

曹晓娟 主编

第2册

# 综合英语教程



苏州大学出版社  
Soochow University Press

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# 综合英语教程

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图书在版编目(CIP)数据

综合英语教程:全2册/曹晓娟主编. —苏州:  
苏州大学出版社, 2011. 8  
ISBN 978-7-81137-794-1

I. ①综… II. ①曹… III. ①英语—高等学校—教材  
IV. ①H31

中国版本图书馆 CIP 数据核字(2011)第 183139 号

第 2 册

综合英语教程

书 名: 综合英语教程 第 2 册

主 编: 曹晓娟

责任编辑: 沈 琴

装帧设计: 刘 俊

出版发行: 苏州大学出版社(Soochow University Press)

出 版 人: 张建初

社 址: 苏州市十梓街 1 号 邮编: 215006

印 刷: 宜兴市盛世文化印刷有限公司

网 址: [www.sudapress.com](http://www.sudapress.com)

E-mail : [yanghua@suda.edu.cn](mailto:yanghua@suda.edu.cn)

邮购热线: 0512-67480030

销售热线: 0512-65225020

开 本: 787 mm×1 092 mm 1/16 印张: 16.75(共两册) 字数: 418 千

版 次: 2011 年 8 月第 1 版

印 次: 2011 年 8 月第 1 次印刷

书 号: ISBN 978-7-81137-794-1

定 价: 32.00 元(共两册)

凡购本社图书发现印装错误,请与本社联系调换。服务热线: 0512-65225020

# Preface



## 《综合英语教程》

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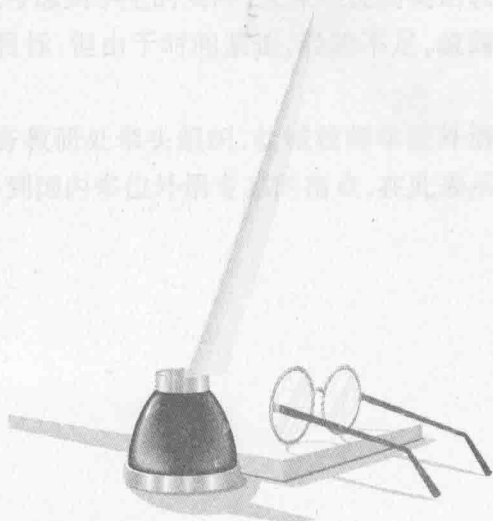
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# 前言

# Preface

随着我国经济建设的快速发展和世界经济的全球化,社会对高等职业教育所培养的应用型人才的外语水平提出了更高的要求。高职高专英语教学不应是本科英语教学的翻版,而应体现自己的特色,突出实用性和针对性。这既是深化高等职业教育改革、提高教育质量的需要,也是让每位学习者提高自我竞争力、更好择业的需要。正是在这种背景下,我们对《综合英语教程》进行了改版。

本教材致力于以学生为中心,突出选材的实用性,创建一个英语输入和输出的循环实践体系,让学生能够学以致用。听、说、读、写、译立体化的英语使用环境,激发学生在英语学习过程中找回自信,享受快乐,获得新知。

本套教材共两册,每册8个单元。每个单元分为4个部分,第一部分交互活动,包括两段对话和一篇课文;第二部分语法讲解和练习;第三部分听力练习;第四部分阅读和写作。内容的编写较改版前更注重实用性,贴近学生实际生活,让学生可以更多地开口讲英语,有助于提高学生的学习兴趣。听力和语法练习与成人高等教育学位英语考试题型一致,能更好地帮助学生复习迎考。

本教材的编写力求实用、新颖、简明,既考虑到学生的实际,又兼顾提高英语教学质量的要求。编者力求能达到所设定的目标,但由于时间紧迫,经验不足,疏漏之处在所难免,恳请广大师生和读者批评指正。

本次教材改版由盐城技术师范学院教务教研处牵头组织,盐城技师学院外语中心教研组多位老师提出了修改意见,同时还得到国内多位外语专家的指点,在此表示衷心的感谢!

# 目录

# Contents

## Unit 1

<b>Part I Interaction</b> .....	(1)
Dialogues Job Interview	
Text Friends	
<b>Part II Grammar Project</b> .....	(7)
情态动词	
<b>Part III Listening</b> .....	(11)
<b>Part IV Reading and Writing</b> .....	(18)
Reading More	
Practical Writing: Letter of Complaint	

## Unit 2

<b>Part I Interaction</b> .....	(17)
Dialogues First Day at the New Working Environment	
Text Women Lead Differently	
<b>Part II Grammar Project</b> .....	(28)
非谓动词	
<b>Part III Listening</b> .....	(28)
<b>Part IV Reading and Writing</b> .....	(29)
Reading More	
Practical Writing: Letter of Inquiry	





### Unit 3

<b>Part I Interaction</b> .....	(33)
Dialogues By Air	
Text I Was in Their Bikeway	
<b>Part II Grammar Project</b> .....	(39)
连词	
<b>Part III Listening</b> .....	(42)
<b>Part IV Reading and Writing</b> .....	(44)
Reading More	
Practical Writing: Invitation Letter	

### Unit 4

<b>Part I Interaction</b> .....	(47)
Dialogues Talking about One's New Job	
Text Icehotel Attracts Tourists	
<b>Part II Grammar Project</b> .....	(53)
句法	
<b>Part III Listening</b> .....	(57)
<b>Part IV Reading and Writing</b> .....	(59)
Reading More	
Practical Writing: Congratulation Letter	

### Unit 5

<b>Part I Interaction</b> .....	(63)
Dialogues Going Out	
Text The Value of Family Meals Together	
<b>Part II Grammar Project</b> .....	(69)
复合句	
<b>Part III Listening</b> .....	(73)
<b>Part IV Reading and Writing</b> .....	(75)
Reading More	
Practical Writing: Memo Pad	

## Unit 6

<b>Part I Interaction</b> .....	(78)
Dialogues Asking the Way	
Text How Do Television Shows Influence People's Behavior?	
<b>Part II Grammar Project</b> .....	(88)
主谓一致	
<b>Part III Listening</b> .....	(87)
<b>Part IV Reading and Writing</b> .....	(88)
Reading More	
Practical Writing: Memo	

## Unit 7

<b>Part I Interaction</b> .....	(92)
Dialogues Overseas Trip	
Text Sports around the World	
<b>Part II Grammar Project</b> .....	(97)
倒装	
<b>Part III Listening</b> .....	(102)
<b>Part IV Reading and Writing</b> .....	(104)
Reading More	
Practical Writing: Letter of Request	

## Unit 8

<b>Part I Interaction</b> .....	(107)
Dialogues Food	
Text The Story of Arnold Schwarzenegger	
<b>Part II Grammar Project</b> .....	(112)
构词法	
<b>Part III Listening</b> .....	(115)
<b>Part IV Reading and Writing</b> .....	(117)
Reading More	
Practical Writing: Letter of Resignation	



# Unit 1



## PART I INTERACTION

### Dialogues

#### Job Interview

##### Dialogue 1 Getting Ready for the Job Interview

- A: I have a feeling you will get this job.
- B: Thanks. But I'm not so sure. Interviews stress me out.
- A: Just remember to be professional and polite. Oh, and don't forget to smile.
- B: I'll do my best, but sometimes I have trouble being myself in stressful situations.
- A: Have you updated your resume recently?
- B: Ah! I forgot to include my new e-mail address.
- A: You'd better check it again. You don't want to have any spelling errors on your resumé. Oh, by the way, do you have a reference letter?
- B: Yes, I prepared a list of convincing references.
- A: I'm included on your list, right?
- B: Sorry, you're not on it as you are my brother.

##### Dialogue 2 In the Job Interview

- A: Welcome to Changhong Mechanical Manufacturing Co. Are you here for an interview?
- B: Yes, I am. My name's Sam Williams.
- A: Please take a seat. So, your resumé says you've worked at a number of companies.
- B: Yes, and in my last job, I worked for Jinghua, so I know a little bit about the electronic industry.
- A: That's good. How are your computer skills?
- B: Excellent! I won the Gamers Award.



- A: I mean for the office.  
 B: Oh, uh, pretty good. I'm good at word processing, creating spreadsheets, and setting up databases, and I have experience making Web pages.  
 A: Impressive. How would you describe yourself?  
 B: I'm hardworking and organized, and I work well with others.  
 A: Where do you picture yourself in five years?  
 B: I want to be a division director.  
 A: I appreciate your honesty. It's really quite refreshing. Would you mind working for three months as a cadet?  
 B: Of course not. Thank you very much.



## Words & Expressions

professional	/prə'feʃənl/	adj.	职业的;专业的
stressful	/'stresfl/	adj.	紧张的;有压力的
update	/ʌp'dert/	vt.	更新;校正,修正;使现代化
resumé	/'rezjumeɪ/	n.	摘要;履历;个人简历
error	/'erə/	n.	错误;误差;过失
convince	/kən'vɪns/	vt.	使确信,使信服;说服
reference	/'refərəns/	n.	参考,参照;涉及,提及
electronic	/ɪ'lek'trɒnɪk/	adj.	电子的
award	/ə'wɔ:d/	n.	奖品;判决
		vt.	授予;判定
spreadsheet	/'spredʃi:t/	n.	电子数据表;电子制表软件
database	/'deɪtəbeɪs/	n.	数据库,资料库
describe	/dɪ'skraɪb/	vt.	描述,形容;描绘
organized	/'ɔ:gənaɪzd/	adj.	有组织的;安排有序的;做事有条理的
division	/dɪ'vɪʒn/	n.	部门;除法
refreshing	/'rɪ'freʃɪŋ/	adj.	提神的;使清爽的;使人重新振作的
cadet	/kə'det/	n.	实习生;学徒

\* \* \* \* \*

stress sb out	让某人筋疲力尽
in stressful situations	在紧张的情况下
reference letter	推荐信
word processing	文字处理
Web page	网页

## High-Frequency Sentences

1. Tell me about yourself.
2. What do you know about our company?
3. Why do you want to work for us?
4. What do you look for in a job?
5. Why are you leaving your present/last job?
6. What are your weak/strong points?
7. What salary would you expect if we offer this position to you?
8. What future opportunities might be available for a person who is successful in this position?
9. What qualifications are you looking for in the person who will fill this job?
10. What would you expect me to accomplish in this job?

## Text

### Friends

Once an Indian woman said, "Often the first American we sit down and talk to is at the employment agency, and she's so nice we think we've got this wonderful new friend. Then we find out it was just for profit, and we never hear from her again."

This is not to say that Americans will always let you down. Many foreigners have found Americans to be not only friendly, but faithful and helpful. However, the mobility of American life has made the term "friend" less profound than in other countries.

In many countries, most friends date from school, and it is hard to make new ones afterwards. For Americans it is the exception rather than the rule to remain in one place, and the school friends are usually left behind. New friends rise up to fill new stages of life. Even when the place remains the same, new friends step in to match life changes: college friends, work friends, club friends, neighbors, new-hobby friends, sports friends, friends-with-same-age-children.

Frequently, each friend fills a particular position. There's the friend with whom I discuss certain problems, the one with whom I play tennis, the one with whom I work. When anything changes—my problems go away, I quit tennis, I get a new job—I may stop seeing those particular friends. If I'm lucky, I will have a few lifelong friends, but these could be living around the world.

Once I've got a friend, I'll be careful not to use him or her. I will be very hesitant to ask friends for favors. If I did, my friends would be likely to back off. Neediness frightens people.

Eventually in a friendship one can begin to take small services for granted—the



borrowing of a dress, a phone call to find out some information—but no one expects a real sacrifice. No matter how badly my friend might need a babysitter, she would never ask me to miss a day's work to take care of her child. I have sometimes been very confused when foreign friends did unusual things for me—drove me great distances or took a taxi to the airport to meet me. Such things are not in our vocabulary, and I find it difficult to respond.

It is important that Americans would rather put their money into independence than into other luxuries.

(Adapted from *Culture Shock USA*)



## Words & Expressions

employment	/ɪm'plɔɪmənt/	n.	雇用; 职业, 工作
agency	/'eɪdʒənsi/	n.	中介, 代理; 代理处
profit	/'prɒfɪt/	n.	利益, 益处; 好处
mobility	/məʊ'bɪləti/	n.	活动性; 流动性
profound	/prə'faʊnd/	adj.	深刻的; 渊博的
date	/deɪt/	vi.	属(于某历史时期); 始(于某历史时期)
exception	/ɪk'sepʃn/	n.	例外, 除外; 除外的事物, 除外的人
match	/mætʃ/	vt.	和……相配, 和……相称
hesitant	/'hezɪtənt/	adj.	犹豫的, 踌躇的
favor	/'feɪvə/	n.	恩惠; 善意行为
neediness	/'niːdɪnəs/	n.	贫困, 贫穷
sacrifice	/'sækrɪfaɪs/	n.	牺牲; 牺牲品
badly	/'bædli/	adv.	非常, 极, 很
babysitter	/'beɪbɪsɪtə/	n.	代人临时照看小孩的人
confuse	/kən'fjuːz/	vt.	使混乱; 使模糊不清
independence	/ˌɪndɪ'pendəns/	n.	独立, 自立
luxury	/'lʌkʃəri/	n.	奢侈; 奢华; 奢侈品

\* \* \* \* \*

at the employment agency

在职业介绍所

let sb down

让某人感到失望

date from

起源于

leave behind

留下; 遗留; 超过

lifelong friends

终生的朋友

## Exercise 1

### Comprehension of the Text

Read the following statements carefully, and decide whether each statement agrees with (Y) or contradicts (N) the passage, or is not given (NG) in the passage.

1. The author is an Indian.
2. In America you can easily make friends with the person at the employment agency because he is usually very friendly.
3. Because of the mobility of American life, Americans make new friends frequently.
4. In America a tennis friend may become a lifelong friend.
5. Americans never ask their friends for help.
6. If an American is in urgent need of a babysitter, he or she will not hesitate to ask his or her friend to take care of the child.
7. Americans usually don't take too much trouble to help their friends.
8. Independence is more important than luxuries in life to Americans.

## Exercise 2

### Vocabulary

Replace the underlined word(s) in the following sentences with what you have learned in the text.

1. Take care not to forget anything.
2. When I was sent to prison, I really felt I had disappointed my parents.
3. There is no benefit to be gained from arguing whose fault it was.
4. A doctor's secretary must be familiar with these words.
5. Sometimes grandfather is unable to think clearly and doesn't even know what day it is.
6. How long have you been looking for a job?
7. The two colours are similar and look good together.
8. He needs the money very much.

## Exercise 3

### Translation

A. Translate the following sentences chosen from the text into Chinese.

1. This is not to say that Americans will always let you down. Many foreigners have found Americans to be not only friendly, but faithful and helpful.



2. In many countries, most friends date from school, and it is hard to make new ones afterwards.
3. Frequently, each friend fills a particular position.
4. If I'm lucky, I will have a few lifelong friends, but these could be living around the world.
5. Once I've got a friend, I'll be careful not to use him or her.

### Translation

B. Complete the following sentences by translating the Chinese into English.

1. 这些机器从20世纪80年代就开始用了,现在快过时了。  
As they \_\_\_\_\_, these machines are beginning to be out of date.
2. 该做这工作的是我,而不是你。  
I, \_\_\_\_\_, should do the work.
3. 他宁愿被派往国外的分公司,而不愿去总部。  
He \_\_\_\_\_ one of the overseas branches than be sent to the head office.
4. 显然,他已经不做我的合伙人了。  
Obviously, he has \_\_\_\_\_.
5. 不管他多么努力地尝试,最终还是失败了。  
\_\_\_\_\_, he failed in the end.



### Exercise 4

#### Reading in Depth

Read the passage carefully and select one word for each blank from the word bank below.

safe	interest	enjoy	introducing
events	climb	over	happy

I don't have a lot of friends. I don't 1. \_\_\_\_\_ crowds, dances, cocktail parties, etc. Many of the people I've met at such 2. \_\_\_\_\_ seem to ask questions that allow them to evaluate me. They ask questions that help them place me in an income group, where I live and what kind of car I drive. If I don't need insurance, a new car or a new house or if I



can't help them 3. \_\_\_\_\_ the ladder, they lose 4. \_\_\_\_\_ in me and move on. I'm really 5. \_\_\_\_\_ to see them move on. The problem is, I find other ones shaking my hand and 6. \_\_\_\_\_ themselves to me. I have six friends whom I trust. If I need help these people would give it to me and I to them.

What kind of a friend am I? If you were hanging 7. \_\_\_\_\_ a 1,000-foot cliff on the end of a 100-foot rope and someone had to hold the other end, I'm the kind of person you'd want holding on to the rope. If I agreed to hold the rope, you'd be 8. \_\_\_\_\_ in my hands.



## PART II GRAMMAR PROJECT

### 情态动词

#### 1. 情态动词

情态动词表示说话人对某一动作或状态的态度,认为“可能”、“应当”或“必要”等。情态动词本身有一定的意义,但不能单独作谓语,必须和不带 to 的不定式(ought 除外)连用。它没有人称和数的变化。情态动词有 can (could), may (might), must, ought to, have to, need, dare, shall (should), will (would)。

##### (1) can 和 could (could 是 can 的过去式)

① 表示“能力”、“许可”、“可能性”、“惊异”等。在口语中,can 可以代替 may 表示许可,而 may 比较正式。

Some of us can use the computer now, but we couldn't a few years ago. 现在我们有些人能使用计算机了,但是几年前我们都不能。(表示能力)

You can go now. 你现在可以走了。(表示许可)

At that time I thought the story could not be true. 那时我认为这故事可能是不真实的。(表示可能性)

② could 可以代替 can,表示语气较为婉转。

Could you wait a few days for the money? 这笔钱你能等几天吗?

③ can 和 be able to 都可以表示能力,意思上没有区别,但 can 只有现在式和过去式 (could),而 be able to 则可用于各种时态。

No one is able to do it. / No one can do it. 谁也不能做这件事。

I will be able to read English soon. 很快我就能读英语了。

##### (2) may 和 might (might 是 may 的过去式)

① 表示允许和征询对方许可,有“可以”的意思。用做此意时,它的否定形式可用 may not,但在表示“不可以”、“禁止”、“阻止”等意思时,常用 must not / mustn't 代替 may not。



You may go now. 你现在可以走了。

May I watch TV after supper? 我可以晚饭后看电视吗?

No, you mustn't. / No, you may not. 不可以。(或 No, you'd better not. 最好不要看。)

② 表示可能性,有“或许”、“可能”的意思。“may/might + 不带 to 的动词不定式”表示可能性。用 might 则表示语气更加不肯定。

He may be right. 他可能是对的。

I hear there may be a few copies left. 我听说或许还剩有几本。

(3) must, have to 和 ought to

① must 表示“必须”、“应该”。否定式 must not/ mustn't 表示“不应该”、“不可”、“不准”、“禁止”等意思。

Everybody must obey the rules. 人人都要遵守这些规则。

You mustn't lend it to others. 你不得把它借给别人。

在回答带有“must”的问句时,否定式常用 need not (needn't) 或 don't have to。

Must I be home before eight o'clock? 我必须在8点以前回家吗?

Yes, you must. 对,必须这样。

No, you needn't. / No, you don't have to. 不,不必。

② must 表示推测,只用在肯定句中。

a. “must + 动词原形”表示对现在事情的推测。如:

You must be hungry after the long walk. 走了这么远的路,你一定饿了。

b. “must + have + 过去分词”表示对过去事情的推测。如:

She must have arrived by now. 她现在想必已经到了。

③ have to 表示“必须”、“不得不”,在这个意义上与 must 很接近,但 must 表示的是说话人的主观看法,而 have to 表示的却是客观需要。

I must go now. 我现在得走了。(主观看法)

I have to go now. 我现在不得不走了。(客观需要)

④ ought to 表示应该做某事(和 should 差不多,只是语气稍重一些)。

You ought to follow your father's advice. 你应该听取你父亲的劝告。

“ought to + have + 过去分词”表示过去应该做但还没有做的事情。如:

I ought to have phoned him this morning, but I forgot. 我本应该今天上午给他去电话,但是我忘了。

(4) need 和 dare

① need 表示“需要”、“必须”。通常用在否定句和疑问句中。

He needn't do that. 他不必做那件事。

Need you go now? 你必须现在走吗?

② dare 表示“敢”。通常用于否定句和疑问句中。

How dare you say I'm unfair? 你怎么敢说我不公平?

She dare not do so. 她不敢这样做。

注: need 和 dare 也可用做行为动词, 变化与一般动词相同。

Does he need to go? 他必须去吗?

I don't dare to ask her. 我不敢问她。

### (5) shall 和 should

① shall 作为情态动词, 用于第二、第三人称, 表示说话人的意愿, 有“命令”、“警告”、“威胁”、“强制”、“允诺”等意思。

You shall do as I say. 你要照我说的做。

② 在疑问句中, shall 用来征询对方的意见或请求指示, 用于第一、第三人称。

Where shall I wait for you? 我到什么地方等你?

Shall he come at once? 要他马上来吗?

③ should 作为情态动词, 表示“劝告”、“建议”时, 可译为“应该”。

You should keep your promise. 你应该遵守诺言。

We should be strict in all our work. 我们一切工作都应该从严。

“should + have + 过去分词”表示某事本应该在过去做但没有做。如:

It's ten o'clock. She should have arrived in her office by now. 10 点了, 现在她本应该到达办公室了。

### (6) will 和 would

#### ① will

a. 表示“意志”、“意愿”, 可用于各种人称。

I will tell you all about it. 我愿意把有关这件事的一切情况都告诉你。

He won't go. 他不愿意去。

b. 在疑问句中用于第二人称时, 表示询问对方的意愿或向对方提出请求。

I'm going down to the shop after work. Will you go with me? 我下班后去商店, 你愿意跟我一道去吗?

Won't you sit down? 坐下好吗?

c. 表示习惯性动作, 有“总是”、“惯于”的意思。

Fish will die out of water. 鱼离开水就会死。

He'll talk for hours if you give him the chance. 要是你给他机会, 他总是一连说上好几个小时。

#### ② would

a. would 是 will 的过去式, 表示过去时间的“意志”、“愿望”, 用于各种人称。

Would you like to see a film? 你想看电影吗?

Yes, I'd like to. 是的, 我想看。

Thanks. I'm afraid I won't be able to. 谢谢。我恐怕不能去。

注: 在口语中, I would like to 和 I should like to 可互换, 其简略式均为 I'd like to。

b. 表示过去的习惯动作。

She would sit like that for hours. 她总是一连几个钟头那么坐着。