

# 不必死背

PDA  
随身版

# 英文

# 短语

每天 **10** 分钟，  
开发你的英文潜能！

# Use makes

语研编辑室◎编著

# Perfect

# 流畅

本书以最常用的短语  
搭配最生活化的例句  
让你活学活用  
实力倍增

天津科技翻译出版公司

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邮政编码:300192

电话:022-87894896

传真:022-87893482

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# 前言

## 学好短语……活学活用 easy do!

在天涯若比邻的 e 时代里,英文成为地球村的共同语言。不论是升学、就业、生活还是旅游,学好英文能让你畅通无阻。

不过在事事讲求效率的时代,苦读不再是唯一途径,因为懂得掌握窍门,绝对可以大幅增加学习的乐趣。

本套书中的“精选短语系列”是由一批学有专精的英文讲师共同执笔,包括《1 天 1 短语 英文快易通》、《100 个最常用的英文短语》、《不必死背英文短语》等书。

本书精选最常见、具实用性的短语,再搭配精辟的解说及生活化的例句,能够系统地引导读者循序渐进学习,于短时间内大幅提升单词、短语、会话及英文阅读的能力。

为了帮助读者快速学好英文,除了在内容上精

# 目录

益求精、务求注解详尽之外,我们也对内文编排做了精心归纳整理及设计,以方便读者阅读。

如此一来,在学习英文的过程中,你将不再只是面对枯燥的“豆芽菜”,而是通过活泼的版面设计及编排,大幅减轻阅读的障碍,进而提高学习的效率。

想学好英文,就从现在开始,你当然可以。



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# 动词短语

**to be in charge of**

to manage, be responsible for  
负责;管理

**解析**

- (1) to be in charge of 须在后面接宾语,指主持业务或机构等。  
(2) 要注意“be in charge of”的意义与“to be in the charge of”不同,在 charge 前加一个 the,则整个短语就变成了被动式。  
(A) be in charge of 管理  
(B) be in the charge of 被管理

**例:** She was in charge of the boys.

她管理那些孩子。(主动)

(3) 作 *vi.* 时不加 of。

**【注意】** take charge of; have charge of 为同义短语

**【注解】** 1. manage { 'mænidʒ } *v.* 管理

2. responsible { ris' pɒnsəbl } *a.* 对……负责的

## 活用例句

- (1) Who **is in charge of** the arrangements for the dance next week?  
谁负责安排下周的舞会?
- (2) My father **is in charge of** the export department of his company.  
我父亲在公司里负责外销部门。
- (3) Peter was absent and Jack **was in charge of** the office.  
彼得不在就由杰克负责管理事务所。
- (4) They left their child **in charge of** a lazy baby-sitter.  
他们将孩子交给了一位懒惰的保姆看管。
- (5) He **is in charge of** the personnel department.  
他负责管理人事部门。
- (6) He **is the man in charge of** the assembly.  
他是这次集会的负责人。

# 2

## to have charge of

take charge of, attend to

主持;掌管;负责

### 解析

- (1) to have charge of, take charge of (主持;负责): 意义与用法和 to be in charge of 相同。
- (2) to have charge of 指管理的“动作”; to be in charge of 指管理的“状态”。

**例:** He is in charge of the library. = The library is in the charge of him.

他负责管理图书馆。

【注意】 take charge of = assume control 主持

【注解】 1. management [ˈmænidʒmənt] *n.* 管理

2. responsibility [ris,pɒnsəˈbiliti] *n.* 责任

## 活用例句

(1) Jean **has charge of** all the arrangements for the dancing party.

珍负责安排舞会的一切。

(2) Who **has charge of** the students?

谁负责照顾这些学生?

(3) Who is going to **take charge of** hiring an orchestra?

谁将负责聘请管弦乐团?

(4) The black-haired woman **has charge of** this store.

那个黑发女人掌管这家商店。

(5) Miss Lee will **have charge of** these children while I am away.

我不在时,李小姐负责照料这些小孩。

(6) Can you **take charge of** this class please, Miss Lee?

李小姐,请你负责这班好吗?

(7) Doctors **take charge of** sick or injured patient.

医生照顾伤病患者。



**to get in touch with**

to communicate with

与……联系;联络;接触

**解析**

- (1) to get in touch with 中的 touch 在此作名词用,意为“接触、联系”。另外, with 后面加宾语,即为所联络之物件。
- (2) get in touch with+人;和某人联系(指未联系上)  
keep in touch with+人;和某人保持联系(已联系上)

**【注意】1. 同义短语**

come into (or in) contact with

= to make into contact with

= communicate with 为同义短语

**2. 反义短语**

lose touch with 失去联系,为反义短语

**【注解】**communicate [kə'mju:nikeit] v. 联络