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本册主编 / 陈 玲

大学英语

阅读真题深度训练



丛书主编 / 上海交通大学 外语学院 赵晓红



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内 容 提 要

本书精选 2002 年以来大学英语四级考试中的阅读真题,按文章主题分为 10 个单元。每篇文章分别从“大纲词汇点睛”、“长难句解析”以及“佳句背诵”几个栏目,帮助读者全面掌握阅读文章的精髓。在此基础上,设计了针对文章内容的“深度理解”题目,以及针对文章内关键词句应用的“拓展训练”题,方便读者检验学习效果,从而切实提升词汇、阅读能力。

本书的练习均附有答案,读者可根据自身情况选择不同的练习题,有的放矢地进行复习、热身和提高训练。

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前言

本书编者是来自一线的大学英语任课教师,他们接触学生,了解学生,深深懂得阅读在语言学习中的重要性,也了解学生在英语阅读中遇到的各种困难。造成学生阅读障碍的通常是以下问题:知识面不宽,相关背景知识不够;词汇量达不到要求,缺乏对陌生词汇在语境中的判断能力;长难句理解有难度;阅读技巧匮乏等。

学生的知识面狭窄,教师总是建议学生进行更多的课外阅读。学生在课外该阅读什么样的英语材料?做真题?太枯燥乏味,令人生厌;品经典文学作品?够经典但理解有难度;读时文材料?够新颖但无系统性。

阅读材料的选择难度在一定程度上降低了学生阅读的长久性和持续性,阅读量不足更导致学生词汇量的欠缺和对长难句的恐惧心理。如此恶性循环,难怪学生对课外阅读产生抵触的心理。越来越多的学生无奈只好转向短期突破、强化特训、技巧攻关等速成式读物。

基于以上认知,我们编写了此书,精选近年来大学英语考试阅读真题中的经典篇章,按照热点主题(如环境保护、科学发现、教育问题、健康问题等)分类,为学生提供多角度的综合训练,旨在提高学生的理解能力和欣赏能力,开阔学生的视野,增强学习英语的兴趣和信心。

《大学英语阅读真题深度训练(4级)》和《大学英语阅读真题深度训练(6级)》是姊妹篇,供不同阅读水平和要求的学生选择使用。本书重在对本基本功的训练,培养学生语言的综合运用能力。

本套丛书的特点如下:

1. 作者队伍有特色。本书作者均为大学英语一线任课的精英教师,且目前都在从事英语语言的教学与研究。他们既有帮助学生备考的实际经验和体会,还能站在教学研究人员的角度审视考试的命题动向、选材特色以及同学的实际需要。

2. 材料选择有特色。本套丛书不是历年考题的罗列,而是根据历年考试的热门主题精心选材,充分考虑了材料的信息含量和语言难度,使文章真正起到帮助学生打基础、练技巧的作用。

3. 多环节降低理解难度。每个章节不仅提供历年大学英语考试的阅读篇章供学生欣赏,还利用主题简介、大纲词汇点睛、长难句解析、佳句背诵等不同环节对篇章进行解读,保证学生最大限度地吸收知识、打牢语言基础。

主题简介:了解每个主题的相关文章大意;

大纲词汇点睛:阅读真题中积累词汇量,掌握更多实用词汇及用法;

长难句解析:分析句中的难点,降低理解难度;

佳句背诵:提高文章的欣赏能力,轻松模拟语言构架,快速提升写作能力。

4. 多角度语言能力训练。编者根据实际教学经验,发现学生在词性变化、词汇辨析、词汇用法等环节尤为薄弱,为了让学生得到更多的训练,本套丛书根据最新大学英语考试题型特点,利用有限的版面提供了大量的针对性练习,所有练习根据每篇阅读材料中的语言点设计。学生可结合自身弱点,检测语言点的掌握运用。

我们相信:阅读真题不仅是为了考试,但没有真题阅读,考试很难成功;

我们相信:考前突击、真题解析很重要,但平时积累阅读量更为重要;

我们的目标不仅仅是考试,而是开阔学生的视野,强化学生的语言基本功。

我们的希望是本套书的阅读和使用能陪伴学生两年甚至更长的学习时光,从而养成更好的阅读习惯。

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Topic 1 Career

* 找工作难,找好工作更难,如何在工作中突出自我能力更是难上加难。 *
* 未来的职场需要专业人员还是通才,大学生该为自己确定怎样的就业方向?想到海外求生存该如何写简历,给自己加分?小小职场实为大世界, *
* 该如何争取提升空间?不满足于现有薪水常是人们跳槽的理由,该如何立 *
* 足现有岗位并大胆向上司要求加薪? *

Passage 1 Trying Something New

Some years ago I was offered a writing **assignment** that would require three months of travel through Europe. I had been abroad a couple of times, but I could hardly **claim** to know my way around the **continent**. Moreover, my knowledge of foreign languages was limited to a little college French.

I hesitated. ^①How would I, unable to speak the language, totally unfamiliar with local geography or transportation systems, set up interviews and do research? It seemed impossible, and with **considerable** regret I sat down to write a letter **begging off**. Halfway through, a thought ran through my mind: you can't learn if you don't try. So I accepted the assignment.

There were some bad moments. But by the time I had finished the trip I was an experienced traveler. ^②And ever since, I have never hesitated to head for even the most **remote** of places, without guides or even advanced bookings, confident that somehow I will manage.

The point is that the new, the different, is almost by **definition scary**. But each time you try something, you learn, and as the learning piles up, the world opens to you.

I've learned to ski at 40, and flown up the Rhine River in a **balloon**. And I know I'll go on doing such things. It's not because I'm braver or more **daring** than others. I'm not. But I'll accept anxiety as another name for challenge and I believe I can **accomplish** wonders.



大纲词汇点睛

assignment [ə'sainmənt] *n.* 任务,工作,作业

claim [kleim] *v.* 声称;(根据权利)要求

【实用搭配】*make a claim to sth.* 认为应得到某物;*claim that/ to do sth.* 声称

continent ['kɒntinənt] *n.* 大陆,陆地;大洲

considerable [kən'sidərəbl̩] *adj.* 相当多的;值得考虑的

【实用搭配】*a considerable person* 一位重要人物;*a considerable sum of money* 一大笔钱

remote [ri'məut] *adj.* 遥远的,偏僻的;久远的

【实用搭配】*a remote village* 一个偏僻的村庄;*remote control* 遥控

definition [defɪ'nɪʃən] *n.* 定义,释义

【实用搭配】*by definition* 按照定义地;当然地;明显地

scary ['skeəri] *adj.* 引起惊慌的

balloon [bə'lun] *n.* 气球

daring ['deəriŋ] *adj.* 大胆的,勇敢的;敢于冒险的

accomplish [ə'kɒmplɪʃ] *v.* 完成,实现,达到

【实用搭配】accomplish the purpose 达到目的;accomplish the mission 完成任务



长、难句解析

- ① 此句是一个简单句,句子主干为疑问句 How would I set up interviews and do research,中间两个插入成分分别补充说明自己的两个缺陷,即对自己能力质疑的两个原因。
- ② 此句的句子主干为否定句 I have never hesitated to...,without guides or even advanced bookings 为插入语,补充说明不利条件,confident 为主语补足语,that 引导的宾语从句说明作者自信的想法,head for 表示“前往”。



佳句背诵

It's not because I'm braver or more daring than others. I'm not. But I'll accept anxiety as another name for challenge and I believe I can accomplish wonders.

【推荐理由】 此句分析自己勇于尝试的原因,“不是因为……,而是因为……”的结构可用于表达不同的原因,accept anxiety as another name for challenge,accomplish wonders 都是不错的励志类用语。



深度理解

1. Why did the writer hesitate when offered a writing assignment several years ago?
2. Why did the writer accept the assignment at last?
3. What has the writer learned from the experience?



拓展训练

I. 单词大变身 Please change the form of each word according to different parts of speech.

V.	N.	Adj.	Adv.
accomplish			accomplishedly
limit		limited	
accept			/
	challenge		challengingly
	experience		/

II. 词汇 DIY Fill in the blanks with the appropriate form of each word given.

consider	anxiety	assign	remote	absorb
scary	dare	delicate	claim	continent
limit	devote	experience	solid	advance

1. He was always a stranger to me, always somehow alien and _____.
2. If an employee can succeed in a difficult _____ overseas, superiors will have greater confidence in his or her ability.
3. Being youngsters, we sat modestly at the back, never _____ to speak.
4. The new ambassador is highly _____ in international diplomacy.
5. He traversed alone the whole _____ of Africa from east to west.
6. However, students are still expected to be polite and _____ of their teacher and fellow

classmates.

7. Social workers _____ the children in the orphanage were being ill-treated.
8. They make different kinds of Jack O' Lanterns by themselves. Some look happy, some sad, and others angry, but most look _____.
9. Life is _____, but there is no limit to learning.
10. An intermediate class is more difficult than a beginner's class but easier than an _____ one.

III. 翻译热身 Complete the sentences by translating into English the Chinese given in brackets.

1. _____ (直到他完成使命) did he realize that he was seriously ill.
2. The finding of this study failed to _____ (将人们的睡眠质量考虑在内).
3. _____ (这罐头起子号称是一项非常好的发明), but in practice it's not easy to use.
4. But _____ (关键在于媒体业绝不仅仅是单纯的生意). It has a mission to perform for the good of society.



参考答案

深度理解

1. Because the writer thought he was not qualified enough for the assignment.
2. Because he realized one couldn't learn if one didn't try.
3. He has learned that the learning piles up as one experiences more.

拓展训练

I.

V.	N.	Adj.	Adv.
accomplish	accomplishment	accomplished	accomplishedly
limit	limitation	limited	limitedly
accept	acceptance	acceptable	/
challenge	challenge	challenging	challengingly
experience	experience	experienced	/

II.

1. remote 2. assignment 3. daring 4. experienced 5. continent
6. considerate 7. claimed 8. scary 9. limited 10. advanced

III.

1. Not until he had accomplished his mission
2. take people's sleep quality into consideration
3. It is claimed that this tin-opener is a very good invention
4. the point is that the media sector is not mere business



参考译文

尝试新的东西

几年前,因一项写作任务,我需要去欧洲旅行三个月。之前我也曾经多次出国,但是我不敢说自己在欧洲能来去自如,而且我的外语水平仅限于大学里学的那点法语。

我犹豫不决。我不会讲外语,对当地的地理或交通系统完全不熟悉,该怎样进行访问、做调查呢?这似乎是不可能完成的任务。怀着万分遗憾的心情,我坐下来写信请求辞去这项任务。写信

期间,一个念头闪过我的脑海:如果不去尝试,你将永远也学不会。于是我接受了这一任务。

其间也有令人沮丧的时刻。但是在旅行结束时,我成了一名有经验的旅行者。而且从那以后,去偏远的地区从未让我却步,即使没有导游或者提前预约,我相信自己总会成功。

问题在于,新异的事物总是被冠以可怕的名号。但是每次你做出尝试,就会学到一些东西。积累的多了,世界大门就会向你敞开。

40岁的时候,我学会了滑雪,并且乘气球在莱茵河上空顺流而上。我知道,我会一直这样继续下去。这并不是因为我比别人更勇敢或更大胆。我并不大胆,但是我认为焦虑还有一个别名叫作挑战,我相信我可以创造奇迹。

Passage 2 Guidelines for Resumes in Cross-Border Job Hunting

① Interest in pursuing international careers has soared in recent years, enhanced by chronic personnel shortages that are causing companies to search beyond their home borders for talent.

Professionals seek career experience outside of their home countries for a variety of reasons. They may feel the need to **recharge** their batteries with a new challenge. They may want a position with more responsibility that encourages creativity and initiative. Or they may wish to expose their children to another culture, and the opportunity to learn a second language.

When applying for a job, one usually has to **submit** a **resume** or curriculum vitae (CV). The two terms generally mean the same thing: a one-or-two-page document describing one's educational qualifications and professional experience. However, guidelines for preparing a resume are constantly changing. The best advice is to find out what is appropriate regarding the **corporate** culture, the country culture, and the culture of the person making the hiring decision. The challenge will be to **embrace** two or more cultures in one document. The following list is a good place to start.

“Educational requirements differ from country to country. In almost every case of ‘cross-border’ job hunting, just stating the title of your degree will not be an **adequate** description. Provide the reader with details about your studies and any related experience.”

Pay attention to the resume format you use—**chronological** or reverse-chronological order. Chronological order means listing your oldest work experience first. Reverse-chronological order means listing your current or most recent experience first. Most countries have preferences about which format is most acceptable. If you find no specific guidelines, the general preference is for the reverse-chronological format.”

② If you are submitting your resume in English, find out if the recipient uses British English or American English because there are variations between the two versions. For example, university education is often referred to as ‘tertiary education’ in the United Kingdom, but this term is almost never used in the United States. A reader who is unfamiliar with these variations may assume that your resume contains errors.”

大纲词汇点睛

pursue [pə'su:] v. 追求; 从事

【实用搭配】pursue after 追赶; pursue one's studies 求学

soar [sɔ:] v. 升腾; 猛增; 高飞

chronic ['kronik] adj. 慢性的, 长期的; 习惯性的;

【实用搭配】chronic disease 慢性病; chronic unemployment 长期失业

recharge [ri:tʃɑ:dʒ] *v.* 再充电; 补给

submit [səbmit] *v.* 提交; 使屈服

【实用搭配】submit ... to 提交

resume [rizju:m] *v.* 继续; 收回 *n.* ['rezju:'mei] 简历

【实用搭配】submit a resume 递交简历

corporate ['kɔ:pəreɪt] *adj.* 团体的, 公司的; 共同的

【实用搭配】corporate effort 共同努力; corporate property 公司财产

embrace [im'breis] *v.* 拥抱; 抓住(机会等); 皈依

adequate ['ædikwɪt] *adj.* 足够的; 胜任的

【实用搭配】be adequate to the job 胜任工作; adequate proof 充足的证据

chronological [krɒnə'lɒdʒikəl] *adj.* 按时间顺序的

recipient [ri'sipiənt] *n.* 接受者

variation [ˌveəri'eɪʃən] *n.* 变化; 变动; 差别



长、难句解析

- ① 此句的主干为 Interest... has soared...; 介词词组 in pursuing international careers 为后置定语修饰主语 Interest, 分词结构 enhanced by... 作原因状语解释增长原因; that 引导的定语从句修饰 shortages。
- ② 此句是一个复合句, 主句为祈使句, 提出作者的建议; 第一个 if 引导条件状语从句, 第二个 if 引导宾语从句; because 引导的原因状语从句分析作者提出此建议的原因; two versions 指代前文中的 British English or American English。



佳句背诵

Professionals seek career experience outside of their home countries for a variety of reasons. They may feel the need to recharge their batteries with a new challenge. They may want a position with more responsibility that encourages creativity and initiative. Or they may wish to expose their children to another culture, and the opportunity to learn a second language.

【推荐理由】 此段分析人们寻求海外工作的不同原因, 采用总分结构。三种不同的理由用不同动词展开, 以增加词汇和用法的丰富性。在表述个人工作意向中, 这三种理由都是很好的参考用语。



深度理解

1. Why does an individual apply to work overseas according to the passage?
2. When it comes to resume writing, what is the best choice?
3. What's the author's last piece of advice?



拓展训练

I. 单词大变身 Please change the form of each word according to different parts of speech.

V.	N.	Adj.	Adv.
	appreciation		appreciative
depress			depressively
		certified	/
		beautiful	beautifully
know		knowledgeable	

II. 词汇 DIY Fill in the blanks with the appropriate form of each word given.

block	pursue	chronic	certify	soar
submit	subsidy	recharge	vary	resume
manifest	adequate	embrace	mental	response

- Children are often the most _____ members of the audience.
- Let us _____ life, create life, seize today and wake up tomorrow with all enthusiasm.
- The students are required to _____ the attached application form, resume, photo and transcript to the university.
- His persistence is rewarded when they finally agreed to _____ discussion.
- Groundwater is an important affecting factor for vegetation _____.
- You've been working too much. What you need is a good holiday to _____ your batteries.
- His popularity has _____ thanks largely to his TV appearances.
- They think his mother's illness is acute rather than _____.
- In spite of the material benefits wealth provides, I believe one should abandon the _____ of materialism and instead concentrate on getting happiness.
- Was there _____ media coverage of the Olympic Games?

III. 翻译热身 Complete the sentences by translating into English the Chinese given in brackets.

- Despite the hardship he encountered, Mark never _____ (放弃对知识的追求).
- We encourage two-way communication _____ (对彼此关注的各项事宜).
- According to some research report, some 40 million Americans _____ (遭受长期睡眠问题).
- _____ (为了提供充足的科学依据) for controlling soil erosion, modern technological means should be used for all kinds of construction activities.

参考答案

深度理解

- Because they seek development for themselves or their children.
- To take cultural factors into consideration.
- The applicants should be aware of the differences between the varieties of English.

拓展训练

I.

V.	N.	Adj.	Adv.
appreciate	appreciation	appreciative	appreciatively
depress	depression	depressive	depressively
certify	certificate	certified	/
beautify	beauty	beautiful	beautifully
know	knowledge	knowledgeable	knowledgeably

II.

- responsive
- embrace
- submit
- resume
- variation
- recharge
- soared
- chronic
- pursuit
- adequate

III.

- gave up pursuing knowledge

2. regarding any subject of mutual interests
3. suffer from chronic sleep problems
4. In order to provide adequate scientific basis



参考译文

海外求职简历指南

长期的人事短缺导致许多公司向国外发掘能人,这种短缺也促进了近年来寻求海外工作机会的兴趣不断增长。

专业人士出于不同的原因而寻求海外工作经历。他们可能觉得有必要以新的挑战为自己充电,也可能希望获取负有更多责任、鼓励创造性和主动性的职位,或者,他们可能期望自己的孩子能接触到另一种文化,并有机会学习第二语言。

求职时,人们通常需要提交一份履历表或个人简历。这两个词通常指的是同一样东西,即一份介绍个人学历和工作经历的文件,长度可为一两页。然而,准备简历的指南在不断变化。最好的建议是找到什么适合于该企业文化、该国国家文化以及在招聘方面起决定作用的人的文化背景。我们要面临的挑战是在一份文件中如何包含两种或更多的文化。下面的列表是一个很好的开端。

“教育要求因国而异。几乎每一个跨国求职案例都显示,仅仅说明你的学位是远远不够的。应该尽可能详细地提供有关你的学业及相关经验的信息。”

注意你的简历格式——按时间顺序或反向时间顺序。按时间顺序是指先罗列出你最初的工作经验。而按反向时间顺序是指先罗列出你目前或最近的经验。大多数国家都偏好某种最容易被接受的格式。如果你没有找到特定的指南,通常人们都偏好按反向时间顺序。”

如果你递交的是英文简历,务必确认一下接收简历的人使用英式还是美式英语,因为这两种英语中存在一些差异。举例来说,大学教育在英国往往被称为‘高等教育’,而这个术语在美国几乎从未被使用。如果看到你的简历的人不熟悉这些差异,就有可能认为你的简历中有错误。”

Passage 3 Office Politics

A is for always getting to work on time.

B is for being extremely busy.

C is for the **conscientious** way you do your job.

You may be all these things at the office, and more. But when it comes to getting ahead, experts say, the ABCs of business should include a P, for politics, as in office politics.

Dale Carnegie suggested as much more than 50 years ago: Hard work alone doesn't ensure career advancement. You have to be able to sell yourself and your ideas, both publicly and behind the scenes. Yet, despite the obvious rewards of **engaging** in office politics—a better job, a raise, praise—many people are still unable or unwilling to “play the game”.

“People assume that office politics involves some **manipulative** behavior,” says Deborah Comer, an assistant professor of management at Hofstra University. “But politics **derives** from the word ‘polite’. It can mean **lobbying** and forming associations. It can mean being kind and helpful, or even trying to please your superior, and then expecting something in return.”

In fact, today, experts define office politics as proper behavior used to pursue one's own self-interest in the workplace. In many cases, this involves some form of socializing within the office environment—not just in large companies, but in small workplaces as well.

“The first thing people are usually judged on is their ability to perform well on a **consistent** basis,” says Neil P. Lewis, a management psychologist. ①“But if two or three candidates are up for a promotion, each of whom has reasonably similar ability, a manager is going to promote the person he or she likes best. It’s simple human nature.”

Yet, psychologists say, many employees and employers have trouble with the concept of politics in the office. Some people, they say, have an **idealistic** vision of work and what it takes to succeed. ②Still others associate politics with flattery, fearful that, if they speak up for themselves, they may appear to be flattering their boss for favors.

Experts suggest **altering** this negative picture by recognizing the need for some self-promotion.



大纲词汇点睛

conscientious [ˌkɒnʃiənsəs] *adj.* 有良心的; 勤勤恳恳的

engage [ɪnˈɡeɪdʒ] *v.* 使从事; 使订婚

【实用搭配】be engaged to sb. 与某人订婚; be engaged in doing sth. 忙于干某事

manipulative [məˈnɪpjələtɪv] *adj.* 操作的; 巧妙处理的

derive [dɪˈraɪv] *v.* 得到

【实用搭配】derive ... from 来自……

lobby [ˈlɒbi] *v.* 进行游说 *n.* 大厅, 门廊

consistent [kənˈsɪstənt] *adj.* 一贯的, 与……一致的

【实用搭配】be consistent in 在某方面始终一致; be consistent with 与……一致的

idealistic [aɪdiəlɪstɪk] *adj.* 理想主义的, 空想的

flattery [ˈflætəri] *n.* 谄媚, 奉承

alter [ˈɒltə] *v.* 改变; 修改



长、难句解析

- ① 此句是一个复合句, 主句主干为 a manager is going to ... , if 引导的条件状语从句对情况进行假设; each of whom ... 这一非限制性定语从句修饰 candidates; he or she likes best 修饰 the person, 该定语从句省略了 that; up for 意为“被考虑, 有待于”; reasonably 在句中意为“相当地”。
- ② 此句句子主干为 others associate politics with flattery; fearful 为主语补足语, 补充说明一些人的担忧; that 引导的宾语从句内容较为复杂, 由 if 引导的状语从句和主句组成。



佳句背诵

Dale Carnegie suggested as much more than 50 years ago: Hard work alone doesn’t ensure career advancement. You have to be able to sell yourself and your ideas, both publicly and behind the scenes.

【推荐理由】为论证个人观点, 作者引用卡耐基的话进行论证, 指出“只有努力工作并不能保证职场上的提升”, 再提出具体推荐做法, both publicly and behind the scenes 意为“公开场合或私底下”, 两个并列副词成分说明这一做法的普遍适用性。



深度理解

1. To get promoted, what else must one do besides being competent?
2. Why are many people unwilling to “play the game”?
3. What does the author think of office politics?



拓展训练

I. 单词大变身 Please change the form of each word according to different parts of speech.

V.	N.	Adj.	Adv.
manipulate			manipulatively
reason		reasonable	
	success	successful	
include			inclusively
		pleasing/pleased	/

II. 词汇 DIY Fill in the blanks with the appropriate form of each word given.

derive	impose	consistent	flatter	dismiss
alter	ideal	ensure	determined	engage
include	fault	reason	promote	position

- Education is a very broad, _____ term. It is a lifelong process, a process that starts long before the start of school, and one that should be an integral part of one's entire life.
- The clerk was given a _____ and an increase in salary, because he got across his ideas to the boss.
- In each construction site, there should be safety devices to _____ workers against accidents.
- The harshness of everyday reality disenchanted him of his _____ hopes.
- They are seeking the most _____ diet which will do good to their health.
- It would make us both very happy to know that our _____ would have your approval and blessing.
- Instead of putting aside their old clothes, the couple _____ them for their children's use.
- His _____ critical position has only enhanced the unity of his treatment.
- He thinks by all his fast talking and _____ he can pull the wool over her eyes, but she isn't deceived.
- Most coins _____ from Latin words, and are named after people, places, or things.

III. 翻译热身 Complete the sentences by translating into English the Chinese given in brackets.

- No one can hold a candle to him _____ (说到弹钢琴).
- He is not very reliable, because his conduct is always _____ (与他说的不一致).
- The officer calls on people to say goodbye to lawless driving _____ (为了确保交通顺畅).
- Believe it or not, we can _____ (从研究中获得很多乐趣).



参考答案

深度理解

- One should be able to play the game or get engaged in office politics.
- Because people think that office politics involves some manipulative behavior.
- He considers office politics an important factor for personal advancement.

拓展训练

I.

V.	N.	Adj.	Adv.
manipulate	manipulation	manipulative	manipulatively
reason	reason	reasonable	reasonably
succeed	success	successful	successfully
include	inclusion	inclusive	inclusively
please	pleasure	pleasing/pleased	/

II.

1. inclusive 2. promotion 3. ensure 4. idealistic 5. reasonable
6. engagement 7. altered 8. consistent 9. flattery 10. derive

III.

1. when it comes to playing the piano
2. not consistent with what he says
3. to ensure the smooth flow of traffic
4. derive great pleasure from studies

参考译文

办公室政治

A是指始终准时上班。

B是指忙得不亦乐乎。

C是指有责任心工作方式。

你可能在办公中做到了以上所有这些,甚至更多。但是,专家指出,当涉及升迁时,办公业务的基本技能应包括指代政治的P,即办公室政治。

戴尔·卡内基在50多年前就曾建议:单凭努力工作并不能保证职场上的提升。你必须能够在公开场合或幕后推销你自己和你的想法。然而,尽管在办公室里玩政治回报明显,如一份更好的工作、加薪、赞美,但很多人仍无法或不愿“玩游戏”。

“人们认为办公室政治涉及一些工于心计的行为,”霍夫斯特拉大学管理学的助理教授德博拉·珂玛说:“但‘政治’一词来源于‘礼貌’。它可以指游说、建立关系。它可以指亲切待人、乐于助人,或甚至取悦上司,期待有所回报。”

事实上,当今专家将办公室政治定义为:为追求自身利益而在工作场所表现出的恰当行为。在许多情况下,这涉及办公室环境内的一些社交活动——不仅在大公司,在小工作间内也如此。

“评价人的首要标准通常是他一贯表现出的工作能力,”管理心理学家尼尔·刘易斯说。“但是如果两三个能力相当的申请者同时被考虑升职,经理将提拔他(她)最喜欢的那个人。这不过是人之常情而已。”

然而,心理学家说,对许多雇员和雇主来说,办公室政治这一概念是个颇为棘手的问题。他们称,有些人对工作和如何取得成功抱有理想主义的设想。还有一些人将办公室政治与奉承联系在一起,担心如果他们为自己说话,就会被认为是在为获取老板欢心而奉承。

专家建议通过认识到自我提升的必要性以改变办公室政治这一负面形象。

Passage 4 Asking for a Raise in Salary

It is easier to **negotiate** initial salary requirement because once you are inside, the organizational **constraints** influence wage increases. One thing, however, is certain: your chances of getting the raise you feel you **deserve** are less if you don't at least ask for it. Men tend to ask for more, and they get more, and this holds true with other resources, not just pay increases. Consider Beth's story:

I did not get what I wanted when I did not ask for it. We had **cubicle** offices and window offices. I sat in the cubicles with several male colleagues. One by one they were moved into window offices, while I **remained** in the cubicles, several males who were hired after me also went to offices. One in particular told me he was next in line for an office and that it had been part of his negotiations for the job. I guess they thought me **content** to stay in the cubicles since I did not voice my opinion either way.

It would be nice if we all received automatic pay increases equal to our merit, but "nice" isn't a quality attributed to most organizations. If you feel you deserve a significant raise in pay, you'll probably have to ask for it.

Performance is your best **bargaining** chip when you are seeking a raise. You must be able to demonstrate that you deserve a raise. Timing is also a good bargaining chip. ^① If you can give your boss something he or she needs (a new client or a sizable contract, for example) just before merit pay decisions are being made, you are more likely to get the raise you want.

Use information as a bargaining chip too. Find out what you are worth on the open market.

What will someone else pay for your services?

^② Go into the negotiations prepared to place your chips on the table at the appropriate time and prepared to use communication style to guide the direction of the interaction.

大纲词汇点睛

negotiate [ni'gəʊfi:et] *v.* 谈判, 协商

constraint [kən'streint] *n.* 约束, 限制

【实用搭配】constraint on sth. 限制; legal constraint 法律约束

deserve [di'zə:v] *v.* 应受, 该得

【实用搭配】deserve to be punished 应该受罚; deserve the glory 应该得到荣誉。

cubicle ['kju:bɪkl] *n.* 小隔间

remain [ri'mein] *v.* 留下; 保持

【实用搭配】remain to be solved 有待解决; remain silent 沉默不语

content [kən'tent] *adj.* 满足的

【实用搭配】be content to do sth. 满意于某事; be content with 对……满意

bargain ['bɑ:ɡɪn] *v.* 讨价还价; 达成协议 *n.* 交易; 便宜货

长、难句解析

① 此句是一个复合句, 主句应用 more likely to do sth. 这一结构, 表示“更有可能”, if 引导的条件状语从句对情况进行假设; he or she needs 这一省略了 that 的定语从句修饰 something; 括号内为插入语成分, 起举例说明的作用; before 引导的时间状语从句中的 merit pay decision 意为“薪酬嘉奖决定”。

② 此句是一个祈使句; 两个 prepared 为补足语成分, 说明应具备的条件; chips 指的是谈判筹码;