



全国翻译专业资格(水平)考试指定教材

独家授权

英语口译综合能力

3级

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国家职业资格证书

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英语口语综合能力（3级）

（修订版）

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前言

本教材是根据全国翻译专业资格（水平）考试英语口译（3级）大纲规定的关于“口译综合能力”测试的要求修订。原有编写体例保持不变，但对原教程内容、材料作了较大幅度的修订。修订后的教材，题材更加丰富广泛。修订版教材更换了原书中时效性较强的文章，有五个单元的材料全部更新，其他各单元的内容也多有增删。全书最后附设4套模拟试题。修订后的教材更注意语言材料的真实度和现实性。

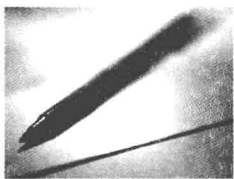
本教材共分16个单元，每单元分4个部分，分别训练“口译综合能力”测试中要求的不同技能。每部分列出的词汇和注释可以在放录音前由学生预习或由老师略作解释。一般情况下，录音放一遍后即可做有关练习。但是，教师可根据学生的实际水平和录音材料的难易程度，重放录音1至2遍后再做练习。

教材中并附4套模拟考试样卷，其题型与实际考试完全一样，难度相当，读者可据以测试自己的水平。本书对如何准备英语口译（3级）的“口译综合能力”考试以及答题技巧作了详细介绍，分析了近年英语口译“综合能力”考试的实考试题，应该对读者有所帮助。

本教材由周国强主编，上海外贸学院国际商务外语系朱务诚任副主编，上海交通大学外国语学院陈如一参加了编写。本教材为上海交通大学“985”工程项目“翻译语料库创建与翻译的跨学科研究”的阶段性成果。

在编写过程中，参阅了不少国内外书籍和音像资料，在此一并致谢。

上海交通大学
外国语学院英语系 周国强



如何准备“口译综合能力” (3级) 考试

一、“口译综合能力”(3级) 考试简介

根据全国翻译专业资格(水平)考试大纲,英语口语3级考试设“口译综合能力”测试和“口译实务”测试,考试目的是测试应试者的口译实践能力是否达到准专业口译译员水平。其中“口译综合能力”测试检验应试者的听力理解及信息处理的基本能力。考试的基本要求是掌握“全国翻译专业资格(水平)考试”的考试大纲要求的词汇,并具备一般场合所需要的英语听力理解能力。

“口译综合能力”考试由四部分组成:“判断”、“篇章理解”、“完形填空”和“听力综述”。时间总长为60分钟,其中“判断”、“篇章理解”、“完形填空”各占10分钟,“听力综述”占30分钟。

“口译综合能力”考试总分为100分,“判断”和“填空”各20分,“篇章理解”占30分,“听力综述”占30分。

“口译综合能力”考试的第一部分的“判断”题有A、B两部分:

- A. 应试者听一段200到250个英语词的连续讲话,试卷上有10句短句,要求根据讲话内容,判断短句的正误。录音只放一遍,每题1分。
- B. 在这部分,应试者听10个短句,试卷上有10个问题,每个问题下有a、b、c三个选项,要求根据所听短句和所提问题,选择与短句内容最适合的选项。录音只放一遍,也是每题1分。

考试的第二部分是“篇章理解”。应试者听3篇录音材料,每篇长约200个英语词。每篇材料后面有5个问题,每个问题后有4个选项,问题和选项均出现在试卷上。要求根据录音材料内容和问题,选择最适合的选项。录音放1遍。3篇材料共有15个问题,每题2分。

考试的第三部分为“完形填空”。应试者听一段250个词左右的英语段落,试卷上出现同一段落,但是其中有20个空格,要求根据所听内容,每个空格填1至4个词。录音也放1遍,每空格1分。

考试的第四部分是“听力综述”。应试者听一段长约500个英语词的文章,要求写一篇150至200个词的英语综述。

二、如何做好“判断”题

考试中的“判断”题有两部分:段落和单句。段落部分是要求应考者在听了长度在200到250个词的一段材料后,根据材料内容,判断印在试卷上的10个短句的正误。请看下例。方括弧内的段落是听力材料,考试时不出现在试卷上,为方便分析,故印在此。考题排在其后,逐句分析如下:

[Learning to take feedback from your boss is hard, but it's a skill that will earn you respect in the long run.

When you stop to think about it, criticism is a vital part of working life. Without feedback, how would you ever discover what you were doing was wrong and so learn how to put it right?

Yet few managers know how to give criticism constructively and few employees know how to take it. It's only too easy to misinterpret a critical comment about a piece of work as personal attack. This can make you defensive, angry and hurt, so you never discover what the point was in the first place. Worse, you may give the impression of being someone who can't take criticism — so people stop giving you feedback and you never get a chance to improve your work.

How should you react, then, when your boss makes a complaint about you? First, if you feel yourself tensing up, take a deep breath. This will literally give you breathing space to take in what's being said. Your next step is to untangle what kind of criticism it is, then decide on the best way to respond.

If it seems personal, try to see beyond the antagonism and discover what is behind it. Start by agreeing in principle with something your critic says and show willingness to talk about it in more details. This reaction will immediately take the charge out of the situation and put you back on an equal footing. If people can see that you're more likely to get to the real point they'll be more open to your opinions, too.]

1. Learning to take feedback from your boss is too hard to learn.

- True
- False

分析：答案是 False。段落中说 Learning to take feedback from your boss is hard, 但不是 too hard。一词之差，正误两重天。这里既考应试者的听力，又考应试者的常识判断：如果确是 too hard to learn, 后面的长篇高论岂非多余？

2. Criticism is very common in working life.

- True
- False

分析：答案是 True。这句实际是第二个小段落意义的小结。尤其是 a vital part of working life 这一短语，说明接受批评是我们职业生涯中不可或缺、十分重要的一部分。

3. People will stop giving you feedback if you feel angry about criticism.

- True
- False

分析：答案是 True。这一句的答案较明显。听清 This can make you ... angry ... you may give the impression of being someone who can't take criticism — so people stop giving you feedback ..., 考生应不难作出判断。

4. Feedback will help you to learn how to put things right.

- True
- False

分析：答案是 True。本句的关键是如何理解题目短句中的 learn how to put things right。

更何况，所听材料中的那句反问句（“Without feedback, how would you ever discover what you were doing was wrong and so learn how to put it right?”）应足以帮助考生作出正确判断。

5. Many employees know how to take criticism.

- True
- False

分析：答案是 False。所听材料中有 Yet few managers know how to give criticism constructively and few employees know how to take it 一句，few 和 many 意义正相反，较易作出判断。

6. People tend to take criticism as personal attack.

- True
- False

分析：答案是 True。考生如听清 It's only too easy to misinterpret a critical comment about a piece of work as personal attack 这一句，又能正确理解 It's only too easy to ... 结构，就可以知道题目短句 People tend to take criticism as personal attack 正是这句意义的改写。

7. You won't improve your work if you always misinterpret a critical comment.

- True
- False

分析：答案是 True。这句可说是第三小段意义的概括。做这类段落判断题对考生的要求往往不仅仅是对某一句或某一短语的理解，而是对某段篇章的整体理解。这正是训练听力的根本目标之一，也正是听力测试的重点之一。听懂篇章是口译训练中十分重视的技能。

8. Taking a deep breath will help you understand a critical comment.

- True
- False

分析：答案是 True。乍看题目中短句，taking a deep breath 和 help you understand a critical comment 似乎毫不相干，但实际上所听材料（“This will literally give you breathing space to take in what's being said”）中的 take in 的意思正是 understand，而 what's being said 指的就是 a critical comment。考生对英语短语动词应有所掌握，这是听懂英语的基本技能之一。

9. Seeing beyond the antagonism won't help you to deal with personal criticism.

- True
- False

分析：答案是 False。本题要求较高，只有在听清理解最后一段的基础上才能判定这句的意义和所听材料意义正相反。

10. People will more readily accept your opinions if you take the criticism properly.

- True
- False

分析：答案是 True。本题也有一定难度。考生需听清最后一段的意义，而且正确理解最后一句中的 they'll be more open to your opinions。本句正是这段意义的一个概括。

考试中的“判断”题的单句部分，测试考生能否听清并理解句子，并根据选项作出判断。请看下面 10 个单句判断题（方括弧里的是单句录音的文字材料，考试时不出现在试卷

上), 每题后均附简明分析:

1. [The company quoted a price of 100 dollars a piece for the summer dress, but after much bargain, we got a 25% discount.]

How much would we have to pay for one summer dress?

- a. We need to pay 25 dollars a piece.
- b. We need to pay 75 dollars a piece.
- c. We need to pay 100 dollars a piece.

分析: 答案是 b。这句考的主要是对数字的理解, 当然也涉及对关键词(如 price, bargain, discount 等)的理解。这类句子在单句判断题中可能会很常见。

2. [The editor called into question the accuracy of the figures in the draft report of the financial news.]

How did the editor feel about the figures in the draft report of the financial news?

- a. The editor knew that the figures were accurate.
- b. The editor expressed doubt about the accuracy of the figures.
- c. The editor would not ask questions about the accuracy of his report.

分析: 答案是 b。这句的关键是对短语动词 to call ... into question 的理解, 考生如果听清了这个短语, 并知道其义为 to raise doubts about, 就不会误选 c 项为答案, 尽管句中出现了 questioned。单句判断中, 像这样考查对各种短语、成语的理解的题目不在少数。

3. [After the meeting, Mrs. Colman, the secretary, will write up all the minutes of the topics discussed.]

What will the secretary do after the meeting?

- a. The secretary will write the letter for Mrs. Colman.
- b. The secretary will be available for the meeting in a few minutes.
- c. The secretary will make a record of what has been said at the meeting.

分析: 答案是 c。除了要求听清整个句子外, 本句关键还在于对 minutes(会议纪要)的理解。从这些例句分析中可以看出, 做好单句判断在很大程度上取决于对句中关键词语的词义的正确认识。

4. [Mr. Carter voted against the investment scheme proposed by the chairman on the grounds that it involved too great a risk.]

How did Mr. Carter feel about the investment scheme?

- a. Mr. Carter didn't believe that the investment scheme was a risk.
- b. Mr. Carter was not in favor of the investment plan.
- c. Mr. Carter was afraid that he might fall onto the ground.

分析: 答案是 b。两个错误选项中分别出现的几个词(the investment scheme, the ground, a great risk 等)考生都会在录音中听到, 这是出题时故意设置的干扰。考生需注意避免受这类干扰的误导。

5. [Although Miss Brown has less teaching experience than other faculty members, she is one of the best instructors in the college.]

What does the speaker think about Miss Brown's teaching ability?

- a. Miss Brown is one of the best teachers because she has taught longer.
- b. Miss Brown does not have enough qualifications to teach in the college.
- c. Miss Brown is an excellent teacher in spite of insufficient experience.

分析：答案是 c。这句关键是理解 although 所包含的转折意味。选项 a 只对了半句，选项 b 似与从句相关，却又与整句意义不同。答案 c 完整地表达了原句的意义，其中 in spite of 和原句中 although 相对应。

6. [Because of the increasing population migration to other areas, we decided to close down our branch in that downtown district.]

What did we decide to do in that downtown district?

- a. We stopped operating there when people began to move out.
- b. We set up a new branch in that area to meet the population growth.
- c. We decided to close down despite the increase of population.

分析：答案是 a。由于原句录音出现 increasing population ..., close down our branch 等，会误导考生选择 b 或 c。但如果听清全句的话，选 a 还是很可能的。注意：答案 a 用其他词语表达了原句的意义。提醒考生：换用其他词语来表达原意，可以说是听力理解题出题时的惯常做法。

7. [Recruiting agencies usually interview more short-listed candidates than they will actually hire.]

What do recruiting agencies usually do when they want to hire?

- a. Agencies generally select more candidates than they have vacancies for.
- b. Agencies often prepare a number of short lists of the candidates.
- c. Agencies always interview candidates for longer periods than they should.

分析：答案是 a。本句是 more than 结构的比较句，可说是单句理解经常会考到的一种句型。

8. [At first the chairman didn't plan to attend the opening ceremony, but he changed his mind at the last minute.]

Which of the following statements is true about the chairman?

- a. The chairman decided not to attend the ceremony at the last minute.
- b. The chairman never intended to attend the opening ceremony.
- c. The chairman made a final decision to attend the ceremony.

分析：答案是 c。本句是带 but 的并列句，有转折意义。关键是听清和理解 changed his mind 和 at the last moment 这两个词语。

9. [If Jack could have fixed the lamp in the hallway, he wouldn't have called in an electrician.]

What did Jack do to the lamp in the hallway?

- a. Jack could not repair the lamp and it was repaired by an electrician.
- b. The lamp was so badly damaged that Jack had to buy a new one.
- c. Jack could repair the lamp himself, but he didn't bother and called in an electrician.

分析：答案是 a。本句带非真实条件句，这类句子在单句判断听力题中十分常见。另

外, fix 在本句意为 repair, 也值得留意。

10. [The closing of the textile factory due to an industrial restructuring plan has doubled the unemployment rate in that town.]

Which of the following statements best describes the situation?

- a. The population has doubled in the town.
- b. Many people were hired because of the new factory.
- c. The unemployment rate in the town is now twice as much.

分析: 答案是 c。本句理解的关键当然是 doubled, 在正确的选择项中被改写为 is twice as much。如上所述, 这是听力理解题出题时的惯常做法。

三、如何做好“篇章理解”题

考试的“篇章理解”部分所听材料为 3 篇, 每篇后均为 5 个问题。就内容来说, 作为篇章理解题的材料题材广泛, 并且是大家比较熟悉的题材, 包括政治、经济、外交、科技、环境、普通商务、广告、教育、就业、旅游、英美文化等, 内容过分偏僻或太专业的材料一般不会选。请看下面两段篇章理解题(方括弧里的是录音文字材料):

[Although we no longer have cigarette commercials on TV, we are still exposed to all kinds of advertising for cosmetics, household products and non-prescription medicines. Wonderful claims are made for all these products-youth and beauty and instant relief from pain! However, these claims made by advertisers are largely unsubstantiated and are not in the public interest. Moreover, the commercials often interrupt the TV programs so that we can seldom see any show without these distracting breaks. To make matters worse, since most TV programs are sponsored by advertisers, they actually control the content of these programs. No matter how good a TV program is, if it does not have enough viewers, which is to say, if it cannot reach enough prospective customers, it will be taken off the air. In today's modern society, TV has become an advertising vehicle for the mass market. The same is true of other media such as newspapers, magazines or mailings to selected lists of prospective customers. The result has been that TV, together with other mass media, is slanting toward the largest, and usually least educated, taste in the community.]

- 1. What is the speaker's attitude toward TV commercials?
 - a. Optimistic.
 - b. Encouraging.
 - c. Doubtful.
 - d. Negative.
- 2. According to the speaker, what will happen to a program if it does not have enough viewers?
 - a. It will be revised by the director.
 - b. It will be put on another channel.
 - c. It will be stopped consequently.
 - d. It will be shown elsewhere.
- 3. According to the speaker, how do the advertisers control the content of most TV programs?
 - a. By funding these programs.
 - b. By giving instructions to the program makers.
 - c. By making comments on the programs.

- d. By publishing reviews in TV journals.
4. Which of the following can be concluded from the talk?
- a. Advertisers are most sincere in TV commercials.
- b. Some people like to watch TV programs with commercial breaks.
- c. Most TV programs are not of good taste.
- d. Newspapers can not compete with TV in showing commercials.

分析：这是有关电视广告的演讲或讲课的一个段落，共 187 个词。上述 4 个问题的答案分别是：1. d 2. c 3. a 4. c。从问题的类型看，题 1 问的是演讲者通过整个段落表达出来的对广告的态度，考生只要基本听懂演讲内容，就不难作出正确选择。题 2 和题 3 问的是细节，要求考生抓住并理解关键句子，例如：听懂 “... if it does not have enough viewers, which is to say, if it cannot reach enough prospective customers, it will be taken off the air”，就能准确回答题 2；听懂 “... since most TV programs are sponsored by advertisers, they actually control the content of these programs”，就能准确回答题 3。问题 4 不是直接问具体内容，而是要求考生在听懂材料（尤其是最后一句：“The result has been that TV, together with other mass media, is slanting toward the largest, and usually least educated taste in the community.”）的基础上作一推断。从问题的类型（分别就段落大意、细节、推断设问）看，这是一道很典型的听力篇章理解题。

再看下面一题，这是一篇电视或电台播送的经济新闻稿。直播新闻稿应该说很适宜、也经常被用作篇章理解材料：

[The time is six o'clock and here is Business Update.

Unemployment has risen to over three million for the first time in six years and analysts expect the jobless total to rise by a further 40,000 this month. Manufacturing output has meanwhile steadied, after a nought point five percent decrease last month. It is thought that today's rise in the unemployment figures could put pressure on the Prime Minister to cut interest rates, though the Bank of England has denied that this is likely.

Guinness, Britain's largest drinks group, has announced plans to make 700 staff redundant at its United Distillers subsidiary in Scotland. Union officials have said the job losses are unnecessary.

Guinness strongly deny that communities will collapse as a result of the job losses. They say they will improve investment and business. The group's cost-cutting measures also extend to Spain, where they will make job cuts at Cruzcampo, Spain's largest brewer, employing 30,000 people. The Spanish beer market shrank by about five percent last year.

The tobacco industry had today hit back at the Department of Health about cigarette advertising. They've issued a report arguing that cigarette advertisements do not encourage people to smoke more, and that they only encourage people to switch brands. The report is based on data collected from more than 90 countries around the world. It conflicts with figures issued by the Department of Health last month, which suggested that banning advertisements would result in a drop in consumption.]

1. What will be the rise in the jobless total this month as expected by analysts?
 - a. Around 4,000.
 - b. About 40,000.
 - c. Over 3,000,000.
 - d. Less than 3,000,000.
2. What might result from today's rise in the unemployment figures?
 - a. Manufacturing output will become steady.
 - b. It could cause a cut in interest rates.
 - c. Manufacturing output will become unsteady.
 - d. The Bank of England has denied that the figure is true.
3. What kind of products does Guinness produce?
 - a. Food.
 - b. Clothes.
 - c. Drinks.
 - d. Tobacco.
4. Which of the following is the reason for Guinness' plan to cut its staff number?
 - a. Union officials want the group to do it.
 - b. The group wants to cut its cost.
 - c. The group hopes to improve its investment in Spain.
 - d. Britain's communities will not collapse.
5. Which of the following is NOT true about the report issued by the tobacco industry?
 - a. It says cigarette advertisements do not encourage people to smoke more.
 - b. It says cigarette advertisements only encourage people to switch brands.
 - c. It conflicts with figures issued by the Department of Health last month.
 - d. It suggests banning advertisements would result in a drop in consumption.

上述5个问题的答案分别是：1. b 2. b 3. c 4. b 5. d。从问题的类型看，题1问的是数字。篇章听力题就数字提问应该说十分常见，只要材料中有数字，如果这些数字属关键信息，就很可能成为测试内容。因此，考生在听到数字时应予以特别注意。要留心的是：出现在各选项中肯定会有几个数字，而这些数字往往都是在录音材料中听到的，这就需要应考者格外仔细辨别，或者根据常识来判断：正确答案的数值应该大致在什么范围，或者根据逻辑来排除其中的某个选项，以增加选择的正确性。

题2的答案是b，但选项a、c、d中的内容或相关词语均在录音材料中出现，这是出听力理解题的惯常手法，以增加答题难度，要求应考者有敏锐的听力和判断力，才能答对本题。

题3和题4问的均是细节，考生必须抓住并理解关键词汇或句子，才能答对题目。例如：听到“Guinness, Britain's largest drinks group ...”，选择题3中的c项应不成问题。听到“The group's cost-cutting measures also extend to Spain”中的cost-cutting measures，应试者应能选对题4中的b项。

这里可以提示考生：篇章听力理解的题目顺序往往是随内容的自然发展而出的，因此抓紧时间放录音前把各题的选择项看一下对做题很有好处。

做好篇章理解的基础当然首先是考生的综合英语能力，包括听懂英语的能力。篇章理解题有一部分问题会集中于某些特殊的句子结构、甚至篇章中出现的一些常用成语、动词短语

等。这时，考的就不仅仅是听力，而是词汇和句法知识。因为，有时候，造成考生做错題的不是听不清录音材料，而是不理解这些特殊结构和词汇。

篇章理解題中另一些要求较高、较難的問題不仅包括与具体结构和词汇相关的題目，更可能的是一些有关篇章內容的問題，有些問題甚至要听完整个段落（对话、演说或讲课）才能回答，比如要求考生在听懂段落大意的基礎上作判断（“Which of the following can be concluded from the talk?”）等。这就要求考生把握篇章的整体內容，而不仅仅是听懂某些细节就能答题的。听懂把握整体內容，并在此基礎上作出归纳、判断，就需要考生大量练习，听力达到相当高的水平后才能做到。

对做好篇章理解題，笔者有如下提示：

1. 有些考生可能会认为篇章理解題相对来说比较容易，因为选择題是考生熟悉的題型。但考生不能因此掉以轻心，还需认真准备。毕竟，还有相当数量的考生在听力理解題上失分。
2. 要尽可能扩大自己的词汇量（包括英语成語、慣用词組等），增加对英语句子结构的了解，这些知识实际都对提高听力理解能力有帮助。听力理解不是一种孤立的能力。
3. 实际做题前，尽可能把試卷上篇章理解題的答题选项多看几遍，可大致猜出会是什么样的問題。从答题选项中寻找答题线索，其重要性再怎么强调也不会过分。
4. 如果答题选项中有数字或日期出现，就应该对录音中的相关内容予以特别关注。
5. 如果同一題中的选项其中有两项是意义截然相反的，那么很可能其中一项是正确答案。
6. 如果没有抓住听力內容，不能仅根据自己的常識来判断答题。根据一般常識最可能得出的选择往往不会是正确的答案。

四、如何做好“完形填空”題

“完形填空”題是测试中的第三部分，属主观性試題，要求考生在全面理解所听內容的基础上，准确填写出試題中要求填写的部分。听力內容为一完整段落，长度为 250 词左右。考試时录音只放一遍，語速正常。段落中有 20 个标号的空格要求填写，每个空格填写 1 至 4 个词。

下面是 2005 年 5 月試卷中的“完形填空題”真題：

Kofi Annan says helping survivors of last week's earthquake and killer waves (1) in the Indian Ocean is a race against time (2). The United Nations secretary-general says countries that have offered aid must hurry (3) and provide it. The offers add up to around four billion (4) dollars. United Nations officials say one-fourth (5) of that is needed during the next six months.

The concern about offers of international aid is based on history (6). For example, the earthquake in Bam, Iran, in December (7) of 2003 killed more than twenty-six thousand (8) people. Countries and groups offered hundreds of millions dollars worth of assistance (9). The United Nations says it has confirmed (10) only about seventeen million (11) dollars in aid received so far. Governments and organizations that offered help dispute (12) that, however.

On Thursday (13) Mr. Annan met with world leaders in Jakarta, Indonesia to discuss aid for victims of the tsunami (14). The leaders discussed and welcomed (15) the idea of suspending

some debt (16) owed by affected nations. But the leaders did not say they would do so. Some said that making direct payments (17) to survivors would be more helpful.

Representatives of twenty-six (18) countries and international organizations attended the meeting in Jakarta. Officials say they will cooperate to develop a tsunami warning system (19) for the Indian Ocean and the South China Sea (20).

本段落总长 211 个词，是有关救援和帮助印度洋海啸幸存者的国际新闻稿。这道填空题从内容和用词来看，不能说太简单，有一定难度。根据考纲要求考生应达到的水平，选这样难度的材料作为填空题，也是题中之义，考生应有准备。

全题 20 个空格，每空格要求填 1 至 4 个词。其中 8 个空格要求填 1 个词，4 个空格要求填 2 个词，6 个空格要求填 3 个词，2 个空格要求填 4 个词。单从填入的字数方面看，这道题的要求，与国内其他考试相比，应该说还不算很高。

从出题者的角度看，要求考生在空格中填的词一般是信息量大的词。从本题可清楚地看出这一点：从所填词的词性看，以动词、名词和数词为主。这是可以理解的：要求填写的词或词组往往含较大信息量，而所谓实词（名词、动词等）所含信息量当然比虚词（介词、连接词等）要大。这是应试者训练“完形填空题”时需特别注意的问题。另外需指出的是，本题要求填写的数词有 5 处，占全部空格的四分之一，可见数词在人们心目中被认为信息量较大，出题者往往会着眼这一点，值得引起考生重视，平时要训练听懂和记录数字的能力。

要做好完形填空题取得高分，当然首先要求考生的语言能力，包括英语听力、掌握的词汇量和语法知识等。考生要有较强的听英语的理解能力，听力不行，谈何答题诀窍？所以，提高自己的语言能力，是考生通过考试的第一要务，切忌不愿下苦功夫花时间提高英语听力水平，却又迷信什么诀窍。要坚持多听，熟悉英美人说英语的语音语调，以及考试录音中很可能出现的不同的地方口音。注意扩大词汇量，掌握更多的英语常用句型和结构。这些基本语言能力的提高对做好填空题大有益处。

其次，要练习和改进自己的短时记忆能力。常有考生抱怨，考试时听录音似乎都听懂了，但录音一过，就是写不下来，怨自己记忆力不行。实际上，所谓“记忆力”不仅仅与大脑的生理功能有关，与考生的基本语言能力（词汇量、语法、英语理解等）也有很大关系。当然这里也有个习惯问题，有些考生尚不习惯边听边记。这就需要多听多练。有口译经验者都知道，能边听边记是做口译工作的重要条件之一。

这里对做填空题有几个提示：

1. 在录音开始前，尽量抓紧时间把听写题从头至尾读几遍。对整个听写段落的大意有所了解。
2. 如有可能，看一下要求填词的 20 个空格，根据自己掌握语法和词汇知识，猜一下各个空格会要求填什么词，动词、名词，还是形容词？
3. 考生完全不可能一边听录音一边把听到的完整答案一一写下来。提醒考生：在放录音时，考生根据所听录音在每个空格处做些记号，或记下所需填写单词的首字母（如会速记最好）。等录音结束后，再根据这些记号（或首字母），依靠自己的记忆。把答案写出来。
4. 做完后，如有时间，应检查一遍看是否有拼写或语法方面的疏漏。

五、如何做好“听力综述”题

考试中的“听力综述”题所听材料为一篇500词左右的文章，要求听完后写一篇150词至200词的英语综述。要做好听力综述，前提是考生首先必须具备一定的听懂英语篇章、把握整篇文章大意的能力，这是基础。其次，作为“听力综述”题的英语材料往往会是经过事先准备的演讲、讲话、新闻稿等，很少会是随口发表的即兴讲话，所以整个篇章一般说来应该是结构完整、转接清晰、有脉络可寻的。考生在听录音材料时，可着意抓住这些表示段落转接的单词或短语，不但会有助于听力上的理解，而且在写综述时可借助这些词语。另外，像这类听力材料往往会开宗明义，讲清本次演讲（或讲话、新闻稿等）的主旨，甚至会交代整段篇章的结构安排。

请看下例，一开首的几句就把整个讲话的大纲交代无遗，而结尾段落又概括了讲话内容。考生如能抓住这一头一尾（均见划线部分），对理解整个讲话极有帮助：

Since many of you are planning to study at a college or university in this country, you may be curious to know what a typical college course is like. What can you expect to do in a typical week? How many exams will you have? Will you have to do a lot of writing? What should you do if you have any problems? These are the questions I want to discuss with you today.

First let's talk about what your weekly schedule will look like. If you're an undergraduate in any field or major, you can expect to spend between four and six hours a week for each class attending lectures, no matter what your major may be. Lectures are usually in very large room because undergraduate courses such as introduction to psychology or economics often have as many as two or three hundred students, especially at large universities. In lectures, it's very important for you to take notes on what the professor says because the information in a lecture is often different from the information in your textbooks. Also, you will expect to have exam questions based on the lectures. So it isn't enough to just read your textbooks; you have to attend lectures as well. In a typical week you will also have one or two hours of discussion for every class you take. The discussion section is a small group meeting, usually with fewer than thirty students, where you can ask questions about the lectures, the reading, and the homework. In large universities, graduate students, called teaching assistants or T. A. s, usually conduct discussion sections.

If your major is chemistry, or physics, or another science, you'll also have to spend several hours a week in the lab, or laboratory, doing experiments. This means that science majors spend more time in the classroom than non-science majors do. On the other hand, people who major in subjects like literature or anthropology usually have to read and write more than science majors do.

Now I'd like to go on and say a few words about examinations. Most university course have at least two exams: one in the middle of the quarter, called a midterm; and one at the end, called the final exam. Most courses also have occasional quizzes, which are smaller tests given every week or two. There are two basic types of exam questions. There are objective questions, such as multiple choice, true/false, matching, or filling in the blank, and essay questions, where you must write an essay or a composition in response to a question. Most exams are a combination of

essay and objective questions. In some courses, especially in non-science ones, you might also have to write a research paper. A research paper is a writing project in which you choose a topic related to the course, go to the library, read several articles and books on the topic, take notes, and then write a paper about what you have read. You can see that the ability to write is extremely important in American universities.

The final point that I want to cover today is what you should do if you need help in a particular class. If you're having a problem, you should make an appointment to see your instructor immediately. Don't be shy. Instructors plan to spend a certain amount of time each week with the students. They see the students in their offices during office hours. Instructors will almost always announce their office hours at the first class meeting. You can also make a special appointment to see your instructor if you can't go to his or her regular office hours. I might add that it's a good idea to make an appointment to see your instructor even if you don't have a particular problem. It will be easier if you need special help later on.

So far I've talked about college course structure, about exams, about research paper, and about getting help if you need it. Let's stop here and see if there are any questions.

另外, 请注意文章中用斜体标出的几个句子, 可以说是整个讲话中连接上下文的关节处, 对听清并理解讲话内容十分重要。这些应该是考生特别予以关注的地方。要指出的是, 各篇章可能表面形式各异, 但上面指出的几个要素却不会缺。考生在备考训练以及实际应考时都需格外留意这些要素, 以提高自己听懂长幅篇章、把握大意的能力, 做好听力综述题。

上例内容可综述如下:

A typical American college course is like this:

An undergraduate is expected to spend four to six hours a week for each class attending lectures. In lectures, it's very important for you to take notes on what the professor says. In a typical week you will also have one or two hours of discussion for every class you take. A science major has to spend several hours a week in the laboratory. Non-science majors usually have to read and write more than science majors do.

Most university courses have at least two exams: a midterm, and a final exam. Most courses also have occasional quizzes. There are two basic types of exam questions: objective questions and essay questions. Most exams are a combination of essay and objective questions. In some courses, especially in non-science ones, you might also have to write a research paper.

When having a problem, you should see your instructor either during office hours or by making a special appointment. (163 words)

最后, 不言而喻, 要做好“听力综述”题, 考生的英语写作能力至关重要, 与考生在这道题上的得分高低可谓直接相关。考生要尽力避免语法、用词搭配、修辞等方面的各种错误, 句子完整, 力戒破句。注意通顺简洁, 在 150 词到 200 词的范围内, 也容不得任何人罗嗦累赘, 拖泥带水。

六、努力提高英语听力和口译综合能力，做一名合格的口译工作者

口译是一个复杂的、两种语言之间的瞬间转换过程，体现口译者综合的语言（包括母语和外语）能力。口译者对母语的掌握、对外语的理解和表达，都是影响口译质量的关键因素，其中，外语听力理解能力对口译工作的重要性，再强调也不会过分。在英译汉的口译过程中，首先就是从源语（英语）获得信息，而且在理解了这些信息后，才能正确无误地转换成目的语（汉语）。听力不过关，谈何口译？这个道理不言自明。试想一下，如果哪个考生听力不行，无论其其他方面的英语能力（阅读、笔译、甚至口译的汉译英部分）多强，怎么能发口译证书给他（她）呢？

中国学生学英语，听力一直是难点之一。这与中国传统的外语教学重视读写、忽略听说有关。学生学外语以背单词、啃语法、做题目为要务，较少以实际运用英语为首要目标。其次，对母语是汉语的中国学生来说，要听懂英语确非易事。看到并认出书本上印刷的英语单词，与在日常谈话、广播、演讲中听到这些单词并了解它们的词义，毕竟是两回事。在书面上看到一句英语长句，一遍看不懂，可以再看一遍。但在口语里，句子在耳边一遍而过就能听懂，殊非易事。况且，说英语的人的口音，并非如中国学生在课堂上录音里习惯听到的那样，都是标准英语发音，而是人各有异。在实际口译场景中，说英语者什么口音都会有，且不说来自英国、美国、加拿大、澳大利亚和新西兰的口音各异，同一个英语国家中还会有各地方口音。就像在中国，除了普通话，还有各地方言；即使大家都说普通话，还有不少人说的是带地方口音的普通话。更何况，还有许多操英语者其母语并非英语，而是如我们一样，英语也是他们的外语，如欧洲大陆非英语国家（法国、德国、西班牙、东欧各国等）人士以及南亚诸国（印度、巴基斯坦等）人士所说的英语无不带有浓重的地方口音。这些因素都会使口译者感觉听力有困难。学习口译对此应有充分的认识。

那么，如何提高自己的英语听力呢？首先，要有一个学习观念上的转变，要提高对英语听力培养的认识：什么才叫学会了英语单词、短语或句子？不能仅仅满足于从书面上认识这些词或句子，必须学会用耳朵而不是眼睛辨别一个词、一个词组或一个句子、并理解其词义。

其次，考生要多听勤听。学游泳，你就得下水；学开车，你就得上车摸方向盘。要提高英语听力，在一定程度上也是这个道理：与其说它是一门知识或学问，还不如说它是一门技巧。你必须得花时间多听多练。熟能生巧，多听才能熟悉不同的讲英语者的语音、语调、口音等，才能借助具体场景、上下文等，听懂他们所传达的信息。英语听力教材、电视或电台的英语新闻节目、英语影视剧等都是学习、提高英语听力的好途径。如有可能，听听操英语人士的演讲、讲课甚至他们之间的闲聊，肯定获益非浅。要坚持，要有耐心和恒心。不要幻想有谁能传授一些“独门秘笈”，能不必多花时间去听，自己的英语听力就能一蹴而就、立竿见影地取得效果。建议考生在准备口译考试的一段时间内，坚持每天用半小时到一小时练习听力。考生可以听教材、英语新闻广播或其他材料。一些较短的材料（如3到5分钟长度），语速适中，考生可以反复收听，直到能完全听懂为止，有可能的话，还可以把所听的英语材料记录下来、或者把大意复述一遍。这样做虽说较花时间，却对提高听力十分有帮助。考生也可以选较长的材料，只要求听懂大意即可。考生可以根据自己的水平、能安排的