

1 □ 單字 & 片語

daily

/'deɪli/

adj. / adv. 每天的；每日地；日常的

daily routine 日常作息

daily update 每日更新

check it daily 每天檢查它

I check the weather as part of my daily routine.

我每天都查看天氣，這是我日常作息的一部分。

用法 daily 可以當形容詞放在名詞前，也可以當副詞放在動詞後。美式口語常用 every day；daily 稍微像新聞、工作或正式文字。**damp**

/dæmp/

adj. 潮濕的；微濕的

a damp towel 微濕的毛巾

damp weather 潮濕的天氣

a damp floor 微濕的地板

The towels are still damp, so please leave them out to dry.

毛巾還有點潮，所以請把它們攤開晾乾。

用法 damp 是有一點濕，但還沒有 wet 那麼濕。美式英文也常說 damp towel、damp floor 或 the air feels damp。**data**

/'deɪtə/

n. 資料；數據

collect data 收集資料

analyze the data 分析資料

data shows that... 數據顯示.....

The data shows that more people are working from home.

數據顯示，更多人正在家中工作。

用法 在美式英文中，data 最常直接當不可數名詞使用，所以日常工作裡常說 The data is useful. 如果強調一筆一筆的資料，也可以說 data points。**deadline**

/'dedlaɪn/

n. 截止日期；最後期限

meet the deadline 趕上截止日期

miss the deadline 錯過截止日期

the deadline is coming up
截止日期快到了

We need to finish this report before the deadline.

我們需要在截止日期前完成這份報告。

用法 deadline 是工作和學校裡非常常見的字。美式口語會說 meet the deadline、miss the deadline，也常說 the deadline is coming up。**deal with**

/di:l wið/

phr. v. 處理；應付；面對

deal with a problem 處理問題

deal with stress 應付壓力

deal with customers 應對客戶

I can deal with the customer call while you finish the report.

你完成報告時，我可以處理客戶電話。

用法 deal with 是美式日常和工作英文非常常見的片語。比 cope with 更直接、比 handle 稍微更廣，可以處理問題、客戶、壓力或情況。**discourage someone from doing something**

/di'skʌrɪdʒ 'sʌmwʌn frəm/

phr. 勸阻某人做某事；使某人不想做某事

discourage someone from quitting
勸阻某人不要放棄 / 辭職discourage people from driving
勸大家不要開車be discouraged from trying
被勸阻不要嘗試

Don't let one bad result discourage you from trying again.

不要因為一次結果不好，就不敢再試一次。

用法 discourage 的句型是 discourage + 人 + from + V-ing。美式英文也常用 discourage people from sharing unverified news，意思是勸大家不要做某事。**divide A into B and C**

/di'vaɪd 'ɪntə/

phr. 把 A 分成 B 和 C

divide the class into groups
把班級分成幾組divide the work into two parts
把工作分成兩部分

split the bill 分攤帳單

We divided the class into beginners and advanced learners.

我們把班級分成初學者和進階學習者兩組。

do someone a favor

/du: 'sʌmwʌn ə 'feɪvər/

phr. 幫某人一個忙

do me a favor 幫我一個忙

do someone a quick favor
幫某人一個小忙

return the favor 回報這個人情

Could you do me a favor and check this number?

你可以幫我一個忙，檢查一下這個數字嗎？

do someone good

/du: 'sʌmwʌn gʊd/

phr. 對某人有好處；讓某人受益

a little rest would do you good
休息一下對你有好處fresh air will do you good
新鮮空氣對你有益

do more good than harm 利大於弊

A short walk would do you good after all that screen time.

用法 divide A into B and C 是清楚、實用的句型。日常美式英文也常說 split A into B and C，split 比 divide 更口語。

用法 美式英文最自然的請求之一是 Could you do me a favor? 也可以說 Can you do me a quick favor? 語氣比 Please help me 更像日常對話。

看了那麼久螢幕後，散一下步對你會有好處。

用法 do someone good 的意思是『對某人有益』，不是『替某人做好事』。相反的說法是 do someone harm。美式口語常說 A break would do you good。

延伸詞彙 a great deal of 大量的；許多的 deal in 經營或買賣某種商品；從事某種交易 do not think much of... 不太欣賞；評價不高 do nothing but + V 除了.....之外什麼都不做 do someone harm 對某人有害；傷害某人 deal 交易；划算的價格；處理

A Busy Day Before the Deadline

Bearry and Lexi were preparing a short community report. They collected daily data from local residents and divided the work into two parts. Bearry had to deal with a problem in the spreadsheet, while Lexi checked the deadline. The weather was damp, but they kept working. Bearry asked, “Could you do me a favor and check these numbers?” Lexi smiled and said, “Sure. A short break would do us good first.” Later, they read the latest news about U.S. jobs data and Canada's new tariffs. There was a lot to discuss, but they finished the report on time.

Bearry 和 Lexi 正在準備一份社區簡報。他們收集了當地居民的每日資料，並把工作分成兩部分。Bearry 必須處理試算表裡的一個問題，而 Lexi 則確認截止日期。天氣很潮濕，但他們仍然繼續工作。Bearry 問：「你可以幫我一個忙，檢查一下這些數字嗎？」Lexi 笑著說：「當然可以。不過先休息一下對我們都有好處。」後來，他們讀了關於美國就業數據和加拿大新關稅的最新新聞。雖然有很多事情要討論，但他們準時完成了報告。



1 Bearry and Lexi collect daily data from community residents.



2 They divide the work into two parts.



3 Bearry deals with a spreadsheet problem.



4 Lexi checks the approaching deadline while the weather is damp.



5 Bearry asks Lexi to do him a favor and check the numbers.



6 They read a simple news update and finish the report on time.

3 小測驗

1. You want to say that two problems exist. Which sentence is standard and natural?

- A. There are two problems. B. There is two problems. C. It are two problems.
D. There have two problems.

2. Which sentence correctly uses dummy it for weather?

- A. It is raining outside. B. There is raining outside. C. It are raining outside.
D. Is raining it outside.

3. Which sentence has correct subject–verb agreement?

- A. Time and money are important. B. Time and money is important.
C. Time and money am important. D. Time and money be important.

4. Which sentence is correct?

- A. Each of the reports needs a title. B. Each of the reports need a title.
C. Each of the reports needing a title. D. Each of the report needs a title.

答案 ♂

- 1. A — there + be 後面的真正主詞是 two problems，所以標準英文使用複數 are。口語中有時會聽到 There's two problems，但寫作和考試建議用 There are。
- 2. A — 談天氣時的 it 沒有實際指涉對象，只是英文句子需要一個主詞位置。
- 3. A — A and B 通常代表兩個主詞，所以動詞使用複數 are。
- 4. A — each 視為單數，真正的主詞是 each，不是後面的複數 reports，所以使用 needs。D 的動詞對了，但 each of the 後面要接複數名詞 reports。

4 實用主詞：There is/are、虛主詞 it 與主詞動詞一致

A. There + be：真正主詞在 be 後面

There + be + 真正主詞

There are two updates in the report.

報告裡有兩項更新。

B. 虛主詞 it：天氣、時間、距離

It + be / verb + 天氣、時間或距離資訊

It's raining, and it's already 8 a.m.

正在下雨，而且已經早上八點了。

C. 主詞動詞一致：子句算單數

主詞的數量決定動詞形式

What she said is important.

她所說的話很重要。

這一章先不背複雜術語，只練習一個重要習慣：先找真正的主詞，再決定動詞是單數還是複數。there 和 it 有時只是幫英文把句子開頭放得自然——距離也用 it：It's three miles to the station.（到車站有三英里。）另外，美式口語常聽到 There's two updates，但寫作、考試和工作文件請用 There are。

最值得直接背的 6 個主詞判斷模板

句型 先找真正主詞，再選擇 is/are、has/have 或單複數動詞 = there 和 it 可以幫句子自然開始，但真正主詞仍然決定動詞；子句通常當單數，A and B 通常當複數，each/every 當單數。

容易說錯

There is two updates in the report.

（There is + 複數主詞）



標準說法

There are two updates in the report.

（真正主詞 two updates 是複數，所以用 are）

報告裡有兩項更新。

主詞判斷圖

There / It + 真正主詞

+ 動詞（單數 / 複數）



真正決定動詞的主詞

two updates / what she said / each student

更多例子

Is raining outside. ↓ It is raining outside.

外面正在下雨。

What he said are true. ↓ What he said is true.

他所說的是真的。

Time and money is important. ↓ Time and money are important.

時間和金錢都很重要。

Each student have a task. ↓ Each student has a task.

每位學生都有一項任務。

Every task need a title. ↓ Every task needs a title.

每項任務都需要一個標題。

小提醒

主詞動詞一致不必先想很難的文法名詞。先看句子真正要談的是一件事、兩件事，還是每一件事，再選擇動詞。



🗨 小劇場：Bearry 又搞錯了

There is two deadlines this week.



✗ Bearry

先看真正主詞：two deadlines 是複數。



Lexi

所以標準英文要說 There are two deadlines.



Lexi

那 each 呢？Each report needs a title?



✓ Bearry

Exactly! each 和 every 後面用單數動詞。



Lexi

There are two deadlines, and each report needs a title!



✓ Bearry

✎ 文法小練習

Write out the full sentence each time — choosing the verb in your head is not the same as being able to say it.

1. Two new tasks are on the list. Rewrite with there + be.

2. Say that the weather is cold today.

3. Choose the correct verb and write the full sentence: What she said (is / are) helpful.

4. Choose the correct verb and write the full sentence: Each of the tasks (takes / take) ten minutes.

練習答案 ♂

- 1. There are two new tasks on the list.
- 2. It is cold today.
- 3. What she said is helpful.
- 4. Each of the tasks takes ten minutes.