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大学英语四级考试技巧

目 录

- 一、写作 (Writing) 的关键要素 2
- 二、快速阅读 (Skimming and Scanning) 解题技巧 8
- 三、听力 (Listening) 解题技巧 10
- 四、阅读理解 (Reading in Depth) 选词填空解题技巧 ... 15
- 五、阅读理解 (Reading in Depth) 篇章阅读理解解题技巧 ... 18
- 六、完型填空 (Cloze) 解题技巧 23
- 七、翻译 (Translation) 解题技巧 27

一、写作 (Writing) 的关键要素

1 用词的准确性与宽度

词是语言的基本单位，人们要表达思想，就要选择适当的词语，否则，就会词不达意，例如：

How you behave exposes the kind of person you are.

expose 意思是“暴露”、“揭露”，用在这很显然不妥，应改为 shows。

What's more, we can learn knowledge through reading information books.

句中 learn knowledge 显然是要表达“学到知识”，由于受汉语的影响把汉语的表达照搬过来，应将其改为 acquire knowledge。

If we deal with the relationship between love and learning exactly, love will not effect learning.

exactly 修饰 deal with 用词不当，应改为 properly，另外，effect 为名词，应改为动词 affect。

While at school, he won first reward for good behavior.

句中的 reward (酬劳) 词不达意，应改为 prize。

They think their age is enough old and they have the right to love.

enough old 是中国式英语，按英语习惯，enough 应放在形容词、副词后，应说 they are old enough。

写作中另一个值得注意的问题是用词的宽度：当同一概念有不同的表达时，不妨换一种说法。比如下面这两句话：

The teacher maintains that students should give up love for the sake of learning. Students, however, hold that forbidding love between college students is no good.

这两句话里，谓语分别是 maintain 和 hold，如将二者都改为 think，意思相同，但用词宽度就不如原文，这两句话里还用了 for the sake of, give up 等短语，都是用词宽度的表现。

2 句子的多样化

(1) 开头的多样化

“主—谓—宾”、“主—系—表”，是英语的基本句型，主语领先句也是用得最多的句型，但同时又可以用其他结构开头时，如：

Defeated in the minor exchange, I now play my queen of triumph. (分词短语做状语开头)

Under no circumstances should we neglect the importance of study. (介词短语做状语开头)

Equally important is a good reading habit. (表语开头)

There are two ways one can own a book. (there be 句型开头)

改变句子开头，句子就会更生动，也使文章疏落有致，丰富多彩。

(2) 句子长度的变化

句子的长短并无优劣之分，但一味地使用短句就会使文章显得单调乏味，鲜有文采：

She returned to her office room. She found a note from Mr. May under the door. He said he was waiting for her in that coffee room and hadn't found her sister yet. He added that he was sorry to have missed her.

语法、用词和文字均无可挑剔，但句子都是短句，读起来平淡无味。经修改：

When she returned to her office room, she found a note from Mr. May under the door, **which** said he was waiting for her in that coffee room and hadn't found her sister yet. He added that he was sorry to have missed her.

3 造句要领

造句包含两层意思：一是语法正确，也就是说句子结构要完整正确，二是句型要多样化。

正确的句子，要求结构完整和意义完整，要避免残缺句和融合句。

残缺句就是指句子成分残缺不全，例加：“Because communication has become more and more important to a modern society.”就是一个残缺句。因为它只不过是一个由“because”引出的原因状语从句，而主句残缺。应改为：

Because communication has become more and more important to a modern society, people begin to pay more attention to it.

融合句就是将许多意思各不相干的句子生硬地融进一个句子结构中。例如：“However, too many examinations probably make us very tired and nervous, and waste our much time and useless at all.”这是一个典型的融合句。这个句子“融进”了三个意思：1. 考试太多搞得我们既疲倦又紧张；2. 过多的考试使我们浪费了许多时间；3. 这种考试一点用也没有。正确写法是将它改写成三个独立的句子：

However, too many examinations probably make us very tired and nervous. Also, they will waste us too much time. Some of these examinations are of no use at all.

4 典型作文的常用句型

(1) 用于驳斥和比较的常用句型

- ① In general, I don't agree with...
- ② In my opinion, this point of view doesn't hold water.
- ③ The chief reason why is that...
- ④ There is no doubt that...
- ⑤ It is not true that...
- ⑥ It can be easily denied that...
- ⑦ We have no reason to believe that...
- ⑧ What is more serious is that...
- ⑨ But it is a pity that...
- ⑩ Besides, we should not neglect that...
- ⑪ But the problem is not so simple. Therefore, ...

- ⑫ Others may find this to be true, but I believe that...
- ⑬ Perhaps I will question why...
- ⑭ There is a certain amount of truth in this, but we still have a problem with regard to...
- ⑮ Though we are in basic argument with..., but...
- ⑯ What seems to be the trouble is...
- ⑰ Yet differences will be found, that's why I feel that...
- ⑱ It would be reasonable to take the view that..., but it would be foolish to claim that...
- ⑲ There is in fact no reason for us to believe that...
- ⑳ What these people fail to consider is that...

(2) 用于描写图表和数据的常用句型

- ① It has increased by three times as compared with that of 1998.
- ② There is an increase of 20 % in total this year.
- ③ It has been increased by a factor of 4 since 1995.
- ④ It would be expected to increase 5 times.
- ⑤ The table shows a three times increase over that of last year.
- ⑥ It was decreased twice than that of the year 1996.
- ⑦ The total number was lowered by 10 %.
- ⑧ It rose from 10 to 15 percent of the total this year.
- ⑨ Compared with 1997, it fell from 15 to 10 percent.
- ⑩ The number is 5 times as much as that of 1995.

(3) 用于解释原因、分析影响的常用句型

- ① Everybody knows that...
- ② It can be easily proved that...
- ③ It is true that...
- ④ No one can deny that...
- ⑤ One thing that is equally important to the above mentioned is...
- ⑥ The chief reason is that...
- ⑦ We must recognize that...
- ⑧ There is no doubt that...
- ⑨ I am of the opinion that...
- ⑩ This can be expressed as follows:
- ⑪ To take... for an example, ...
- ⑫ We have reasons to believe that...
- ⑬ Now that we know that...
- ⑭ Among the most convincing reasons given, one should be mentioned...
- ⑮ The change in... largely results from the fact that...
- ⑯ There are several causes for this significant growth in..., first..., second..., finally...
- ⑰ A number of factors could account for the development in...
- ⑱ Perhaps the primary reason is...

⑱ It is chiefly responsible for...

⑳ The reasons for... are complicated. And probably they are found in the fact...

(4) 用于论证和说明的常用句型

① As it is described that...

② It has been illustrated that...

③ It provides a good example of...

④ We may cite another instance of...

⑤ History may provide us with the examples of...

⑥ A number of further facts may be added...

⑦ The situation is not unique, it is typical of dozens I have heard.

⑧ A recent investigation indicates that...

⑨ According to the statistics provided...

⑩ According to a latest study, it can be predicted...

⑪ There is no sufficient evidence to show that...

⑫ All available evidence points to the fact that...

⑬ Examples given lead me to conclude that...

⑭ It reveals the unquestionable fact that...

⑮ The idea may be proved by facts...

(5) 用于文章或段落起始的常用句型

① **With the growing popularity of** internet surfing (computers / cars / mobile phones / pagers / PDP television / ...) **in China, the quality of our lives is improving for the better.**

② **As the proverb says/goes...** (It goes without saying that... / Generally speaking, ... / It is often said that...)

③ **With the (rapid) development of** science and technology (market economy / electronic industry / information industry / higher education / ...) **an increasing number of people come to realize that** (knowledge is power / education is of vital importance / ...)

④ **Currently, there is a widespread concern over** drug abuse (high unemployment rate / wildlife extinction / environmental pollution / organized crime / energy crisis / water shortages / traffic jams / increasing traffic accidents / ...).

⑤ **Recently the issue of... has been brought to public attention.** (Currently there is a widespread concern that... / Now people in growing number are coming to realize that...)

⑥ **Nowadays, a heated debate** (discussion) **about** private cars / stocks / brain-drain / China's football / ... **is under way in China.**

⑦ **As the public awareness of** the market economy (population control / socialism and communism / wildlife preservation / environmental protection / higher education / competition / laws and regulations / ...) **heightens, the gap between China and the developed countries will gradually vanish** (many social problems will be solved gradually).

- ⑧ **Recently, extensive studies** (statistics / surveys / investigations / ...) **show** (reveal / indicate / demonstrate / prove / ...) **that** 107 Chinese cities and 1231 small towns suffer water shortages.
- ⑨ **There are three major values of** owning a car (a computer / an apartment / a mobile phone...). **To begin with... , Next... , Last.... There are, on the other hand, more reasons against it. First (ly) ... , Second (ly) ... , Finally...**
- ⑩ **Now an increasing number of people come to realize that** time is money (knowledge is power / science and technology energize economic growth / we must learn to live in harmony with wildlife / cheating never pays).
- ⑪ **Now it is commonly held that... , but I doubt whether...**
- ⑫ We enjoy Internet surfing **not because** we are curious about new things, **but because** Internet represents the latest technology.
- ⑬ **The possible solutions of** the energy crisis (water shortages / desertification / pollution / these social problems / ...) **depend on three factors (and on specific situations)**.
- ⑭ **Faced with ... , quite a few people argue that ... , but other people conceive differently.**
- ⑮ **The three major reasons affecting** (responsible for) the rapid economic growth (traffic accidents / fires / wildlife extinction / the floods / the collapse of new building / traveling fever / energy crisis...) **are A, B, and C.**
- ⑯ Different people have different attitudes towards the bidding of the 29th Olympic Games (private cars / high unemployment rate / Internet surfing / private schools / state monopoly of telecommunication / urbanization / stock...) **Some are in favor of... while others are against...**
- ⑰ **When it comes to the access to WTO** (Internet surfing / private schools / brain-drain / e-business / China's football / recycling ...) , **most people believe that... , but other people argue that.**
- ⑱ To lend or not to lend money to a friend (To be or not to be married) **depends on specific situations.**
- ⑲ **For years, extensive research efforts have been focused (centered) on** decoding the book of life (development of optical computers / elimination of desertification / human organ transplantation / ...) .
- ⑳ **In spite of these problems of** the private companies in China (the home-made instruments / private cars / joint ventures) , **their strengths far outweigh their weaknesses.**

(6) 用于文章或段落结尾的常用句型

- ① **Without** computer (cell telephone / cars / microelectronics / telecommunication / Internet / advances / ...) , **it would be difficult to imagine modern life.**
- ② **From this point of view, we can see ...** (On account of this we can find that... / Therefore, these findings reveal the following information: ...)

- ③ **We should do our best in eliminating** industrial pollution (fake products / or crimes / illiteracy / poverty in China...).
- ④ **In a word** (In conclusion /To sum up) , ...
- ⑤ **It is imperative for us to take effective measures to** correct the situation (fight increasing corruption/ hold back a tidal wave of crime /ease water shortages /...).
- ⑥ **Thus, this is the reason why** (As far as... be concerned, I believe that / There is little doubt that / It is obvious that) **we must...**
- ⑦ **There is no immediate solution to the problem of..., but... might be helpful.** (None of the solution is quite satisfactory. The problem should be examined in a new way.)
- ⑧ **In the race for quality** (knowledge / excellence / efficiency / creativity / truth / happiness / scientific exploration / technological innovation /...) , **there is no finish line.**
- ⑨ **At best**, he does not tell the truth; **at worst**, he is not equal to his job.
- ⑩ **The problem is not** the death of one man (that we cannot do it); **the problem is** the life of this organization (that we hate to do such nasty things).
- ⑪ **In order to make our world a better place in which to live, we must** learn to live in harmony with all wildlife species (stop polluting our environment right away / conscientiously follow family planning).
- ⑫ **It is high time that we put considerable emphasis on...** (Taking into account all these factors, we may safely reach the conclusion that... / The result is dependent on...)
- ⑬ **In short**, population explosion, environmental pollution and exhaustion of natural resources are the major problems to be solved to make our world a better place in which to live.
- ⑭ **To conclude**, carelessness in handling fires, misuse of flammable liquids and abuse of electrical appliances are the three major fire hazards around us (heightened environmental awareness, changing trade patterns and emerging technology are having a major impact on our economy).
- ⑮ **Let us work hand in hand to** solve these social problems (fight against corruption / hold back a tidal wave of crimes / build China into a powerful nation / ...).
- ⑯ **I want** to be a teacher (to be a doctor / or to do something) **not only because... but also because...**
- ⑰ **It goes without saying that** science and technology constitute the primary productive force (knowledge is something / creativity is everything / cheating never pays / ...).
- ⑱ **The nearer the dawn, the darker the night.** (The more..., the more...)
- ⑲ The state-owned enterprises (The township enterprises) **have only two choices:** solve these longstanding problems through reform or go bankrupt.
- ⑳ We should not **let the golden opportunity slip by.** **On the contrary**, we should **seize any opportunity and face the challenge** with confidence.

二、快速阅读 (Skimming and Scanning) 解题技巧

1 是非题的应对策略

(1) 读题干，确定线索性关键词

解题第一步要读懂题干，确定问题涉及的是与主题相关的哪一项内容，即确定含在题目中的**线索性关键词**。这些线索性关键词与主题的某项内容有着密切的关系，它们可以帮助我们迅速判定问题出处所在的段落或小标题段落。线索性关键词一般可分为名词、动词和修饰限定性成分，这些词是与文章描述的人或事物的性质、内容或行为相关的词语。以样题第二题为例：

Most of the trash that Americans generate ends up in landfills.

关键词：trash 为名词；end up 为动词短语；American generate 为限定性词语。关键词涉及美国大多数垃圾的最终归宿。

(2) 确定问题出处，定位相关内容

根据题目中的线索性关键词包含的信息，查读到文章中包含**同样或类似**信息点的相关标题或段落，还可以定位到具体的句子，考查主旨大意的题目除外。题目顺序和出题点在文中的顺序基本上是一致的，做时可以按照题目顺序，从上到下依次读文章。如：

How Is Trash Disposed of?

The trash production in the United States has almost tripled since 1960. This trash is handled in various ways. About 27 percent of the trash is recycled or composted, 16 percent is burned and 57 percent is buried in landfills. The amount of trash buried in landfills has doubled since 1960.

浏览标题性内容：1. 垃圾产生的数量 How much trash is generated? 2. 垃圾的处理方式 How is trash disposed of? 题目的 ends up 对应文章小标题的 disposed of，都涉及垃圾的处理问题。所以断定题目的内容在这个标题的内容下。

题目关键词：trash, American generate, ends up 分别对应文章中的词语：trash, the United States, buried。

(3) 比照题干与出题点的相应内容，对题目做出判断

比照题干与文章中出题点的相应内容，对题干的陈述是否完整做出判断。判断时**严格遵守文章事实**，不能根据自己的主观臆断想当然地进行分析判断。如：

How Is Trash Disposed of?

The trash production in the United States has almost tripled since 1960. This trash is handled in various ways. About 27 percent of the trash is recycled or composted, 16 percent is burned and 57 percent is buried in landfills. The amount of trash buried in landfills has doubled since 1960.

题目：Most of the trash that Americans generate ends up in landfills.

分析：在关键词对应的前提下文章和题目内容进行比较，并加以推理；文章中 27 percent, 16 percent 都明显少于 57 percent，而题目的 Most 对应文章的 57%，

“是对美国有 57% 垃圾投入垃圾掩埋池”的同义概括，题目正确，选 Y。

(4) 正确答案的分布特征：

方案一：3Y + 3N + 1NG

方案二：4Y + 2N + 1NG

方案三：2Y + 4N + 1NG

2 填空题的应对策略

(1) 读题干，确定线索性关键词

填空题解题第一步也要读懂题干，确定问题涉及的是与主题相关的哪一项内容。快速阅读填空题也需要确定含在题目中的线索性关键词。正如是非判断题一样，填空题里的线索性关键词帮助理解题目所测试的内容。同时，他们在题干中是作为一定的功能性成分出现的——通常是句子的主语和谓语部分，有时也会包含一定成分来修饰限定句子的主干部分。这些线索性关键词既可以帮助考生迅速找到问题出处对应内容，同时初步判定题干中缺失的内容在句中所作的成分。例如：

题目：Typical customers of a landfill are _____.

关键词：customers 主语；are 谓语；Typical, of a landfill 修饰性词句。由此断定本题缺少表语成分。

(2) 确定问题出处，定位相关内容

填空题是紧接着是非判断题在文章快结束部分出现的，题目顺序和出题点一般都是承接是非判断题的出题点从上到下设题的。所以应该根据关键词在文章快结束部分从上到下依次读文章，查读到文章中包含同样或类似信息点的相关标题或段落，然后定位到对应的句子。例如：

How Is a Landfill Operated?

A landfill, such as the North Wake County Landfill, must be open and available every day. Customers are typically municipalities and construction companies, although residents may also use the landfill.

题目：Typical customers of a landfill are _____.

分析：customers 主语；are 谓语；Typical, of a landfill 修饰性词句，划线部分即为题目在文章中对应的句子。

对应需注意 3 种不同形式：

第一种：相同词性的同义替换，如：rules and regulations — regulations

第二种：动 - 副同义替换，如：speed up — quickly

第三种：同义、文与数的替换，如：most of — 57 percentage

(3) 比照题干与文章对应内容填空

通过第二步找到了文章中的对应内容，也就不难推出题干是怎样转换了原文内容，比照题干与文章对应内容，就可以确定文章中应该填入的内容。例如：

题目：Typical customers of a landfill are _____.

题目是将 Typically 转换词性，文章的主语和表语成分与题目中的主语和表语的

成分一致，所以，题目中缺少的成分就是 municipalities and construction companies。

三、听力 (Listening) 解题技巧

1 对话题

“对话”题型包括以下几种形式：第一人请求帮助，第二人回答给予或拒绝帮助；第一人总述观点，第二人同意、部分同意或反对；第一人提出请求，第二人接受或拒绝；第一人提出一个话题，第二人加以说明。

“对话”题型按内容则分为：

(1) 地点及场所题型

提问的常见句式有：

Where is the speaker now?

Where will the man go?

Where does/did this conversation (most probably) take place?

地点与场所题在听力对话中十分常见，也较为简单。这类题目的选择项大多是表示地点及方位的介词短语，很容易识别。应根据对话内容，抓住其中的反映关键场景特点的关键词，以此来辨认对话发生的场所，如听到 book a room 一词时，马上就应想到在旅馆，听到 open an account，就能想到在银行。如：

【例】W: The Golden Lion sounds like a nice place to eat in.

M: OK, let's go there. I hear they have a complete menu and a warm atmosphere.

Q: Where are the man and the woman going?

[A] To a hotel

[B] To a bar

[C] To a club

[D] To a restaurant

在听力材料中，Golden Lion 可能不容易听懂是什么，但后面的关键词 eat、menu 间接表明两人准备去吃饭。所以 [D] 为正确答案。

由此可见，对于这类题目，可以采取捕捉关键信息的作法，只要能听懂那些特定场景的用语，就能准确地选出正确项。

(2) 数字与计算题型

①数字辨音题 英语中的数字在表达不同的概念时有着不同的读法。

时刻 5: 12 five twelve/twelve past five

7: 15 seven fifteen/a quarter past seven

8: 45 eight forty-five/a quarter to nine

11: 50 eleven fifty/ten to twelve

时段 半小时 half an hour

2 个半小时 two hours and a half

提前半小时 half an hour early/half an hour ahead of time (schedule)

日期 3 月 15 日 March 15th/the 15th of March

10 月 1 日 the first of October/October 1st

每隔一天 every other day/every two days

几天前 the other day
年代 1960 年 nineteen sixty
1900 年 nineteen hundred
20 世纪 60 年代 (1960s) nineteen sixties
21 世纪 twenty-first century
公元前 450 年 (450BC) four hundred and fifty B. C. / four fifty B. C.
10 年 a decade 100 年 a century
20 年 two decades/a score

地点 第五大街 61 号 Sixty-one, Fifth Street
林登大街 46 号 Forty-six, Lindon Street

价格 5 美元 five dollars 5 美分 nickle
10 美分 dime 25 美分 quarter
10.98 美元 ten dollors ninety-eight cents/ten point ninety eight dollars

小数、分数、倍数

$\frac{1}{2}$ (0.5) : one half/zero point five

$\frac{1}{4}$ (0.25) : one fourth / a quarter/zero point twenty-five

$\frac{1}{3}$ (0.33) : one third/zero point thirty three

$1\frac{1}{2}$: one and a half

$2\frac{5}{6}$: two and five-sixths

$1\frac{3}{4}$: one and three quarters

两倍: twice/double/twice as much (many) as

三倍: three times / triple

号码

125 页: Page one twenty-five

312 房间: Room three one two

电话号码: 5532226 double five three two two two six

②**数字替换题** 这类题主要用于天数、钟点、星期等不同表示法的同义异形替换。书面选择项与录音原文在音、形上不同,但意思上一致。

half an hour 半小时

dozen 一打,十二个

score 二十个

decade 十年

century 百年

millennium 千年

daily 一日一次

weekly 每周

monthly 每月

annually 每年

the day before yesterday 前天

the day after tomorrow 后天

quarter 一刻钟,四分之一,季度

③**简单计算题** 这类听力测试题的基本特征是备选项中给出 3—4 个表示某一内容的数,录音中也至少会出现两个数。要求通过简单的加、减、乘、除来选出正确答案。其中加减法计算型试题出现频率最高,常用来表示时间迟

早、价格多少、年龄大小等方面的话题。乘除法和加减乘除混合法计算型试题常用于购物中商品个数与价格等方面的计算。听力测试中的计算不同于数学试题的计算，它的侧重点在于对数字的辨音、记忆以及对话语的理解，在此基础上进行的加减乘除计算也非常简单，一般不会超出心算的范围。

(3) 人物关系题型

常见提问句式有：

Who is the man?

Who does the man want to talk to?

To whom was the man talking?

What is the probable relationship between the two speakers?

此类听力试题难度略低，解题要领是：抓住与职业或地点有关的**关键词或短语**，体会说话人的态度和语气，从而推断出说话人的职业以及说话人之间的关系。以下是听力考试中常涉及到的职业及人物关系：

teacher/professor and student, librarian and student,
doctor/dentist/surgeon and patient, nurse and patient,
doctor and nurse, waiter/waitress and customer,
shop-assistant/salesgirl and customer,
writer and reader, driver and passenger,
lawyer and client, employer and employee,
boss and secretary, manager and clerk,
husband and wife, friends, colleagues, neighbors,
parents and children/daughter/son, etc.

由于各职业都有其特殊的常用词汇和句式，因此掌握各职业专门的词汇和句式有助于判断、理解听力试题。以下是几种常见职业及其常用关键词语：

Teacher: textbook, exam, score, term paper, test, homework, assignment, tuition, semester, fail, pass

Doctor: prescribe, operation, medicine, pill, injection, diagnose

Lawyer: court, law, lawsuit, agent, sue, civil court

Police: fine, traffic light, speeding, licence

Waiter/Waitress: order, dish, menu, tip

Postman: parcel, mail, deliver, postcard

(4) 简单推理题型

提问常见句式有：

What does the man mean/imply?

What can we learn/conclude/infer from the conversation?

What can be concluded/inferred from the conversation?

What conclusion can be drawn/made from the man's reply/answer?

What has the man/woman assumed?

What does the conversation indicate?

逻辑推理型短对话是难度较大的一类题型。由于对话双方表达思想的方式比较含蓄，听者往往不能直接从对话中得到题解，而必须依据对话的内容，利用语音、语调、语气，经过逻辑推理来判断说话人的意向、目的、要求和态

度，从而得出正确答案。其中，遇到虚拟语气时，则可选择与事实相反的答案。“听到什么就不选什么”是一个非常高风险的“技巧”。

听力理解的短对话题型，只有一个话轮，然后就该话轮提问，因而相对来说难度不大。为此，命题者必然就要在选项上做文章：就是用对话中的原词、原句来做干扰项，采用与原文具有“貌合神离”的色彩，因而被认定是具有难度的干扰项。

考试中常出现的虚拟语气用法：

用虚拟语气来表示与现在、过去、将来的事实正好相反的含义。

表示与现在和将来事实相反的虚拟条件时，谓语的主要形式为：

从句：过去时 + ...

主句：would (should, could, might) + V. + ...

表示与过去事实相反的虚拟条件时，谓语的主要形式为：

从句：had + 过去分词 + ...

主句：would (should, could, might) + have + 过去分词 + ...

此外，常用来表示虚拟语气的句型结构还有：

if only 引起的从句

wish + 宾语从句

It seems + as if (as though) ...

掌握虚拟语气的句型结构（特别是谓语动词的形式），并领会虚拟语气与事实相反的含义是解题的关键。例如：

I wish John were here.

(In fact, John is not here.)

If I had had your telephone number, I would have called you.

(In fact, I didn't have your telephone number so I didn't call you.)

If only our team had scored one more point!

(In fact, our team didn't score one more point.)

在理解虚拟语气的内涵意义时，无论是带 if 的条件句，还是主句，最好先否定谓语动词，然后再作回答（如上面三例所示）。这样就比较容易看清句子的含义。

2 短文题

听力部分的短文理解是整个试卷中最难的部分，很多考生对此都听而生畏，难以应付。下面就短文部分的出题特点及答题要领加以论述。

(1) 短文的前两句话往往概括全文内容，会对理解全文有指导意义。例如：If you are a student, there are several things you should know about renting an apartment.

文中的第一句话就告诉考生文章的中心意思。下面向学生介绍租房子的常识。考生听到 several ways, 就应该用笔记下以下要讲的几种方法。

(2) 篇幅较长的听力短文，包含若干条信息，因此，除了段首句外，应抓住每一段信息的第一句话。

(3) 短文的最后一句也很重要，此句往往概括全文、得出结论、或陈述作者的看法。

(4) 有些文章的主题句不出现在第一句，结尾也没有概括性的论断，这时

应注意听力材料中重复多次的词汇或这个词的不同表达方式，根据这些词来推测中心内容。

(5) 听短文前可先浏览选项，通过选项推测文章内容。

【例】[A] Some future economic problems.

[B] The membership of local organizations.

[C] Conservation legislation.

[D] The necessity for conservation.

粗略看一下四个选项，会发现 [C] 和 [D] 中都出现了 conservation 这个词，一般来说，这种措辞暗示短文内容很可能与 conservation 有关。应注意听与 conservation 有关的信息或观点。

(6) 对于一些细节性的问题即以 wh-开头及 how 开头的问题，要注意数量、人物、年代等关键信息，最好边听边做笔记。

(7) 短文听力的事实题比例较大，错误的选择干扰作用较小，可以说是“听到什么就选什么”。但是一定要按照文中的陈述来答题，而不能过分依赖常识或自己的想象解题。

(8) 每篇短文之后的三道题的答案应该是一致的。如果所选答案相互矛盾，则一定有误，这一点也是判断答案是否正确的方法之一。

(9) 要善于抓住关键词 (key words)。关键词常常是实词，找到了关键词，就抓住了短文的大意，短文开头与结尾的关键词揭示主题内容，是解题的重要依据。与“听到什么选什么”的原则相结合，这些核心词就成为正确答题的钥匙。

3 短文听写题

(1) 听前预测

考生答题前应做“听前预测”，弄清所听文章的类型、结构及中心大意。听前预测还能帮助考生避免过于注重个别生词或词汇语音的辨别，而导致失去对全篇信息的捕捉和理解。

听前预测包括以下三方面的内容：

① **根据主题句进行猜测**：段首句往往是该段篇章的主题句，包含着该段篇章所涉及的人、地点和以后所要谈论的议题及中心思想。

② **逐句猜测**：顺着文章大意思路进行逐句猜测，这包括**语义猜测**和**语法猜测**。语义猜测主要根据：上下文中的关键词重复；同义词替代；对关键词的解释。

③ **根据用词猜测**：考生借助功能词进行猜测。在语篇中一般有表示“启”、“承”、“转”、“合”四种功能的单词或短语，我们把它们称为辅助篇章理解的大词。抓住了大词，就把握住了篇章的脉络。

有关“启”的常用词语有：first, firstly, first of all, at first, at present, at the beginning, lately, now, recently, to begin with, generally speaking, as a popular saying goes, as the proverb says, in the first place, ...

有关“承”的常用词语有：next, also, again, at the same time, by this time, besides, in addition, for example, for instance, in fact, in other words, in particular, meanwhile, moreover, of course, so, still, what is more, ...

有关“转”的常用词语有：after all, but, however, in spite of, no doubt,

on the contrary, on the other hand, whereas, although, while nevertheless, like, unlike, ...

有关“合”的常用词语有: therefore, hence, as a result, overall, all in all, at last, in brief, in conclusion, in short, in a word, in sum, in summary, on the whole, to sum up, eventually, ...

预测是听写中非常重要的环节,考生需平时多加练习后方可掌握上述技巧。

(2) 注意事项

利用书面信息,预测短文大意。要充分利用朗读试题指示的时间,快速浏览所给书面信息,缩小预测范围,降低难度,抓住短文大意。

听第一遍时,结合预测意向,边听边看,对录音信息产生一个整体概念和对原文意思的正确理解。

在第二、三遍的听音中要利用一切可利用的信息进行填空与核实。根据书面信息,我们可以依据所学过的语法知识(如语态、时态、句型、动词非谓语形式、固定搭配等)、大小写、标点符号等来决定所填内容。

书写要整齐清楚,速度要快。学会使用自己设计的速记符号,如首字母或其它标记,不会写或一时难以判断的词,还可暂时以音代义,等录音放完后,再根据对短文的理解猜出、补上。对于听不清楚的某些连读形式,可以借助语法知识和上下文内容或篇章结构加以补充和完善,使全文意义完整。

放音结束后的整理阶段,注意从语义和语法两个方面进行检查,只有当语义逻辑和语法要求都无懈可击时,答案才是正确的。

四、阅读理解 (Reading in Depth)

选词填空解题技巧

1 解题步骤

(1) 先将词库 (word bank) 中的 15 个词的词性大致分类。

(2) 快速浏览全文。努力寻找文中的主题句 (topic sentence), 弄清楚文章的主旨大意。一般来说,命题者不会在文章的首句设立考点。

(3) 边阅读文章边解题。阅读时,考生首先应该充分运用自己掌握的语法等知识将可选范围缩小到最小,然后根据上下文、文章的主旨大意或各部分之间的逻辑关系等进行判断。

(4) 把所选单词放进文章并通读全文。考生应该从整体的角度来检验填入所选单词后各部分的语法是否正确,逻辑是否合理,上下文是否连贯。

2 语法知识是解题基础

考生在解答选词填空题时,需要根据语法知识确定词性和词形。考生应该首先对含有命题点即空白处的句子进行结构分析,找出空白处所需的单词在整个句子里充当什么成分,主语、谓语还是定语、状语等,如:确定了空白处为动词之后,还要判断空白处应为动词原形还是动词过去式或分词或第三人称单数形式,这些根据上下文提供的语境及语义即可判断。