

Your First 300 TOEIC Words

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BUSINESS & FINANCE

1. audit

審計 (n.) / (v.)

[Definition] an official inspection of an organization's accounts or records

2. benefit

利益 / 受益 (n.) / (v.)

[Definition] an advantage or profit gained from something; to receive an advantage

3. deposit

存款 / 沉積 (n.) / (v.)

[Definition] a sum of money placed or kept in a bank account; to place or set down

4. finance

財務 / 資助 (n.) / (v.)

[Definition] the management of large amounts of money, especially by governments or large companies; to provide funds

5. income

收入 (n.)

[Definition] money received, especially on a regular basis, for work or through investments

6. invest

投資 (v.)

[Definition] to put money into something with the expectation of achieving a profit

7. overall

全面的 / 總體的 (adj.)

[Definition] taking everything into account; general

8. corporate

企業的 (adj.)

[Definition] relating to a large company or group

9. enterprise

企業 (n.)

[Definition] a business or company

10. account

帳戶 / 報告 (n.)

[Definition] a record of financial transactions or a description of events

11. capital

資本 / 主要的 (n.) / (adj.)

[Definition] wealth or assets; primary or most important

BUSINESS & FINANCE

12. company

公司 (n.)

[Definition] a commercial business or association

13. cost

成本 / 花費 (n.) / (v.)

[Definition] the price paid for something; to require payment

14. expense

開支 (n.)

[Definition] the cost incurred in or required for something

15. fund

資金 / 資助 (n.) / (v.)

[Definition] a sum of money saved or made available for a particular purpose; to provide money

16. profit

利潤 (n.)

[Definition] a financial gain, especially the difference between the amount earned and the amount spent

17. budget

預算 (n.) / (v.)

[Definition] an estimate of income and expenditure for a set period

18. hypothesis

假設 (n.)

[Definition] a proposed explanation made on the basis of limited evidence as a starting point for further investigation

19. investiture

就職典禮 (n.)

[Definition] a formal ceremony in which someone is invested with honors or authority

20. applicant

申請人 (n.)

[Definition] a person who applies for something, such as a job

21. assess

評估 (v.)

[Definition] to evaluate or estimate the nature, ability, or quality of something

22. credit

信用 / 歸功 (n.) / (v.)

[Definition] trust or belief in someone's ability; to attribute something to someone

BUSINESS & FINANCE

23. efficiency

效率 (n.)

[Definition] the ability to accomplish something with the least waste of time and effort

24. debt

債務 (n.)

[Definition] money that is owed or due

25. fee

費用 (n.)

[Definition] a payment made to a professional person or to a professional or public body in exchange for advice or services

26. afford

負擔得起 (v.)

[Definition] to be able to pay for or manage something

27. allocate

分配 (v.)

[Definition] to distribute resources or duties for a particular purpose

28. bond

債券 / 聯繫 (n.)

[Definition] a financial instrument; a strong connection between people

COMMUNICATION & MEETINGS

29. communicate

溝通 (v.)

[Definition] to exchange or impart information

30. interact

互動 (v.)

[Definition] to act in such a way as to have an effect on another; to communicate

31. agenda

議程 (n.)

[Definition] a list of items to be discussed at a meeting

32. conference

會議 (n.)

[Definition] a formal meeting for discussion

33. debate

辯論 (n.) / (v.)

[Definition] a formal discussion on a particular topic; to argue about

34. negotiate

談判 (v.)

[Definition] to try to reach an agreement by discussion

35. panel

小組 / 專家組 (n.)

[Definition] a group of people gathered to discuss or decide on a specific matter

36. address

地址 / 處理 (n.) / (v.)

[Definition] a location or to speak to someone about something

37. confirm

確認 (v.)

[Definition] to establish the truth or correctness of something

38. contact

聯絡 / 接觸 (n.) / (v.)

[Definition] communication with someone; to get in touch

39. correspond

相符合 (v.)

[Definition] to be in agreement or conformity

COMMUNICATION & MEETINGS

40. compile

編輯 / 收集 (v.)

[Definition] to collect information from various sources and arrange it in a list or book

41. consult

諮詢 (v.)

[Definition] to seek advice or information from someone

42. evidence

證據 (n.)

[Definition] the available body of facts or information indicating whether a belief is true or valid

43. inform

通知 (v.)

[Definition] to give facts or information; to tell

44. interpret

解釋 (v.)

[Definition] to explain the meaning of information or actions

45. client

客戶 (n.)

[Definition] a person or organization using professional services

46. collaborate

合作 (v.)

[Definition] to work jointly with others

GENERAL & ACADEMIC USE

47. abandon

放棄 (v.)

[Definition] to leave behind or give up completely

48. accomplish

完成 (v.)

[Definition] to achieve or complete successfully

49. complement

補充 (n.) / (v.)

[Definition] something that completes or enhances something else;
to add to

50. comprehensive

全面的 (adj.)

[Definition] complete and including everything that is necessary

51. entire

全部的 (adj.)

[Definition] with no part left out; complete

52. desire

渴望 (n.) / (v.)

[Definition] a strong feeling of wanting something; to long for

53. differ

不同 (v.)

[Definition] to be unlike or distinct in nature

54. objective

目標 / 客觀的 (n.) / (adj.)

[Definition] a goal or purpose; not influenced by personal feelings or
opinions

55. ability

能力 (n.)

[Definition] the power or skill to do something

56. accurate

精確的 (adj.)

[Definition] free from errors or mistakes

57. acquire

獲得 (v.)

[Definition] to obtain or gain possession of something

GENERAL & ACADEMIC USE

58. adapt

適應 (v.)

[Definition] to adjust to new conditions or situations

59. additional

額外的 (adj.)

[Definition] extra; added to what is already present

60. adequate

足夠的 (adj.)

[Definition] sufficient or enough in quantity or quality

61. adjust

調整 (v.)

[Definition] to modify slightly to achieve a desired fit or condition

62. advance

前進 / 進展 (n.) / (v.)

[Definition] to move forward or progress in development

63. advantage

優勢 (n.)

[Definition] a beneficial factor or feature

64. affect

影響 (v.)

[Definition] to have an effect on or cause a change in

65. annual

每年的 (adj.)

[Definition] occurring once every year

66. anticipate

預期 (v.)

[Definition] to expect or predict

67. apparent

明顯的 (adj.)

[Definition] clearly visible or understood; obvious

68. appreciate

感激 / 欣賞 (v.)

[Definition] to recognize the value of; to be thankful for

GENERAL & ACADEMIC USE

69. approach

方法 / 接近 (n.) / (v.)

[Definition] a way of doing something; to come near

70. appropriate

適當的 (adj.)

[Definition] suitable or proper for a particular purpose

71. approve

批准 (v.)

[Definition] to agree with or officially accept something

72. aspect

方面 (n.)

[Definition] a particular part or feature of something

73. assemble

集合 / 裝配 (v.)

[Definition] to gather together in one place

74. assist

協助 (v.)

[Definition] to help or aid someone

75. assume

假設 (v.)

[Definition] to accept something to be true without question or proof

76. assure

保證 (v.)

[Definition] to promise or say something with confidence to remove doubt

77. attach

附加 (v.)

[Definition] to fasten or join one thing to another

78. attain

達到 (v.)

[Definition] to succeed in achieving something

79. available

可用的 (adj.)

[Definition] able to be used or obtained

GENERAL & ACADEMIC USE

80. aware

意識到的 (adj.)

[Definition] having knowledge or perception of a situation

81. balance

平衡 / 結算 (n.) / (v.)

[Definition] a state of equilibrium; to keep or show equal distribution

82. bias

偏見 (n.)

[Definition] a tendency to favor or lean in a certain direction, often unfairly

83. brief

簡短的 / 摘要 (adj.) / (n.)

[Definition] concise in expression; a summary of the main points

84. capacity

能力 / 容量 (n.)

[Definition] the maximum amount that something can contain or accomplish

85. category

類別 (n.)

[Definition] a class or division of items with shared characteristics

86. cease

停止 (v.)

[Definition] to come to an end or discontinue

87. chief

主要的 / 首領 (adj.) / (n.)

[Definition] most important; the leader or person in charge

88. clarify

闡明 (v.)

[Definition] to make a statement or situation less confused and more comprehensible

89. collapse

倒塌 / 崩潰 (v.) / (n.)

[Definition] to fall down suddenly; a sudden failure or breakdown

90. commit

承諾 / 犯錯 (v.)

[Definition] to pledge or bind to a certain course of action; to carry out an act

GENERAL & ACADEMIC USE

91. community

社區 (n.)

[Definition] a group of people living in the same place or having a particular characteristic in common

92. compare

比較 (v.)

[Definition] to estimate the similarity or dissimilarity between two or more things.

93. compete

競爭 (v.)

[Definition] to strive to gain or win something by defeating others

94. component

組件 / 成分 (n.)

[Definition] a part or element of a larger whole

95. compute

計算 (v.)

[Definition] to determine by mathematical methods

96. concentrate

集中 (v.)

[Definition] to focus one's attention or mental effort on something

97. concept

概念 (n.)

[Definition] an abstract idea or a general notion

98. conclude

結束 / 推斷 (v.)

[Definition] to bring something to an end; to deduce from evidence

99. concrete

具體的 / 混凝土 (adj.) / (n.)

[Definition] definite and specific; a building material made from cement

100. conflict

衝突 (v.) / (n.)

[Definition] a serious disagreement or argument; to be in opposition

101. connect

連接 (v.)

[Definition] to join together or link

GENERAL & ACADEMIC USE

102. consequence

結果 (n.)

[Definition] a result or effect of an action or condition

103. considerable

相當大的 (adj.)

[Definition] notably large in size, amount, or extent

104. consist

由...組成 (v.)

[Definition] to be composed or made up of

105. construct

建造 (v.)

[Definition] to build or form by putting together parts

106. contribute

貢獻 (v.)

[Definition] to give (time, money, assistance) to help achieve something

107. core

核心 / 本質的 (n.) / (adj.)

[Definition] the central or most important part of something

108. criteria

標準 (n.)

[Definition] principles or rules used for judging or deciding

109. crucial

關鍵的 (adj.)

[Definition] extremely important or essential

110. cycle

循環 / 騎車 (n.) / (v.)

[Definition] a series of events that repeat in the same order; to ride a bicycle

111. decline

下降 / 衰退 (v.) / (n.)

[Definition] to decrease in amount or quality; a gradual and continuous loss

112. define

定義 (v.)

[Definition] to state or describe the exact nature of something

GENERAL & ACADEMIC USE

113. definite

明確的 (adj.)

[Definition] clearly stated or decided; not vague

114. despite

儘管 (prep.)

[Definition] without being affected by; in spite of

115. detail

細節 / 詳述 (n.) / (v.)

[Definition] an individual feature or item; to describe minutely

116. determine

決定 (v.)

[Definition] to establish or conclude after reasoning or observation

117. develop

發展 (v.)

[Definition] to grow or cause to grow and become more mature, advanced, or elaborate

118. devote

奉獻 (v.)

[Definition] to give all or most of one's time or resources to something

119. diminish

減少 (v.)

[Definition] to make or become less

120. direct

直接的 / 指導 (adj.) / (v.)

[Definition] without intervening factors; to manage or guide

121. display

展示 / 陳列 (v.) / (n.)

[Definition] to show or exhibit; an act of exhibiting

122. dispose

處置 (v.)

[Definition] to get rid of something

123. distinct

明顯不同的 (adj.)

[Definition] clearly different or separate

GENERAL & ACADEMIC USE

124. distribute

分發 (v.)

[Definition] to give out or deliver to a number of recipients

125. district

地區 (n.)

[Definition] a defined area or region, often within a city

126. diverse

多樣的 (adj.)

[Definition] showing a great deal of variety; very different

127. domestic

國內的 (adj.)

[Definition] relating to the home or internal affairs of a country

128. dominate

主宰 (v.)

[Definition] to have a commanding influence over; to control

129. duration

持續時間 (n.)

[Definition] the length of time something lasts

130. dynamic

動態的 (adj.)

[Definition] characterized by constant change, activity, or progress

131. effective

有效的 (adj.)

[Definition] successful in producing a desired or intended result

132. element

要素 (n.)

[Definition] a basic or essential part of something

133. eliminate

消除 (v.)

[Definition] to remove or get rid of something

134. emerge

出現 (v.)

[Definition] to become visible or known

GENERAL & ACADEMIC USE

135. emphasis

強調 (n.)

[Definition] special importance or significance placed on something

136. enable

使能夠 (v.)

[Definition] to make possible or easy

137. encounter

遇到 / 遭遇 (v.) / (n.)

[Definition] to meet or come across, often unexpectedly

138. encourage

鼓勵 (v.)

[Definition] to give support, confidence, or hope to someone

139. engage

從事 / 參與 (v.)

[Definition] to participate or become involved in

140. enhance

提高 (v.)

[Definition] to intensify or improve the quality, value, or extent of something

141. enormous

巨大的 (adj.)

[Definition] extremely large in size, quantity, or extent

142. ensure

確保 (v.)

[Definition] to make certain that something will occur

143. entry

進入 (n.)

[Definition] an act of going or coming in

144. equipment

設備 (n.)

[Definition] the necessary items for a particular purpose

145. establish

建立 (v.)

[Definition] to set up on a firm or permanent basis

GENERAL & ACADEMIC USE

146. evaluate

估計 (v.)

[Definition] to determine or calculate the quality, importance, or value of something

147. event

事件 (n.)

[Definition] something that happens, especially an important occurrence

148. exceed

超過 (v.)

[Definition] to go beyond a set limit

149. exclude

排除 (v.)

[Definition] to deliberately leave out or not include

150. exhibit

展示 / 展覽 (v.) / (n.)

[Definition] to show or display; a public showing

151. expand

擴大 (v.)

[Definition] to increase in size, volume, quantity, or scope

152. experience

經驗 / 體驗 (n.) / (v.)

[Definition] knowledge or skill acquired through involvement or exposure; to undergo

153. expert

專家 / 專業的 (n.) / (adj.)

[Definition] a person with comprehensive and authoritative knowledge or skill; having or relating to expertise

154. explain

解釋 (v.)

[Definition] to make an idea, situation, or problem clear to someone by describing it in detail

155. explicit

明確的 (adj.)

[Definition] stated clearly and in detail, leaving no room for confusion

156. extend

延伸 / 擴展 (v.)

[Definition] to make something longer or larger; to offer or provide

GENERAL & ACADEMIC USE

157. facility

設施 (n.)

[Definition] a place, amenity, or piece of equipment provided for a particular purpose

158. factor

因素 (n.)

[Definition] a circumstance, fact, or influence that contributes to a result

159. feature

特點 / 以... 為特色 (n.) / (v.)

[Definition] a distinctive attribute or aspect; to have as a prominent attribute

160. final

最後的 (adj.)

[Definition] coming at the end; ultimate

161. firm

堅固的 / 公司 (adj.) / (n.)

[Definition] solid in structure; a business organization

162. flexible

靈活的 (adj.)

[Definition] capable of bending easily without breaking; adaptable

163. focus

焦點 / 集中 (n.) / (v.)

[Definition] the center of interest or activity; to pay particular attention

164. forecast

預報 / 預測 (n.) / (v.)

[Definition] a prediction or estimate of future events; to predict

165. foreign

外國的 (adj.)

[Definition] belonging to or coming from another country

166. formula

公式 (n.)

[Definition] a set form of words or mathematical relationship expressed in symbols.

167. fortune

財富 (n.)

[Definition] a large amount of money or assets

GENERAL & ACADEMIC USE

168. foundation

基礎 (n.)

[Definition] the lowest load-bearing part of a building; the basis for something

169. function

功能 / 運作 (n.) / (v.)

[Definition] an activity or purpose natural to or intended for a person or thing; to work or operate

170. guarantee

保證 (n.) / (v.)

[Definition] a formal promise or assurance, especially that certain conditions will be fulfilled

171. guidelines

指導方針 (n.)

[Definition] a set of principles or rules to follow

172. identify

識別 (v.)

[Definition] to recognize or establish as being a particular person or thing

173. illustrate

說明 (v.)

[Definition] to explain or make something clear by using examples, charts, or pictures

174. impact

影響 / 衝擊 (n.) / (v.)

[Definition] the strong effect or influence that something has; to have a strong effect on

175. implication

含義 (n.)

[Definition] the conclusion that can be drawn from something, although it is not explicitly stated

176. improve

改善 (v.)

[Definition] to make or become better

177. incentive

刺激 / 獎勵 (n.)

[Definition] a thing that motivates or encourages someone to do something

178. incident

事件 (n.)

[Definition] an event or occurrence, often one that is unusual or unpleasant

GENERAL & ACADEMIC USE

179. incorporate

合併 / 包含 (v.)

[Definition] to include or integrate a part into the whole

180. increase

增加 (n.) / (v.)

[Definition] to become or make greater in size, amount, or degree

181. indicate

指示 / 表明 (v.)

[Definition] to point out or show

182. influence

影響 (n.) / (v.)

[Definition] the capacity to have an effect on the character, development, or behavior of someone or something

183. ingredient

成分 (n.)

[Definition] any of the foods or substances that are combined to make a particular dish

184. inspect

檢查 (v.)

[Definition] to look at something carefully in order to learn more about it

185. instance

例子 (n.)

[Definition] an example or single occurrence of something

186. integrate

整合 (v.)

[Definition] to combine one thing with another to form a whole

187. internal

内部的 (adj.)

[Definition] situated or existing in the inside or inner part

188. intervene

干涉 (v.)

[Definition] to come between so as to prevent or alter a result

189. invoke

援引 (n.)

[Definition] to call on something as an authority or in support of an argument

GENERAL & ACADEMIC USE

190. involve

牽涉 / 包含 (v.)

[Definition] to include as a necessary part or result

191. issue

問題 / 發行 (n.) / (v.)

[Definition] an important topic or problem for debate; to supply or distribute

192. item

項目 / 物品 (n.)

[Definition] an individual article or unit, especially one in a list

193. journal

期刊 / 日誌 (n.)

[Definition] a newspaper or magazine that deals with a particular subject or professional activity

194. justify

證明...正當 (v.)

[Definition] to show or prove to be right or reasonable

195. label

標籤 (n.) / (v.)

[Definition] a small piece of paper or other material attached to something to identify it; to attach such a tag

196. levy

徵收 (n.) / (v.)

[Definition] to impose (a tax or fee); an imposed tax or fee

197. maintain

維持 (v.)

[Definition] to cause or enable to continue; to keep in existence or operation

198. majority

多數 (n.)

[Definition] the greater number or part

199. manual

手動的 / 手冊 (adj.) / (n.)

[Definition] done by hand rather than automatically; a book of instructions

200. margin

邊緣 / 幅度 (n.)

[Definition] the edge or border of something; an amount by which something is won or falls short

GENERAL & ACADEMIC USE

201. method

方法 (n.)

[Definition] a particular procedure or way of doing something

202. moderate

適度的 / 調解 (n.) / (v.)

[Definition] average in amount, intensity, quality, or degree; to make less extreme

203. modify

修改 (v.)

[Definition] to make partial or minor changes to something

204. motivate

激勵 (v.)

[Definition] to provide someone with a motive for doing something

205. mutual

互相的 (adj.)

[Definition] experienced or done by each of two or more parties toward the other

206. obtain

獲得 (v.)

[Definition] to get or acquire something

207. occur

發生 (v.)

[Definition] to happen or take place

208. offer

提供 / 提議 (n.) / (v.)

[Definition] a proposal or suggestion; to present or proffer something for someone to accept

209. ongoing

持續進行的 (adj.)

[Definition] continuing; in progress

210. option

選項 (n.)

[Definition] a thing that is or may be chosen

211. order

訂單 / 命令 (n.) / (v.)

[Definition] a request to supply goods or services; to give an authoritative direction

GENERAL & ACADEMIC USE

212. outcome

結果 (n.)

[Definition] the result or effect of an action or situation

213. package

包裹 / 打包 (n.) / (v.)

[Definition] a wrapped or boxed set of items; to wrap or put into a package

214. participate

參與 (v.)

[Definition] to take part or become involved in an activity

215. perceive

察覺 (v.)

[Definition] to become aware of or conscious of something; to understand

216. period

期間 (n.)

[Definition] a length or portion of time

217. persist

堅持 (v.)

[Definition] to continue firmly or obstinately in an opinion or course of action

218. perspective

觀點 (n.)

[Definition] a particular attitude or way of regarding something

219. phenomenon

現象 (n.)

[Definition] an observable event or occurrence

220. portion

部分 (n.)

[Definition] a part of a whole; an amount or share

221. pose

擺出 / 構成 (v.)

[Definition] To present or constitute a problem or threat; to assume a particular attitude

GENERAL & ACADEMIC USE

222. positive

積極的 (adj.)

[Definition] optimistic or constructive in attitude

223. potential

潛在的 / 潛力 (adj.) / (n.)

[Definition] having or showing the capacity to develop into something in the future; latent qualities

224. precise

精確的 (adj.)

[Definition] marked by exactness and accuracy

225. predict

預測 (v.)

[Definition] to say or estimate that a specific thing will happen in the future

226. predominant

主要的 (adj.)

[Definition] present as the strongest or main element

227. preliminary

初步的 (adj.)

[Definition] denoting an action or event preceding or done in preparation for something more important

228. previous

先前的 (adj.)

[Definition] existing or occurring before in time or order

229. primary

主要的 (adj.)

[Definition] more important than anything else; main

230. priority

優先 (n.)

[Definition] something regarded as more important than another

231. procedure

程序 (n.)

[Definition] an established or official way of doing something

232. progress

進展 (n.) / (v.)

[Definition] forward or onward movement towards a destination or goal; to advance or develop

GENERAL & ACADEMIC USE

233. conduct

進行 / 行為 (v.) / (n.)

[Definition] to organize and carry out; behavior or manner

234. convenient

方便的 (adj.)

[Definition] fitting in well with a person's needs or plans

235. coordinate

協調 (v.)

[Definition] to organize different elements so that they work together effectively

236. design

設計 (n.) / (v.)

[Definition] a plan or drawing produced to show the look and function; to create such a plan

237. environment

環境 (n.)

[Definition] the surroundings or conditions in which a person, animal, or plant lives

238. format

格式 / 格式化 (n.) / (v.)

[Definition] the way in which something is arranged or set out; to arrange in a particular format

239. implement

實施 (v.)

[Definition] to put a decision, plan, or agreement into effect

240. intend

打算 (v.)

[Definition] to have a plan or purpose in mind

241. constant

不變的 (adj.)

[Definition] occurring continuously over a period of time

242. decade

十年 (n.)

[Definition] a period of ten years

243. delay

延遲 (n.) / (v.)

[Definition] a period of time by which something is late; to postpone

LAW, POLICY & REGULATION

244. approval

批准 (n.)

[Definition]

the act of agreeing to or accepting something

245. conform

遵循 (v.)

[Definition]

to comply with rules, standards, or laws

246. legislation

立法 (v.)

[Definition]

laws, considered collectively

247. license

許可證 / 授權 (n.) / (v.)

[Definition]

a permit from an authority to own or use something; to grant such permission

248. mandate

命令 / 授權 (n.)

[Definition]

an official order or commission to do something

249. policy

政策 (n.)

[Definition]

a course or principle of action adopted or proposed by an organization or individual

250. authorize

授權 (v.)

[Definition]

to give official permission for or approval to

251. ban

禁止 (n.) / (v.)

[Definition]

an official or legal prohibition; to officially or legally prohibit

252. norm

規範 (n.)

[Definition]

a standard or pattern, especially of social behavior

253. obligation

義務 (n.)

[Definition]

a duty or commitment

254. comply

遵守 (v.)

[Definition]

to act in accordance with a wish or command

LAW, POLICY & REGULATION

255. discretion

自行決定權 (n.)

[Definition] the freedom to decide what should be done in a particular situation

MARKETING & SALES

256. advertisement

廣告 (n.)

[Definition] a public notice promoting a product or service

257. charge

收費 / 控告 (n.) / (v.)

[Definition] a price demanded for a service or product; to formally accuse someone

258. commodity

商品 (n.)

[Definition] a raw material or primary agricultural product that can be bought and sold

259. customer

客戶 (n.)

[Definition] a person who purchases goods or services

260. demand

需求 / 要求 (n.) / (v.)

[Definition] an insistent request or need; to ask authoritatively

261. market

市場 / 推銷 (n.) / (v.)

[Definition] an area or arena of commercial activity; to promote or sell

262. economy

經濟 (n.)

[Definition] the system of production, consumption, and distribution of goods and services

263. consumer

消費者 (n.)

[Definition] a person who purchases goods or services

TECHNOLOGY & DATA

264. input

輸入 / 投入 (v.) / (n.)

[Definition] what is put in, often information, or resources provided

265. change

改變 (n.) / (v.)

[Definition] the act or process of becoming different; to make or become different

266. data

資料 (n.)

[Definition] facts and statistics collected for analysis

267. device

裝置 (n.)

[Definition] a piece of equipment or a tool designed for a particular purpose

268. industry

行業 (n.)

[Definition] economic activity concerned with the processing of raw materials and manufacture of goods

269. initiate

開始 (v.)

[Definition] to cause a process or action to begin

270. innovation

創新 (n.)

[Definition] the process of translating an idea or invention into a good or service

271. output

產出 (n.) / (v.)

[Definition] the amount of something produced by a person, machine, or industry

272. process

過程 / 處理 (n.) / (v.)

[Definition] a series of actions or steps taken to achieve a particular end; to perform a series of operations on something

273. currency

貨幣 (n.)

[Definition] a system of money in general use

274. framework

框架 (n.)

[Definition] an essential supporting structure underlying a system or concept

TECHNOLOGY & DATA

275. infrastructure

基礎設施 (n.)

[Definition] the basic physical systems of a business or nation

276. investigate

調查 (v.)

[Definition] to carry out a systematic or formal inquiry to discover and examine the facts

277. mechanism

機制 (n.)

[Definition] a system of parts working together in a machine or in an abstract system

278. monitor

監控 / 監視器 (v.) / (n.)

[Definition] to observe and check the progress or quality of something; a device used for monitoring

279. network

網路 / 聯網 (n.) / (v.)

[Definition] a group or system of interconnected people or things; to connect with others

280. operate

操作 / 運作 (v.)

[Definition] to control the functioning of a machine, process, or system

281. parameter

參數 (n.)

[Definition] a measurable factor that defines a system or sets the conditions of its operation

282. phase

階段 (n.)

[Definition] a distinct period or stage in a process of change or development

283. edit

編輯 (v.)

[Definition] to prepare written material for publication by correcting, condensing, or otherwise modifying it

WORK & OFFICE LIFE

284. associate

聯想 / 同事 (v.) / (n.)

[Definition] to connect or relate; a colleague in business

285. draft

草稿 / 徵招 (n.) / (v.)

[Definition] a preliminary version of a document; to prepare a preliminary version

286. assign

指派 (v.)

[Definition] to allocate a task or duty

287. challenge

挑戰 (n.) / (v.)

[Definition] a task or situation that tests someone's abilities; to invite competition

288. colleague

同事 (n.)

[Definition] a person with whom one works in a profession or business

289. dedicate

奉獻 (v.)

[Definition] to devote time or effort to a particular task or purpose

290. document

文件 / 紀錄 (n.) / (v.)

[Definition] a written, drawn, or printed record; to record in detail

291. employee

員工 (n.)

[Definition] a person employed for wages or salary

292. file

檔案 / 存檔 (n.) / (v.)

[Definition] a collection of documents or records; to place documents in order

293. perform

表現 / 執行 (v.)

[Definition] to carry out or execute a task; to present a form of entertainment

294. appointment

預約 / 約會 (n.)

[Definition] an arrangement to meet someone at a particular time

WORK & OFFICE LIFE

295. career

職業 (n.)

[Definition] an occupation undertaken for a significant period of a person's life

296. employer

雇主 (n.)

[Definition] a person or organization that hires people

297. partner

夥伴 / 合夥 (n.) / (v.)

[Definition] a person who shares or is associated with another in some action; to associate with

298. professional

專業的 / 專業人 (adj.) / (n.)

[Definition] relating to or connected with a profession; a person engaged or qualified in a profession

299. administration

管理 (n.)

[Definition] the management or direction of affairs or business

300. estimate

估計 (v.) / (n.)

[Definition] to roughly calculate or judge the value, number, quantity, or extent