



高等学校(高职高专)

# 英语应用能力考试 听力与写作阶梯快训

温新元 主编



H319.9

# **PRETCO**

# 高等学校英语应用能力考试听力与写作阶梯快训

Listening Comprehension Exercises & Writing Practice

主 编 温新元

副主编 郭 宇 潘文忠

暨南大学出版社

中国·广州

## 图书在版编目 (CIP) 数据

高等学校英语应用能力考试听力与写作阶梯快训/温新元主编.一广州: 暨南大学出版社,2003.6

ISBN 7 - 81079 - 226 - 1

I. 高… Ⅱ. 温 … Ⅲ.①英语—听说教学—高等学校—水平考试—习题 ②英语—写作—高等学校—水平考试—习题 Ⅳ. H319.6

中国版本图书馆 CIP 数据核字 (2003) 第 008579 号

# 出版发行:暨南大学出版社

地 址:中国广州暨南大学

电 话:编辑部 (8620) 85226530 13826116838

营销部 (8620) 85223774 85225284 85220602 (邮购)

传 真: (8620) 85221583 (办公室) 85223774 (营销部)

邮 编: 510630

网 址: http://www.jnupress.com http://press.jnu.edu.cn

排 版: 暨南大学出版社照排中心 印 刷: 江门新教彩印有限公司

开 本: 787mm×1092mm 1/16

印 张: 7.25 字 数: 180 千

版 次: 2003年5月第1版 印 次: 2003年6月第2次

印 数: 6001-7500册

定 价: 26.00元 (含3盒磁带)

# 前言

"高等学校英语应用能力考试"(PRETCO)是教育部高教司为推动高职高专英语课程教学内容和课程体系改革,为将专科层次英语教学引导到培养学生英语应用能力上来而委托高等专科英语教学质量检测工作研究组和普通高等专科英语课程教学指导委员会设计命题、由各省市教委组织实施的一项英语水平测试。

我校学生从 2001 年 6 月参加广东省教育厅考试中心组织的该考试至今,连续多次取得较好成绩,为全省兄弟院校所瞩目。鉴于目前 PRETCO 考试用的复习资料寥寥无几,尤其听力和写作材料奇缺,我们将近年来编写的有关教学资料,整理成书,冠名为《高等学校英语应用能力考试听力与写作阶梯快训》与兄弟院校的师生共享。

PRETCO 对听力理解(Listening Comprehension)的要求是:"测试考生理解所听对话、会话和简单短文的能力。听力材料的语速为 120 词/分钟。对话、会话和短文以日常生活和实用交际性内容为主。"而对写作(Writing)的要求是:"测试考生套写应用性短文、信函,填写英文表格或翻译(汉翻英)简短的实用性文字的能力。"本书严格按照大纲的要求,在选材上突出"实用性",在编写上按照"循序渐进"的原则,难度成阶梯式渐进,分基础和提高两个阶段,方便学生使用。

全书分听力理解和写作范例两大部分。听力理解部分附答案和录音文字稿。为了方便学生在使用本书时借助汉语意思理解听力内容,减少查字典浪费的时间,录音文字稿中附有汉语译文,这是本书区别其他同类作品的不同之处,也是本书的一大特点。

听力理解部分共 24 个单元 (Unit), 其中, 基础篇 (B级) 和提高篇 (A级) 各 12 单元。每个 Unit 相当于真实考题中的一道听力理解 (Listening Comprehension) 题。其形式、题量,以至内容与真题一致,难度也相当。

写作部分共提供 43 篇写作范例, 其中, 基础篇(B级) 21 篇和提高篇(A级) 22 篇。包含大纲中所列的应用性短文、信函、英文表格等。每篇的要求和真实考题相似。考生可以通过阅读这些范例, 了解 PRETCO 对写作的基本要求, 启发自己的思维, 记住一些常用的表达方式, 以便考试时套写

# (译) 出类似内容的短文来。

本书适宜学生作考试冲刺训练用。我们的实践证明,只要考生能认真练习,考试成绩将大幅度提高。

本书在编写过程中,除参考了 PRETCO 试题库外,还参阅了大量的其他资料,因出处太多,恕不一一列出,在此谨向有关作者表示感谢。

本书由温新元副教授主编,郭宇和潘文忠担任副主编。参加编写的除主编和副主编外,还有(按姓氏笔画排列)许少萍、吴雪涛,黄珍华等。

由于水平所限,加上时间仓促,错误在所难免,敬请读者批评指正。

编者 2003年3月于广州黄埔红山

# 目 录

前	言		(1)
第一	-部分	<b>〕</b> 听力理解 ····································	(1)
	Ι.	基础篇	(1)
		Unit 1	(2)
		Unit 2	(2)
		Unit 3	(3)
		Unit 4	(4)
		Unit 5	(5)
		Unit 6	(6)
		Unit 7	(6)
		Unit 8	(7)
		Unit 9	(8)
		Unit 10	(9)
		Unit 11	(10)
		Unit 12	(10)
	${ m I\hspace{1em}I}$ .	ᄺᆇᄶ	(11)
		Unit 1	(12)
		Unit 2	. ,
		Unit 3	
		Unit 4	
		Unit 5	
		Unit 6	(17)
		Unit 7	(18)
		Unit 8	(19)
		Unit 9	(20)
		Unit 10	(21)
		77 1 44	(22)

Unit 12 (2	2
第二部分 写作范例 ·······(2	4
I. 题型举例和答题要领 ······(2	4
Ⅱ 写作范例(2	6
1. 基础篇(2	6
(1) 信 函(20	6
1) 感谢信(20	6
2) 推荐信(2)	7)
3) 道歉信(2)	7)
4)订票函	
5) 证明信(28	3)
6) 邀请信(28	3)
7)祝贺信	
8) 推荐信	
9) 慰问信	))
10) 投诉信	
(2) 便 条	
11) 收据	
12) 借 条	
13) 电话留言条	
14) 借书条	
15) 病假条	
(3) 通 知	
16) 英语角活动通知(33	
17) 新书推介通知(33)	
18) 报告会通知(33)	
(4) 其他应用文体	
19) 电子邮件 (34)	
20) 请 柬 (35)	
21) 简历表 (35)	
2. 提髙篇(35)	
(1) 信 函	
1 1 1 1	

1)	申请信	(35)
2)	求职信	(36)
3)	应聘信	(37)
4)	投诉信	(38)
5)		(38)
6)	证明信	(39)
(2)	)简历表	(39)
7)	简历表	(39)
8)	求职申请表	(40)
9)	出国求学申请表	(41)
10)	)人学申请	(42)
(3)	)广告	(43)
11)	)招聘广告	(43)
12)		(43)
13)	)报纸征订广告	(44)
14)	)人学申请须知	(44)
15)	)招聘条件	(45)
(4)	)说明书	(45)
16)	) 收音机说明书	(45)
17)		(46)
(5)	) 其他应用文体	(46)
18)	聘约合同	(46)
19)	合同书	(47)
20)		(49)
21)		(49)
22)		
第三部分	分 听力理解文字材料	(51)
Ι.	基础篇	(51)
	Unit 1	(51)
	Unit 2	(53)
		(54)
	Unit 4	(56)
	3	

	Unit 5	(57)
	Unit 6 ·····	(59)
	Unit 7	(60)
	Unit 8	(61)
	Unit 9	(63)
	Unit 10	(64)
	Unit 11	(66)
	Unit 12	(67)
П.	提高篇	(69)
	Unit 1	(69)
	Unit 2	(72)
	Unit 3	(75)
	Unit 4	(77)
	IIi. 5	(80)
	Unit 6	(83)
	IImis 7	(86)
	II. b. O	(88)
	II	(91)
	Unit 10	(91)
	Unit 11	
	Unit 12	(96) (90)
第四部分	<b>斯力理紛矣李梦</b> 春	(99)
	其砂笆	103)
	提高篇 ······· (	103)
	***************************************	I ( KL )

# 第一部分 听力理解

# 1. 基础篇

# 答题须知

#### Part I Listening Comprehension (15 minutes)

**Directions**: This part is to test your listening ability. It consists of 3 sections.

#### Section A

**Directions:** This section is to test your ability to give proper answers to questions. There are 5 recorded questions in it. After each question, there is a pause. The questions will be spoken two times. When you hear a question, you should decide on the correct answer from the 4 choices marked A, B, C and D given in your test paper. Then you should mark the corresponding letter on the Answer Sheet with a single line through the center.

#### Example:

You will hear: Mr Smith is not in. Could you please give him a message?

You will read: A. I'm not sure.

B. You're right.

C. Yes, certainly.

D. That's interesting.

From the question we learn that the speaker is asking the listener to leave a message. Therefore, C. Yes, certainly is the correct answer. You should mark C on the Answer Sheet. Now the test will begin.

#### Section B

**Directions:** This section is to test your ability to understand short dialogues. There are 5 recorded questions in it. After each dialogue, there is a recorded question. Both the dialogues and questions will be spoken two times. When you hear a question, you should decide on the correct answer from the 4 choices marked A, B, C and D given in your test paper. Then you should mark the corresponding letter on! the Answer Sheet with a single line through the center.

#### Section C

**Directions:** In this section you will hear a recorded short passage. The passage is printed on the test paper, but with some words or phrases missing. The passage will be read three times. During the second reading, you are required to put the words or phrases that you hear on the Answer Sheet in the order of the numbered blanks according to what you hear. The third reading is for

## Unit 1

#### Section A

- 1. A. No, I don't know.
  - C. Yes, you are right.
- 2. A. Early this morning.
  - C. Once a month.
- 3. A. Yes, I want to have rice.
  - C. I quite agree with you.
- 4. A. Yes, please help me.
  - C. Yes, I would like to buy a dress.
- 5. A. Happy Birthday!
  - C. I'm very glad to know that.

#### Section B

- 6. A. The park.
  - C. The museum.
- 7. A. 3.
  - C. 4.
- 8. A. Cheap.
  - C. Beautiful.
- 9. A. 9:30.
  - C. 9:45.
- 10. A. Yes, she went with her sister.
  - C. No, she was not invited.

- B. No, not at all.
- D. Yes, please do it.
- B. They are very well.
- D. They are not in.
- B. No, I want to have noodles.
- D. I want to have rice if you don't mind.
- B. No, you can't.
- D. Sorry, but I don't want to.
- B. Oh, you can't be so old!
- D. Yes, you are 20 years old.
- B. The zoo.
- D. The hospital.
- B. 1.
- D. 6.
- B. Nice.
- D. Expensive.
- B. 10:15.
- D. 10:45.
- B. Yes, she went with a baby.
- D. No, she had something else to do.

#### Section C

What are the ways <u>11</u> a student can get information? Firstly, he will get information from his teachers. Secondly, he may get information from other <u>12</u> outside his college: mainly by reading but also perhaps by listening to the radio, listening to the recordings or <u>13</u> TV programs. Thirdly, he will get information from his fellow students. Lastly, he can get information from himself! By thinking about his <u>14</u> and linking together what he has heard and seen, he may come up with new ideas, which are his <u>15</u>.

# Unit 2

#### Section A

- 1. A. Thank you very much.
  - C. Yes, I think so.
- 2. A. He studies hard.
  - C. He's a good student.

- B. No, I'm not beautiful at all.
- D. You look beautiful, too.
- B. He is only ten.
- D. He's very well, thank you.

2

- 3. A. I'm sorry, too.
  - C. Don't lose it next time.
- 4. A. Yes, I do!
  - C. No, I don't like it.
- 5. A. Yes, my name is Lily.
  - C. Yes, speaking.

#### Section B

- 6. A. In a library.
  - C. In a bookstore.
- 7. A. \$35.
  - C. \$70.
- 8. A. She didn't call him yesterday.
  - C. She called him, but he wasn't in.
- 9. A. At 6:50.
  - C. At 6:35.
- 10. A. They are having supper.
  - C. They are watching TV.

- B. Oh, it doesn't matter.
- D. It's very kind of you to say that.
- B. No, thanks, that's enough.
- D. Of course not! It tastes terrible.
- B. Yes, Who are you?
- D. Sorry, you can't.
- B. In the woman's home.
- D. In a hotel.
- B. \$45.
- D. \$90.
- B. Her telephone didn't work well.
- D. His telephone received no answer.
- B. At 7:05.
- D. At 7:10.
- B. They are drinking tea.
- D. They are cooking.

#### Section C

In the old days, as one wife said, the husband was the husband and the wife was the wife and they

11 had their own way of going on. Her job was to look after him. The wife wouldn't stand for it
nowadays. Husbands 12 the children now. They stay more in the home and have more 13 in
the home. Some husbands, as well as doing much of the heavy work in the home, carrying the coals and

14 the rubbish, act as assistants to their 15 for at least part of the day.

# Unit 3

#### Section A

- 1. A. He is hardworking.
  - C. He is very well.
- 2. A. At 10:30 a.m.
  - C. Yesterday morning.
- 3. A. No, no thank you.
  - C. It's my pleasure.
- 4. A. Yes, please!
  - C. Outside the school gate.
- 5. A. Thank you. You, too!
  - C. Yes, I'm happy.

#### Section B

- 6. A. It's 87459203.
  - C. It's 87542903.

- B. His name is lack.
- D. He is a doctor.
- B. About half an hour.
- D. Yes, it's long.
- B. Yes, you are right.
- D. Welcome you.
- B. In your car, please!
- D. From the floor.
- B. The same as you!
- D. No, I'm not happy at all.
- B. It's 78542930.
- D. It's 87594203.

- 7. A. At 3:00.
  - C. At 8:30.
- 8. A. \$36.
  - C. \$35.
- 9. A. She went to buy some salt.
  - C. She went to buy supper.
- 10. A. She's going to the party.
  - C. She's going to have a party.

- B. At 7:00.
- D. At 11:30.
- B. \$ 18.
- D. \$17.50.
- B. She went out to have supper.
- D. She left because no one cooked the supper.
- B. She's going to visit Kate.
- D. She's going to see a film.

#### Section C

This is just a short \_\_\_\_11\_\_ to let you know that Kate and I are both fine. Yet, I've got some rather bad news. I've had a small accident on my motorbike. There is nothing to worry about at all. Nobody was \_\_\_12\_\_, and it wasn't even my fault.

Anyway, here's how it happened. We were <u>13</u> to visit Tom. It was Kate's turn to drive and she was very careful, but suddenly a car rushed out from a side-road without looking, and the motorbike <u>14</u> as Kate stopped it. The road was a bit wet, you see. We <u>15</u> the car in the middle of the road, and we were both thrown off. Luckily, we weren't really hurt at all.

#### Unit 4

#### Section A

- 1. A. It's delicious.
  - C. Yes, please.
- 2. A. It's time for school.
  - C. I'm sorry, I'm very busy now.
- 3. A. Thank you.
  - C. Certainly,
- 4. A. Yes, I liked it.
  - C. It was on at nine o'clock.
- 5. A. Yes, I'll remember them.
  - C. Of course, I'll say hello to them.

#### Section B

- 6. A. At 6:30.
  - C. At 6:40.
- 7. A. It was not repaired.
  - C. Lily repaired it.
- 8. A. In a supermarket.
  - C. In a restaurant.
- 9. A. He may use her dictionary.
  - C. She doesn't have a dictionary.
- 10. A. It is her sister's.

- B. It tastes better.
- D. I like coffee very much.
- B. It's seven thirty.
- D. I'll have some time this evening.
- B. You're welcome.
- D. Not at all.
- B. It was a new film.
- D. It was very good.
- B. OK. I'll do that. Thank you.
- D. Certainly I always remember them.
- B. At 6:50.
- D. At 7:00.
- B. It was stolen.
- D. Tom repaired it.
- B. In a bank.
- D. In a post-office.
- B. He mustn't use her dictionary.
- D. He'd better buy himself a dictionary.
- B. It is a birthday present.

C. It is made by her sister. D. It is very expensive. Section C When you first arrive at a large party, the host or hostess may introduce you to two or three 11, but if others are still arriving, he or she may then return to greet new comers, 12 you to go on by yourself, moving from group to group. If this feels too uncomfortable and frightening, it is quite 13 to say to someone, "I am a stranger here and know no one. Could you introduce me to some of the people?" 14 anyone will feel good that you 15 him for help and will gladly introduce you and make you feel easy. Unit 5 Section A 1. A. How do you do? B. I do it fine, thank you. C. Do what? D. Good afternoon! 2. A. You are welcome. B. Yes, that would be very nice. C. Let's go together. D. I'm glad to hear that. 3. A. Certainly. B. That's nothing. C. That's all right. D. Never mind. 4. A. I like it very much. B. It's 28°C today. C. It's sunny today. D. On the radio. 5. A. Oh, no. B. You are welcome. C. Yes, it's a good present. D. It's worth a lot of money. Section B 6. A. At 10:07. B. At 7:10. C. At 10:02. D. At 7:05. 7. A. \$8. B. \$7: C. \$5. D. \$10. 8. A. In a museum. B. In a shop. C. In a restaurant. D. At home. 9. A. They will stay at home watching TV. B. They will go to Mike's party. C. The man will go to the party alone. D. The woman will watch TV alone. 10. A. Husband and wife. B. Waiter and customer. C. Shop assistant and customer. D. Librarian and reader. Section C One day, a young man wrote a letter to his girlfriend. To make her happy, he used a lot of \_\_\_11\_\_ words. He said that in order to be with her, he would \_\_\_\_\_ the greatest difficulties and face the greatest dangers. He said, "To spend one minute with you I would climb the 13 mountain in the world, I would swim the widest river, I would enter the deepest forest and \_\_\_\_\_14\_\_ the most dangerous animals with my bare hands." But the last sentence of the letter is, "I will \_\_\_\_15\_\_ to see you tomorrow if it doesn't rain."

## Unit 6

#### Section A

- 1. A. Me, too.
  - C. See you then.
- 2. A. Very well.
  - C. At 8 o'clock.
- 3. A. Yes, I agree.
  - C. Yes, I will answer.
- 4. A. For two years.
  - C. Two years ago.
- 5. A. Neither am I.
  - C. The same to me.

#### Section B

- 6. A. 115 yuan.
  - C. 50 yuan.
- 7. A. In the office.
  - C. In bed.
- 8. A. He's about forty.
  - C. He's about thirty.
- 9. A. 45 minutes.
  - C. 15 minutes.

- B. The same to you.
- D. OK. You'll see me.
- B. To the school.
- D. By bike.
- B. Yes, what is it?
- D. Yes, but I don't know.
- B. Twice a year.
- D. Before two years.
- B. I am not, too.
- D. Me, too.
- B. 105 yuan.
- D. 150 yuan.
- B. Away on holiday.
- D. At home cooking.
- B. He's about twenty-eight.
- D. He's about fifty.
- B. An hour.
- D. One hour and 15 minutes.
- 10. A. It would be better to say nothing to Tina.
  - B. The man should be the one to speak to Tina.
  - C. The man should buy a new bike for Tina.
  - D. Tina herself will come to talk to them.

#### Section C

When you travel from one country to another, you find that people have quite different 11 about food. People often feel that what they eat is normal, and what other people eat is strange or silly. In most parts of Asia, 12, no meal is complete without rice. In England, people eat 13 every day. In the Middle East, bread is the main part of every meal. Eating, like so many other things we do, 14 a habit which is difficult to change. People everywhere enjoy eating what they have always 15, and there is very little we can do to change our eating habits.

### Unit 7

#### Section A

- 1. A. How are you?
  - C. I'm not good at English.
- 2. A. It's good.

- B. I'm a good student.
- D. Fine, thank you. And you?
- B. No worry.

- C. That's all right.
- 3. A. Yes, you can do it for me.
  - C. I'm looking for a shirt for myself.
- 4. A. Yes, you borrowed it.
  - C. Yes, here you are.
- 5. A. He does very well.
  - C. He sits at the table.

#### Section B

- 6. A. The boss.
  - C. Bob.
- 7. A. No milk but a little sugar.
  - C. A little milk but no sugar.
- 8. A. In a bank.
  - C. In a restaurant.
- 9. A. Waiter and customer.
  - C. Husband and wife.
- 10. A. At about 6:30.
  - C. At about 7:30.

- D. You are welcome.
- B. I can do what I want.
- D. No, you can do nothing for me.
- B. No, of course not.
- D. No, I'm using it now.
- B. He is drinking beer.
- D. He is a manager.
- B. Mr Hai.
- D. The man.
- B. A cup of milk with a little sugar.
- D. A cup of tea with some milk and sugar.
- B. In a post-office.
- D. In a library.
- B. Teacher and student.
- D. Officer and soldier.
- B. At about 5:00.
- D. At about 6:00.

#### Section C

A survey in a school showed girls were less <u>11</u> to have a computer. Even if they had one, they used them less often than boys. Possibly it's because we <u>12</u> computers as something to do with math and science, which are usually <u>13</u> as "male" subjects. Possibly it's because most of the computer teachers are <u>14</u>, who give the girls less attention. Possibly parents think it is less important for girls to have computer <u>15</u>. There is, in fact, no reason why girls shouldn't be computer experts.

## Unit 8

#### Section A

- 1. A. Yes, you are right.
  - C. No, I won't be late.
- 2. A. Thank you. It's nice of you to say so.
  - C. Yes, I've studied it for many years.
- 3. A. Here it is.
  - C. Here you are.
- 4. A. Thank you.
  - C. All right.
- 5. A. It's cheap.
  - C. No, I don't like soup.

- B. OK. I'll be ready then.
- D. I hope it's good.
- B. No, my English is very poor.
- D. No, I can't speak it as well as you can.
- B. Here are you.
- D. I'll give them to you.
- B. Yes, please.
- D. Yes, I have.
- B. I like chicken soup.
- D. It's delicious.

#### Section B

- 6. A. Prepare for the exam.
  - C. Have an exam.
- 7. A. \$39.50.
  - C. \$30.
- 8. A. At 7:30.
  - C. At 7:35.
- 9. A. In a hospital.
  - C. In a restaurant.
- 10. A. By bus.
  - C. By ship.

- B. Go to see a film. .
- D. Watch TV at home.
- B. \$26.50.
- D. \$9. 50.
- B. At 7:40.
- D. At 7:45.
- B. At home.
- D. In a post-office.
- B. By train.
- D. By air.

### Section C

# Unit 9

#### Section A

- 1. A. It's Tuesday.
  - C. It's nine thirty.
- 2. A. I'm glad to meet Xiaoming.
  - C. Sorry, I don't know him.
- 3. A. Bye-bye.
  - C. How about you?
- 4. A. Sure! No problem!
  - C. Yes, please do.
- 5. A. Only some money.
  - C. It's 150 yuan.

#### Section B

- 6. A. She agrees to buy a bigger one.
  - C. She thinks the old one is small.
- 7. A. \$5.
  - C. \$7.
- 8. A. A worker.
  - C. A student.
- 9. A. Secretary and boss.

- B. It's July 15.
- D. It's a little fast.
- B. Glad to meet you, Xiaoming.
- D. Excuse me, how old are you?
- B. Not at all.
- D. Thank you very much.
- B. Certainly not.
- D. Thanks. I want to.
- B. Not very many.
- D. Certainly you'll give me much money.
- B. She thinks the man should ask her.
- D. She doesn't agree to buy a bigger one.
- B. \$6.
- D. \$8.
- B. A teacher.
- D. A housewife.
- B. Student and teacher.

8