

• 紧扣难点 • 精解要点 • 全程指导

英语应用能力 考试指导

主 编 杜留成

Direction For
Practical
English Test



西安交通大学出版社
XI'AN JIAOTONG UNIVERSITY PRESS

students'
book

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前言

高职高专的同学不但要参加英语三级考试,而且还要面对专升本的升学压力。所以,在大学前两年打下一个良好的英语基础,对以后的复习至关重要。我们编写此书目的是帮助同学做好英语三级考试的准备,也为以后的专升本英语考试提供辅导与借鉴。

本书传承理论与实践相结合的原则。讲解理论的同时,通过练习来进一步巩固提高复习效果。

本书的内容包括五部分。第一章讲解三级考试中涉及的主要语法项目,并且附加了练习题及答案。第二章介绍了阅读理解的理论及阅读技巧。第三章讲的是翻译,包括一些翻译理论与练习。第四章讲的是写作,包括写作方面的技巧及注意事项。最后一部分是附录,包括山东省高职高专英语能力考试试题真题以及模拟题。总之,本书内容涵盖了三级考试的各个基本环节。

如果需要与本教材相关的听力材料,大学英语学习方面的听力材料,专升本的听力材料,或者需要英语学习方面的帮助,可以发邮件到 henry.book@163.com 索取,我们将尽量提供帮助。

编者

2011年7月

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第一章 重点语法解说

第一节 动词的时、体、态、式

一、动词的时态

动词的时指时间,英语时态按时间划分,可以分为过去、现在、将来。动词的体指动作的存在状态,动作的存在状态有两种——完成和进行。把时和体结合在一起,便构成了英语的各种时态。

(一)现在时

1. 一般现在时

(1) 一般现在时表示没有时限的、持久存在的动作或状态,或现阶段反复发生的动作或状态。常和副词 usually, often, always, sometimes, regularly, every year, every week 等连用。例如:

The moon moves round the earth.

Mr. Smith travels to work by bus every day.

(2) 在由 after, until, before, once, when, as soon as, the moment, as long as, if, unless 等引导的时间状语从句或条件状语从句中,通常用一般现在时代替将来时。例如:

I will tell him the news as soon as I see him.

I will not go to countryside if it rains tomorrow.

(3) 某些表示起始的动词,可用一般现在时表示按规定、计划或安排要发生的动作,这类动词有:be, go, come, start, depart, arrive, begin, leave 等。例如:

The plane leaves at three.

The new teachers arrive tomorrow.

2. 现在进行时

(1) 表示现在正在进行的动作,常与 now, right now, at the moment, for the time being, for the present 等连用。例如:

Don't disturb her. She is reading newspaper now.

(2) 表示现阶段经常发生的动作,或表示讲话人的不满。常与 always, continually, forever, constantly 等连用。例如:

My father is forever criticizing me.

(3) 表示将来。具有这种语法功能的动词仅限于过渡性动词,即表示从一个状态或位置转移到另一个状态或位置上去的动词。常用的有:go, come, leave, start, arrive, return 等。例如:

They are leaving for Hong Kong next month.

(4) 状态动词一般不用于进行时态。状态动词可分为四类:

① 动词 be(是)和 have(有)。例如:

The boy is 150 centimeters tall. 而不可说: The boy is being 150 centimeters tall.

My husband has several shirts of different colors. 而不可说: My husband is having several shirts of different colors.

② 含有状态动词 be 和 have 意义的动词, 如 belong to, contain, differ from, matter, own 等。这类状态动词通常都不可以用于进行时。例如:

That dictionary belongs to me. 不能说: That dictionary is belonging to me.

③ 表示五官感觉的动词, 如 hear, see, feel, taste, smell 等。例如:

The old man doesn't hear very well. 不能说: The old man isn't hearing very well.

The meat tastes delicious. 但不可说: The meat is tasting delicious.

④ 表示心理或情感状态的动词, 如 believe, consider, expect, imagine, regret, remember 等。这类动词通常也都不用于进行时。例如:

He does not believe in Howard's honesty. 不能说: He is not believing in Howard's honesty.

注意: 某些状态动词也可指代动作, 在此情况下, 状态动词可用进行时。例如:

The girl is feeling the pot.

动作动词

英语中的动词就其词汇意义来说可分为动作动词和状态动词。动作动词强调主语在做的动作, 而状态动词强调主语所处的状态, 状态动词通常不用于进行时态。动作动词可分为三类:

(1) 表示持续动作的动词, 如 eat, listen, read, run 等。例如:

She is listening to the radio.

(2) 表示短暂动作的动词, 如 hit, jump 等。这类动词一般用在现在时中, 表示现在的一次性动作。表示短暂动作的动词通常不能与表示一段时间的状语连用。例如:

She jumped up into the chair.

He was jumping up and down to keep warm.

(3) 表示转变和移动的动词, 如 arrive, change, come, die, go, leave 等。这类动词的进行时可以表示将来。例如:

The train is leaving.

3. 现在完成时

(1) 现在完成时用来表示对目前状况仍有影响的、刚刚完成的动作(常与 yet, already, just 连用)或者过去某一时刻发生的、持续到现在的情况(常与 for, since 连用)。例如:

I have just finished my homework.

Mary has been ill for three days.

(2) 常与现在完成时连用的时间状语有: since, for, during 等引导出的短语; 副词 already, yet, just, ever 等; 状语词组 so far, up to now, many times, up to the present 等。例如:

I haven't been there for five years.

So far, she hasn't enjoyed the summer vacation.

There have been a lot of changes since 1978.

(3) 完成时态(包括过去完成时)可用在下列结构中:

This (That, It) is (was) the first (second...) time + 从句;

This (That, It) is (was) the only (last) + n + 从句;

This (That, It) is (was) + 形容词最高级 + n + 从句。

如果主句的谓语动词是一般现在时, 从句的谓语动词通常用现在完成时; 如果主句谓语动词是一般过去时, 从句谓语动词通常用过去完成时。例如:

This is one of the rarest questions that have ever been raised at such a meeting.

There was a knock at the door. It was the second time someone had interrupted me that evening.

4. 现在完成进行时

现在完成进行时是现在完成时的强调形式, 强调动作的持续性、未中断性。表示动作从过去某一时间开始, 一直延续到现在, 通常与表示一段时间的状态连用, 如: for hours, since this morning 等, 其构成是 have/has + been + 现在分词。例如:

I have been looking for my lost book for three days, but I still haven't found it.

现在完成进行时与现在完成时的区别

(1) 二者都可以表示动作的延续, 区别在于: 前者更强调动作的持续性, 可以说是后者的强调形式。例如:

We have been living here for ten years. (强调持续性)

We have lived here for ten years.

(2) 在无时间状语的情况下, 前者表示动作仍在进行, 而后者则表示动作在过去已结束。例如:

The students have been preparing for the exam. (还在进行)

The students have prepared for the exam. (已经结束)

(二) 过去时

1. 一般过去时

(1) 表示过去某一特定时间所发生的、完成了的动作或状态, 常与表示确切过去时间的词、短语或从句连用。例如:

We went to the pictures last night and saw a very interesting film.

(2) 表示过去习惯性动作。例如:

He always went to the cinema.

I used to do my homework in the library.

2. 过去完成时

(1) 表示过去某时间前已经发生的动作或情况,这个过去的时间可以用 by, before 等介词短语或一个时间状语从句来表示;或者表示一个动作在另一个过去动作之前已经完成。例如:

We had just had our breakfast when Tom came in.

By the end of last year they had turned out 5,000 bicycles.

(2) 动词 expect, hope, mean, intend, plan, suppose, wish, want, desire 等用过去完成时,表示过去的希望、预期、意图或愿望等没有实现。例如:

I had meant to take a good holiday this year, but I wasn't able to get away.

(3) 过去完成时常用于以下固定句型:

① hardly, scarcely, barely + 过去完成时 + when + 过去时。例如:

Hardly had I got on the bus when it started to move.

② no sooner + 过去完成时 + than + 过去时。例如:

No sooner had I gone out than he came to see me.

③ by (the end of) + 过去时间,主句中谓语动词用过去完成时。例如:

The experiment had been finished by 4 o'clock yesterday afternoon.

3. 过去进行时

过去进行时表示一个过去的动作发生时或发生后,另一个过去的动作正在进行,或表示过去反复的习惯,常与一般过去时搭配使用。例如:

We were discussing the matter when the headmaster entered.

Whenever I visited him, he was always writing at the desk.

4. 过去完成进行时

过去完成进行时表示过去某一时刻之前开始的动作或状态一直延续到过去某一时刻,其时间状语与过去完成时的相同。例如:

It had been raining cats and dogs for over a week and the downpour had caused landslides in many places.

5. 过去将来时

表示从过去的某一时间来看将来要发生的动作或存在的状态。过去将来时常用于宾语从句和间接引语中。一般过去将来时的出发点是过去,即从过去某一时刻看以后要发生的动作或状态。

(1) should/would + 动词原形

(2) was/were going to + 动词原形

He said that he was going to live in the country when he retired.

(3) was/were + 动词-ing 形式

Nobody knew whether the guests were coming.

(4) was/were + 动词不定式

She said she was to clean the classroom after school.

He asked me yesterday when I should leave for Paris.

They wanted to know how they would finish the homework earlier.

表示过去时间的五种时态都是相互关联搭配使用的:

(1)一般过去式和过去进行时搭配使用时,使用的连词常是 when, while。格式为:主句用过去进行时,when 的从句用一般过去式;主句用一般过去式,while 从句用过去进行时。

(2)过去将来时和过去完成时,这两个时态都是以一个过去时间点为参照而产生的。这个过去时间点即可能是一个一般过去式的句子,也可能是一个过去时间状语。

(3)过去完成时和过去完成进行时的时间状语都可能是相同的,唯一不同的地方是进行时强调的是动作的持续性。

(三)将来时

1. 一般将来时

(1)表示相对于讲话时间将要发生的动作或情况。该时态常跟有表示将来的时间状语,如:soon, next week, tomorrow 等。谓语动词的形式是 shall/will + 动词原形。例如:

Which paragraph shall I read first?

Next month, my sister will be twenty-one.

(2) be going to 表示打算要做的事情,或有明显迹象表明要发生的事情。例如:

What are you going to do tomorrow?

(3) be to do 表示按计划要发生的事情。例如:

We are to discuss the report next Saturday.

(4) be about to 表示马上做某事,或表示要做但没有做的事情。例如:

He is about to leave for Beijing.

注意:be about to 不能与 tomorrow, next week 等明确表示将来的时间状语连用。

2. 将来完成时

表示在将来某一时刻将完成或在另一个未来的动作发生之前已经完成的动作。常与将来完成时连用的时间状语有:by (the time/the end of) + 表示将来时间的短语;before (the end of) + 表示将来时间的词语或句子;when, after 等加上表示将来动作的句子等。例如:

By this time tomorrow you will have arrived in Shanghai.

I shall have finished this composition before 9 o'clock.

When we get to the railway station, the train will probably have left.

3. 将来进行时

将来进行时主要表示将来某一时刻正在进行的动作,或表示要在将来某一时刻开始,并继续下去的动作,常用于表示将来一定要发生的动作。其构成是:shall/will + be + 现在分词。例如:

What will you be doing this time tomorrow?

4. 将来完成进行时

将来完成进行时表示在将来某一时刻开始的一个动作或状态一直延续到将来某一时刻,强调动作的持续性。时间状语与将来完成时相同。例如:

By the time you arrive tonight, she will have been typing for hours.

掌握动词时态一定要从宏观上着眼。判断一个句子时态的关键是时间状语;再者语言来

自生活,所以任何一个英语句子都可以还原到生活中的某个场景中去,要身临其境去判断。这样一个句子的时态就比较容易把握了。

此外,还要注意时态的一致性。一般来讲,过去时态不能和现在时态与将来时态搭配使用。复合句中的一句用了过去式,另一句一般也是过去时态(有个别例外,如:①转述真理性的话语时,过去式与一般现在式搭配;②since引导的时间状语从句用过去式,主句是现在完成时)。



练习题

1. You will hardly believed it, but this is the third time tonight someone _____ me.
A. telephoned B. has telephoned C. telephones D. should telephone
2. We _____ to start our own business, but we never had enough money.
A. have hoped B. had hoped C. would hope D. should hope
3. The company _____ a rise in salary for ages, but nothing has happened yet.
A. promised B. is promising C. is promised D. has been promising
4. You love your only son and indulge him so much that you _____ him harm.
A. are doing B. have done C. will have done D. are going to do
5. The car _____ at the present speed until it reaches the foot of the mountain at about ten o'clock tonight.
A. would go B. went C. will be going D. goes
6. We _____ our breakfast when an old man came to the door.
A. just have had B. just had C. have just had D. had just had
7. We have done things we ought not to have done and _____ undone things we ought to have done.
A. leaving B. will leave C. left D. leave
8. By the end of this month, we surely _____ a satisfactory solution to the problem.
A. have found B. will have found C. will be finding D. are finding
9. I haven't met him for ages, but his mother _____ him sometimes.
A. had still seen B. still sees C. has still seen D. still saw
10. He said it was important that every member _____ his subscription by the end of the month.
A. send B. sent C. sends D. had sent
11. Our team _____ every match so far this year, but we still have three more games to play.
A. was winning B. has won C. had won D. wins
12. The dog is still wet. It _____ out of the rain.
A. only just comes B. has just only come
C. only just come D. has only just come
13. Today the public _____ about the way nature is being ruined.
A. is concerning B. has been concerning
C. is being concerned D. is becoming concerned

14. I _____ to Mexico last year, Dad wouldn't let me.
A. was to have gone B. went
C. was gone D. were to go
15. Mr. Jones _____ a city bus for over twenty-five years before retirement.
A. is driving B. drove C. has driven D. drives
16. Look at these dark clouds, _____.
A. it's going to rain B. it'll rain
C. it's raining D. it is to rain
17. He _____ all his friends as a result of his foolish behavior.
A. has lost B. loses C. is losing D. was losing
18. The doctor can't see you. He _____ on a patient at once.
A. will be operating B. is operating
C. operates D. will operate
19. The situation is rather serious. Everybody is talking about it. Mary is walking up and down yet her husband still _____ his mind in peace.
A. is possessing B. possesses
C. has been possessing D. will possess
20. The door _____ into a large room which can hold fifty people.
A. is opened B. opens C. has opened D. is opening
21. He won't be able to come on Friday because he _____ his exams.
A. will sit B. was sitting for
C. will be sitting for D. would sit for
22. I was feeling tired because I _____ hard all day.
A. had been working B. was working
C. worked D. had worked
23. Unless we _____ immediately, the play will certainly _____ by the time we get there.
A. left, begin B. leave, have begun
C. leave, begin D. left, have begun
24. I am not sure whether he _____ the meeting or not, as he has not been here lately.
A. attend B. attends C. will attend D. attended
25. Whenever I _____ these days, I always carry my raincoat.
A. shall go out B. am going out C. would go out D. go out
26. He doesn't possess a bicycle, this one he used _____ to Peter.
A. is belonged to B. belonged C. belongs D. is belonging
27. All foreign residents _____ to the nearest police station by July 20.
A. will report B. report
C. shall have reported D. have reported
28. He stopped her in the doorway just as she _____ to go away.
A. was about B. was on the point of

- C. was going D. was
29. The government _____ to approve the use of widespread surveillance when the Justice Department took objections.
A. is going B. had been C. was about D. is coming
30. James has just arrived, but I didn't know he _____ until yesterday.
A. will come B. was coming
C. had been coming D. comes
31. According to the time table, the train for London _____ at seven o'clock in the evening.
A. was leaving B. has left C. leaves D. will leave
32. You should visit this part of the country when _____.
A. spring will come B. spring comes
C. It has been spring D. It will be spring
33. You needn't hurry her. She _____ it by the time you are ready.
A. will have been finishing B. would finish
C. will have finished D. will be finishing
34. We can go home when the ground _____.
A. is drying B. dries C. dried D. will dry
35. Obviously, he _____ a bad cold. He sneezes so often.
A. has B. has been C. had D. was
36. Darwin proved that natural selection _____ the chief factor in the development of species.
A. has been B. had been C. is D. was
37. While Peggy _____, her brother is playing records.
A. reads B. is reading C. has read D. has been reading
38. It's been a long time since I _____. How are you?
A. had last seen you B. saw you last
C. have least seen you D. last was seeing you
39. We _____ on it for several hours but we have not yet reached any conclusion.
A. work B. are working
C. have been working D. have been worked
40. He said that he _____ for Shanghai the next day.
A. will leave B. has left C. would leave D. had left
41. This is the first time I _____ this kind of refrigerator.
A. saw B. have seen C. am seeing D. see
42. "As soon as I _____ home, I'll have a hot bath." He promised himself.
A. got B. get C. have got D. am getting
43. He _____ this job before he moved into this city.
A. found B. had found C. was finding D. would find

44. "Has he finished the report?" "No, he knew that he _____ time to complete it by tomorrow.
A. wouldn't have B. won't have C. shall not have D. will not have
45. I think this time yesterday he _____ an English class in No. 3 Classroom Building.
A. had B. will have C. was having D. would have
46. By 2020, the university _____ 20,000 postgraduates.
A. will be trained B. trains
C. will have trained D. would have
47. Since 1970 he _____ in this school and he loves this job very much.
A. has worked B. has been working C. is working D. will be working
48. I don't like to be disturbed if I _____.
A. work B. will work C. am working D. have worked
49. The company _____ a rise in salary for ages, but nothing has happened yet.
A. is promised B. has been promising
C. is promising D. promised
50. There was a knock at the door. It was the second time someone _____ me that evening.
A. had interrupted B. would have interrupted
C. to have interrupted D. to interrupt

【答案】 1-5: BBDAC 6-10: DCBBA 11-15: BDDAB 16-20: AAABB
21-25: CABCD 26-30: CCACB 31-35: CBCBA 36-40: CBBCC
41-45: BCBAC 46-50: CBCBA

二、动词的语态

语态有两种:主动语态和被动语态。主语是动作的发出者为主动语态;主语是动作的接受者为被动语态。

1. 被动语态的用法

(1) 动作的施动者很明显,没有必要提到。例如:

The rubbish hasn't been collected.

The streets are swept every day.

Your hand will be X-rayed.

(2) 不知道、不确切知道或忘记了谁是施动者。例如:

The minister was murdered.

My car has been moved!

You'll be met at the station.

(3) 表示“据说”或“相信”等词组:believe, consider, declare, expect, feel, report, say, suppose, think, understand

It is said that...

It is reported that...

It is believed that...

It is hoped that...

It is well known that...

It is thought that...

It is suggested that...

It has been taken granted that...

It has been decided that...

It must be remembered that...

2. 不用被动语态的情况

(1) 不及物动词无被动语态。例如：

(错) The price has been risen.

(对) The price rised.

(错) The accident was happened last week.

(对) The accident happened last week.

(2) 系动词无被动语态。例如：

(错) It is sounded good.

(对) It sounds good.

被动语态的几种特殊情况

(1) 若宾语补足语是不带 to 的不定式, 变为被动语态时, 该不定式前要加“to”。此类动词常为感官动词和使役动词, 如: feel, hear, observe, see, notice, watch, make 等。例如:

The teacher made me go out of the classroom.

—I was made to go out of the classroom (by the teacher).

We saw him play football on the playground.

—He was seen to play football on the playground.

(2) 短语动词是一个整体, 不可丢掉后面的介词或副词。例如:

My sister will be taken care of by Grandma.

Such thing has never been heard of before.

(3) 某些词的主动形式表示被动意义: wash, clean, cook, iron, look, cut, sell, read, wear, feel, draw, write, sell, drive 等。这些词的用法有如下特点: ①表示主语本身的客观性质和特点, 没有人的主观意志; ②句子结构固定, 即: 主语 + vi. + 副词。例如:

The book sells well.

This knife cuts easily.

(4) 在 need, require, want, deserve, worth (形容词) 后的动名词必须用主动形式, 但表示被动的含义, 例如:

The door needs repairing.

This room needs cleaning.

This book is worth reading.



练习题

- All the machines _____ by the end of the following week.
A. will be repaired B. were repaired
C. will have been repaired D. would be repaired
- They would tell how the African _____ on a ship to an American port.
A. was brought B. could have been brought
C. had been brought D. was to be brought
- A computer _____ what to do.
A. is told B. can tell C. must be told D. tells
- There is a general understanding among the members of the Board of Directors that chief attention _____ to the undertaking that is expected to bring in highest profit.
A. is given B. gives C. should be given D. must be given
- The fashion show is so fascinating that he _____ in admiration.
A. loses B. is losing C. is lost D. has been losing
- After the race _____, the celebration began.
A. had been won B. is won C. will be won D. has been won
- The composition _____ any more.
A. need not to be corrected B. doesn't need to be corrected
C. doesn't need be corrected D. need not correct
- The machine starts the second the button _____.
A. will be pressed B. was pressed C. presses D. is pressed
- As far as I know, this _____ a satisfactory solution.
A. is hardly considered B. has been considering
C. is considering D. is hardly considering
- You shouldn't do damage to this grassland. It's not your personal belongings. It _____ the state government.
A. is belonged to B. belonged to C. belongs to D. is belonging to
- It is said that a new robot _____ by him in a few days.
A. designed B. has been designed
C. will be designed D. will have been designed
- We are late. I expect the film _____ by the time we get to the cinema.
A. will already have started B. would already have started
C. shall have already started D. has already been started
- She will stop showing off if no notice _____ of her.
A. is taken B. takes C. will be taken D. has taken
- Diamond _____ in Brazil in 1971.
A. is found B. has been found C. was found D. had been found
- "Have you moved into the new flat?" "Not yet. The room _____."