true answer.

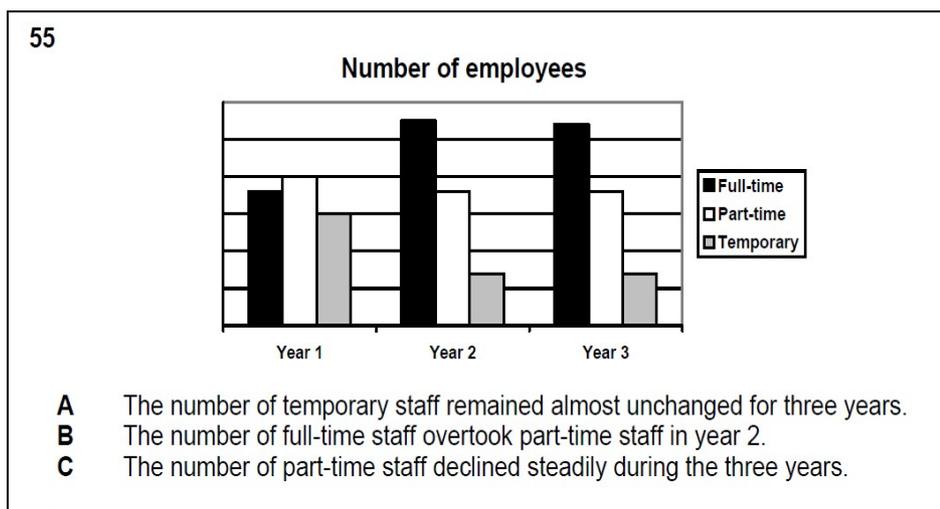
(如果你在做題目並且覺得選項 A 是正確答案，有一個很好用的方法可以確認答案，就是再回去檢視選項 B 及 C。通常你的答案都是正確的。然而有時候你會稍微誤解，而其中另外一個選項才是正確答案。)

### CHART QUESTIONS (圖表問題)

Many students struggle with the chart questions, not because they are difficult, but because they are unclear about how to approach them. In fact, these questions are actually much simpler than students think. The suggestions below will help you to simplify the chart questions.

很多學生覺得圖表題很難，但圖表題並不難。是因為他們不清楚如何去抓住重點。事

實上，這類的問題比學生想的還要簡單。以下有一些建議可以幫助你簡化圖表題。



### STEP ONE (步驟一)

The first thing to do when you get a chart question is to make two sentences. (當你看到圖表問題時，第一件事就是寫出兩個句子)

1. This chart shows ... (這圖表顯示..)
2. It is divided into ... (這圖表分為..)

If we look at the chart above we can say:

(如果我們看了以上的圖表我們可以說：)

1. This chart shows the number of employees (in the company).  
這張圖表顯示出員工的總數(在公司裡)
2. It is divided into three years and three categories: full time employees, part time employees and temporary employees.  
(這圖表分為 3 年及 3 個種類：全職員工、兼職員工及短期員工。)

### STEP TWO (步驟二)

The number of temporary staff remained almost unchanged for three years.

Start with Option A. Look at the key words and then look at the chart. *Temporary staff* are represented by the grey bar. If we look at the three years we can see quite a big change between years 1 and 2. So, this is not the correct option as *almost unchanged* means 'very very little change'.

從選項 A 開始。看這句話的重點單字再看圖表。短期員工用灰色長框框表示。當我們看到三年我們知道這與一年兩年有很大的差別。所以這不是正確的答案，因為(大部分沒有改變)意思是非常小的改變。

We now move on to Option B and repeat the process. (現在我們來看選項 B 且依循先前的步驟。)

The number of full-time staff overtook part-time staff in year 2.

*Full-time staff* are represented by the black bar and if we look at *year 2*, we see that it is higher than in *year 1*. Since *overtook* means 'become more than', this sentence is true and it is therefore the correct answer.

全職員工以黑色長框框表示，當我們看到第二年，我們可以知道比第一年還要高。從(超過)意思是越來越多一點，這句話是對的也就是正確答案。

As we said earlier, once we have the right answer it is still useful to look at the remaining options and make sure. Thus, we should also look at Option C.

就我們之前所提到的，一旦我們知道正確答案，以下有一個很有用的方法去確認答案。因此，我們也需要檢視選項 C。

The number of *part-time staff* *declined steadily* over *three years*.

The white bar shows *part-time staff*. *Decline steadily* means 'go down at a moderate and regular rate', but there was no change between years 2 and 3. This means Option C is not true and not the answer.

白色長框框表示兼職員工。(穩定下降)意思是(以正常的比率適度地下降)。但在第二年及第三年並沒有任何改變。這表示選項 C 不是正確答案。