

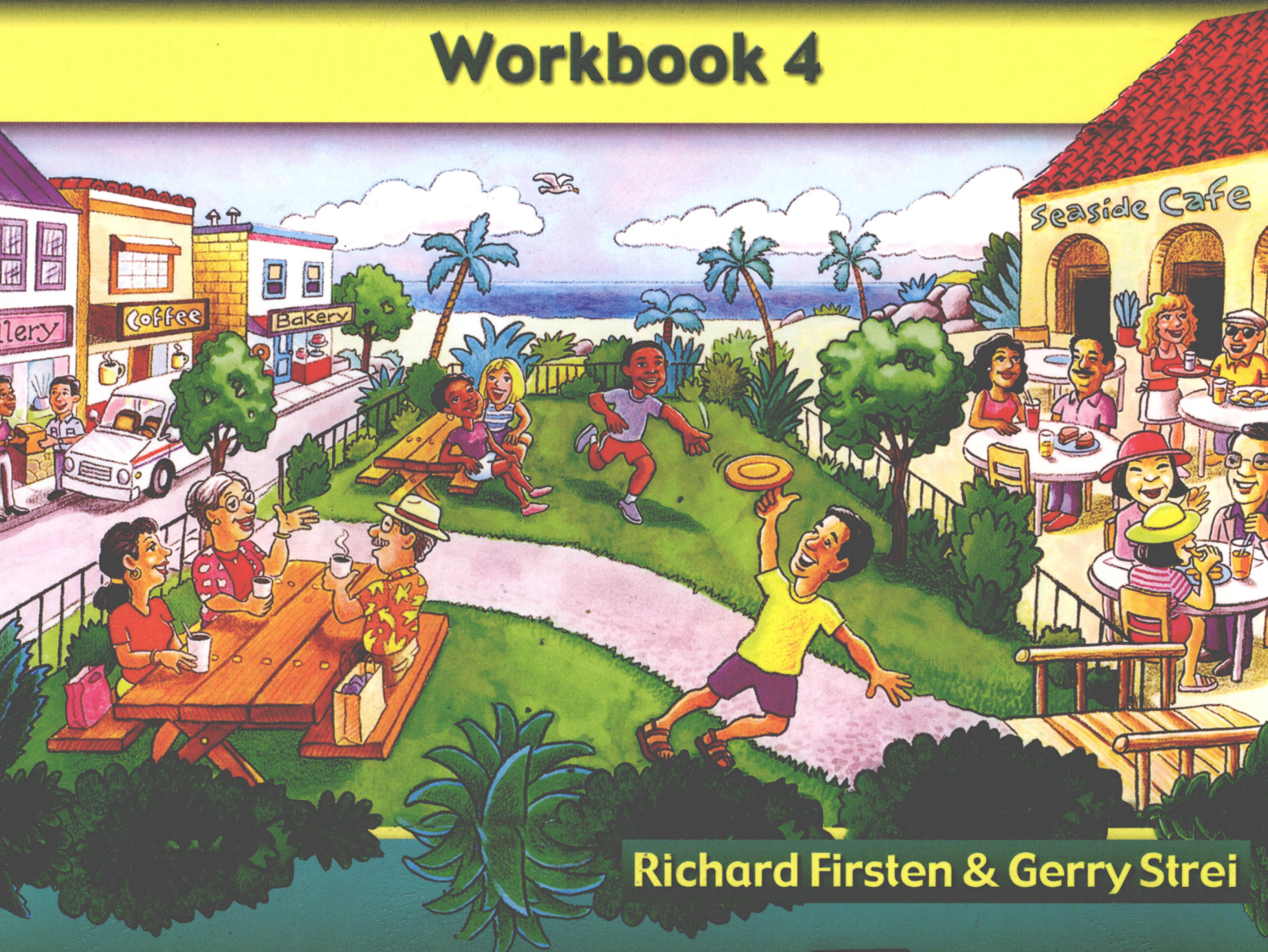
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Education

今日美语

Contemporary English

Workbook 4



Richard Firsten & Gerry Strei



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



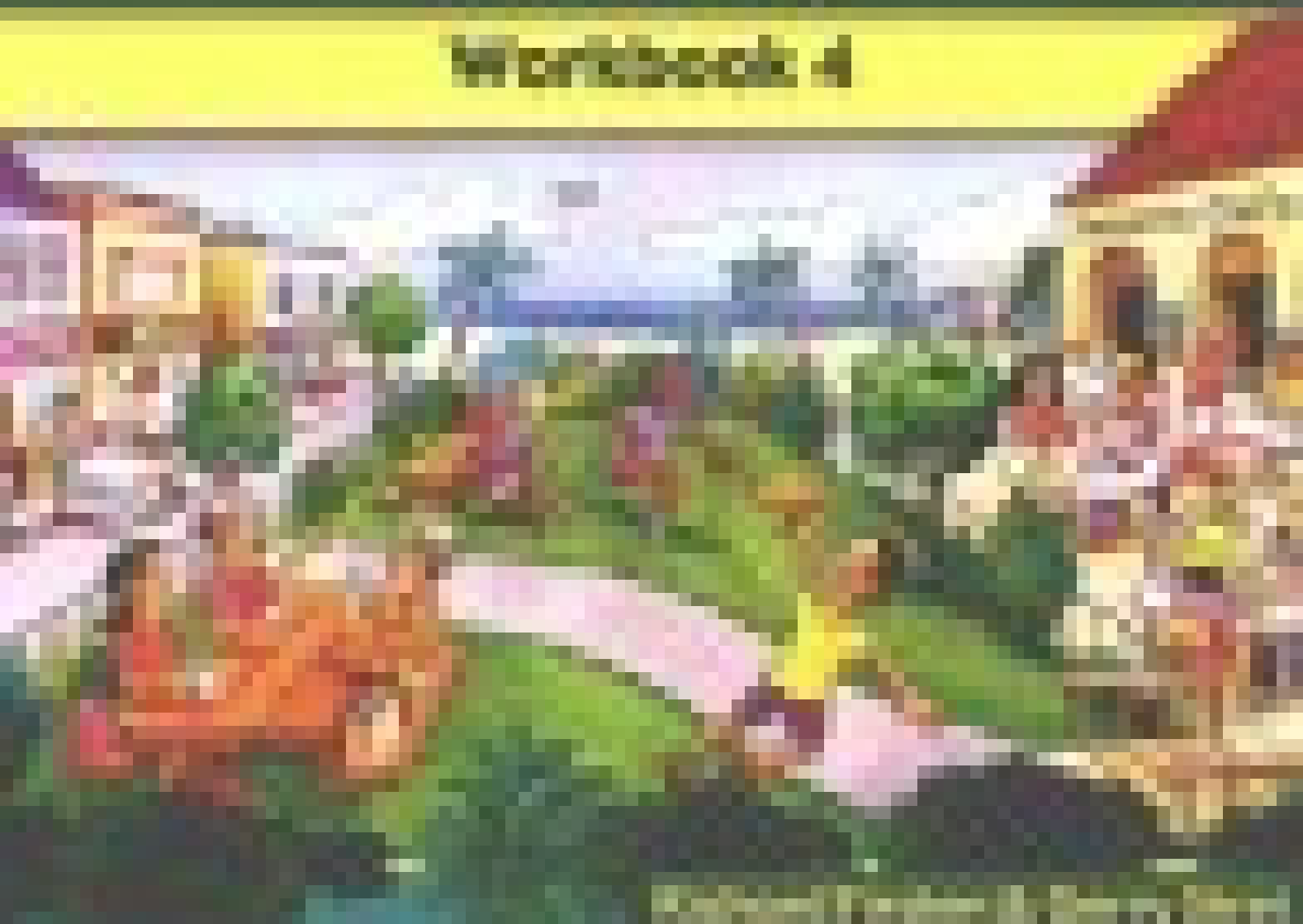


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编写说明

《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。

为了使用方便，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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Unit 1 Looking for the Right Job

Spotlight on Review Present Perfect

Use the simple past to talk about things that happened at a specific time in the past. You can use time words like **yesterday, last month, in 1998, three years ago.**

I **worked** in a factory in 1998.



Use the present perfect to talk about things that happened at some time in the past and that still affect the present. The time is not specific, and the action could be something that happened one time or several individual times. Time words often used with present perfect are **several/many/a few times, already** (in affirmative statements and questions) and **yet** (in questions and negative statements).

She **has already sent** the faxes.
She **hasn't sent** the faxes **yet**.



Grammar Tip

Time words tell us if the time in the past is specific or not.
Incorrect: I have taken a computer class in 1998.

Use present perfect to show that something happened in the past and can happen again in the future. Time words often used are **before** and **in the past**.

I **have worked** in a factory **before**.

Practice 1

Fill in each blank with the simple past or present perfect of the verbs in parentheses.

1. Pemba **work** _____ **worked** _____ as an electrician in Nigeria from 1989 to 1995.
2. He **receive** _____, an electrician's certificate in his country in 1989.
3. Pemba **have** _____ a job as an assembler since 1998.
4. He **get** _____ that job through an ad in the newspaper.
5. Pemba **not work** _____ as an electrician since his arrival in the U.S.
6. Last week, Pemba's neighbor **tell** _____ him to contact people about jobs for electricians.
7. Since that conversation, Pemba **talk** _____ to a few people.
8. His contacts **not help** _____ him yet, but Pemba has hope.

Practice 2

Complete the conversation with the simple past or present perfect of the verbs in bold. If you see a question mark (?) at the end of a sentence, be sure to use question order.

Susan: When **(1) you/get** did you get
to the United States?

Pemba: I **(2) be** _____
here since 1998.

Susan: **(3) you/work** _____
as an assembler all that time?

Pemba: Yes, but I **(4) be** _____ an electrician in Nigeria.

Susan: Really? Why **(5) you/not get** _____ an electrician's job when you
(6) arrive _____ in this country?

Pemba: I **(7) not have** _____ a license, and I
(8) not know _____ any electricians who could help me.

Susan: **(9) you/meet** _____ my friend Nambi? He could help.

Pemba: No, I **(10) not have** _____ the pleasure.

Susan: I'll fix that. Nambi!



Practice 3

Fill in the blanks with the simple past or present perfect of the verbs in bold. Use the present perfect whenever possible.

Pemba **(1) come** came to the United States several years ago. When he
(2) arrive _____ in the U.S., he **(3) want** _____ to find a job
as an electrician.

Pemba **(4) work** _____ as an assembler since his arrival. He
(5) not be able _____ to find a job as an electrician. Pemba's friends
(6) tell _____ him many times that he **(7) not have** _____
any luck finding a job as an electrician because he **(8) not join** _____ a union.
They **(9) advise** _____ him to tell everybody that he is looking for a new job.
Lots of people often **(10) find** _____ jobs that way.

Focus on Vocabulary

Practice 4

Fill in the blanks in these mini-conversations with words from the box.

to network	filled	job leads
human resources	union	join
position	to switch	newsletter
		classified ads

Nambi: Aren't you happy being an assembler, Pemba?

Pemba: No, not really. I'd like (1) to switch jobs.

Susan: Have you gotten any (2) _____, Pemba?

Pemba: No, not yet. But I'll continue (3) _____ with people.

Pemba: How can I (4) _____ the (5) _____?

Receptionist: I'll send you an application and a copy of our (6) _____.

Pemba: Hello. I'm calling about the (7) _____ as an electrician. It was
in the (8) _____ in the newspaper.

Boss: That job hasn't been (9) _____ yet. Send your résumé to the
(10) _____ department.

Practice 5

Circle the correct ending for each definition.

1. A certificate is a sheet of paper that says a person has been in a program /
has completed a program.
2. To recommend somebody for a job means to say he/she will accept a low salary /
is very qualified.
3. Your background is all about your work history / future plans.
4. An apprenticeship is something you have in school / at work.
5. A candidate is somebody who is qualified for a job / has applied for a job.
6. You need to receive training to become a sports fan / to become a fast-food cook.
7. If your performance review is acceptable, you will be fired / you might get a raise.
8. To be motivated means to do things very quickly / to have good reasons to do something.

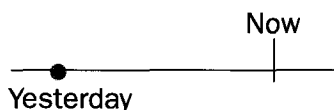
Spotlight on Review Present Perfect Progressive

Use the present perfect progressive (**have + been + present participle**) to talk about experiences that started in the past and are still continuing.

Compare the present perfect progressive with the present perfect and simple past:

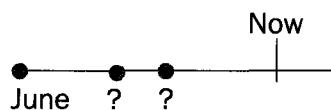
Simple Past

I **had** an interview yesterday.



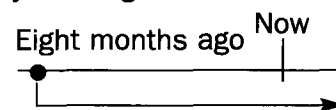
Present Perfect

I've **had** three interviews since June.



Present Perfect progressive

I've **been looking** for a new job for eight months.



For describes a period of time (eight months, two years, five hours). **Since** describes a specific starting point (March 1990, 2:00 P.M.). You can use **for** and **since** with the present perfect and the present perfect progressive.

Practice 6

Circle your choice between the simple past or the present perfect progressive to complete each sentence in this interview.

Roger: Tell me, Pemba, where (1) did you work / **have you been working** as an electrician in Nigeria?

Pemba: At Rafiki Construction in Lagos. I (2) **worked** / **have been working** there for three years. But I (3) **didn't work** / **haven't been working** as an electrician since I (4) **left** / **have been leaving** Nigeria.

Roger: Why (5) **didn't you get** / **haven't you been getting** an electrician's license after your arrival in this country?

Pemba: I (6) **tried** / **have been trying** to support my family. They (7) **depended** / **have been depending** on me.

Grammar Tip

With some verbs (**like, live, work, study, teach**), you can use either present perfect or present perfect progressive. The meaning is the same. With other verbs, present perfect progressive is used to express how long an activity has been in progress. For example: **I have read five books in English. / I have been reading books in English for one year.**

Practice 7

Fill in the blanks with the present perfect or present perfect progressive and the words in bold type. Write short answers in the blanks that don't have any words in bold.

Roger: How (1) you / feel **have you been feeling** since the last time you were here?

Pemba: A little nervous. I (2) **not sleep** _____ well for two nights.

Roger: Well, you shouldn't worry. You're one of the best candidates!

Pemba: (3) you / **finish** _____ interviewing all the candidates?

Roger: Yes, (4) _____.

Pemba: I (5) **read** _____ about your benefits. I have two questions.

Roger: Good. I (6) **want** _____ to hear questions about benefits.

Pemba: (7) **the company / decide** _____ to offer employees a choice of an HMO or a PPO?

Roger: The company (8) **offer** _____ a choice for two years.

Pemba: (9) **the deductible / increase** _____ recently?

Roger: No, (10) _____.

Pemba: Excellent. I don't have any more questions.

Practice 8

Fill in the blanks with information that is true about you. Use the verbs in bold in the simple past, present perfect, or present perfect progressive.

1. I (not) **have** _____ a job in my hometown before coming to this city.

2. Since my arrival here, I (not) **look for** _____ a job.

3. My _____ **find** _____ a job _____ ago.
relative or friend amount of time

4. He/She **have** _____ job(s) since starting to work.
number

5. My _____ **work** _____ at _____ for _____.
another person name of company amount of time

6. We all (not) **change** _____ careers since our arrival in this city.

7. I (not) **think** _____ recently about a different job.

Spotlight on Tag Questions

Use tag questions when you think you know the answer, but you want to be sure.

If the verb is affirmative, the tag question is negative. If the verb is negative, the tag question is affirmative.

If the first part uses **be**, repeat this verb in the tag question + the subject.

You're an assembler, **aren't** you?
She **wasn't** laid off, **was** she?

If the verb in the first part is in the simple present, use **do**, **don't**, **does**, or **doesn't** + the subject. If the verb in the first part is in the simple past, use **did** or **didn't** + the subject.

You **work** at Cinch Factory now, **don't** you?
He **didn't** get a raise last week, **did** he?



Repeat the **auxiliary** or the **modal** if one is used in the first part.

You've been working at Cinch for nine months, **haven't** you?
I **should** work some overtime, **shouldn't** I?

Practice 9

Fill in the blanks with a tag question.

1. The most popular way to find a job is networking, **isn't it** ?
2. Not many people found jobs last year on the Internet, _____?
3. Many people can get jobs by going directly to companies, _____?
4. Employment agencies don't help many people find jobs, _____?
5. My chances of finding a job aren't very good on the Web, _____?
6. Pemba has been looking for a job for a long time, _____?
7. Pemba won't stop until he finds a good job, _____?
8. Pemba was an electrician in Nigeria, _____?
9. You don't need another job right now, _____?
10. It's not easy to find a job, _____?

Practice 10

Using the words in parentheses, write a statement to go before each tag question.

(Neil / want / change jobs)

1. Neil wants to change jobs, doesn't he?

(Pemba / Nigerian)

2. _____, isn't he?

(your company / not hire / any more people / this year)

3. _____, will they?

(I / apply / this job / Internet)

4. _____, can't I?

(you / already / speak / employment counselor)

5. _____, haven't you?

(Margaret / not wear jeans / job interview)

6. _____, should she?

(we / supposed to give / age / application)

7. _____, are we?

Practice 11

Fill in the first blank with a verb form from the box, and in the second blank add a tag question.

have had	saw	are hiring	won't be
aren't looking	came	can learn	

Interviewer: You (1) came here today about the sales job,

(2) didn't you?

Applicant: Yes, you (3) _____ salespeople, (4) _____?

Interviewer: You (5) _____ our ad in the *Times*, (6) _____?

Applicant: Yes, I did.

Interviewer: You (7) _____ experience as a salesperson,

(8) _____? So (9) _____ about new

merchandise fast, (10) _____?

Applicant: Yes, I can.

Interviewer: You (11) _____ for work at night, (12) _____?

Applicant: No. That (13) _____ a problem, (14) _____?

Practice 12

Use these questions to interview two classmates, friends, or family members. Write their answers in complete sentences. If time permits, share the information in class.

1. How did you find your last/current job?
2. Was that job/Is this job the one you would like to keep doing?
3. If so, why? If not, what would you like to do instead?

A. Name:

Relationship:

1. _____
2. _____
3. _____

A. Name:

Relationship:

1. _____
2. _____
3. _____

Read, Think and Write

Practice 13

Correct Barry Cantor's résumé. Cross out things he shouldn't include (see examples). Change anything that isn't correct. Use the space on the left and right margins if you need room for your changes.

<p>Mr. Barry Cantor 4114 Honey Hill road Miami, Fl 33124 3 0 5 7 5 5 2 3 5 4 E-mail: barryc@jove.net</p>	
Birthday:	9/29/74
Objective	human resources Manager
Qualifications	<p>Have worked as a manager</p> <ul style="list-style-type: none"> • good communication skills • caring, concerned individual
Experiences	
January, 2001 to present	<p>assistant human resources manager</p> <ul style="list-style-type: none"> • in charge of employees benefits • supervised social events • managed sick leave & vacations
1998-2001	<p>human resources officer</p> <ul style="list-style-type: none"> • interviewed job applicants • keep employee records • left because not happy with salary
Education	
1994-1998	<p>B.S. in industrial psychology (George Bunker University, Clarkstown Tx)</p>
Hobbies	<p>square dancing tennis and soccer</p>
Volunteer Work	<p>volunteer with my wife at the local Red Cross</p>
Reference	<p>If you want, I can give them to you.</p>

Practice 14

Write questions that elicit the answers given.

Interviewer: (1) _____?

Applicant: The last job I had was at the Kitchen Sink.

Interviewer: (2) _____?

Applicant: It's a specialty store where they sell things for cooking.

Interviewer: (3) _____?

Applicant: I sold high quality pots, pans, and other cooking utensils.

Interviewer: (4) _____?

Applicant: Because the store relocated and the commute was too far.

Interviewer: (5) _____?

Applicant: It's been three months since I was laid off.

Interviewer: (6) _____?

Applicant: I'd be very happy to start right away!

Interviewer: Now, (7) _____?

Applicant: Yes, I do. Can you tell me about the benefits? What kind of . . .

Check Your Learning

Read these statements. Then check YES or NO.

	YES	NO
I understand better how to use the present perfect.		
I understand how to use the present perfect progressive.		
I understand how to use tag questions.		
I want to tell the teacher:		

Spotlight on Review Past Perfect

Luis **had planned** to meet Eva at 6:00 before the accident happened.

A horizontal timeline with three points marked by dots. The first dot is labeled 'Luis made plans' below it. The second dot is labeled 'accident' below it. A vertical line segment connects the third point to the word 'Now' above it. The word 'Future' is at the far right end of the timeline. Above the timeline, the words 'Past', 'Now', and 'Future' are positioned. 'Past' is above the first dot, 'Now' is above the vertical line, and 'Future' is above the end of the timeline.

Use the past perfect (**had** + past participle) to show that one action in the past happened before another action in the past.

By 5:00, Luis **had called** the agent. He hadn't called Ed yet.

A horizontal timeline with three points marked. The first point is labeled 'called agent' and is positioned under the word 'Past'. The second point is labeled '5:00' and is positioned under the word 'Now'. The third point is positioned under the word 'Future'. The timeline is a straight line with arrows at both ends, indicating a continuous flow of time.

The past perfect is often used with **by** (a time in the past).

When two actions are in the past, use past perfect to show the first action and simple past to show the second. You can change the order of the actions in the sentence, but the verb tenses stay the same.

action 1 action 2

Luis **had bought** flowers for his wife before he **left** for the airport.

action 2 action 1

Before he **left** for the airport, Luis **had bought** flowers for his wife.

Practice 1

Circle the correct verb form in the following sentences about Luis and Eva.

1. Luis **had never been** / **have never been** in an accident before.
2. Eva **had just arrived** / **just arrives** home when the telephone **rings** / **rang**.
3. Before she **had left** / **left** home, Luis **tells** / **had told** Eva that he would meet her at noon.
4. When the car behind Luis **hit** / **had hit** him, he **had slowed down** / **has slowed down**.
5. By 7:00, the police officer **has filed** / **had filed** a report, but Luis **hadn't filed** / **didn't file** a claim yet.
6. Eva and Luis **wanted** / **had wanted** to cook dinner together, but the accident **caused** / **had caused** a change in their plans.

Practice 2

Unscramble Ramon's answers to his insurance agent's questions about an accident.

Agent: Tell me exactly what happened, Ramon.

Ramon: had the car in front of me stopped just it hit I when .

1. The car in front of me had just stopped when I hit it.

Agent: Were you driving fast when the accident happened?

Ramon: I no, not was . / had in fact, slowed down just I .

2. _____

Agent: What do you suppose was the cause of the accident?

Ramon: looked down occurred just had I when accident the .

3. _____

Agent: What else happened?

Ramon: the car had after the car hit I , ahead of me crashed
behind me into my car .

4. _____

Practice 3

Fill in each blank with the simple past or the past perfect of a verb in the box.

look	hit	crash
notice	not be	change

Police Officer: Please describe the accident for me.

Ramon: Well, I (1) hit the car in front of me at the intersection.

Police Officer: Aren't you familiar with this intersection?

Ramon: No. I (2) _____ on Harvard Avenue before.

Police Officer: Didn't you see the light turn red?

Ramon: I (3) _____ down at my map when the light

(4) _____. By the time I (5) _____ the red

light, I (6) _____ into the car in front of me already.