

D Vocabulary

Key Vocabulary

Read this paragraph about business documents and check your understanding of the words in bold.

There are many different kinds of business **documents** and these days they can be either in paper or **electronic** form. If you work in business, you are likely to see a lot of **correspondence** in your **in-boxes**, including letters, **emails**, and **faxes**, as well as internal documents such as memoranda or **memos, reports**, spreadsheets, and **inventories**. You can keep **hard copies** of **electronic documents** in **files** or **folders** at your desk. However, if they are **confidential**, you might want to put them somewhere safer. If you want additional copies, you can **photocopy** the original. On a computer, you can organize your documents, or files, into folders to make them easier to retrieve. Then, if you want to send a copy to someone, you can email it as an **attachment**.



TOEIC® TIP When you are preparing for the listening section, look out for words that have the same or similar pronunciation. These words can cause confusion in the exam.

*I'm sending you a fax so that you would have it immediately.
I included all the facts and numbers in the report.*

While you are studying, make a list of words that sound similar but have different meanings. Use the context to know which word is being used.

Choose the best definitions for the words in the box.

| | | | | | |
|------------|-------|----------------|------|-----|--------|
| attachment | email | correspondence | file | fax | folder |
| photocopy | memo | report | | | |

- 1 a message that is sent through the Internet email
- 2 a machine-made copy or reproduction of a document photocopy
- 3 information that you save on a computer as one unit file
- 4 an official document with details of an event or situation report
- 5 a place on a computer where you can save files or programs folder
- 6 a short note sent to the staff of a company memo
- 7 a document or file that is sent with an email message attachment
- 8 letters written from an individual to another correspondence
- 9 a printed page or document sent by electronic image through a telephone line fax

Fill in the blanks with the correct word in the box.

correspondence copy inventory folder report in-box

- 1 The administrator sent around a m e m o about possible overtime hours.
- 2 Thank you for the _____ of the memorandum I misplaced.
- 3 She's looking for the _____ that contains all the new customer files.
- 4 I have to check all these documents in my _____ before leaving this evening.
- 5 These numbers don't match the ones in the market research _____.
- 6 The stock room remains closed while they take _____ of all the items in stock.

Underline the correct word in the following email.

You can see the whole lesson from your teacher, please ask them to send it to you before the class.

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