



高等学校用书 · 教材

# 英语同声打字 教程

*A Course of Simultaneous  
English Listening and Typing*

主 编 曹 曼  
副主编 王志红 刘 晖

# Typing

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前

言

《英语同声打字教程》是一门集训练学生英语听力能力、英文打字能力和商务、旅游、文秘等英语专业知识于一体的英语实训课教程。本教程是为“英语同声打字”课程所编写的，旨在让学生在掌握英语基础知识上，通过同声听打英语练习，使学生的英文打字速度达到一定的水平，提高 Word、Excel 的操作水平；同时让学生在练习的过程中提高英语听力水平，巩固所学英语的各个方面的知识，尤其是商务、文秘、旅游、新闻等方面的知识。该课程是商务英语专业学生的必修课程，也是英语本科专业学生的一门选修课程，又是一门新课程。该课程之所以“新”主要是体现在它对英语听力和计算机操作能力同时提出较高要求。如果学生无法辨别所听的词句，听懂和理解其内容，即便是能够熟练地运用计算机操作系统，但仍无法正确地将词句在键盘上打出来，反之，如果学生能够听懂和理解所听到的内容，但不熟悉计算机文档操作，同样也无法迅速地将听到的词句打出来。因此，在当今飞速发展的社会，将会更加需要同时既具备扎实的英语基础、也具备熟练的计算机操作能力的人才。随着社会的进步，这样的人才更能够适应社会的需求，也更能够得到社会的认可。

本教程分为五大部分：第一部分为打字基础部分，介绍打字的基本要领及指法和同声打字的基本术语及信函的基本格式；第二部分是指导学生听打英语便函、电话留言、会议纪要和公司报告；第三部分为商务谈判，涉及邀请与建立业务关系、询问与回复、报盘与还盘、订单等；第四部分为商业信贷，涉及支付、发货、售后服务以及合同；第五部分是就广告、旅游、新闻和文秘等其他类对学生进行指导和培训。在教程中，我们除了对学生进行国际通用指法训练、短语听打训练、短句听打训练、长句听打训练和段落听打训练外，还结合商贸运作过程，就询价、报盘、订货、发货、售后服务等过程中所运用到的信函、谈判、合同等各类英文原稿进行听打训练，此外，还粗略接触到其他类文体和格式，如：广告、旅游、新闻和文秘等，并进行同声听打训练。

本教程编写的主要体裁形式为：句子、段落、篇章。它们是：书信、对话、电话记录、便函、报告、合同、电传、表格、图表，等等，每章分为两部分。第一部分：预习部分——有生词练习；句子练习；段落练习；短文或对话练习。第

二部分：听打训练——有简单句子练习；复杂句子练习；段落练习；短文或对话练习和注释。该门课程为 72 学时，每周 4 学时，学生可以遵照老师的旨意或在老师的指导下依次按章进行听打训练，学生也可以自主进行听打训练。标准听打英语的速度应该在每分钟 120 个字符左右。

具体编写分工为：刘敏第一章；刘晖第二章中第 1、2 部分；胡蝶第二章中第 3、4 部分；王志红第三章中第 1、2 部分和第五章中第 4 部分；欧秋耘第三章中第 3、4 部分；邹炜英第四章中第 1 部分；张小玲第四章中第 2、3 部分；曹曼第四章中第 4 部分；乐三明第五章中第 1 部分；张勇第五章中第 2 部分；王文兰第五章中第 3 部分。

在编写过程中，我们得到了深圳高等职业学院外语系老师的大力支持，也得到了部分美籍教师的指导，在此我们一并向他们表示感谢。由于这是一本全新的实训课程教材，我们参考编写的老师也在学习和探索，如有不当之处，请批评指正。若有建议和意见，敬请与我们联系，电子邮址：[hbjiwyx@163.com](mailto:hbjiwyx@163.com)。

编 者

2005 年 10 月

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# Chapter 1

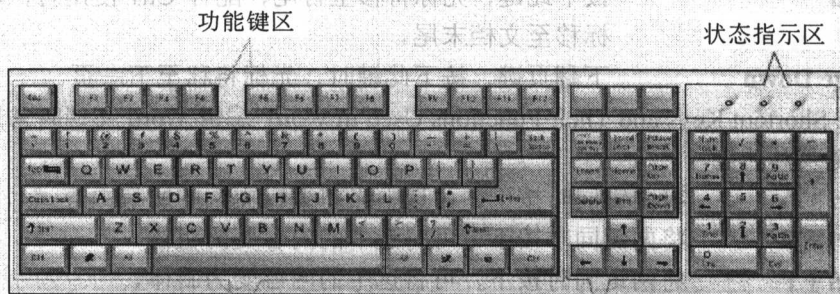
## Typing Elements 打字基础

### 1.1. The Main Points and Fingering 打字的基本要领及指法

#### 1.1.1 The Formation and Function of a Keyboard 键盘的构成与功能

计算机键盘是用户向计算机输入信息控制计算机操作的主要输入设备，它主要由五个部分组成：功能键区、主键盘区（也可叫做打字键区）、编辑键区、状态指示区和辅助键区（亦可叫做数字键区）。功能键区（共 16 个）在键盘的第一排包括 Esc 键、F1—F12 键、Power 键、Sleep 键和 Wake Up 键。主键盘区（打字键区，共 61 个）包括字母键 A—Z 共 26 个，数字键 0—9 共 10 个，符号键和其他一些功能键共 25 个。编辑键区（共 13 个）包括上(↑)、下(↓)、左(←)、右(→)4 个方向键及其上方的 9 个键。辅助键区（数字键区，共 17 个）包括 0—9 共 10 个数字键及其他 7 个功能键。

键盘布局如下图所示。





## 1) The Functional Keys on the Typing Keypad 主键盘区主要功能键

<b>Back Space</b>	后退键, 删除光标前面的字符。
<b>Enter</b>	回车键, 亦可叫做换行键, 将光标移至下一行的行首。
<b>Shift</b>	换档键, 与字母键同时按下时可打出大写字母, 与数字键或符号键同时按下时可打出该键的上部符号。
<b>Ctrl</b>	控制键, 必须与其他键配合使用。
<b>Alt</b>	选择功能键, 必须与其他键配合使用。
<b>Tab</b>	跳格键, 将光标右移到下一个跳格位置。
<b>Caps Lock</b>	锁定键, 将英文字母锁定为大写状态。
<b>空格键</b>	输入空格。

功能键区 F1—F12 的功能根据具体操作系统或应用程序而定, 在我们编辑 Word 文档时一般不会使用它们。

## 2) The Functional Keys on the Editing Keypad 编辑键区主要功能键

<b>Print Screen SysRq</b>	复制当前屏幕上所显示的所有内容。
<b>Scroll Lock</b>	屏幕锁定键, 按下此键屏幕停止滚动, 直到再次按此键为止。
<b>Pause Break</b>	暂停键, 按下此键, 暂停系统运行 (屏幕停止滚动)。
<b>Insert</b>	插入改写键, 按下此键, 输入文字时将删除光标后的字符。
<b>Home</b>	此键可将光标移至行首, 配合 Ctrl 键使用时, 可将光标移至文档开头。
<b>Page Up</b>	上翻页键, 按下此键光标移至上一页。
<b>Delete</b>	按下此键将删除光标后字符。
<b>End</b>	按下此键, 光标将移至行尾, 配合 Ctrl 使用时, 可将光标移至文档末尾。
<b>Page Down</b>	下翻页键, 按下此键时, 光标将移至下一页。

## 3) The Shortcut Keys and Their Functions Used in Word 编辑 Word 文档时常用的快捷键及其功能

<b>Ctrl + A</b>	将两键同时按下, 可选中当前编辑文档的所有内容。
<b>Ctrl + B</b>	将两键同时按下, 可将选中的内容变为粗体。
<b>Ctrl + I</b>	将两键同时按下, 可将选中的内容变为斜体。
<b>Ctrl + C</b>	将两键同时按下, 可将选中的内容复制到剪贴板中。
<b>Ctrl + X</b>	将两键同时按下, 可将选中的内容剪切到剪贴板中。
<b>Ctrl + V</b>	将两键同时按下, 可将剪贴板中的内容复制到光标处。

<b>Ctrl + F</b>	将两键同时按下, 可打开“查找和替换”对话框。
<b>Ctrl + N</b>	将两键同时按下, 可建立一个新文档。
<b>Ctrl + P</b>	将两键同时按下, 可打开“打印”对话框。
<b>Ctrl + S</b>	将两键同时按下, 可对当前编辑文档进行保存。
<b>Ctrl + Z</b>	将两键同时按下, 可撤销上次操作。
<b>Ctrl + Shift</b>	将两键同时按下, 可对输入法进行转换。
<b>Ctrl + Enter</b>	将两键同时按下, 可将光标移至文档下一页。
<b>Shift + 字母键</b>	将两键同时按下, 可输入大写字母。
<b>Alt + F4</b>	将两键同时按下, 可关闭当前活动窗口。

### 1.1.2 English Touch System 英文打字指法

打字时, 我们除了要对键盘特别熟悉外, 还必须掌握正确的打字指法。只有掌握了正确的指法, 我们的打字速度才能得以提高。

打字时, 每个手指都有各自的分工, 都分配有基本键。除拇指外, 其余的 8 个手指分别放在基本键上, 拇指放在空格键上, 十指分工, 包键到指, 分工明确。

、, 1, Tab, Caps Lock, Shift, Ctrl, Alt, Q, A, Z 键位由左手小指负责; 2, W, S, X 键位由左手无名指负责; 3, E, D, C 键位由左手中指负责; 4, R, F, V, 5, T, G, B 键位由左手食指负责; 6, Y, H, N, 7, U, J, M 键位由右手食指负责; 8, I, K, < 键由右手中指负责; 9, O, L, > 键由右手无名指负责; 空格键由大拇指负责; 其余的键由右手小指负责。具体如图所示。



**注意:** 准备打字时, 我们的手指要轻轻地放在键盘的基本键上 (ASDFJKL;), 左手食指放在 F 键上, 左手中指、无名指、小指分别放在 D, S, A 键上, 右手食指放在 J 键上, 右手中指、无名指、小指分别放在 K, L, ; 键上。在敲击了其他

各键后，手指应该迅速回到原来键位上。在停止打字的状态下，手指始终要保持在基本键位上。

### 1.1.3 Correct Typing Posture 正确的打字坐姿

打字时，我们一定要有正确的坐姿，如果坐姿不正确，人不但容易疲劳，而且还很容易出错。正确的打字姿势为：

1. 两脚平放在地上，腰部挺直，两臂自然下垂，两肘贴于腋边；
2. 身体可略倾斜，离键盘的距离约为 20~30 cm；
3. 打字的材料或文稿放在键盘的左边，打字时眼观文稿，身体不要跟着倾斜；
4. 同声打字时，思想一定要高度集中。

### 1.1.4 Basic Fingering Practice 基本指法练习

#### 练习 1 字母练习

**a s d f j k l ;**

asdf	asdj	asdk	asdk	sadf	sadj	sadk
sadl	dasf	dasj	dask	dasl	fdad	fasd
fdad	fjkl	fjka	fjks	fjkd	fjkj	aass
ss;dd	d;dff	ffjj	jjk;k	k;kl	kl;d	df;j

#### 练习 2 字母练习

**a s d f g h j k l ;**

asdfg	asdfh	asdfk	asdfj	sdfga	sdfha	sdfja
dsafg	dsfgkj	sdfgkl	ghjkl	sdfgh	dfghj	fjghk
lkjh	ljhg	lasdf	kasdf	glkas	ghjkd	jkefg
jdsfl	lghjs	sjkgh	dfjkh	hfksl	ghj;;g	as;g;k

#### 练习 3 字母练习

**q w e r t y u i o p**

qwerrt	qwerty	qeruip	wuriep	rutieo	qieuru	yitoew
urueoi	reieoo	ruioiw	qpeori	ruieow	ieiowo	tuieow
qowue	rueiwe	rptoru	rtueiw	qoeiru	turyei	turieo
puoyit	iutyre	uywtq	riortop	wueur	tuyyeo	riwoqp

## 练习4 字母练习

## z x c v b n m

zxcvb	zcvbn	zxcvn	zvnbn	zmxnc	vbcnx	cmzcb
zcvnm	mnbcv	mxbcv	zxmnb	cvmnx	xcmnz	cvbnx
vncxm	zxcvb	vbcnx	mnxcv	bvnxz	nbxmv	nbxcv
mznxc	nxcbz	bvnmx	xcbvz	vbncx	ncmxb	xmvnz

## 练习5 字母练习

## A—Z 键及符号键

qdweu	wsjdeu	fyurhr	njuyh	nkilow	khgre	vcdwy
hytrdb	vdetyu	wsfgtr	jhytfv	knyrdc	iklotr	vryjjbe
vfrhkj	rdewsh	vgtrhu	njktrf	wsgrfj	bvrgty	cfujmn
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## 练习6 单词练习

jovial	behalf	nearby	pigsty	fabled	yellow
purely	should	sandal	blazed	labour	thresh
follow	jasper	cattle	colour	fifth	intend
future	evolve	hourly	weekly	monthly	mother
little	rundle	distal	around	Easter	useful

## 练习7 单词练习

facile	Friday	filthy	bidder	reason	jerkin
noodle	nick	nuzzle	voice	foiled	toggle
boding	board	ticker	hallow	treat	yester
Jewish	blame	boxer	yuppie	ticket	hollow
unease	tedium	vision	rubbish	turkey	menu

## 练习8 单词练习

north	zeros	essay	next	giant	handle
house	tramp	three	rough	sexy	eleven
height	brisk	annul	civil	south	temp
differ	golden	rosy	cubbish	quest	wives

often                  exam                  error                  chief                  night                  Kodak

### 练习 9 单词练习

festival	prankish	roughish	official	distress	hungrily
pockmark	speedily	therefore	quantity	Japanese	velvets
vigilant	neighbouring	learning	follower	dwarfish	Xanthippe
yearbook	Zululand	zealotry	embitter	electrical	jealousy
zodiacal	tangible	dynamite	citified	branched	hysteria

### 练习 10 单词练习

tortuous	manufacture	housewife	hospital	handmade	magnificent
maroons	salable	embroidered	catalogue	business	insurance
reasonable	possibility	importance	anticipate	meantime	presently
equipment	workman	information	including	exporters	handbags
producers	equipment	underground	yesterday	shipment	colouring

### 练习 11 句子练习

1. I am always suspicious of anyone who wants to sell me something on the cheap.
2. He is the only successor among his brothers of their father.
3. Boeing 747 plane is a huge, luxurious supersonic passengers' plane.
4. Dolphins can be useful for the submarine explorations if trained properly.
5. They still remembered each other after a stretch of twenty years.
6. We have striven to the full to convince him, but we have made no headway.
7. Susan likes to stroll around the flea market on the chance of picking up something of value.
8. Sociology deals with the facts of crime, poverty, marriage, divorce, the church, the school, etc.
9. The perennial conflict between national egoism and international solidarity becomes more and more visible.
10. Many scientists remain skeptical about the value of this research program.
11. The liquid is purified by passing it through charcoal.
12. What are the prospective returns from an investment of 20 000 over three years?
13. The delegation decided to prolong their visit by five days.
14. Although this area is very poor now, its potential wealth is great.

15. The X-ray is a practicable way of discovering diseases.
16. The tourists were preceded by their guide.
17. She preceded her speech with welcome to the guests.
18. Mike should get a lawyer to plead his case.
19. The principles of the two methods are completely polar.
20. This country is now practically occupied by the armed forces of the US.

### 练习 12 句子练习

1. The way he writes about the disease that killed her is simply obscene.
2. Taxes are an obligation which may fall on everybody.
3. He tried to prevent the marriage but it took place notwithstanding.
4. My trip through the world made an interesting narrative.
5. If you neglect this property, it will depreciate.
6. He doesn't manifest much interest in his business.
7. Katrina has been lured to the Middle East by the promise of high wages.
8. The magnitude of the epidemic was frightening.
9. Some people go back for their education to acquire an other degree or diploma to impress the society.
10. Treading on any part of this floor activates the alarm system.
11. His work was not innovative, but it attracted and activated others.
12. There are moral principles by which society coheres.
13. An adequate water supply for city people is already a problem no government can take lightly.
14. Even the least musical could realize the quality of this youthful voice.
15. A spoiled child is often a child that has been idolized by his parents.
16. Our club is affiliated to a national organization of similar clubs.
17. The weather bureau declares that the rain will soon stop.
18. We can afford the house if we save our pennies.
19. If I was obliged to define politeness, I should call it the art of making oneself agreeable.
20. Her various wages for the year aggregated \$1 500.

### 练习 13 句子练习

1. The mistakes of the ministers provided perfect ammunition for their political enemies.

2. Let me amplify so that you will understand the overall problem.
3. There is an analogy between the way water moves in waves and the way light travels.
4. A man who always anticipates his income can never save or become rich.
5. The residents in the neighborhood all applauded the council's decision to close the small dye factory.
6. This encyclopedia has a supplement covering recent events.
7. Withdrew from the political arena! The world is an arena of moral conflict.
8. John is so arrogant that he thinks he is better than everybody else.
9. He gave me a definite assurance that the repairs would be finished tomorrow.
10. Is that an authentic painting from Picasso, or a modern copy?
11. The harvest is better on an average this year.
12. We tried and tried, but it was all to no avail; we failed.
13. A summer at the seashore benefits the entire family.
14. The earth rotates about an axis between the North Pole and the South Pole.
15. To do the job, you must have at least a bachelor degree in science.
16. The old woman from the country was bewildered by the crowds and traffic in the big city.
17. They prepared a special dinner which was so elaborate as to become a banquet.
18. It is not the quantity of the food, but the cheerfulness of the guest, which makes the feast.
19. The remote barren land has blossomed into rich granaries.
20. These are the last batch of letters to be answered.

#### 练习 14 句子练习

1. His birth background biases him against businessmen.
2. The future of this firm will be very bleak indeed if they can't devise new models of products.
3. Without my glasses I blundered into the wrong room.
4. No one could look more beautiful than she when she was flushed from the fire.
5. Every purchaser of a pound of coffee received a box of cookies as a bonus.
6. A trivial misunderstanding caused a breach between them.
7. Our mutual understanding and cooperation will certainly result in important business.

8. Surgeons have made a great breakthrough in the kidney transplantation.
9. Lack of achievement in work sometimes breeds pessimism.
10. The murderer tried to bribe the judge into convicting him of being unguilty.
11. He budgeted for all his expenses in the coming year.
12. By this time next year you ought to have a very good knowledge of English.
13. We sailed round the cape to shelter from the storm.
14. I didn't understand the drawing until read the caption.
15. Many people would like to see all captive animals set free.
16. The corner grocery was a casualty of the expanding supermarkets.
17. The war was a terrible catastrophe in which many people died.
18. There are some diseases which cannot be caught by a person who has already had it.
19. The priest favored sending Catholic children to Catholic schools.
20. The census enumerated eighty-six persons over one hundred years old in this mountain area.

### 练习 15 句子练习

1. The crowd's chant was "More Jobs! More Money".
2. We never cherish any unrealistic fancies about those desperate criminals.
3. He produced a board, onto which his secretary had clipped all the important documents.
4. The clearance between the bridge and the top of the car was only ten feet.
5. His election to the manager was the climax of his career.
6. I am determined to face the challenge whatever may come to me.
7. The building was built to commemorate the Fire of London.
8. One should refrain from applause during a debate.
9. I argued with her for a long time, but she refused to listen to reason.
10. He and his wife had cheated every one with whom they had dealings.
11. An accident has disrupted railway services into and out of the city.
12. The nose of cars passing along the road is a continual disturbance to our quiet at home.
13. I think the present armed clash on the boarder was a diversion to make their people forget the internal difficult economic situation.
14. Hong Kong offers lots of diversions for every type of person.



15. The US conquered many countries and controlled them as domains for political and economic development.
16. The newspaper extracted several passages from the speech and printed them on the front page.
17. These superstitious practices should be abolished as soon as possible.
18. He has flushed with excitement when he learned that he had won the first prize.
19. The treaty will give an impetus to trade between Russia and China.
20. The Export Commodities Fair was inaugurated the day before yesterday.

#### 练习 16 文章练习

##### *Yellow Crane Tower*

Yellow Crane Tower is an imposing pagoda close to the Yangzi River. Situated at the top of Sheshan (Snake Hill), in Wuchang, the tower was originally built at a place called Yellow Crane Rock projecting over the water, hence the name. Over the centuries the tower was destroyed by fire many times, but its popularity with Wuhan residents ensured that it was always rebuilt. The current tower was completed in 1985 and its design was copied from a Qing Dynasty (1644 — 1911) picture. The tower has 5 stories and rises to 51 meters covered with yellow glazed tiles and supported with 72 huge pillars, it has 60 upturned eaves layer upon layer. It is an authentic reproduction of both the exterior and interior design, with the exception of the addition of air-conditioning and an elevator.

#### 练习 17 文章练习

##### *Shangri-La Hotel*

Consistently being voted as the finest hotel in the world, Island Shangri-La is centrally located in the heart of Hong Kong. Towering 56 floors above Victoria Harbour, it has direct access to Pacific Place — the island's most prestigious shopping and entertainment complex. The rooms and suites of this luxurious hotel are among the largest in Hong Kong and each offers breathtaking views of the city and famous harbour. Its award-winning restaurants bring an exquisite dining experience for the culinary epicurean. The hotel also features the world's largest Chinese silk painting, "the Great Motherland of China" in its atrium.