

English

山东省普通高等教育
专升本
英语复习指导

(2005 版)

□ 本书编写组 编

石油大学出版社

2005版

山东省普通高等教育

专升本 英语复习指导

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PREFACE

前言

为了进一步推动我省高职高专英语教学与改革工作的发展,提高高职高专英语教学水平和教学质量,为我省经济建设和社会发展培养高素质的人才,根据国家教育部有关文件的要求和山东省教育厅专升本工作的精神和部署,2005年继续组织实施全省统一的山东省普通高等教育专升本英语考试。应广大专升本考生的要求,本着方便考生自学和复习的目的,我们组织部分有教学经验的同志编写了《山东省普通高等教育专升本英语复习指导(2005版)》一书。

本书以教育部《高职高专英语课程教学基本要求》(试行)(以下简称《基本要求》)为依据,以《山东省高职高专英语应用能力考试大纲》(以下简称《考试大纲》)为指导,结合我省高职高专英语教学的实际情况编写而成。在分析总结以前专升本考试经验的基础上,本书力求抓住英语教学的重难点,着重强调了学生在听、读、写、译等方面应用能力的培养,并给出了较为详细的指导性讲解。全书由四部分组成:1. 山东省高职高专英语应用能力考试大纲及样题;2. 试题题型概述及分类指导;3. 山东省专升本英语考试模拟练习题;4. 《基本要求》词汇表。本书集中适当篇幅对各个单项内容进行了分类讲解,帮助考生对考试内容、出题形式作一个全面了解,从而有的放矢地准备考试。各学校及考生可在贯彻落实《基本要求》、《考试大纲》和完成教学计划,切实掌握英语语言应用技能的基础上,把本书作为考试前复习训练用书,切不可心存侥幸,平时不认真学习,期冀单纯依靠本书通过考试是不切实际的。

参加本书编写工作的都是有着多年丰富教学经验的教师,在此向他们的辛勤劳动表示衷心的感谢。在本书的编写过程中,我们参阅了近年来国内外出版的多种书籍和复习材料,在此向这些书籍的作者一并表示真挚的谢意。

由于我们水平有限,加之时间仓促,疏漏错讹之处在所难免,恳请广大专家、读者批评指正。

本书编写组

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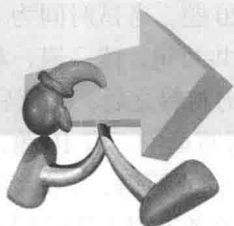
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山东省高职高专英语应用能力

>>>> 考试大纲及样题



山东省高职高专英语应用能力考试大纲

山东省教育厅高等教育处审定

一、总则

教育部颁布的《高职高专教育英语课程教学基本要求(试行)》(以下简称《基本要求》)指出:“语言测试在考核英语知识的同时,应着重考核学生实际运用语言的能力,要做到科学、公平和规范。”同时指出:“考虑到目前学生入学英语水平的差异,教学和测试分A、B两级。”山东省高职高专英语应用能力考试大纲就是根据这一要求而设计的。鉴于我省实际情况,目前,山东省高职高专英语应用能力考试的内容以《基本要求》所规定的B级内容为主。待条件成熟后,再进行A级的统一考试。这种考试属于尺度参照性考试。

高职高专英语课程的教学目的是:“经过180~220学时的教学,使学生掌握一定的英语基础知识和技能,具有一定的听、说、读、写、译的能力,从而能借助词典阅读和翻译有关英语业务资料,在涉外交际的日常活动和业务中进行简单的口头和书面交流,并为今后进一步提高英语的交际能力打下基础。”整个教学过程要遵循“实用为主,够用为度”的原则,“强调打好语言基础和培养语言应用能力并重;强调语言基本技能的训练和培养实际从事涉外交际活动的语言应用能力并重。”“目前要特别注意加强听说技能的培养。”为此,本考试主要考核学生听和读的理解能力、翻译与写作的应用能力,同时也对词语用法、语法结构的掌握程度进行考核。

本考试目前只进行笔试。但为了贯彻《基本要求》的精神,我们把客观性试题和主观性试题的比例做了较大调整,由原来的7:3调整为5.5:4.5,考试时间为120分钟,满分100分。

二、应考对象和考试要求

考试对象为高职、高专、五年一贯制高职和成人专科修完220学时英语课程的学生。他们应掌握3 400个单词和一定数量的词组的意义及基本用法,应具有基本的实际使用语法的能力,能够阅读和翻译一般题材和涉外业务交际的文字材料,能够听懂一般的对话和短文,并能写简



单的关于日常生活的短文和业务应用文。



三、考试内容

B级考试的内容以《基本要求》的四个附表,即交际范围表、语言技能表、语法结构表、词汇表为依据,本考试包括五个部分:听力理解、词语用法和语法结构、阅读理解、翻译和写作。全部题目按顺序统一编号。

第一部分:听力理解(Part I Listening Comprehension),共20题,考试时间为15分钟。这一部分包括3节。A节(Section A)有5题,每题含一组对话,共两句,读一遍,对话后有一个问句。B节(Section B)读一遍,有5题,分别安排在两篇听力材料之后,每篇后有2~3题,每题为一个问句。C节(Section C)为听写填空或简答题。听写填空:有10题,试卷上给出160词左右的短文,其中有10个空格,每个空格要求填入一个词或短语,全文读三遍。第一遍按正常语速朗读,供考生了解大意。第二遍朗读语速稍慢,要求考生把听到的词或短语填入空格。第三遍以正常语速全文朗读,供考生进行核对。简答题:有5题,试卷上给出200词左右的短文,全文朗读两遍。第一遍按正常语速朗读,第二遍语速稍慢,要求考生在会意和听懂的基础上做出简约的回答。听力部分的语速正常情况下为每分钟110词左右。本部分的测试目的是检查考生获取口头信息和书面表达的综合能力。

选材的原则是:

1. 对话部分为日常交际对话,句子结构较为简单。
2. 短文听力材料为题材熟悉、情节较为简单的短文。
3. 听写填空材料为日常生活或较为简单的关于涉外活动的短文。

第二部分:词语用法和语法结构(Part II Vocabulary and Structure),共30题,考试时间为20分钟。这一部分包括两节:A节(Section A)为词语的用法,有10题,要求考生用括号中所给词的适当形式填空。B节(Section B)为语法结构,有20题,要求考生从每题四个选项中选出一个最佳答案。本部分的测试目的是检查学生对词语和语法结构的掌握程度。

第三部分:阅读理解(Part III Reading Comprehension),共20题,4节内容,考试时间为35分钟。要求考生按照指令完成各项任务,第一节和第二节为短文理解,考生可根据文章内容从每题四个选择项中选出最佳答案;第三节为业务交际英语理解,首先以字母为序给出若干常用英语业务交际用语,然后打乱顺序以数字为序给出部分汉语翻译,要求考生把意义相同的英汉用语匹配到一起,以检查学生对英语基本业务用语的掌握;第四节是应用文理解,给出一篇或两篇应用文,要求考生对所提问题做出简单回答,目的是考查学生对广告、说明书、业务信函、合同等常见应用文的理解能力和初步的应用能力。

选材的原则是:

1. 题材广泛,包括社会文化、日常生活、科普常识、商贸经济等,所涉及的背景和知识是学生所了解和熟悉的。
2. 体裁多样,为记叙文、说明文、议论文、应用文等。
3. 文章难度适中,如有超出《基本要求》所规定词汇量又影响理解的,则用汉语注明词义。

第四部分:翻译(Part IV Translation),共10题,考试时间为20分钟。这一部分包括两节。A节(Section A)为英译汉,有5题,要求将阅读理解材料中有标号的5个画线句子译成汉语。本节的测试目的是检查学生对常用句型和词语的综合理解和运用能力。B节(Section B)为汉译英,给出5个单句或包含5个句子的短文。本节的测试目的是检查考生实际运用语言的

综合能力。

第五部分：写作（Part V Writing），考试时间为30分钟。要求考生写出80~100词的短文，写作内容为日常生活题材或简单的业务交际的短文。试卷上可能给出题目，或规定情景，或要求写请柬、个人简历、通知等应用文。短文要求格式基本正确，能基本表达思想，意思连贯，无重大语法错误。本部分的测试目的是检查学生的英语书面表达能力。



四、试卷各部分的题目、计分和考试时间

序号	题号	名称	题数	计分	时间
I	1~20	听力理解	20题	15分	15分钟
II	21~50	词语用法和语法结构	30题	20分	20分钟
III	51~70	阅读理解	20题	35分	35分钟
IV	71~80	翻译	10题	20分	20分钟
V		写作	1题	10分	30分钟
			81题	100分	120分钟

注：与原《山东省高等专科英语水平考试大纲》相比：

1. 听力理解题增加5题，总分不变。
2. 词语用法和语法结构减少5题，减少5分。
3. 阅读理解增加5题，增加5分。



山东省高职高专英语应用能力考试样题及答案

SAMPLE TEST

Part I Listening Comprehension

(15 points, 15 minutes)

Directions: This part is to test your listening ability. It consists of 3 sections.



Section A (5 points)

Directions: In this section, you will hear 5 short dialogues. At the end of each dialogue, a question will be asked about what was said. Both the dialogues and questions will be spoken only once. After each question there will be a pause. During the pause, you must read the 4 choices marked A), B), C) and D), and decide which is the best answer. Then mark the corresponding letter on the Answer Sheet with a single line through the center.



1. A) The woman is busy working.
C) Mr. Jackson is in his office.
2. A) Stella should go home immediately.
C) Stella should write home more frequently.
3. A) He is a businessman.
C) He is a bus driver.
4. A) Whether the woman is in good health.
B) Whether the woman has written to her parents recently.
C) Whether the woman is about to write a letter to her friends.
D) Whether the woman still receives a lot of letters.
5. A) The class usually begins at 3.
C) The woman's class ended ahead of time.
- B) The woman can't take the message.
D) Mr. Jackson will be back soon.
- B) Stella should not worry about her family.
D) Stella should phone her family.
- B) He is the boss of a company.
D) He is a professor.
- B) Professor Smith didn't have class today.
D) The woman wasn't with her classmates.



Section B (5 points)

Directions: In this section, you will hear two short passages. After each passage you will be asked some questions. The passage will be read only once. When you hear a question, you should decide on the correct answer from the 4 choices marked A), B), C) and D), and then mark the corresponding letter on the Answer Sheet with a single line through the center.

Questions 6 to 7 are based on the passage you have just heard.

6. A) Multiple choice questions.
C) Five essay questions.
7. A) All day next Thursday.
C) All day next Wednesday.
- B) Comprehensive questions.
D) Midterm test.
- B) Last day of exam week.
D) All day next Tuesday.

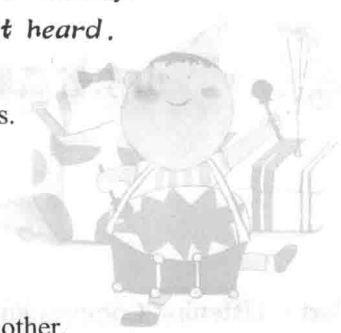
Questions 8 to 10 are based on the passage you have just heard.

8. A) The more we study them, the more we like them.
B) The more we study them, the more important they seem to us.
C) The more we study them, the more they seem to be like us.
D) The more we study them, the more differences there are.
9. A) Because they live in the human society.
B) Because they like us human beings.
C) Because they live in societies in which they depend on one another.
D) Because they live through a series of societies.
10. A) Kings, queens and workers.
C) Queens and male workers.
- B) Queens, males and workers.
D) Kings and male workers.



Section C (5 points)

Directions: In this section, you will hear a recorded short passage. The passage is printed on the test paper, but with some words or phrases missing. The passage will be read three times. The first reading is for you to get the general idea. During the second reading,



you are required to put the missing words or phrases on the Answer Sheet in order of the numbered blanks according to what you hear. The third reading is for you to check your writing. Now the passage will begin.

Since World War Two, (11) _____ in the last few decades of the 20th century, large groups of foreigners have come and settled in the United States. The (12) _____ is that many Americans speak a foreign language at home. Today, one in seven Americans speaks a language (13) _____ English. Spanish is the (14) _____ foreign language spoken by 17 million Americans. Altogether, 31.8 million Americans speak 329 foreign languages in the (15) _____. That means there is an (16) _____ of 34 percent in foreign language usage since 1980. Asian languages are used by 14 (17) _____ of foreign language speakers. That (18) _____ the new wave of immigrants from Asian countries (19) _____ India, Japan, Korea and the Philippines. However, fewer (20) _____ languages are heard in American families than before.

Part II Vocabulary and Structure

(20 points, 20 minutes)



Section A Vocabulary (10 points)

Directions: *There are 10 incomplete statements here. You should fill in each blank with the proper form of the word given in the brackets. Write the word or words in the corresponding space on the Answer Sheet.*

21. This suit is rather dirty now. It's been some time since it _____ (wash).
22. _____ (science) are often invited to give lectures to children to help them understand science.
23. In some ways these schools are _____ (differ) from Chinese middle schools.
24. The experts believe that the _____ (origin) inhabitants of North America came from Asia.
25. She was so angry that she felt like _____ (throw) something at him.
26. The college degree has replaced the high school diploma as a _____ (qualify) for desirable jobs.
27. We have full _____ (confident) that we shall succeed.
28. It is a _____ (health) competition that you expect in the software market.
29. Wegener went _____ (far) than the other scientists in explaining the movements of the continents.
30. All we request is that the committee _____ (consider) our suggestion again.



Section B Structure (10 points)

Directions: *In this section, there are 20 incomplete sentences. You are required to complete each one by deciding on the most appropriate word or words from the 4 choices marked A), B), C), and D). Then you should mark the corresponding letter on the Answer Sheet with a single line through the center.*

31. — My niece has been to Sumatra and Iran as well as all of Europe.

— By the time she's twenty, she _____ almost everywhere.

A) will be

B) would have been

C) will have been

D) would be



32. I wish I _____ give you so much trouble.
A) don't have to B) haven't to C) hadn't to D) didn't have to
33. She felt it an honor to _____ part in the activity.
A) be taken B) have been taken C) have taken D) having taken
34. The decision _____, the next problem was how to make a good plan.
A) having made B) being made
C) having been made D) having been making
35. _____ such a good chance, how could she let it slip away?
A) Having given B) Giving C) Having been given D) Give
36. It was essential that the application forms _____ back before the deadline.
A) must send B) be sent C) would be sent D) sent
37. Neither the students nor the teacher _____ anything about the matter.
A) know B) knows C) have not known D) has not known
38. She is pleased with what you have given her and _____ you have told her.
A) that B) which C) all what D) all that
39. The last man _____ the sinking ship was the captain.
A) left B) to be leaving C) to leave D) leaves
40. _____ a certain doubt among the students as to the necessity of the work.
A) It existed B) There existed C) They had D) There had
41. Is this the first time you _____ Shanghai?
A) have visited B) would visit
C) visited D) have been visiting
42. People throughout the world are eating _____ meat per person as they did in 1945.
A) more than twice B) what are twice as much
C) twice as many are D) more than twice as much
43. _____ his help, I would not have finished the physics exercise so quickly.
A) Except for B) But for C) Provided D) If without
44. He applied three times _____ he was finally admitted to the university.
A) before B) until C) when D) whereas
45. He said that the passenger _____ an accident; otherwise he would have arrived by that time.
A) must have B) must have had C) would have had D) should have had
46. Let children read such books _____ will make them better and wiser.
A) which B) that C) as D) what
47. He reached the station _____ only _____ that the train had just left.
A) exhausted; learned B) exhausting; learning
C) to exhaust; to learn D) exhausted; to learn
48. A solar day is the length of time _____ the earth to revolve once around the sun.
A) takes B) takes it C) it takes D) he takes
49. He talks as if he _____ all the work himself, but in fact Tom and I did most of it.
A) does B) did C) had done D) would do

50. I don't think it'll rain, but I'll take an umbrella _____ it does.

- A) on condition B) in case C) so that D) as if

Part III Reading Comprehension

(35 points, 35 minutes)

Directions: This part is to test your reading ability. There are 4 tasks for you to fulfill. You should read the materials carefully and do the tasks as you are instructed.



Task 1 (10 points)

Directions: After reading the following passage, you will find 5 questions or unfinished statements, numbered 51 through 55. For each question or statement there are 4 choices marked A), B), C), and D). You should make the correct choice and mark the corresponding letter on the Answer Sheet with a single line through the center.

September is the ninth month of the year. However, the word September comes from the Latin word "septem", which means "seven". This is because long ago a different calendar was used in which September was indeed the seventh month. When Julius Caesar, leader of Rome, changed the calendar, he made September the ninth month.

September in the northern hemisphere (半球) is a time of change. (71) With fall and winter approaching, temperature usually begins to drop somewhat. (72) It is also the productive time of the year since it is when farmers harvest some of their vegetables and fruits, especially apples, which have finished their growing season.

September has thirty days. In English, the word is often abbreviated (缩写) to just the first four letters. The major U.S. holiday in September is Labor Day. This holiday, September 7th is Brazil's Independence Day and Chile's is the eighteenth. Also, Balboa discovered the Pacific Ocean on September 25, 1513.

51. From this passage you may infer that before Julius Caesar, October might be the _____.

- A) ninth month of the year B) eighth month of the year
C) tenth month of the year D) eleventh month of the year

52. September is important because _____.

- A) it has a very interesting history B) there are many important holidays in it
C) temperature begins to fall in this month D) it is the harvest time for farmers

53. We may come to the conclusion that _____.

- A) U.S. Labor Day is not on the date of the month
B) U.S. Labor Day is celebrated by all the workers
C) U.S. Labor Day is the most important holiday in the country
D) U.S. Labor Day is the major holiday of the month

54. In English, September can be shortened to _____.

- A) Sptr. B) Sptm. C) Sept. D) Sptb.

55. The best title for this passage might be _____.

- A) An Important Month of the Year B) The Month of September



C) The History of September

D) Some Holidays in September



Task 2 (10 points)

Directions: This task is the same as task 1. The 5 questions or unfinished statements are numbered 56 through 60.

Time is the biggest problem of most students. It becomes particularly difficult when you have to do library research for a term paper or report. Finding information in the library can take so much time that many students avoid it until the last possible minute.

(73) Library research does not have to be time-consuming. If you learn to use a library efficiently, you can save yourself a great deal of time. The exercises in this section are designed to familiarize you with the library so that you can find the information you need quickly.

The first and the most important thing to know about a library is that when you cannot find something, ask a librarian for help. (74) The librarians are paid not just to shelve books, but to provide information and assistance. The most helpful librarians are usually those who work in the reference room. They will help you get started on a term paper and even help you find materials. There are two basic places to begin looking for information: the card catalog and the various periodical indexes. The card catalog is a list of all the books in the library. A periodical index is a list of all the magazine and journal articles written on any subject.

56. According to the author, finding information in the library needs a lot of time, so students should _____.

A) avoid it until the last possible minute

B) learn to ask for help

C) learn how to use it efficiently

D) save a great deal of time

57. It is the librarians' duty to do all the following things EXCEPT _____.

A) arranging and lending books

B) helping students locate the needed books

C) helping students find needed materials

D) helping students write their term papers

58. In what way could a student get familiarized with the library while reading this section?

A) By doing the exercises provided.

B) By doing library research.

C) By looking into the catalog part.

D) By reading in the reference room.

59. If you need to find a magazine article in the library, the best way for you to do is to _____.

A) look into the card catalog

B) look into the periodical indexes

C) search through the bookshelves

D) go to the reference room

60. The passage is taken from an introduction of a chapter, and the title of the chapter is probably _____.

A) Save Your Study Time

B) Using the Library Competently

C) How to Find a Book Quickly

D) How to Get Help from Librarians



Task 3 (5 points)

Directions: The following is a list of college courses. After reading it, you are required to find those items given in Chinese in the table below. Then you should put the corresponding letters in the brackets on the Answer Sheet, numbered 61 through 65.

- A — Business Management
 B — Marketing Management
 C — International Business Law
 D — Management Information Systems
 E — Financial Management
 F — The Global Environment and International Business
 G — Managerial Economics and Decision Models
 H — Operations Management
 I — Human Resources Management
 J — Managerial Accounting
 K — Economic Law
 L — Currency Banking Science
 M — Practical International Trade
 N — Equipment Management
 O — Western Economics



Example: (H) 生产管理

61. () 跨国企业与全球环境

62. () 企业管理

63. () 财务管理

64. () 管理会计

65. () 国际商法

(O) 西方经济

() 人力资源管理

() 管理信息系统

() 设备管理

() 营销管理

() 管理经济学与决策模式



Task 4 (10 points)

Directions: There are two BUSINESS LETTERS below here. After reading the letters you should give brief answers to the 5 questions (No.66 through No.70) that follow. The answers should be written after the corresponding numbers on the Answer Sheet.

Letter One

Jan. 25, 2001

Dear Mr. Guan Li,

From your advertisements we know that you are making transformers (变压器) in a variety of types. We are interested in your products. Would you please send us the details of your products? If possible, please send us some pictures of the products.

Looking forward to your early reply.

Yours sincerely,

Louis Smith

Letter Two

Feb. 14, 2001

Dear Mr. Louis Smith,



It's our pleasure to submit the attached quotation (报价) for your review and consideration. Here enclosed are some pictures of our latest types of transformers. This quotation package consists of the following:

Section 1 — Price list for transformers

Section 2 — Types of transformers

Section 3 — Technical specification

In the price list you can see we are giving you the lowest prices and offer our best goods. (75)
We also think it better to offer you a 5% discount on purchases of more than 10 units.

Please advise if you have additional questions.

Yours sincerely,
Guan Li

66. What product are the two letters dealing with?

67. What does Mr. Louis Smith ask for in his letter?

_____ and pictures of the goods.

68. Apart from a price list of the goods, what else does Mr. Guan Li offer in his quotation package?

Types of the goods and _____.

69. How many must Mr. Louis Smith buy to get a discount of 5%?

_____ of them.

70. What are also included in Guan Li's letter apart from the quotation package?

Some _____.

Part IV Translation

(20 points, 20 minutes)



Section A Put the following into Chinese. (10 points)

71. With fall and winter approaching, temperature usually begins to drop somewhat.
72. It is also the productive time of the year since it is when farmers harvest some of their vegetables and fruits.
73. Library research does not have to be time-consuming. If you learn to use a library efficiently, you can save yourself a great deal of time.
74. The librarians are paid not just to shelve books, but to provide information and assistance.
75. We also think it better to offer you a 5% discount on purchases of more than 10 units.



Section B Put the following into English. (10 points)

76. 据估计这一工程项目已花费了 10 万美元。
77. 尽管有一些困难, 我们还是充满信心地继续进行实验。
78. 我们已起草了会议日程, 想听听您的意见。
79. 在当前的金融形势下, 美元贬值是不可避免的。
80. 我们不得不将约会时间从上午 8 点推迟到 10 点。

Part V Writing

(10 points, 30 minutes)

Directions: This part is to test your ability to do practical writing. You are required to write a letter according to the following instructions given in Chinese. Remember to write the letter in no less than 80 words on the Composition Sheet.

我们十分高兴地通过此信向您介绍海兴公司销售部经理李国军先生。李国军先生与我们有多年的业务关系,其所在的海兴公司是目前中国最大的服装企业之一。李国军先生不久将去澳大利亚,以扩大海兴公司在海外的销售机构。如您能向他提供有益的建议和经验,我们将非常感谢您的协助。

Keys to the Paper

Part I Listening Comprehension

(1~10 每题1分, 11~20 每题0.5分, 共15分)

1. B 2. D 3. A 4. B 5. C 6. B 7. D 8. C 9. C 10. B
 11. especially 12. result 13. other than 14. leading 15. households
 16. increase 17. percent 18. reflects 19. such as 20. European

Part II Vocabulary and Structure

(21~30 每题1分, 31~50 每题0.5分, 共20分)

21. was washed 22. Scientists 23. different 24. original 25. throwing
 26. qualification 27. confidence 28. healthy 29. farther 30. (should) consider
 31. C 32. D 33. C 34. C 35. C 36. B 37. B 38. D 39. C 40. B
 41. A 42. D 43. B 44. A 45. B 46. C 47. D 48. C 49. C 50. B

Part III Reading Comprehension (51~60 每题2分, 61~65 每题1分, 66~70 每题2分, 共35分)

51. B 52. D 53. D 54. C 55. B 56. C 57. D 58. A 59. B 60. B
 61. F I 62. A D 63. E N 64. J B 65. C G
 66. Transformers. 67. The details 68. technical specification
 69. More than 10 units 70. pictures (of transformers)

Part IV Translation

(71~80 每题2分, 共20分)

71. 随着秋冬的临近, 气温开始下降了。
 72. 这也是一年中的收获季节, 在这一个月, 农民们可以收获他们(辛勤耕耘的)庄稼和蔬菜
 果物。
 73. 利用图书馆资料进行研究也不一定就是一件费时的事情, 如果你学会了如何有效地使用图
 书馆, 你可以为自己省下很多时间。
 74. 图书管理员的工作不仅是将图书(分类)上架, 而且还应(为读者)提供信息与帮助。
 75. 如果你们购买的数量在10台以上的话, 我们将予以9.5折优惠。
 76. It is estimated that the project has cost \$100 000.



77. In spite of some difficulties, we still carry on our experiment with confidence.
78. We've drawn up the agenda for the meeting and we'd like to have your comments on it.
79. Given the present financial situation, it is inevitable that the U.S. dollar will be devalued.
80. We have to postpone our appointment from 8 to 10 am.

Part V Writing**(10分)**

July 22, 2003

Dear Sirs,

It gives us great pleasure to introduce to you by means of this letter Mr. Li Guojun, Sales Manager of Haixing Company, with whom we have done business for years, and Haixing is one of the largest clothing businesses in China. Mr. Li Guojun will be visiting Australia in the near future to extend Haixing's sales organization overseas. We should consider it a personal favor if you would give him the benefit of your advice and experience.

Yours Sincerely,

× × ×

Scripts for Listening Comprehension**Section A (Short Dialogues)**

1. M: Would you please give Mr. Jackson a message?
W: Sorry. Mr. Jackson is having a holiday in Chicago.
Q: What can we learn from the conversation?
2. W: Stella looks worried. She hasn't heard from her family for quite some time.
M: Why didn't she call her parents? Overseas mail is often slow.
Q: What does the man suggest?
3. M: Has George returned from his business trip to Liverpool yet?
W: Yes, but he was home only for two days before his boss sent him to London.
Q: What does George do?
4. W: You haven't written home for quite a while, have you?
M: No. How about you?
Q: What does the man want to know?
5. M: I thought you would be in class till 3 o'clock today.
W: I usually am. But Professor Smith let us out earlier.
Q: What can we learn from the conversation?

**Section B (Two Short Passages)****Passage One**

Now I'd like to talk to you about the final exam. The exam will be held next Thursday, the last