

教育部推荐教材

21世纪高职高专系列规划教材

实用英语

(第二册)

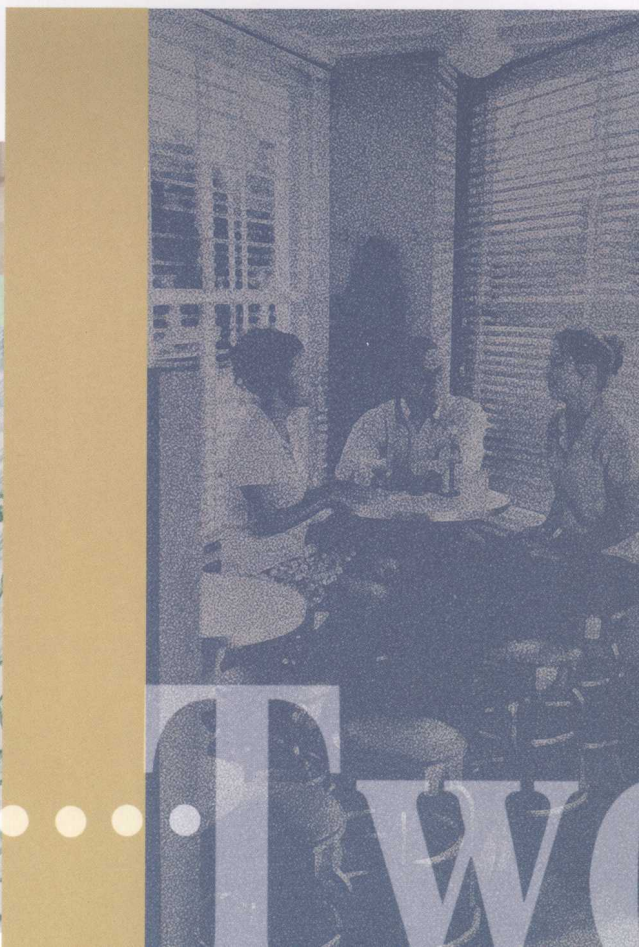
练习册

主 编 王庆奖 尹文山

副主编 杜文娟 廖 荭 任久华



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前 言

作为高职高专的教材之一,《实用英语(第二册)》除了秉承第一册的模式与风格以外,还具备了以下一些特点。

在选材方面,《实用英语(第二册)》教材要求贴近高职学生的生活经验和思维水平,注重材料的时代性、趣味性和实效性,同时注意选取有一定的影响力和思想深度的经典性材料。选材的难度进阶标准既考虑现行《高职高专教育英语课程教学基本要求(试行)》对词汇量和语法内容的难度范围因素,更要在总体上顾及高职学生对涉外业务知识、主题、内容的认知水准。此外,本教材还选取部分有关中国的英文文章,以培养学生对外介绍中国文化的语言能力。

在衔接方面,《实用英语(第二册)》的编写以第一册为基础,但在第一册的基础上有所不同和有所发展。这主要体现在:(1)与第一册相比,课文难度有所上升、词汇量有所增加、语法项目有所不同、写作程度有所提高。(2)在总结第一册使用的基础上,提出新的内容,使选材和训练等内容更加切合高职高专学生的实际。(3)第二册不是新的开始,也不是最后的终结,而是起到承上启下的作用,因此既要与第一册有机衔接,又要为第三册的编写留有余地和空间,既使学生能够循序渐进,又使他们能够通过三册教材的学习,打下一个良好的英语基础。

考虑到“适用为主,够用为度”的原则,《实用英语(第二册)》在“Listening and Speaking”部分贴近了高职高专近年来的考试风格;而“Reading”部分则注意课文的长度和难度,使超纲词汇控制在一定的比例之内,以便学生在学习的过程中以及教师在教学的过程中能够更好地把握;在“Grammar Tip”中既对语法的基本概念作了简明扼要的描述,以便学生能够温故,也强调语法重点难点,以便学生能够知新;“Writing”则既强调实用文体的写作,也注重培养学生的应用能力。

本书与实用英语(第二册)配套使用,其编者基本上都是工作在高职高专第一线的教师。他们经验丰富,了解教学的需要,从而使教材的适用程度大为提高。他们是:鲁玉娜、杨永芳(第一单元);尹文山、秦雯(第二单元);杜文娟、邓淳(第三单元);潘俊岭、姚丽华(第四单元);赵松、刘雯(第五单元);刘江敏(第六单元);李秦松(第七单元);李憬、任久华(第八单元);廖荭、周荣生(第九单元);沙亮、潘进丽(第十单元)。全书由昆明理工大学文学院院长,访英、访美学者王庆奖博士、教授和尹文山组稿统稿,王庆奖、尹文山担任主编。此外,云南科技信息职业学院易明奇教授对本教材给予了热情的指导,西南林学院熊慧、云南省蒙自一中的王超对清卷工作亦有所帮助,张丹丹在排版方面作了很多工作,在此谨表谢意。

总之,希望通过教材与练习册的使用在一定的时间内能够提高学生的应用能力。由于编者的水平有限,编写的时间紧迫,编写过程中的错误在所难免,因此,我们真诚地希望广大的读者和本教材的使用者能够帮助我们纠正不足,给我们提出富有建设性的意见和建议,使我们能够把工作做得越来越好。

编 者

2006.12

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Unit One

On the Phone

Words and Expressions

1. Complete each of the following sentences by choosing the appropriate answer from the 4 choices marked A, B, C and D to fill in each of the blanks.

- 1) The _____ news reports that more than 7000 people have died in the Turkish earthquake.
A. late B. latter C. latest D. later
- 2) He is a _____ enterprise for he has donated a million dollars to a charity.
A. respect B. respectful
C. respectable D. respective
- 3) A TV set is often compared to a _____ baby-sitter.
A. electric B. electrical
C. electronic D. electrified
- 4) In spite of the thunderstorm, the students slept _____ all night.
A. noisily B. soundly C. sensitively D. loudly
- 5) The doctor gave him an injection to _____ his pain.
A. deceive B. conceive C. believe D. relieve
- 6) The question needs _____ discussion because there is much room to be improved.
A. far B. farther C. further D. farthest
- 7) Hong Kong is one of the most _____ populated cities in the world.
A. densely B. widely C. intensely D. swiftly
- 8) It's his birthday tomorrow, but this year Jim is going to _____ the normal procedure, and give presents instead of receiving them.
A. redesign B. reverse C. preserve D. terminate
- 9) If your bicycle _____ comes off, it is almost impossible to put it back on without getting oil on your hands.
A. ring B. belt C. chain D. steel
- 10) The general manager needs a _____ secretary to help him.
A. competent B. complacent
C. component D. complete

2. Fill in each blank with the proper form of the word given in the bracket.

- 1) The two friends said goodbye and went to their (respect) _____ homes.
- 2) I have an (appoint) _____ at 10 with the doctor.
- 3) Their efforts to improve the school have been very (effect) _____.

- 4) There was intense (compete) _____ between the journalists to get the story.
- 5) A (compare) _____ car would cost far more abroad.
- 6) This book gives a good (describe) _____ of life on a farm.
- 7) It is a very (satisfy) _____ feeling when you've done a good job.
- 8) Her political future looks (assure) _____.
- 9) The car industry is one of our biggest (employ) _____.
- 10) They came back from the negotiations (empty-hand) _____.

Grammar

Choose the best answers.

1. The question came up at the meeting _____ we had enough money for our research.
A. that B. what C. which D. whether
2. Whether ways will be found to stop pollution or not is just _____ worries the public.
A. why B. which C. that D. what
3. I think father would like to know _____ I have been up to so far, so I decide to send him a quick note.
A. which B. why C. what D. how
4. The other day, my brother drove his car down the street at _____ I thought was a dangerous speed.
A. as B. which C. what D. that
5. We cannot figure out _____ quite a number of insects, birds and animals are dying out.
A. that B. as C. why D. when
6. Is this the factory _____ you once carried out the scientific research together with the workers?
A. which B. the one C. at which D. where
7. The reason _____ he didn't come was _____ he had to take care of his sick mother.
A. why; that B. why; which
C. which; why D. that; for
8. He made the suggestion that they _____ on their conversation in French.
A. carried B. carry
C. had carried D. would carry
9. _____ is hard is to do good all one's life and never do anything bad.
A. What B. It C. Whether D. Which
10. _____ occurred to him that he had forgotten to take his notebook with him.
A. That B. It C. What D. When

Reading Comprehension

Read the passage carefully and complete the sentences by choosing the best answers.

We walked so quietly that the nurse at the desk didn't even lift her eyes from the book. Mum pointed to a big chair by the door and I knew she wanted me to have a seat. While I watched, mouth open in surprise, mum took off her hat and coat and gave them to me to hold. She walked quietly to the small room by the lift and took out a wet mop (拖把). She pushed the mop past the desk and as the nurse looked up, mum nodded and said, "Very dirty floors."

"Yes. I'm glad they've finally decided to clean them," the nurse said. She looked at mum strangely and said, "But aren't you working late?"

Mum just pushed harder, each swipe (拖) of the mop taking her farther and farther down the hall. I watched until I couldn't see her and the nurse had turned back to write in the big book.

After a long time mum came back. Her eyes were shining. She rapidly put the mop back and took my hand. As we turned to go out of the door, mum nodded politely to the nurse and said, "Thank you."

Outside, mum told me: "Dagmar is fine. No fever."

"You saw her, Mum?"

"Of course. I told her about the hospital rules, and she will not expect us until tomorrow. Dad will stop worrying as well. It's a fine hospital. But such floors! A mop is no good. You need a brush."

1. When she took a mop from the small room what mum really wanted to do was _____.

- A. to clean the floor
 - B. to please the nurse
 - C. to see a patient
 - D. to surprise the story-teller
2. When the nurse talked to mum she thought mum was a _____.
- A. nurse
 - B. visitor
 - C. patient
 - D. cleaner
3. After reading the story, what can we infer about the hospital?
- A. It is children's hospital.
 - B. It has strict rules about visiting hours.
 - C. The nurses and doctors there don't work hard.
 - D. A lot of patients come to this hospital every day.
4. Why did mother go to see Dagmar in the hospital?
- A. To give her some message about dad.
 - B. To make sure her room was clean.

- C. To check that she was still there.
 D. To find out how she was.
5. Which of the following words best describes mum?
 A. Polite B. Patient
 C. Changeable D. Clever

Read the passage carefully and complete the information by filling in each blank with no more than 3 words in the table below.

Cactuses (仙人掌) live in dry areas. They may not get much water where they live. The cactus' long roots lie near the surface of the ground. They can get water from desert rains. And since the roots have bark (皮) covering them, they can absorb the water fast. Because the cactus has no leaves, it seems to do the job of making food for the plant and of storing it than out, not much of the plant faces the direct drying sunlight. These broad stems have a great deal of room for storing the water and a thick covering for protecting it. The plant's sharp, pointed needles (针) keep animals from sucking its liquid. However, cactus plants have saved the lives of people in the desert.

_____ of the cactus take in water.

The cactus _____ with its stem.

The sharp, pointed needles of the cactus _____.

A thick covering of cactus can _____.

Cactuses can be found in _____.

Mottoes

Match the phrases in column A with the Chinese in column B.

A

1. Fine feathers make fine birds.
2. Never too old to learn.
3. There is no satiety in study.
4. To err is human, to forgive divine.
5. Homer sometimes nods.
6. One man's meat is another man's poison.
7. Life is but a span.
8. The heart that loves is always young.
9. Love me, love my dog.
10. A man is known by the company he keeps.
11. Time and tide wait for no man.
12. Nothing is impossible to a willing heart.

B

- a. 学无止境
- b. 智者千虑,必有一失
- c. 人各有所好
- d. 人生如朝露,百年一瞬间
- e. 学习永不嫌迟
- f. 人靠衣装,马靠鞍
- g. 金无赤金,人无完人
- h. 察其友知其人
- i. 岁月不等人
- j. 爱屋及乌
- k. 世上无难事,只怕有心人
- l. 爱让心灵永葆青春

Translation

1. Translate the following passage into Chinese.

The ocean covers three quarters of the earth's surface, produces 90 percent of all its life-supporting oxygen, and is the driving force behind the entire weather system. There are over 450 million cubic miles of sea water on the earth; and each cubic mile contains over 150 million tons of minerals. So vast and so pervasive is the sea that if the earth's crust were made level, ocean water would form a blanket over 8,000 feet deep. The oceans contribute immeasurably to the earth's life support system as well as provide an untapped storehouse of food, minerals, energy, and archaeological treasure.

2. Complete the following sentences by translating the Chinese into English.

- 1) I have told you _____ (你应该努力学习).
- 2) The device _____ (贝尔所发明的) is called telephone.
- 3) _____ (他刚刚所说的) sounds great.
- 4) Bell thought of an idea _____ (开发一种可以通过电进行传送语音的设备).
- 5) My dream is that _____. (我可以成为著名的演员).

Writing

根据中文提示将英文所缺部分补充完整。

昆 明 大 学

毕 业 证 书

学生 陈波 性别 男 1978年11月10日生,1997年9月至2001年7月在昆明
大学日语专业四年制本科学习,修完教学计划规定的全部课程,成绩合格,准予毕业。

院长×××

2001年7月

Graduation Certificate

Kunming University

Kunming City, Yunnan Province

Mr. Chen Bo, born on Nov. 10, 1978, _____ from Sept. 1997 to July 2001, completed all the courses stipulated in the teaching program and satisfied all requirements, is _____.

×××

President

July, 2001

Unit Two

Good Manners

Words and Expressions

1. Complete each of the following sentences by choosing the appropriate answer from the 4 choices marked A, B, C and D to fill in each of the blanks.

- 1) He is _____ in a dozen foreign languages.
A. good B. well C. fluent D. smooth
- 2) When I began to sing, he laughed and made me _____.
A. embarrassed B. bad C. be shy D. happy
- 3) We learnt about the _____ of the brain today.
A. form B. structure C. material D. content
- 4) Can you tell the meaning of this word from its _____?
A. context B. content C. conclusion D. conduct
- 5) It is _____ to give people gifts on their birthday.
A. custom B. customary C. customer D. customable
- 6) He's very _____, he keeps dropping things.
A. fool B. disable C. blind D. awkward
- 7) When he was young, all of his friends _____ him as a talent.
A. thought B. believed C. regarded D. looked
- 8) He was so angry and decided to _____ the salesperson.
A. turn away B. turn back C. turn up D. turn to
- 9) He mentioned other matters _____ in the private talk this morning.
A. as sooner B. as result C. as for D. as well
- 10) Both of the teacher and his classmates get him high _____ with this final examination.
A. applause B. marks C. grades D. clap

2. Fill in the blanks below with the correct forms of the words given.

partner	sneeze	attempt	impression	behave
pass away	suggest	society	put	reach for

- 1) He made the _____ that we go by train.
- 2) Correct ideas come from _____ practice.
- 3) The boy _____ very well at the speech competition last night.
- 4) You should leave good first _____ upon your new classmates.
- 5) When he came back home, he found his grandmother _____.
- 6) Lee and Jack are ideal _____ to win the game.

- 7) When you have a cold, you _____ a lot.
 8) The used car must be _____ to good use because it's in a wonderful condition.
 9) The boy is too short to _____ the apples on the tree.
 10) We _____ the difficult hard task without assistance.

Grammar

Complete each of the following sentences by choosing the answers marked A. B. C and D.

1. Is _____ necessary to complete the design before National Day?
 A. this B. that C. it D. he
2. I don't think _____ possible to master a foreign language without much memory work.
 A. this B. that C. its D. it
3. Does _____ matter if he can't finish the job on time?
 A. this B. that C. he D. it
4. Tom's mother kept telling him that he should work harder, but _____, didn't help.
 A. he B. which C. she D. it
5. _____ is a fact that English is being accepted as an international language.
 A. There B. This C. That D. It
6. I hate _____ when people talk with their mouths full.
 A. it B. that C. these D. them
7. Don't _____ that all those who get good grades in the entrance examination will prove to be the most successful.
 A. take as granted B. take this for granted
 C. take that for granted D. take it for granted
8. I like _____ in the autumn when the weather is clear and bright.
 A. this B. that C. it D. one
9. _____ is good for you to do some exercise every morning.
 A. It B. There C. Those D. One
10. We think _____ our duty to pay taxes to our government.
 A. that B. this C. its D. it

Reading Comprehension

Read the passage carefully and complete the sentences by choosing the best answers.

Manners are important to happy relations among people. Everyone likes a person with good manners. No one likes a person with bad manners. But what are good manners? How does one know what to do and what not to do?

Well, here are some examples. A person with good manners never laughs at people when they are in trouble. Instead, he tries to help them. He is always kind to others. When people are waiting for a bus, he takes his turn. He does not push to the front of the line. On the bus he gives his seat to an older person or a person with a very young child. If he knocks into someone, or gets in his way, he says "Excuse me" or "I'm sorry".

He says "Please" when he asks for something and "Thank you" when he receives something. He stands up when he is speaking to an older person, and he does not sit down until the other person takes his seat. He does not interrupt other people when they are talking. He does not talk too much. He does not talk loudly or laugh loudly in public. When he is eating, he does not speak with his mouth full of food. He uses a handkerchief when he sneezes or coughs. He does not spit in public.

As a student, it is bad manners to come late to class. If you are late you should make an apology to the teacher either at the time or after class. It is also bad manners to keep silent when the teacher asks you a question. If you do not know the answer, say so immediately. If you do know, answer in a loud enough voice so that all the class may hear. It is polite for the students to help the teacher. Sometimes students can help their teachers to clean the blackboard, to close or open the doors or windows. Sometimes there are papers to collect or to hand out. This kind of help is always appreciated.

Ideas of what are good manners are not always the same in different countries. But in all countries it is important to be kind and helpful.

1. According to the passage, it's polite to _____.

- A. speak with his mouth full of food
- B. take one's turn to get up the bus
- C. interrupt others' s talk if you want to say something.
- D. speak in a loud enough voice in public

2. As a student, you _____ clean the blackboard and open the door for teachers and other students.

- A. must
- B. would better
- C. want
- D. should

3. If you have to interrupt one's talk, you could say "_____" first.

- A. Excuse me
- B. Stop
- C. Listen to me
- D. Please

4. Which sentence below is true according to the passage?

- A. Children should stand up when they are talking with their teachers.
- B. Young persons can't take up the seats on the bus.
- C. If you are late, you need say sorry to your teacher and classmates.
- D. Handing papers for the teacher is appreciated.

5. Which titles below is the best one for this passage?

- A. A polite student
- B. Good manners

C. How to be polite

D. Standard of manners

Read the passage carefully and complete the information by filling in each blank with no more than 3 words with the table below.

Every society encourages good manners but opposes bad manners. People with good manners enjoy many supports while those with bad manners suffer a lot.

Everyone appreciates a person with good manners. A person with good manners will be welcomed everywhere. In public places, such as in shops, a salesman with good manners will probably make a good sale. A teacher will do his or her job smoothly and happily in the class where the students have good manners. If you ask for a help, you should be careful of your manners. Almost everyone likes to serve the person with good manners.

On the contrary, no one likes a person with bad manners. A person with bad manners will be refused everywhere. We dislike those who spit at random, who speak aloud in the library, and who smoke with a lady aside. They are all bad manners which are impolite to others. Those with bad manners may be considered as lacking in knowledge and self cultivation. People even do not want to talk with them. There is no doubt that nobody would like to serve or help a man with bad manners.

Then, what should we do in our daily life? We should be careful of what we say and what we do. Good manners mean that you show your respect to others. If you respect others, other people will respect you in the same way. You will have less trouble in your every-day life.

The attitude to manners: every society (1) ____ good manners but (2) ____ bad manners.

People's opinion on impoliteness: those with bad manners may be considered as lacking in (3) ____ and (4) _____. A person with good manners will (5) ____ everywhere. On the contrary, a person with bad manners will (6) ____ everywhere.

Daily Sign Words

Match the sentences in column A with the Chinese in column B.

A

1. Lady first.
2. Excuse me.
3. Go ahead.
4. Help yourself.
5. Feel at home.
6. This way, please.
7. Many thanks.
8. Don't worry.

B

- a. 请进。
- b. 对不起,打搅了。
- c. 请别挂断。
- d. 没关系。
- e. 女士优先。
- f. 有什么需要帮助的吗?
- g. 别拘束。
- h. 请用。

9. Never mind.
10. Take your time.
11. Please hold on.
12. It's my pleasure.
13. Well done.
14. Can I help you?
15. I am sorry to trouble you.
16. Walk up, please.
17. Welcome.
18. May I come in?
19. In my humble opinion.
20. You're through.

- i. 谢谢。
- j. 恕我直言。
- k. 不用着急。
- l. 干得好。
- m. 欢迎。
- n. 请自便。
- o. 请讲。
- p. 请原谅。
- q. 我可以进来吗?
- r. 我很荣幸。
- s. 别担心。
- t. 请这边走。

Translation

1. Translate the following passage into Chinese.

My friend and I had a party in my house on Christmas Day. Everyone enjoyed themselves at the party. But something unpleasant happened. I happened to find Ben, my friend, reading my diary in my bedroom. At that time I was so angry that I shouted at him. After he left, I thought it was not polite to read other's diary, yet it was not polite to shout at others. As a young man, everyone should have good manners.

2. Complete the following sentences by translating the Chinese into English.

1) 对不起,让你久等了。我迟到是因为交通堵塞。

I'm sorry to _____ you _____. I'm late because of _____.

2) 不敲门就进屋是不礼貌的。

It's _____ to enter a room without _____ first.

3) 在社交活动中,总是强调穿着得体。

In _____ activities, it is always emphasized _____.

4) 他们有困难的时候,你应当尽力帮忙。

_____ they have a difficulty, you should _____ them.

5) 由于你没有遵守诺言,他们很生气。

They were _____ because you _____.

Writing

请用英语写一封介绍信,介绍计算机专业的毕业生王晓玫到 ABC 电脑公司工作,要求写明被介绍人的姓名、来历、专业等。