

A GUIDE TO ENGLISH PRACTICAL READINGS

上海交通大学出版社

英语应用文 阅读指南

- Advertisements
- Directions
- Warranties
- Contracts & Leases
- Food Labels
- Indexes
- Library References
- Biographical Information
- Bankbooks
- Telephone Numbers
- Travel Schedules & Tickets
- Academic Information
- Weather Forecast
- Charts

杨荣泉 编著

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内 容 提 要

为了帮助参加 TOEFL/EPT 等标准化英语考试的考生解决应用文阅读理解的困难,本书从原版材料中选取了各种应用文128篇,内容涉及广告、说明书、保修单、合同、目录、图书资料等共十四大类。在每种类型文章前均列出要点或缩略词等,书末附有全部题目的详解答案。

本书可供参加各种英语标准化考试的考生使用,也可供广大的英语爱好者参考。

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前 言

参加 TOEFL/EPT 考试的考生遇到的困难之一就是应用文的阅读理解。这一部分在考试中所占比重不是很大，但考生如不得要领，丢分很多，往往令人遗憾。本书编写的目的，就是为了有效地帮助考生解决这一难题，考试中取得高分，到国外学习、生活顺利。

应用文阅读理解的难关何在？本人认为难点有两个：对各种不同应用文的基本结构不了解；不认识应用文中常用的缩略词。解决了这两个问题，困难就会迎刃而解。为此，在每章（某种应用文）的开头先列出这种文章的要点(main points)，必要时给出常用的缩略词(语)。如以上两点仍不能帮助你彻底解决疑难，本书附有全部题目的详解答案。这些详解不仅能帮助你做对答案，更重要的是可以帮助你真正理解文章本身，增长知识，达到一举两得的目的。

本书的读者对象是：

1. 有志在 TOEFL、EPT 及各种标准化考试中取得优异成绩者。
2. 有志研究英语应用文以利自己的工作。
3. 进一步完善自己的英语，扩大当代信息摄取量，从而在事业竞争中取胜者。

同时，本书也可作为管理、外贸、经济法等专业的泛读教材。

本书从各种原版材料中选取了应用文 128 篇，主要是广告、说明书、保修单、合同、租赁协议书、食品标签、目录、图书资料等共 14 大类。

英籍专家 Amy Lim 女士对部分内容进行了审阅，谨致谢意。
由于编者水平有限，时间仓促，疏漏谬误之处难免，请专家、读者指正。

编 著 者

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UNIT ONE

ADVERTISEMENTS

I. "Help Wanted" Advertisements

(1) Main points in "Help Wanted" ads.

1. Name of the unit seeking help.
2. Title of position offered.
3. Qualifications of candidates; education, experience, etc.
4. Type of work involved.
5. Conditions of employment; salary, holidays, pension, etc.
6. How to apply; personnel office, address, telephone number, post code, closing date, etc.

(2) Common abbreviations in "Help Wanted" ads.

1. ads = advertisements
2. sal = salary
3. ref(s) = reference(s)
4. exp(d) = experience(d)
5. p/t = part time
6. f/t = full time
7. bnfts = benefits
8. CV = curriculum vitae = résumé
/'kʌrɪ.kjʊl.əm/ 简历
9. pa = per annum = yearly or per year
10. M/F = M-F = Monday to Friday

- 11. req'd = required
- 12. aft = after
- 13. secty = secretary
- 14. ofc = office
- 15. temp = temporary
- 16. W = woman

Help Wanted Ads (1)

Secretary/Ofc. work for construction co. Position req. good command of English, bkkpg. & figure aptitude, thorough attention to details & follow-thru, organizational abilities. Heavy phone & customer contact. \$930-\$1100 commensurate w/exper. Resume to The Burdick Group, 238 Montgomery St., SF 94111

- 1. How much does the job pay?
 - (A) \$930 a month.
 - (B) \$1100 a month.
 - (C) It depends on the applicant's experience.
 - (D) The ad does not say.
- 2. What can you infer about the job?
 - (A) Unless you're reasonably good at math, you ought not to apply.
 - (B) If you are hired, you will spend a lot of time on the telephone.
 - (C) Both A and B.
 - (D) Neither A nor B.

Help Wanted Ads (2)

<p style="text-align: center;">SECRETARY TV</p> <p>Major network looking for secty/gal/guy friday to work on various temp assignments. Work 1, 2, 3, 4 or 5 days a week. Mr. Newcomb 889-0300.</p>	<p style="text-align: center;">SECRETARY-QUEENS</p> <p>Good skills. General insurance agency. Richmond Hill area</p> <p style="text-align: right;">849-8760</p>
<p>SECRETARY, P/T, steno, type, hrs. Mon-Fri, 10-1 and/or Mon, Wed & Fri 2:30-7. Tues: 2:30-5. Midtown office. 355-5743 aft 7 PM.</p>	<p style="text-align: center;">SECRETARY</p> <p>Small mdtwn law firm, excel skills, no legal exp req'd. 755-2040</p> <hr/> <p>SECRETARY. Fast-moving adv. agcy needs brite, energetic, gd typist for diversified responsibilities. 684-2500</p>

3. How many of the preceding ads. specify that a part-time employee is desired?
- (A) 1 ad. (B) 2 ads.
(C) 3 ads. (D) 4 ads.
4. How many of the preceding ads specify that the applicant will have to do jobs of different kinds? 9.3 h
- (A) 1 ad. (B) 3 ads.
(C) 2 ads. (D) 4 ads.

Help Wanted Ads (3)

<p>TV Service Man/W (Outside)</p> <p>Experienced only. Salary open. Brooklyn shop. Call 8-4, 241-8883</p>	<p>TV SERVICE TECHNICIAN</p> <p>Unison Electronics, outside tech. NYC area. Some bench work. 673-2032</p>
<p>TV Counterman-Tech- nician, take-in and give- out repairs, service stereo /TV, must be exp'd. Steady. Large firm. 683-6153</p>	<p>TV REPAIR PERSON Wanted</p> <p>Experienced-bench work. Salary open. Brooklyn: 212-782-6783</p>

5. Each of the four ads above requires a person who
- (A) will work inside as well as outside.
 - (B) has stereo repair background.
 - (C) lives in Brooklyn or in New York.
 - (D) has television repair experience.

Help Wanted Ads (4)

<p>^{santa} ^{claus} SANTA CLAUS—5'4" to 5'7". Senior citizen great. One Fairfield, one Landover. 466-9839.</p>
--

6. What restriction is stated in this advertisement?
- (A) age
 - (B) location

(C) height

(D) weight

Help Wanted Ads (5)

BOOKKEEPER TO \$ 10,000

Major international diversified insurance corporation located in the Wall St. area seeks a detail oriented individual with a minimum of 1 year experience. College accounting credits helpful, but not necessary. Company offers an excellent benefits package which includes educational reimbursement. Please send resume or call in confidence to: Kevin Olds.

212-770-6821

AMERICAN INTERNATIONAL GROUP

70 Pine St., NYC NY 10005 Equal Opportunity Employer
M/F

7. According to the advertisement, which of the following statements is accurate?

(A) Credits in college accounting are necessary for this job.

(B) It would be better to send a resume to the advertiser rather than to call directly.

(C) ☒ One of the benefits of this job is that the company will pay for continued education.

(D) This is probably a small company compared to others in the same field.

Help Wanted Ads (6)

CLERK

Part time mornings. Some
bkkp'ng exp helpful, drive
to work, prk indoors.

NATIONWIDE AUTO PAINTING

1850 Atlantic Ave. Brook-
lyn Btwn Utica & Roche-
ster 467-1414

CHEM ENG. FEE PD
NJ DIRECTOR R & D

Hvy research and develop-
ment for chem process in-
dustry PhD. MS or equiv.
B. Elias 201-351-7100

\$29-\$34,000

ACME agency

125 Brood Eliz NJ 07201

CHEF

F/T, exper necess, must
speak Italian and English,
Bklyn loc, 435-1872 aft 12
noon except Tues

CIVIL ENGR fee paid
TO \$40K +

Direct large scale nuclear or fossil projects for major international corporation
Demonstrated management ability and extensive structural experience.

Call or send resume to:
BILL WALLACE 96472060
120 Bway, Suite 1719,
N. Y. C. 10005

CHEMIST Fee Pd to \$15K
PRODUCTION
SUPERVISOR

Progressive corp seeks 85
Chemist to do chemical pdtn
wk. Recent grd or exp ok.
Must be willing to work
shifts. Contact: VERONICA
FREEMAN, (212)867-8100.

GILBERT LANE

505 5th Ave. NYC 10017
Agency

8. Which of the above positions requires a bilingual person?
- (A) chef (B) chemical engineer
(C) chemist (D) clerk

9. What would be the proper alphabetical listing, from left to right, of the above job advertisements?
- (A) chemist, chef, chemical engineer, civil engineer, clerk
 - (B) chef, chemical engineer, chemist, civil engineer, clerk
 - (C) chef, chemist, chemical engineer, civil engineer, clerk
 - (D) chemical engineer, chemist, chef, clerk, civil engineer
10. Approximately what hours would the clerk be expected to work?
- (A) noon to 6 P.M.
 - (B) 9 A.M. to 5 P.M.
 - (C) 9 A.M. to noon
 - (D) 7 P.M. to 3 A.M.
11. What would be the major responsibility of the chemical engineer?
- (A) perform chemical analysis
 - (B) supervise production work
 - (C) direct fossil projects
 - (D) direct research and development work

Help Wanted Ads (7)

ASSISTANT MANAGER PERSONNEL RELATIONS

Prominent consumer products manufacturer located in Baltimore has an outstanding development position for an experienced personnel professional. Responsibilities will involve a full range of personnel and

industrial relations activities with emphasis in labor relations. Minimum of 4 years of overall personnel experience in a manufacturing environment including the exposure to arbitration, contract negotiation and job evaluation. Degree required, preferably in personnel relations. Salary in mid \$20's excellent benefit package. If you have these qualifications and desire an excellent growth opportunity in a progressive environment please send your complete resume and salary history to:

Y 7180 TIMES

MECHANICAL ENGINEERING

Degree. Minimum 8 years progressive design experience. Knowledge of HVAC, plumbing and special requirements for medical and hospital facilities desirable. Professional license required or demonstrate ability to obtain same. Designing, reviewing, layout and designs from consultant. Supervise in construction operation.

Please send resume with salary requirements, in confidence to:

Y 7229 TIMES

12. According to the Help-Wanted advertisements above,
- (A) only applicants presently holding professional licenses will be considered for the engineering job.
 - (B) no women will be considered for either job.
 - (C) the engineering job requires fewer years of experience

than the assistant manager position does.

- (D) the manager position involves a wide variety of duties.

Help Wanted Ads (8)

ELECTRONIC WIREMEN

-Permanent,

full-time positions.

-2 -3 years experience

-Day Shift

Wiring and soldering of chassis and P.C. Boards.

Excellent company benefits. Salary commensurate with experience. Phone 548-3889.

TEKNICIRCLE LABORATORIES

899 Robin Road Long Hill, Pa.

Equal Opportunity Employer.

13. Approximately what hours would the applicant expect to work?
- (A) midnight to 7 A.M.
(B) commensurate with experience
(C) 8 A.M. to 5 P.M.
(D) 3:30 p.m. to midnight
14. What would the applicant's job be?
- (A) full-time position
(B) shifting
(C) company benefits
(D) wiring and soldering

Help Wanted Ads (9)

Leading multinational industrial corporation is seeking a qualified individual with a degree in industrial engineering and a minimum of five years experience in design of mechanical components. The successful candidate will design, stress analyze, and select custom built air control equipment for nuclear power plants. Excellent beginning salary and complete benefits package, including medical, dental and life insurance plans.

Interested applicants should forward résumé listing qualifications, skills, employment and salary history, accompanied by a letter of interest to:

Box A 304 *Daily News*

Deadline for applications: July 16.

15. The word deadline in this ad most nearly means
- (A) the first day for applications to be submitted.
 - (B) the last day for applications to be submitted.
 - (C) the day that the ad appeared in the newspaper.
 - (D) the day that the applicants will be informed of the decision.
16. What are the qualifications for a successful candidate?
- (A) A degree in industrial engineering or five years of experience working in nuclear power plants.
 - (B) A degree in industrial design.
 - (C) More than five years experience as an industrial