

職等／甄試類組【代碼】：全類組【G8501-G8503】

共同科目：國文及英文

*請填寫入場通知書編號：

注意：①作答前須檢查答案卡(卷)、入場通知書編號、桌角號碼、應試類別是否相符，如有不同應立即請監試人員處理，否則不予計分。

②本試卷為一張單面，測驗題型分為國文【1題公文，1篇短文寫作；每題配分30分，共60分】與英文【四選一單選選擇題20題，每題配分2分，共40分】，本科目滿分為100分。

③選擇題限以2B鉛筆於答案卡上作答，請選出最適當答案，答錯不倒扣；未作答者，不予計分。

④非選擇題限以藍、黑色鋼筆或原子筆於答案卷上採橫式作答，不必抄題但須標示題號，並請從答案卷內第一頁開始書寫，違反者該科酌予扣分。

⑤應考人僅得使用簡易型電子計算器(不具任何財務函數、工程函數功能、儲存程式功能)，但不得發出聲響；若應考人於測驗時將不符規定之電子計算器放置於桌面或使用，經勸阻無效，仍執意使用者，該科扣10分；該電子計算器並由監試人員保管至該節測驗結束後歸還。

⑥答案卡(卷)務必繳回，未繳回者該科以零分計算。

※請勿於答案卡(卷)上書寫應考人姓名、入場通知書編號或與答案無關之任何文字或符號。

壹、國文【非選擇題2題】

一、公文寫作(函)【配分30分】

全國農業金庫的成立宗旨，主要在建構農業金融體系，輔導並協助農會、漁會信用部事業發展，辦理農、林、漁、牧融資及穩定農業金融，促進農業經濟發展。

該公司組織系統，包括董事會、監察人會，總公司及營業單位。總公司置總經理1人，副總經理2~3人，下設財務部、信託部、業務發展部、專業金融部、行政管理部、資訊室及會計室等7個單位。國內營業單位包括營業部、臺中分行及高雄分行共3個營業據點。

該公司民國104年業務發展計畫，在「輔導農漁會信用部業務」方面，其中之一為：輔導農漁會信用部落實內部控制與稽核制度。本計畫乃依據行政院農業委員會函示，自民國103年起，針對農漁會信用部稽核人員一般查核報告辦理實地查核，就其缺失輔導改善，並於民國104年就辦理情形進行檢討，另一併修正信用部查核報告(含工作底稿)，以輔導信用部落實內控，健全經營。

請就以上資料，試擬全國農業金庫總公司，致所屬各營業據點函：請督促有關人員，竭力配合本公司推動「輔導農漁會信用部落實內部控制與稽核制度」此一業務發展計畫之執行，並做好工作進程之規劃與安排，以促進農業金融機構之健全經營與管理並提升其競爭力。

二、短文寫作【配分30分】

對於我的父母，我永遠是獨特的一個；對於我的子女，我是至高至尊的唯一；對於我的工作與事業，我是不可或缺的主宰。儘管我地位卑微，身份渺小，只要我有勇氣、有智慧，精進不息且能自利利人，我就能創造不平凡的人生，所以我很重要。請以「我很重要」為題，寫一篇三百字以內的短文。

貳、英文【選擇題20題，每題2分，共計40分】

一、字彙【請依照句子前後文意，選出最適當的答案】

【1】1. Scrooge was so _____ that he never gave any money to the poor, even on Christmas Eve.

- ① stingy ② literary ③ respectable ④ courageous

【3】2. Too many people want to buy this house, it's hard to _____ a lower price.

- ① disgust ② offend ③ negotiate ④ immigrate

【2】3. Tiger Woods is an excellent golf player. He has won many golf _____.

- ① volunteers ② tournaments ③ handicrafts ④ journalists

【2】4. My doctor said my disease was caused by _____ and I had to take medicine to kill them.

- ① appetite ② bacteria ③ media ④ phenomena

【3】5. You can buy _____ things at a convenience store, such as sandwiches, batteries, and even slippers.

- ① typical ② symbolic ③ various ④ capable

二、文法測驗【請在下列各題中選出最適當的答案】

【3】6. _____ in 1965, Subway is now the biggest restaurant chain.

- ① Found ② Founding ③ Founded ④ To found

【3】7. Mr. Smith is the computer expert _____ we can rely.

- ① who ② that ③ on whom ④ whoever

【1】8. I don't think driving is _____ than taking the bus.

- ① more convenient ② more cheaper ③ as convenient ④ as cheap

【2】9. Don't call me at 5:30. I might _____ for my family.

- ① cooking ② be cooking ③ to cook ④ cooked

【1】10. Tom Cruise _____ on July 3, 1962 in Syracuse, New York.

- ① was born ② is born ③ has born ④ had born

三、克漏字測驗【請依照段落上下文意，選出最適當的答案】

In ancient times, a king had a huge rock placed on a roadway. Then he hid himself and watched to see if anyone would 11 the rock. Some of the king's richest merchants and courtiers came by and simply walked around it.

Many loudly blamed the king for not keeping the roads clear, but 12 did anything about getting the big stone out of the way. Then a peasant came along carrying a load of vegetables. On approaching the rock, the peasant put down his burden and tried to move the stone to the side of the road. After much pushing and straining, he finally 13. As the peasant picked up his load of vegetables, he noticed a purse 14 on the road where the rock had been. The purse contained many gold coins and a note from the king indicating that the gold was for the person who moved the rock away from the roadway. The peasant learned 15 many others never understand.

【4】11. ① sit on ② step on ③ climb ④ remove

【1】12. ① none ② all ③ either ④ neither

【3】13. ① gave in ② gave up ③ succeeded ④ failed

【4】14. ① lied ② lain ③ laying ④ lying

【1】15. ① what ② which ③ that ④ if

四、閱讀測驗【請依照段落上下文意，選出最適當的答案】

Do you often find yourself rushing to finish a report right before the deadline? Or maybe you always leave your Christmas shopping until Christmas Eve. If so, you are a typical procrastinator.

Procrastinators are people who tend to put off doing tasks until the very last minute. Trying to avoid their fear of failure, procrastinators actively look for distractions. They also lie to themselves by saying things like "I'll feel more like doing this tomorrow." Thus, instead of getting things done, they usually end up falling behind schedule.

With a few simple steps, however, procrastination can be overcome. Make a list of the tasks you have to do; this helps you organize your time and your mind. You can also split up these tasks into smaller parts to make them easier. Set realistic goals and give yourself plenty of time to complete each task. When the task is completed, reward yourself with a treat. A reward can be a great way to motivate yourself to work harder.

As the saying goes, "Procrastination is the thief of time." If you can stop procrastinating and take charge of your life, you'll be more confident than ever before.

【3】16. What is this article mainly about?

- ① A useful tool and how to use it. ② A fatal illness and how to stop it.
③ A bad habit and how to break it. ④ A technical skill and how to acquire it.

【1】17. Which of the following phrase is closest in meaning to the word **procrastinate**?

- ① To put off doing something. ② To end up doing something.
③ To feel like doing something. ④ To take charge of something.

【2】18. Why do procrastinators purposely look for excuses for delaying doing tasks?

- ① They want to fall behind schedule. ② They try to avoid their fear of failure.
③ They need more time to get things well done. ④ They hope to motivate themselves to work harder.

【3】19. According to the reading, which of the following is **NOT** a way to overcome procrastination?

- ① Make a list of the tasks you have to do.
② Split up the tasks into smaller parts to make them easier.
③ Force yourself to complete each task as soon as possible.
④ Reward yourself with a treat when the task is completed.

【4】20. According to the reading, what is the advantage of stopping procrastinating?

- ① You have less control over your life. ② You can stop someone stealing from you.
③ You feel more like doing tasks the following day. ④ You feel more certain about your ability to do things well.