



PRACTICAL
ENGLISH

An Intensive Guide to Practical English

实用英语精读指南

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第二册

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前 言

《实用英语》是由教育部规划并推荐使用的专科层次通用教材。由于此教材实用性强、内容多，且高职、高专类院校公共课学时少，又缺乏相应的辅导材料，因而给学生在各个学习环节，包括自学、巩固和提高都带来了困难。为了帮助学生吃透教材，有效地掌握和巩固英语语言知识，提高英语实际应用能力，顺利通过高等学校英语应用能力考试(A、B级)，我们组织了来自实用英语教学一线、具有丰富教学经验的教师编写了这套《实用英语精读指南》。

本套丛书有以下特点：

1. 注重语篇学习，每篇课文均给出段落大意、中心思想。
2. 词汇联想丰富，同义词辨析详尽透彻，不仅提供其语义，更重其语用。每一例句均给出中文译文，有利于学生自学。
3. 语言现象的解释、前后回顾，不仅对语言点，而且对课文内容也起到温故知新的作用。
4. 课文讲解详细全面，对长句、难句进行句意和语法分析，所有课文配有参考译文。
5. 根据课文中所涉及的重点语法现象并结合《普通高等专科英语课程教学基本要求》，对学生感到困难的语法知识，进行系统地讲解并配有巩固练习。
6. 根据各单元的重点和难度要求，结合高等学校英语应用能力测试(A、B级)的题型，补充相应的练习，并给出答案，便于学生在巩固所学知识的基础上有所提高。

本丛书每册每单元均包括以下主要内容：

- Main Idea of the Text
- Outline of the Text
- New Word Study
- Detailed Study of the Text
- Grammar Revision
- Achievement Test
- Translation of the Texts

在本书编写过程中，我们参考了大量相关资料，得到了许多同行与专家的指导和帮助，在此深表感谢。由于编者水平有限，其中难免有疏漏与不足之处，敬请读者批评指正。

编 者

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Unit One

Text A Public Relations

I. Main Idea of the Text

Public relations is a general term describing a wide variety of techniques used by various institutions to present themselves in a favorable light to the general public. To win public support and trust has, therefore, become the essence of PR work, which has been well established ever since the moment when American founders wrote their Declaration of Independence. The same still holds true now for any organizations or companies expecting for their survival and growth. In addition to a decent respect for other people's beliefs, interests and feelings, many companies may also give a due consideration to the opinions of the big public and smaller groups. Many large companies, therefore, have a public relations department, which does almost everything such as speeches, printed materials, films to help inform the public about its company. Furthermore, many companies may also hire independent public relations firms to exert their influence on public opinion.

II. Outline of the Text

- A. Introduction: The importance of winning public support and trust. (Para. 1)
- B. The main concern of public relations. (Paras. 2~3)
- C. Activities of public relations. (Paras. 4~8)

III. New Word Study

1. **action** *n.* 1) process of doing sth; activity 行动, 活动 2) thing done; deed 所做之事, 行为
eg He is a man of action. 他是一个实干家。

Judging from his action, he is a good guy. 从他的行为来看, 他是个不错的小伙子。

【相关短语】take action 采取行动; in action 在活动中; out of action 不再起作用

→**act** *v.* do sth 行动

2. **affect** *v.* have an influence on (sb/sth) 影响

eg His words won't affect my decision. 他的话不会影响我的决定。

Her work has affected her health. 她的工作影响了她的健康。

cf. **effect** *n.* change produced by action or cause 影响; 效果; 作用

eg Government policy will not have any effect on us. 政府的政策对我们没有任何影响。

→**affection** *n.* feeling of fondness 喜爱

3. **survive** *v.* 1) continue to live or exist in spite of nearly being killed or destroyed by (sth) 幸存
2) live longer 比...活得长

eg The house survived the storm. 经过暴风雨的袭击, 这所房屋并未倒塌。

She survived her own daughter by three years. 她比自己的女儿多活了三年。

→**survival** *n.* surviving 幸存, 生存, 残存; **survivor** *n.* person who has survived 幸存者, 生还者

4. **thoughtful** *adj.* 1) 体贴的, 关心的 2) 思考的, 沉思的
eg It was very thoughtful of you to send flowers when I was ill. 我生病的时候, 你送花来, 真体贴。
 He is looking at the window with thoughtful looks. 他看着窗户, 像是在想什么。
 → **thoughtfulness/thought** *n.* 思想, 思虑, 关心, 慎重; **thoughtless** *adj.* 无思想的, 欠考虑的, 自私的, 粗心的
5. **skil(l)ful** *adj.* having or showing skill 灵活的, 熟练的
【常用短语】 be skilful at (doing) sth 善于
eg He is skilful at painting. 他善于绘画。
cf. skilled *adj.*
【常用短语】 be skilled in/at (doing) sth 擅长于
【比较】 skilled, skilful
 在作“熟练的”的意思解时, skilled 和 skilful 意思相同。skilled 还可指“(工作)需要技能的”, 如 a skilled job (技术性的工作)。
6. **reveal** *v.* make (facts, etc.) known 透露, 泄露; 展现, 呈现
eg Some pop stars gained their names by revealing their private secrets. 一些明星通过透露个人隐私获取名声。
 She drew the curtain aside to reveal a beautiful garden. 她拉开窗帘, 一座美丽的花园呈现在眼前。
 → **revelation** *n.* 揭露, 展现; **revealing** *adj.* 暴露部分身体的, (喻)赤裸裸的
【反义词】 conceal *v.* 保密
7. **character** *n.* 1) mental or moral qualities 品质, 个性 2) features 特征, 特性
eg It's a general understanding that Western Cowboys have strong but gentle character. 人们对西部牛仔的普遍印象就是他们有着坚强而温柔的性格。
 The new buildings have changed the character of the village. 新建筑改变了这个村庄的特点。
 → **characteristic** *adj.* 构成人或事物特征之一部分的, 典型的
8. **commerce** *n.* trade (esp. between countries); buying and selling of goods 商业, (尤指国际间的)贸易
eg We must promote commerce with neighboring countries. 我们必须促进与邻国的贸易。
 → **commercial** *adj.* 商业的, 商务的; **commercialize** *v.* 使商业化
eg commercial ethics 商业道德; commercial world 商业界; commercial bank 商业银行; commercial college 商学院
9. **motion** *n.* 1) (manner of) moving 运动, 移动 2) particular movement; gesture 动作, 姿态
eg You must not get out of the car when it is in motion. 车在开动的时候你不可以下车。
 She made motions to him to come. 她做手势让他过来。
v. 作手势, 点头或摇头示意
eg He motioned me in. 他示意我进来。
 → **motionless** *adj.* 不动的, 静止的
10. **undertake** *v.* (undertook, undertaken) 1) (start to) make oneself responsible for (sth) 承

担, 负起责任 2) agree or promise to do sth 同意或答应

eg The professor is now undertaking a very important experiment. 这位教授正担任一项非常重要的实验工作。

I undertook to teach the children English. 我答应教小孩子英语。

→ **undertaking** *n.* 任务, 事业, 企业, 许诺; **undertaker** *n.* 承担者, 承办人, 企业家

11. **staff** *n.* group of assistants working together in a business 全体职工, 全体雇员(它是集体名词, 通常用单数。作主语时, 谓语动词可用单数, 也可用复数)

eg We need more staff in the office. 办公室里需要更多的人手。

The company staff is/are efficient in the work. 公司全体员工工作效率都很高。

be on the staff 在职, 在编人员

v. 为(某部门)配备人员

eg This is a finely staffed school. 这个学校师资力量很好。

cf. **crew** *n.* (轮船、飞机)全体船员; 全体空勤人员

IV. Detailed Study of the Text

1. When the founders of the United States wrote the *Declaration of Independence*, they said that a “decent respect” for the opinion of people everywhere required the American colonies to tell the world why they were freeing themselves of British rule. 当美国的缔造者在撰写《独立宣言》的时候指出, 要“体面地尊重”各地人民的意见, 美国的各个州就得让全世界知道, 他们为什么要把自己从英国的统治下解放出来。

(1) **require sb to do sth** 需要某人做某事

eg I am required immediately to report to the headquarters. 要我立即向司令部报到。

cf. **require** 后面如果是宾语从句, 从句中谓语用“(should) + 动词原形”。

eg He required the work (should) be finished in two weeks. 他要求这项工作两个星期结束。

(2) **free sb/sth from /of** 免除, 解除; 自…中释放或解放某人(或某物)

eg He opened the door to free the room of /from smoke. 他打开门, 排除烟气。

Only the socialist system can free man from /of war. 只有社会主义制度才能使人类摆脱战争。

cf. **free**(*adj.*) **from...** 没有…的; **free**(*adj.*) **of...** 免除…的

eg free from pain 无痛的; free from care 无忧无虑的; free of charge(s) 免费; free of taxes 免税

2. The American founders believed that their cause could not win unless they had the confidence of other peoples. — The American leaders thought/held that they could free themselves from British rule only on the condition that they won the confidence of other people.

unless; if not 除非, 如果不

eg I will not go unless I hear from him. 如果他不通知我, 我就不去。

We shall not call the meeting unless absolutely necessary. 除非绝对必要, 我们将不召开会议。

3. No company, government agency, school, hospital, or other institution can flourish if it pays no attention to what the people think of it. 任何公司、政府部门、学校、医院或其他单位, 只有关注人们对它的看法才能兴旺发达。

(1) 该句为全部否定, 它的形式通常是: none (neither, no) + 名词或 nothing, none, nobody, neither, nowhere, nor, neither... nor 等这些否定词。

eg No man can do it. 谁都干不了。

Neither he nor I am good at playing basketball. 他和我都不擅长打篮球。

【注】部分否定的形式是: ① every... not / not every; ② both... not/not both; ③ all... not/not all; ④ each... not/not each 等。

eg Everyone can not answer all the questions. /Not everyone can answer all the questions. 并非每个人都能回答所有的问题。

Not every child wants to become a film star. /Every child doesn't want to become a film star. 并非每个孩子都想成为电影明星。

另外, 使用 always, much, many, often 也能产生部分否定。

eg We can see that failure is not always an evil. 我们可以看出失败并非总是坏事。

(2) **pay attention to**: direct one's thoughts to sth; give attention to sb 关心注意某人; 关注
cf. pay no attention to 不注意

eg Our government paid /gave close attention to the recent developments. 我国政府密切注意最近事态的发展。

Some students pay no attention to current affairs. 有些学生不关心时事。

4. Only a few organisations, such as a national government, are so large that all the public has some opinion about their actions. 只有少数像国家政府这样的机构才大得使全体公众都会对它们的行为形成一定看法。

so... that... 如此...以至于...

eg This bag is so heavy that I can't carry it. 这箱子太重了, 我搬不动。

cf. too... to... 太...以至于不能...

eg This bag is too heavy for me to carry. 这只包太重了, 我拿不动。

5. The company must be on good terms with the government, because every business can be seriously affected by government laws or regulations. 这个公司还得与政府友好相处, 因为每个企业都深受政府法令和法规的影响。

(1) **be on good/bad terms with**: to get along well /badly with 和...关系好/不好

eg She is on good terms with her mother-in-laws. 她与婆家的人相处得很好。

cf. keep terms with sb 与某人交往; **in terms of** 在...方面, 从...方面来说; **come to terms** 达成协议, 妥协, 让步

(2) **be affected by** 受到...影响

eg She was affected by him on her decision. 她的决定受到他的影响。

6. Public relations begins by planning one's actions so as to respect the rights and beliefs of other people. — For the purpose of respecting the rights and beliefs of other people, public relations starts with planning one's actions.

so as to; in order to 为了

eg I'm going to make an early start so as not to get stuck in the traffic. 我会早点动身, 这样就不会遇上交通阻塞。

She speaks loudly so as to make herself heard. 为了让别人能听到, 她说得很大声。

cf. in order to/ in order that / so that 为了

7. Unless a public relations program takes these things into account, it can do little to help a company. — A public relations program can be of little use to a company if it does not include these things.

take sth into account: to consider or include particular facts or details when making a judgment or decision 把...考虑在内

eg To go traveling, you should take the weather factor into account. 去旅游的话,要把天气因素考虑在内。

The teachers promised to take into account the wishes of the parents before making any changes. 老师们答应在作任何变动前会考虑父母的愿望。

cf. take account of 考虑; **take... into consideration** 考虑

eg These figures do not take account of changes in the rate of inflation. 这些数据没有考虑通货膨胀率的变化。

Your teacher will take your recent illness into consideration when marking your exams. 老师对你进行测试时会考虑你最近的病情。

8. Not all the money in the world, nor the most skilful writers or speakers, can make a company look as if it cares about other people if the company really does not care. 如果一个公司实际上对他人满不在乎的话,世界上再多的钱、再有能耐的作家或发言人都无法使这家公司建立起关心别人的形象。

(1) **not all** + 名词: 表部分否定, “并非都...”。

(2) **as if/though**: as if 和 as though 意义相同, 表示相似和类比意义。

eg It looks as if/though it is going to rain. 好像要下雨了。

You look as if/though you're going to cry. 你看起来就像要哭。

通常以 as if, as though 引导的分句还可以用虚拟语气。

eg She treats me as if I was/were a stranger. 她把我当陌生人一样的对待。

(3) **care about**: to be worried, anxious, or concerned (about); mind

eg He cares about nothing but money. 他只在乎钱。

I don't care about what you think; I'm certain he is right. 不管你怎么想,我肯定他是正确的。

cf. care for: 喜欢, 中意; 照顾

eg She doesn't really care for the man. 她对这个人不太中意。

9. The department is made up of writers, editors, photographic and picture experts, and researchers. 这一部门由作家、编辑、摄影和绘画专家以及研究人员组成。

be made up of: consist of, be composed of 由...组成

eg Society is made up of people of widely differing abilities. 社会是由能力迥异的人组成的。

10. A company may also, as a public service, undertake projects not directly connected with its business, to help make society better. — A company may also engage in projects which have no direct relation with its business, as a public service, to help make society better.

(1) 划线部分是过去分词短语作定语修饰 projects。

(2) **(be) connected with** 与...有关

eg She made some remarks that were not connected with the topic. 她谈了些与主题无关的话。

He worked on problems connected with aircraft design. 他的工作是解决与飞机设计有关的问题。

(3) **make + 名词 + 形容词** (该形容词作宾语补足语)

eg make our country more beautiful 使我们国家更美丽

Make your hands clean. 把手洗干净。

11. Besides using their own public relations staffs, many companies hire independent public relations firms, which work for several clients at once. 许多公司除了使用自己的公共关系队伍外, 还雇用独立的公共关系公司, 这种公司同时为几个客户服务。

at once: 1) at the same time 同时 2) immediately 立刻

eg Could you eat five eggs at once? 你能一口吃五个鸡蛋吗?

When hearing the news, he jumped from the seat at once. 一听到这个消息, 他立刻从座位上跳了起来。

12. Anyone who plans to do public relations work should get as broad an education as possible. 任何打算从事公共关系工作的人应该接受尽可能广泛的教育。

(1) **who plans to do public relations work** 是定语从句修饰 anyone.

(2) **as broad an education as possible:** an education as broad as possible 尽可能广泛的教育。当该结构中的形容词跟单数可数名词连用时, 要注意不定冠词的位置, 第一个 as 后面紧跟形容词或副词, 冠词放在形容词的后面。

eg German is as difficult a language as English. (German is a language as difficult as English.) 德语和英语同样是难学的语言。

Mary is as beautiful a girl as her little sister. (Mary is a girl as beautiful as her little sister.) 玛丽跟她小妹妹一样是一位美丽的女孩。

Text B The Interview

I. Main Idea of the Text

The most important first step in seeking a job is to get through the interview. The following tips may help you to shine at this vital moment.

Getting everything ready before that is essential before the interview. First of all, equip yourself with certificates and other relevant documents and make a copy, if necessary, of all the items to show your efficiency. Secondly, find out something about the company as well as your prospective employer. Thirdly, make sure that your appearance is neat, that you are relaxed and that you make your CV fresh in your mind. Throughout the interview you should be friendly, courteous and relaxed. Always remember to answer your questions simply, directly and honestly, for you are supposed to be tested whether you have your own opinions and whether you can speak sensibly and coherently. When the interview is going to an end, you may show your interest in the company by raising any questions concerning your future work, such as your

promotion prospects, training courses and so on instead of holidays, days off, etc. Take a polite leave when the interview is finished.

II. Outline of the Text

A. Preparations before the interview. (Paras. 1~4)

B. Behavior during the interview. (Paras. 5~7)

III. New Word Study

1. **application** *n.* 1) 申请、请求 2) 应用

eg We made an application to the court for an enquiry. 我们曾请求法院调查。

The application of a new invention improved the production. 这项新发明的使用提高了产量。

→ **apply** *v.* 申请, 应用, 使...致力于

【相关短语】apply for 申请; apply... to 运用于

2. **behave** *v.* 1) act or conduct oneself in the specific way 表现、举动 2) showing good manners; conduct oneself well 有礼貌, 举止适当

eg He behaved very well in this interview. 在这次面试中他表现很好。

You must behave yourself at a dinner party. 你晚上必须规矩点。

→ **behavior** *n.* 行为、举止, 态度

3. **arrange** *v.* 1) plan the details; organize in advance 筹备、准备、安排 2) make tidy, neat or attractive 整理、布置

eg Before going away, he arranged his business affairs. 在离开之前他把业务都安排好了。

She is good at arranging flowers. 她擅长插花。

→ **arrangement** *n.* 安排

4. **preparation** *n.* 1) preparing or being prepared 准备 2) thing done to prepare for sth 准备工作, 准备之事物(常用复数)

eg The meal is in preparations. 饭菜在预备中。

They are making preparations for a voyage. 他们正为航海做准备。

→ **prepare** *v.* 准备

【常用短语】prepare (sth) for sth /prepare to do sth 准备做某事

5. **patience** *n.* ability to accept delay, annoyance or suffering without complaining 忍耐、耐心

eg I haven't the patience to hear your complaints again. 我没有耐心再听你的抱怨。

【相关短语】be/get out of patience with 对...失去耐心; have no patience with 不能容忍, 对...没有耐心

→ **patient** *adj.* 有耐心的 *n.* 患者

【反义词】impatience *n.* impatient *adj.*

6. **salary** *n.* 薪水

eg a salary of \$1 000 per year 年薪1000美元

【辨析】salary, wage, pay

salary: 指发给从事比较重要工作的、具有较高技术或从事脑力劳动的人员的工资, 常以月或半月计算。wage: 指用信封发给体力劳动者的工钱, 一般按天或周计算。pay: 是最一般的用语, 指从各种工作中得到的报酬。

7. **prospect** *n.* 1) (复) outlook 期望、前景、盼望之事物 2) hope; expectation 希望、期望
eg The prospects for the wine harvest are poor this year. 今年的葡萄酒收成不会太好。

I see little prospect of his recovery. 我看他痊愈的希望不大。

→ **prospective** *adj.* future 未来的、预期的、有望的

eg Mary will be his prospective bride. 玛丽将是他未来的新娘。

IV. Detailed Study of the Text

1. The following advice should help you get through this most important first step towards getting a job. — The following advice should help you successfully in the interview, which is the most important first step towards getting a job.

get through: to pass through, or come successfully to the end of 通过

eg He got through the Customs favorably. 他顺利地通过了海关。

We were all delighted when we heard he had got through his final exams. 当我们听说他已通过期末考试时都很高兴。

2. First of all, do everything you can to prepare for the interview as soon as you know it is arranged. 首先,一旦你知道已经安排面试,就要尽力为其做好准备。

prepare for: to get ready by making necessary arrangements, planning, studying. 为…作准备

eg He requested his classmate to help him prepare for the interview. 他请同学们帮他准备面试。

cf. prepare to do sth: to prepare oneself to do sth 作好准备做某事

eg The hero bravely prepared to die for his country. 这位英雄作好了为祖国英勇献身的准备。

3. Make a list of all the points you want to ask about if you have the chance. 列出你有机会便想问及的一切要点。

make a list of: to put... on a list 造表列出,把…列入一览表

eg Before going to the supermarket, I always make a list of what I should buy. 去超市之前,我都会把要买的东西列个单子。

Please make a list of those who are coming to conference today. 请列出今晚到会的名单。

4. Equip yourself with all your certificates and other relevant documents, a list of all the examinations you have passed, denoting subjects and credits, all the schools you have attended, sports you have played and any positions of responsibility held at school. 带上你所有的证书和其他有关文件,开一份清单,列出你所通过的考试(标明课程和学分),所有你上过的学校,从事的运动和在学校里担任的一切职务。

划线部分是定语从句分别修饰前面的名词。**held at school** 是过去分词短语作定语修饰 positions of responsibility.

5. You may already have supplied these details but you should have a copy with you in case you are asked for it. 也许你已经提供了详细的材料但应该随身带一份副本,以备万一对方向你索取。

in case(of): if; if there should be a reason or need 万一

eg Take an umbrella with you in case of rain. 带一把伞以防下雨。

He doesn't dare to leave the house in case he should be recognized. 他不敢出门, 怕被别人认出来。

cf. in any case 无论如何, 总之; **in no case** 无论如何都不

6. It shows efficiency on your part. — By doing so you may show efficiency of your own.

on sb's part/on the part of sb: of, by or done by someone 由某人表现出来的, 由某人所做出的

eg It was a mistake on my part. 这是我的错。

cf. for one's part: as far as someone is concerned; the way someone feels or thinks 就...来说, 对某人来说

eg For my part, I don't mind where to eat. 就我来说, 我不介意在哪儿吃饭。

7. What exactly the firm does, where it is and how long it has been in existence. At the same time check the times of buses and ferries so that you are sure to arrive on time. 查明公司的业务范围、地址和开业历史, 公共汽车和渡船的时间, 这样你才有把握按时到达。

(1) **what, where, how long** 这些词都是引导宾语从句, 前面省去了动词 find out。在宾语从句中用陈述句的语序。

(2) **so that** 以便

eg She tip-toed into the room so that she wouldn't wake them up. 她蹑手蹑脚地走进房间, 为的是不把他们吵醒。

(3) **on time:** punctually, neither early nor late 准时

eg All the guests were on time at the wedding. 所有客人都准时参加了婚礼。

cf. in time: early or soon enough 及时

eg Although she was delayed by the traffic jam she still managed to come to the school in time. 尽管遇到交通阻塞, 但她仍设法及时赶到了学校。

8. Is your hair tidy? Your shirt freshly pressed? Your dress clean? Shoes polished? 你的头发整齐吗? 衬衣刚烫过吗? 衣服干净吗? 鞋子擦过了吗?

(1) **Your shirt freshly pressed?** = Has your shirt been freshly pressed?

(2) **Your dress clean?** = Is your dress clean?

(3) **Shoes polished?** = Has shoes been polished?

这些都是省略的一般疑问句, 读的时候要用升调。这种省略句在对话中或提问题时常常会使用到。

eg (Is there) Anything you want? 你要什么东西吗?

(Does) Anybody need help? 有谁要人帮忙吗?

9. Read through your curriculum vitae again so that it is fresh in your mind. 再读一遍你的简历, 以便清晰地记在脑海里。

fresh in one's mind: recent enough to be remembered clearly

eg She wants to write about her visit while it's still fresh in her mind. 她想趁还记得清楚时记下这次参观的情况。

It's still fresh in my mind that the bus was turning over two or three times and at last it came to rest upside down. 我对当时的情况记忆犹新: 汽车翻了两三个跟头, 最后翻倒在地。

10. Stand until you are invited to sit and then sit straight in the chair, do not lounge. 等人家请你坐你再坐下, 要坐直, 别懒洋洋地靠在椅子上。

until 直到。与延续性动词连用通常用肯定; 与非延续性动词连用通常用否定。

eg I waited until twelve. 我一直等到 12 点。

I didn't leave until twelve. 我直到 12 点才离开。

11. Do not show impatience if you feel the interviewer is repeating things or asking questions that have no relevance to the matter in hand. 如果你感到这位面试者在反复提问或问及一些与目前的事情无关的问题, 别表现出不耐烦。

(1) **have no relevance to** 与...无关

eg Don't talk about something that has no relevance to our text in class. 不要在课上谈论与课文无关的东西。

(2) **in hand**: being dealt with 在手头; 在...控制下

eg I still have some cash in hand. 我手头仍有现金。

We have the situation well in hand. 我们完全控制了局面。

cf. **on hand**: nearby; within reach 现有, 随时可用

eg Always have your dictionary on hand when you study. 学习的时候, 手头准备本字典。

12. Look straight at the interviewer when you answer questions and if asked about your family or school speak with loyalty and affection. 回答问题时, 眼睛要直视面试者; 如果被问及你的家庭或学校, 说话时要表露出忠诚和爱心。

(1) **if asked about your family or school**: if 引导条件状语从句, if 后面省去了 you are。当状语从句中的主语和主句中的主语一致, 谓语动词是 be 时, 可以省去主语和系动词 be。

eg While there, they were thinking of you all the time. = While they were there, they were thinking of you all the time. 在那儿时, 他们一直想着你。

(2) **speak with loyalty and affection**: speak loyally and affectionately 忠诚地、重情地说 with + 某些抽象名词, 在句中起状语作用, 表示情态。这种结构往往相当于一个与名词同源的副词。

eg fight with courage/courageously 英勇地战斗; do the work with pleasure/pleasantly 愉快地工作

13. If you are asked what salary you expect, state the figure mentioned in the advertisement you replied to. 如果问你希望得到多少薪水, 要按广告上登载的数字提出来。

(1) 划线部分是过去分词短语作定语修饰 the figure, 在这个过去分词短语中包含有一个定语从句 you replied to, 修饰 the advertisement.

(2) **reply to**: say or make an answer 回答, 答复; 回复, 回击

eg She replied to my questions rapidly. 她很快回答了我的问题。

14. If you sense that the interview is coming to an end, be ready with your queries. 如果你觉得面试快要结束, 就得准备提出你的问题了。

come to an end: to finish; draw to a close 结束

eg The war came to an end at last. 战争终于结束了。

cf. **at an end**: to be finished 结束, 完毕

eg The project is at an end. 这项工程就要结束了。

15. You have as much right to be concerned about your future work as the interviewer has about your ability to do the job. 面试者有权了解你是否有做好这份工作的能力,你同样有权关心自己未来的工作。

(1) **as much right as...** 和...拥有一样的权利

eg In the socialist countries the poor have as much right to govern their countries as the rich acquire lawful right to use their estate. 在社会主义国家里,富人取得了使用财产的合法权利,穷人也同样有权管理自己的国家。

(2) **be concerned about**: to care about; worry about 关心

eg Students are concerned about their grades after the exam. 考完试,学生们都关心分数。

16. Do not lay undue emphasis on questions about holidays, days off, lunch breaks, sports facilities, etc. 不要不合时宜地强调有关假期、休假日、午餐休息、运动设施等问题。

lay/place/put (undue) emphasis on: to give special force or attention to something to show that it is particularly important (过分)强调

eg Don't lay undue emphasis on insignificant matters. 不要过分强调那些无关紧要的事情。
The sensible parents should lay emphasis on the education of their child's morality. 明智的父母应该重视对孩子品德的教育。

cf. attach importance to; to regard as having importance 认为...重要

eg She attaches great importance to regular exercises. 他认为经常锻炼很重要。

How much importance do you attach to the latest events? 你认为时事有多重要?

17. Ask first of all about promotion prospects, other examinations you can take to get ahead and so on. 首先要询问有关晋级的前景、有关今后发展所需要参加的其他考试等问题。

(1) **you can take** 是定语从句修饰 other examinations.

(2) **get ahead**: to become successful 有进展

eg The person with such a poor education is not likely to get ahead in the future job. 没有受到良好教育的人在将来的工作中不会有发展。

Grammar Revision——动词的时态(1)

动词主要表示动作,其次表示状态或性质。动作和状态的发生有一定的时间和表现方式。这就是英语动词的时态。英语动词的时态主要由动词的不同形式来表示。

英语动词的时态有十六种(见下表),其中有些时态并不常见。

一般现在时	现在进行时	现在完成时	现在完成进行时
一般过去时	过去进行时	过去完成时	过去完成进行时
一般将来时	将来进行时	将来完成时	将来完成进行时
一般过去将来时	过去将来进行时	过去将来完成时	过去将来完成进行时

以动词 write 为例,动词各种时态变化分别列表如下: