

1 □ 單字 & 片語

back and forth

/ˈbæk ən ˈfɔːrθ/

phr. 來回地；反覆地

go back and forth 來來回回；反覆討論

travel back and forth 往返

go back and forth on an idea

對一個想法反覆討論 / 猶豫

We've been going back and forth on this idea all week.

我們整個星期都在反覆討論這個想法。

用法 除了實際來回移動，也常用於反覆討論、交換意見或在兩個選項之間猶豫。

back someone up

/ˈbæk ˈsʌmwʌn ʌp/

phr. v. 支持某人；替某人作證；幫某人撐腰

back me up 支持我 / 替我作證

back someone up in a meeting

在會議中支持某人

back up an argument with examples

用例子支持論點

Thanks for backing me up in the meeting.

謝謝你在會議中支持我。

用法 非常實用的日常與職場口語，常用於會議、爭論、團隊合作或需要別人支持時。

be a piece of cake

/bi ə ˈpiːs əv ˈkeɪk/

idiom 很簡單；輕而易舉

It's a piece of cake. 這很簡單。

should be a piece of cake 應該很容易

Once you get used to it, it's a piece of cake.

習慣之後就很簡單。

Don't worry. Once you get used to it, it's a piece of cake.

別擔心，習慣之後就很簡單。

用法 非常常見的口語表達，比單純使用 easy 更有聊天感。

be absent from

/bi ˈæbsent frəm/

phr. 缺席；不在場

be absent from a meeting 缺席會議

be absent from class 缺課

couldn't make it to the meeting

沒辦法出席會議（較口語）

He was absent from the meeting yesterday.

他昨天缺席了會議。

用法 正確但稍正式。日常工作口語常改說 couldn't make it to the meeting/class。

be abundant in

/bi ə ˈbʌndənt in/

phr. 富含；富於

be abundant in natural resources

富含天然資源

be rich in nutrients 富含營養

be rich in vitamin C

富含維生素 C（談營養用這個）

This region is abundant in natural resources.

這個地區富含天然資源。

用法 偏書面，主詞多是地區、環境、資源。談食物營養時母語者幾乎都說 be rich in，不說 be abundant in。

be acquainted with

/bi ə ˈkweɪntɪd wɪð/

phr. 認識；熟悉

be acquainted with someone

認識某人

be familiar with a system

熟悉某個系統

know someone, but not well

認識某人，但不熟

I'm acquainted with the new manager, but we've never worked together.

我認識新來的經理，但我們沒有共事過。

用法 較正式。聊天時談人常說 know him/her；談事物則常用 be familiar with。

be afraid of + N/V-ing

/bi ə ˈfreɪd əv/

phr. 害怕某事；害怕做某事

be afraid of flying 害怕搭飛機

be afraid of speaking in public

害怕公開演講

be scared of + N/V-ing

害怕……（較口語）

I'm afraid of speaking in front of a large crowd.

我害怕在一大群人面前說話。

用法 非常實用，可直接用來談個人恐懼、緊張或不敢做的事。

be all set for

/bi ɔːl set fɔːr/

phr. 已經準備好了

be all set for tomorrow 明天都準備好了

be all set for the trip 旅行都準備好了

I'm all set. 我都準備好了。

Are you all set for tomorrow's trip?

你明天的旅行都準備好了嗎？

用法 非常值得主動使用的口語。Are you all set? 與 I'm all set. 在旅行、工作、活動前都很常見。

be anxious about

/bi ˈæŋkʃəs ə ˈbaʊt/

phr. 對……感到焦慮；擔心

be anxious about a presentation

對簡報感到焦慮

be nervous about an interview

對面試感到緊張

be worried about something 擔心某事

She's anxious about the results of the interview.

她對面試結果感到焦慮。

用法 anxious 程度比 worried 稍強；日常聊天常依語氣改用 nervous about 或 worried about。

barely

bargain

/ˈberli/

adv. 勉強才；幾乎不

barely make it 勉強趕上 / 差點來不及

barely hear 幾乎聽不到

barely sleep 幾乎沒睡

I barely made it on time.

我差一點就來不及了。

用法 非常實用的口語副詞，常搭配 hear, see, make it, catch, sleep 等。

/ˈbɑːɡən/

n. / v. 便宜貨；討價還價

a real bargain 非常划算

bargain with someone 和某人討價還價

bargain on the price 針對價格議價

This jacket was a real bargain.

這件外套真的很划算。

用法 作名詞時可表示「很划算的東西」；作動詞時表示討價還價。

延伸詞彙 ballot 選票 ban 禁止；禁令 bank 銀行 bankrupt 破產的 bankruptcy 破產 banquet 宴會

Getting Ready for a Presentation

Bearry and Lexi had been going back and forth on their presentation all week. The night before the meeting, Bearry asked, “Are you all set for tomorrow?” Lexi admitted that she was still a little anxious about speaking in front of everyone. Bearry told her not to worry and promised to back her up if anyone asked a difficult question. “The hard part is already done,” he said. “Tomorrow should be a piece of cake.” Lexi laughed and said she hoped he was right because she had barely slept the night before. Before leaving, Bearry reminded her to get some rest. By the end of the conversation, Lexi felt much more confident.

Bearry 和 Lexi 整個星期都在反覆修改簡報。會議前一晚，Bearry 問：「你明天都準備好了嗎？」Lexi 坦承自己對在大家面前發言仍有點緊張。Bearry 要她別擔心，並答應如果有人問難題，他會幫忙支持她。「最難的部分已經完成了，」他說。「明天應該很輕鬆。」Lexi 笑著說希望如此，因為她前一晚幾乎沒睡。離開前，Bearry 提醒她好好休息。談話結束時，Lexi 已經有信心得多。



1 Bearry and Lexi repeatedly revising presentation slides together.



2 Bearry asks Lexi whether she is all set for tomorrow.



3 Lexi looks nervous about speaking in front of a crowd.



4 Bearry promises to back Lexi up during the meeting.



5 Bearry confidently says the presentation should be a piece of cake.



6 Lexi looks tired but relieved after admitting she barely slept.

3 小測驗

1. Your teammate is nervous about a presentation. Which reply naturally promises support?

- A. I'll back you up. B. I'll be absent from you. C. I'll bargain you.
D. I'll be abundant in you.

2. You almost missed your train but got on at the last second. What can you say?

- A. I barely made it. B. I was all set from it. C. I backed and forth it.
D. I was acquainted with it.

3. Which sentence is the most natural indirect question?

- A. Do you know where the station is? B. Do you know where is the station?
C. Do you know where does the station is? D. Do you know the station where is?

4. Your friend asks whether you are ready for a trip. Which reply sounds natural?

- A. Yep, I'm all set. B. Yep, I'm all absent. C. Yep, I'm all bargain.
D. Yep, I'm all anxious with.

答案 ♂

- 1. A — back someone up 表示支持某人、替某人撐腰，很適合會議或簡報情境。
- 2. A — barely made it 表示「差一點就來不及 / 勉強趕上」，是非常自然的口語。
- 3. A — 間接問句中的名詞子句使用陳述句語序，因此是 where the station is。
- 4. A — I'm all set. 是非常自然的口語，表示「我都準備好了」。

4 名詞子句：that、whether 與疑問詞子句

A. that 子句

that + 主詞 + 動詞 ...

That he doesn't study makes me angry.

他不用功這件事讓我生氣。

B. whether 子句

whether + 主詞 + 動詞 ...

I'm not sure whether she can make it.

我不確定她能不能來。

C. 疑問詞子句

疑問詞 + 主詞 + 動詞 ...

Do you know where the station is?

你知道車站在哪裡嗎？

英文中若要把一個「句子內容」當成名詞使用，需要把它轉成名詞子句。名詞子句常由 that、whether 或 what / where / when / why / how / who 等疑問詞引導。

實用延伸：把直接問題轉成自然的間接問句

句型 主句 + wh-/whether-clause = 把原本的問句放進另一個句子後，內部改回陳述句語序。

直接問句

Where is the station?

(Where is the station?)



間接問句 / 名詞子句

Do you know where the station is?

(Do you know where the station is?)

你知道車站在哪裡嗎？

句型結構圖

Do you know / Can you tell me / I wonder
/ I'm not sure

+ wh- / whether + 主詞 + 動詞

↓
名詞子句

where the station is / whether she can
come

更多例子

When will the
meeting start?

↓ Can you tell me
when the meeting
will start?

你可以告訴我會議什麼時候開始嗎？

Has he finished the
work?

↓ I'm not sure whether
he has finished the
work.

我不確定他是否已經完成工作。

Why is she upset?

↓ I wonder why she is
upset.

我想知道她為什麼不開心。

小提醒

實際與外國人溝通時，名詞子句非常常出現在 Do you know...?, Can you tell me...?, I'm not sure..., I wonder... 等句型後面。核心不是只背規則，而是學會把直接問題自然地嵌入另一個句子。



🗨 小劇場：Bearry 又搞錯了

Do you know where is the station?



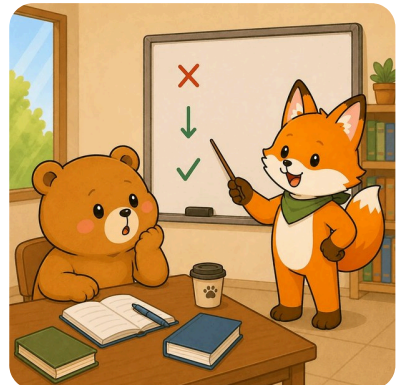
✗ Bearry

等等，放進句子裡後不能維持問句語序喔！



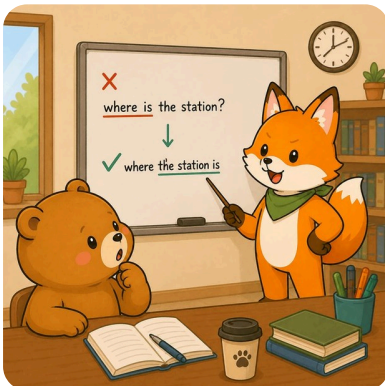
Lexi

要改成陳述句語序：where the station is。



Lexi

哦～所以 is 要放到 station 後面！



Bearry

Do you know where the station is?



✓ Bearry

對了！這樣才自然！



Lexi

✎ 文法小練習

Rewrite each question as a natural indirect question or noun–clause sentence.

1. Where is the restroom?

3. Did he send the email?

2. How much does it cost?

4. Where did you put the keys?

練習答案 ♂

- 1. Do you know where the restroom is?
- 2. Do you know how much it costs?
- 3. I'm not sure whether he sent the email.
- 4. Can you tell me where you put the keys?