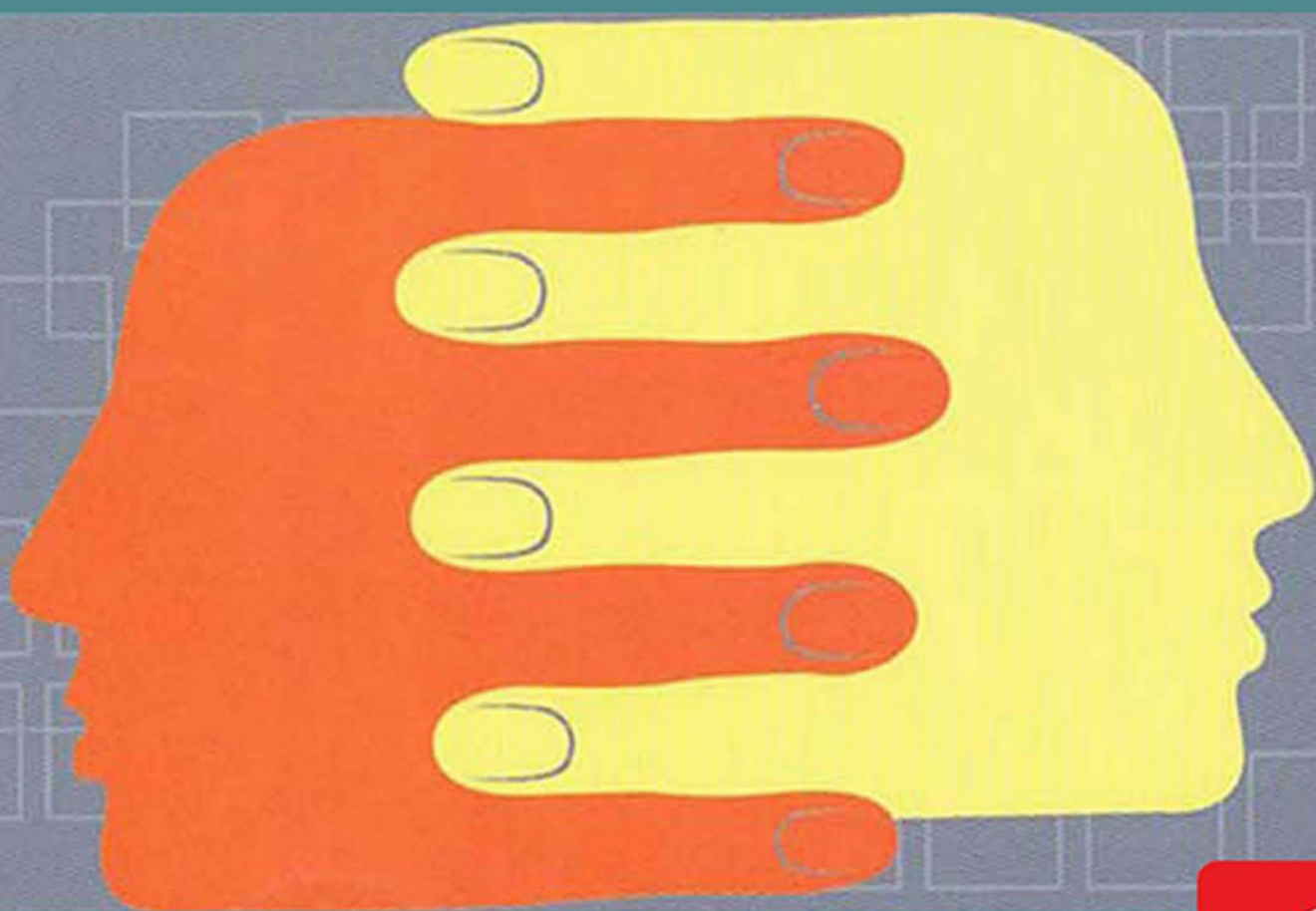


成人高等教育学士学位英语考试教程

黄华，辛铜川 主编



华南理工大学出版社



成人高等教育学士学位 英语考试教程

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前 言

为了方便参加广东省成人高等教育本科毕业生申请学士学位外国语水平考试的考生学习和复习，我们专门编写了《成人高等教育学士学位英语考试教程》。本书取名教程，是希望它具有系统性、权威性、科学性和实用性。

本书结构如下：

第一部分介绍了《成人高等教育学士学位英语水平考试大纲（非英语专业）》（以下简称《考试大纲》）。逐项解读《考试大纲》的内涵和其包含的子项，分析了《考试大纲》对成人学生英语教学的要求。结合广东省成人高等教育本科毕业生申请学士学位外国语水平考试的试卷构成，分五章系统地讲解了会话考点，阅读理解常考题型和解题技巧，词汇、语法考点和语法解题技巧，完形填空解题技巧以及短文写作的分类作文和写作模板，使考生能够系统地了解统考试卷的构成、考试的内容和难易度。每章都附有强化训练题，供考生理解、消化和掌握。

第二部分包括2013年至2017年5套广东省成人高等教育本科毕业生申请学士学位外国语水平考试全真试卷。全真试卷有助于考生进一步了解试卷构成、出题思路和试题难易度。如果考生能按照试卷要求按时独立完成试卷，本部分将更加准确地帮助考生了解自己的应考能力并预测统考结果。

第三部分是由多年从事英语考试研究并担任成人教育英语课程的教师根据《考试大纲》精心编写的5套模拟试卷。建议参加统考的考生多做一些模拟试卷并能够像真正考试一样，在规定的时间内完成，这样将有助考生发现英语学习中的问题及分析考试中的强项和弱项。

全书强化训练、全真试卷和模拟试卷均配有参考答案及详解。解析力求准确、简洁，能帮助考生在完成试卷之后核对答案的同时，了解正确的解题方法，从而在遇到类似考题时，能马上理解出题思路，运用恰当的解题技巧答题。

由于编者水平有限，疏漏与错误之处在所难免，恳请读者批评指正，并祝广大考生应考顺利。

黄 华
2018年1月

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第一部分 考纲考点分项解析

第一章 会话技能

第一节 考纲要求

《成人高等教育学士学位英语水平考试大纲（非英语专业）》（以下简称《考试大纲》）对会话技能的要求是“能够使用英语进行日常会话交流，根据对话的情景、场合、人物关系、身份和讲话人的意图及话语含义能够作出正确判断和用语选择”。

根据《考试大纲》的规定，本部分共有 15 段不完整的简短对话，在每段对话后有 4 个答案选项，要求考生在理解对话的基础上从 4 个选项中选出一个最符合情景和习惯用法的答案，使得整个对话通顺完整。本部分满分为 15 分，每题 1 分。

会话技能主要测试考生使用英语进行日常会话的能力，这些会话涉及的是生活中的常见情景，测试考生理解会话的情景、把握对话人的角色以及掌握英语口语习惯用法的能力，特别是理解会话功能的能力。

第二节 会话考点

一、打招呼、介绍

（一）打招呼

1. 常见问候语

How are you/How're you doing/How's it going? 你好吗? (熟人之间的问候)

How do you do? 你好! (初次见面的问候)

2. 对问候语的回答

I'm doing fine/OK/pretty well/great/terrific. 我很好。(非常肯定的回答)

Not bad. /The same as ever. /Just so-so. /I can't complain too much. 还不错。/一如既往。/马马虎虎。/我不能抱怨太多。(比较委婉的回答)

Terrible. I've had a headache all morning. 很糟糕。我的头痛了一个上午。(根据实际情况的回答)

Glad to meet you. /Delighted to meet you. 很高兴见到你。

It's a great pleasure to meet you. 见到你十分愉快。

I feel greatly honored to meet you, too. 见到你我也不胜荣幸。

对话范例

【例 1】

A: How's it going?

B: Fine. /Pretty good. (非常肯定的回答)



【例 2】

A: How's everything with you/going?

B: Well, I'm still alive and kicking. / So far so good. (委婉而幽默的回答)

【例 3】

A: How've you been?

B: All right. / Not much lately.

【例 4】

A: How are things with you/going?

B: Great. (非常肯定的回答)

【例 5】

A: What's happening with you these days?

B: Nothing much. (比较委婉的回答)

(二) 介绍

1. 介绍自己

May I introduce myself? 我能介绍我自己吗?

Hello, I don't think we've met before. I'm... 你好, 我想我们以前没见过面。我是……

2. 介绍别人

I'd like you to meet... 我想要你会见……

I don't think you have met..., this is... 我想你们没见过面, 这位是……

Shall I introduce you to her? 我可以介绍你给她认识吗?

对话范例

【例 1】

A: Hello, Mr. White. How are things?

B: Not bad. How are things with you?

【例 2】

A: Good morning, Philip. How are you?

B: Just fine, Susan. How are you?

【例 3】

A: Hi, Mike. What's up?

B: Not much, Nick. What's up with you?

【例 4】

A: Hey, I know you.

B: No, I don't think so.

【例 5】

A: Hi! Aren't we in the same English class?

B: Yes, we are. My name's Sudia.

A: Nice to meet you, Sudia. I'm George.

【例 6】

A: Hi. I'm Lisa. Lisa Willie.



B: Nice to meet you. Lisa.

A: Nice to meet you, too.

二、请求

当你请求别人为你做什么，或者问别人你是否可以做什么时，采取礼貌的说法很重要。

1. 要求别人为你做某事

Could you open the door for me, please? 您可以替我开门吗?

Would you mind opening the door for me, please? 您介意替我开门吗?

Can you open the door for me, please? 你可以替我开门吗?

Would you do me a favor? 你可以帮我一个忙吗?

Will/Can you pass me the salt, please? 你可以替我把盐递过来吗?

I wonder if you could help me... 你能帮我……吗?

I was wondering if you could do me a favor, please? 请问你能帮我个忙吗?

Would you kindly...for me? 你能替我……吗?

2. 询问别人你是否可以做某事

Can I use your computer, please? 请问我可以用你的电脑吗?

Could I borrow some money from you, please? 我可以向你借点钱吗?

* could 比 can 听起来有礼貌得多。

Do you mind if I turn up the heating?

Would you mind if I turned up the heating? 你介意我把暖气开大吗?

* 这两句无须加 please, 因为 Do/Would you mind 的表达已经很有礼貌了。

Would you allow me to use your typewriter? 我能用你的打字机吗?

3. 回答请求

By all means. 当然行, 没问题。

Yes, certainly. 当然可以。

Yes, that's all right. 可以。

No, not at all. 没问题。

I'm sorry I'm new around here too. 不好意思, 我也是新来的。

I'm afraid you are going in the wrong direction. 恐怕你走错方向了。

对话范例

【例1】

A: May I ask a question?

B: Please do.

【例2】

A: Could I speak to you for a moment?

B: With pleasure.

【例3】

A: Excuse me, where's the bus station, please?

B: Oh, it's at the end of the street, across from the church.

A: Across from the church. OK, I see it, thanks.



【例 4】

A: Could you tell me where the entrance to the subway is?

B: Sure. You see that bank down there on the left?

A: Yes.

B: Well, it's just beside the bank, between the bank and the bus station.

A: Between the bank and the bus station. Thanks.

三、致谢

1. 带 **thank/thanks** 的表达方式

Thank you for everything. 谢谢你做的一切。

Thank you very much indeed. 真的感谢你。

Many thanks/Thanks a lot. 非常感谢。

Thanks a million, Mr. Lee, for what you have done for me. 李先生, 对于你为我做的万分感谢。

Thank you very much, but I guess I'd better do it myself. 非常感谢, 不过我想我还是自己来吧。

Thank you/Thanks for trying (your best). 谢谢你尽力帮我。

Thank you anyway/all the same. 仍然感谢你。

I don't know how to thank you enough. 我不知道该怎样感谢你才好。

2. 带 **appreciate** 的表达方式

I appreciate it/your help very much. 我非常感谢你的帮助。

I appreciate your consideration. 感谢你的体谅。

3. 其他表达方式

It's kind of you to say that. 你这么说真是太贴心了。

You've been a great help/very helpful. 你帮了很大的忙。

I hope I can repay you for it. 我希望能报答你。

You've been very thoughtful. 你想得很周到。

I'm most/very/extremely/tremendously/awfully/terribly grateful to you for taking so much trouble to explain the best way of getting there. 非常感谢你不厌其烦地为我解释到那里的最佳路径。

I'm very much obliged to you. /Much obliged. 非常感谢。

4. 答语

You're most welcome. / Don't mention it. / It was nothing. / It was my pleasure. / Think nothing of it. / That's all right. / Any time. / Don't worry about it. / Forget it. / You bet. 不客气。/ 没什么。

四、邀请

1. 发出邀请

发出邀请时要礼貌热情。

I'd like to invite you to... 我想邀请你……



How would you like to...? 你觉得……好吗?

Do you want to...? 你想……吗?

Would you like to...? 你想……吗?

Would you be interested in...? 你对……感兴趣吗?

Let's... 我们……吧。

Can you come? 你能来吗?

Do you think you can make it? 你估计能到吗?

We'd like you to be our guest. 我们希望你来做客。

We'd like you to join us. 我们希望你加入。

I was wondering if you are free next Thursday. 你下周四有空吗?

Are you doing anything next weekend? 下周末你有空吗?

What are you doing next Saturday? We're having some people over for a meal. Would you like to come? 下周六你有空吗? 我们请了几个人来家里吃饭。你想来吗?

Would you be interested in coming to the cinema with me tonight? 你今晚有兴趣和我一起去看电影吗?

Would you like to come over for dinner on Saturday? 周六你来我家吃晚饭好吗?

Would you care to join us...? 你愿意加入我们……吗?

2. 接受邀请

接受邀请要表示感谢并赞扬对方的主意。

Thank you very much. 非常感谢。

Thanks for the invitation. 谢谢邀请。

I'd love to, thanks. 多谢, 我很愿意。

That's very kind of you, thanks. 多谢, 你真热心。

That sounds lovely, thanks. 好极了, 谢谢。

What a great idea, thanks. 好主意, 谢谢。

I appreciate the invitation. 感谢盛情邀请。

It is very nice of you to invite me. 你邀请我, 真是太好了。

3. 婉拒邀请

拒绝邀请要委婉, 先表达遗憾, 再说明理由。

Sorry, I can't. 对不起, 我不能。

I'd love to, but I won't be able to. 我很愿意, 但是不能来。

That's very kind of you, but actually I'm doing something else on Saturday. 你真客气, 但是我周六已经安排了别的事情了。

Well, I'd love to, but I'm already going out to the cinema. 我也很想去, 但是我已经想好去看电影了。

Much to my regret, I have to... 很遗憾, 我要……

I wish I could, but... 但愿我可以, 但是……



五、帮助

1. 提供帮助

Let me help you. 让我来帮你。

Can I help you? 我能帮你吗?

I'd be willing to...for you. 我很乐意为你……

Can/Shall/Could/Should I open the window for you? 我能为你开窗吗?

I could...for you if you like. 如果你愿意,我可以为你……

Do you want me to...? 你想我……吗?

Is there any way I could possibly be of help to you? 我有什么办法帮助你呢?

If it would be of any use/help, I could... 如果有用/有帮助,我能……

Would you like another coffee? 你想要多一杯咖啡吗?

Would you like me to answer the phone? 要我接电话吗?

I'll fix it, if you like. 如果你想,我会把它弄好。

2. 接受帮助

OK. That'll be great/nice. 好的,那太好了。

I would be extremely grateful if you would/could help. 如果你能帮忙,我会很感激。

3. 婉拒帮助

No, please don't worry. 请不要担心。

No, it's all right. Thanks. 没关系。谢谢。

Thank you very much, but I think it'll be all right. 感谢你,但我想会没事的。

4. 请求帮助

Do me a favor and... (, will you)? 你能帮我一个忙做……吗?

Can/Will you...? 你能……吗?

Could/Would you...please? 你可以……吗?

Do you think you could...? 你觉得可以……吗?

I wonder if you could possibly... 能否让你……?

Would you mind...? 你介意……吗?

5. 表示愿意帮助

Yes, of course. /Sure! 当然可以。/当然!

No problem. /Alright. 没问题。/好的。

6. 表示不愿意帮助

I'm afraid I can't... 恐怕我不能……

I really /do wish I could help you, but I'm afraid... 我确实很希望能帮你,但我恐怕……

I'd like/love to help, but I'm afraid... /only... 我很愿意帮你,但恐怕/只是……

对话范例

【例1】

A: Can I help you?

B: Yes, please. I'd like to know what time the train leaves. / No, thanks. I'm just looking.

**【例 2】**

A: Shall I open the window for you?

B: Yes, please. That would be very kind of you.

【例 3】

A: Would you like another coffee?

B: No, thanks/thank you. / Yes, please, that would be lovely / I'd love one.

【例 4】

A: Would you like me to answer the phone?

B: If you wouldn't mind / If you could.

* 注意这里不要回答说 "Yes, I would.", 因为这样听起来好像你就指望着别人替你做这件事。

【例 5】

A: I'll do the repairs, if you like.

B: It's OK, I can do it. / Don't worry, I'll do it. / Thank you, that would be great.

【例 6】

A: Is there any chance of borrowing your typewriter?

B: How long for?

A: Until the end of the week.

B: Yes, I think that would be all right.

【例 7】

A: Would you mind if I had some time off?

B: When exactly?

A: Monday and Tuesday of next week.

B: I'd like to say yes, but it's just not possible.

六、提议与建议

1. 向对方提出建议和忠告

You should... 你该……

You shouldn't... 你不该……

Why don't you...? 为何你不……?

You ought to speak more. 你应该多说话。

If I were you, I'd... 如果我是你, 我会……

I suggest visiting the Great Wall. (连说话人在内全部人都去) 我建议游览长城。

I suggest that you visit the Great Wall. (说话人不去, 只是提议) 我建议你去游览长城。

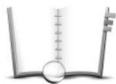
I recommend... 我建议……

What would you say to our going for a ride in the country? 我们去乡下骑车怎样?

It might be a good idea for us to postpone the visit. 我们推迟访问, 或许这个主意不错。

If I were you, I'd take a suitcase. 如果我是你, 我就带手提箱。

Let me give you some advice as to where to go for the vacation. 至于在何处度假, 让我



给你点建议。

If you ask my advice, I would not accept the invitation. 如果你问我, 我建议不接受这个邀请。

I advise you to buy a good dictionary. 我建议你买一本好词典。

Let me give you some advice. 我来给你一点建议吧。

很多人不喜欢不请自来的建议和意见, 所以可用下列句型更委婉地表达建议:

You could always... 你其实可以……

Have you considered...? 你考虑过……?

Perhaps we could... 也许我们可以……

What do you think about doing it again? 你觉得重做一次如何?

Do you think it's a good idea to...? 你觉得……好不好呢?

Why not...? 为什么不……呢?

How / What about...? ……如何?

2. 对建议的肯定回应

That's a good idea. 好主意。

Yes, that's fine. 那很不错。

What a good idea! 真是好主意!

3. 对建议的否定回答

I'd like that, but I can't... 我也想, 但是我不能……

Impossible. 不可能。

I'd rather you wouldn't... 我希望你别……

七、表达喜恶

1. 表示喜欢

I like jazz. 我喜欢爵士乐。

I fancy that dress. 我喜欢那条裙子。

I really care for pets. 我确实很喜欢宠物。

I adore sailing. 我喜欢航海。

I go for football. 我爱足球。

I enjoy skating. 我喜爱滑雪。

I'm keen on literature. 我热爱文学。

I'm nuts about dancing. 我热爱跳舞。

I'm mad about chocolate. 我对巧克力疯狂。

I'm fond of writing. 我热爱写作。

2. 表示不喜欢

I don't care for films. 我不喜欢电影。

I hate being treated like a child. 我讨厌被当作小孩子。

I can't put up with the heat. 我受不了这么热。

I think little of Kentucky Fried Chicken. 我不考虑去肯德基吃饭。

I am fed up with his rudeness. 我受够了他的粗鲁。



He is the last person I want to see. 他是最不想见到的人。

I can't say smoking appeals to me. 我不太喜欢抽烟。

I've never liked fish. 我从不喜欢鱼。

That sort of film is rubbish. 那类电影是垃圾。

The film isn't to my taste. 这电影不合我口味。

The film does not appeal to me. 这部电影不吸引我。

八、表示歉意

1. 一般道歉用语

Excuse me. 请原谅。

I'm so sorry. 很抱歉。

I'm awfully sorry. 非常抱歉。

I'm terribly sorry about that. 为此我非常抱歉。

I apologize. 我道歉。

My apologies. 我道歉。

Please forgive me. 请原谅。

It seems I owe you an apology. 好像我该向你道个歉。

You have my sincere apology. 我诚心诚意向你道歉。

Please accept my sincere apology. 请接受我诚心诚意的道歉。

I can't tell you how sorry I am. 我真的是很抱歉。

You cannot believe how sorry I am. 你不知道我感到多么抱歉。

Words cannot describe how sorry I am. 语言无法表达我对你的歉意。

I just don't know what to say. 我真不知道该说什么好。

I really feel bad about it. 我真的感到很内疚。

2. 因打扰对方而致歉

Sorry to be a bother/pest. 不好意思打扰你了。

Sorry to disturb you again. 抱歉，又来打扰你。

I'm sorry, I didn't mean to bother you. 对不起，真不想打扰你。

I'm afraid I've brought you a lot of trouble. 恐怕我给你带来了不少麻烦。

I'm sorry to have caused you so much inconvenience. 给你造成诸多不便，我很抱歉。

Sorry about the inconvenience. 对不起，给你添麻烦了。

3. 因自己的过失而道歉

I'm sorry for what I've done. 我为我的所作所为向你道歉。

I shouldn't have done that. 我不该那么做。

I didn't mean to do that. 我并不想要那么做。

I didn't mean it that way. 事情闹成那样并非我的本意。

I don't know how that could have happened. 我不知道怎么会发生那样的事。

You were right and I was wrong. I apologize. 你是对的，我错了。我道歉。

It's my fault. I really feel bad about it. 是我的错。我真的感到很难过。

It's all my fault. I'll try to make it up to you. 这事全怪我。我会尽力补救。



My mistake. It won't happen again. 是我的错。不会再发生类似的事情了。

It was so stupid of me. I really do apologize. 我当时真糊涂，非常抱歉。

I'm sorry, I spoke out of turn. 对不起，我说错话了。(out of turn: 轻率，不合时宜)

I owe you an apology for what I did last night. 我应该为昨天晚上的事向你道歉。

Forgive me, I didn't mean to offend you. 请原谅，我不是有意冒犯你的。

Please accept my apologies for any trouble my mistake has caused you. 因为我的失误给你添麻烦了，请接受我的道歉。

4. 接受道歉

That's all right. 没关系。

You're forgiven. 我原谅你。

That's OK. 没事儿。

No harm done. 没什么。

No problem. We all make mistakes. 没问题。人人都有犯错的时候。

Never mind. 无所谓。

Forget it. 算了。

It's not your fault. 那不是你的错。

It really doesn't matter at all. 真的没关系。

Don't worry about it. 别放在心上。

Think no more of it. 别再想它了。

Don't give it another thought. 不要再想了。

OK. I accept your apology. 好吧。我接受你的道歉。

I won't hold it against you. 我不会记仇的。

I'll let you off this time. 这回我放过你。

I'll give you another chance. 我再给你一次机会。

九、抱怨与投诉

1. 表达抱怨和投诉

遇到不满意的事情和对待需要投诉的事件时，礼貌地说比较奏效。一般先要说“Excuse me”或“Sorry”，再提出你的投诉，这样显得有教养和礼貌，你的问题才会得到更圆满的解决。

Excuse me, I think you've given me the wrong change. / Sorry, I think this change is wrong. 不好意思，我想你找错钱了。

Excuse me, but there's a problem with the...in my room. / Sorry to bother you, but I think there's something wrong with the... 不好意思，我房间里的……有问题。

I'm afraid I have to make a complaint. ...has gone missing from my hotel room. 恐怕我要投诉，我酒店房间里的……不见了。

I'm afraid there's a slight problem with my room—the bed hasn't been made. 我的房间恐怕有点小问题，床没有整理。

Excuse me, I'm afraid... 不好意思，我恐怕……



Excuse me, there seems to be something wrong with... 不好意思, ……好像有问题。

There appears to be something wrong with... ……好像坏了。

2. 回应抱怨和投诉

当人们发现自己错了而道歉, 一般都会说 “sorry”, 然后再提出把事情做好的解决办法。

I'm sorry. I'll get someone to check it for you. 对不起。我会派人给您查一下。

Sorry to hear that. I'll send someone up. 很抱歉。我会派人上去处理。

Oh, I am sorry about that, I'll... 噢, 非常抱歉, 我会……

Well, I'm afraid there is nothing we can do about it, actually. 呃, 其实, 恐怕我们也无能为力了。

I'm afraid there isn't much that we can do about it. 恐怕我们也无能为力。

I suggest you leave it with us, and we'll see what can be done/we can do. 请交给我们处理, 我们会看看能够做什么。

I'm afraid the manager isn't in at the moment. Could you call back later? 恐怕经理现在不在, 你能稍后再打回来吗?

对话范例

【例1】

A: Do you think you could keep the noise down a bit?

B: Sorry! Have I been keeping you awake?

A: Yes, and another thing—would you mind not using my toothpaste?

B: I'm sorry. I thought you didn't mind.

【例2】

A: That radio's terribly loud. Could you turn it down?

B: Sorry! Is it disturbing you?

十、表达意见

在日常对话中, 经常会出现不同的意见, 我们要学会表达同意或不同意, 并掌握如何用词以显示你同意或不同意的程度。

1. 简单的赞同语

Yes. / Yeah. / Yep. / Yup. 是的。(yeah、yep 和 yup 都是口语中 yes 的变体)

Sure. / Of course. 当然。

How true! 千真万确。

Absolutely. / Exactly. 完全正确。

Well said. 说得好。

I agree. 我同意。

You're right. 你说得对。

You got it. 你算说对了。

You bet. 没错。

My opinion exactly. 英雄所见略同。

That's for sure. 那是当然。

That's true. 正是如此。