



普通高等教育“十五”国家级规划教材

普通高等教育“九五”国家级重点教材

新编英语教程

A NEW ENGLISH COURSE

主 编 李观仪

英语专业用

(修订版)

(REVISED EDITION)

6

练习册

WORKBOOK



外教社

上海外语教育出版社

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Unit One

TEXT I

Two Words to Avoid, Two to Remember

Arthur Gordon

I. Answer the following questions.

1. How were the author and the old man related?

2. According to the author, how much did the session with his psychiatrist friend that afternoon mean to him?

3. Why did the old man let the author listen to the three speakers on the tape?

4. What did the old man advise the author to do to get out of his depressed state of mind?

5. In what way are the two phrases “if only” and “next time” different?

6. What do you think is the tone of the passage?

II. Paraphrase the following.

1. Nothing in life is more exciting and rewarding than the sudden flash of light that leaves you a changed person—not only changed, but changed for the better. (II. 1 - 2)

2. He came across the street, finally, muffled in his ancient overcoat, shapeless felt hat pulled down over his bald head, looking more like an energetic gnome than an eminent psychiatrist. (II. 11 - 13)

3. The woman who spoke next had never married because of a sense of obligation to her widowed mother; she recalled bitterly all the marital chances she had let go by. (II. 39 - 40)

4. In the end, if you let it become a habit, it can become a real roadblock, an excuse for not trying any more. (II. 58 - 59)

5. ... you never got out of the past tense. Not once did you mention the future.
(ll. 65 - 66)
-
-
-

6. "My, my," said the Old Man slyly. "If only we had come down ten seconds sooner, we'd have caught that cab, wouldn't we?"
I laughed and picked up the cue. "Next time I'll run faster." (ll. 91 - 93)
-
-
-

III. Translate the following into English.

- 由于缺少资金, 整个计划失败了。(fall through)
The whole project fell through for lack of money.
- 牛顿被公认为是世界上最杰出的科学家之一。(eminent)
Newton is regarded as the one of the most eminent scientists in the world.
- 他对生产成本的估算总是准确无误。(invariable)
- 公司发言人的不负责任讲话受到了严厉指责。(berate)
The company's speaker was berated for his irresponsible speech.
- 这名商业银行的年轻职员看出那张十英镑的假币。(spot)
This young commercial bank clerk spotted that
- 这个精干的经理立刻行动了起来。(promptly)
This capable manager started promptly.
- 请把候补名单上她的名字换成你的名字。(substitute)
Please substitute her name with mine in the list.
- 她觉得她在当地综合医院任实习医师是一段宝贵的经历。(rewarding)

1.4

9. 不要感叹过去的不幸。振作起来向前看。(lament)

Don't lament on the ^{past} misfortune and be cheerful.

IV. Write a short essay on "The Power of Positive Thinking", the theme of the text.

TEXT II

The Romance of Words

Wilfred Funk and Norman Lewis

What is the root of a word? Give five examples of the roots of words with explanation.

TEXT III

Business Letters

Business letters are set up in a standard format. There are many variations, but the sample on pp. 8, 9 is perhaps the most popular. It is easy to set up and always looks professional. The “typical” business letter has three sections:

- Before the message
- The message
- After the message

Before the message

1. Letterhead

The letterhead is at the top of the page. It includes the company name, address, and phone number. Fax number and e-mail address can be included, too.

2. Today's date

This is the date the letter is mailed, not the day you started writing it. Position it flush left or flush right, or tab to the center of the page and start typing.

1.6

Position the date three to five lines down from the last line of the letterhead. If you're using preprinted stationery, try starting on the fifth line down from the top of the page to avoid over printing.

3. Addressee Information

This includes name, title, company name, and address. Note that each item is flush left on a new line.

Use Mr. , Mrs. , Miss, or Ms. with the person's name. If the title is short, it can appear on the same line as the name. If it is long, it should be on a separate line. For example:

Ms. Sally Smith, Manager

Or:

Ms. Sally Smith

Manager, Retail Sales

Type company name and address as they appear on Letterhead. Do not abbreviate words like Street, Road, or Avenue. Note there is a space, but no comma, between the province and postcode.

Position the first line (addressee name) three lines down from the date.

4. Attention line (optional)

This is a reference line. It starts with either Attention or Re and is followed by a colon. It can refer to a person, a specific item, or the subject of the letter. For example:

Attention: Accounts Receivable

Attn: John Doe

Re: Purchase Order A-1234 dated August 3,200 _

Re: ABC Project

Position the attention line two lines down from the addressee's city/province/post code* , or two lines down from the salutation.

5. Salutation

This reads Dear Whoever and ends with a colon. Position it flush left and two lines down from the attention line or the addressee's city/province/post code. If you know the person well, you can use the first name. If not, use Mr. , Mrs. , Miss, or Ms. and the last name. If you have no idea who will be handling your letter, use Dear Sir or Madam. For example:

Dear John:

Dear Mr. Doe:

Dear Sir or Madam:

The message

6. Body of the Letter

The typical business letter has three paragraphs. You can choose to indent or not.

The first paragraph starts two lines down from the salutation.

After the message

7. Closing

The closing is followed by a comma. Position the closing flush left or tab to the center of the page and start typing. Common closing used today are:

- | | |
|------------------|---------------|
| Sincerely, | Warm regards, |
| Sincerely yours, | Best wishes, |
| Regards, | Cordially, |
| Best regards, | Yours truly, |

8. Type your full name three or four lines down from the closing. Your title goes on the next line. Both are lined up flush left with the closing. Your signature goes in the space above your typed name.

9. Copies

List other people who are getting a copy of the letter. Use cc followed by a colon. For example:

cc: John Doe
Mary Smith

The cc list is positioned flush left and two lines or more lines down from your title.

10. Enclosures

If extra material is enclosed with the letter, note this with Encl. or Enclosure. If desired, you can state the number of attachments. For example:

Enclosure
Enclosures (3)
Encl. (2)

11. Reference initials

If the letter is written or dictated by one person and typed by another, this is noted using each person’s initials. The first set of initials is in upper case and refers to the writer. The second set is in lower case and refers to the assistant. Reference initials can take several forms. For example:

Dictator	Typist	Reference initials
—	Tina Wong	tw
David Lee	Cecilia Chan	DL/cc
Betty Lo	Eliza Cheung	Betty Lo/ec

12. Postscripts (abbreviated as “PS”) are used to add a personal note to a business letter. They should not be used as a way of avoiding planning your letter by allowing you to add “afterthoughts”.

Postscripts are positioned at the left margin, one line space down from notations, such as enclosures and carbon copies.

1. 8

The following is a sample of standard business letter format:

Company Name
Street Address
City, Province Post Code*
Phone, Fax
E-mail

Today's Date

Addressee's Name
Title
Company Name
Address
City, Province Post Code

Re: (optional)

Dear Name:

Body of letter, paragraph one

Body of letter, paragraph two

Body of letter, paragraph three

Closing,

(signature)

Sender's Name
Title

cc: Name
Name

Encl.

Reference Initials

Notes:

- * post code (or: postcode): a series of numbers that forms part of an address and which is used to help organize post so that it can be delivered more quickly. It is called zip code in American English. Note that in different countries post code can take different forms. Look at the following examples:

Steve Parish Publishing Pty Ltd
PO Box 1058, Archerfield, Queensland 4108
Australia

John Smith
Flat 16, 34 Darwin Street
Mayfair, London W1Y 7DN
UK

Van Nostrand Reinhold Ltd.
1410 Birchmount Road, Scarborough, Ont. M1P 2E7
Canada

The United States Postal Service uses the two-letter codes for states, the District of Columbia, and Puerto Rico, which are followed by five numbers. When you use these codes, the address should look like this:

Art Institute Of Southern California
2222 Laguna Canyon, CA 92651
U. S. A

Exercises

Look at the following letter, which breaks some of the rules that have been discussed above. Identify the mistakes and then rewrite it.

EW ELECTRONIC WAREHOUSE

930 Abbott Park Place

Providence, RI 02903

21 - 02 - 200 _

AH/ec

Enclosures 2

cc: Mr. John Smith

Mr. David Cole

Subject: YOUR FEBRUARY 18 LETTER ABOUT YOUR PURCHASE ORDER

Dear Mr. Garber,

You should receive by February 25 a second shipment of the speakers, VCRs, headphones, and other electronic equipment that you ordered January 20.

The first shipment of this order was delivered January to 3590 University Avenue, St. Paul, Minnesota 55114. When no one at that address would receive the shipment, it was returned to us. Now that I have your letter, I see that the order should have been sent to 2293 Second Avenue, St. Paul, Minnesota 55120. When an order is undeliverable, we usually try to verify the shipping address by telephoning the customer. Somehow the return of this shipment was not caught by our normally painstaking shipping clerks. You can be sure that I will investigate shipping and return procedures with our clerks immediately to see if we can improve existing methods.

Your respect is important to us, Mr. Garber. Although our rock-bottom discount prices have enabled us to build a volume business, we don't want to be so large that we lose touch with valued customers like you. Over the years, our customers' respect has made us more successful, and we hope that the prompt delivery of this shipment will retain yours.

Sincerely yours

Amy Hopkins

Distribution Manager

Attention: Mr. Jeremy Garber

Sound System, Inc.

2293 2nd Ave.

St. Paul, MN 55120

ESSAY WRITING

Unity, Support and Coherence

Has the writer achieved unity, support and coherence in the essay on pp. 13 – 14 in the Student's Book? Explain.

LANGUAGE WORK

I. Choose the word or phrase which best completes each sentence.

1. I'd like to buy the radio, but I haven't got any money on me at the moment. Could you _____ for me for a day or two?
 A. put it out B. take it in C. put it by D. lay it in
2. When I was told I had won first prize in the speech contest, I had to _____ myself to make sure I wasn't dreaming.
 A. grasp B. scratch C. pinch D. seize
3. Marina failed to finish her speech at the appointed time because there were so many _____ from the members of the organization.
 A. delays B. gaps C. intervals D. interruptions
4. My woollen sweater used to be bigger than this. It has _____ in the wash.
 A. shortened B. shrunk C. reduced D. lessened
5. The police suspected that the fire must have broken _____ after the workers had left the factory.
 A. off B. through C. out D. in
6. It is interesting to watch swans moving through a coloured kaleidoscope of _____ square, triangle and ellipse in sunlight.
 A. quivering B. moving C. vibrating D. shaking
7. As the boat bound for Nanjing leaves only on _____ days, we had no choice but to stay in the hotel overnight.

- A. alternative B. separate C. successive D. alternate
8. The unprecedentedly big floods in our village did not start to _____ until four days after the torrential rain had stopped.
- A. sink B. reduce C. lower D. withdraw
9. They crawled for the next three hours along a main road where a line of traffic was _____ so tightly together that it was almost stationary.
- A. crowded B. blocked C. assembled D. wedged
10. When the kitten purred noisily and dug its claws into her shoulder, Jacqueline's singing became a startled _____.
- A. cry B. shriek C. yell D. shout
11. The bus turned and rushed along the now _____ road and then veered.
- A. level B. smooth C. even D. horizontal
12. My grandmother's eyelids _____ and she dozed peacefully, with the clock ticking rhythmically and the logs crackling cheerfully.
- A. dangled B. drooped C. sagged D. stooped
13. As the final examination was drawing near, Theresa spent the rest of the day with her books, trying to _____ with some reading.
- A. make up B. pick up C. catch up D. hurry up
14. The explorers' hopes of finding their missing colleagues are now beginning to _____.
- A. faint B. darken C. shrink D. fade
15. By two o'clock the tide which had reached an all-time high was beginning to _____.
- A. recede B. reverse C. return D. retire
16. During the big fire in the school, Manfred _____ the students into groups and asked each group to carry buckets of water to throw on to the flames.
- A. dispersed B. organized C. scattered D. ordered
17. After the eruption of the volcano there was a serious _____ of typhoid in the area.
- A. outrage B. outbreak C. outcome D. output
18. In the mirror world, we feel, live creatures of a dream world, who can come into _____ and get out of _____ silently.
- A. sight, sight B. sight, view C. vision, sight D. view, view
19. When an American team explored a temple which stands in an ancient prosperous city on the _____ of Ayia Irini, the archaeologists discovered a graceful Goddess.
- A. promontory B. outpost C. straits D. channel
20. Whenever you see an old film, you can't help being struck by the appearance of the actresses—their hair styles and make-up look dated, their general appearance

is in fact slightly _____ .

- A. classic
- B. fanciful
- C. deranged
- D. ludicrous

II . For each of the sentences below, write a new sentence as similar as possible in meaning to the original sentence, but using the words given in capital letters. The words must not be altered in any way.

Example: The hotel manager couldn't describe the robber. LOOKED

Answer: The hotel manager couldn't say (or tell) what the robber looked like.

1. The eruption of Vesuvius was completely unexpected to the people in Pompeii.
CAUGHT

2. The writer remained absorbed in his book in order to calm himself down and divert his attention from the possible danger. VIEW

3. Next year our municipal authorities will enforce the new law on housing funds.
FORCE

4. His mother quickened her pace, blaming herself for delaying him. FAULT

5. Though I went on reading before the eruption of Vesuvius, I can't now remember what extracts I had been making. RECOLLECTION

6. It was certain that they would be crushed beneath the weight of ashes if they did not rise from time to time and shake them off. BOUND

7. In the extended family nobody but Mary survived the earthquake. SOLE

8. His brain was seriously affected by the ashes which fell in heavy showers during the eruption. EFFECT
