

□ 全国高等院校商务英语精品教材

Business English

A Comprehensive Course

Workbook



总主编 蔡 芸 副总主编 唐桂民

商务英语

综合教程

2

学·练·考

主编 何勇斌

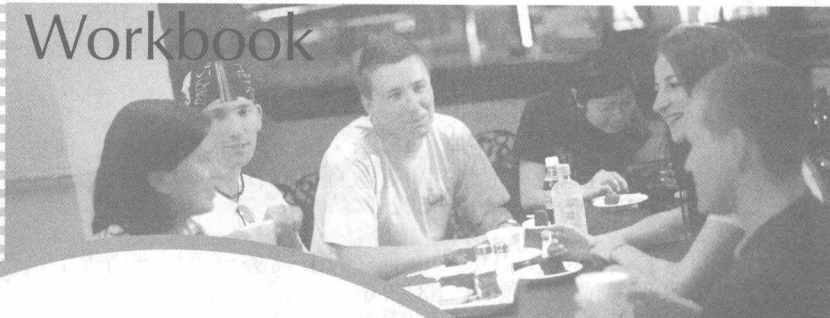
高等教育出版社

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总主编 蔡 芸 副总主编 唐桂氏

商务英语 综合教程 ②

学 · 练 · 考

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 高等教育出版社

图书在版编目(CIP)数据

商务英语综合教程(2)学·练·考/蔡芸主编;何勇斌分册主编. —北京:高等教育出版社, 2008.11
ISBN 978-7-04-024802-9

I. 商… II. ①蔡…②何… III. 商务—英语—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(2008)第173708号

策划编辑 张毅达 贾巍 责任编辑 甘红娜 封面设计 王凌波
版式设计 孙伟 责任校对 甘红娜 责任印制 毛斯璐

出版发行	高等教育出版社	购书热线	010-58581118
社 址	北京市西城区德外大街4号	免费咨询	800-810-0598
邮政编码	100120	网 址	http://www.hep.edu.cn
总 机	010-58581000		http://www.hep.com.cn
		网上订购	http://www.landaco.com
经 销	蓝色畅想图书发行有限公司		http://www.landaco.com.cn
印 刷	北京宏伟双华印刷有限公司	畅想教育	http://www.widedu.com
开 本	787×1092 1/16	版 次	2008年11月第1版
印 张	10.5	印 次	2008年11月第1次印刷
字 数	350 000	定 价	26.00元(含光盘)

本书如有缺页、倒页、脱页等质量问题, 请到所购图书销售部门联系调换。

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《商务英语综合教程学·练·考》1-4是《商务英语综合教程》1-4的配套练习册，供学生自主学习使用。

学习外语的重要一环是扩大语言的使用需求。课堂上的教师讲解、师生以及学生之间的互动非常重要，但是毕竟时间有限，因此学生在课后应当通过各种方式增加使用语言的机会，确保充分的输入量和输出量。本套练习册的编写正是出于这一目的。

本套练习册的练习结合《商务英语综合教程》每个单元课文的语言和内容重点，通过听说读写译等各种形式，帮助学生复习所学，提高语言应用能力和考试能力。

本套练习册的编写结构如下：

I. Note-taking, Retelling & Summarizing

这部分练习旨在加强学生在听力中记录要点以及过后归纳和表述的能力。在听材料的时候，学生不仅需要理解内容，还要积极地思考，提炼要点，争取达到对全文的整体把握。在复述中，学生不可避免地要使用材料中出现的词汇和句子结构，这一过程是对输入的消化和巩固，同时也培养了表述的能力。概述练习培养学生的归纳表述能力。这种能力是学习和工作中常用的能力之一。在训练的早期，学生可能感觉难度较大，这时可以不必要求太高；经过一段时期的练习，相关的能力将逐渐得到提高，这时也可以相应提高要求。

II. Word Practice

共有两部分20~25题。由于篇幅的关系，这部分练习只针对每个单元课文里的部分重点词汇。词汇是语言的基础，一定要多记、多用。除了这些练习，学生还应通过多种方法增加词汇量。

III. Grammar

包括改错/改写句子、多项选择和翻译等3个部分，帮助学生复习常用的重点句型结构（包括搭配和惯用法），增加句法知识，提高表达的准确性。

IV. Proofreading and Error Correction

在做这种练习的时候，既要理解全文内容，又要检查语言细节，不但要识别错误，还要改正错误。经常做这种练习能够有效地提高学生对语言表达中结构、内容和逻辑等方面错误的识别和纠正的能力。

V. Translation

翻译练习帮助学生复习课文里出现的部分语言重点，巩固相关语言知识，提高翻译能力。

VI. Topics for Oral Discussion

这一部分的讨论题目联系单元主题，学生在讨论中不仅可以复习课文内容，还可以通过讨论交流对现实情况的了解，扩展对相关主题的认识。学生可以以小组或配对的形式操作；最好

事先有所准备，拟好发言提纲，培养深入完整地表述相关话题的能力。那种一人两三句话，频繁切换的自由交谈很难提高连续发言的能力。

Business Jargon

这一部分列出了几条商务词语，帮助学生增加这方面的积累。在本套练习册的第三册和第四册里将会有更多的商科知识单元，为学生今后接受商科课程的全英教学打下基础。

我们恳切地希望使用者对本套练习册的内容和编排方式提出改进建议，以便我们不断提高其质量。


编者
2008年7月

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Animals and Plants

I. Note-taking, Retelling & Summarizing

 Take notes while listening to the passage. Then complete the following sentences. Finally, retell and summarize the passage.

gorilla 大猩猩
sea otter 水獭
mole 鼹鼠

tendon [解]腱
anchor 锚, 锚定
chipmunk 金花鼠

automatically 自动地
hibernate 冬眠

How Do Animals Catch Their Zzzs?

1. Introduction

A lion sleeps as much as _____ hours a day. Gorillas take time to build a new _____ every night. Birds sleep while _____ on a branch. Different creatures have developed some pretty creative ways to get their rest and stay safe.

2. Sleeping Challenges and Solutions

- 1) problem: _____ away
solution: mother otters wrap _____ around babies to _____ themselves. Sometimes they hold _____ together
- 2) problem: too _____ to lie down
solution: sleep _____ up, e.g. _____, _____
- 3) problem: how to sleep for a very _____ time and not to be disturbed
solution: choose places where they aren't likely to be disturbed, such as _____ or _____
e.g. _____
- 4) problem: not mentioned
solution and examples: bats sleep hanging _____ down

II. Word Practice

A. Choose the best answer for each of the following.

- Thankfully the smoking of cigarettes among teenagers is in _____.
A. drops B. decrease C. reduction D. decline
- Three decades ago, Shenzhen was _____ a small unknown village.
A. anything but B. nothing but C. nothing of D. anything except
- The translation keeps much of the original book's _____ flavor.
A. exotic B. foreignized C. unfamiliar D. alien
- The police said they had _____ the possibility that it was a murder rather than an accident.
A. eliminated B. abandoned C. given up D. banned
- The exhibition to be held tomorrow will _____ how life on earth originated.
A. legend B. define C. elaborate D. illustrate
- The society now holds a much more _____ attitude towards homosexuality.
A. free B. abundant C. liberal D. generous
- I never expect the customer service to come back at me so quickly. That was a really _____ reply.
A. prompted B. hurried C. prompt D. prompting
- In _____ terms salaries have risen, but not in comparison with the cost of living.
A. complete B. absolute C. whole D. extreme
- We must be careful that we don't set ourselves goals that are not _____.
A. attainable B. fulfilling C. feasible D. doable
- There is _____ evidence that cars have a harmful effect on the environment.
A. abundant B. enough C. insufficient D. ample
- Statistics show fifty percent of road accidents _____ head injuries.
A. result from B. result in
C. are as a result of D. are as a result in
- The board of directors decided that Tim's suggestion was more acceptable _____.
A. on balance B. in balance
C. on the balance D. for balance
- What the visitor sees here in the galleries is really only _____ of the museum.
A. tip of the iceberg B. top of the iceberg
C. peak of the iceberg D. tips of the iceberg

14. She's one of those reporters who are always trying to _____ dirt on celebrities.
 A. dig in B. dig up C. dig down D. dig into
15. The tourists told the guide they'd never seen flowers so beautiful and _____.
 A. so in profusion B. in such profusion
 C. in so profusion D. in profusion

B. Fill in the blanks with the correct form of the words given in the brackets.

1. The demonstrators of sex discrimination succeeded in _____ the meeting. (disrupt)
2. The current situation in the Middle East is very _____. (complexity)
3. The reform of enterprises is now at a _____ moment and how to finance is crucial to its success. (critic)
4. Peace and development is the _____ theme of today's conference. (dominate)
5. The basket in the court is actually an _____ goal with a metal hoop from which an open-bottomed circular net is suspended. (elevate)
6. The house needs to be refurnished, but we can't afford the time and money yet in the _____ future. (foresee)
7. Scratching is only going to _____ your skin rash. You should go to see the doctor. (exacerbation)
8. Let's imagine a _____ situation in which the global warming is so severe that the sea level has risen by 100 meters. (hypothesis)
9. Flu is an _____ disease characterized by fever, aches, pains and exhaustion. (infection)
10. Mosquito _____ can tolerate organic pollution like excessive grass clippings or leaf litter as they feed on the organic particles. (larva)
11. Do you consider parents' reading their children's diary a(n) _____ of privacy? (invasive)
12. The premier knows that religion is a subject that must be dealt with great _____. (delicate)
13. Before the meeting, the manager had already anticipated a certain amount of _____ to the plan. (resist)
14. Nothing could stop his _____ for money-making. (zealous)
15. Father, I have a _____ to make. I stole your money. (confess)

III. Grammar (Inversions)

A. There is ONE mistake in each of the following sentences. Try to identify and correct it.

1. Not until the early years of the 19th century didn't man know what heat is.
2. As much I have traveled, I have never seen anyone who's as capable as you.
3. Here he's coming.
4. The weather be wet, the meeting would not be held.
5. Strange though may it appear, it is really true.
6. Happy he is who is reconciled with his lot.
7. Only yesterday he found out the truth.
8. Not only did the garage overcharge me, but hadn't they done a good repair job either.
9. Many a time he has given me good advice.
10. If it was not for the fact that his father is on the board of directors, he would never have got the job.

B. Fill in the blanks with an appropriate form.

1. The old couple have been married for 30 years and never once _____ with each other.
A. they had quarreled
B. they have quarreled
C. have they quarreled
D. had they quarreled
2. So difficult _____ it to live in an English-speaking country that I was determined to learn English well.
A. I've felt
B. have I felt
C. I felt
D. did I feel
3. _____ it rain tomorrow, we would have to put off the visit to the Statue of Liberty.
A. Were
B. Should
C. Would
D. Will
4. —I don't think I can walk any further.
—_____. Let's stop for a while and take a good rest.
A. Neither am I
B. Neither can I
C. I don't think so
D. I think so
5. More serious _____ how the General Manager would present the joint announcement.
A. the question of was
B. was the question of
C. was of the question
D. the question was of
6. There was a sudden gust and _____.

- A. her hat away went B. went away her hat
C. away went her hat D. away her hat went
7. I remember when I was at school, on no account _____ to answer the masters back.
A. were we allowed B. we were allowed
C. had we been allowed D. had been allowed we
8. So small _____ that I could hardly see it.
A. the mark was B. was the mark
C. was it the mark D. it was the mark
9. No sooner _____ back than she sensed something terrible _____ happened.
A. did he came...\ B. he came back...did
C. did he come...had D. did he came ...was
10. Faint _____ the sound of the bell _____.
A. did...grow B. grow...\ C. grew...\ D. \...grew

C. Translate the following sentences into English.

1. 如果太阳从西边出来，她就会嫁给你了。
2. 要是玛丽现在在这里，她就会把事情解释得一清二楚。
3. 他如果没有鼓励我，我就不会尝试了。
4. 他虽然自己受了伤，但是仍设法帮助其他人转移到安全地方。
5. 你无论如何不能忘记锁保险柜的门。
6. 只有在很特殊的场合下警察才能配带小型武器维持公众秩序。
7. 在全世界其他任何地方你都找不到这种植物。
8. 他现在又高兴地同意了曾一度拒绝的条款。
9. 这些员工从未表现得比昨天更好过。
10. 他们不仅赢得了金牌，还获得了3万美元的奖金。

IV. Proofreading and Error Correction

The following passage contains TEN errors. Each line contains a maximum of one error. In each case, only one word is involved. You should correct it in the following way.

- For a wrong word, underline the wrong word and write the correct one in the blank provided at the end of the line.
- For a missing word, mark the position of the missing word with a “^” sign and write the word you believe to be missing in the blank provided at the end of the line.
- For an unnecessary word, cross out the unnecessary word with a slash “/” and put the word in the blank provided at the end of the line.

Example

When ^ art museum wants a new exhibit,

It ~~never~~ buys things in finished form and hangs them on the wall.

When a natural history museum wants an exhibition, it must often build it.

[1] an _____

[2] never _____

[3] exhibit _____

Humble Ferns (蕨类植物) that Saved the Planet

The Arctic was once a balmy subtropical paradise with palm trees, and an average temperature of 74F, scientists revealed yesterday. Core samples dig from deep beneath the Arctic Ocean floor have shown that an area near North Pole was much warmer 55 million years ago first thought. The research had also given scientists the idea that a simple fern may have helped prevent the Earth turning into a blazing hothouse and allowed it to develop into the less habitable environment on most of the planet today. The plant formed in massive quantities in the Arctic, suck up huge amounts of carbon dioxide, caused the tropical temperature there to drop. This natural solution to global warming took roughly one million years. The research, conducted by the Arctic Coring Expedition and published today in the *Nature* magazine, examined a period 55 million years ago called the Eocene. At this time, the Earth was running a raging temperature due for the release of vast quantity of naturally occurring greenhouse gases.

[1] _____

[2] _____

[3] _____

[4] _____

[5] _____

[6] _____

[7] _____

[8] _____

[9] _____

[10] _____

V. Translation

A. Put the following sentences into English with the proper phrases given in the box.

- | | | | |
|--------------------|------------------------|---------------|-------------------|
| 1) range from...to | 2) on balance | 3) at a time | 4) care for |
| 5) stand for | 6) rule out | 7) in a flash | 8) be confined to |
| 9) mess up | 10) take...for granted | | |

1. 打折的汽车价格在10万到20万美元之间。

2. 他喜欢流行歌曲，不喜欢古典音乐。

3. 人们理所当然地认为人人生而平等。

4. 突然间，他明白了真相。

5. 他手术后已卧床一个月了。

B. Put the following sentences into English with the structures given in the box.

- | |
|------------------------------------|
| 1) anything but... |
| 2) ...as many as |
| 3) there is every reason to... |
| 4) ..., however (插入转折性连词)... |
| 5) ...to find...(结果状语从句) |
| 6) ...in other words... |
| 7) instead of + doing sth. / sth. |
| 8) it has been many years since... |
| 9) this is the first time... |

- 10) otherwise...
- 11) the reason ...may be...
- 12) there is no separating A and B
- 13) there is every reason to do ...
- 14) this is the first time...

1. 我第一次听到公司倒闭的消息是约翰告诉我的。

2. 你最好将报告尽快给我，否则我要重新考虑你今年的工作评估。

3. 他的那次纽约之行根本不成功。

4. 全球气候变暖问题许多年前早就引起人们关注，但至今仍未得到解决。

5. 他醒来后发现自己被锁在房间里。

6. 他妻子是我女儿，换句话讲，我是他的岳母。

7. 经济正在萎缩而不是在增长中。

8. 多达100人在这次空难中丧生。

9. 这是多年以来保守党第一次处于反对党的地位。

10. 警方有充分的理由认为人质可能还活着。
-

VI. Topics for Oral Discussion


Organize a debate on the following topic.
Should animals be kept in zoos?

Business Jargon

- | | |
|---------------|---|
| 1. 抓住机遇加快发展 | seize opportunities to speed up development |
| 2. 转变增长方式 | change the pattern of growth |
| 3. 转换企业经营机制 | change the operational mechanisms of enterprises |
| 4. 建立企业优胜劣汰机制 | establish the mechanism of selection whereby superior |
| 5. 拉动经济增长 | stimulate economic growth |

Environmental Protection

I. Note-taking, Retelling & Summarizing

 Take notes while listening to the passage. Then complete the following sentences. Finally, retell and summarize the passage.

biosphere 生物圈

convert 转变

ecosystem 生态系统

nutrient 营养物

photosynthesis 光合作用

reproduce 繁殖

carbohydrate 碳水化合物

decomposed 腐烂的

in defiance of 不顾

organism 有机物

plankton 浮游生物

Elements of Ecology

1. Definition and characteristics of ecosystems
 - 1) Definition of ecosystems: communities of _____, i.e. air, soil and water.
 - 2) A common characteristic of any ecosystem: organisms within it depend on _____ and on _____ for _____.
 - 3) An example of the mutual interdependence: Plants take in carbon dioxide and give off _____, which is essential for _____. Animals exhale _____, which is used by _____ to convert _____ into carbohydrates through the process of _____. The carbohydrates then become _____. When animals die, their decomposed bodies provide _____, which are then used by _____.
2. Two principles of ecosystems
 - 1) Natural resources are _____. Every ecosystem has a limited