



全国中等卫生职业教育卫生部“十一五”规划教材**配套教材**

供中等卫生职业教育各专业用

英语应用基础 学习指导及习题集

主编 孙国棣 赵 旦



人民卫生出版社
PEOPLE'S MEDICAL PUBLISHING HOUSE



全国中等卫生职业教育卫生部“十一五”规划教材配套教材

供中等卫生职业教育各专业用

英语应用基础

学习指导及习题集

主 编 孙国棣 赵 旦

副主编 张晓明 孔凡红

编 者 (按姓氏笔画排序)

孔凡红 北京护士学校
刘 慧 甘肃省卫生学校
孙秀丽 黑龙江省卫生学校
孙国棣 江汉大学卫生职业技术学院
张晓明 广州医学院护理学院
陈绍云 华中科技大学同济医学院附属协和医院
周冬梅 大连铁路卫生学校
赵 旦 无锡卫生高等职业技术学校
姚 婷 江汉大学卫生职业技术学院
秦博文 河北省承德卫生学校
顾淑勤 江苏省苏州卫生职业技术学院

人 民 卫 生 出 版 社

图书在版编目(CIP)数据

英语应用基础学习指导及习题集/孙国棣等主编. —北京:
人民卫生出版社, 2008. 4

ISBN 978-7-117-09981-3

I. 英… II. 孙… III. 英语课—专业学校—教学参考
资料 IV. G634.413

中国版本图书馆 CIP 数据核字(2008)第 027349 号

英语应用基础学习指导及习题集

主 编: 孙国棣 赵 旦

出版发行: 人民卫生出版社(中继线 010-67616688)

地 址: 北京市丰台区方庄芳群园 3 区 3 号楼

邮 编: 100078

网 址: <http://www.pmph.com>

E - mail: pmph@pmph.com

购书热线: 010-67605754 010-65264830

印 刷: 北京市文林印务有限公司

经 销: 新华书店

开 本: 787×1092 1/16 印张: 18.5

字 数: 450 千字

版 次: 2008 年 4 月第 1 版 2008 年 4 月第 1 版第 1 次印刷

标准书号: ISBN 978-7-117-09981-3/R·9982

定 价: 27.00 元

版权所有, 侵权必究, 打击盗版举报电话: 010-87613394

(凡属印装质量问题请与本社销售部联系退换)

前 言

《英语应用基础学习指导及习题集》是《英语应用基础》第2版的配套教材。是新一轮全国中等卫生职业教育卫生部“十一五”规划教材配套教材。其适用对象是三年制护理专业、助产专业、药剂专业、口腔工艺技术专业、医学检验专业和医学影像技术专业的学生。

本教材严格按照新一轮全国中等卫生职业教育卫生部“十一五”规划教材中关于对英语教学的要求进行编写,体现了规划教材编写的“三个需求”和“六个体现”原则。其总体构想为提高学生学习英语的兴趣。通过外语学习,借鉴国外的先进理念和知识,努力把学生培养成为各工作岗位上的技能型和服务型高素质劳动者。

本教材编写指导思想是:对学生进行听、说、读、写基本训练。侧重培养阅读和自学英语的能力。帮助学生扩大英语词汇量,提高阅读速度,逐步培养学生在阅读过程中的分析、归纳、综合和推断的能力。同时还要提高学生的语言交际能力及在实际工作中用英语处理一些简单、常见事件的能力。通过对本教材的系统学习,学生应了解和掌握约200个医学专业英语单词和词组,了解本专业内容较简单表格填写和阅读较容易的医学英语应用文,为今后继续学习打下扎实的专业英语基础。

根据中专学生入学时的文化基础、中专毕业时的知识结构以及未来岗位对他们能力的要求,本书在编写过程中吸收了当今国际上最新的医疗理念、模式和知识。文章的选材原则为实用和够用。

本配套教材每单元均由4个部分组成:目标、能力测试、参考译文及习题答案、能力测试参考答案。

《学习指导及习题集》为教师教学和学生自学提供方便。建议在教学过程中应着重注意学生学习的特点,以学生为主体,积极采用多种多样的教学手段,特别是现代化的教学手段,激发学生学习语言的兴趣。

本教材在编写过程中得到了编者单位领导和同行的鼎力支持与无私帮助,并且还得到华中科技大学同济医学院附属协和医院张志泉教授、武汉市普爱医院袁芳等同志的帮助,校阅了有关部分;美国护理专家 Danielle Huguenard 女士审校了全书;江汉大学卫生职业技术学院外语教研室姚婷老师承担了后期录入和排版工作。对上述提及的各位老师在此一并表示诚挚的谢意。

由于编者水平与经验有限,书中难免会有错误和疏漏之处。恳请本书读者与专家们批评指正。

编 者

2008年1月

目 录

第一单元 日常英语	1
第一课 介绍	1
第二课 爱好	11
第三课 参观中国的最好时节	20
第二单元 校园生活	29
第四课 运动与健康	29
第五课 学习与工作	38
第六课 图书馆	48
第三单元 健康教育	55
第七课 食物与癌症预防	55
第八课 健康的生活方式	65
第九课 艾滋病	74
第四单元 现代医学	83
第十课 克隆	83
第十一课 试管婴儿	93
第十二课 远程医疗	103
第五单元 医学伦理	113
第十三课 卫生保健和文化	113
第十四课 安乐死	124
第十五课 临终关怀	134
第六单元 基础医学	145
第十六课 食物是怎样消化的?	145
第十七课 神经系统	154
第十八课 心脏	163

第七单元 护理	173
第十九课 护理程序.....	173
第二十课 医疗急救.....	182
第二十一课 精神护理	191
第八单元 临床医学	201
第二十二课 待产与分娩.....	201
第二十三课 手卫生.....	211
第二十四课 牙医与病人的关系.....	224
第九单元 药品知识	235
第二十五课 药物滥用.....	235
第二十六课 新药的发明.....	244
第二十七课 用药途径.....	254
第十单元 临床医学检查	263
第二十八课 了解医学影像学.....	263
第二十九课 实验室检查.....	273
第三十课 活体组织检查.....	282

第一单元 日常英语

第一课 介绍

一、目 标

1. 通过学习本课内容,学会并掌握如何作自我介绍、相互介绍以及介绍自己的家庭、亲友等。以此培养学生的听、说能力,为进一步学习英语以及更好地运用英语奠定基础。

2. 本课应掌握的重点词汇和短语: introduce sb. to sb..., culture, knitting, country, painter, politics, university, practise, mandarin, influence, western, favorite, go fishing, be married with, part time, private schools, be good at, like/enjoy/be fond of sth. or doing sth..., nursing, future, foreigner, Australia, introduce, learn from sb...

3. 掌握“喜欢某人或某物,喜欢做某事”的几种表达方式。

4. 掌握英文书信格式并用英文写信(I)。

格式(I):

	HEADING(题头)
SALUTATION(称呼),	
	BODY(正文)
	COMPLIMENTARY CLOSE(谦语)
	SIGNATURE(签名)

注:题头通常可以省略

例文(I):

	15 Wensan Road Hangzhou, 310012 Zhejiang, China January 7, 2007
Dear Jean,	
How is everything going? Did you get my Christmas card? What did you do during the Christmas holiday?	
Now, it's the end of the term and winter holiday will soon begin. It'll last from January 20 to February 25. We'll have a longer holiday this year than last year. The Spring Festival will be on February 12 this year. It'll be the year of horse.	

Now I am working hard on my exams. We'll have them next week. After the exams we'll have a get-together on the afternoon of January 19. We'll eat, sing and dance. We'll put on plays too. Each of us will bring some food. We'll have a lot of fun. Oh, I can't wait!

Best wishes to your family!

Yours,
Xiaomei

5. 本课讲述的语法是:一般现在时。

The Simple Present Tense (一般现在时)

A. 构成

(1) 动词 be 的一般现在时形式是 am, is, are。

1) 主语是第一人称用 am

肯定句 I am a student.

疑问句 Am I a student?

否定句 I am not a student.

2) 主语是第二人称和复数用 are

肯定句 You/We/They are students.

疑问句 Are you/we /they students?

否定句 You/We /They are not students.

3) 主语是第三人称用 is

肯定句 He/She is a student.

疑问句 Is he/she a student?

否定句 He/She is not a student.

(2) 动词 have 的一般现在时形式是 has, have。

(3) 实义动词的一般现在时形式使用动词的原形,但当主语为第三人称单数时,谓语动词要加词尾-s 或-es, 其规则如下:

1) 一般情况下加 s, 如: work-works, life-lives。

2) 以 s, x, sh, ch 或 o 结尾的动词加 es。如: pass-passes, mix-mixes, wash-washes, teach-teaches, go-goes。

3) 以辅音字母加 y 结尾的动词,变 y 为 i,再加 es。如: try-tries, study-studies。

4) 当动词以元音字母 y 结尾时,仍按一般情况加 s。如: play-plays。

肯定句: I work here. She/He works here. We /You/They work here.

疑问句: 主语是第一人称、第二人称和复数时疑问句借助于助动词 do。

Do I/You work here? Do we work here?

主语是第三人称单数时借助于 does。

Does he/she work here?

否定句: 主语是第一人称、第二人称和复数时借助 do not, 缩写为 don't。

I don't work here. You/We/They don't work here.

主语是第三人称时借助于 does not, 缩写为 doesn't。

He/She doesn't work here.

一般现在时动词第三人称词尾-s 或-es 的读音与名词规则复数形式的读音相同。

B. 用法

- (1) 表示经常性或习惯性的动作,常与 often, always, usually, sometimes, never, every day 等频率副词连用。如:

I don't smoke, but he smokes cigars.

我不抽烟,可他抽雪茄。

My father usually gets up at seven every morning.

我父亲每天早晨 7 点起床。

How often do you visit your mother?

你多长时间去看你的母亲?

- (2) 表示永恒的真理:

Light travels faster than sound.

光速比声速快。

The sun rises in the east.

太阳从东方升起。

Water freezes at 0°C.

水在零度结冰。

- (3) 表示特征和状态:

He loves playing volleyball.

他喜欢打排球。

She is always ready to help others.

她总是乐于助人。

- (4) 表示确定将要发生的动作,或已计划好、安排好的动作:

The movie begins in a minute.

电影一会儿就开始放映。

The Browns arrive at seven this evening.

布朗一家将于今晚 7 点到。

二、能力测试**I. Answer these questions from the story.**

1. How many children does David's younger sister have?
2. What are David's father's hobbies?
3. Why does David like Nanjing?
4. How old are David's children?
5. What is David's dream?

II. Fill in the blanks with suitable words given below and change the form if necessary.

go fishing	be married with	culture	be fond of sth. / sb.	learn from sb.
university	be good at	country	introduce sb. to sb.	part time

1. All of us know that our Chinese ___ has a long history.
2. Mary has gone to America. She has two children and ___ her husband for ten years.

3. My dream is to go to Beijing ____ to go on with my study in the future.
4. Xiao Ming ____ playing basketball while Li Hua ____ playing football.
5. I have some hobbies such as reading, swimming and ____ .
6. I ____ that boy because he is always late for school.
7. Sang Lan is very brave(勇敢), so I think we should ____ .
8. Our motherland is one of the most beautiful ____ in the world.
9. Would you like to have a ____ job or full time job?
10. Hello, friends! I'd like to ____ my parents ____ you.

III. Structures.

1. Rewrite the following sentences according to the requests in brackets.
 - 1) They take exercise every day. (转换成否定句)
 - 2) She works as a nurse in a hospital. (转换成一般疑问句)
 - 3) I often take medicine when I am ill. (转换成否定句)
 - 4) The boy hasn't any books to read. (转换成肯定句)
 - 5) We are used to sitting up late at night. (转换成否定句和疑问句)
2. Fill in the blanks with correct forms of the verbs given in brackets.
 - 1) We often ____ (play) on the playground.
 - 2) He ____ (get) up at six o'clock every day.
 - 3) ____ you ____ (brush) your teeth every morning ?
 - 4) What ____ he usually ____ (do) after school?
 - 5) Danny ____ (study) English, Chinese, Maths, Science and Art at school.
 - 6) Mike sometimes ____ (go) to the bookstore with his friends.
 - 7) At eight at night, she ____ (watch) TV with her parents.
 - 8) ____ Tom ____ (read) Chinese every day?
 - 9) How many lessons ____ your classmates ____ (have) on Monday?
 - 10) What time ____ his mother ____ (do) the housework?

IV. Cloze.

Mr. Brown works in 1 office in a town. Every morning he 2 breakfast with his wife at half 3 seven, reads newspapers, drinks 4 and then he leaves his house at eight and 5 to catch the train to the town.

One morning he was still sitting comfortably 6 the breakfast table 7 reading some newspapers 8 five past eight. He didn't hurry and asked his wife 9 another cup of tea.

"Another cup?" she said in surprise. "Aren't you going to the office today?"

"The office?" He said and stopped 10 the newspapers. "I thought I was at the office."

- | | | | | |
|----|------------------|---------------|-----------------|--------------|
| 1. | a. a | b. an | c. / | d. the |
| 2. | a. has | b. have | c. had | d. having |
| 3. | a. to | b. past | c. before | d. having |
| 4. | a. a cup the tea | b. cup of tea | c. a cup of tea | d. a cup tea |
| 5. | a. to go | b. go | c. and go | d. goes |

- | | | | | |
|-----|------------|------------|----------|---------|
| 6. | a. at | b. on | c. in | d. with |
| 7. | a. for | b. in | c. and | d. to |
| 8. | a. in | b. at | c. on | d. past |
| 9. | a. of | b. to | c. with | d. for |
| 10. | a. to read | b. reading | c. reads | d. read |

V. Reading comprehension.

Passage 1

Mr. Green is an English teacher. He lives in Germany. He is not a very young man, but he is not old. He knows three or four languages. He can read and speak and write them well. He reads many books and writes some. It is almost eleven o'clock, but he still works late, sometimes he works till one o'clock in the morning.

His big desk is in the middle of the room. On the floor near the desk there are a number of books.

His students come to his study for their lessons. They come every day except Saturday and Sunday. Those days are holidays.

Choose the best answer.

- Mr. Green is ____.
a. a very young man b. an old man
c. a mid-aged man d. an English man
- Mr. Green can read, speak, and write books with ____ languages.
a. three b. four c. about four d. over four
- Mr. Green works very hard. Sometimes does ____.
a. one o'clock in the afternoon b. two o'clock in the afternoon
c. one o'clock in the morning d. eleven o'clock at night
- Where is Mr. Green's desk?
a. On the floor near the bed. b. In the middle of the room.
c. On the floor near the window. d. In the middle of the house.
- According to the story, Mr. Green has a rest ____.
a. on Saturdays b. on Sundays
c. on Saturdays and Sundays d. every except Saturdays and Sundays

Passage 2

Mr. Green has some students at his house for lessons. There are six of them in all, four young men and two girls, some of them are hard working and clever, others are clever but don't do much work. One of the girls is slim and beautiful, and the other is quiet and pretty. One of the men is handsome and well-dressed, and can talk about music and pictures and literature. One is not handsome or clever, but he tells funny stories. They are all friends and they learn from each other and help each other. They all like their kind teacher.

Choose the best answer.

- The students come to Mr. Green's house for ____.

- a. visiting b. studying c. dinner d. talking
2. There are ____ boy students and ____ girls at his house.
a. two, four b. six, two c. four, two d. two, six
3. The well-dressed student is very handsome, and likes talking about ____.
a. funny stories b. music
c. literature d. music, literature and pictures
4. The student can tell a lot of interesting stories without ____.
a. being clever and handsome b. well-dressed
c. much money d. clever
5. They are really good friends. Because ____.
a. they help each other and learn from each other
b. they help each other
c. they learn each other
d. they learn from others

VI. Writing.

根据以下要求写一封 50 字左右的信:

假定你是 Tom, 现在在中国读书, 10 月 6 日给你在美国的好朋友 Peter 写信, 告知他你
现在和中国学生一起上课, 有了一些中国朋友, 互相学习汉语和英语, 你现在可以说些汉
语了。通常下午唱歌和玩游戏。学校不大但很好, 邻近有一个游泳馆, 有时你们到那去游
泳。每周上 5 天的课, 周六你和朋友们去购物, 你在这的生活很愉快!

Peter 的地址是 Peter Smith
9034w. Lisbon Ave. 36
Milwaukee, WI. 53222
America

三、参考译文及习题答案

Section A 课文参考译文及习题答案

[阅读参考译文]

介 绍

我叫大卫, 我姓郝丁。这是一个德国姓, 德语的意思是迅速。1843 年我的曾曾祖父
来到了澳大利亚。

我的父亲 79 岁, 1927 年出生。他喜欢打高尔夫球和钓鱼。当天气好的时候, 他每星
期打 3 次高尔夫球, 并且喜欢乘坐自己的船钓鱼, 他的名字是瑞伊。我的母亲比我的父亲
小 4 岁, 她喜欢购物和织毛衣, 她的名字叫茹比。

我有 1 个哥哥和 1 个妹妹, 哥哥比我大 3 岁, 他有 1 个女儿和 1 个儿子。他和妻子结
婚大约 16 年之久。我的妹妹比我小 7 岁, 在一个城镇里居住。她有两个男孩, 一个叫做
汤姆, 3 岁, 另一个叫做提姆, 只有 6 个月大。她在一所学校做兼职工作, 她的丈夫是画
家, 在大学里学习政治。

我从 1997~1999 年在 Deakin 大学学习了中国文化和传媒, 2000 年在墨尔本大学学习

1年,获得教育学硕士学位。之后在台湾居住了1年,在一些私立学校教授英语,同时练习中国普通话。2002年回到墨尔本后,我在西方英语语言学校教授英语两年多。这段时间我过得很快。然后我在启思蒙学院找到一份工作,教外国学生学英语,我很喜欢这种形式的教学。

我多次到中国做短期教学,这有助于提高我的汉语口语水平和写作技巧。我曾经到过中国的一些地方,如北京、南京、南昌、武汉和贵阳,但我最喜欢的地方是中国南京,因为它有着悠久的历史以及它对现代中国的影响力。

我结婚将近15年了,我有3个美丽的孩子。我的妻子名叫爱丽丝,她是数学老师,她每天都跑步,而且最喜欢游泳。

我最大的孩子是个男孩,他叫亨利,13岁,喜欢中国功夫和舞蹈。他每天都弹吉他并且喜欢看书,他的梦想是成为一名特技演员。我的大女儿名叫莉莉,11岁,她也练习功夫和跳舞,她还擅长游泳,她每天都弹钢琴,喜欢给朋友发电子邮件和购物,她将来想成为一名律师。我的小女儿叫安娜,她6岁。她喜欢跳舞、游泳和玩游戏。她每天也弹吉他。

我的爱好是打高尔夫球、学习中文和玩游戏,比如打牌。我喜欢看体育赛事,如足球、排球和高尔夫球。我也喜欢玩电脑游戏,但是我玩得不是很好。我喜欢到其他国家旅行并且喜欢收集国外的纪念币。我的梦想是能与我的家人一起到欧洲去居住并在那里教学。

[习题答案]

A. 画线连接

- | | | | |
|------|------|------|------|
| 1. a | 2. f | 3. e | 4. g |
| 5. h | 6. c | 7. d | 8. b |

B. 判断对错

- | | | | |
|------|------|------|------|
| 1. F | 2. F | 3. T | 4. F |
| 5. T | 6. T | 7. T | 8. F |

C. 词语配伍

从右栏所给的选项中选出与左栏各项意义相符的选项。

- | | | | | |
|------|------|------|------|-------|
| 1. c | 2. f | 3. h | 4. a | 5. j |
| 6. d | 7. b | 8. i | 9. e | 10. g |

D. 英译汉

- 我比我姐姐小两岁,她喜欢购物和读书。
- 我喜欢独自在家读书、看电视。我喜欢这种生活方式。
- 我儿子喜欢许多体育活动,比如足球、排球和高尔夫球,他也喜欢玩电脑游戏而且还很擅长。
- 玛莉结婚已有5年,且生有一子。她去过中国的一些地方。
- 我的梦想是到国外学习护理专业。

Section B 对话参考译文及习题答案

[对话参考译文]

很高兴见到你

魏霞:你好,我是魏霞。你叫什么名字?

李萍:李萍。我是新学生。

魏霞:你从哪里来?

李萍：我来自沈阳。

魏霞：在哪个班？

李萍：护理 101 班。

魏霞：欢迎来到我们卫生学校。

李萍：谢谢你。你从哪里来？

魏霞：我就住在大连。

李萍：你在哪个班级？

魏霞：二年级护理 201 班。

李萍：哦，那真棒。我以后就能向你学习了。你愿意帮助我吗？

魏霞：当然可以。

李萍：太谢谢你了。

(稍后……)

李萍：那边的外国人是谁啊？

魏霞：哦，那是大卫先生。他来自澳大利亚。

李萍：他是做什么的？

魏霞：他是启思蒙学院的一位英语老师。一个月以前他来到我们学校。他将会教你英语。快来，让我给你们相互介绍。早上好，大卫先生，这是李萍，护理 101 班的一位新生。

大卫：嗨，李萍，很高兴见到你。

李萍：大卫先生，我也很高兴见到你。

[习题答案]

A. 回答问题

1. Li Ping is a new student.
2. She is in Nursing Class 101.
3. No, she isn't.
4. Wei Xia is in Nursing Class 201, Grade Two.
5. No, she doesn't.
6. Yes, he is.
7. He is an English teacher.

B. 选择正确的词语填空

- | | | | |
|--------------|-------------------|------------|--------------|
| 1. Welcome | 2. Medical School | 3. What | 4. Where |
| 5. from | 6. in | 7. Nursing | 8. foreigner |
| 9. Australia | 10. introduce | | |

C. 听写

- | | | | |
|--------------|--------------------|---------------|----------------------|
| 1. come from | 2. study | 3. arrived at | 4. fell in love with |
| 5. dream | 6. Careful nursing | 7. patients | 8. in the future |
| 9. pop music | 10. do hope | | |

四、能力测试参考答案

I. Answer these questions from the story.

1. She has two children.

2. David's father likes playing golf and going fishing.
3. Because it has long history and influence on modern China.
4. Henry is 13, Lily is 11 and Anna is 6.
5. His dream is to teach in Europe and have his family live with him.

II. Vocabulary.

- | | | |
|----------------------------|--------------------------|-------------------|
| 1. culture | 2. has been married with | 3. university |
| 4. is good at ; is good at | 5. going fishing | 6. am not fond of |
| 7. learn from her | 8. countries | 9. part time |
| 10. introduce...to... | | |

III. Structures.

1. Rewrite the following sentences according to the requests in brackets.

- 1) They don't take exercise every day.
- 2) Does she work as a nurse in a hospital?
- 3) I don't often take medicine when I am ill.
- 4) The boy has some books to read.
- 5) We aren't used to sitting up late at night.

Are you used to sitting up late at night?

2. Fill in the blanks with correct forms of the verbs.

- | | | | | |
|---------|------------|---------------|--------------|---------------|
| 1) play | 2) gets | 3) Do, brush | 4) does , do | 5) studies |
| 6) goes | 7) watches | 8) Does, read | 9) do , have | 10) does , do |

IV. Cloze.

- | | | | | |
|------|------|------|------|-------|
| 1. b | 2. a | 3. b | 4. c | 5. d |
| 6. a | 7. c | 8. b | 9. d | 10. b |

V. Reading comprehension.

Passage 1

- | | | | | |
|------|------|------|------|------|
| 1. c | 2. c | 3. c | 4. b | 5. c |
|------|------|------|------|------|

Passage 2

- | | | | | |
|------|------|------|------|------|
| 1. b | 2. c | 3. d | 4. a | 5. a |
|------|------|------|------|------|

VI. Writing.

Peter Smith
 9034w. Lisbon Ave. # 36
 Milwaukee, WI. 53222
 America
 October 6, 2007

Dear Peter,

I am fine here in China. I have classes with Chinese students. Now I have many Chinese friends. They teach me Chinese and I teach them English. I can speak a little Chinese now. In the afternoon, we sing and play games. My school is not big, but it is

very nice. It is near a swimming pool. Sometimes we go swimming in it. We go to school five days a week. On Sundays I go shopping with my Chinese friends. I have a good time here.

Write back soon!

Yours,
Tom

第二课 爱好

一、目 标

1. 通过学习本课内容,了解日常生活中人们的不同爱好,并学会如何从不同爱好中学到更多的知识,以开阔眼界,扩大思维,更好地学习西方文化知识。

2. 本课应掌握的重点词汇和短语:hike, relax, creative, develop, skill, imagine, camp, success, special, backpack, safety, fun, such as, collect stamps, grow as, spend...on, come out, teenage life, school team, a good way to travel, get close to, take exercise, watch out, untidy, tidy, wonderful, collect, collection, thousand, almost, musician, once, agree, more than, tidy up, all the time.

3. 掌握 such as, grow as, spend...on, come out, get close to, take exercise, watch out, tidy up 等词组的正确用法。

4. 掌握英文书信格式并用英文写 E-mail 信件(II)。

格式(II):

TO: E-mail address (receiver's)
FROM: E-mail address (sender's)
SUBJECT: A book (for example)
SALUTATION(称呼),

BODY(正文)

COMPLIMENTARY CLOSE(谦语)
SIGNATURE(签名)

例文(II):

TO: sue256@yahoo.com
FROM: sarah729@hotmail.com
SUBJECT: Hello!

Dear Sue,

How are you? My brother and I are having our winter holiday. Yesterday we went to the museum and saw a film. And then we walked to a restaurant to have lunch. We also went shopping in the afternoon. We went home and went to bed at 11:00. We were very tired but very happy. How about your winter holiday? Please write to me soon.

Sarah

5. 本课讲述的语法是:一般过去时。