

全国成人高等教育规划教材



# English 4

## 英语

(非英语专业专科用)

教育部成人高等教育英语教材编写组 编



高等教育出版社

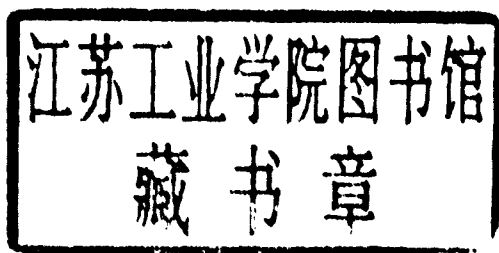
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*English*

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(京)112号

## 内 容 提 要

全国成人高等教育《英语》系列教材由教育部规划并推荐,供各类成人高等院校非英语专业专科使用。本套教材以原国家教委1997年颁布的《全国成人高等教育英语课程教学基本要求(非英语专业专科用)》为依据编写,包括主教材《英语》和同步自学教材《英语学习辅导书》各4册。本套教材把语言基本功训练与实际涉外活动结合起来,使成人英语学习从一开始就学用结合,学一点、用一点、会一点。

《英语4》包括10个单元。每单元包括综合技能训练、应用文阅读与学习、语法练习和快乐学习4部分。本书题材现代,内容新颖,语言地道,图文并茂。

本书配有录音磁带。

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## 前 言

全国成人高等教育《英语》系列教材是根据原国家教委1997年颁发的《全国成人高等教育英语课程教学基本要求（非英语专业专科用）》（以下简称《基本要求》）编写的，是教育部成人高等教育规划教材。本套教材的培养目标是：1. 掌握一定的英语基础知识和技能；2. 具有阅读和翻译有关业务英语资料的能力；3. 训练进行简单的日常和涉外会话的初步能力；4. 培养模拟套写简单信函等涉外业务应用文的能力。

主教材（即《英语》）和同步自学教材（即《英语学习辅导书》）两种学生用书各分4册。第一册为预备教材，词汇起点为800词，主要目的是帮助英语水平低于《基本要求》规定的学生，复习巩固中学已学过的语音、语法、词汇，为进一步学习打下基础；第二册的重点是简单句的基本语法和基本句式的听说读写译等基本技能的训练，并注意把语言基本功训练与实际涉外活动结合起来，使成人英语学习从一开始就能贯彻学用结合，学一点、用一点的原则；第三、四册在侧重阅读基本技能训练和语法应用能力提高的同时，继续进行听说读写译的综合训练，并引入涉外交际资料的阅读、翻译和套写训练，将读译写技能的培养作为教学重点，把培养学生实际使用英语去处理业务工作中的涉外交际活动的的能力作为最终目标。

《英语学习辅导书》包括自学同步练习（含主教材各单元学习要点提示）、主教材练习参考答案（附课文参考译文）两部分。其中自学同步练习既与《英语》紧密配合，又不相互重复。与《英语》相比，自学同步练习遵循“自学、自练、自测”的原则，选材内容更简短、生动，训练方式与形式更灵活多样，并适时提供自测试题供学生检测自己的学习成果。考虑到学生自学的特点，其听说训练以听力训练为主，听录音遍数也不强求一致，学生可根据自己的实际需要播放两或三遍；读译写部分以读懂理解为主，所配的少量练习是为了帮助学生扩大词汇和巩固语法的。因此，同时使用这两套用书，会收到相得益彰的效果。

《英语》和《英语学习辅导书》的编写力图改变成人英语教学脱离实际、学用结合不密切的低效率局面，突出英语教学紧密为改革开放服务的实用方向。这是一种新尝试。虽然编者力求达到所设定的目标，但由于编写时间紧迫，经验不足，水平所限，不足与疏漏之处在所难免，恳切希望广大师生和读者批评指正。

本册总主编为大连理工大学外语系孔庆炎教授。由对外经济贸易大学黄震华教授担任主审。参加审稿工作的还有：中央电视大学刘黛琳副教授、高等教育出版社刘援副编审、南京师范大学金陵女子学院于忠喜副教授。在重庆大学外语学院任教的澳大利亚教师 Ann Laidlaw 女士审读了全书。重庆大学成人教育学院的领导对本册教材的编写给予了大力的支持。编者在此一并表示深深谢意。

编者

1999年5月

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**Passage****Seniors Find Fun on Web**

Thousands of Americans over 50 are discovering friends, fun, and new ideas on an Internet-based community called SeniorNet.

"I am an old lady — except on-line when I am 37, blonde and ready to roll," says a respectable member of SeniorNet, a true community of seniors that includes a 104-year-old member.

A fifth of Americans with Internet access, or 8–10 million people, are over 50.

SeniorNet is a non-profit site that develops very quickly thanks to voluntary contributions from its 25 000 members and a handful of retirees who design the

website and manage more than 200 discussion groups set up on the network.

"Of course, the usual topics linked with old age are very much there—health and financial questions—but they are not the only topics," says Glen Gilbert, the site's director of development. Subjects ranging from cooking and knitting to digital cameras and politics are discussed, he says.

"It's a place where one can break the isolation of a bedroom without having to leave it, where you can comfort one another in times of sickness," Gilbert says. "But it is also a place where you can share

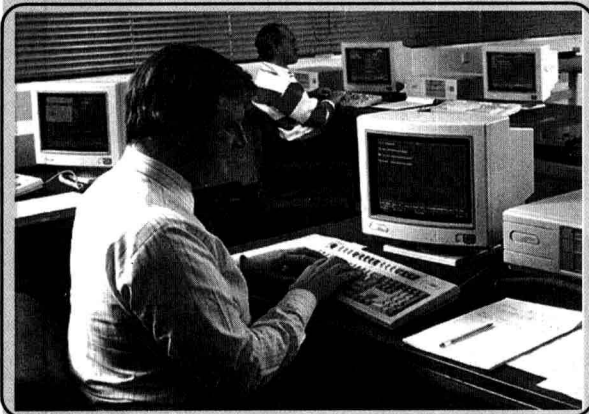
in the happy moments of life, be it birthdays or even weddings."

The almost complete liberty of expression provided by the Web also allows for a "men's lounge" which wives are asked to avoid, and for the constitution of a group of "gay and lesbian seniors."

This group permits men and women to discuss issues that, in their youth, would have been shameful to them.

One senior says that, "for a teacher like me, to come out at that time was a bit like signing your death sentence."

SeniorNet has also established a network of 130 computer learning centers. These provide the basics on navigating the Internet and tips on setting up a



website as well as a computer for those who lack their own equipment.

### New Words and Expressions

access	/ 'ækses /	n.	进入, 接触
blonde	/ blɒnd /	a.	金发碧眼的
comfort	/ 'kʌmfət /	v.	安慰, 慰问
community	/ kə'mju:niti /	n.	社区, 社团
constitution	/ ,kɒnsti'tu:ʃn /	n.	组成, 构成
contribution	/ ,kɒntri'bju:ʃn /	n.	捐助; 贡献
digital	/ 'didʒɪtl /	a.	数字的
financial	/ faɪ'nænʃl /	a.	财政的, 金融的
gay	/ geɪ /	n.	同性恋者 (有时专指男性)
handful	/ 'hændfʊl /	n.	少量, 少数
internet	/ 'ɪntənət /	n.	英特网
isolation	/ ,aɪsə'leɪʃn /	n.	孤立, 隔离
knit	/ nɪt /	v.	编织 (毛衣等)
lack	/ læk /	v.	缺乏, 缺少
lesbian	/ 'lezbɪən /	n.	同性恋者 (专指女性)
liberty	/ 'lɪbəti /	n.	自由, 释放
link	/ lɪnk /	v.	联系, 连接
lounge	/ laundʒ /	n.	休息室
navigate	/ 'nævɪgeɪt /	v.	浏览
range	/ reɪndʒ /	v.	(范围) 涉及
respectable	/ rɪ'spektəbl /	a.	可尊敬的, 有身份的
roll	/ rɒl /	v.	滚动, 翻滚
sentence	/ 'sentəns /	n.	宣判, 判决
shameful	/ 'ʃeɪmfʊl /	a.	可耻的, 不体面的
tip	/ tɪp /	n.	提示, 诀窍
voluntary	/ 'vɒləntəri /	a.	志愿的, 义务的
website	/ 'websaɪt /	n.	网址

\*\*\*\*\*

a bit like	略微像, 有点像
a handful of ...	少量的, 少数的
be linked with/to	与...相联系
be ready to	做好准备
come out	公开表白是同性恋者
range from ... to ...	涉及 (范围), 从...至..., 包括...和...
thanks to	由于, 多亏

**NOTES**

on-line	在线上, 在网上
digital cameras	数字照相机
men's lounge	网上专为男士建立的交流空间

**Check your understanding**

**1** Read the passage carefully and answer the following questions.

1. Why is SeniorNet popular among senior Americans?
2. Can you list three topics commonly discussed on the SeniorNet?
3. What is the influence that the SeniorNet has made on the life of seniors in America?
4. Is it a good thing to set up a website for a particular age group? Why?
5. If you have the access to the Web, would you like to share your feelings with others?

**2** Read the passage again and fill in the following chart.

Users of SeniorNet	Reasons to access the net	Benefits
	a. To share ideas with others. b.	a. b. Enjoying complete freedom of expression. c. d.

**Build up your language stock**

**3** Match the words with the explanations.

- |                                      |   |
|--------------------------------------|---|
| 1. internet-based community          | a. be able to get information on the Internet   |
| 2. with Internet access              | b. because of the money given or work done by the people out of their free will                                     |
| 3. thanks to voluntary contributions | c. the right to express one's views freely  |
| 4. retiree                           | d. a particular group of people who have the same interest in exchanging information and sharing ideas on a website |
| 5. liberty of expressions            | e. a person who has retired   |

**4** Put the following words in the squares below. Some words can be put into more than one squares, and some words may not belong to any group.

seniors	Americans	respectable	site
design	community	cooking	knitting
birthday	wife	wedding	permit
isolation	centers	computer	teacher
equipment	learning	topics	fun

**Housework**

**Life in School**

**Internet**

**5** Translate the following sentences into English by using the given phrases.

1. 由于学生们的积极参与，这次足球赛进行得很顺利。(thanks to)
2. 这部电影描写了一位中国老人的幸福时光。(happy moments)
3. 因特网的普及改变了人们以往寻找新朋友和新观点的方式。(wide use of)
4. 在众多的网址中，有很多是非盈利的网址。(non-profit site)
5. 老年网为美国的一些老年人提供了表达自己情感的机会。(express one's feelings)
6. 学生们谈论的话题涉及文化和政治。(range from)
7. 这位老人甚至在患病期间还经常安慰他人。(in times of sickness)
8. 看来我们不能回避一些少量的难题。(a handful; avoid)
9. 这个学习中心已和很多研究中心建立了网络联系。(net-work links)

**6** Here is a summary of the useful sentence patterns and expressions for talking about Internet. You can add more of them.

**Popularity of Nets**

1. Thousands of Americans over 50 are discovering friends, fun, and new ideas on an Internet-based community called SeniorNet.
2. A fifth of Americans with Internet access, or 8–10 million people, are over 50.
3. These provide the basics on navigating the Internet and tips on setting up a website as well as a computer for those who lack their own equipment.

### Topics on Nets

1. Subjects ranging from cooking and knitting to digital cameras and politics are discussed.

### Roles of Nets

1. It's a place where one can break the isolation of a bedroom without having to leave it, where you can comfort one another in times of sickness.
2. It is also a place where you can share in the happy moments of life, be it birthdays or even weddings.

### Practise your language skills

## Reading

### Skimming (略读)

略读是指快速阅读文章的全文，抓住关键词语以求其主旨和大意的阅读技能。

- 7 The key words below are taken from the following passage. Can you guess what the main topic is by reading the key words? Tick your guesses.

*survey reveal findings managers personal computer*

- a. The text is about how managers conduct surveys on their personal computers .
- b. The text is about the use of personal computers in offices.
- c. The text is about a survey on how managers make use of personal computers.

Now, read the passage as quickly as possible and check your guesses.

A survey by Microsoft, the US software manufacturer, and *Management Today* magazine has shown that although 76% of managers have direct use of screens and keyboards, only 6% believe they are used to the maximum (最大的) effect in their workplace.

One of the survey's most disturbing findings is that managers use computers to automate manual processes rather than to change work patterns and business practices. In most cases information technology (IT) is used to speed up routine tasks rather than as a competitive weapon.

Only a few use PCs on networks to share information and ideas. Instead, most managers use their PCs to edit documents—not a good use of their time when they could be dreaming up creative application that will help them monitor their customers and competitors in a fast-changing market-place.

- 8 Answer the following questions according to the passage above.

1. What does the survey reveal about the use of personal computers at a managerial level?
2. What is one of the most disturbing findings of the survey?
3. What does the writer say about the way managers should use computers?
4. Have PCs changed your way of study or work? How?

## **Listening**

- 9** Listen to a story about Dell Bradford's wish when he was in a middle school and decide whether the following statements are true (T) or false (F).



1. He wanted to be a doctor.
2. He wanted to be a writer.
3. He wanted to study computer.
4. He went to university.
5. He became a millionaire.
6. He wanted to grow taller.

- 10** Listen to the story again and answer the following questions.

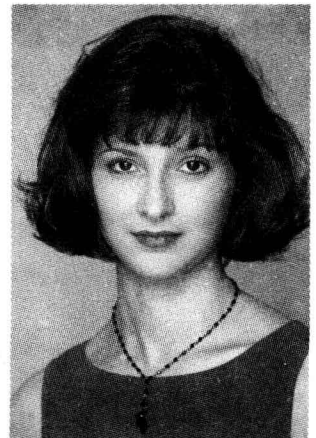
1. What was his real ambition at the age of 16?
2. What did he study in the university?
3. When did he start his own computer software company?
4. When did he become a millionaire?
5. Why did he change his idea after the teacher asked him the question about his future ambition?

## **Speaking**

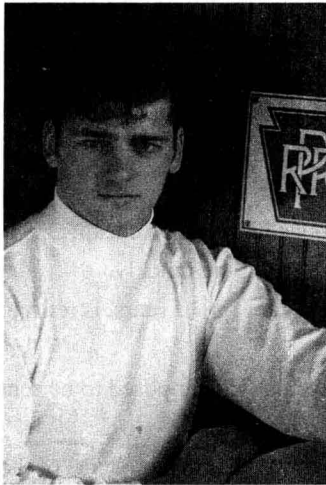
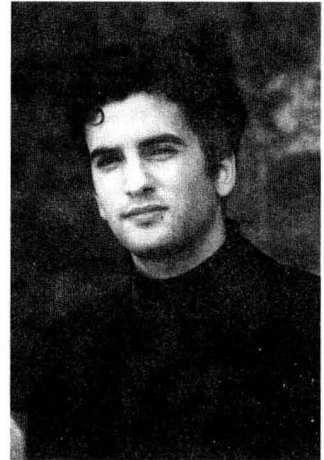
- 11** Read the following people's opinions about working in a computer company. Do you agree? Ask your friends' opinions about it. The following patterns may be of some help .

1. Do you agree to the opinion that ... ?
2. Do you think that ...?
3. I think he/she is right.
4. I agree with him/her completely.
5. I have different opinions. I think that ...

Working in a computer company is always pleasant.



It's very hard to work as an information scientist because there is a lot of competition within the company.



I'd like to work in an international computer company because I can take free training courses.

I hate working with computers because I'm always talking with machines instead of people.



**12** Discuss with your friends about your ideal workplace. You may use some of the words or phrases listed below:

- talk to people/customers
- chances to travel
- good training opportunities
- have access to Internet
- good office equipment
- clean environment
- friendly working relationship
- fair competition
- no overwork

## Translation

### 非限制性定语从句的翻译

非限制性定语从句的一个常见译法是将其译成一个独立的句子。

如: Jim passed his English test, *which surprised everyone*.

吉姆通过了英语考试, 这使每一个人都感到吃惊。

### 13 Translate the following sentences by putting the English non-restrictive attributive clauses into independent Chinese sentences.

1. Yesterday I talked with John, who told me that he was getting married.
2. She didn't have access to the Internet, which made it difficult to reach her husband abroad.
3. At present, most of the business in India goes to American software companies, who not only produce high quality products, but who are also much cheaper.
4. The bank was located in the city center, which was developing quickly.
5. Mr. Yates, who has worked for the customer service center for 10 years, is retiring next month.
6. We must apologize for the delay of the catalogue, which was supposed to be sent out last week.
7. At the news conference, the director of the board reviewed the major events of the corporation during the past year, most of which were covered in the annual report.
8. The research proposal was turned down at the meeting, which was unexpected.
9. They planned to attend the trade fair in Kunming, where they could visit some of their customers.
10. We'll put off the meeting until next Monday, when we won't be so busy.

## Applied Writing

### Fax (传真)

#### Specimen reading

#### Specimen 1

15-05-1994 12:06 AVS, HAGA VERKTYG, SWEDEN 4631 638420 p.01

HAGA VERKTYG

Kaponjargatan 4c

**Goteborg**  
**Sweden**

**Tel: 031-543423**  
**Fax: 031-638420**

**Your ref:**  
**Our ref:**

Jose Munoz,  
Manager,  
Purchasing Section Construction,  
Jimenez Avda,  
del Pueblo, Granada,  
Spain

15 May 1994

Dear Mr Munoz,

Thank you for your fax dated 13 May concerning your order for five of our drills.

We must apologize for the delay in shipping this order. This was due for the unforeseen circumstances. However, your order is being dealt with and will be sent without further delay.

With apologies once again.

Yours sincerely,

*Mona Stenlund*  
Mona Stenlund  
Export Manager

## Specimen 2

Fax: New Delhi 011 7896684 11-06-97 8:50 p.01

### FAX COVER SHEET

---

**Office Systems Ltd**

4382/5 Ansari Road  
New Delhi 110 002  
Telephone (011) 7896523  
Fax (011) 7896684

**For the attention of :** Mr. P.Fellini

**Organization:** ABC Software, California, USA.

**Fax No:** 406-240-5453

**Date:** 11 June 1997

---

Dear Mr. P.Fellini,

**Re: Problems of low sale**

It was good to have met you when you came here last month. I hope that you had a safe journey to Italy. I am sorry that I have not written to you before now but I have been rather ill and I have only just returned to the office.

I have now had a chance to think about the problem of low sales of your software. I feel that the biggest problem is price. At present, most of the business in India goes to American software companies, who not only produce high quality products, but who are also much cheaper. However, ABC Software has a very good reputation and I am sure that a drop of 5% in price would be enough to attract many sales. These are some ideas. Would your company be prepared to lower its prices by this much?

I look forward to hearing your comments.

Best wishes,

*Sujit Singh*  
Sujit Singh

### New Words and Expressions

circumstance	/ 'sə:kəmstəns /	n	情况, 状况
reputation	/ ,repju'teɪʃn /	n.	信誉, 声誉
unforeseen	/ ,ʌnfə'si:n /	a.	难以预测的

### NOTES

1. In Specimen 1 the sender's fax No is 4631 638420 and the number of sheets to be transmitted is p.01.
2. In Specimen 2 the name of the receiver is Mr. P.Fellini.

### Structure analysis

Messages sent out by fax are generally similar to normal business letters. As you may have noticed from Specimen 1, Mona Stenlund simply uses the headed paper and writes a normal letter; while in Specimen 2 Sujit Singh uses the special fax cover sheet.

Here are some useful expressions commonly used in writing faxes.

#### Stating a reference

1. Thank you for your fax of January 11, ...
2. With reference to our telephone conversation yesterday, ...

<b>Giving good news</b>	1. I'm glad to tell you that we have made a new decision.
<b>Apologizing</b>	1. We are sorry for the delay. 2. I am sorry about the misunderstanding of what you say.
<b>Making a request</b>	1. We would be grateful if you could send us the information requested.
<b>Closing remarks</b>	1. If you have further questions, don't hesitate to let me know. 2. Thank you for your help.
<b>Referring to future contact</b>	1. We are looking forward to your coming visit.

### Simulated writing

Write a fax according to the following directions. Write your fax on the given Fax Cover Sheet below.

Mr. Russell from Universal Books Ltd, would like to send book information to Ms. Stenlund from Ashworth Bookshops Ltd. Complete the following fax message. Some of the information is provided below:

Name of the book: The Worldwide Encyclopaedia

Price: \$ 50

Features:

- covers more than 1000 subjects.
- contains 100 colour photographs.
- useful tables covering all the countries of the world, their population, capitals and sizes.

#### Fax Cover Sheet

**Universal Books Ltd**

234 Hogden Rd Bristol BS7 9XS

Tel: 0536 - 793451

Fax: 0536 - 793450

**For the attention of:** 1) \_\_\_\_\_

**To:** 2) \_\_\_\_\_

**Fax:** 0146 - 79305

**Date:** \_\_\_\_\_

Dear Ms Stenlund,