

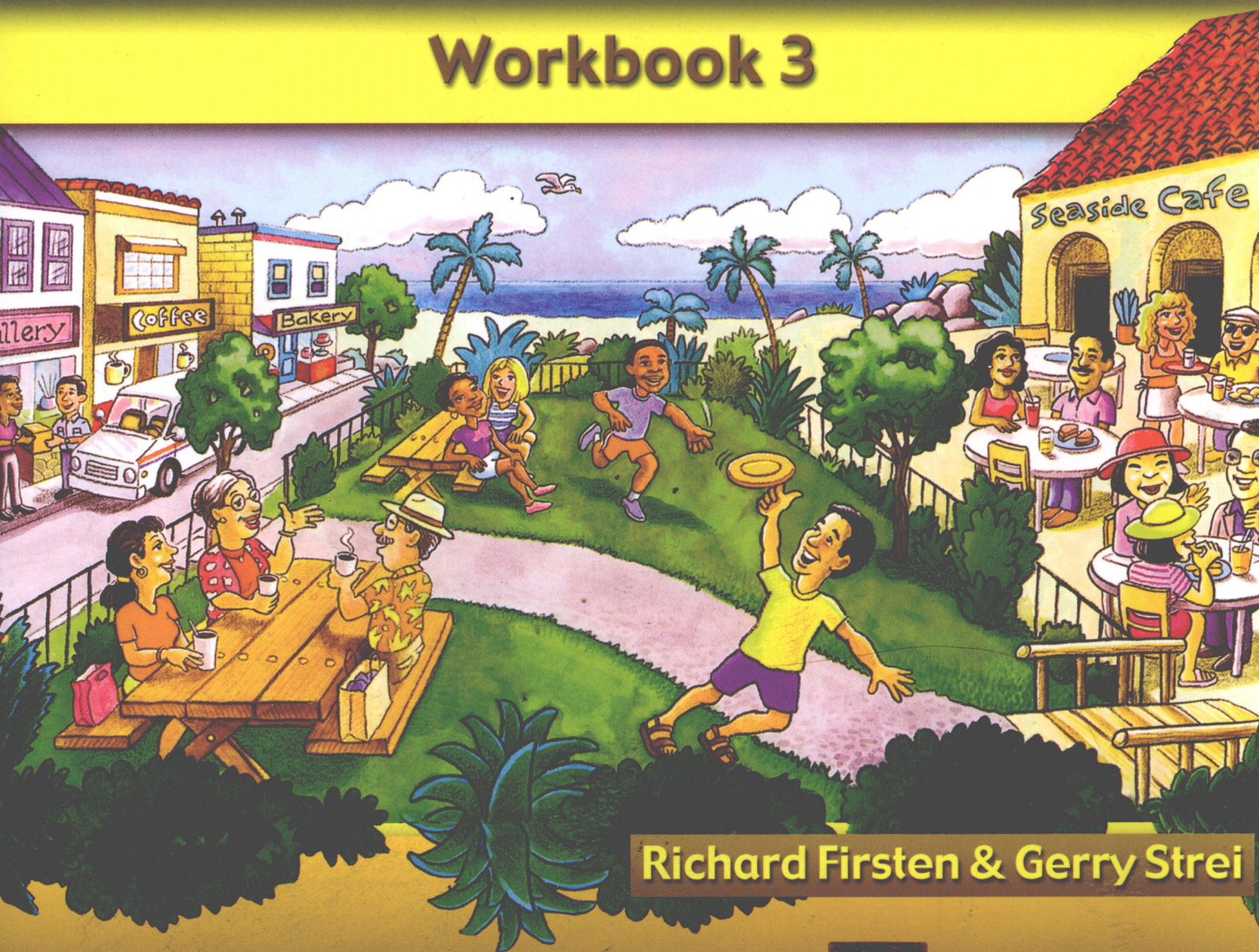
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Education

今日美语

Contemporary English

Workbook 3



Richard Firsten & Gerry Strei



北京语言大学出版社
BEIJING LANGUAGE AND CULTURE
UNIVERSITY PRESS



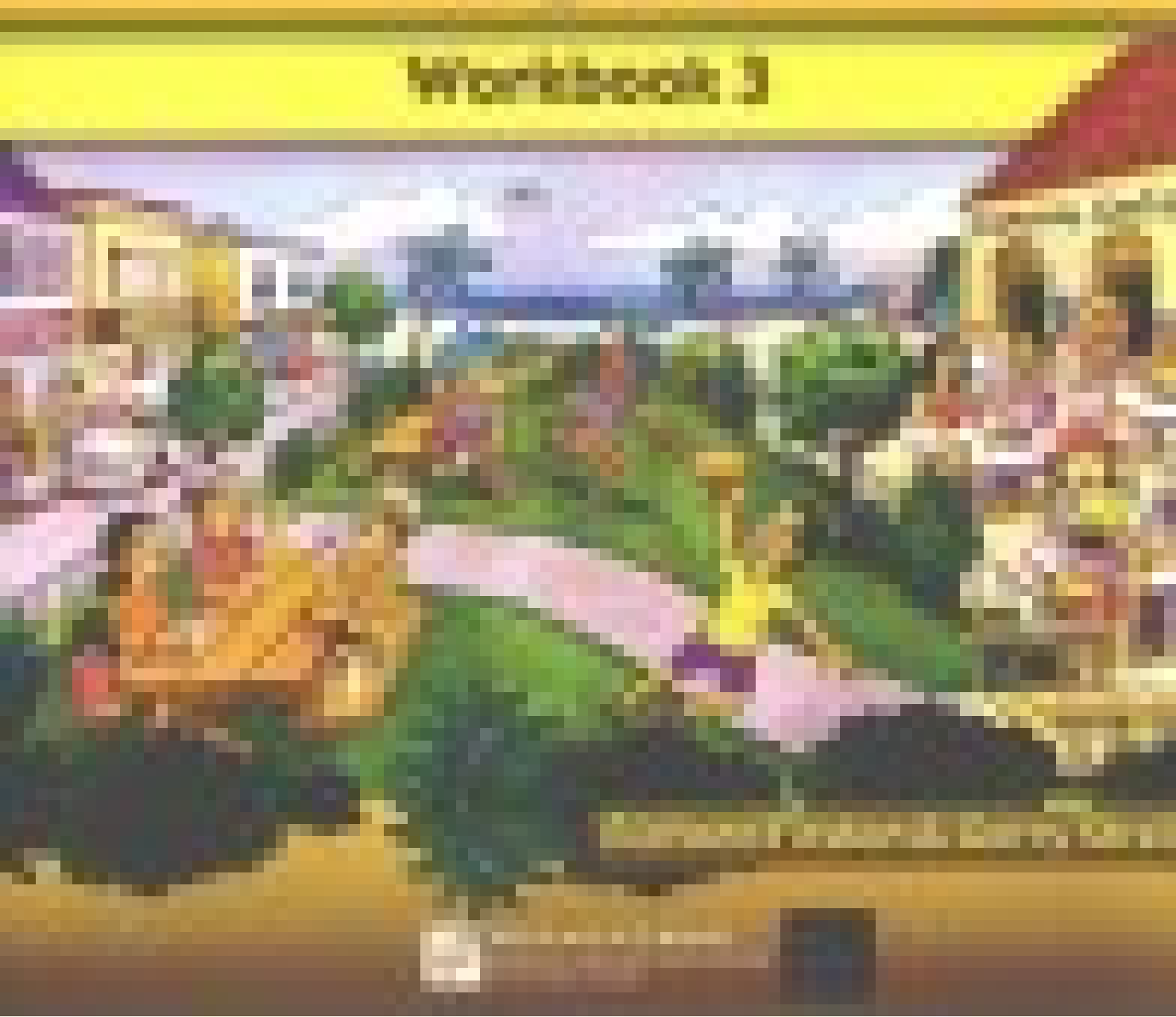
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今日美语

Contemporary

English

Workbook 1



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Workbook 3

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编写说明

《今日美语》是一套基于主题的交互式英语系列教程，共分四级，主要适用对象是以英语为第二语言的初中级到中高级水平的成人学生。《今日美语》练习册供学生独立练习使用，也可用作课堂练习。如同学生用书一样，练习册中每个单元的练习项目也是按照同样的顺序编排的。

为了方便使用，学生用书**语法重点 (Spotlight on Grammar)** 中的主要内容会重复出现在练习册中。每个**语法重点**后面是一系列练习题，从简单的填空到更具挑战性的活动——要求学生回答有关自己现实生活中的问题，并必须用上所学的语法结构。每个单元都有**聚焦词汇 (Focus on Vocabulary)** 练习，让学生在有上下文的语境中练习使用新学的词，巩固学过的词。每个单元的**读、想、写(Read, Think and Write)**练习是训练学生的高级思维能力的活动。练习册中所有练习题的答案都在教师用书中提供。

第4册练习册中有一两项练习，要求学生使用学生用书**小结 (Wrap Up)** 中使用的图表等组织工具对信息进行组织。最后的解决问题练习让学生将所学的知识运用到自己的生活实践中去。每个单元的末尾有一个简单的问卷（类似于学生用书中的**学习反思 (Think About Learning)**），让学生写下这一单元中他们认为最有趣的和最有用的练习是什么。

总之，练习册提供了更多的方便学生使用、针对学生需要的个性化的练习。

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Spotlight on Because and So

Cause

The copy machine is jammed,
Sergio had to work on Saturday,

Effect

I can't make my copies
Sergio missed the party

Effect

so I can't make my copies.
so he missed the party.

Cause

because the copy machine is jammed.
because he had to work on Saturday.



The copy machine is jammed, **so** I can't make my copies.

Sergio missed the party **because** he had to work late.

Because he had to work late, Sergio missed the party.

Use a comma before **so**. When the clause with **because** comes first, use a comma. If the **because** clause is second, don't use a comma.

Practice 1

Match the effects in the column on the left with the causes in the column on the right.

- | | |
|--|---|
| 1. <u> c </u> She installed a burglar alarm | a. because I didn't have enough paper. |
| 2. <u> </u> He couldn't unlock the door | b. because our car broke down. |
| 3. <u> </u> They cooked the food very fast | c. because she was worried about robberies. |
| 4. <u> </u> I couldn't finish making the copies | d. because he didn't have the key. |
| 5. <u> </u> Your numbers are wrong | e. because they used a microwave oven. |
| 6. <u> </u> We got to work late | f. because you didn't use the calculator correctly. |

Practice 2

Match the causes on the left with the effects on the right.

- | | |
|--|---|
| 1. <u>b</u> The mechanic is repairing her car, | a. so we checked the house for fire. |
| 2. _____ He wanted to lock his desk, | b. so Sandra's taking the bus to work. |
| 3. _____ The fax machine was broken, | c. so we'll leave it with our mechanic. |
| 4. _____ The smoke detector went off, | d. so her boss bought her one. |
| 5. _____ She needed a new computer, | e. so he looked for the key. |
| 6. _____ Our car needs a checkup, | f. so we couldn't send those documents. |

Practice 3

Read both sentences. Decide which sentence is the cause and circle it. Decide which sentence is the effect and underline it. Combine the two sentences in two ways: first, use so; second, use because. Use a comma when appropriate.

1. The copier isn't plugged in.

The copier isn't working.

The copier isn't plugged in, so it isn't working.

The copier isn't working because it isn't plugged in.

2. She's very hungry.

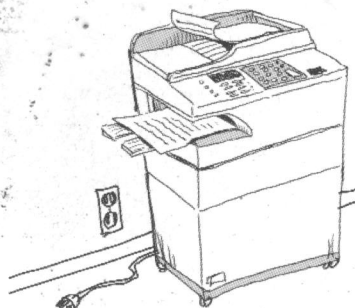
She didn't have time for lunch.

3. She put in the wrong fax number.

They didn't receive the fax.

4. These copies are too light.

There isn't enough ink in the copier.



Focus on Vocabulary

Practice 4

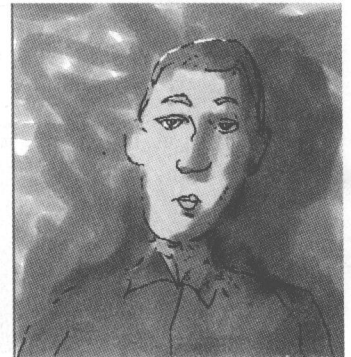
If the words and phrases in bold type are correctly used in the following sentences, check (✓) “correct.” If they’re not correctly used, check “incorrect.”


- | | | |
|--|---|------------------------------------|
| 1. Most burglar alarms use security codes these days. | <input checked="" type="checkbox"/> correct | <input type="checkbox"/> incorrect |
| 2. A repairperson's job is to fix broken things. | <input type="checkbox"/> correct | <input type="checkbox"/> incorrect |
| 3. If my CD player has batteries , I can use it outside. | <input type="checkbox"/> correct | <input type="checkbox"/> incorrect |
| 4. When an alarm starts, it punches in . | <input type="checkbox"/> correct | <input type="checkbox"/> incorrect |
| 5. If paper can't move in a printer or copier, we say it's jammed . | <input type="checkbox"/> correct | <input type="checkbox"/> incorrect |
| 6. A burglar robs people on the street. | <input type="checkbox"/> correct | <input type="checkbox"/> incorrect |
| 7. Before I go to sleep, I turn my lamp on . | <input type="checkbox"/> correct | <input type="checkbox"/> incorrect |
| 8. A fax machine uses the Internet to send documents. | <input type="checkbox"/> correct | <input type="checkbox"/> incorrect |

Practice 5

Complete these mini-conversations by filling in the blanks with words or phrases from the box.

turn on	turn off	battery
jammed	unlock	fax

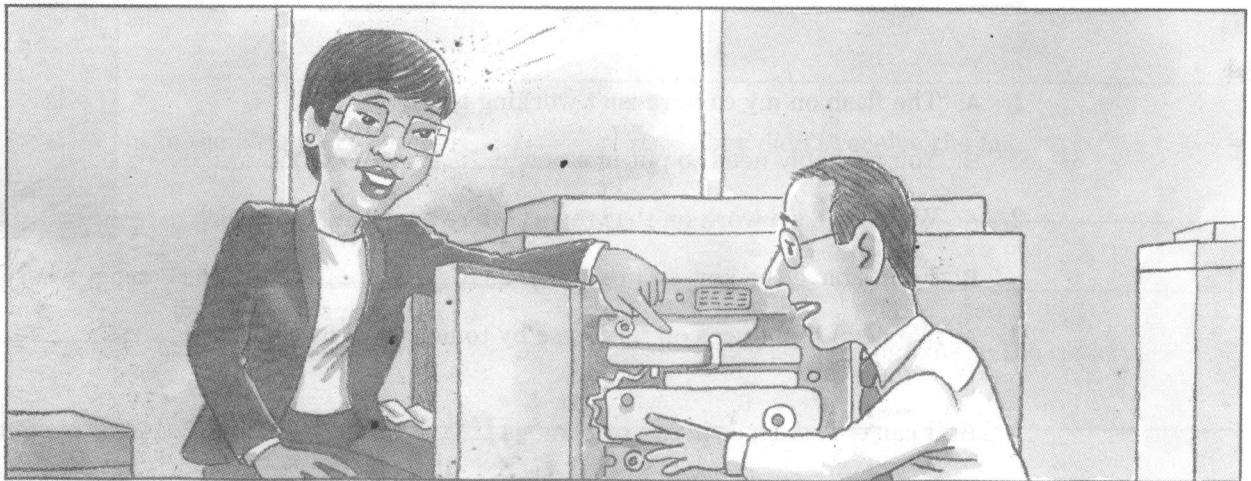


1. A: The flash on my camera isn't working right.
B: You probably need to put in a new battery.
2. A: Why don't we work on that report we're supposed to check?
B: I don't have the key, so I can't _____ the cabinet where it is.
3. A: We need signatures on this lease by tomorrow. Please _____ it to Tokyo right away.
B: I can't. The paper in the machine is _____! Help me get it out!
4. A: I just turned on the copier, but it says "Wait." What's the problem?
B: If you want to use the copier, you have to wait two minutes after you _____ the machine.
5. A: You know, Bob, my electric bills at home are very high.
B: Really? You should _____ the TV and lights when you're not using them.
- 

Practice 6

Fill in the blanks with appropriate words.

1. We called the copy machine repairperson because our copier wasn't working right.
2. We use a _____ machine to send documents because it's very fast and easy.
3. We have the key, so we can _____ and _____ the door anytime.
4. You punched in the wrong _____ code, so the burglar alarm _____.
5. The kitchen is an important room in your house to have a _____ detector because that's where house fires often begin.
6. I want to work on this computer document at home. Do you have a blank _____ that I can use to make a copy?
7. Listen! That's the smoke _____ in the kitchen! There may be a fire!
8. The technician said, "When the paper is _____ in your copier, pull this _____ to open the side of the machine so you can pull out the paper."



Spotlight on Review Future with Be + Going To

I'm **going to copy** these letters.

You're **going to copy** these letters.

He's **going to use** the computer.

She's **going to use** the computer.

It's **going to need** a new battery.

We're **going to send** a fax.

They're **going to send** a fax.



I'm **not going to copy** these letters.

You're **not going to copy** these letters.

He's **not going to use** the computer.

She's **not going to use** the computer.

It's **not going to need** a new battery.

We're **not going to send** a fax.

They're **not going to send** a fax.

Questions

Am I **going to fix** the copier?

Are you **going to copy** these letters?

Is she **going to buy** new batteries?

Use **be + going to + verb** to talk about future events that you expect to happen soon.

Short Answers

Yes, you **are**./No, you **aren't**.

Yes, we **are**./No, we **aren't**.

Yes, she **is**./No, she **isn't**.

Practice 7

Fill in the blanks with **be going to** and the words in parenthesis.

- My pen doesn't have any ink, so I am going to get another one. (get)
- Something's really wrong with my wife's computer, but she _____ it.
(not fix)
- She _____ a new one. (buy)
- Helen keeps asking the boss for a new computer, but he _____ one to her.
(not give)
- You _____ me, but I finally found my computer disk! (not believe)

Practice 8

Complete these conversations by filling in the blanks with **be going to** and the words in bold type.

A: (1) Janet / make Is Janet going to make coffee for the office?

B: No, she isn't. She (2) **not make** _____ any coffee this morning
because the coffeemaker is broken.

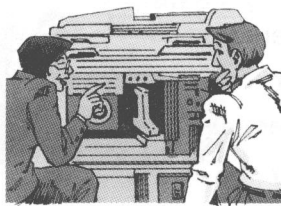
A: (3) Norman / bring _____ a new coffeemaker to work today?

B: Yes, he is, but he (4) **not be** _____ here until 12 o'clock. Sorry, but
we (5) **not have** _____ any fresh coffee this morning.

A: (6) you / help _____ me send these faxes, Ruth?

B: Yes, I am, but first I (7) **give** _____ them to the boss. He wants to
check them.

I'll **help** Bob fix the copier.
 You'll **help** Bob fix the copier.
 He'll **find** some paper.
 She'll **find** some paper.
 It'll **go off** if there's a thief.
 We'll **buy** a new disk.
 They'll **buy** a new disk.



I **won't help** Bob fix the copier.
 You **won't help** Bob fix the copier.
 He **won't find** some paper.
 She **won't find** some paper.
 It **won't go off** if there's a thief.
 We **won't buy** a new disk.
 They **won't buy** a new disk.

Yes, I **will.** / No, I **won't.**

Yes, they **will**. / No, they **won't**.

Will you make these copies?

Will they call the copier repair service?

Use **will + verb** to talk about events in the future, promises and plans, or to make a polite request or a refusal.

Betsy and Bob work at a large company. Read the dialogue. Fill in the blanks with will or won't and the words in bold type.

BETSY: The boss is checking the report. When she finishes, her secretary **fax**

(1) will fax it to our client in New York.

BOB: That's good. Do you know that the microwave oven isn't working? That means the employees **not be able to** (2) _____ warm up their lunches today.

BETSY: That's a big problem. **you / call (3)** _____ the technician?

BOB: Yes, I will. Also, Henry's computer needs fixing. He **have to**

(4) _____ use another one today.

BETSY: We need to get new equipment. I can't wait to buy the new copier that comes out next year. It **make** (5) _____ 100 copies a minute! And we **not need**

(6) _____ to call the copier repair service every day!

Fill in one blank in each sentence with because or so.
Fill in the other blank with will or won't + a verb from the box.

forget miss
get move jam

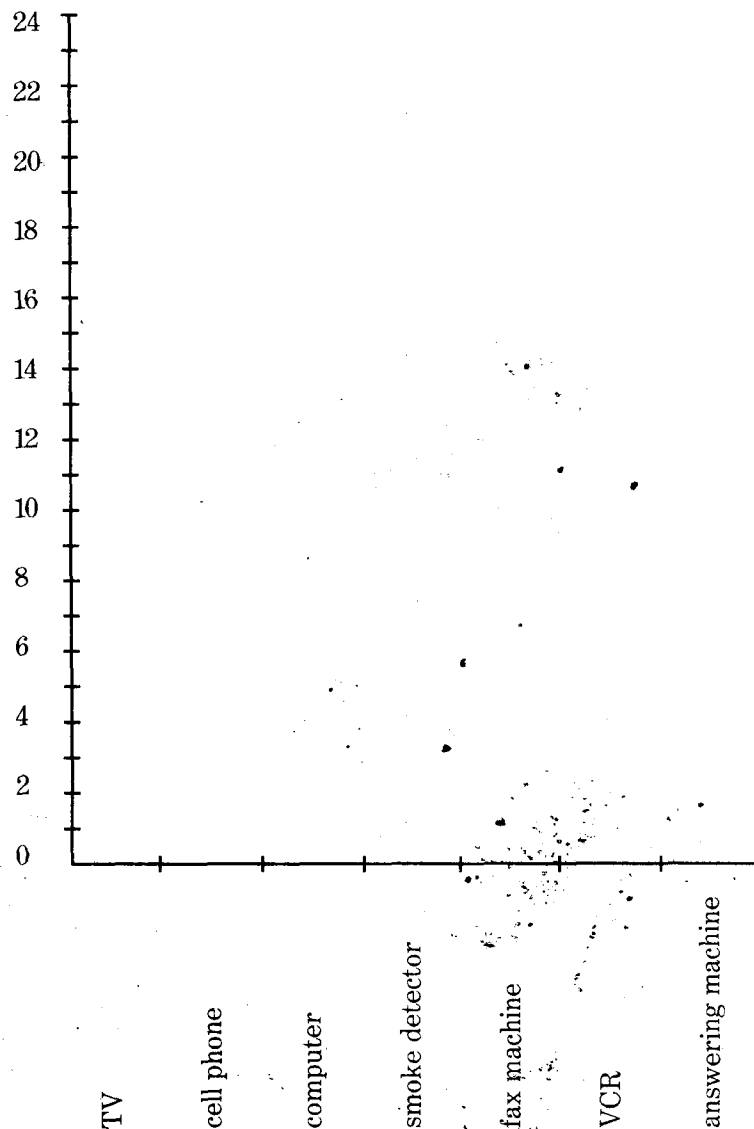
1. Jim forgot to punch in twice last week, so he won't get a full paycheck.
2. Sheila has a new answering machine, so she doesn't answer any calls now.
3. The company is moving into a larger building because it is doing so well.
4. She's making one copy at a time, so the paper isn't getting this time.
5. I'm faxing a memo to everyone about tomorrow's meeting, so I think nobody will to come.

Read, Think and Write

Practice 11

Here is a clear way to understand how much time various machines are in use at Fontaine, Inc. Show the data on the bar graph below.

1. Some employees watch TV during their lunch breaks. The TV is on 4 hours a day.
2. Employees' cell phones are turned on 13 hours a day.
3. The employees use their computers for two 8-hour shifts a day.
4. The smoke detectors at Fontaine are on all day and all night.
5. The Fontaine secretaries use a fax machine 6 times a day, for 15 minutes each time.
6. Some employees watch business or production videos on the VCR 1 hour a day.
7. Fontaine's answering machine is on all day and all night.



Practice 12

Read the following ad and then answer the questions.

LINDA HAWKINS TECHNICAL EDUCATION CENTER

now offers a new program of study

ACCOUNTING OPERATIONS

This program will prepare the student for employment as a General Office Clerk, Accounting Clerk, Bookkeeper, and Accounting Assistant.

It also provides more training for persons employed now or before in this field.

The Accounting Operations program provides training in three widely used software applications.

Completion time is 3 trimesters. Cost is \$380 per trimester.

(305) 555-7060 ext. 508

1. How many kinds of jobs will the course prepare a student for? _____
2. If you want to manage an office, is this a good course for you? _____
3. If you already worked in this field, can you still learn something? _____
4. How many computer programs will they teach you? _____
5. How much money will the whole program cost you? _____
6. When you call this school, the receptionist says, "Linda Hawkins Technical Education Center. May I help you?" What's the first thing you should say? "_____, please."

Trimester = a period of 3 months used for course division at some schools.
Accounting 101 is offered each trimester.

Practice 13

Write short answers to the questions about technology in our lives.



1. What was the only way people could send letters and documents many years ago?

2. What did technology give us to send letters and documents by telephone? Why was it better?

3. How can we now send a message that's better than your answer in Number 2? Why is it better?

4. What's the biggest, most important difference between a regular telephone and a cell phone?

5. When you call long distance, is there a difference between a regular phone and a cell phone?
If there is, what's the difference?

6. What machine created a revolution in how we keep information, how we work, and how we can communicate with one another?

7. Do you know how to use a computer? If you do, do you like it? Why? If you don't, are you going to learn how to use one? Why?

Check Your Learning

Read these statements. Then check YES or NO.

	YES	NO
I understand cause and effect.		
I understand how to use because and so with cause and effect.		
I understand better how to use be going to .		
I understand better how to use will .		
I want to tell the teacher:		

Unit 2 Staying Informed

Spotlight on Review Irregular Past

Many English verbs have irregular past tense forms.

I **heard** the news about the blizzard.
You **took** a detour on Lake Street.
He **ran** away from the police.



We **saw** the news on TV.
She **bought** a newspaper.
They **built** a new park downtown.

In affirmative sentences, use the irregular past tense form.

When **did** you **buy** the food? **Did** you **buy** a newspaper? I **didn't buy** a newspaper.

In questions and negatives, use **did** or **did not** and the base form of the verb.

Practice 1

In the numbered sentences in this article, underline the regular past tense verbs, and circle the irregular past tense verbs

Park Street Neighborhood Association Makes a Difference

1. The Park Street Neighborhood Association recently began two projects. 2. First, the association started a neighborhood clean-up program.

Every Sunday at 5:00 P.M., the neighbors begin cleaning Park Street from one end to the other. 3. The group's president, Elsa Santos, said, "The first Sunday, only eleven people came, but we picked up over seven big bags of trash from the sidewalk and street. 4. The next weekend, twenty people came and filled eight big trash bags. Now the neighborhood really looks great!"

5. The neighbors on Park Street also began a Neighborhood Watch Program to look for problems in the neighborhood and to call the police if necessary. According to neighbors, the watch has already helped.

6. Miss Mildred Werner, 75, a retired teacher, said, "In the past, I felt afraid at night. Now I know that my neighbors are watching for trouble." According to police, there are fewer problems on Park Street now.

7. Police Officer Frank Loyola said, "Calls to 911 went down last month. Criminals know that the people on Park Street are watching, so they stay away."

The neighborhood association has other plans too. "We want to start an after-school club for children. 8. And we want to have a picnic for everyone in the neighborhood," said Elsa Santos.

Practice 2

Now change these sentences about the Park Street Neighborhood Association to the past tense.

1. The Park Street Neighborhood Association makes a difference.

The Park Street Neighborhood Association made a difference.

2. The neighbors begin cleaning the street from one end to the other.

3. There are fewer problems on Park Street.

4. Miss Werner knows that her neighbors are watching for trouble.

5. The neighborhood association has other plans too.

Practice 3

Sue and Andrea are having a conversation. Change their sentences from present to past.

Sue: I have a relaxing time on vacation.

Andrea: What do you do?

Sue: I go to the beach a lot.

Sue: 1. I had a relaxing time on vacation.

Andrea: 2. _____

Sue: 3. _____

Andrea: Do you buy the newspaper?

Sue: Yes, I buy it.

Andrea: 4. _____

Sue: 5. _____

Sue: Do you and your friends take your cell phones with you?

Andrea: No, but we take our radios.

Sue: 6. _____

Andrea: 7. _____