

普通高等教育"十一五"国家级规划教材曾获全国普通高等学校优秀教材一等奖

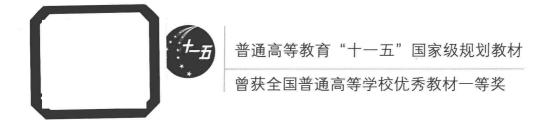
# Practical English Comprehensive Course 实用英语 综合教程

《实用英语》教材编写组 编

第四版 Fourth Edition



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# Practical English

Comprehensive Course

# 实用英语 3 综合教程

《实用英语》教材编写组 编



### 内容提要

《实用英语》系列教材是教育部规划的高职高专公共英语教材。本套教材 1995 年正式出版发行,先后进行了两次修订。本书第二版曾获 2002 年全国高等学校优秀教材一等奖。为了更加有利于学生英语应用能力的培养,结合《实用英语》的教学使用反馈情况,编写组紧扣当前高职高专人才培养的总体目标和高职高专英语教学改革的发展方向,对《实用英语》进行了第三次修订。

与第三版相比,《实用英语综合教程 3》(第四版)对课文练习和技能训练部分的项目作了部分调整,并调换了部分单元的课文。第四版列为普通高等教育"十一五"国家级规划教材。

本书附有 MP3 录音光盘和多媒体学习课件。

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### 第四版前言

《实用英语》是一套供高职高专使用的系列教材。自1995年正式出版以来,因其所坚持的内容实用性、教学的针对性和编写的科学性受到了使用者的欢迎,是国内最早专为高职高专英语教学编写的教材之一。从第一版以来,它曾前后被列为"面向21世纪课程教材"、"21世纪高职高专规划教材"、"普通高等教育'九五'教育部重点教材",并获得全国普通高等学校优秀教材一等奖,第四版列为普通高等教育"十一五"国家级规划教材。

本教材在编写过程中注意吸收现代外语教学理论中适合我国英语教学实际的某些观点,又采纳传统外语教学理论中某些合理部分,结合我国外语教学中行之有效的理论和方法以及我国高职高专英语教学的现状,力求处理好打好语言基础和语言应用的关系,突出加强英语实践能力的培养和实际运用,并注意结合学生毕业后实际工作的需要,将语言基础能力与实际涉外交际能力的培育有机结合。

《实用英语》(第四版)系列教材紧扣当前高职高专人才培养的总体目标和高职高专英语教学改革的发展方向,修订了原第三版的《综合教程》1—3、《教师参考书》1—3、《综合训练与自测》1—3和《泛读教程》1—3。第四版的《综合训练与自测》保留了部分《综合训练与自测》(第三版)的内容,合编了《泛读教程》(第三版)的部分内容,并加编了相关练习和答案。《实用英语综合教程4》、《实用英语教师参考书4》、《实用英语综合训练与自测4》和《实用英语泛读教程4》未作修订,供广大高职院校师生继续使用。

《综合教程》1-3册每个单元的基本结构是:

课前准备 (Getting Ready)

- 课文A (Text A)
- 课文B (Text B)

技能训练 (Skills Development and Practice)

- ◆ 阅读技能实践 (Reading Skills)
- ◆ 翻译实践 (Translation Practice)
- ◆ 写作实践 (Guided Writing)
- ◆ 听与说 (Listening and Speaking)

课前准备(Getting Ready):为学生学习本单元作铺垫,练习旨在激发学生就单元的主题思考、提问和回答,学生可以单独完成,也可以几人一组在课堂上完成。

课文(Text):每个单元有两篇主题相同或相近的阅读文章。文章语言真实、规范,题材丰富,第三册主题包括珍贵记忆、回归自然、危机处理、社会职责、人间友谊、人与技术、领导品质和求职艺术等。课文A与B的练习分别由阅读理解练习(Reading Tasks)、词汇结构练习(Vocabulary and Structure)等几个模块组成。阅读理解练习包括读前准备、读中提问(课文A)和读后练习。词汇结构练习侧重课文所出现的重要词语和结构的操练和运用。

技能训练(Skills Development and Practice):分为读、译、写和听说四个模块。阅读技能实践 (Reading Skills)利用课文介绍和训练一些基本的阅读策略,第三册包括报刊、广告、产品使用说明 和图书目录卡等的阅读技能和方法。翻译实践(Translation Practice)由两部分组成,第一部分为英译汉基本技能操练,第三册的内容主要是定语从句和长句的翻译。第二部分为课文A和B中句子翻译或练习课文中出现的词语结构等。写作实践(Guided Writing)也由两部分组成:一般写作和实用英语写作。在第三册中,第一部分段落和短文的写作和操练。第二部分,即实用英语写作,内容包括

简历、求职信、奖学金申请信、申请任助教信、推荐信、课程申请表、成绩报告单和公证书等写作 实践。听与说(Listening and Speaking)分别由会话实践(Conversation Practice)和听力训练(Listening Practice)两个部分组成。

本书除设有分课词汇表和词组表外、书末附有词汇总表和词组总表。

编者相信,这样安排不仅有利于课堂教学的组织安排,还有利于学生自学、复习和巩固提高。 本书为《综合教程》第3册,供二年级第一学期使用。

《实用英语综合教程3》(第四版)主编为上海交通大学陈永捷教授和河南师范大学李素枝 博士。

参加修订编写工作的有陈永捷、金霞、李素枝、宋娜娜、方青、纪昌娥、张伟、毛悦勤、王 星、余继英等。

编者对参加前三版教材编写和修订的作者表示衷心感谢,他们是:

第一版《实用英语》总主编吴银庚、《综合教程3》主编陈永捷、孙立良、《综合教程3》编者 吴银庚、陈永捷、孙立良、汪俭、范菊芬、葛亮宏、胡君芳、沙韵。

第二版《综合教程3》修订作者孔庆炎、姜怡、姜辛、安晓灿、刘然、向前进。

第三版《综合教程3》修订作者陈永捷、金霞、余继英、方青、宋娜娜、王星、张新。

编者也对使用本教材的师牛表示感谢、感谢他们对本教材编写工作的支持和使用教材后给予的 反馈意见、同时也希望他们在使用过程中继续提出宝贵意见、以使本教材能得到进一步完善。

> 编者 2009年11月

## 第三版修订说明

《实用英语》系列教材是一套供高职高专英语课程使用的教材。自1995年正式出版发行以来,它所坚持内容的实用性、教学的针对性和编写教材的科学性受到了使用者的热烈欢迎。广大师生把它看作我国专科层次英语教学自己的教材。与此同时,他们本着爱护和培育这块英语教学园地的精神,希望《实用英语》在发扬其优点的同时,能及时对其存在的不足进行适当的修订,使之更加完善,更加符合当前高职高专层次英语教学的需要。为此,我们根据近年来广大师生提出的改进意见,再次对《实用英语》的《综合教程》、《泛读教程》、《综合训练与自测》和《教师参考书》进行了修订。同时,我们还把原《实用英语》的业务英语接续篇《实用业务英语》纳入到《实用英语》的体系中来,变成《实用英语》的第四册,从而使这次修订的《实用英语》成为一套既含基础英语又含业务英语的完整的实用英语教程。

修订后的《实用英语》(第三版)仍然分为《综合教程》、《泛读教程》、《综合训练与自测》和《教师参考书》。根据当前高职高专英语教学的实际情况,各册教程均由原来的10个单元修订为8个单元,对技能训练部分的项目作了少量调整,并调换了部分单元的课文。修订后的《实用英语》按照《高职高专教育英语课程教学基本要求(试行)》(2000年)中的词汇表重新对课文的分课词汇表进行了标记和增删。

修订后的《综合教程》第三册保留了原第1单元和第3单元,第2单元采用了原第二册第9、10单元的材料。第4、6单元采用了原第5、7单元。第7单元A课文为原第8单元A课文。第5、8单元以及第7单元的B课文都是新选的材料,重新编写了练习。

《实用英语综合教程3》(第三版)的修订工作由上海交通大学陈永捷教授和金霞副教授总负责。参加具体修订工作的有陈永捷、余继英、金霞、方青、宋娜娜、王星等。

《实用英语》(第二版)系列教材曾获2002年全国高等学校优秀教材一等奖。为了使《实用英语》不断完善,编者希望使用本书的教师和学生在使用过程中继续提出宝贵意见。

编 者 2004年5月

### 第二版修订说明

《实用英语》自1995年正式出版发行以来,它所坚持的内容的实用性、教学的针对性和编写教材的科学性受到了使用者的热烈欢迎。广大师生把它看作我国专科层次英语教学自己的教材。与此同时,他们本着爱护和培育这块英语教学园地的精神,希望《实用英语》在发扬其优点的同时,能及时对其存在的不足进行适当的修订,使之更加完善,更加符合当前专科层次英语教学的需要。为此,我们根据近年来广大师生提出的改进意见,对《实用英语》的《综合教程》、《教师参考书》和《综合训练与自测》进行了如下调整和修订:

### 一、《综合教程》

1. 对每单元的结构进行了如下调整:

调整前

课文A (Text A)

课文B (Text B)

● 阅读技能实践 (Reading Skills)

综合练习 (Comprehensive Practice)

- 写作实践 (Guided Writing)
- 翻译实践 (Translation Practice)
- 听与说 (Listening and Speaking)

### 调整后

课文A (Text A)

课文B (Text B)

技能训练 (Skills Development and Practice)

- 阅读技能实践 (Reading Skills)
- 翻译实践 (Translation Practice)
- 写作实践 (Guided Writing)
- 听与说 (Listening and Speaking)
- 2. 对听说训练部分进行了较大的调整:
  - 1) 听力训练:适当降低了难度,主要是Listening Passage部分。修订后的听力训练文章短小精悍,生动有趣,且尽可能与Conversation Practice所涉及的话题相关,使听与说的训练更紧密结合:
  - 2) 会话练习按功能和情景两大类进行了局部调整,第一、二册以功能为主线,第三册以情景为依托,并把话题情景加以具体化,使之尽可能适合中国学生在国内可能会遇到的涉外交际场景,以增强会话训练的针对性和实用性。
- 3. 对写作练习部分进行了局部调整:

原书的写作部分分为"基础训练"和"实用英语写作"两个小模块,这是本书的特色之一,受到师生们的好评。但基础训练部分有的练习偏长偏难,这次作了适当简化或更新。对部分应用文进行了删换,删除了部分内容偏专的商业信函,增补了传真、求学信、成绩单和公证书等专科学生可能会实际使用的涉外应用文。

- 4. 把《综合教程》中的部分综合练习与《综合训练与自测》中的相关内容合并统一编排,使练习更加紧凑合理。
- 5. 调整了个别课文与相应练习。

### 二、《教师参考书》

依照《综合教程》的调整和修订,《教师参考书》也相应调整和修订了练习答案、录音脚本、课文译文等内容。

### 三、《综合训练与自测》

增加了构词法的例示,修订了词汇练习部分。

修订工作由孔庆炎教授总负责,《综合教程》和《教师参考书》中的听说部分由姜怡、姜欣修订编写,应用文部分由安晓灿、刘然修订编写,课文部分由向前进修订编写,《综合训练与自测》由余渭深、刘寅齐、安晓灿修订编写。

本修订版承蒙《实用英语》第一版总主编吴银庚教授和华南理工大学郭杰克教授审阅,在此谨表示衷心地感谢。

修订后的《实用英语》在保持了第一版注重基础,强调实用特点的同时,练习更加紧凑,结构更加合理。它不仅适用于高等专科的学生,也适用于高等职业教育的学生。希望广大师生在使用过程中继续提出宝贵意见。

编 者 1999年11月

## 第一版前言

《实用英语》是一套供高等专科学校使用的英语教材。本教材的编写以教育部1993年颁发的《普通高等专科英语课程教学基本要求》为依据。《基本要求》规定:普通高等专科英语课程教学的目的是,培养学生掌握必需的、实用的英语语言知识和技能,具有阅读和翻译与本专业有关的英文资料的初步能力,并为进一步提高英语的应用能力打下一定的基础。

为了体现上述教学目的,在编写《实用英语》过程中我们既注意吸收现代外语教学理论中适合 我国英语教学实际的某些观点,又采纳传统外语教学理论中某些合理部分,结合我国外语教学中行 之有效的理论和方法及现状,力求正确处理好语言基础和语言应用的关系,突出加强英语实践能力 的培养和实际运用。

《基本要求》将专科英语课程教学分为两个阶段:第一阶段应重视语言共核教学,培养基本的语言技能,第二阶段应结合专业,强调基本的阅读和翻译技能在本专业的实际应用。为了体现这一教学安排,本套教材也分成两个阶段。第一阶段包括《综合教程》和《泛读教程》各3册,第二阶段包括《实用业务英语》1册。《综合教程》和《泛读教程》是《实用业务英语》的基础,并在教学内容、技能培养方面逐渐向《实用业务英语》过渡,《实用业务英语》是《综合教程》和《泛读教程》的总结和提高,并结合学生毕业后使用英语的需要,侧重于实用文体的阅读和翻译、实用英语口语的训练和实用文体模拟写作方面的训练。为了便于广大师生使用上述教材,还编配了《教师参考书》和同步练习性质的《综合训练与自测》。

本书为《综合教程》第一册, 供第一学期使用。本册共有10个单元, 每个单元基本安排是:

- 课文A (Text A)
- 课文B (Text B)
  - ◆ 阅读技能实践 (Reading Skills)
- 综合练习 (Comprehensive Practice)
  - ◆ 写作实践 (Guided Writing)
  - ◆ 翻译实践 (Translation Practice)
  - ◆ 听与说 (Listening and Speaking)

课文 (Text):课文A与B是本教程的基本阅读材料。文章语言真实、规范。文章的题材丰富,内容包括国际贸易、环境保护、名人演说、太空奥秘、心理健康、未来汽车、种族及妇女问题、计算机多媒体等。

课文A与B的练习分别由阅读理解练习 (Reading Tasks)、词汇结构练习 (Vocabulary and Structure)、阅读技能实践 (Reading Skills) 等几个模块组成。阅读理解练习包括读前准备,读中提问(课文A)和读后练习。词汇结构练习侧重课文中所出现的《基本要求》要求掌握的词汇和结构的操练和运用。阅读技能实践这一项目安排在课文B之后,目的是利用已学过的课文介绍和实践《基本要求》中规定学生需要掌握的一些阅读技能项目。这一册的阅读技能侧重报刊阅读、分类广告、求职广告、产品描述、图书索引、图表信息等内容。

综合练习(Comprehensive Practice):写作和翻译实践实际上涉及到综合技能的操练,因此我们把它们设在综合练习(Comprehensive Practice)部分。写作实践(Guided Writing)由两大部分组成。在第一册中,第一部分侧重于句子水平的写作与操练,第二部分是实用英语写作,内容包括学术交流中的申请、推荐、求职、简历等,以及商业往来的询价、订购、装运和脱销等的写作。翻译

实践 (Translation Practice) 也由两大部分组成。第一部分为翻译的一些基本技能的操练,包括定语从句的翻译、倍数的翻译、长句的翻译等,第二部分为课文A和B中句子的翻译。

听说训练(Listening and Speaking)分别由会话(Conversation Practice)、听力理解(Listening Comprehension)和听力训练(Listening Practice)三部分组成。

本书除了设有分课词汇表和词组表外,书末还附有本书课文A和B中出现的所有《基本要求》规定学生需要掌握的词汇总表及词组表。

编者相信,这样安排不仅有利于课堂教学的组织安排,还有利于学生自学、复习和巩固提高。

《实用英语》总主编为吴银庚。

《综合教程》第三册主编为陈永捷、孙立良。

参加《综合教程》第三册编写的编者为上海交通大学吴银庚、陈永捷;上海轻工业高等专科学 术孙立良;上海化工高等专科学校汪俭。

上海机械高等专科学校范菊芬、葛亮宏、上海轻工业高等专科学校胡君芳、沙韵参加了本书部分词汇练习及生词释义工作。

本书由高等专科英语教材编写组顾问刘鸿章教授、大连理工大学孔庆炎教授审阅。对于他们的宝贵意见和贡献,编者在此表示衷心感谢。

为了使《实用英语》不断完善,编者希望使用本书的教师和学生在使用过程中继续提出宝贵 意见。

> 编 者 1996年5月

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# O Getting Ready

isn't everything.



Before you start to work on this unit, please complete the questionnaire below.

ur Attitude Towards Money	Much like me.	Somewhat like me.	Not like me.
I often use money as a			
means of measuring my			
success.			
I cannot be happy at a job			
unless I feel I am being			
paid the income I deserve.		-	-
Failing to achieve a financial			
goal would make me			
extremely unhappy.			
I think people should be			
willing to help each other			
out financially.			
I would rather be poor and			
well-loved than rich and			
lonely.			
As soon as I reach one			
financial goal, I like to set			
another.			
Saving money gives me			
more pleasure than spending			
it.			
Money is important but it			
	I often use money as a means of measuring my success. I cannot be happy at a job unless I feel I am being paid the income I deserve. Failing to achieve a financial goal would make me extremely unhappy. I think people should be willing to help each other out financially. I would rather be poor and well-loved than rich and lonely. As soon as I reach one financial goal, I like to set another. Saving money gives me more pleasure than spending	I often use money as a means of measuring my success.  I cannot be happy at a job unless I feel I am being paid the income I deserve.  Failing to achieve a financial goal would make me extremely unhappy.  I think people should be willing to help each other out financially.  I would rather be poor and well-loved than rich and lonely.  As soon as I reach one financial goal, I like to set another.  Saving money gives me more pleasure than spending it.	means of measuring my success.  I cannot be happy at a job unless I feel I am being paid the income I deserve.  Failing to achieve a financial go al would make me extremely unhappy.  I think people should be willing to help each other out financially.  I would rather be poor and well-loved than rich and lonely.  As soon as I reach one financial goal, I like to set another.  Saving money gives me more pleasure than spending it.

# Text



### Exercise 1

The passage you are going to read is entitled "A Payment Greater Than Money". Try to answer the questions before reading the passage.

# O Pre-Reading Task

- Which of the following do you think is more important? Make your choice and give your reason.
  - A. Money

B. Love

C. Friendship

- D. Work
- 2. Guess what kind of payment might be greater than money according to the title of the passage.

Now read the passage and compare the writer's view with yours.

# While-Reading Task

# A Payment Greater Than Money

What kind of person was Mr. Ballou? Underline the words or phrases in the first two paragraphs that can support your answer. When I was 14, I earned money in the summer by mowing lawns, and I got to know people by the flowers I had to remember not to cut down, by the things stuck in the ground on purpose or by the things lost in the grass. I also learned something about my neighbors in Louisville, Ky., by their preferred method of payment: by the job, the month — or not at all.

Mr. Ballou fell into the last category, and he always had a reason. One day he had nothing smaller than a fifty. On another he was flat-out of checks; on another he was simply not home when I knocked on his door. Still, except for the money, he was a nice enough old guy, always waving or tipping his hat when he'd seen me from a distance. I figured him for a thin retirement check, maybe an injury that kept him from doing his own yardwork. I kept a running total, but didn't worry about the amount too much. Grass was grass, and the little that was Mr. Ballou's didn't take long to trim.

Then one late afternoon in mid-July I was walking by his house, and he motioned me to come inside. The hall was cool, shaded, and it took my eyes a minute to adjust to the muted light.

- "I owe you," Mr. Ballou began, "but ..."
- I thought I'd save him the trouble of thinking up a new excuse. "No problem. Don't worry about it."

# Tienely perferent coo Lumn

"The bank made a mistake in my account," he continued, ignoring my words. "It will be cleared up in a day or two. In the meantime I thought perhaps you could choose one or two volumes for a down payment."

He gestured toward the walls, and I saw books stacked everywhere. It was like a library, except with no order to the arrangement.

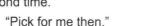
"Take your time," Mr. Ballou encouraged. "Read, borrow, keep. Find something you like. What

do you read?"

11

"I don't know." And I didn't. I generally read what I could get from the paperback rack at the drugstore or what I found at home — magazines, the backs of cereal boxes, comics. The idea of consciously seeking out a special title was new to me, but not without appeal — so I browsed through the piles of books and asked, "You actually read all of these?"

10 Mr. Ballou nodded. "This is just what I've kept, the ones worth looking at a second time."



He raised his eyebrows, cocked his head, regarded me appraisingly as though measuring me for a suit. After a moment, he searched through a stack and handed me a dark-red book, fairly thick.

"The Last of the Just," I read. "By Andre Schwarz-Bart. What's it about?"

"You tell me," he said. "Next week."

I started after supper, sitting outdoors on an uncomfortable kitchen chair. Within a few pages, the yard, the summer, disappeared, and I was plunged into the aching tragedy of the Holocaust, the extraordinary clash of good, represented by one decent man, and evil. The language was elegant, simple, overwhelming. When the evening light finally failed, I moved inside and read all through the night.

To this day, 35 years later, I vividly remember the experience. I was astonished by the great power a novel could contain. I lacked the vocabulary to translate my feelings into words, so the next week, when Mr. Ballou asked, "Well?" I replied, "It was good."

"Keep it then," he said. "Shall I suggest another?"

I nodded, and was presented with Margaret Mead's classic study in anthropology, *Coming of Age in Samoa*.



# **Practical English**

What is the payment that is greater than money?

To make two long stories short, Mr. Ballou 19 never paid me a dime for cutting his grass that year or the next, but, eventually, I would teach anthropology at Dartmouth College. And I learned that summer that reading was not the innocent pastime I had assumed it to be, not a breezy, instantly forgettable escape in a hammock (though I've enjoyed many of those too). I discovered that a book, if it arrives at the right moment, in the proper season, will change the course of all that follows.



# New Words

payment /'peimont/ n.

 $\Lambda \mod /\text{may}/v$ .

 $\Delta$  lawn /loin/ n. category / 'kætigəri/ n. tip /tip/ v. injury /'ındʒərı/ n.

 $\Delta$  yardwork /'jaːdwəːk/ n.

 $\Delta$  trim /trim/ v.

 $\Delta$  muted /'mju:tid/ a. ignore /ig'noi/ v. meantime /'mi:ntaim/ n. volume /'volju:m/ n.

Δ stack /stæk/ v.

paperback/peipəbæk/n.

1. the act of paying 支付, 付款 2. sum of money paid 支 付的款项 3. reward for something 报偿 to cut (grass, etc.) 割 (草等)

an area of grass 草坪, 草地

种类

1. 脱(帽)打招呼 2. 使倾斜

harm, damage, wrongful treatment 伤害,不公平的待遇 庭院杂务活

to make neat, even or tidy by cutting 修剪,整修

(颜色、光线等)柔和的,不耀眼的

not to take notice of 不顾, 忽视

the time between (two events) 其间

1. a book 书籍 2. a book, especially one that is part of a

series of books (书的) 卷, 册 to make into a neat pile 堆放

an orderly pile of things (一) 堆, (一) 叠

平装本 平装的

注: 本书单词未标记号的为高职高专学生应该掌握的基本词汇,标有"\*"和"△"的词为基本词汇之外的单词