



在职攻读硕士学位

全国联考英语考试辅导丛书

英语备考

指南

组编 在职攻读硕士学位全国联考英语考试辅导丛书编写组

主编 初 萌

参编 关 淼 苏 竞

依据最新大纲

回顾历年真题

阐述复习要领

精解专项练习



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英语备考指南

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本书是在职攻读硕士学位全国联考英语考试辅导丛书之一。本书按照考试大纲的要求,系统全面地讲解了口语交际、词汇、语法、阅读理解、完形填空、英译汉、写作七个部分的考试要点、复习要领、应试技巧及专项练习等内容。

通过本书,考生可以系统地了解在职联考英语考试的全貌,掌握复习要领,提高应试能力,进而在考试中胜出。

本书可作为在职联考考生的英语复习用书。

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根据国务院学位委员会办公室颁布的 2005 年最新版《在职攻读硕士学位全国联考英语考试大纲》要求, 全国在职攻读硕士学位入学考试不分学位种类, 按照统一的考试大纲, 统一命题, 统一考试, 统一阅卷, 择优录取。本次考试的内容包括: 口语交际、词汇、语法、阅读理解、完形填空、英译汉和英语写作。

由于联考实行的时间相对较短, 加上命题并不依据某一种教材, 而是以国务院学位委员会办公室制定的考试大纲为依据, 这使得考生对考试难度很难把握, 为了帮助考生在较短的时间内提高英语水平, 系统备考, 并顺利通过考试, 我们特将历年的辅导经验和考试趋势进行有机结合, 编写了“在职攻读硕士学位全国联考英语考试辅导丛书”。本套丛书包括《英语词汇一本通》、《英语备考指南》和《英语历年真题精解及模拟试卷》。

本套丛书的特点:

1. 内容权威: 丛书紧扣最新大纲要求, 结合多年命题研究和辅导经验编写而成; 选材内容多数来自国内相同难度的各种考试的历年考题及相关辅导材料; 命题思路及考点与在职攻读硕士学位考试命题思路类似, 针对性极强。

2. 名师执笔: 丛书的编写老师长期工作在在职辅导第一线, 熟悉专业学位考试大纲、教材和考生的需求, 深谙命题的原则、思路和最新考试动态, 经过精心研究, 认真组织, 编写了本套丛书。

3. 体例新颖: 丛书在体例设计上用心良苦。将真题回顾、大纲要求、考试要点、强化训练、答案解析及解题思路分析有机结合, 重点突出, 脉络清晰, 便于考生全面复习, 把握重点。

4. 量身制作: 丛书充分考虑到在职人员学习时间紧的特点, 没有采用传统的各个专项分册的丛书构架方式(将系列丛书分为 7~8 册乃至更多), 而是采用《英语词汇一本通》、《英语备考指南》和《英语历年真题精解及模拟试卷》3 册制, 有效地控制复习用书的数量, 让考生在有限的时间内能够全面复习, 把握重点, 强化训练, 应对考试。

5. 归纳性强: 丛书在编写过程中, 特别重视对各类考点的归纳总结, 有利于考生直接学习应用, 提高复习备考效率。

6. 解析详尽: 丛书各类习题都给出了非常详尽的解析, 进行了题型考点归类, 给出了参考译文和详尽的解题思路及相关的知识点和考点, 犹如老师亲自授课, 非常有利于考生自学。

7. 真题分析: 丛书的各个部分都结合历年真题进行详细分析, 便于考生进一步明确复习重点和要点, 把握复习应试方向。

8. 模拟试题: 编者根据最新大纲要求, 精心编写了模拟试题, 题型、题量和试卷结构完全和真题一致, 并给出答案和详尽解析。一方面满足考生定期检测复习效果的需要, 另一方面使考生感受近乎真实考场的考试氛围。

本套丛书是非常有利于自学备考的，广大考生在认真复习本套丛书时，会有如临辅导班现场的感受，脉络清晰，内容饱满，针对性强，通俗易懂。我们相信，考生认真学习本丛书后，其应试能力和考试水平会得到大幅度的提升，在考场上轻松驰骋，轻松过关，考出理想的成绩。

丛书编写组

前 言

本书是在职攻读硕士学位全国联考英语考试辅导丛书之一。本书按照考试大纲的要求，系统全面地讲解了口语交际、词汇、语法、阅读理解、完形填空、英译汉、写作七个部分的考试要点、复习要领、应试技巧及专项练习等内容。本书在编写上具备以下特点：

1. 针对性强：严格按照 2005 年颁布的考试大纲要求，确定本书的难度及题材的选择。本书各部分考点全面，重点突出，重在实用。

2. 真题回顾：通过回顾分析往年真题，指导考生了解该部分考试难度、考试特点和重要考点，进而熟悉解题思路和解题技巧，明确复习思路和复习方法。

3. 解析详尽：本书各个部分（作文部分除外）都配有适量的针对性极强的练习，每部分练习都给出了参考译文和详细的答案解析，让考生通过练习进一步熟练掌握解题思路和解题技巧。作文部分给出了各种体裁的经典例句和范文，供考生背诵。

4. 内容权威：本书各部分的内容选材来自国内各种考试真题以及各种教材、杂志和报刊等，参考了众多名师的在职联考英语辅导讲义，突出了备考的针对性和实用性。

通过本书，考生可以系统地了解在职联考英语考试的全貌，掌握复习要领，提高应试能力，进而在考试中胜出。

由于编者水平有限，时间仓促，不妥之处在所难免，衷心希望广大读者批评指正！

编 者

2005 年 7 月于人民大学

目 录

丛书序

前言

第一章 口语交际 1	二、复习要领 230
一、题型分析..... 1	(一) 英汉语言差异及常用翻译技巧..... 230
二、复习要领..... 2	(二) 英译汉实用指南..... 233
(一) 口语交际部分的答题要领..... 2	三、专项练习及答案与解析 250
(二) 常用口语表达用语..... 3	
三、专项练习及答案与解析..... 14	第六章 写作 264
第二章 词汇与语法结构 34	一、真题回顾..... 264
一、词汇部分..... 34	(一) 大纲对写作部分的要求..... 264
(一) 真题回顾..... 34	(二) 出题人使用的原则..... 265
(二) 复习要领..... 36	(三) 评卷人掌握的原则..... 265
二、语法部分..... 72	(四) 写作中存在的问题及对策..... 265
(一) 真题回顾..... 73	(五) 写作训练方法..... 267
(二) 复习要领..... 75	二、复习要领..... 267
三、专项练习及答案与解析..... 89	(一) 遣词造句..... 267
第三章 阅读理解 122	(二) 段落..... 272
一、复习要领..... 122	(三) 短文写作步骤..... 276
(一) 阅读基本方法介绍..... 122	三、议论文(提纲作文) 277
(二) 考试题型及解题方法..... 129	(一) 对比观点型议论文..... 278
(三) 解题步骤..... 141	(二) 说明原因型议论文..... 283
(四) 考生答题过程中容易忽略的问题..... 143	(三) 解决问题型议论文..... 286
二、专项练习及答案与解析..... 144	(四) 阐述主题型议论文..... 290
第四章 完形填空 196	四、看图作文 293
一、真题回顾..... 196	(一) 写文章之前应先考虑的几个问题..... 294
二、复习要领..... 197	(二) 图表作文注意事项..... 294
(一) 考试特点..... 197	(三) 写图表作文时常用的开头句型..... 294
(二) 解题方法..... 198	(四) 例文..... 294
三、专项练习及答案与解析..... 199	五、英文写作必备表达 297
第五章 英译汉 227	(一) 自然——生态——环境..... 297
一、真题回顾..... 227	(二) 社会生活问题..... 300
	六、范文背诵篇 303

第一章 口语交际

一、题型分析

1. 考试要求及考试范围

根据《在职攻读硕士学位全国联考英语考试大纲》的有关规定，暂时取消听力测试，口语交际的测试采用书面形式进行。其要求是：“能用英语进行日常会话。对于生活、学习和工作中的常见英语会话，能理解会话的情景、说话人的意图和对话的含义。能适当进行交际。能正确理解英语口语中常见的习惯用法。”

口语交际分为两部分：完成对话（Dialogue Completion）和对话理解（Dialogue Comprehension）。

（1）完成对话部分 重点是考查考生的语用能力。即：在不同的场合，或者在不同的语境下，考生能够正确地进行交流，能够选择恰当的语句完成对话。如：

A: Beach Motel. May I help you?

B: _____

A. Thank you. I'd like to make a long distance call to New York.

B. Yes. We need a double room for this weekend.

C. Sorry. I don't think you can help us. Thank you anyway.

D. All right. My name is David Jones and my room number is 301.

本题是测试考生判断对话场景并运用英语进行交际的能力。

A 的话已经为考生提供了对话的场景，即汽车旅馆接待员在接听电话，并主动询问对方是否需要提供服务。对方可以明确表示需要提供的服务项目，因此 B 项中：“是的，我们本周末需要订一个双人间。”符合该对话的场景，应为正确答案。A 项在旅馆接待人员还没有提供服务前就表示感谢，不符合该对话场景；C 项说话人本来是打电话给汽车旅馆，而自己又说：“对不起，我认为你帮不了我……”显然是自相矛盾；D 项说话人没提出需要帮助的内容而是在介绍自己的姓名与房间号，也不符合该对话的场景，因此都不对。

（2）对话理解部分 重点是考查考生的对话或语用理解能力。特别是英语口语中的常用习惯用法以及一些固定的句型结构。如：

Man: Mark takes advantage of every opportunity to get close to the CEO.

Woman: Everyone knows he wants to fly high.

Question: What does the woman imply?

A. Mark wants to travel by air.

B. Mark likes the CEO very much.

C. Mark is greatly interested in power.

D. Mark can seize opportunities in time.

fly high 是一个习惯表达方式，其意思是“有雄心壮志”。所以，C 项的意思与这个习语最接近。

口语交际这两部分的考试项目要求考生具备日常会话的语用知识和相应的日常语言交流的能力。这些知识和交际能力应该包括：问候、询问、介绍、致谢、致歉、赞扬、抱怨、问询、约会、看病、购物、送行、建议、要求、打电话等。此外，考生还需要掌握一定的有关英语口语中常见的习惯用法。如：“It’s a short cut (近路) to the railway station. It’s not my cup of tea. (不是我的强项或专长).”等。

2. 对话的命题方式

口语交际部分的命题方式大致可以分为三类：

(1) 语境题 这类题包括人们日常生活中可能遇到的各种交际活动，如：打招呼、祝贺、购物、接送客人等。如：“Nice to meet you.” “Good morning.” “What’s the matter?” 等。

(2) 习语题 这类题主要是人们日常活动中用到的一些短语和习语。如：“be right on target”, “on the spot”, “haste makes waste” 等。

(3) 结构题

Man: You will get a vote from Lora?

Woman: She is too young to vote.

Question: What does the woman mean?

这个对话中有一个英语结构，即，too...to...意思是“太……而不能……”。这道题主要是考查对话情景中双方使用的句子结构是否符合对话的意义。

二、复习要领

(一) 口语交际部分的答题要领

1. 理解对话的背景和场景

对话的背景和场景对于正确选择答案是非常重要的。如：

A: Hi Mary, long time no see.

B: _____

A. Hi John. Nice meeting you.

B. Yes. Menu, please.

C. Oh, I see. I’ve lots of work to do here.

D. Yes. Do you know I’ve moved to a new apartment?

在对话中，long time no see 是在一段时间没有见面之后，在相逢的情景下使用的。所以回答需要首先确定对话的场景，之后选择 D 项。A 项前半部分是在打招呼，而 Nice meeting you 是人们在分手时的客套话，不符合该对话的情景，因此不对；B 项是在饭店的情景；C 项可能是在办公室或公司等处，所以与对话的场景不一致。

2. 理解对话的关键词和习惯用法

口语交流中需要正确地理解对方的关键词和有关的习语。这些词和习语可以帮助我们确定对话的场景，作出正确的判断。如：

A: May I see your driving license and vehicle registration card, please?

B: _____

A. Sorry, I forgot to bring my homework. **B.** Good. Here is my business card.

C. Sure. Did I do anything wrong?

D. Yes. But I don't think I'm a bad student.

该题的关键词是 **driving license** (驾照)。了解这个关键词后, 就可以排除, “对不起, 我忘记带作业了”; “这是我的名片”; 和 “我不认为我是个坏学生”。因为这三句与 **driving license** 都没有联系。

再如:

Man: I had a quarrel with Mary. She said that she hated me coming back home late.

Woman: You need to put your cards on the table.

Question: What does the woman mean?

A. The man shouldn't quarrel with Mary.

B. The man should go home earlier.

C. The man shouldn't play cards in the evening.

D. The man should talk about the problem openly.

在对话中 **put your cards on the table** 是个习语, 意思是, “公开谈论; 摆到桌面上来”。了解了这个习语的意义, 再借助上下文, 就可以比较正确地选择答案了。

3. 采取排除法答题

考试过程中, 经常采用的一种答题方法是“排除法”。即, 将不可能的选项一一排除。先排除最不可能的选项, 最后确定答案。如:

Woman: Tom told me he has had 5 papers published this year. Is that true?

Man: You have to take what Tom says with a grain of salt.

Question: What does the man imply?

A. The woman shouldn't believe everything Tom tells her.

B. The woman should believe him.

C. Tom is not serious with the woman.

D. Tom is always true to his words.

对话中的男士在劝告女士不要信 Tom 的话。可以首先排除 B 项和 D 项。因为, 这两项是肯定句。下面再仔细比较 A 和 C 项。这样得出正确的答案就不是很困难了。

(二) 常用口语表达用语

口语交际考试项目需要考生较好地了解常用的口语表达形式。下面总结了 27 种不同语境情况下的口语表达用语, 供考生复习参考。

1. 见面时的对话

(1) Greetings

1) Good morning.—Good morning.

Good afternoon.—Good afternoon.

Good evening.—Good evening.

2) Hello.—Hello.

Hi.—Hi.

3) How are you?

—Fine, (Very well, Not bad,) thank you. And you?

—Just so so. I have a headache.

—Not too well, I'm afraid.

4) How's Bob?

How's the family?

How's everybody at the office?

(2) Expressing surprise and pleasure in seeing someone

1) Hello, Jack. Haven't seen you for a long time (ages)! How's everything going?

2) Oh, hello, Wang. I'm so glad to see you. How're you doing?

3) Hi, John! Nice to meet you here. How are you getting on? (How are things with you?)

4) Hi, Mary! Fancy running into you here! It's great to see you again. What have you been doing since I saw you last?

2. 分手时的对话

(1) Announcing that you must be leaving

1) Well, I must be off. Good-bye.

—Good-bye.

2) I'm afraid I've got to be going now. So long!

—So long!

3) Well, I've got to be running along. Cheerio!

—Cheerio!

4) I'm afraid I must be going now. It was nice meeting you. See you later.

—(I'm) glad to have met you, too. Take care.

5) Sorry, I'll have to be going. It's getting very late. Good night.

—Good night.

6) Mr. Smith. Thank you for a pleasant evening. I must be going now. See you tomorrow.

—It was nice to have you, Mr. Chang. Good night.

(2) When taking one's leave

1) We'll be sorry to see you go.

It's a pity you're leaving so soon.

We're going to miss you, Mr. Smith.

2) I hope you've enjoyed your stay in China.

—I certainly have. I shall never forget my visit to your wonderful country.

3) Thank you for everything you've done for me during my stay here.

—You're welcome.

4) I wish you a pleasant journey.

—Thank you.

3. 相互介绍时的对话

(1) Introducing yourself

1) May I introduce myself? I'm Chang Lan.

2) How do you do? My name is Chang Lan.

- 3) Mr. Jones, I believe? My name is Chang Lan.
- 4) Hi, My name is...
 - (2) Introducing somebody else
- 1) Mr. Smith, this is Mr. Wang.
- 2) May I introduce you to Mr. Wang, head of the Friendship Delegation?
- 3) Mr. Johnson, allow me to introduce you to Mr. Wang. Jack, I'd like you to meet my Chinese friend, Wang.
 - (3) Exchange of formalities
- 1) How do you do?
—How do you do?
- 2) (I'm) glad to meet you.
—(I'm) glad to meet you, too.
- 3) (I'm) delighted to know you, Mr. Smith.
—(I'm) equally delighted to meet you.
- 4) (I'm) very pleased to meet you.
—The pleasure is mine.
- 5) (It's) nice to meet you.
—Same here.
4. 感谢与回答
 - (1) Thank you (very much)
- 1) Thanks (a lot) .
- 2) It's very kind (thoughtful) of you !
- 3) How kind (thoughtful) of you!
- 4) (I'm very) much obliged (to you) .
- 5) I'm really very grateful to you.
- 6) I shall always feel indebted to you.
- 7) Thank you anyway (all the same) .
 - (2) Giving answers
- 1) Don't mention it.
- 2) Not at all.
- 3) You're welcome.
- 4) Sure thing.
- 5) I'm very glad to have been of help to you.
- 6) I'm so glad you like it.
- 7) Think nothing of it.
- 8) Thank you for the trouble you have gone to.
—No trouble at all. I'm always glad to help you.
- 9) Thank you for your help.
—It's been a pleasure.

—I'm afraid I haven't done as much as I should.

5. 道歉与回答

(1) Apologizing for being late or troubling somebody

- 1) I'm so (very) sorry, I'm afraid I'm late.
- 2) Sorry for being late. You see, I was held up by the rain.
- 3) I must apologize for being late.
- 4) I hope I haven't kept you waiting too long.
- 5) Sorry to have kept you waiting.

—It's perfectly all right.

—Oh, it doesn't matter.

—Not at all.

- 6) I'm sorry to have given you so much trouble.

—Not in the least.

—Not a bit.

—You're welcome.

- 7) I'm sorry to have taken up so much of your time.

—Not at all.

(2) Apologizing for having done something wrong

- 1) I'm sorry, I quite forgot.
- 2) I'm sorry, I forgot all about it.
- 3) I'm sorry, it's my fault.
- 4) I beg your pardon. Did I hurt you?
- 5) I'm awfully sorry. I hope I haven't hurt you.
- 6) I'm terribly sorry. I hope it isn't broken.
- 7) I must apologize for being so careless.
- 8) I'm sorry. I hope I haven't spoiled it.

—Oh, it's nothing. Don't let a little thing like that worry you.

—Oh, it's perfectly all right. Don't worry about it.

—Oh, it's quite all right. Forget it!

—It doesn't matter.

—I assure you, it's nothing at all.

—Not in the least.

—Not a bit.

—Never mind.

—Please, don't apologize. It was really my fault.

6. 请求许可或帮助与回答

(1) Asking for permission

- 1) May I come in?

—Come in (please).

—Do come in.

2) May I open the window?

3) May I help you?

4) May I have a look?

5) May I interrupt you?

—Of course you may (can).

—Yes. (certainly).

—By all means.

—Please do.

—I'm sorry. I'm afraid...

6) (Do you) mind if I smoke?

Do you mind my smoking here?

Would you mind if I opened the window?

7) You don't mind if I smoke, do you?

—Not at all.

—Go ahead.

8) I wonder if I could...

9) I should like to...if I may.

10) Would it be possible to have a talk with your students?

—Yes, of course.

—Well, I'm afraid...

(2) Asking for help

1) Could you lend me your dictionary?

—Certainly.

2) Could I trouble you to send this book for me?

—Sure. I'll be glad to.

3) I wonder if you would tell me...

—I'll be delighted to.

—I'd very much like to.

4) If it isn't too troublesome, could (would) you...

If it's not too much trouble I'd like to ask you...

—No trouble at all.

—You're welcome.

5) Do me a favor, will you?

Would you do me a favor?

—With pleasure.

—I will if I can.

6) Would it be all right if I ask you to get me a pad of writing paper?

If it's all right, could I trouble you with some questions?

—That's all right.

—Sure. I'll be glad to.

- 7) Would you mind telling Mr. Gao that I'd like to see him tomorrow morning?

—Not at all.

—I'll be glad to.

—I'm sorry, I don't think I can manage it.

—I'm sorry, but I've some other business to attend to.

—I'm sorry. I wish I could.

—I'm afraid I won't be able to.

7. 提建议与回答

(1) Making suggestions and offers

- 1) Shall we (I) ...? Shall we go and have lunch now?

- 2) Would you like to...? Would you like (to have) a cup of tea?

- 3) Suppose... Suppose we go there on foot? It's only a few minutes' walk.

- 4) Will...do? I'd like to have a talk with you. Shall we fix the time? Will this evening do?

- 5) I wonder if... I wonder if you could also call up his family.

- 6) Let me... Let's... Let me help you with your luggage. Let's start at eight.

- 7) Have... Have a smoke (a cup of tea) .

- 8) Why not...? Why not buy one of each kind?

- 9) How about...? What about...? How about (going for) a swim? What about this one?

- 10) (Would you) care for...? Would you care for a swim?

- 11) Don't you think it would be a good idea to...?

Don't you think it would be a good idea to get something to eat first?

- 12) I suggest you (should) do... I suggest you (should) visit the doctor first.

- 13) If I were you, I'd do... If I were you, I'd do something about it right away.

- 14) Do you mind if...? Do you mind if I ask Bob to come too?

(2) Giving replies

- 1) To show acceptance

That would be fine (nice) .

That would suit me fine (very well) .

That is a good idea.

Good.

All right.

Certainly.

Yes, let's.

Yes, please.

Excellent.

Yes, thank you.

I'd love to.

Not in the least.

2) To decline something

I'm sorry, but...; I'm afraid I...; I'd love to, but...

No. thanks.

Well, could we (I) ...?

Well, will it be all right if...?

8. 与人相约

(1) Excuse me, Mr. Smith, but are you free this evening?

Do you happen to be free this evening?

—Yes. Why?

—No. I've something to attend to.

—Well, I'm fully engaged this evening.

—I'm sorry. I've an appointment at seven.

(2) Excuse me, Mr. Smith, but can I speak to you for a moment?

Excuse me, Mr. Smith, can you spare me a few minutes? There's something I'd like to speak to you about. I won't keep you long.

—Yes, of course.

—Yes, go ahead.

—Well, I'm afraid we have to find some other time. I'm fully occupied now.

—Well, I'm terribly busy right now. Perhaps we can arrange to have the talk sometime this afternoon.

(3) I know you're very busy but there's something rather urgent I want to talk to you about. Will it be all right if I come round in the evening?

—Sure. I'll be expecting you.

—Excellent. What time shall I expect you?

—Fine. Would 8:00 o'clock be all right for you?

—Well, I'll have an important meeting to attend this evening. Will tomorrow morning suit you?

(4) I'd like to talk to Prof. Reeds. Could you arrange it for me? (Speaking to a secretary).

—Yes, of course. Would tomorrow afternoon be convenient for you?

—With pleasure. What about 3:00 o'clock tomorrow afternoon?

—Sure. I suppose you could come round at three tomorrow afternoon.

(5) May I make an appointment for sometime early this afternoon? (Speaking to a receptionist).

I wonder if I could arrange a meeting with Mr. Smith for sometime early this afternoon.

—Of course you may (can, etc).

—I'm sorry. All the appointments are filled.

—Let me see. This afternoon is all booked up.

—I'm afraid he can't make it before 5:00.

(6) I'm sorry, but something unexpected has come up and I won't be able to keep my appointment with you this afternoon. I wonder if we could change the time of our meeting to sometime tomorrow morning, say, 9:00 o'clock.

Could we postpone our meeting to 9:00 o'clock tomorrow morning?

—Yes, certainly.

—I'm afraid I can't make it 9:00. What about 10:00?

—I'm sorry, I won't be free until 9:30. Let's make it 10:00.

9. 问路

(1) Going on foot

1) Asking directions

Excuse me. Could you tell me how to get to the Peace Hotel?

Pardon me. Can you tell me where the Peace Hotel is?

Excuse me. I'm trying to locate this address.

Excuse me. Can you tell me the way to the Peace Hotel?

2) Giving directions

—Just go along this road until you come to a place where the road forks. Take the road to your right. The Hotel is about fifty meters down the road on the left-hand side.

—Just go straight down this street till you see a tall building. Turn left at the first traffic lights there and keep on going till you see a big signboard. The Hotel is just next to it.

—Walk on a short distance, turn right at the corner. The place you want is only a few steps ahead on your right.

—Go straight along this street for about 300 yards, then when you come to a bridge, walk across it and turn left. After you turn, walk for another six or seven minutes, and then...

—Just walk across the street and go around the corner on Rockhill Road. Walk one block east, take a right at 20th, then walk about half a block. It's right in the middle of the block.

(2) Going by bus

1) Excuse me. Does this bus go to the Peace Hotel?

—Yes. The Hotel is the third stop.

—No. You'll have to take the No. 3 bus. The bus stop is just around the corner.

2) Excuse me. Can I get to the Peace Hotel by bus?

Excuse me. Could you tell me if this is where I can catch a bus to the Peace Hotel?

—Yes. Take the No. 4 bus.

—Yes, but you'll have to change buses at Market Street.

—Yes, but you'll have to change from the No. 3 bus to the No. 6 bus at Market Street.

—Yes. Take the No. 4 trolley-bus and get off at Market Street, and then walk a few yards and there you are.