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根据国家教委颁发的《高等学校英语专业基础阶段英语教学大纲》及高校英语专业四级考试大纲制定小组的最新《高校英语专业四级考试大纲制定小组的最新《高校英语专业四级考试大纲》的精神,为使学生在指导之下,通过大量的综合练习及慢拟测试训练,有效地提高英语写作、听力、语法及词汇、阅读理解等方面的综合运用能力,提高四级考试成绩,我们特编著了此书。

本书分为三大部分。第一部分为测试指导及相应的综合练习。第三部分为为连身和对题的参考答案及判试题的每一部分从形式和内容上都严格按照最新(考试大纲)的要求编排。

本书与以往出版的各类有关高校英语专业四级考试书籍的不同之处在于:

●本书设有英语学习及测试技巧指导,写作部分既有写作技巧指导,此传灵活运用所学的知识,达到"事半功倍"的效果。
●本书设有英语学习及测试技巧指导,写作部分既有写作技巧指导,此传灵活运用所学的知识,达到"事半功倍"的效果。
●本书设有英语学习是础课教学的经验及学生在产习中反馈的信息,特增设的项目。目的在于"弥补以往多数有关英语专业四级考试书籍的缺憾,使学生能够"知其然,知其所以然"。

本书适用于准备参加高校英语专业四级考试、大学英语介级考试、硕士学位研究生考试、TOEFI、EPT 的考生及广大自学英语者使用。

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CONTENTS

Part One Guidance and Exercises	(1)
I. Writing	(1)
Composition Writing	(1)
1. Description ·····	(1)
2. Narration ·····	(2)
3. Exposition ·····	(3)
4. Argumentation ······	(3)
Summary Writing (or Precis Writing)	(7)
Note-writing	(9)
[] . Dictation ·····	(13)
■ Listening Comprehension	(14)
Part A ·····	(14)
Part B ·····	(23)
Part C ·····	(31)
IV . Cloze ·····	(39)
Description ·····	(39)
Guidance for Performance	, ,
Exercise 1	
Exercise 2 ·····	
Exercise 3 ·····	
Exercise 4 ·····	(44)
V. Grammar and Vocabulary	
Exercise 1	
Exercise 2	
Exercise 3 ·····	
Exercise 4 ·····	(55)
VI. Reading Comprehension	
Exercise 1	
Exercise 2	(72)

Exercise 3 ·····	(81)
Exercise 4 ·····	(90)
Part Two Model Tests	(101)
Test One	(101)
Test Two ····· ((123)
Test Three	(145)
Test Four ·····	(168)
Part Three	(191)
I. Key and Explanatory Answers for the Exercises and Model Tests ((191)
Listening Comprehension	(191)
· Cloze ····· ((193)
Grammar and Vacabalary	(209)
Reading Comprehension	(235)
II. Tapescript of Dictation	(238)
Ⅲ. Tapescript of Listening Comprehension ····· ((242)

Part One Guidance and Exercises

I. Writing

Guidance for different types of writing

Composition Writing

1. Description

A descriptive essay is generally developed through sensory details or the impressions of one's senses—sight, hearing, taste, smell, and touch. Not all details are useful. You should choose those that help to bring out the dominant characteristic or outstanding quality of the person or thing described. In describing a person, you should not only give details of his appearance but also try to reveal the person's character, thoughts and feelings. It is improtant to grasp the characteristic features that distinguish him from all other people. In describing a scene, you should try to create a dominant impression and make up your mind as to what effect you want the description to achieve.

Text organization

The focus is on a sequence of events, all of which relate to a particular occasion. The description generally begins with an orientation, giving the reader the background information (i.e. who was involved, where it happened). Then the description unfolds with a series of events ordered in a chronological sequence. At various stages there may be some personal comment on the incident.

Sample of a descriptive essay

The typhoon came out of the sea first as a deep hollow roar. Then it appeared as a monstrous black cloud. The cloud seemed a thing alive, shaping itself this way and that, torn by contending winds. However it might stretch to right or left, it continued to spread upward and reach toward east and west. The day darkened to twilight and the

dreaded roar of sound came rushing toward me from out of the depths, I crouched behind my rock and waited.

At first, I remember, there was no rain, only the wild winds and the tossing sea. An hour earlier, the sea had been calm and blue. Now it was black and streaked with crests of white foam. When the rain came it was all of a sudden, as though the clouds had opened and spilled. A curtain of rain fell between mountain and sea, a solid sheet of water three feet away from me. The grass and brush on the mountainside flattened under the wind and the rain. I was surrounded by the madness, the unreason, of uncontrolled, undisciplined energy...

The storm spent itself at last. The winds dispersed, the rain slackened to a drizzle and mist, the cloud fell apart and the sun shone through. I came out from my shelter and surveyed the ruin left behind. Trees had fallen on the lower levels, gullies were dug into the earth between the rocks, the very grass and underbrush lay flat and exhausted.

-Pearl Buck

Topics for description writing

My first trip to…

My happiest experience

An unforgettable day in my life

2. Narration

Narration often goes hand in hand with description. To narrate is to give an account of an event or a series of events.

When planning a narrative, you should consider these five aspects: context, selection of details, organization, point of view and purpose.

Context: when, where, and to whom the action in a narrative happened is often made clear at the beginning of the narrative.

Selection of details: A narrative is made up of details. There should be enough details so that the reader knows what is happening.

Organization: Events in a narrative are usually related in the order in which they occur. A narrative generally has a beginning, a middle and an end. The setting may be given in the beginning. The middle tells the story itself. The narrative comes to a natural end.

Point of view: A story can be told either in the first person or in the third person. **Purpose:** There must be a purpose in telling a story. You may prove a theory, illus-

trate a concept, praise a virtue, condemn a vice, etc.

Topics for writing narrative essays

My biggest mistake in life
My favourite Chinese folklore/My favourite teacher
Why do men become bald

3. Exposition

Expository paper explains something, such as the process of making a machine, the cause of a natural or social phenomenon, the planning of a project, or the solution of a problem.

Things can be explained by definition, clarification, comparison and contrast, illustration or an analysis of their cause and effects.

The most important quality of exposition is clarity. To achieve this you should:

- (1) Limit your subject for it is impossible to explain many things clearly in a short essay.
- (2) Prepare enough material (details or examples) to help your explanation.
- (3) Present facts and views in proper order, in the order of time or of logical sequence depending on the nature of the subject.
- (4) Pay attention to the accuracy and clarity of words and sentences.
- (5) Make your exposition, if possible, interesting.

Types of expositons

A) explaining how, e.g.

Mechanical expositon (How does a pump work?)

Natural expositon (How are mountains formed?)

B) Explaining why, e.g.

Why do some things float and others sink?

Topics for writing expositon

How to kill a mouse

How to cook (food)

How to realize my dream

How to achieve my goal

4. Argumentation

The writer of an argumentative essay tries to convince other people to agree with his

point of view, to approve a policy or a course of action that he proposes, or to do something that he wants to be done.

Argumentative essays have certain basic features in common.

- (1) A Well-defined theme.
- (2) Sufficient evidence: The proposition of an essay has to be backed up with sufficient facts, examples, statistics, reasons, or opinions of reliable authorities.
- (3) Good logic.
- (4) Clear organization: A typical argumentative essay consists of three parts: an introduction which identifies the issue to be discussed and explains the importance of such discussion; a body which presents the evidence, and the conclusion in which the proposition is reaffirmed.
- (5) An honest and friendly attitude. The force of an argument comes from solid evidence, logical reasoning and careful analysis.

Format of Argumentative essay

- (1) Identify the problem or the controversial issue, define, describe
 - -state your position (thesis)
- (2) (optional) Background of the issue
 - -reasons for concern
- (3) Supporting evidence
 - -from personal observation/experience
 - -facts

4

- -examples
- -opinions of certain authorities
- -projected results in the future
- (4) Conclusion-emphatic restatement of your position (thesis), call for action

Transitional phrases to introduce a new supporting evidence

```
One of the major reasons...
Fitst,
To begin with,
Besides
In addition (to)
Not only ... but also ...
Furthermore,
Another reason ...
```

Most important, Finally,

Sample of an argumentative essay

Rain Forests Must Not Be Destroyed

(Introduction: Identification of the problem)

Developers' bulldozers have been leveling thousands of acres of rain forests every day in recent years. The rain forests of Central and South America, Africa and the Orient are being destroyed to make way for civilization. As a result, one plant or animal a day is added to the list of extinct species on this planet. By 1991 the number will rise to one life form per hour. Early in the next century, rain forests will disappear forever. (Thesis statement) This destruction must stop. Rain forests must be preserved because they offer the human race many irreplaceable resources.

(Background: definition and description)

Rain forests are a special category of forests. They are found only in tropical regions of the world, usually close to the equator. Rainfall averages 80 inches a year, which explains why the forests are identified as rain forests. The rain combined with the warm tropical evergreen trees are so close together their branches overlap and form an enormous, towering "canopy". Little light gets through to the ground, but on the canopy and immediately below on the trees, plant and insect are abundant and rich with benefits for humanity.

(Support: first reason)

One major value of the rain forests is biomedical. The plants and animals of rain forests are the source of many compounds used in today's medicines. A drug that helps treat Parkinson's disease is manufactured from a plant that grows only in South American rain forests. Some plants and insects found in rain forests contain rare chemicals that relieve certain mental disorders. Discoveries, however, have only begun. Scientists say that rain forests contain over a thousand plants that have great anticancer potential. To destroy life forms in these forests is to deprive the human race of further medical advances.

(Support: second reason)

Not only for their medical riches but also for their role in maintaining global natural balances, rain forests must be saved. Living organisms exist in check with each other, so when one is destroyed, another can overgrow and cause terrible problems. For example,

when developers level rain forests, birds lose their nesting areas and no longer feed on the insects there, The insects flourish and attack farm crops. Then the devastion of agriculture causes an increase in food prices and a resulting in human hunger world wide. Similarly, when thousands of acres of rain forest are bought up by developers and stripped of their vegetation, the natives who support themselves on the land have no means of subsistence. Deprived of their livelihood, as well as their dignity, the natives have to look elsewhere to survive. people who used to be self-sufficient often become dependent on their already debt-ridden governments.

(Support: third reason)

Most important, rain forests must be protected because their trees regulate the planet's oxygen supply and climate. Rain forests help to balance conditions in the atmosphere by manufacturing oxygen and absorbing carbon dioxide. As the number of trees decreases, the world has less oxygen. Furthermore, deforestation leads to reduced ability to absorb carbon dioxide. Carben dioxide creates what is called a "greenhouse effect", a process that is gradually warming the planet. By the middle of the next century, the warming of Earth's atmosphere could cause some melting of the polar ice caps. The sea levels would then rise and put some coastal areas and islands under water. Although the melting would be graduate enough to give people a chance to relocate, the rising ocean would cover such landmarks as the Statue of Liberty and cities such as New Orleans. Also, the greenhouse effect would change rainfall patterns. Areas formerly good for agriculture could become deserts.

(Major Likely objections and responses to them)

Some people see no problem in the destruction of rain forests. These people say that developing the land provides needed raw materials. They point to the hungry demand for firewood for natives and people in third-world countries. In most cases, however, synthetic fuels could be used and the trees spared. The extra cost of such measures would be repaid many times in the benefits from rain forests. Another justification for destroying rain foests is the need for land to farm. This plan is extremely shortsighted because the topsoil in leveled rain forests erodes quickly in the rain and becomes useless for crops of any kind. Land cleared of rain forests usually looks like moonscapes within a few years. An equal lack of foresight is shown by greedy investors who argue for modernizing by building roads and cities at the expense of the forests. They fail to recognize that the economy of the entire world is tied to the balanced natural setting which they want to uproot.

(Conclusion: point to the future and call for action)

The demands on rain forests will get worse, not better, in the future. The pessimist says that nothing can be done. The optimist says that people can work together to slow and even reverse the pace of destruction. Anyone who wants to take part can begin by sending a contribution to an organization like Friends of the Earth, an environmental group based in London. They buy seedlings to reforest stripped areas and publicize the dangers of leveling rain forests. No one can afford any longer to be apathetic about the devasting destruction of the world precious rain forests.

Topics for writing argumentative essays

Prohibit smoking

We must set up business in a big industrial city

Physial exercise is an essntial part of life

Punctuality is necessary in all public affairs

Summary Writing (or Precis Writing)

A summary is a brief, concise restatement of the main facts or points of a passage or a book. When writing a summary, bear in mind the following requirements: your summary should not be longer than a third of the length of the original passage; it should be faithful to the original, with no change on facts or views and no important facts left out; and it should be written in continuous prose, not in the form of an outline.

The first step in writing a summary is to read the passage carefully and try to understand it accurately. While reading, you had better underline key words and principle ideas. Then you have to decide whether the original order of presentation is to be followed or whether rearrangement is necessary. You have to do some planning before you begin to write.

Consider the following in order to make your summary brief and clear.

- (1) Omitting the details. Only the important points should be included.
- (2) Reducing the examples. Out of five or six examples given in the original passage, one or two may be chosen.
- (3) Simplifying the descriptions.
- (4) Eliminating all repetitions.
- (5) Reducing subordinate clause to a phrase.

- (6) Using the shortest possible transitions. For example, but, then, thus, yet and for can be used in place of longer transitions.
- (7) Avoiding figurative language. Plain prose is required.
- (8) Using general words instead of specific words.
- (9) Putting the main points of a dialogue into indirect speech.

Exercise

Read the following essay and then try to discover the methods used in writing the summary.

The price of Living in a Mechanical Age

I vividly recall my first visit, as a boy of twelve, to a big town. I had hardly been outside the confines of the village where I was born and I had met and talked to no more than a few hundred people; but those few hundred I knew very well. Of course we did sometimes see a strange face, but visitors from the outside world, whose coming always aroused great excitement, were few and far between. When I reached the town that I mentioned I was first overcome by the striking change from the slow and quiet life I had been used to. Surely those swiftly moving vehicles must inevitably collide with each other—or with us—at any moment and those tall buildings collapse and crush us all! But I soon forgot those fears and began to notice something even more amazing—the crowds of people on the pavements who were hurrying past each other without a smile. It gradually dawned on me that not only were they not interested in one another; they were strangers, and apparently quite content to remain so. It was the lack of friendliness among them that most deeply distressed me.

I know that if we are to profit from the innumerable mechanical inventions of this scientific age it is necessary for us to live together in large communities. We are thus enabled to provide and enjoy material benefits which are rarely available in small village—such amenities as good sanitation, cheap transport, well-stocked shops—and in addition the very fact of our living together in large numbers makes it possible for us to live a richer social and cultural life. Yet it seems to me that the mechanical inventions demand from ordinary men and women so much of their time and attention that they have none left for their fellow human beings. When I think of those crowded pavements and of those thousands of people hurrying to and fro apparently with no thought for others, I cannot help wondering whether the so-called benefits of civilization in a mechanical age are not being

purchased at too high a price.

Here is a summary of the essay:

The Price of Living in a Mechainical Age

The writer first visited a big town in boyhood, having spent previously in the limited, well-known society of his native village, with rare visitors to provide excitement. His never-forgotten impressions were first the speed and noise of town, and his fears that the vehicles must collide and high buildings collapse; then the distressing realization that townsfolk neither knew nor apparently cared to know each other.

The amenities provided by science, rarely available in villages, benefit most of those living in large communities, where life could be richer socially and culturally. But the writer, fearing that townsfolk were too preoccupied with mechanical inventions to think of their fellows, wondered if the so-called benefits of modern civilization were not too expensivs.

-Precis writing

Note-writing

Notes must be precise and to the point; the style is casual.

Here are some note-writing samples:

A Note of Thanks

In writing a note of thanks, besides expressing our gratitude, we also show our pleasure at the gift itself, for example, we may say it is just what I want. We may also show our appreciation of the sender's considerateness.

June 2, 1994

Dear Aunt Carol,

Thank you very much for your wonderful present. A pair of sun-glasses! That's just what I need. The sun will not hurt my eyes any more! My gratitude.

Your loving niece, Marian

A Note of Invitation

A note of invitation should state precisely:

- 1. What invitation it is
- 2. the time and the place
- 3. the pleasure of seeing the addressee on the occasion
- 4. A reply is expected.

June 4, 1994

Dear Nan.

We are going to have a music appreciation in our classroom this coming Saturday. Classical music and modern music will be on the programme. The time is 7.00pm. We would like to have you join us. Drop me a line if you are interested.

Hoping to see you on Saturday.

Yours, Mei

A Note Declining an Invitation

A note declining an invitation usually includes:

- 1. appreciation for being invited
- 2. reason for not being able to attend
- 3. regret for missing such an occasion
- 4. extending felicitation

October 5, 1993

Dear Qing,

Thank you for inviting me to the chamber music concert to be given at the golden 10