



How Are Schedules Used
Different Kinds of Schedules
Planning Your Schedule



生存技能 · Life Skills

读历制表

Understanding Schedules

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生存技能 LIFE SKILLS

读历制表

Understanding Schedules

Globe Fearon (美) 著

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生存技能——读历制表

Globe Fearon (美) 著

* * *

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在新世纪，学好英语的重要性毋庸置疑，但在倡导素质教育的今天，如何提高学习英语的效率，如何能够学以致用，无疑仍是同学们所面临的一大难题。虽说条条大路通罗马，但最好不要走弯路，更不要误入歧途。

国家《英语课程标准》要求初三毕业达到国家五级水平，高三毕业应达到七级水平。在五级的总体目标中有这样的要求：能就日常生活的各种话题与他人交换信息并陈述自己的意见；七级标准的要求就更进了一步，即能就较广泛的话题交流信息，提出问题并陈述自己的意见和建议。

由此可见，学习英语的重要目的是交流，而交流的内容应该丰富多彩，并我们的生活紧密相关，学习英语是一个艰苦而快乐的过程。基于这种想法，几经筛选，我在培生教育出版公司的出版物中发现了以下四个系列的图书，首先吸引我的是它们的系列书名：Active Learning, Life Skills, A Money Matters Guide 和 Everyday Health。通过仔细阅读，我惊喜地发现它们无论是语篇内容，还是涉及的知识领域以及语言难度，都非常适合广大中学生使用。

这套丛书很好地体现了学科融通的教育理念，语篇紧密结合实际生活，通过完成一个个活动，使同学们既丰富了相关的课外知识，又掌握了一定的实际技能，而当同样的场景在生活中再次呈现的时候，我们就会快速地从大脑中提取相应的信息来有效地应对。也就是说，通过学习这套丛书同学们可以达到学习语言和增强自身适应社会能力的双重目的。经过系统的学习，同学们的综合素质无疑会得到显著的提高，而这也正是我将本丛书命名为“素质英语”的初衷。

愿同学们能够从《素质英语——中学英语选修课丛书》中获取给养、增长学识、完善技能，逐步提高自身的综合素质，以充沛的勇气和信心面对21世纪的诸多挑战！

序 言

《生存技能》序列丛书作为初中英语泛读选修教材，对培养学生的语言能力、文化背景和生存技能将起到积极的作用。

对生存能力的培养不仅关系到一个人的健全人格和健康的身心，而且关系到一个人的责任感和义务感。前苏联教育家苏霍姆林斯基说：“人在劳动中创造物质和精神财富的同时，也创造了自己本身。”可见，人的创造力是在劳作中获取的。联合国教科文组织曾经对教育下过这样的定义——“学会生存”。由此应运而生的是各国的生存教育和公民教育。我国最新颁布的国家《英语课程标准》也强调学习应从学生的生活经验和认知水平出发，倡导体验、实践、参与、合作与交流的学习方式和任务型探究式的教学方法。

《生存技能》系列丛书由八本分册组成：《预算开支》、《识途问路》、《独立生活》、《购车养车》、《保持健康》、《解读广告》、《读历制表》和《使用电话》。

生活需要精打细算，《预算开支》正是为同学们提供了这样的能力。西方国家教育中鼓励的独立自主精神及生活体验也可能是我们在教育中可以借鉴的。《识途问路》使同学们能够掌握识途认路的方法，利用地图和指南针等辨别方位和查询地址。这些为同学们熟悉未来陌生的生存环境打下了良好的基础。《独立生活》作为对生存技能的全面认识，将指导同学们生成和改变生存观念，进而，通过训练使同学们掌握多种生活本领，为日后独立竖起生活的风帆做好准备。目前同学们虽然对《购车养车》比较陌生，但随着中国经济的发展，随着私家车拥有量以惊人速度的发展，年轻人购车的趋势已势不可挡。如何根据实际需要又能在了解汽车的行情及其性能价格比的基础上购车是至关重要的技能。《保持健康》是每个人最为关注的生活技能。对健康的认识和保持不仅决定了我们个人的生活质量，更决定着民族和人类的存亡。现代生活的物质极大丰富，应运而生的是广告业的发展。在广告的包围中，如何解读广告、了解所需是我们应该掌握的又一技巧。在商品发达的社会中，人人应成为成熟的消费者，并能使广告充分为我所用。现代人工作和生活之法即节约时间、讲求效率并充分利用现代信息，《读历制表》内容简炼，一目了然，是同学们提高生活效率和效益的好帮手。《使用电话》看似小事一桩，却有很多的学问。善于使用事半功倍，不善于使用则事倍功半。

在整体创作和编排上本丛书紧紧围绕每一主题，涉猎生活的方方面面。特别强调现今市场经济下的生存与竞争观念。在语言上突出了真实运用语言进行交际的特点。课文内容佐以实例，没有说教感，同学们读来会倍感亲近。在改编过程中增加了文化背景、字词、语句注释并配有小组活动和课外活动。在语言和技能上本丛书充分体现了语言材料和语言能力合二为一的特点，讲身边的理，做身边的事，实现了“教学做合一”的教学理念。章节编排具有开放性和弹性，教师可有针对性地对教学内容做增删，以便更好地与所学内容相补充。

导学

本书编写的宗旨是在阅读和实践的基础上教会同学们解读、使用和制作各类活动表。为了便于同学们阅读和完成各项预设任务，本书每单元都有相关的话题导入、文化背景、难点词汇等必要的介绍和注释。每单元都配有丰富的练习与活动并附有参考答案。

“Schedule” 的中文意思有很多。比如“日程表”、“时刻表”、“计划表”、“生产表”、“节目表”、“预告”等等。总之，它是一个单位、团体或个人的日程安排。

常常会有同学觉得时间不够用，可细想起来又没有做几件事。或者有时想看一个非常好的电视节目，却找不到频道，于是大半的时间花在了寻找频道上，结果错过了精彩的开始。有的同学不仅学习好，业余活动也丰富多彩。而有些同学却忙忙乱乱，常常忘记最重要的事情。这样的问题我们在本书中可以找到解决方式。

本书共七个单元，分别是：活动表的用途，日常的活动表，日期和年月表，汽车、地铁和火车时刻表，电影、电视和广播预告，体育比赛预告及制定自己的日程表。

在崇尚效率和效益的今天，生活和工作离不开读历制表。事件、时间、地点、方式、轻重缓急在历表中言简意赅、一目了然。节约时间、讲求效率、办事踏实、充分利用信息是现代人制胜的法宝。可以说，谁拥有了效率和效益，谁就拥有了未来。

Understanding Schedules

Imagine... 试想……

- Lately, it feels like there are not enough hours in the day. You have so much to do! You go to school. You have a job after school. You have to do homework. You have to babysit your younger sister. Of course, other things come up that you have to do, too. Last week, you had so many things to do that you got to your job late.
- You want to see a new show on television. You turn on the TV, but you don't know what channel the show is on. You finally find the show, but it's already started. You've missed the first half of the show.

Take Charge of Your Life

负起生活的责任

Keeping track of all the things you have to do can be a problem. Maybe you want to see a special display or show, but you don't know where to find it or when it's open. Maybe you want to learn a new sport, but you aren't sure if you have the time. There are ways you can keep track of the things you have to do. There are also ways you can get information about the things you want to see. Schedules help you run your life better.

What This Book Can Do for You

本书的作用

This book will show you how schedules can give you important information. It will help you:

- understand schedules.
- read schedules.
- write your own schedules.

Learning to use schedules will make your life much easier.



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Unit 1

How Are Schedules Used?

活动表的用途



Unit 1

How Are Schedules Used?

活动表的用途

Lead-in 导读

生活的每一个环节都是有计划的。比如，火车、汽车有时刻表，工厂有生产进度表，学校有课表等等。无论哪一种表都有基本的三要素。你知道这“三要素”是什么吗？

Learning Objectives 学习目标

You will be able to:

- ▶ Learn how schedules can help people do things better.
- ▶ Learn what information schedules give people.
- ▶ Learn about different types of schedules.

Culture Notes 文化背景

在一些西方国家里，拥有私人汽车的人数很多，乘公交车的人比较少。多数地区公交系统并不发达，车次间隔往往要一个半小时左右。为给乘客提供方便，公交车上免费提供内容丰富的乘车指南，每一站的站牌上都注明车到本站的时刻表。

Mike's Busy Life

→ 迈克繁忙的生活

Mike has a really busy life. He'd like to buy a car, but he doesn't have enough money yet. So he takes a city bus to and from school every day.

On Saturdays he works at a fast-food restaurant in the next town. He has to use a different bus line to get there. Tuesday and Thursday nights he takes a subway¹, or train that runs under the ground, to an auto mechanics class at a downtown high school.

Mike decided to keep track of² how much time he spent waiting for buses. He found out that he spent over two hours every week just standing at bus stops. He also kept track of how much time he spent waiting for trains. He found out that he spent an hour each week waiting for trains when he took the subway.

Mike would like to have that time to do homework. Better yet, he would like to have that time to relax³. Some day Mike will be able to buy a car. Until then, he needs to find a way to spend less time waiting for buses and trains.

Answer these questions on the lines below. 在划线处回答下列问题。

1. How many different kinds of transportation does Mike use?

2. Why does Mike spend so much time waiting for buses and trains?

3. What would Mike do with the extra time?

Mike Needs One Kind of Schedule⁴ → 迈克需要时刻表

Mike talked with Sara about what he should do. She suggested that he pick up schedules for the buses and the subway. Schedules are lists that tell us where and when something is happening.

Mike can get a free subway schedule at the subway station. Bus drivers have schedules right on the bus. If he had those schedules, Mike could plan his trips. That way he wouldn't have to spend so much time waiting for a bus.

Now, he arrives at the bus stop and just waits until a bus comes along. If he had a schedule, he could plan to arrive at the bus stop just before a bus came. Now, sometimes he arrives at the subway just after a train leaves. If he had a schedule, he could arrive at the subway station just before a train left instead of after!

Answer these questions on the lines below. 在划线处回答下列问题。

1. How would a bus and train schedule help to make Mike's life easier?

2. Where can Mike get copies of the schedules he needs?

3. What different kinds of schedules can you think of?

4. How does one of the kinds of schedules you listed above affect your life?

Language Notes | 语言难点

1. subway /'sAbweɪ/ *n.* 地铁
2. keep track of 记录
3. relax /rɪ'læks/ *v.* 放松

4. schedule /'fedʒu:l, 'skedʒu:l/ *n.* 时间表; 进度表; 计划表; 日程表

Sara Needs Another Kind of Schedule

→ 莎拉需要另一种日程表

Sara's problem is different from Mike's. She lives close to school and has a babysitting job¹ three days a week down the block. She doesn't have to worry about taking buses and subways.

Yet, Sara is also very busy. She often has trouble getting everything done. First, there is her babysitting job. She takes care of a four-year-old named Bobby after school and on weekends. That schedule depends on when Bobby's parents need her. Some weeks she babysits four days. Other weeks, they only need her one or two days. Bobby's parents let her know at the beginning of the month when they'll need her. But Sara sometimes forgets by the end of the month.

Then there are the chores², or tasks, Sara has to do around the house. Both of her parents work, so she often does the laundry³. She gets dinner ready most nights, too.

There are also things she has to do for herself—doing her homework, washing her hair, cleaning her room, going out with friends. Sometimes Sara stays up until midnight trying to finish it all. She needs help figuring out⁴ how to fit everything in⁵.

Sara talks to Mike about her problem. He has a great idea. "Why don't you make a time schedule? Start out by writing down everything you have to do every day. Then, write down how long it takes you to do each thing. Maybe you can find some better ways to fit in everything you have to do."

The Three Ws of Schedules

→ 活动表中的“三要素”

There are many kinds of schedules. Some give information. Some help people make better use of their time. But all schedules answer three questions:

1. What is happening?
2. When is it happening?
3. Where is it happening?

Below are the first parts of six sentences. Beneath them are phrases that will complete each sentence. In the blank, write the letter of the phrase that completes each sentence. Use each letter only once. 选择正确答案完成下列句子, 注意每个答案只能使用一次。

1. Schedules help people _____.
 2. Sara needs help _____.
 3. All schedules _____.
 4. Some schedules tell us _____.
 5. Some schedules tell us _____.
 6. Sara needs a schedule that tells her _____.
- a. what is happening
 - b. when something is happening
 - c. where to be
 - d. make better use of their time
 - e. answer three questions
 - f. getting everything done

Language Notes | 语言难点

1. a babysitting job 帮助照看小孩的工作
2. chores /tʃɔːs/ n. 家务活
3. do the laundry (用洗衣机) 洗衣服

4. figure out 想出
5. fit in 安排时间

All Kinds of Schedules

→ 各类活动表

You have already read about three kinds of schedules: a bus schedule, a subway schedule, and a time schedule. Later in this book, you will also read about

- schedules of coming events¹, or things that happen.
- class and work schedules.
- movie schedules.
- TV and radio schedules.
- sports schedules.

These are not the only kinds of schedules, but they are the ones you may find the most useful.

In All Kinds of Places

→ 各类处所

Schedules are all around you. The ones you think of first are probably the kind of little folders² you use when you take a bus or a train. But there are all kinds of other schedules in all kinds of other places.

You may be surprised at the different shapes and sizes schedules come in. They can look like books, folders, or cards. You can find them in newspapers and on bulletin boards³. Some schedules appear on giant⁴ computer screens.

The next time you need help figuring out when something is happening, take a look around. There may be a schedule that can give you a hand⁵.

Sara's Schedule

→ 莎拉的活动表

Here is the schedule that Sara made. It is called a daily time schedule because it tells

the things Sara is doing during her day. It tells *what* Sara is doing, *where* she is doing it, and *when* she is doing it.

MY DAY	
Time	Activity
8:00 to 8:30	Have breakfast
8:30 to 8:45	Walk to school
8:45 to 2:30	School
2:30 to 2:45	Walk to Bobby's
2:45 to 5:00	Babysit for Bobby
5:00 to 5:15	Walk home
5:15 to 6:00	Cook dinner
6:00 to 6:30	Eat dinner
6:30 to 8:30	Homework
8:30 to 9:30	Chores
9:30 to 10:00	Shower/Do hair
10:00	Go to sleep

Circle the letter of the correct answer to each question. 选择正确答案。

- Where will Sara be at 5:15?
 - At home.
 - At Bobby's house.
 - At school.
- What will Sara be doing at 2:45?
 - Sara will be in class.
 - Sara will be babysitting.
 - Sara will be having breakfast.
- When is Sara doing her homework?
 - From 7:00 to 7:30.
 - From 8:45 to 2:30.
 - From 6:30 to 8:30.
- Where is Sara having dinner?
 - At home.
 - At school.
 - At Bobby's house.

Language Notes

语言难点

1. event /i'vent/ *n.* 事件

2. folder /'fəʊldə(r)/ *n.* (印有广告、火车时间表等的) 折叠式卡片或小册子

3. bulletin board 告示牌

4. giant /dʒaɪənt/ *adj.* 巨大的

5. give sb. a hand 帮某人的忙

PRACTICE PAGES

练习页

WORD CHECK 词汇检测

Circle the letter of the correct meaning for each word. 选择正确答案。

1. A **chore** is
 - a. a game.
 - b. a task or little job.
 - c. an important telephone call.
2. **Events** are
 - a. things that happen.
 - b. stories that are not true.
 - c. vacations.
3. **Schedules** are lists that tell
 - a. test scores.
 - b. about sports.
 - c. where and when something is happening.
4. A **subway** is a train that runs
 - a. under the ground.
 - b. on the street.
 - c. across the water.

IDEA CHECK 内容检测

Answer the questions on the blank lines below. 在划线处回答问题。

1. What are the three Ws of schedules?

2. How can a time schedule help a busy person plan a day, a week, or even a month?

3. List three places you might find different kinds of schedules.

4. Mara babysits for children in her neighborhood. She also walks dogs. Mara has so many jobs that lately she has forgotten where she is supposed to be. Explain to Mara how to make a schedule.

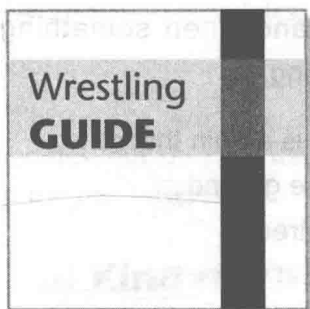
5. Tyree takes the bus to work every day. But he is often late. How can a bus schedule help Tyree get to work on time?

Naming That Schedule

说出下列各表的名称

Not all schedules are called "schedules". Many schedules have other names. In the blanks below, write the letters of the word in the picture that mean "schedule".

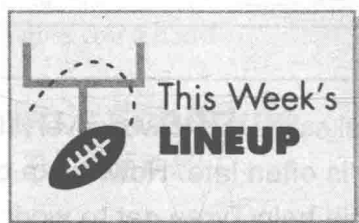
下列表也称为活动表,许多表有其他的称谓,在划线处写出各图中表示活动表的词语。



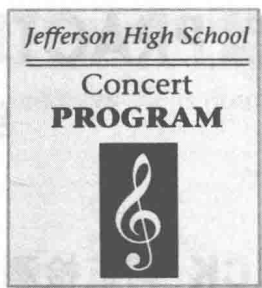
1. _____



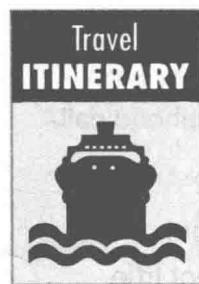
2. _____



3. _____



4. _____



5. _____

Write these five words on the lines below. Then, tell how you might use each "schedule". 在划线处写出上面的五个词语,说说如何使用。

After-class Activity 课后活动

Form a group of four. Each member will go out and find different kinds of schedules. Report to the group members what type of schedule it is and what information it provides.

Unit 2

Daily Schedules 日常的活动表



7

Unit 2
Daily Schedules
日常的活动表

Lead-in 导读

生活中，时刻表、计划表无处不在。我们不仅应该会看，还应该知道如何制作。

Learning Objectives 学习目标

You will be able to:

- ▶ Learn ways to tell time.
- ▶ Learn how to read a daily schedule.
- ▶ Learn how to make a daily schedule.

Culture Notes 文化背景

美国是一个崇尚效率和效益的国度，时间表、活动表等各类表无处不在。“效率”和“效益”体现在表格本身的简洁上，体现在文字的简练上，也体现在责任的清晰度上，更体现在落实实施中。西方的行为方式和思维方式在这小小的活动表中体现得淋漓尽致。

The Quickest Way to Tell Time → 时间快速表达法

You hear a friend say, "It's ten to three." He is really saying, "In ten minutes, it will be three o'clock." Another way to say the same thing is, "It's two fifty." That means it's fifty minutes after two o'clock. When we say what time it is, we use as few words as possible.

Writing out the words for the time takes up a lot of space. Schedules don't have a lot of space, so people use numbers instead of words on schedules. Instead of writing *ten minutes to three*, or *two fifty*, they write 2:50. Look at how much less space 2:50 takes on the page.

Keys to Tell Time

→ 时间表达要素

Hour Number Minute number

(11):(00)

- There are sixty minutes in an hour.
- To describe a time that is exactly on the hour, use two zeros for the minute number.

9:00

- When you write minutes for the numbers one to nine, put a zero in front of the number.

10:01 4:02 9:07

- When you write minutes for numbers from ten to sixty, no extra² zero is needed.

3:10 5:25 9:55

There are three parts to show clock time:

1. List the hour first. (2)
2. Add two dots³. (:)
3. Add the minutes. (50)

Put the three together and you have 2:50.

Look at the clocks below. Use numbers to write the time in the blanks. 看下列钟表, 用数字表达时间填入空白处。



1. Nine o'clock ____:



2. Five minutes after nine ____:



3. Nine minutes after nine ____:



4. Thirty minutes after nine ____:



5. Forty-five minutes after nine ____:



6. Ten o'clock ____:

Language Notes | 语言难点

1. take up 占据 (时间、空间)
2. extra /'ekstrə/ adj. 额外的, 特别的, 特加的

3. dot /dɒt/ n. 小点

Is It Day or Night?

→ 昼还是夜?

You see the number 10:00 on a schedule. How do you know if it means 10:00 in the morning or 10:00 at night?

Sometimes you can tell by the purpose of the schedule. If you are reading a class schedule, 10:00 probably means 10:00 in the morning. Only a night school would have classes at 10:00 at night.

Is It A.M. or P.M.?

→ 上午还是下午?

Some schedules, such as bus and train schedules, cover a 24-hour period. These schedules use special abbreviations, or shortened forms, to show the time of day. Here is what the abbreviations mean.

Abbreviation	Meaning
12:00 n	12:00 noon
12:00 m	12:00 midnight
Morn.	Morning (the time from sunrise to noon)
Aft.	Afternoon (the time from noon to sunset)
Eve.	Evening (the early part of the night, from sunset to about 8 P.M.)

Other schedules use two very special abbreviations: **A.M.** and **P.M.**

- A.M. is the time from 12:00 midnight up to one second before 12:00 noon.
- P.M. is the time from 12:00 noon up to one second before 12:00 midnight.

When are these activities usually done?

Draw a line under the correct time. 活动通常何时进行? 在正确时间下划线。

Activity	Time
1. Breakfast	7:00 A.M. or 7:00 P.M.
2. Lunch	12:00 n or 12:00 m
3. Seeing a movie	6:30 eve. or 6:30 morn.
4. Shopping	2:00 A.M. 2:00 P.M.

Each sentence below is followed by words that complete the sentence. Read each sentence. Then write the word that correctly completes it on the line. 选词填空。

- 6:45 A.M. is _____ noon.
before after
- 7:30 P.M. is _____ noon.
before after
- 3:45 P.M. is in the _____.
morning afternoon
- 11:50 P.M. is close to _____.
noon midnight
- 12:30 P.M. is close to _____.
noon midnight
- 12:15 P.M. is in the _____.
afternoon night
- 12:01 A.M. is one minute after _____.
noon midnight
- 1:25 A.M. is in the _____.
very early morning afternoon
- 12:00 n is exactly _____.
noon midnight
- 12:00 m is exactly _____.
noon midnight