

The background of the cover features large, stylized ancient Chinese bronze characters, likely '考' (exam) and '试' (test), which are partially visible and integrated into the design.

通用证书英语

**General
Certificate**

English

New Edition

ALAN ETHERTON

艾伦·埃塞顿 著

纳尔逊出版公司

世界图书出版公司

通用
证书
英语

General Certificate English

New Edition

(新版本)

世界图书出版公司

责任编辑:张 明

封面设计:林忠明

General Certificate English (New Edition)
Alan Etherton

Third edition published by Thomas Nelson & Sons Ltd 1994

All rights reserved.

©Alan Etherton 1994

本书由纳尔逊出版公司授权出版
仅限中华人民共和国境内发行

通用证书英语(新版本)

艾伦·埃塞顿 著

邓昱平 注释

上海 世界图书出版公司出版发行

上海市延安西路 973 号 801 室

邮政编码 200050

上海场南印刷厂印刷

各地新华书店经销

开本:850×1168 1/32 印张:12 字数:282 500

1996 年 12 月第 1 版 1996 年 12 月第 1 次印刷

印数:1-10 000

ISBN 7-5062-3063-1/H·100

图字:09-1996-058 号

定价:19.80 元

前 言

《通用证书英语》(新版本)是英国纳尔逊出版公司(Nelson)为那些准备参加 GCE 英语语言考试及同类标准化英语考试的学生而专门编写的辅导材料。它自 1983 年出版以来,已是第三次修订了,深受读者欢迎。全书共分五部分:①摘要;②理解,摘要和应用写作;③笔头交流:写作;④词汇;⑤语言实践。作者针对 GCE 考生普遍存在的弱点,提出了如何阅读文章、抓住要旨、流利写作等各种考试技巧,并引用了剑桥大学和伦敦大学题库中的大量习题作演示说明。全书层次清晰,实例广泛,针对性强,是应试 GCE 英语语言考试及一切标准化英语考试不可多得的辅导材料。本书还有配套的教师用书,为书中习题提供标准答案。

本书适合于那些准备参加 GCE 考试的考生以及大学中、高年级的学生和英语教师。

Contents(目录)

Part 1 Summary(摘要)

1 Summaries in daily life(日常生活中的摘要)	2
2 What the examiners say(主考的话)	3
3 Summary—practice passage 1(摘要—应用短文 1)	10
4 Making notes—practice passage 2(作笔记—应用短文 2)	13
5 Extracting information—practice passage 3 (选取信息—应用短文 3)	17
6 Practice passage 4(应用短文 4)	20
7 Practice passage 5(应用短文 5)	21
8 Making a summary of letters—1(写信件摘要—1)	24
9 Making a summary of letters—2(写信件摘要—2)	27
10 Practice passage 6(应用短文 6)	29
11 Practice passage 7(应用短文 7)	32
12 Practice passage 8(应用短文 8)	24

Part 2 Comprehension, Summary and Directed Writing(理解、摘要和应用写作)

13 Figurative language(比喻)	38
14 Answering vocabulary questions(回答有关词汇的问题)	41
15 Obstacles to understanding(理解中的障碍)	47
16 Practice passage 1(应用短文 1)	51
17 Practice passage 2A(应用短文 2A)	55
18 Practice passages 2B and 2C(应用短文 2B 和 2C)	57
19 Practice passage 3(应用短文 3)	63
20 Types of comprehension questions(阅读理解题的类型)	66
21 Practice passage 4(应用短文 4)	71
22 Aids to better comprehension (提高阅读理解能力的手段)	74
23 Practice passage 5(应用短文 5)	77

24 Practice passage 6(应用短文 6)	79
25 Practice passage 7(应用短文 7)	81
26 Practice passage 8(应用短文 8)	83
27 Practice passages 9 and 10(应用短文 9 和 10)	85
28 Practice passage 11(应用短文 11)	90
29 Practice passage 12(应用短文 12)	95
30 Practice passage 13(应用短文 13)	102
31 Practice passage 14(应用短文 14)	107
32 Practice passage 15(应用短文 15)	111
33 Practice passage 16(应用短文 16)	115
34 Practice passage 17(应用短文 17)	118
35 Understanding situations(了解各种情况)	123

Part 3 Communication in writing (composition)

(笔头交流: 写作)

36 Communication in writing(笔头交流)	130
37 Composition—basic points(写作—基本要点)	136
38 Composition—making a plan(写作—制定计划)	141
39 Starting a composition(动手写作)	144
40 Paragraphing and developing ideas (分段及论点的展开)	148
41 Finishing a composition(文章的结尾)	151
42 What kind of English shall I use? (我该用哪种类型的英语?)	153
43 Further practice with basic skills (基本技巧的进一步练习)	156
44 Factual composition(应用文)	162
45 Descriptive composition(描写文)	165
46 Argumentative(or controversial) topics(议论文)	167
47 Narrative composition(记叙文)	169
48 Situational composition(using given data) (情景写作: 运用所给的材料)	171
49 Friendly and social letters(便信及社交信函)	181

50 Applying for a job(申请工作)	184
51 Business letters(商业信函)	188
52 Reports(报告)	195
53 Talking and writing about pictures (看图说话及看图写作)	198

Part 4 Vocabulary Development(词汇)

54 Words in context(有上下文的单词)	206
55 Antonyms, synonyms and homonyms (反义词、同义词及同形同音异义词)	209
56 Pairs of words(词对)	214
57 Phrasal verbs(短语动词)	219
58 Prefixes and meaning(前缀及其含义)	230
59 Problem words and correct usage—1 (疑难单词及其正确用法—1)	234
60 Problem words and correct usage—2 (疑难单词及其正确用法—2)	239
61 Idioms and common expressions (习语及常用词组)	247
62 Common errors(常见错误)	251

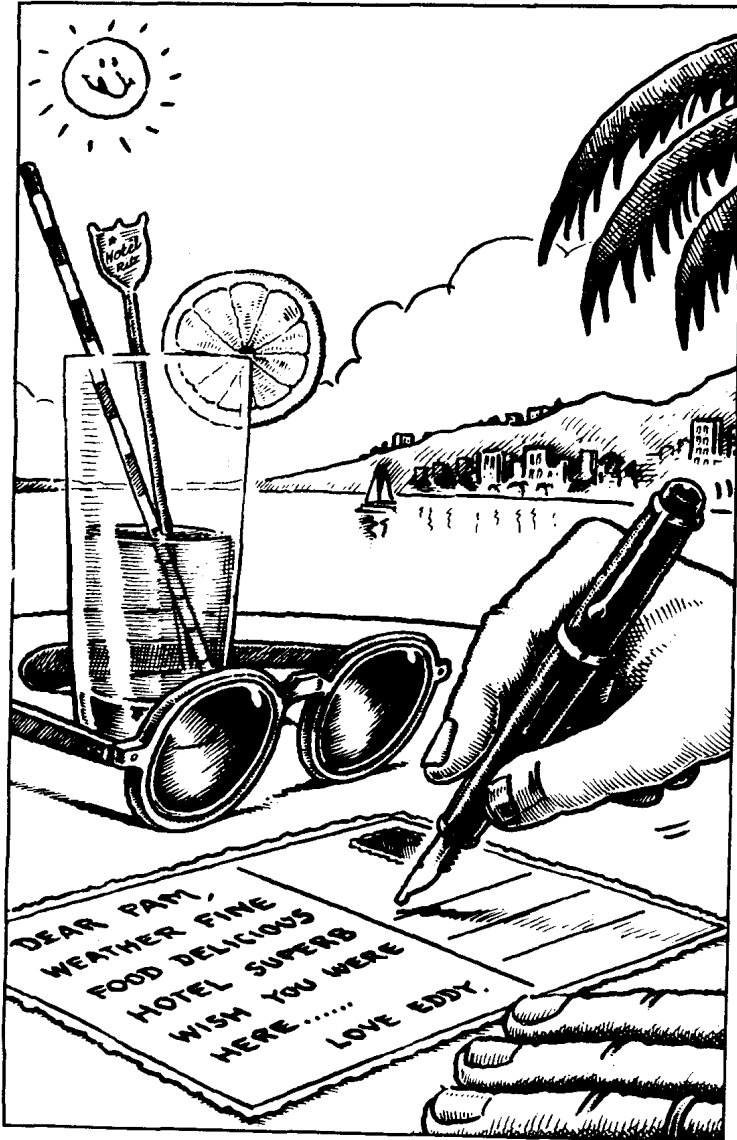
Part 5 Language Practice(语言实践)

63 Word formation and parts of speech (构词及词性)	256
64 Adjectives(形容词)	262
65 Agreement(主谓一致)	267
66 Articles(冠词)	273
67 Cloze passages(完形填空)	277
68 Comparison(形容词与副词的比较)	281
69 Conditionals and 'if'(条件句与'if')	286
70 Connectives(关联词)	291
71 Future action(将来的行为)	296
72 Gerunds(动名词)	299

73 Indirect (reported) speech (间接引语)	303
74 Indirect (reported) questions (间接问句)	310
75 Infinitives (动词不定式)	314
76 Participles (分词)	322
77 Prepositions (介词)	327
78 Pronouns (代词)	340
79 Punctuation (标点符号)	347
80 Spelling (拼法)	354
81 Verbs — present tenses (动词: 现在时)	357
82 Verbs — past tenses (动词: 过去行为)	365

Part I

Summary(摘要)



Summaries in daily life(日常生活中的摘要)

写摘要并不难,下面是日常生活中的几个例子,
你也可以从自己的日常生活中找到更多的例子。

- Yesterday Peter saw an exciting film at a cinema or on television. Half an hour ago, a friend asked him about the film. Peter replied: 'It was very good – all about life on another planet.'

Peter has given a summary of the film.

- A friend or cousin has just arrived from Canada. You are curious about the weather there, so you ask him or her: 'What was the weather like when you left?'

The friend may reply: 'Fine – sunny and warm.'

He has given a summary of the weather.

- A friend has just bought a new typewriter. You are thinking of buying a typewriter yourself, so you ask your friend for his opinion. This friend could give you a detailed description of the typewriter but he knows that you don't need this, so he replies: 'It's not bad but it's rather noisy unless you put a pad under it.'

- You saw a traffic accident. A police sergeant asked you what happened. Instead of giving all the details, you replied: 'The taxi swerved to avoid a cat. It ran into a van coming from town.'

Later on, the police sergeant may ask you to give all the details but at this point he just wants a rough idea of what happened.

- At 7 a.m. this item appeared on the news in a radio programme:

'A case of suspected rabies has been found in the Fanling area. A man was bitten by a dog which has been taken to Government kennels for tests. The man has been given anti-rabies treatment at the Fanling Clinic and is reported to be in a good condition. Early tests on the dog show that it may have rabies. Further tests are being carried out. Meanwhile, the Department of Agriculture has sent teams of dog-catchers to the area. Twelve people known to have been in contact with the dog have been given treatment ...'

The report may give many details. However, by 8 p.m. this news item is no longer very important. The radio may make a summary and say: 'A man was bitten by a dog suspected to have rabies today.'

Every day, we make many summaries of different things: of rumours, books, films, news items, amusing incidents, accidents, and so on. Don't be afraid of summary work. It is easy if you follow a few principles.

2

What the examiners say(主考的话)

在这一单元中,我们首先了解一些写摘要的基本方法,然后再研究以往主考报告中对考生所写摘要的评语。

General Method(基本方法)

- 1 Get a blue pencil and a red one (or an ordinary pencil and a pen). This is useful because in an examination there may be two parts to the summary or directed writing question.

Use the red pencil to underline important points for the first part of the question. Use the blue pencil to underline points for the second part of the question. This method prevents confusion and saves time.
- 2 Read the question before you read the passage. This may help you to find the theme of the whole passage or of part of it.
- 3 Read the passage quickly to find out its theme, that is, the main idea(s) and how the author develops it (or them). Look for the way he arranges his points. He may use one of these methods:
 - Time order – step by step
 - Advantages and disadvantages
 - Cause – event – result
 - Place order – what happens in different places
 - Order of importance
- 4 Read the question again very carefully. Find out exactly what you must do.
- 5 Read the passage again but more carefully than before. Make rough notes of the important and relevant points. Leave out details, examples, illustrations and irrelevant points. Your rough notes should be about half as long as your target. This means that if you have to write a summary 'in not more than 120 words', your rough notes should contain about 60 words.

Remember that the examiners have already made a check-list of all the important points, so try not to omit any of them.
- 6 Look back at the question again to check that you are answering it correctly.

- 7 Use your rough notes to write your draft or (if you are good at this work) your final summary.

Add words to make your final summary fluent.

- 8 Check for length. Add or omit words to get to the right length.

Later in this book, we will consider some of these points in detail. Let us first consider what the examiners say.

General Comments (普遍的评语)

- 'It is evident that few candidates have any idea of what is required in the summary question, and marks are consistently low.'
- 'It is in the summary question that the majority of candidates show that they have not had adequate preparation for the examination.'
- 'This was by far the weakest part of the candidates' work.'

What mistakes did candidates make? We will consider them below.

1 Be confident. Don't be frightened. (充满信心, 无需害怕)

If you know how to do this type of work, it is easy. The examiners said: 'Candidates need to learn to command their material, and not to let the material command them.'

2 Find the theme of the whole passage or of the part you must deal with. (找出整篇短文的主题或所要求的一部分短文的主题)

- 1) 'The main purpose of the précis question is to find out whether, from a straightforward passage, candidates can unearth a central theme, and trace its development through a series of clearly defined stages ... For the examiners, the saddening thing was not so much that most candidates failed to find this theme, but that so few even looked for it.'
- 2) 'Almost invariably candidates failed to discover the simple theme.'
- 3) 'Most candidates failed because they did not try to grasp the passage as a whole.'

Exercise I

Read each passage and then choose the sentence which best gives its theme.

- 1 My sister is very interested in dressmaking. Yesterday evening, she went to visit a friend. The two girls discussed the latest fashions for some time. When my sister left her friend's flat, she got in a lift. Then she had the

surprise of her life. The lift stuck between the fifth and sixth floors. At the time there was another girl in the lift, and they were trapped for over an hour. Eventually they managed to attract the attention of a boy, who informed the janitor. A mechanic arrived and succeeded in repairing the lift sufficiently to move it down to the fifth floor. The girls got out and left the mechanic to complete the work.

- a) My sister often visits her friend to discuss dressmaking.
 - b) Yesterday my sister went to a friend's flat to talk about current fashions in dressmaking.
 - c) Yesterday my sister was trapped in a lift for an hour.
 - d) When people are trapped in a lift, a mechanic comes to free them.
- 2 Ten or twenty thousand years ago, men lived on what they could catch rather than on what they could grow. Whether as fishermen or as hunters, they had to rely for survival on their ability to trap, kill and eat other animals. In the process of time, men learnt that seeds produce plants. (They already knew with some accuracy which plants were edible.) It is no surprise that our ancestors gradually learnt to grow their own food. This, coupled with skill in taming and domesticating animals, enabled them to store food – whether in bins or on the hoof. With more experience, farmers learnt to produce more food than they needed for their own families. They used this surplus as a form of money with which to buy tools, weapons and even ornaments. Thus trade started and craftsmen (who were neither hunters nor farmers) managed to earn a living.
- a) Our ancestors gradually learnt to grow their own food.
 - b) Early men were mainly hunters, who relied on what they could catch.
 - c) When men tamed animals, they could get their own food.
 - d) Early men were hunters, then farmers and eventually traders as well.
- 3 All countries feel the effects of any sharp decline in world trade. One might suppose that countries which are rich in natural resources – such as rubber, tin and oil – would remain unaffected, but this is not so. Any decline in world trade is accompanied by a fall in the demand for products. Manufacturers either reduce their output or close down altogether. The demand for raw materials falls sharply at a time when countries try to increase production to improve trade. The prices of raw materials fall, often to a point at which it is unprofitable to produce them. Indeed, the producers of raw materials are sometimes more seriously affected by a recession than industrialised countries are.
- a) Countries which produce raw materials are greatly affected by a world recession.

- b) When developing countries stop producing raw materials, there is a fall in world trade.
- c) Rubber, tin and oil are examples of natural resources.
- d) Countries which have many raw materials are not affected by a fall in world trade.

3 Leave out details, examples and illustrations. (略去细节、实例和说明)

DETAILS: The farmers grew rice, maize, wheat and barley.

GENERALISATION: The farmers grew cereals. (or crops or food)

DETAILS: She could play the piano well and even had some idea of how to play the violin and guitar. She could read music and had written several of her own songs.

GENERALISATION: She was an excellent musician.

DETAILS: The population was two million in 1965, over three million by 1970, and then rose rapidly to four million by 1976. Much to the surprise of the Government, it reached six million by the end of 1992.

GENERALISATION: The population increased rapidly between 1965 and 1992.

These are some of the comments of examiners in the past:

- 'Candidates made the basic mistake of retaining masses of detail and irrelevant statements. These were often taken unchanged from the passage, showing that candidates had not understood the main theme and had no idea of how to generalise.'
- 'Copying was the main fault; the candidates tacked together a random selection of phrases and sentences from the original, and the result was gibberish. There was seldom any attempt to discard or generalise details ...'

Exercise 2

Make a summary of each of these passages in not more than 12 words. Omit details. Use your own words as far as possible.

- 1 It is quite clear to everybody that large numbers of taxis, lorries, vans, buses and private cars use King's Road every day, and one often sees motor-cycles and bicycles trying to squeeze through the dense traffic.
- 2 Lack of care, particularly on the part of the drivers of vehicles, is probably the major cause of traffic accidents, although pedestrians are sometimes to blame. This carelessness can take many forms. A driver may be chatting with a companion. He may be watching somebody in

- another vehicle. He may be thinking about some trouble at work or at home. He may be smoking and trying to find the ash-tray. Whatever the reason may be, there is no excuse for many of the accidents which occur.
- 3 When they leave school, girls have a wide choice of careers in most countries. They may become teachers, secretaries, nurses or shop assistants, for example. They may decide to become a doctor, a lawyer or even an engineer. Many women are highly successful in business, where they tend to be conscientious, creative and very hard-working. The modern girl cannot complain that she is forced to stay at home and look after her parents, or, later, her children.
- 4 Nature has provided each living thing with its own means of defence. Sometimes this is obvious to anybody. Cats can climb trees to escape from dogs. A lizard can 'freeze' in the grass when chased by an inquisitive dog. It can shed part of its tail if necessary, thereby distracting an enemy. Birds can fly away. Frogs can jump into water and hide in the mud at the bottom of a pool. Each creature has its own way of staying alive.

4 Don't copy from the passage. (不要从短文中摘抄)

Use your own words as far as possible.

This is what the examiners say:

- 'Once again it must be emphasised that candidates are required to use their own words as far as possible. This does not mean that no words from the passage are to be used. It always happens that certain words cannot readily be replaced, and the use of such words is not penalised, but when the candidate offers merely a string of short passages, all exactly copied from the original, or even, as often happens, whole sentences without alteration, such work cannot be given much credit.'
- 'Copying from the passage was the main fault.'

Exercise 3

These sentences are based on the passages in Exercises 1 and 2. In each case, say which sentence best sums up the main idea of the passage and is not copied from the passage.

- 1 (Ex. 1, no. 1)
- a) My sister is very interested in dressmaking and yesterday she was stuck between the fifth and sixth floors with a friend.
 - b) Yesterday my sister was caught in a lift for more than an hour.
 - c) When my sister left her friend's flat, she got in a lift but she was trapped, and later a mechanic arrived and succeeded in repairing the lift.

- 2 (Ex. 1, no. 2)
 - a) Whether as fishermen or as hunters, they had to rely on their ability to kill animals until they learnt to produce more food than they needed for their families.
 - b) Farmers managed to produce more food than they needed and so trade started and craftsmen managed to earn a living.
 - c) At first men were hunters but later they became farmers and produced a surplus of food which was used for trade.
- 3 (Ex. 1, no. 3)
 - a) A recession affects all countries.
 - b) All countries feel the effects of any sharp decline in world trade.
 - c) A recession is accompanied by a fall in the demand for natural resources.
- 4 (Ex. 2, no. 2)
 - a) Lack of care is probably the main cause of accidents on roads, although pedestrians are at times responsible for the accidents.
 - b) Most traffic accidents are caused by carelessness.
 - c) There is no excuse for many of the traffic accidents which occur.
- 5 (Ex. 2, no. 3)
 - a) When they leave school, many women are highly successful and are not forced to stay at home.
 - b) Many careers are open to girls now.
 - c) Many girls do not have a wide choice of careers in some countries.

5 Use your notes to write a fluent summary with no errors of spelling, punctuation or grammar. (用你自己的笔记写出一篇流利的摘要, 不要犯拼法、标点符号或语法错误)

- Do not omit 'a' and 'the'. Your summary must be in complete sentences and not in note form.
- Use linking words to connect the idea in one sentence with the idea in the next sentence.

Exercise 4

Make correct sentences from each set of notes. Only one sentence is needed in each case. Use your own punctuation.

- 1 carelessness – cause – accidents
- 2 girls – many careers
- 3 King's Road – many vehicles
- 4 recession – all countr. affect
- 5 petrol – price – risen – recent yrs
- 6 AIDS – research – no cure yet

- 7 airport crowded – tourists – new one needed
- 8 mechanisation – workers afraid – lose jobs
- 9 found abandoned cubs – forest – took to camp

6 Don't do these things (避免做以下事情)

- Don't add information to a passage. Don't comment on information given in a passage. Give a summary of the main points – whether you agree with them or not.
- Don't write on alternate lines. Some examiners complain that this is a waste of paper and makes the work more difficult to read.
- Don't draw vertical columns and put one word in each column. This is an artificial way of writing. The examiners have asked schools not to do this.
- Don't forget to cross out (very clearly) any rough work or draft summaries. An examiner gets annoyed if he marks a summary and then turns over the page to find the final summary on the other side.

7 Use the correct number of words (注意字数)

- Follow the limit given in your question. You will lose marks if you exceed it. If your summary is too short, you will probably leave out important points.
- Do not use 90 per cent of your words on 50 per cent of your facts. This will force you to omit important points in the second part of the passage. If you keep your rough notes very short, you will not have this problem.

8 Remember that, as in composition work, you will lose marks for all errors of spelling, punctuation and grammar. (记住,在作文中,你如果犯了拼法、标点符号及语法错误均要失分)

Some students are very careful when they write a composition but think that they can use any kind of English in a summary. This is wrong.