



## 第一章 移民基礎辭彙

英文	中文
academic	專科院校的、研究院的、學術的
achievement	成就
address	地址、住址
address for service	(令狀、傳票的) 送達地址
addressee	收件人、收信人
addressor	發件人、發信人
adjustment	調整、適應
admissible	可以接收的、可准入境的
admission	入境
adopt	收養、正式通過
advance	前進、進行
affidavit	宣誓書、正式書面陳述、保證書
affirmation	證實、確認、誓言、事實的陳述
Alien Permanent Resident Certificate	外僑永久居留證
Alien Resident Certificate	外僑居留證
alien	外籍者、外僑、外國人、外國的、異己的
amendment	修改、修定
annual salary/yearly salary	年工資
apartment	公寓、寓所
applicant	申請人、請求者
application	申請(書)、適用
approval	認可、贊同、核准、批准、許可
approve (v.)	批准、核准、許可、贊同、同意
arrival	到達、來到；到達者
available	可適用的、可達到的、合用的
bachelor's Degree	學位證書



## 第一章 工作

### 第一節 外國人在臺工作概述

#### Outline for Foreigners Working in Taiwan

親愛的外籍朋友，歡迎您來到中華民國，我們除表示誠摯的歡迎外，並在此摘列與外國人在臺工作相關之重要法令規定給您參考，期盼您在臺工作期間順利愉快。

Dear Friends,

We welcome you to the Republic of China (ROC). Besides an expression of sincere welcome, we would also like to abstract to go over some important regulations related to foreigners working in Taiwan. We hope your period of employment in Taiwan is comfortable and enjoyable.

一、法律依據：與外國人在華工作及其聘僱管理問題相關之主要法規如下：

Legal basis: The primary regulations related to foreigners working in Taiwan and other employment management issues are as follows:

(一)就業服務法。

Employment Services Act.

(二)雇主聘僱外國人許可及管理辦法。

Regulations on the Permission and Administration of the Employment of Foreign Workers.

二、主管機關：（就服法第6條）

Responsible agency: (from Article 6 of the Employment Services Act)

(一)中央：行政院勞工委員會（負責雇主申請聘僱外國人之許可及管理業務）。

Central: Council of Labor Affairs, Executive Yuan (responsible for employer applications for permits to hire foreign workers and management services).

(二)地方：各直轄市、縣（市）政府（負責外國人在中華民國境內工作之管理、檢查及勞資爭議協調）。

Districts: Various county (city) administrations (responsible for management and inspection of foreigners working in the ROC).

三、工作之定義：就業服務法第43條規定，外國人未經雇主申請許可，不得在中華民國境內工作。所稱「工作」，係指凡有勞務之提供或工作之事實，不論有償或無償皆屬之。

Definition of work: As stipulated by Article 43 of the Employment Services Act, foreigners without a permit with an employer must not engage in work in the ROC. The term “work” refers to any labor or services rendered, regardless of whether it is for pay or voluntary.

四、工作權之取得：

Obtaining the right to work:

(一) 雇主申請：外國人除就業服務法另有規定者外，均須經由其雇主向主管機關申請工作許可，始得在中華民國境內工作。（就服法第43條）

Employer applications: Foreigners, other than those designated by the Employment Services Act, must apply for a work permit with an employer at the competent authorities before engaging in work in the ROC. (As stipulated by Article 43 of the Employment Service Act).

(二) 本人申請：下列人員得不經雇主申請，逕由本人向中央主管機關申請工作許可：（就服法第51條第1項第1、3、4款）

Individual applicants: The following persons can apply for a work permit with the Central competent Authority without an employer. (As stipulated by Employment Services Act, Article 51, Paragraphs 1, 3 and 4.)

1. 獲准居留之難民。

Refugees who have been granted residency.

2. 經獲准與其在中華民國境內設有戶籍之直系血親共同生活者。

Those having direct lineage to blood relatives with a household register in the ROC.

3. 具永久居留權者。

Those granted right of permanent residency.

五、工作內容之限制：雇主聘僱外國人在中華民國內從事工作，除就業服務法另有規定外，以同法第46條第1項所列各款為限。



## 工作

### 第一節 基礎會話

English	中文字義
Good morning.	早安。
Good evening.	晚安。
How are you?	你好。
Long time no see.	好久不見。
How have you been?	你最近好嗎？
Where are you going?	你要上哪兒？
Good bye.	再見。
See you tomorrow.	明天見。
I'm from the U.S./Japan.	我來自美國（日本）。
I am a teacher.	我的職業是教師。
Nice to meet you.	很高興見到你。
Thank you.	謝謝！
Thanks for your help.	謝謝你的幫忙。
Can I take a look at this one?	請給我看看這個。
Could you give me any advice?	你可以給我建議嗎？
How much is this one?	請問這個多少錢？
Where should I pay?	請問在哪付錢呢？
Too expensive!	太貴了！
Can you lower the price more?	可以再便宜一點嗎？
Can you show me some others?	給我看看別的可以嗎？
Sorry, change is not right.	不好意思，錢找錯囉。
Is this tax free?	有免稅嗎？
Please give me unified invoice.	請開一張發票。
Please wrap it up.	請包裝一下。
Can I try this on?	可以試穿看看嗎？

Could you take my size?	能幫我量尺寸嗎？
This is not the right size.	這套尺寸不合適。
Do you have larger ones?	有再大一點的嗎？
Are there other colors available?	有別的颜色嗎？
Can you cut this shorter?	能修改一下長度嗎？

## 第二節 執行外事勤務

### Conducting a duty on the Foreign Affairs

#### ▲可能的對話模式：

O : This is Census taker Chen. This is my service ID. I'm here for an annual census check of resident aliens today.

我是家戶訪查員，敝姓陳。這是我的服務證。今天來做年度外籍人士家戶訪查。

F : Okay, please come in. Please feel/make yourself at home.

好的，請進。請別拘束。

O : We need to verify your address against our records. We may also need to understand how many resident aliens are dwelling in this area so as to help you guys when needed. May I see your passport and other related certificates like ARC, please?

我要確認你的住址和我們的紀錄是否相同。我們也必須知道有多少外國居民住在我們的轄區內，以在需要的時候協助你們。我可以看看你的護照及相關證件如外僑居留證嗎？

F : You sure do. Here you are.

沒問題。拿去。

O : Would you please tell me when you arrived in Taiwan?

可否請你告知何時抵達臺灣？

F : My arrival in Taiwan was November 21st.

我抵臺的日期為11月21日。

O : Sir, your visa shows that you cannot stay in Taiwan anymore. In another words, you have overstayed already.



## 第一章 入出國及移民法

### Immigration Act

中華民國98年1月23日公布施行

#### 第一章 總則

#### General Provisions

##### 第 1 條

為統籌入出國管理，確保國家安全、保障人權；規範移民事務，落實移民輔導，特制定本法。

The present Act is hereby enacted to unify entry and exit control, safeguard national security, protect human rights, regulate immigration matters, and implement immigration guidance.

##### 第 2 條

本法之主管機關為內政部。

The competent authority which enforces this Act is the Ministry of the Interior.

##### 第 3 條

本法用詞定義如下：

The terms used in the present Act are defined as follows:

一國民：指具有中華民國（以下簡稱我國）國籍之居住臺灣地區設有戶籍國民或臺灣地區無戶籍國民。

Nationals: Nationals who reside in the Taiwan Area, have their permanent residence registered at a household registry and have the nationality of the Republic of China (hereafter to be called the State), or nationals who reside in the Taiwan Area and have no the nationality of the State.

二機場、港口：指經行政院核定之入出國機場、港口。



## 第一章 都市研究所讚揚臺灣在打擊人口販運的努力

### Urban Institute praises Taiwan's anti-human trafficking efforts

根據設在華盛頓的非政府組織的城市研究所的專家表示，臺灣為打擊販賣人口的努力值得高度讚揚，且是亞洲鄰國的典範。

Taiwan deserves high praise for efforts to combat human trafficking and is a model for its Asian neighbors, according to experts from the Washington-based nongovernmental organization Urban Institute.

5月12日訪問移民署時，由美國國務院所委託的研究人員梅雷迪斯丹克和科琳歐文斯二人表示，稱讚臺灣制止人口販運的努力。

During a visit to the National Immigration Agency May 12, Meredith Dank and Colleen Owens, researchers commissioned by the U.S. Department of State, lauded Taiwan's efforts in stopping human trafficking.

哥倫比亞、義大利及臺灣乃世界排名前三位在人口販運努力之成果上最有效的國家，他們表示此行的目的是為了更加了解本國在保護受害者上之反人口販運的法律和作為。

Colombia, Italy and Taiwan are the world's top three countries with the most effective results in this regard, they said, adding that the purpose of their visit is to better understand enforcement of the country's anti-trafficking laws and measures to protect victims.

移民署署長謝立功表示：「販賣人口是對人權的嚴重侵犯，而販賣人口和預防控制法，為的就是懲罰罪犯，強調了政府的決心，以維護普世權利和打擊違法犯罪活動。」

“Human trafficking is a grave violation of human rights, and the Human Trafficking and Prevention Control Act, which criminalizes offenders, underscores the government's determination to uphold universal rights and crack down on illegal activities,” said NIA Director Hsieh Li-kung.

據美國國務院2010年的人口販運報告，「人口販運和預防控制法」於2009年6



## 第一章 臺北市政府警察局

### 第一節 交通相關須知

#### Traffic Notice

交通事故處理的標準程序。

Standard Procedures for Dealing with Traffic Accidents.

一、現場處理：

At the Scene of the Accident:

(一)如何處理輕微事故？

How to Handle a Minor Collision?

1.凡遇車輛損毀輕微而無人受傷或死亡之交通事故，應先將肇事汽車之四個車角或機（慢）車二個輪胎半圓與把手地方之倒地位置以粉筆或尖硬物在地上標繪定位後，迅速將車輛移置路邊不妨礙交通之處所，再報警處理。

In the event of a non-injury accident and the damages to the vehicles are minor as to not affect the operations of the vehicles involved, the four corners of the vehicles should be marked on the road. After completing the markings, the vehicles should be pulled over to the side of to avoid traffic jams.

2.當事人當場自行和解者，得不報警處理，惟應將和解條件書面載明，以免事後再生糾紛。

In the event that the parties involved decide to settle the accident without official involvement, all parties involved should scribe the agreement in writing to avoid future disputes.

3.當事人無法自行息事和解者，請立即報警處理，不得逕自離開現場。

In the event that an agreement cannot be reached by the parties involved, the police shall be notified and the parties involved shall remain at the scene of the accident.





## 第一章 移民署成立歷程

### About the National Immigration Agency

#### 第一節 源起

##### History

臺灣的境管工作，最早是由「臺灣省警備總司令部」及「臺灣省警務處」採軍民分管，且分地辦公，初無專責機關。民國41年始成立「軍民出入境聯合審查處」，至46年3月改稱為「入出境管理處」，隸屬「臺灣省保安司令部」。47年7月配合「臺灣警備總司令部」之成立，改隸其下，並成為幕僚機關。直至民國61年因應社會發展需要，將隸屬軍事體系之境管工作，改隸一般行政機關，於內政部警政署下設「入出境管理局」。

Taiwan Province Garrison Headquarters and Taiwan Province Police Department were initially in charge of Taiwan's border control and they took different measures towards military personnel and civilians respectively. Until 1952, Military Personnel and Civilians Exit and Entry United Scrutiny Department was established and became the competent authority of border control. In March 1957, the department's name was changed to Entry and Exit Control Department, subordinated to Taiwan Vigilance Headquarters and then to Taiwan Garrison Headquarters set up in July 1958. Until 1972, the government assigned border control, originally under the jurisdiction of military system, to a common administrative agency in response to the needs of social development and thereby the Immigration Bureau under the National Police Agency was established.

多年來，我國入出境管理及移民業務，分屬不同單位管轄，事權分散。於88年5月21日公布「入出國及移民法」時，規定內政部設「入出國及移民署」以統一事權，通稱「移民署」。同時研擬移民署組織法草案，歷經多次折衝，於94年11月8日始由立法院三讀通過，並於同年11月30日由總統公布，於96年1月2日正式成立運作。

For decades, Taiwan's border control and immigration had been separately subject to various agencies, resulting in the administrative inefficiency of the government.



## 前言

### 一、緒論

對於一般同學而言，英文寫作的確是項很大的挑戰，有時甚至會因此產生排斥的心理。事實上，同學們只要能在平時能循序漸進、按部就班打好寫作基礎，再針對各種文體寫作技巧多下功夫，就能輕輕鬆鬆寫出條理分明的高分作文。若將寫作比喻成蓋房子，句型練習就是這棟房子的地基，為了打好地基，建議考生必須於平時加強練習各種句型。有了句型基礎後，再接續多作一些翻譯練習，尤其在連貫式翻譯上可多下一點功夫。到了最後一階段，就是要將房子蓋好，並予以作內部裝潢，換句話說，亦即將寫好的文章稍加潤飾，這文章就大功告成了。

英文寫作乃是運用特定的語言書寫，將意念表達出來的一種歷程，不但具有高階整合內化學習功能，還能培養邏輯力、組織力、思考力和創造力。惟學測、指考、高考、移民行政人員三等特考、警察二等及三等特考和警大研究所等都要考英文作文，以每年學測英文為例，零分之考生皆有數萬人之譜，此現象對於非以英文為母語的臺灣來看，考生在學習英文大量的單字、片語、文法及句型等基本英文能力後，將所學腦力激盪後透過計劃（planning）、轉譯（translating）和檢視（reviewing）等歷程構思成一篇有效寫作（effective）的能力仍有再進步的空間。因此對許多考生而言，寫作的確是一大罩門。畢竟移民行政人員三等特考、警大研究所及三等警察特考（含二等警察特考）英文作文配分皆占有不少的比例，如要順利金榜題名，作文之重要性就不容小覷。

此外，「英文作文」並不是「中文作文」，英語不像中文是我們的母語，換句話說，或許你的中文寫作可以洋洋灑灑，但在英文寫作上就會受限於本身的英語能力。提醒讀者，考試的重點不在於考生是否能用華麗的詞藻與繁複冗長的句子來寫作；相反的，能夠充分「了解英文作文的組織結構、寫出正確無誤的英文句子」才是英文作文得高分的關鍵。

既然提到了考試，想提高英文寫作的分數就必須達到二項指標：第一就是少犯錯；第二就是避開可能犯的錯誤。怎麼說呢？在任何一項具備作文的考試中，閱卷老師會先計算你錯誤的多寡以決定分數的高低。所以為了搶攻中高分群組