

# 成人大学英语学习 及学位考试指南

主编：凌 茜 马 戎

外语教学与研究出版社

西北师范大学继续教育五年教改工程课程改革项目

# 成人大学英语学习 及学位考试指南

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# 前言

成人教育作为教育科学理论的一门新兴学科，在近 20 年发展迅速。随着教育事业的蓬勃发展，成人高等教育规模不断扩大，其发展为那些由于各种原因未能接受高等教育的成年人提供了方便、快捷、有效的教育机会；为各行各业的劳动者在短期内提高教育层次和个人素质做出了不可磨灭的贡献；在国家大众化教育、继续教育和终身教育事业中起着不可替代的作用。

然而，由于缺乏教育行政部门统一的教学大纲和统编教材，成人英语教学存在着许多不规范的现象，如：教学要求参差不齐，教学难度把握不一等诸多问题。此外，成人有其自身的学习特点，不同于普通本科教学，因而教师有针对性地教学和学生有效地学习尤显突出。

鉴于以上原因，编者在教学实践中经过反复不断地实证调查与认真研究，并在广泛听取师生反馈意见的基础上，精心编写了这本教材，希望能帮助广大成人学习者提高英语语言的综合运用能力并有助于他们有计划、有步骤、有针对性地系统地巩固语言知识，进而增强应试能力。

本书的突出特点是：

- (1) 语法讲解：在系统、科学的前提下，力求将成人英语教学中涉及的语法点介绍得简明扼要、通俗易懂，方便各类英语学习者自学，适用性强。
- (2) 题型分析：分析考试中的重点、难点，介绍解题技巧，针对性强。
- (3) 分级练习：遵照循序渐进的原则，由易到难，先单项后综合，将语言知识与考试技能有机地结合起来，操作性强。
- (4) 自测试题：根据部分省市历年成人高等教育本科毕业生申请学士学位（以下简称成人申请学士学位）英语考试真题，精心编写了八套学位考试自测试题，实用性强。

本书既可作为成人教育学习者提高英语水平的系统学习教材；也可作为普通大学生重点和集中学习、训练某一弱项，以求均衡提高英语水平的辅导教材；还可用作在掌握了一定的语言基础知识和应试技能之后，进行考前训练和自我检测的复习教材。

本书各章节编写者如下：第一章 凌茜、马戎、刘莉、孙歆宇；第二章 凌茜、马戎、李辉；第三章 马戎、凌茜、孙理和、李辉；第四章 李辉、凌茜、马戎；第五章 黄彩霞、马戎、甘凌、凌茜、李辉。

本书是一线骨干教师长期教学实践的积累和经验的总结，覆盖了成人英语教学计划的主要内容，并体现了成人申请学士学位考试大纲的基本要求。但由于水平有限，经验不足，错误和不妥之处在所难免，恳请同行专家及广大读者提出宝贵意见，以待进一步修改完善。

本书的撰写得到了西北师范大学继续教育课程改革项目的鼎力资助，尤其是西北师范大学继续教育学院的李元旦和宫玉梅两位副院长对书稿的策划提出了许多建设性的建议，特此致以衷心的感谢。

编者

2006年8月于兰州

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# 第一章 语法

## 第一节 时态

英语共有十六种时态，以动词 study 为例，其形式如下：

	一般	进行	完成	完成进行
现在	study/studies	am/is/are studying	have/has studied	have/has been studying
过去	studied	was/were studying	had studied	had been studying
将来	shall/will study	shall/will be studying	shall/will have studied	shall/will have been studying
过去将来	should/would study	should/would be studying	should/would have studied	should/would have been studying

在这十六种时态中，常用时态有以下十种：

### 一、一般现在时

1. 表示经常或习惯发生的动作和存在的状态。常用的时间状语有：always、usually、often、sometimes、every day、once (twice...) 等。例如：

I go to school every day. 我每天上学。

He never wears a hat in winter. 他冬天从不戴帽子。

He is a college student. 他是一名大学生。

2. 表示客观事实、客观规律、客观真理或普遍的现象和常识。例如：

The earth moves round the sun. 地球绕太阳旋转。

说明：在宾语从句中，即使主句的谓语动词用了过去时，只要从句表示的是客观真理，从句的谓语动词也要用一般现在时。例如：

Our teacher said that time waits for no man. 老师说岁月不待人。

3. 祈使句必须用动词原形，其否定结构用“don't + 动词原形”。例如：

Go and fetch some water. 去拿点水来。

Don't do that. 别那么做。



## 二、一般过去时

一般过去时表示过去某一时刻或过去经常发生的动作和存在的状态，句中通常有表示过去某一时刻的状语：yesterday、the day before yesterday、ago、last、in 1996、during the night、in ancient times 等。例如：

Tom suddenly fell ill yesterday. 汤姆昨天突然病了。

They worked late till deep night last year. 他们去年常工作到深夜。

She was a Chinese teacher three years ago. 三年前她是一名汉语教师。

## 三、一般将来时

1. 一般将来时表示将要发生的动作或存在的状态，常与表示将来的时间状语连用，如 tomorrow、the day after tomorrow、next week、in a few days 等。例如：

He will give us a speech tomorrow. 明天他将给我们做个报告。

We are going to finish the task in a few days. 再过几天我们将完成这项任务。

2. 在表示时间和条件的状语从句中，用一般现在时代替一般将来时。这些表示时间的连词有 when、as soon as 等；表示条件的连词有 if、as long as 等。例如：

When I have time, I'll go. 我有时间就去。

I'll ask him as soon as he comes. 他一来我就问他。

He will help if you ask him. 如果你提出请求，他就会帮你的。

3. 一些表示方向及变化的瞬间动词可用进行时表示将要发生的动作。这些词有 come、go、arrive、leave、start、begin 等。例如：

We are leaving for California the day after tomorrow. 我们后天动身去加利福尼亚州。

4. “be (about) to + 动词原形”也可表示计划、打算，还可表示责任、意向和可能性。例如：

You are to follow the doctor's advice. 你应遵从医嘱。

No shelter was to be seen. 找不到避难处。

May I have your attention, please? The plane for Wuhan is about to take off.

请注意，飞往武汉的飞机就要起飞了。

## 四、现在进行时

现在进行时表示现在或现阶段进行的动作。常用的时间状语有 now、right now、at present、at this moment、for the time being 等。例如：

He is doing his homework now. 他正在做家庭作业。

说明：一些表示状态及感觉的动词一般不用进行时，这些动词有 appear、be、desire、find、hate、hope、join、know、like、love、possess、see、suggest、taste、think、understand 等。

## 五、过去进行时

表示在过去某阶段或某时刻正在进行的动作，通常有一个表示过去时间的状语。例如：

We were watching TV at four o'clock yesterday afternoon. 昨天下午四点钟我们正在看电视。  
I was playing the piano when she came in. 她进来时,我正在弹钢琴。

## 六、将来进行时

表示将来某个时刻或某一段时间正在进行的动作。例如:

What will you be doing this time tomorrow? 明天的这个时候你在做什么?

We will be having a meeting from three to five this afternoon.

今天下午3点到5点我们将在开会。

## 七、现在完成时

现在完成时表示动作发生在过去,但与现在的情况有关系。强调的是对现在的影响,可能是已完成的动作或持续的动作。常用的时间状语有 already、ever、yet、just、so far、since、recently、before、for 等。例如:

They have already finished their task so far. 到目前为止他们已经完成了任务。

I have studied English for two years. 我学英语已经两年了。

He has studied Chinese since two years ago. 自从两年前开始,他就一直在学汉语。

He has lived here since 1949. 自从1949年以来,他一直住在这里。

He has lived here since he came to the city. 自从来到这个城市后,他就一直住在这里。

说明1: before 在现在完成时中只可单独使用。例如:

We have met before. 我们以前见过面。

说明2: have/has been to... 表示某人曾经去过某地。例如:

We have been to Lanzhou. 我们去过兰州。

说明3: have/has gone to... 表示某人去了某地不在谈话现场,只限于第三人称。例如:

They have gone to Lanzhou. 他们已经去了兰州。

## 八、将来完成时

将来完成时表示将来某一时间前已发生的动作或已经存在的状态。常用的时间状语有 by the end of、by the time of 等。例如:

We will have learned 4,000 new words by the end of this term.

到这学期末我们就将学会4,000个生词。

## 九、过去完成时

过去完成时表示在过去某一时刻前已发生的动作或现象,即“过去的过去”,常用的时间状语有 before、by the end of 等。例如:

John had learned some Chinese before he came to China.

在来中国之前,约翰已经学了一点汉语。

By the end of last year, I had worked in this college for ten years.

到去年年底,我已经在这个大学工作十年了。

说明: by the end of 后接将来的时间时, 用将来完成时; 接过去的时间时, 用过去完成时。

## 十、现在完成进行时

现在完成进行时表示始于过去的某一时间, 并且一直在进行的动作或行为, 既强调动作的持续又强调动作造成的影响。通常与表示一段时间的状语连用, 如 four hours、since this morning。例如:

I have been waiting for you for two hours. 我已经等你等了两个小时了。

(此句中 have been waiting 既表示等待时间长, 又表示对当事人现在心情的影响。)

### [练习 1] 时态练习

- By next May, he \_\_\_\_\_ here for a year.  
A. will work            B. has worked            C. has been working            D. will have been
- What \_\_\_\_\_ you \_\_\_\_\_ this time tomorrow morning?  
A. will; do            B. will; been doing            C. are; doing            D. will; be doing
- As she \_\_\_\_\_ the newspaper, Granny \_\_\_\_\_ asleep.  
A. read; was falling            B. was reading; fell  
C. was reading; was falling            D. read; fell
- I'll go with you as soon as I \_\_\_\_\_ my homework.  
A. will finish            B. finish            C. am finishing            D. finished
- Hurry up. The train \_\_\_\_\_ .  
A. started            B. has started            C. is starting            D. had started
- Yesterday about 11:00 I \_\_\_\_\_ towards the school.  
A. was walking            B. walked            C. had been walking            D. had walked
- Move the piano to the sitting room, or it \_\_\_\_\_ a lot of room in his study.  
A. will take up            B. took up            C. takes up            D. taking up
- You don't have to describe her. I \_\_\_\_\_ her several times.  
A. had met            B. have met            C. met            D. meet
- Hello! I \_\_\_\_\_ you \_\_\_\_\_ in Washington. How long have you been there?  
A. don't know; were            B. hadn't known; are            C. haven't known; are            D. didn't know; were
- I \_\_\_\_\_ that you would be able to visit us.  
A. has hoped            B. had hoped            C. were hoping            D. hoped
- I wonder why she \_\_\_\_\_ writing yet.  
A. do not start            B. doesn't start            C. had not started            D. has not started
- He felt very sorry that he \_\_\_\_\_ the pen that he had used for nearly ten years.  
A. lost            B. has lost            C. had lost            D. would lose
- The instrument \_\_\_\_\_. Please use this one instead.  
A. does not work            B. did not work            C. is not working            D. had not worked

14. We \_\_\_\_\_ to come to see you but the baby suddenly fell ill.  
A. intended      B. have intended      C. had intended      D. were intending
15. John went downstairs so early for supper because he thought the bell \_\_\_\_\_.  
A. will have rung      B. has already rung      C. had rung      D. had already rung
16. Breakfast \_\_\_\_\_ ready at the time you have dressed.  
A. will be      B. has been      C. are      D. is
17. The country \_\_\_\_\_ quite different when the leaves have fallen.  
A. will have looked      B. is looking      C. will look      D. will be looking
18. He hasn't any money so I \_\_\_\_\_ him some.  
A. will be lending      B. will have lent      C. would lend      D. am going to lend
19. Where \_\_\_\_\_ dirt, there are flies.  
A. there has been      B. there will have      C. has there been      D. there is
20. If you \_\_\_\_\_ TV every evening, of course your eyes will ache.  
A. sit and watch      B. will sit and watch      C. are to sit and watch      D. sat and watched

## 第二节 语态

英语中的语态分为主动语态和被动语态两种。英语中只有及物动词才能用于被动语态。

### 一、被动语态的构成

被动语态的构成形式为“be + 动词的过去分词”，随时态的不同，be 动词发生相应的变化，以动词 tell 为例，be 动词在九种时态中的变化形式如下：

	一般	完成	进行
现在	am/is/are + told	have/has been + told	am/is/are + being told
过去	was/were + told	had been + told	was/were + being told
将来	will/shall be + told	will/shall have been + told	/
过去将来	would/should be + told	/	/

### 二、被动语态的用法

- 当我们不知道动作的执行者时。例如：  
The book has been translated into several languages. 这本书已被翻译成几种语言了。
- 当不必要指出动作的执行者时。例如：  
Rice is grown in the south. 稻米产于南方。
- 当强调或侧重动作的承受者时，通常用 by 引出动作的执行者。例如：  
The hotel was designed by a famous architect. 这家酒店是由一位著名的设计师设计的。

说明：表示状态或特征的及物动词如 contain、cost、fit、have、lack、suit 等不用被动形式。另外，诸如 happen、occur、take place、break out、result from（是……的结果）、belong to、consist of 等只用主动语态，而不用被动语态。

### 三、不同时态的被动语态

#### 1. 一般现在时的被动语态

Electricity is used to run machines. 电被用来驱动机器。

#### 2. 一般过去时的被动语态

He was elected chairman of the club. 他被选为俱乐部的主席。

#### 3. 一般将来时的被动语态

The problem will be discussed at the meeting tomorrow. 在明天的会议上将讨论这个问题。

#### 4. 现在完成时的被动语态

The homework has just been finished. 作业刚做完。

#### 5. 过去完成时的被动语态

He said the task had been finished before supper. 他说任务在晚饭前已完成。

#### 6. 现在进行时的被动语态

The house is being built now. 房子正在建造之中。

#### 7. 过去进行时的被动语态

A dress was being made by her this time yesterday. 昨天的这个时候她正在做裙子。

#### 8. 将来完成时的被动语态

This railway line will have been completed by next October. 到明年十月这条铁路线将已经竣工。

#### 9. 一般过去将来时的被动语态

He said the problem would be solved soon. 他说这个问题将很快被解决。

### [练习2] 语态练习

- Visitors \_\_\_\_\_ not to touch the exhibits.  
A. are requested      B. will request      C. request      D. are requesting
- He said that a new road \_\_\_\_\_ in front of our building soon.  
A. has been built      B. was going to built      C. would be built      D. was built
- Thousands of people took part in the work when the reservoir \_\_\_\_\_.  
A. was being built      B. would be built      C. was building      D. had been built
- In some parts of the world, tea \_\_\_\_\_ with milk and sugar.  
A. is serving      B. is served      C. serves      D. served
- The Chinese Communist Party \_\_\_\_\_ in Shanghai in 1921.  
A. was found      B. found      C. was founded      D. founded
- Mary \_\_\_\_\_ take part in the competition, and at last she succeeded.  
A. encouraged to      B. was encouraged      C. encourage      D. was encouraged to

7. What they are studying is how solar energy \_\_\_\_\_ good use of in industry.  
A. can be made            B. can make            C. will make            D. made
8. The city is said to \_\_\_\_\_ the capital of the country.  
A. make            B. be made            C. have made            D. have been made
9. The house needs \_\_\_\_\_, but we plan to wait until next summer to do it.  
A. to paint            B. being painted            C. painted            D. to be painted
10. Examples \_\_\_\_\_ on many subjects.  
A. collected still            B. are still collected  
C. have still collected            D. are still being collected
11. The structure of aircraft \_\_\_\_\_ all the time.  
A. is being changed            B. has been changed  
C. is being changing            D. has changed
12. Bill \_\_\_\_\_ a job in a factory, but he refused to take it.  
A. was offered            B. offered            C. was offering            D. had offered
13. In 1950, it was the largest ship that \_\_\_\_\_ .  
A. was ever built            B. has ever built  
C. has ever been built            D. had ever been built
14. "Do you know how the war \_\_\_\_\_?"  
A. wins            B. won            C. was won            D. had been won
15. Two young tigers have just \_\_\_\_\_ for the zoo.  
A. buyed            B. bought            C. been buying            D. been bought
16. A young hen is \_\_\_\_\_ a chicken.  
A. named            B. known            C. called            D. recognized
17. The little boy \_\_\_\_\_ by the drug-pusher to carry drugs for him.  
A. was made use            B. was made used  
C. was made use of            D. was made used of
18. The work \_\_\_\_\_ by the time you get here.  
A. will have been done            B. is done  
C. had been done            D. would have done
19. I think much attention \_\_\_\_\_ your pronunciation.  
A. must be paid            B. ought to be paid to  
C. must pay to            D. should be paid by
20. John will have to go to work by bus as his car \_\_\_\_\_ .  
A. is repaired            B. is being repaired  
C. is needed repairing            D. is needed repairs

### 第三节 情态动词

情态动词不能单独作谓语，只能和动词原形一起构成谓语。常用的情态动词有 can (能)、may (可以)、must (必须)、have to (不得不)、ought to (应该)、should (应该)、dare (敢)、need (需要) 等。此外，shall、will、would 在一定场合下也可作情态动词。

#### 一、情态动词在一般现在时中的用法

##### 1. can

表示体力、脑力方面的“能力”、“技能”或根据客观条件能做某种动作的“可能性”。

例如：

*Ships can carry more goods than any other means of transport.*

与其他交通工具相比，船能够运载更多的货物。

说明：be able to 也表示能力，但可以用于各种时态。例如：

*He will be able to do that without any help.* 他不需要任何帮助就能完成这项工作。

##### 2. could

1) 表示能力，是 can 的过去式。例如：

*I could drive the car when I studied at college.* 我在上大学时就能开车了。

2) 表示许可、请求，比 can 的语气委婉。例如：

*Could I smoke here?* 我可以在这里抽烟吗？

##### 3. may

1) 表示允许、可以或可能性。例如：

*You may do exactly as you like.* 你喜欢怎么做就怎么做。

*She may not be at home today.* 今天她可能不在家。

2) may 的一般疑问句肯定回答通常为 “Yes, please.” / “Sure.” 否定回答通常用 “mustn’t”。

例如：

*May I come in?* 我可以进来吗？

*Yes, please. / Sure.* 可以，请进！（肯定回答）

*No, you mustn't.* 不，你不能进来。（否定回答）

3) may 用在句首表祝愿。例如：

*May you succeed!* 祝你成功！

##### 4. might

might 是 may 的过去式，有时用来代替 may，在时态上与 may 没有差别，所表示的可能性比 may 小，但语气较婉转。例如：

*Might I ask for another cup of tea?* 我可以再要一杯茶吗？

说明：may 或 might 与 as well 连用，表示建议，译为“还是……为好”。例如：

*You may as well keep a certain distance from that mad man.* 你们还是离那疯子远点为好。

You might as well go home now. 你还是现在回家为好。

#### 5. must

1) 表示“必须”、“应当”或“一定”。例如：

You must get to the station before 3 o'clock. 你必须在3点以前到达车站。

说明：“have to + 动词原形”也表示“必须”，但它比 must 更强调客观，含义为“不得不”。例如：

Tom had to work into deep night everyday to earn a living.

汤姆为了生计每天都不得不工作到深夜。

2) must 的否定句形式为 mustn't, 但是在回答 must 的一般疑问句时, 肯定回答为 must, 否定回答应为 needn't. 例如：

You mustn't stay here any longer. 你不能再在这里呆下去了。

Must I hand in my homework today? Yes, you must. /No, you needn't.

今天我必须交家庭作业吗? 是的, 你必须交。/不, 不必了。

3) 表示肯定的推测, 但其否定形式为 cannot. 例如：

This must be your room. 这一定是你的房间。

This cannot be your room. 这不可能是你的房间。

#### 6. ought to

表示有义务或必要做某事, 译为“应当, 应该”。例如：

You ought to take his advice. 你应该接受他的劝告。

Oughtn't we to give him a chance to try? 我们难道不应该给他一个尝试的机会吗?

#### 7. dare

表示敢于、愤怒, 主要用于否定句、疑问句和条件句中。例如：

He dare not even look at me. 他甚至不敢看我。

How dare you do such a thing? 你怎么敢做出这样的事?

If you dare speak to me like that again, you will be sorry.

如果你胆敢再跟我这样说话, 你会后悔的。

说明: dare 也可用作实义动词, 后接不定式作宾语。例如：

He has never dared to tell you about the accident. 他一直不敢把这起事故告诉你。

They do not dare to speak. 他们不敢说话。

#### 8. need

表示“需要”, 主要用于否定句和疑问句。例如：

I don't think you need be so polite to her. 我认为你没必要对她那么客气。

Need he go soon? 他需要马上走吗?

说明 1: need 有时也作实义动词, 后接名词、动名词、动词不定式等作宾语。例如：

She needs your help. 她需要你的帮助。

They didn't need to arrive so early. 他们不需要那么早到达。

The flower needs watering. 花需要浇水了。



说明2: 在引导疑问句时, 肯定回答用 must; 否定回答用 needn't。例如:

Need he come here tonight? 今晚需要他来吗?

Yes, he must. 是的, 他必须来。

No, he needn't. 不, 他不必来。

#### 9. shall

表示承诺、规定、命令、决心等, 通常用于第二和第三人称。例如:

The seller shall make shipment before October and the buyer shall make payment within 10 days after receipt of the goods. 买方十月以前装运, 卖方在收到货后十天之内付款。

#### 10. should

1) 表示劝告, 建议或义务, 译为“应当”。例如:

He should take care of his parents, as they are old enough not to live on themselves.

由于父母亲老了, 不能自理, 他应当照顾他们。

2) 表示预测, 译为“可能”。例如:

He should have been there now. 他可能到了。

#### 11. will

1) 表示意志、意愿和习惯等。例如:

I will pay you at a rate you ask. 我愿意按你要求的费用支付。

Oil and water will not mix. 油与水总是互不相溶。

2) will 在疑问句中用于第二人称时, 表示说话人向对方提出请求和询问。例如:

Will you explain the sentence once again? 你再把这个句子解释一遍好吗?

#### 12. would

1) would 在疑问句中用于第二人称时, 表示说话人向对方提出请求和询问, 但语气较 will 更加婉转。例如:

Would you please tell me the way to the Summer Palace? 请问去颐和园怎么走?

2) would 是 will 的过去式, 用于各种人称, 表示意志、意愿和习惯等。例如:

He said that he would do everything to help us. 他说他要尽一切可能来帮助我们。

## 二、情态动词与完成时和进行时连用

### 1. can

1) can + have + done 表示可能已做了某事, 通常用于否定句。例如:

They can't have gone out because the light's on! 他们不可能出门, 因为灯还开着!

2) can + be + doing 表示可能正在做某事。例如:

What can he be doing at this time of the day? 他在这个时候可能会做什么?

### 2. could

could + have + done 表示可能做某事。与 can 相比, could 表示推测的可能性较小。此外, 这个结构还可以表示“本可以做某事而没做成”。例如:

How could she have forgotten her own name? 她怎么可能连自己的名字都忘了?