

高等职业教育规划教材

英语应用能力综合训练

英语练习册

(第二册)

E N G L I S H

主编 秦亚农 副主编 曾江初 张敬



中南大学出版社

英语(练习册)

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前 言

高等职业教育的办学宗旨是培养基层和生产第一线技术应用型人才,强调基本素质和技能的培养,注重针对性和实用性,从而造就基本功扎实、操作能力强的复合型、实用型人才。随着全球经济一体化、我国加入 WTO 以及信息技术的迅速发展,对人才培养也有了新的要求,英语教学从教学内容到教学方式都必须进行调整和改革,才能顺应时代发展,更好地服务社会。

高等职业教育英语教材配套练习册根据高职院校英语教学大纲编写而成,保留了传统练习册的优点,大胆改革了传统练习册的题型和训练模式,面貌焕然一新。为培养和提高学生的英语实际运用能力,本套练习册在听、说、读、写方面进行了大量针对性训练,而注重实用性和基本技能的培养正是高等职业教育的特色。

本书是与湖南省高等职业教育和成人教育《英语》规划教材配套的练习册,由湖南省有关普通高等院校和高等职业院校的专家及教师编写,参加练习册编写工作的教师有:湖南经济管理干部学院张敬(第一、三单元)、湖南财经高等专科学校王荣英(第二单元)、湖南商务职业技术学院肖淑葵(第四单元)、湖南铁道职业技术学院曾江初(第五单元)、湖南冶金职业技术学院伍腊梅(第六单元)、常德职业技术学院杨丽华(第七单元)、湖南科技职业技术学院刘三杰(第八单元)、湖南工业职业技术学院彭新竹(第九单元)、长沙航空职业技术学院刘晓红(第十单元)、湖南对外经济贸易职业技术学院秦亚农(第十一单元)、长沙理工大学潘卫民(第十二单元)。

由于经验不足、水平有限,疏漏之处在所难免,敬请各位专家、读者批评指正。

编者

2005 年 7 月

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Unit 1

Part I Listening Comprehension

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

Section A

Directions: *This section is to test your ability to give proper answers to questions. There are 5 recorded questions in it. After each question, there is a pause. The questions will be spoken twice. When you hear a question, you should decide on the correct answer from the 4 choices marked A), B), C), and D) given in your test paper. Then you should mark the corresponding letter on the Answer Sheet with a single line through the center.*

Example: You will hear: W: Are you catching the 13:15 flight to New York?

M: No, I'll leave this evening.

Q: What are the two persons talking about?

You will read: A) New York City.

B) An evening party.

C) An air trip.

D) The man's job.

From the dialogue, we learn that the man is to take a flight to New York. Therefore, C) An air trip is the correct answer. You should mark C) on the Answer Sheet with a single line through the center.

[A] [B] [~~C~~] [D]

Now the test will begin.

- | | |
|--------------------------------|-------------------------------------|
| 1. A) Every four minutes. | C) Every five minutes. |
| B) Every six minutes. | D) Every seven minutes. |
| 2. A) Goes to a party. | C) Has dinner. |
| B) Goes to her parents' house. | D) Goes to her grandparent's house. |
| 3. A) A shopping mall. | C) A famous building. |
| B) An art museum. | D) A park. |
| 4. A) Elaine Strong is out. | C) Elaine Strong is here. |
| B) Jack Kordell is in. | D) Jack Kordell is not here. |
| 5. A) To find a distributor. | C) To talk to a supplier. |
| B) To advertise a product. | D) To attend a conference. |

Section B

Directions: *This section is to test your ability to understand short conversations. There are 2 recorded conversations in it. After each conversation, there are some recorded questions. The conversations and questions will be spoken twice. When you hear a question, you should decide on the correct answer from the 4 choices marked A), B), C) and D) given in your test paper. Then you should mark the corresponding letter on the Answer Sheet with a single line through the center.*

Conversation 1

- | | |
|-------------------------------------|--------------------------------------|
| 6. A) At a friend's home. | C) At a university dormitory. |
| B) At a hotel. | D) At an apartment. |
| 7. A) Clothing, computer and books. | C) CD player, clothing and books. |
| B) Books, gifts and computer. | D) Clothing, computer and CD player. |

Conversation 2

- | | |
|--|------------------------------------|
| 8. A) He wants to become a teacher. | C) He'd like to work at a hotel. |
| B) He hopes to go on to graduate school. | D) He'd like to work at a company. |
| 9. A) Computer science. | C) History. |
| B) French. | D) Hotel management. |
| 10. A) She has a part-time job. | C) Her parents are paying for it. |
| B) She received a scholarship. | D) She got money from a donator. |

Section C

Directions: *This section is to test your ability to comprehend short passages. You will hear a recorded passage. After that you will hear five questions. Both the passage and the questions will be read twice. When you hear a question, you should complete the answer to it with a word or a short phrase (in no more than 3 words). The questions and incomplete answers are printed in your test paper. You should write your answer on the Answer Sheet correspondingly. Now the passage will begin.*

11. She was a _____ to the general manager of a large company.
12. She was told that she _____.
13. She was experienced and _____.
14. Because she was _____.
15. She is _____.

Part II Reading Aloud

Directions: *Read aloud the following short speech. You should read it as if you are giving a real-life prepared speech.*

Good morning, ladies and gentleman, welcome to Beijing. To begin with, I would like to introduce myself: I am the tour guide from China Travel Service and it's great honor to stay here with all of you for a whole day. Just as the old saying goes, "It is always a pleasure to greet a friend from afar", I wish all of you to enjoy yourselves during this trip.

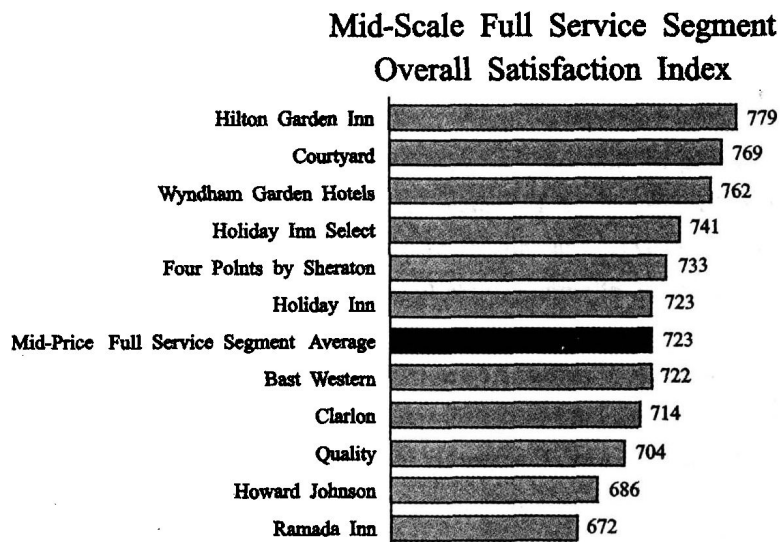
The following is schedule of the day. The first spot we are going to visit is the Great Wall, the grandest fortification in ancient China. The next sight to look around is the Ming Tombs, which is one of the best-preserved tombs for 13 emperors in Ming Dynasty more than one thousand years ago. In the afternoon, we will go for the Summer Palace, the royal park for Chinese ancient emperors.

Currently we are on the way to the Great Wall. Dating back to the seven century B. C. , the Great Wall is constructed by respective states for fortifying against invasion of neighboring states. By the reasons of long history and its length; it becomes one of the eight wonders in the world and represents the highest wisdom and crafts. From the top of the Great Wall, we can enjoy a magnificent view of continuous mountains, green trees and blooming wild flowers. It is no doubt that one says, "He who has never been to the Great Wall is not a true man".

Above is my introduction to the Great Wall. If any of you have questions, please feel free to ask me at any time.

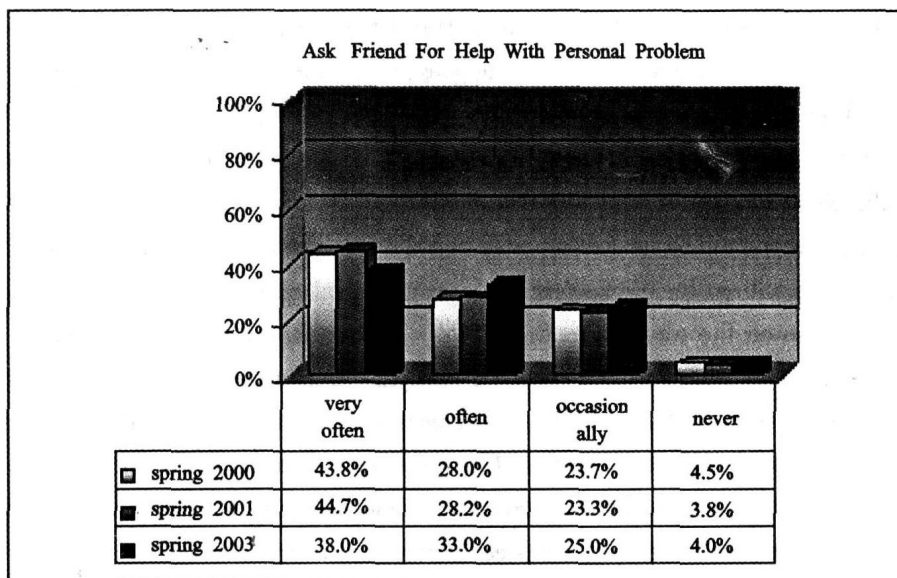
Part III Presentation

Directions: Talk about the following chart of a survey on the satisfaction to hotels, describing, comparing and summarizing the contents. You can also add your own comments.



Part IV Interview

Directions: Discuss this chart and your views on the personal problems in general. Do it in pairs or in groups.



提示: Personal Problems: overeating

no love life

inability to control spending habits

strained relationship with a family member

Part V Reading Comprehension

Directions: This part is to test your reading ability. There are 2 tasks for you to fulfill. You should read the reading materials carefully and do the tasks as you are instructed.

Task 1

Directions: After reading the following passage, you will find 5 questions or unfinished statements, numbered 1 through 5. 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.

Every ten years there is a national census (人口普查) to count the number of people. The Census Office asks every household to answer questions on a census form. The census counts people by the kind of housing they live in, the country in which they were born, and the kind of job they do and how they travel to work. Census results are used by a great many people and are available to everyone in many ways.

For example, in order to work out present and future needs we must know how people are housed now, and the sizes and ages of their families. For hospitals, schools and other local services, the size of annual grants made by the Government to these services depends largely on the numbers and needs of people in the area.

Many of the figures come from the census. In order to work out future spending for pensions

(养老金), we need to know people's ages, how many are men and how many are women, whether they are single or married, and the size of the family. The census shows how many people have moved from one area to another and how the local workforce is changing. This information is used when factories, offices, shops, public transport and places for leisure are being planned. The census is taken in order to provide figures about the nation as a whole. It does not give information about any named person, family or household. Names and addresses are needed to take the census accurately, but they are not fed into the computer. After the census, the forms are locked away and will not be released to anyone outside the Census Office for 100 years. The answers you give on your census form will be treated secretly. No one outside the Census Office will see your completed form—but if you refuse to complete your form properly, you may be taken to court and the form could be produced as evidence. Everyone working on the census is required to keep it secret and can be prosecuted(起诉) if he or she improperly reveals information.

1. It is necessary to know what sort of housing conditions people have in order to plan _____.
 - A) the sizes and ages of families
 - B) the sizes and ages of houses
 - C) how many presents will be needed
 - D) how many houses need to be built
2. The census shows the changes that have taken place regarding _____.
 - A) the number of people who work in the area
 - B) the number of buses in the area
 - C) the strength of workers in the area
 - D) the use of power in the area
3. Which of the following statements is true?
 - A) There is no information about people's names on the census forms.
 - B) The census would not be accurate if the information was fed into a computer.
 - C) The census gives information about the whole country.
 - D) Named people and families do not need to give information.
4. Information about names and addresses _____.
 - A) is stored in the computer for 100 years
 - B) is not usually accurate
 - C) will not be seen by anyone
 - D) will be made public in 100 years
5. The people who work on the census _____.
 - A) will not see the completed forms
 - B) have promised not to reveal information
 - C) are not allowed to keep the information in memory
 - D) are secretly trained

Task 2

Directions: *The following is a story about a Bali tour guide. After reading it, you should give brief answers to the 5 questions (No. 6 through No. 10) below it. The answers should be written after the corresponding numbers on the Answer Sheet.*

I started showing people around Bali at the age of sixteen on part time basis as I was still a high school student. I found the job very interesting and it made me miss some of my classes. Helping my family income was one of the reasons but not the primary one. Meeting and talking with people from different countries about their distinctive culture and way of living always fascinates me. Being able to share the beauty and uniqueness of Balinese nature and culture always makes me proud.

My greater interests in tourism encourage me to study it more formally in a tourism college. During and after my study in the college I spent my time working either as a trainee, part timer or permanent staff in several establishments like five-star hotels, a foreign airline and a dot com company. However, my activities to driving and showing people to the real Bali never stop except during my three months overseas trip. Among those job experiences, I find a job as a driver and a guide to see and experience the deeper part of Bali is more enjoyable as I have more chances to personally getting around with people from various geographic culture and intellectual background.

6. When did the Balinese become a tour guide?

At _____.

7. How many reasons are there for him to find the job interesting?

There are _____ reasons.

8. What did he study more formally in a college?

_____.

9. What did he stop during his three months overseas trip?

The activities to _____ to Bali.

10. What is more enjoyable when he sees and experiences the deeper part of Bali?

A job as _____.

Part VI Practical Writing

Directions: *Write out a resume after the model.*

Sample of a Resume

Tracy Q. Graduate

Campus:

456 College Hall

Normal, IL 67890

(111) 222 - 3333

Permanent:

123 Main Street

Anytown, NY 12345

(777) 888 - 9999

OBJECTIVE: Auditor position in the public accounting field in the Chicago area.

SUMMARY: • More than two years of progressive accounting and auditing experience.

- Auditor internship with Ernst & Young in New York City.
- Magna Cum Laude graduate with BBA in Accounting.
- Proficient with MS Office, Windows 2000/XP, and the Internet.

EDUCATION: Bachelor of Business Administration in Accounting, May 2005

Illinois State University, Normal, Illinois

Graduated Magna Cum Laude with a GPA of 3.6 on a 4.0 scale

Courses taken included:

Managerial Accounting

Corporate Audit and Reconciliation

Intermediate Accounting I & II Financial Management

Accounting I & II Internal Audit

Accounting for Not-For-Profits Managerial Economics

EXPERIENCE: Auditor Internship, May 2004 to August 2004

Ernst & Young, New York, New York

- Participated in the annual audit of Omega Megalithic Holdings, including development of the final certification report.
 - Participated in quarterly audit of Alpha Bank Corporation, including identification and correction of over twenty major accounting errors.
 - Developed several Excel spreadsheet macros currently in use for reducing entry time and automatically cross-referencing for errors.
 - Received Employee of the Month award twice—first intern ever to win the award.
- Accounts Payable/Bookkeeping Clerk, May 2002 to Present
- Anytown Tax and Bookkeeping Service, Anytown, New York
- Assisted (via remote) with payroll, tax, and account processing.
 - Developed automated monthly sales tax payment system.
 - Implemented Rapid Tax Refund service for individual customers.

ACTIVITIES: • Vice President, Student Accountancy Chapter, 2004 ~ 2005

• Treasurer, Beta Gamma Sigma honors society, 2004 ~ 2005

• Dorm Resident Assistant, 2003 ~ 2005

Unit 2

Part I Listening Comprehension

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

Section A

Directions: *This section is to test your ability to give proper answers to questions. There are 5 recorded questions in it. After each question, there is a pause. The questions will be spoken twice. When you hear a question, you should decide on the correct answer from the 4 choices marked A), B), C), and D) given in your test paper. Then you should mark the corresponding letter on the Answer Sheet with a single line through the center.*

Example: You will hear: W: Are you catching the 13:15 flight to New York?

M: No, I'll leave this evening.

Q: What are the two persons talking about?

You will read: A) New York City.

B) An evening party.

C) An air trip.

D) The man's job.

From the dialogue, we learn that the man is to take a flight to New York. Therefore, C) An air trip is the correct answer. You should mark C) on the Answer Sheet with a single line through the center.

[A] [B] [~~C~~] [D]

Now the test will begin.

- | | |
|--|-------------------------------|
| 1. A) About 7:00. | C) About 8:00. |
| B) About 9:00. | D) 10:00. |
| 2. A) Go to the cinema. | C) See his friend off. |
| B) Visit the railway station. | D) Stay at home. |
| 3. A) The letters. | C) The woman. |
| B) The typists. | D) The offices. |
| 4. A) At a booking office. | C) At a railway station. |
| B) At the cinema. | D) At a bus stop. |
| 5. A) He didn't know how to drive the car. | C) He got up late. |
| B) There was something wrong with his car. | D) He had a traffic accident. |

Section B

Directions: *This section is to test your ability to understand short conversations. There are 2 recorded conversations in it. After each conversation, there are some recorded questions. Both the conversations and questions will be spoken twice. When you hear a question, you should decide on the correct answer from the 4 choices marked A), B), C), and D) given in your test paper. Then you should mark the corresponding letter on the Answer Sheet with a single line through the center.*

Conversation 1

- | | |
|------------------------------|----------------------------|
| 6. A) To have lunch. | C) To have a talk. |
| B) To have dinner. | D) To have a walk. |
| 7. A) An English restaurant. | C) A Canadian restaurant. |
| B) A Chinese restaurant. | D) An American restaurant. |

Conversation 2

- | | |
|---------------------|---------------------------|
| 8. A) Tom. | C) Tom's wife. |
| B) Susan. | D) Susan's husband. |
| 9. A) In two weeks. | C) In a couple of months. |
| B) In half a year. | D) In twenty days. |
| 10. A) At Susan's. | C) At Tom's. |
| B) In New Zealand. | D) In the restaurant. |

Section C

Directions: *This section is to test your ability to comprehend short passages. You will hear a recorded passage. After that you will hear five questions. Both the passage and the questions will be read twice. When you hear a question, you should complete the answer to it with a word or a short phrase. The questions and incomplete answers are printed in your test paper. You should write your answer on the Answer Sheet correspondingly. Now the passage will begin.*

11. London International _____.
12. We should go to _____.
13. One of the activities is _____.
14. It is open from 9 a. m. to _____ every day.
15. We must apply for _____.

Part II Reading Aloud

Directions: *Be prepared to read aloud the following short speech. You should read it as if you are giving a real-life prepared speech.*

Ladies and gentlemen, good morning!

My name is Peter. I feel honored that I have the opportunity to act as your tour guide today. It gives me great pleasure to welcome foreign friends to come here. Welcome to Suzhou, the paradise on the earth! I really hope that you will enjoy yourselves in Suzhou.

As far as the arrangements for your journey in Suzhou are concerned, I'd like to tell you about the schedule for today. At 8 a. m. a sightseeing bus will be taking us to the scenic spot. From 8:30 to 12 a. m., we will be visiting parts of the scenic spot. And from 12 at noon to 1 p. m. we will be having lunch. Then from 1 p. m. to 4:30 p. m. we will be visiting the rest of the scenic spot. After that, we will be returning to hotel. That's the schedule for today's tour. I hope you will have a pleasant time here.

Part III Presentation

Directions: *Be prepared to talk about the following visiting schedule, describing, comparing and summarizing the contents. You can also add your own comments.*

Schedule for a Sales Manager's Marketing Visit

Date	Time	Place	Event
22 October	9:00 a. m.	Paris International Airport	Arrival
	10:00 a. m.	Garden Hotel	Meet Mr. Richard
	12:30 p. m.	Oriental Restaurant	Lunch with Dr. Brian
	2:45 p. m.	BBD Company	Present new products
23 October	10:00 a. m.	Exhibition Center	Attend the Trade Fair
	12:30 p. m.	Garden Hotel	Dinner with senior partners/ discuss further cooperation
	3:00 p. m.	Branch Office	Report to the branch manager
	6:00 p. m.	Paris International Airport	Flight home

Part IV Interview

Directions: *Here is a chart of schedule. Be prepared to discuss this chart and your views on the time management.*

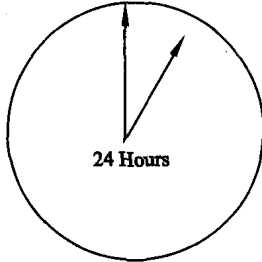
Time Management

Determine how you spend a typical 24-hour day:

Enter the hours you spend on each activity.

"Tab" through each item.

Watch as your time slips away...



Classes

Studying

Sleeping

Exercise/sports

Work

Meal preparation/eating/clean-up

Transportation (school, work, etc.)

Relaxing/TV/video games, etc. (alone)

Socializing/entertainment (with friends)

Other

Part V Reading Comprehension

Directions: This part is to test your reading ability. There are 5 tasks for you to fulfill. You should read the reading materials carefully and do the tasks as you are instructed.

Task 1

Directions: After reading the following passage, you will find 5 questions or unfinished statements numbered 1 through 5. For each question or statement there are 4 choices marked A), B), C), D). You should make the correct choice and mark the corresponding letter on the Answer Sheet with a single line through the center.

I have to get up every day at about seven because work really begins about an hour before surgery when the phone calls begin to come in. My wife helps me with that because she usually answers the phone and that gives me time to have breakfast and read the paper. We open the waiting room about 8:30 a. m. , and there are often a dozen people there when I start surgery at nine.

On an average day, I can finish surgery by 10:30 a. m. or so, and start my rounds(巡视). My wife makes a list of the visits I have to make from the phone calls during the morning and often helps me by working out the best route from one patient's house to another.

I usually try to get back to lunch by 1:30 p. m. , though I sometimes have to continue my visits in the afternoon. On a good day, I have a couple of hours before surgery begins again at six when I can catch up with the paper work, completing forms for the health authorities, and sometimes read an article in one of the medical journals to keep up with the latest developments.

1. Their work actually begins at about _____.

A) 7:00

B) 8:00

C) 8:30

D) 9:00

2. Who usually answers the phone?
A) The doctor. B) The wife. C) The nurse. D) The patients.
3. What does the doctor usually do after morning surgery?
A) Have lunch. C) Do the paper work.
B) Pay visits to his patients. D) Read articles in journals.
4. Why does the doctor read the articles in medical journals?
A) Because he is free. C) Because they are interesting.
B) In order to relax himself. D) In order to be up to date.
5. Which of the following is not true?
A) The doctor works in a big hospital.
B) The doctor often has to do surgery in the evening.
C) About 12 patients are waiting when the morning surgery starts.
D) The wife helps the doctor a lot.

Task 2

Directions: *The following is an advertisement. After reading it, you should complete the information by filling in the blanks marked 6 through 10 in the table below.*

BRITISH MUSEUM GUIDED TOURS WELCOME TO THE BRITISH MUSEUM

One of the world's great museums.

Would you like expert help to show you around the museum? We can now offer a new service of guided tours for visitors.

Tickets can be purchased at the Guided Tours Desk on the day of the tour.

Cost: 6. 00 per person.

British museum guided tours last about 1.5 hours. Tours usually include:

From Ancient Egypt

From Ancient Assyria

From Ancient Greece

From Britain

From Ancient Rome

TOUR INFORMATION

Telephone 01 - 636 - 4555 ext. 8299 or 8599 during museum hours.

For the exact times of the tours, ask at the Information Desk.

MUSEUM OPENING HOURS

Monday to Saturday 9 a. m. ~ 5 p. m. , Sunday 2:30 p. m. ~ 6 p. m.