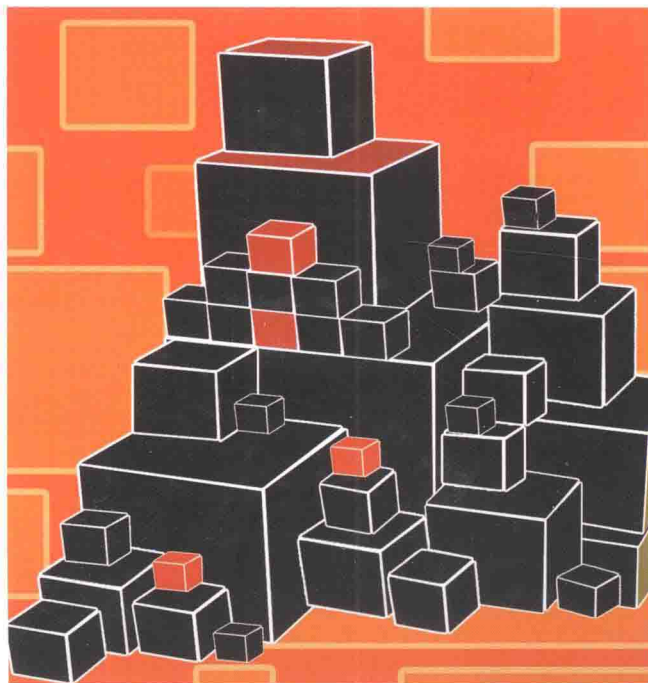




全国高等院校基于工作过程的校企合作系列教材



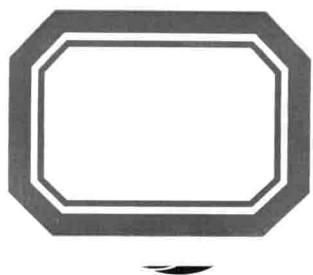
English Grammar
Practice

英语语法 实训教程

主 编 郑继明
企业顾问 陈光华



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English Grammar Practice

主 编 郑继明
副 主 编 源良升 区永超 谭 琳 薛海英
 张 慧
参 编 陈嘉恩 余惠珍 蔡志敏 李丰芮
企业顾问 陈光华

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郑继明 主编

责任编辑: 胡小平 郑 芳

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北京市朝阳区惠新东街 10 号 邮政编码: 100029

邮购电话: 010-64492338 发行部电话: 010-64492342

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出版说明

教育部[2006]16号文中提出：“要积极推行与生产劳动和社会实践相结合的学习模式，把工学结合作为高等职业教育人才培养模式改革的重要切入点，带动专业调整与建设，引导课程设置、教学内容和教学方法改革。”与之相对应的课程开发方式和课程内容的改革模式是“与行业企业共同开发紧密结合生产实际的实训教材，并确保优质教材进课堂”。“全国高等院校基于工作过程的校企合作系列教材”正是对外经济贸易大学出版社在高等职业教育课程建设领域的最新研究成果。

本系列教材适用于全国高职高专院校英语专业的商务/应用/外贸/旅游等英语方向以及国际贸易、国际商务或财经类专业的学生；同时适用于全国各高等院校应用型本科英语专业的商务英语方向和国际贸易、国际经济、国际商务及国际工商管理等商科专业的学生。

本系列教材主要呈现以下特点：

1. 体现“基于工作过程”

在我国高等职业教育新一轮课程改革中，我们学习、引进并发展了德国职业教育的一种新的课程模式——基于工作过程的课程模式，指“为完成一件工作任务并获得工作成果而进行的一个完整的工作程序”建立起来的课程体系。

2. 突出“校企合作”

课程体系的“校企合作”以教师和企业人员参与为主体，是“校企合作，工学结合”的人才培养模式发展的必然产物，旨在提高学生的综合能力，尤其是实践能力和就业能力，实现学校教学与工作实践的零距离。

“全国高等院校基于工作过程的校企合作系列教材”的课程方案与传统的课程方案相比，它打破了高等职业教育学科系统化的课程体系，在分析典型职业活动工作过程的前提下，按照工作过程中的需要来设计课程，以突出工作过程在课程框架中的主线地位，整合优化了理论知识与实践活动。教材编写过程中，教师结合自身的教学实践、调研论证和外贸专家对工作岗位的实际要求来安排课程结构和内容，形成了具有特色的基于工作过程的校企合作系列教材体系。

本套教材涵盖三大模块：语言技能类、专业英语类、专业知识类。作者都是本专业的“双师型”教师，不仅具有丰富的语言教学经验，而且具备企业第一线的工作经历，主持或参与过多项国家或省市级相关科研项目，这为本套教材的编写质量提供了有力的保证。

语言技能类

商务英语听说
实用商务英语口语教程
国际商务英语口语实训
致用商务英语阅读（上册）
致用商务英语阅读（下册）
外贸函电与单证实训教程

商务英语函电
旅游英语写作实训教程
商务翻译实务
商务英语口译
经贸英语口语译实训教程
英语语法实训教程

专业英语类

外贸交际英语
会展实务英语
酒店实务英语
商务礼仪实务英语
外事接待实务英语

中英文酒店服务实训教程
旅游英语口语
旅游实务英语
中英文导游实训教程

专业知识类

外贸跟单实务
外贸单证实务
进出口报关实务
报检实务
国际市场营销实务
涉外企业管理实务
生产物流运作实务

集装箱运输实务
国际贸易实务（双语版）
国际货运代理实务
国际商务单证实务
跨文化交际技巧——如何与西方人交往
商务英语谈判

值得注意的是，本系列教材不是封闭的，它随着教学模式和课程设置的变化，将不断推出新的内容，以丰富整个体系。

同时，本套教材均配有辅导用书（练习册）或 PPT 课件等立体化教学资源，供教师教学参考（下载网址：<http://www.uibep.com>）。

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2014 年 5 月

前 言

随着我国改革开放的加大和经济文化的腾飞,英语的作用日渐凸显。作为英语学习拐杖的英语语法学科在高职高专也得到了重视。高职高专英语语法课程已经开设多年。这门课程对学生英语学习的帮助是毋庸置疑的。它对学生的英语学习起到了某种架构的作用,给学生语言技能的提高奠定了一定的基础。但是,多年的语法教与学告诉我们,英语语法未能体现它在英语教学和英语学习中应有的地位。这与目前的英语语法书籍不无关系。虽然目前在中国的图书市场上,英语语法的书籍层出不穷,但适合英语语法教学的教材却很鲜见。现有的英语语法书籍大多是对英语句子语法现象的解释或说明。这种仅限于对英语句子的解释或说明有其不足之处。句子层面的语法所涉及的语境和语义都相对狭小,不利于提高英语学习者的语法应用能力。本作者从事高职高专英语语法教学多年,深感有必要打破常规、突破句子语法,从语篇的角度来开展英语语法学习和研究。虽然篇章或语篇语法的提法还缺乏一定的理论基础,《英语语法实训教程》大胆地从篇章和工作岗位的角度去尝试语法的教学,希望它的出版能对英语学习者带来较大的帮助。我们编写的《英语语法实训教程》供普通高职高专学生和英语爱好者使用。本教材的编写着眼于夯实学生的语言知识基础,培养学生的英语语法应用能力。

本书突出如下几个方面的特点:

1. 突出篇章语法

以往的语法教材比较注重句子层面上的语法学习。本教材试图突破这一传统的语法学习观念,以篇章为主。学习者通过对篇章的学习认识语法的规律所在,从对语法的感性认识逐步上升至理性认识。

2. 注重教学活动设计

语言教学的教学趋势是用活动使学生在语言实践中学习。为此,本书的内容围绕应用英语的所涉及的工作岗位所需的篇章,结合英语的听、说、读、写设计多种语言交际活动,使学生在完成多种活动的同时了解并掌握语法知识,同时提高了语法运用能力。

3. 强化语言应用能力的培养

本书注重语言能力的培养,突出语法的实用性和实践性,这也是整个编写过程体现的“纲”。学习者不是为了学习语法而学习语法,他们学习语法是为了更好的使用英语语言。本语法书义不容辞力求做到这一点,尽量建立语法与行业的联系,通过设计听、说、读、写、译项目把语法和行业的语言运用有机地结合起来。

本书以语法项目为主线,结合行业的情况重点对如下语法项目开展实训:动词、非谓语动词、谓语动词时态、谓语动词语态、谓语动词语气、短语动词、基本句型、

名词性从句、状语从句、定语从句、连接词。每个单元都有实训总目标，并通过一到两个项目来实现这一目标。每个项目主要由下面几个元素组成。

1) 实训目标 (Objective): 每个项目又设置一个实训的目标。这一目标使教师和学生都能明确这一个项目的实训要达到什么目的。

2) 实训情境 (Circumstances): 依据多行业的工作岗位来设置情境，尽量体现“做中学 (learn by doing)” 的职业教育理念。

3) 实训步骤 (Procedures): 其框架主要由两大部分组成：语法知识学习和语法实训。语法知识学习强调对语法规则的介绍简明扼要。语法实训包括案例学习和语法操练。案例学习主要通过听、说、读来完成。通过对应用文篇章进行听、说和读三项技能的练习与研究，加深学习者对语法规则的认识。操练主要是带有工作情境的翻译操练和写作操练，尽量和行业联系起来，翻译主要以翻译与行业有关的篇章为主，写作主要以汉译英语为主，体现限定性写作，有别于自由写作，更有利于学习者对语法规则的学习与运用。

本书的编写主要由广东省江门职业技术学院外语系从事语法教学多年的郑继明副教授、源良升、区永超、张慧、谭琳、薛海英等老师担任编写任务。其中，谭琳编写第一、二单元，薛海英编写第三单元，源良升编写第四、六单元，张慧编写第五单元，郑继明编写第七、八单元，区永超编写第九、十、十一单元；其他参编的老师负责对所编写的材料进行校对整理。

感谢英语学习者选择《英语语法实训教程》，尝试从另一个角度对英语语法进行学习。我们也真诚的希望此书能帮助你了解、实践英语基本语法，提高自己的英语语法运用能力。

感谢广东科贸职业学院外语系曾元胜副教授、江门职业技术学院外语系黄启汉副教授和罗光文副教授对本书编写的关心和支持。

感谢柳州师范高等专科学校郑丹妮老师为本书制作 PPT。

我们还要特别感谢北京对外经济贸易大学出版社有限责任公司在本书出版发行方面给予我们的大力支持以及谭利彬老师对本书的关心和帮助。

由于编者水平有限，本书的疏漏与不足在所难免。在使用本书的过程中，如有何好的建议，敬请与编者(zhengjiming@126.com)联系。

编 者

2014 年 5 月

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Unit 1

Verbs

动 词

实训总目标：动词的掌握

实训任务：留学申请书写作



1. 语法知识学习 Grammar Learning

1. Introduction of Verbs

语言千变万化，要掌握语言，必须掌握语言的核心。动词可以理解成是语言的核心。因此在学习语言的时候，应当重点学习动词。动词是表示动作和状态的词。动词有时态、语态和语气 3 种形式的变化。从含义上分，动词可以分为实义动词、连系动词、助动词和情态动词 4 类。

2. Verb Types

实义动词（包括及物动词和不及物动词）	及物动词必须带宾语	I have been <u>seeking</u> such a studying opportunity as this.
实义动词（包括及物动词和不及物动词）	不及物动词不需要带宾语	I will <u>study</u> hard to live up to my parents expectations.
连系动词	连系动词本身有词义，但不能单独作谓语	I <u>am</u> a person keen on challenges.
助动词	助动词本身无意义，不能单独作谓语。助动词的作用是辅助实义动词组成谓语	I always <u>have</u> wondered why Law has not been used to raise the voice of the working class, and why it <u>has</u> been used to safeguard the interests of people who are exploiting.

continued

情态动词	情态动词没有人称和数的变化，不能单独作谓语	Finally, I <u>would</u> like to conclude my recommendation as follows.
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3. Examples

3.1 实义动词

实义动词有完整的词义，并能单独作谓语。根据其是否带有宾语，实义动词可分为两类，分别是：及物动词（Transitive Verb）、不及物动词（Intransitive Verb），缩写形式分别为 vt. 和 vi.。及物动词通常都跟有宾语：

Plants need sun to grow.

植物生长需要阳光。

He designed to excel in his study.

他决心在学习上超越别人。

不及物动词不需要带宾语

He travels to improve his mind.

他常常旅游以增长见识。

My bag has disappeared from the table where I left.

我放在桌上的包包不见了。

但是，有些动词可用作及物动词，也可以用作不及物动词。

The poet sang of victory.

sing 在这里作为及物动词。

The little girl likes singing.

sing 在这里作不及物动词。

3.2 连系动词

连系动词本身有词义，不能单独作谓语，必须和表语一起构成谓语。

We are delighted to have a talk with you.

我们很高兴和你谈话。（be 是最常用的连系动词）

He looks younger than his age.

他的长相显得比实际的年岁轻。

The weather is keeping fine.

天气一直很晴朗。

3.3 助动词

助动词本身无意义，不能单独作谓语。助动词的作用是辅助实义动词组成谓语。助动词只能和主要动词一起构成各种时态，语态和语气等动词形式。

We shall go unless it rains.

除非下雨，我们是要去的。（shall 表示一般将来时态）

He said that he would come the next day.

他说他第二天过来。

3.4 情态动词

情态动词表示说话人对某一动作或状态的态度。情态动词有一定词义；但不受主语人称和数的变化影响；与主要动词的原形（或称不带 to 的不定式）一起构成谓语。

Man cannot live without air.

没有了空气，人类无法生存。（can 表示客观可能性，但不能单独存在句子，只能和 live 这种实义动词连用）

The news may not be true.

这消息不可能是真的。

情态动词 would 表意愿、表委婉地提出请求、建议或看法；表示过去反复发生的动作或过去的一种倾向。

They would not let him in because he was poorly dressed.

他们不让他进去因为他衣着破旧。

Would you like another glass of beer?

再来杯啤酒好吗？

Would you mind cleaning the window?

请把窗户擦一下好吗？

Every time she was in trouble, she would go to him for help.

她每遇到麻烦都会向他求助。

几组常见情态动词的比较

1) can't 和 may not

can't “不可能”，may not “可能不，或许不”，前者语气更强。

2) must 和 have to

must 表示说话人的主观看法；而 have to 表示客观的需要；mustn't “决不能”，而 don't have to (needn't) “不必”。

3) would 和 used to

would 指反复发生的动作或某种倾向，后面要接表示动作的动词，不能接表示认识或状态的词。

used to 表示过去的习惯动作或状态，强调现在已不存在。

When we were children we would (used to) go swimming every summer in that river.

There used to be a hospital here. (只能用 used to)

4) could 和 was\ were able to

could 仅表示过去具备某种能力，而 was\ were able to 表示不仅具备且实施了某种了能力，相当于 succeeded in doing sth. \ managed to do sth., 区别仅限于肯定句。

“情态动词+ have done” 的用法

1) “must have+过去分词”

表示对过去的一种肯定的推测，意为“肯定、一定”，多用于肯定句。

I must have left my glasses in the library.

2) “may\might have +过去分词”

用于肯定句和否定句，表示对已经发生的事情的推测，相当于“可能、大概”，但不肯定。might 比 may 语气更弱。

He might have gone to the gas station, but I am not sure.

3) should \ ought to have + 过去分词

该结构一般用于虚拟语气，肯定句表示过去没有发生但却应该发生的事，译为“本应”；否定句表示过去发生了本不该发生的事，译为“本不该”。

You should have come to the lab if you were really serious about your research.

—Why didn't you make me a telephone call yesterday?

—I ought to have been told about it.

4) “can not have+过去分词”

表示对过去不可能发生的事进行推测。

This article about travelling in China can't have been written by him because he has never been here at all.

5) “could not have+ 过去分词”

表示过去的时间，说明某事不可能已经发生。

He couldn't have seen Ann yesterday. She's gone abroad.

6) “needn't +have+过去分词”

表示不必做的事情却做了，可译为“其实不必”。

Look, you needn't have bought those sweaters for me. I have just knitted one.

“情态动词+have +done” 的用法小结：

1) must have done something

过去一定做了某事

2) can't \couldn't have done

过去不可能做了某事

3) may / might have done

过去可能做了某事

4) needn't have done

过去本来没有必要做而做了某事

5) could have done

过去本来可以；某事可能已经发生

6) should \ ought to have done

过去本来应该做某事而没有做

7) shouldn't \oughtn't to have done

过去本来不应该做某事而做了



II. 语法实训 Grammar Practice

1. Exercises

Sample 1

Directions: Listen and fill in each of the blanks in the following letters.

A)

Dear Sir,

Before I submit my formal application to your esteemed program, I have several questions which need your kind reply. First, I 1) _____ now a graduate student majoring in mathematics, but my undergraduate major is not in mathematics. Yet I 2) _____, sometimes by myself, all the basic knowledge and many advanced knowledge of mathematics. The GRE Subject Test 3) _____ only once a year in China, and I have missed the deadline to register for the coming test. But I believe that I 4) _____ quite familiar in the knowledge of mathematics, both in the courses and the researches. If I 5) _____ the chance to take the GRE Subject Test, I could get a good score. 6) _____ you please tell me whether it is possible to give me a waiver of my GRE Subject Test according to my superior mathematics course scores? Thanks.

Next, since I am very young, I cannot work and 7) _____ any amount of funds in dollars available. Also, my parents are poor workers and cannot arrange any fees for me. Your institution has the best graduate program that matches with my researches interest, and I 8) _____ whether you 9) _____ financial supports. Thank you very much for you kind assistance. Please contact me if further information about me 10) _____.

Sincerely yours,

B)

Dear Sir,

Computing and its applications 1) _____ always _____ me and for this reason I 2) _____ the computing courses extremely interesting. I also have maintained my long-term interest in computer-related careers.

I 3) _____ mathematics, physics and computing to A-level and also during the first year at college I re-took my GCSE English. Last year and this year I 4) _____ my self-learning and developing many skills.

My sincerest desire is 5) _____ a computer scientist. Specifically, I am interested

in 6) _____ how problems can be modeled and solved using artificial intelligence. I also want to learn about human cognition and machine intelligence. I 7) _____ the online debate over whether machines will ever become “intelligent” given the current course of research and reading about such issues as whether a machine 8) _____ “common sense”. Apart from that, I 9) _____ many different areas within the domain of artificial intelligence (such as neural networks, genetic algorithms, and natural language processing). The bottom line is that I want 10) _____ a part of this exciting field.

Sincerely yours,

Sample 2

Directions: Complete the following letter with the words in the brackets. Change the word forms if necessary.

Dear Sir,

I am 1) _____ (write) in the hope that I may obtain an opportunity to further my study in Applied Physics toward Master degree in your university. My name is Li Jin, an undergraduate student of the Department of Applied Physics, Tsinghua University in China. Next year in the summer, I 2) _____ (graduate) and get my BS degree. I 3) _____ (plan) continue my studies and researches in this field under the instructions of first class professors and in a dynamic academic atmosphere. I chose Boston University because there are a congenial team of researchers, an array of databases and research projects in your school of Physics. I believe my interests are extremely congruent with the strengths of the school. And my solid academic background will meet your general entrance requirements for graduate study.

I will appreciate it very much if you 4) _____ (send) me the Graduate Application Forms, the Application Form for Scholarships/Assistantships, and other relevant information. My mailing address is shown on the top of this letter.

I 5) _____ (look forward) to hearing from you soon.

Sincerely yours,

Notes:

① write 写，写作，可作不及物动词或及物动词

② in the hope of something; in the hope that...

③ look forward to... 希望或期望……



Sample 3

Directions: Identify the verb type of each italic verb, analyze their uses and then translate the passage into Chinese.

I *have* much internship experience when I studied in college. I took part in the contact draft in several companies. In the process, when I *met* a lot of problems, I often *turned* to my teachers for help, which *made* good impression on them. As I cherished each practice, I always *studied* my specialty and English hard in my spare time. That is why I *am* always ready when practice opportunities *come*. With effective study method and diligence, I *did* well both in English and law, which *helped* me a lot to *get* scholarship every year. On the other hand, my practice *inspired* me to study. In practice, I *exercised* my legal knowledge to solve problem. I also *realized* the big gap between theory and its application—sometimes I *have* mastered the rules but I *didn't* know how to use it in actual case. My practice experiences have *strengthened* not only what I learned but have *supplied* new knowledge for me, which *is* good for my future study and career.

及物动词:

不及物动词:

情态动词:

连系动词:

助动词:

2. Practice

Task 1. Complete the following letter by filling in each of the blanks with the right word chosen from the list below.

情境: 你写了一封海外留学申请信, 意在让所申请的学校了解自己在国内大学四年的学业情况。你需要对申请信的措辞进行思量。

Dear Sir or Madam,

My strong interest in researches was born during the undergraduate years at Nanjing University. Upon 1) _____ the university in 2000, I began to 2) _____ my journey of industrious study in the Department of Mechanical Engineering. My exceptionally solid foundation in mathematics and physics 3) _____ a stepping stone with which I proceeded onto the exploration of other sophisticated and erudite subjects. My performance in all the specialty-related coursework not only enabled me to secure good GPA ranking about top 17 in my grade among 169 students but also furnished me with a powerful instrument whereby to materialize my dreams in the researches. I constantly congratulated my luck to obtain a lot of scholarships and awards, due to my academic achievement, from the university, especially the scholarship of "Nanjing University – American United Technological Corporation", 4) _____ only for the best students who are both good at academic and social capacity. Not contented with doing a good job in mere coursework, I endeavored to keep abreast with the latest theories and technologies by reading extensively technical literature in recent journals and attending the lectures some famous professors made. During my undergraduate career, I 5) _____ every chance to do some researching work. I used to participate in at least six projects including the intern work in the factory and mechanical designs.

Sincerely yours,

- | | | | |
|---------------------|-----------------|-----------------|----------------|
| 1) A. to enter | B. entered | C. enter | D. entering |
| 2) A. embark on | B. embark | C. embark of | D. embark in |
| 3) A. provided with | B. provided for | C. provided to | D. provided in |
| 4) A. be awarded | B. awarding | C. awarded | D. award |
| 5) A. was grasping | B. grasp | C. have grasped | D. had grasped |

Task 2. Correct the following underlined words into their proper forms.

情境：你想出国留学并给所联系的学校写了一封信，说明自己的一些具体情况。你需要对所写的信件进行修改。

I have 1) asking ETS to send my original GRE&TOFEL to your apartment. Please use the photocopies in case the original ones 2) must not arrive in time. I did not enclose application fee in my package because I am really poor and the fee is much more than my monthly income while I have to support by myself. However, it doesn't mean that I will defer or 3) waive up the fee. Actually, I am 4) attempting all my best to collect money. Although 5) collect money will be really hard and time-consuming, I will send the money as soon as I 6) am!

It is well known that your graduate program is highly competitive and 7) review files will



cost you much time. In order to 8) cut time, I beg you please review my application materials firstly.

Please do keep in mind that I am applying for your program with all of my energy and with extremely serious attitude.

Task 3. Complete the following letter by translating the Chinese in the brackets into English.

情境：你是一名中学毕业生，想到新西兰去读书。你写了一封留学申请信，但书信需要修改完善。

I am a student, graduated from XX middle school, in Nanjing in 2012. 1) _____ (尽管我被理想大学录取了，但我还是计划去国外读书). Then I search online and find that it is more convenient and suitable for me to go to New Zealand for study.

First, New Zealand is a multicultural country, which has the most advanced education in the world. Second, the tuition is much lower than other countries', which I think is more reasonable for me. Finally, the climate of New Zealand is similar with the climate of the South of China. Considering above reasons, I told my parents about my plan on going to New Zealand for studying, and 2) _____ (父母支持我). As a young girl, I like preschool education. Nowadays, most Chinese parents, who want their children to get better education, pay more attention to preschool education. If I study specialized curriculums on preschool education, 3) _____ (学成回国后一定会在幼儿教育事业上努力工作).

My plan is as follows: At first, I plan to study English in language institute for about half a year in New Zealand. Then, I will study specialized curriculums on preschool education. After I have finished all the university curriculums, 4) _____ (我相信我会在国外有所收获). Besides, both my parents are in good financial situation to support me to finish my study. After finishing my study, I will return to my homeland and work on preschool education, so as to realize my life value. 5) _____ (最后，我希望我有机会到贵校读书).

Task 4. Write a letter based on the given information.

情境：你打算大学毕业后到海外学习生活。给联系的学校写封信表达一下自己的心迹。

我非常享受我的大学生活并相信海外学习生活将是我的下一步计划。大学生活和兼职工作让我成为一个更优秀的人，它们让我进一步理解独立和成功。我认为大学让我得到真正的成长并让我认识更多的人。我学会倾听别人并采纳他们的意见，这使我成为一个更好的团体成员。我乐于接受其他文化和信仰，我认为自己思维会越来越开放。