

全国专业技术人员职称外语统一考试指定用书

全国专业技术人员 职称英语等级考试 指南

财经类

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引言

1 全国专业技术人员职称英语等级考试介绍

1.1 等级的划分

全国专业技术人员职称英语等级考试共分四个专业类别：综合与人文、理工、卫生、财经，每个类别各分 A、B、C 三个等级。每个级别的试卷内容，普通英语和专业英语题目各占 50%。申报 A 级的人员在两小时内应完成 3000 词左右的阅读任务，并能正确理解所读材料的内容；申报 B 级的人员在两小时内应完成 2500 词左右的阅读任务，并能正确理解所读材料的内容；申报 C 级的人员在两小时内应完成 1800 词左右的阅读任务，并能正确理解所读材料的内容。

1.2 评价目标

考试重点考查读者的阅读理解能力。不直接考语法。考试对读者的英语词汇量、英语语法知识和阅读理解能力的要求分别如下：

(一) 词汇

考试所涉及的词、短语主要根据本大纲所附词汇表。对申报不同级别的读者要求认知的词汇量不等。

1. 申报 A 级的人员应认知 6000 个左右的单词和短语；
2. 申报 B 级的人员应认知 5000 个左右的单词和短语；
3. 申报 C 级的人员应认知 4000 个左右的单词和短语。

(二) 语法知识

虽然不直接考查语法知识，但读者必须懂得英语基本语法结构和常用句型，能正确理解用这些结构和句型写成的句子。要求掌握的语法知识包括：

1. 英语句子的基本语序及其意义；
2. 英语句子的结构和常用句型；
3. 各种时体的变化及其意义；
4. 各种从句的构成和意义；
5. 句际之间的所指、省略、替代、重复、逻辑关系等。

(三) 阅读理解能力

读者应能综合运用英语语言知识和阅读技能来理解本专业或一般的英语书面材料。阅读能力主要包括下列几个方面:

1. 掌握所读材料的主旨和大意;
2. 了解阐述主旨的事实和细节;
3. 根据上下文判断某些词汇和短语的意义;
4. 既理解个别句子的意义, 也理解上下文之间的逻辑关系;
5. 根据所读材料进行一定的判断、推理和引伸;
6. 领会作者的观点、意图和态度。

1. 3 各级题型、题量和分值一览表

题 型 题 量 级 别	词汇		阅 读 理 解		完 成 句 子		选 择 填 空		概 括 大 意		完 形 填 空		合 计	
	题 量	分 值	题 量	分 值	题 量	分 值	题 量	分 值	题 量	分 值	题 量	分 值	总 量	满 分
C 级	20	20	15	45	5	15	20	20					60	100
B 级	20	20	25	50					5	10	10	20	60	100
A 级	20	20	25	50					5	10	10	20	60	100

C 级

第一部分、词汇。(20 小题, 每小题 1 分, 共 20 分)

共 20 小题, 每个小题下面有四个选项。其中 1—10 题的每个句子中有一处空白, 读者从四个选项中选择一个正确答案填入句中的空白处; 11—20 题的每个句子中均有一个词或词组加有下划线, 读者从四个选项选择一个与划线部分意义最相近的词或词组解释和代替句中的划线部分。

第二部分、阅读理解。(15 小题, 每小题 3 分, 共 45 分)

阅读三篇短文。每篇短文后面有五个问题, 每个问题都有四个备选答案, 读者根据短文的内容从四个备选答案中选择一个最佳答案。

第三部分、完成句子。(5 小题, 每小题 3 分, 共 15 分)

阅读一篇短文。短文后面有五个不完整的句子, 读者根据短文的内容完成句子。每个句子的空白处只准填写一个单词。有的单词的第一个(或前几个)字母已经给出。

第四部分、选择填空。(20 小题, 每小题 1 分, 共 20 分)

阅读一篇短文, 文中有 20 处空白, 每个空白处给出了四个选项。读者根据短文的内容从四个选项中选择一个最佳答案。

B 级

第一部分、词汇。(20 小题, 每小题 1 分, 共 20 分)

共 20 小题, 每个小题下面有四个选项。其中 1—10 题的每个句子中有一处空白, 读者从四个选项中选择一个正确答案填入句中的空白处; 11—20 题的每个句子中均有一个词或词组加有下划线, 读者从四个选项选择一个与划线部分意义最相近的词或词组解释和代替句中的划线部分。

第二部分、阅读理解。(25 小题, 每小题 2 分, 共 50 分)

阅读五篇短文。每篇短文后面有五个问题, 每个问题都有四个备选答案, 读者根据短文的内容从四个备选答案中选择一个最佳答案。

第三部分、概括大意。(5 小题, 每小题 2 分, 共 10 分)

阅读一篇短文, 短文由五段文字组成, 每段文字说明一个主题, 其主题可以用一个或几个单词表示出来, 该单词或词组是不完整的, 即有一个词是空出来的, 但其第一个(或前几个)字母已经给出, 要求读者根据段落的内容将其余的字母补全, 使之构成一个完整的单词。

第四部分、完形填空。(10 小题, 每小题 2 分, 共 20 分)

阅读一篇短文, 其中有 10 处空白, 每个空白处为一个单词, 该单词的第一个字母已经给出。读者在全面理解短文内容的基础上, 在每个空白处填上适当的字母, 使之构成一个意义恰当的完整的单词。

A 级

第一部分、词汇。(20 小题, 每小题 1 分, 共 20 分)

共 20 小题, 每个小题下面有四个选项。其中 1—10 题的每个句子中有一处空白, 读者从四个选项选择一个正确答案填入句中的空白处; 11—20 题的每个句子中均有一个词或词组加有下划线, 读者从四个选项选择一个与划线部分意义最相近的词或词组解释和代替句中的划线部分。

第二部分、阅读理解。(25 小题, 每小题 2 分, 共 50 分)

阅读五篇短文。每篇短文后面有五个问题, 每个问题都有四个备选答案, 读者根据短文的内容从四个备选答案中选择一个最佳答案。

第三部分、概括大意。(5 小题, 每小题 2 分, 共 10 分)

阅读一篇短文, 短文由五段文字组成, 每段文字说明一个主题, 其主题可以用一个或几个单词表示出来, 该单词或词组是不完整的, 即有一个词是空出来的, 但其第一个(或前几个)字母已经给出, 要求读者根据段落的内容将其余的字母补全, 使之构成一个完整

的单词。

第四部分、完形填空。(10 小题, 每小题 2 分, 共 20 分)

阅读一篇短文, 其中有 10 处空白, 每个空白处为一个单词, 该单词的第一个字母已经给出。读者在全面理解短文内容的基础上, 在每个空白处填上适当的字母, 使之构成一个意义恰当的完整的单词。

2 阅读理解能力的考核目标和常见的题型

专业技术人员以英语为工具, 主要通过阅读来获取有关的学科和专业技术科研信息, 因此, 全国专业技术资格英语等级考试也主要是考阅读理解。从考试题型来看, 主要是多种选择题。在 C 级的 60 个考题中, 阅读理解多种选择题占 15 题, 45 分 (占总分的 45%); 在 B 级的 60 个考题中, 阅读理解多种选择题占 25 题, 50 分 (占总分的 50%); 在 A 级的 60 个考题中, 阅读理解多种选择题也占 25 题, 50 分 (占总分的 50%)。另外, 全国专业技术资格英语等级考试中还采用了完成句子、概括大意、选择填空和完形填空等题型, 它们实质上也是考核阅读能力的题型。由此可见, 为了通过全国专业技术资格英语等级考试, 必须掌握最基本的阅读技能, 努力提高阅读理解能力。

全国专业技术人员职称英语等级考试大纲就阅读理解能力的考核目标作了如下规定:

读者应能综合运用英语语言知识和阅读技能来理解本专业或一般的英语书面材料。阅读能力主要包括下列几个方面:

1. 掌握所读材料的主旨和大意;
2. 了解阐述主旨的事实和细节;
3. 根据上下文判断某些词汇和短语的意义;
4. 既理解个别句子的意义, 也理解上下文之间的逻辑关系;
5. 根据所读材料进行一定的判断、推理和引伸;
6. 领会作者的观点、意图和态度。

根据考试大纲规定的考核目标, 我们归纳出相应的六种阅读理解多种选择题的类型, 并具体地探讨如何答好参考阅读理解题。

2.1 掌握所读材料的主旨和大意

掌握所读材料的主旨和大意是正确理解全文的关键。对主题思想的提问是阅读理解测试的必考题。但提问方式及用词都有差异, 这类常见提问方式可归纳如下:

1. The main idea of this passage is _____.
2. This passage tells us _____.
3. Which of the following statements best expresses the main idea of the passage?

4. Which of the following sentences best summarizes the author's main point?
5. Which of the following best states the theme of the passage?
6. The subject matter of this selection is _____.
7. The passage mainly discusses _____.
8. This passage illustrates _____.
9. This paragraph centers / focuses on _____.
10. This passage mainly deals with _____.
11. This passage is chiefly concerned with _____.
12. The author's purpose in writing this passage is _____.
13. What is the passage mainly about?
14. What is the best title of the passage?
15. The major point discussed in the passage is _____.

解答这一类题目的基本方法如下:

A. 找出主题句。首先要读标题，因为标题往往是主题句中的核心词或概括性的词。抓住全文中心思想的最快捷的途径就是找出主题句。主题句一般位于文章或段落的开始，然后围绕主题展开论述。因为许多作者喜欢采用从一般到个别的论证或叙述方式，即演绎法 (deduction)。这是一种很常见的文章或段落的写作形式。若作者采用归纳法 (induction)，即从个别到一般来论证或叙述，主题句就会位于段末。除此之外，主题句还有可能位于段落的中间。找到主题句后，就应以它为标准，在解题时，凡是与主题句意思最接近的选择必然是正确的答案。

例 1

In rock music there is a distinct and almost overwhelming beat. No single beat is characteristic of the music today. But each song has an easily recognizable rhythm. As you listen to a song, your foot usually starts to pick up the beat. Before long, your entire body seems to be moving with it. Your head pounds with the beat, and there is no room for thought. Only the surge of the music is important. In its own way, rock music is as dominant as the rock Gibraltar. Its message is an overgrowing emotional one.

在这一段文章中 “In rock music there is a distinct and almost overwhelming beat.” 为主题句。beat 则是句子的信息核心。该词在第 2、4、6 句里重复出现，而第 3 句中的 “rhythm” (节奏) 跟 “beat” (强烈的节奏) 意思基本一致，这就保证了主题平稳而持续的发展。请注意：第 8、9 句作者重申并总结了主题句，而不是说段末是主题句。

例 2

The vegetable and fruit and flower merchants are surrounded by baskets of purple eggplants, green peppers, strings of tiny silvery onions, heads of bitter Indian spinach, and a dozen Indian vegetables for which I don't even know the English names. I had forgotten about the profusion of fruit in India — it is only during the brief intense summer that you see much variety of fruit in Moscow. In Russia, as winter approaches all vegetables except for potatoes and the pervasive cabbage in soup seem to disappear from the menus.

主题句在中间的第二句 “I had forgotten about the profusion of fruit in India — it is only during the brief intense summer that you see much variety of fruit in Moscow.”

例 3

People live in cities today think that meat is something that comes wrapped in cellophane from the supermarket, potatoes come by the pound in plastic or paper bags, and feather grows in hats. The city dwellers' views are quite different from the views of their ancestors, who knew that meat is hunted down in the forest, potatoes are planted and weeded, and only birds can produce feathers. Yet, whether people today realize it or not, they are still as dependent on animals and plants for their existence as their ancestors were.

主题句为最后一句 “Yet, whether people today realize it or not, they are still as dependent on animals and plants for their existence as their ancestors were.”

以上为了叙述的方便并考虑到篇幅的限制，只选单段短文为例。实际上阅读理解题中大部分是多段短文。但主题句一般出现在起始段。

B. 概括和归纳出主题思想。实际上，在阅读理解测试部分有的文章是没有主题句的。这是由于文章的体裁不同或是由于阅读的短文是从长篇幅中节选的。这时就要靠读者自己进行概括或归纳隐含的主题思想了。概括主题可以从归纳每段的要点开始(大部分阅读理解短文都是由数段组成)，最后将各段要点集中概括并归纳出全文的主题思想。下面不妨考察几个例子：

例 4

A bus driver must answer questions while guiding a bus through heavy traffic. All day long, the driver answers the same questions without becoming angry. Every few minutes a bus driver has to ask passengers to step to the rear of the bus. In spite of traffic snarls and thoughtless passengers who cause delays, a bus driver is expected to cover his or her route on schedule.

这一段的隐含主题句可概括为 “Driving a bus is hard work.”

例 5

A green I-538 form is used by international students in order to obtain permission from the Immigration and Naturalization Service to transfer from one university to another in the United States. If you are planning to transfer, remember that you must obtain the permission before leaving the university where you are currently studying. You must complete the form I-538, have it signed by the foreign student advisor, and submit it to the District Office of the Immigration and Naturalization Service together with the form I-20 from the new school and the small, white form I-94 that was affixed to your passport when you entered the country.

Submitting the signed I-538 and other documents does not insure permission to transfer. Only an official of Immigration can decide each case. Students who have not completed one term of study at the school that issued them their first I-20 are not advised to file for permission to transfer until they have completed one term.

这篇短文的隐含主题句可归纳为 “What should an international student do, if he or she wants to transfer from one university to another in the United States.”

2. 2 了解阐述主旨的事实和细节

为了准确理解每篇文章或每段文章的中心思想，我们必须找到与中心思想有关的事实和细节。一个好的作者必然会引用事实、或分析原因、或对比事物间的关系等以论证自己的论点。常用以提问这类事实和细节的问题有两种。一种是要求找出文章中的重要事实或细节，这些常与 who、when、where、which 或 why 有关。另一种问题是辨认哪些细节在文章中没被提及。这些问题常有 except, not (mentioned/ true), least 等。例如：

1. What causes...?
2. Some people do *sth.* because _____.
3. *Sb.* is ...because _____.
4. Why does the author mention...?
5. Which of the following best characterizes the main feature of...?
6. Where in the passage does the author describe...?
7. Which of the following does the author want to illustrate in discussing...?
8. What time does the writer think is _____?
9. What does the author pay least attention to _____?
10. Which of the following is not a result of _____?
11. All of the following may be ... except _____.

12. Which of the following is not mentioned?
13. Which of the following statements is true ?
14. The author states all of the items listed except _____.

为了正确回答这一类题目，读者往往要采用各种阅读方法和解题技巧，也就是综合解法。在通读全文、掌握文章的中心大意的基础上，首先要仔细看懂问题，明确问的是什么，然后按照题意进行寻读，找到正确答案的根据。

例 1

Ours has become a society of employees. A hundred years or so ago only one out of every five Americans at work was employed, i.e., worked for somebody else. Today only one out of five is not employed but working for himself. And when fifty years ago 'being employed' meant working as a factory laborer or as a farmhand, the employee of today is increasingly a middle-class person with a substantial formal education, holding a professional or management job requiring intellectual and technical skills. Indeed, two things have characterized American society during these last fifty years: middle-class and upper-class employees have been the fastest-growing groups in our working population —growing so fast that the industrial worker, that oldest child of the Industrial Revolution, has been losing in numerical importance despite the expansion of industrial production.

Yet you will find little if anything written on what it is to be an employee. You can find a great deal of very dubious advice on how to get a job or how to get a promotion. You can also find a good deal of work in a chosen field, whether it be the mechanist's trade or bookkeeping. Every one of these trades requires different skills, sets different standards, and requires a different preparation. Yet they all have employeeeship in common. And increasingly, especially in the large business or in government, employeeeship is more important to success than the special professional knowledge or skill. Certainly more people fail because they do not know the requirements of being an employee than because they do not adequately possess the skills of their trade; the higher you climb the ladder, the more you get into administrative or executive work, the greater the emphasis on ability to work within the organization rather than on technical abilities or professional knowledge.

1. According to the passage, with the development of modern industry, _____ .
 - A) factory laborers will overtake intellectual employees in number
 - B) there are as many middle-class employees as factory laborers
 - C) employers have attached great importance to factory laborers
 - D) the proportion of factory laborers in the total employee population has

decreased

本题具体涉及对第一段的中心意思的理解，尤其是对这段最后一句中 losing in numerical importance 的确切理解。这一段的大致意思是，当今的社会已经成为一个雇员的社会。大约在 100 年前，五个美国人中只有一个人是被雇佣为别人干活的。今天，五个人中只有一个人是为自己干而不被雇佣的。50 年前，被雇佣就意味着当工厂或农场的劳动力。而今天，越来越多的雇员是接受过正规教育的中产阶级。他们承担了需要智力和技术的职业或管理工作。50 年以来，美国社会的确有二个特点：中层和上层雇员成了工薪队伍中人数快速增长的一部分——其速度之快使得作为工业革命最早的产物的产业工人在人数上相形见绌，尽管工业生产还在扩大规模。所以选项 D 是正确答案。选项 A 意思与选项 D 正好相反。同样，选项 B 和选项 C 都不对。

2. According to the writer, professional knowledge or skill is _____.
- A) less important than awareness of being a good employee
 - B) as important as the ability to deal with public relations
 - C) more important than employer-employee relations
 - D) as important as the ability to co-operate with others in the organization

本题考查读者对文章第二段中关于专门知识和技能的重要性的论点的理解。学生可以从最后一句找出正确答案。这一句指出，“人们失败的原因更多的是不具备当雇员的要素，而不是缺乏本行业的专业技能”。因此选项 A 是正确答案。选项 B 说的是公共关系的能力，是误解，因为文章说的是单位内部开展工作的能力，如内部合作的好（the ability to work within the organization）。选项 C 把意思颠倒了。选项 D 说两者同等重要，当然也不对。

例 2

To prepare for career in engineering, a student must begin planning in high school. Mathematics and science should form the core curriculum. For example, in a school where sixteen credit hours are required for high school graduation, four should be in mathematics, one each in chemistry, biology, and physics. The remaining credits should include four in English and at least three in the humanities and social sciences. The average entering freshman in engineering should have achieved at least a 2.5 grade point average on a 4.0 scale in his or her high school. Although deficiencies can be corrected during the first year, the student who needs additional work should expect to spend five instead of four years completing a degree.

1. What is the average grade point that an entering freshman in engineering should have achieved in his or her high school?

答案: 2.5 (看文章的第五句)

2. When should a student begin planning for a career in engineering?

答案: In high school. (看文章的第一句)

3. In normal situations, how many years are needed for a student to complete a degree?

答案: Four. (看文章最后一句)

4. How many credits are required for a high school diploma?

答案: Sixteen. (看文章第三句)

5. How many credits need a student have in English?

答案: Four. (看文章第四句)

例 3

Precipitation, commonly referred to as rainfall, is a measure of the quantity of water in the form of either rain, hail, or snow which reaches the ground. The average annual precipitation over the whole of the United States is thirty inches. It should be understood, however, that a foot of snow is not equal to a foot of precipitation. A general formula for computing the precipitation of snowfall is that thirty-eight inches of snow is equal to one inch of precipitation. In New York State, for example, seventy-six inches of snow in one year would be recorded as only two inches of precipitation. Forty inches of rain would be recorded as forty inches of precipitation. The total annual precipitation would be recorded as forty-two inches.

1. What is the average annual rainfall in the United States?

- A) Thirty inches.
- B) Thirty-eight inches.
- C) Forty inches.
- D) Forty-two inches.

答案: 选项 A (看文章第二句)

2. 152 inches of snow is equal to _____.

- A) three inches of precipitation
- B) four inches of rain
- C) five inches of rain
- D) six inches of precipitation.

答案: 选项 B (看文章第四句)

3. Another word which is often used in place of "precipitation" is _____.

- A) humidity
- B) wetness.
- C) rainfall
- D) snowfall

答案: 选项 C (看文章第一句)

2.3 根据上下文判断某些词汇和短语的意义

在阅读理解测试中必然要考查对词或词组的意思的理解。这也是测试考生阅读能力的一种方法。在完整的语篇中, 单词和词组的意义总是受特定的情景、上下文所限制的, 因此可以根据上下文, 并利用所掌握的语法、词汇和构词法等知识确定它们的意义。掌握这一基本技能不仅能帮助读者从词或词组的多种义项中选择符合上下文的解释, 而且往往还能推测某些生词的大致意思。常见的这类题型有:

1. The word "... " in line ... refers to _____.
2. The expression "... " (line..., paragraph...) is closest in meaning to _____.
3. In line... the word "... " most probably means _____.
4. In line... the word "... " could best be replaced by _____.
5. By "... " the author means _____.
6. The word "... ", as used by the author, most nearly means _____.
7. In this passage, the word "... " means _____.
8. "... " in the context of the passage refers to _____.
9. "... ", as used in the passage, can best be defined as _____.

例 1

Perhaps the most merciless robber of sleep, researchers say, is the complexity of the day. Whenever pressures from work, family, friends and community mount, many people consider sleep the least expensive item on his program. "In our society, you're considered dynamic if you say you only need 5.5 hours' sleep. If you've got to get 8.5 hours, people think you lack drive and ambition."

To determine the consequences of sleep deficit, researchers have put subjects through a set of psychological and performance tests requiring them, for instance, to add columns of numbers or recall a passage read to them only minutes earlier. "We've found that if you're in sleep deficit, performance suffers," says Dr. David. "Short-term memory is weakened, as are abilities to make

decisions and to concentrate."

1. The word "subjects" in line 6 refers to _____.
A) the performance tests used in the study of sleep deficit
B) special branches of knowledge that are being studied
C) people whose behavior or reactions are being studied
D) the psychological consequences of sleep deficit

本题考了一个熟悉的词 subject。它是一个多义词，可以表示“题目”、“科目”等。但这些义项在这里都不合适。要确定它的意思，最关键的是要准确弄清它所在句子前后部分的意思和关系。这句话前一部分说，要确定睡眠不足引起的后果，研究人员让 subjects 通过一系列的心理和能力的测验，要求 them 将几栏数字加起来或回忆几分钟前所听到过的文章。所以，这里 subjects 是人，是“正在被研究”的对象。选项 C 是正确答案。

例 2

Labor's concern over automation arises from uncertainty about the effects on employment, and fears of major changes in jobs. In the main, labor has taken the view that resistance to technical change is unfruitful. Eventually, the result of automation may well be an increase in employment, since it is expected that vast industries will grow up around manufacturing, maintaining, and repairing automation equipment. The interest of labor lies in bringing about the transition with a minimum of inconvenience and distress to the workers involved. Also, union spokesmen emphasize that the benefit of the increased production and lower costs made possible by automation should be shared by workers in the form of higher wages, more leisure, and improved living standards.

To protect the interests of their members in the era of automation, unions have adopted a number of new policies. One of these is the promotion of supplementary unemployment benefit plans. It is emphasized that since the employer involved in such a plan has a direct financial interest in preventing unemployment, he will have a strong drive for planning new installations so as to cause the least possible problems in jobs and job assignments. Some unions are working for dismissal pay agreements, requiring that permanently dismissed workers be paid a sum of money based on length of service. Another approach is the idea of the 'improvement factor', which calls for wage increases based on increases in productivity. It is possible, however, that labor will rely mainly on reduction in working hours in order to gain a full share in the fruits of automation.

1. The idea of the 'improvement factor' (line 9, paragraph 2) implies roughly _____.
A) wages should be paid on the basis of length of service