

教育部高职高专规划教材

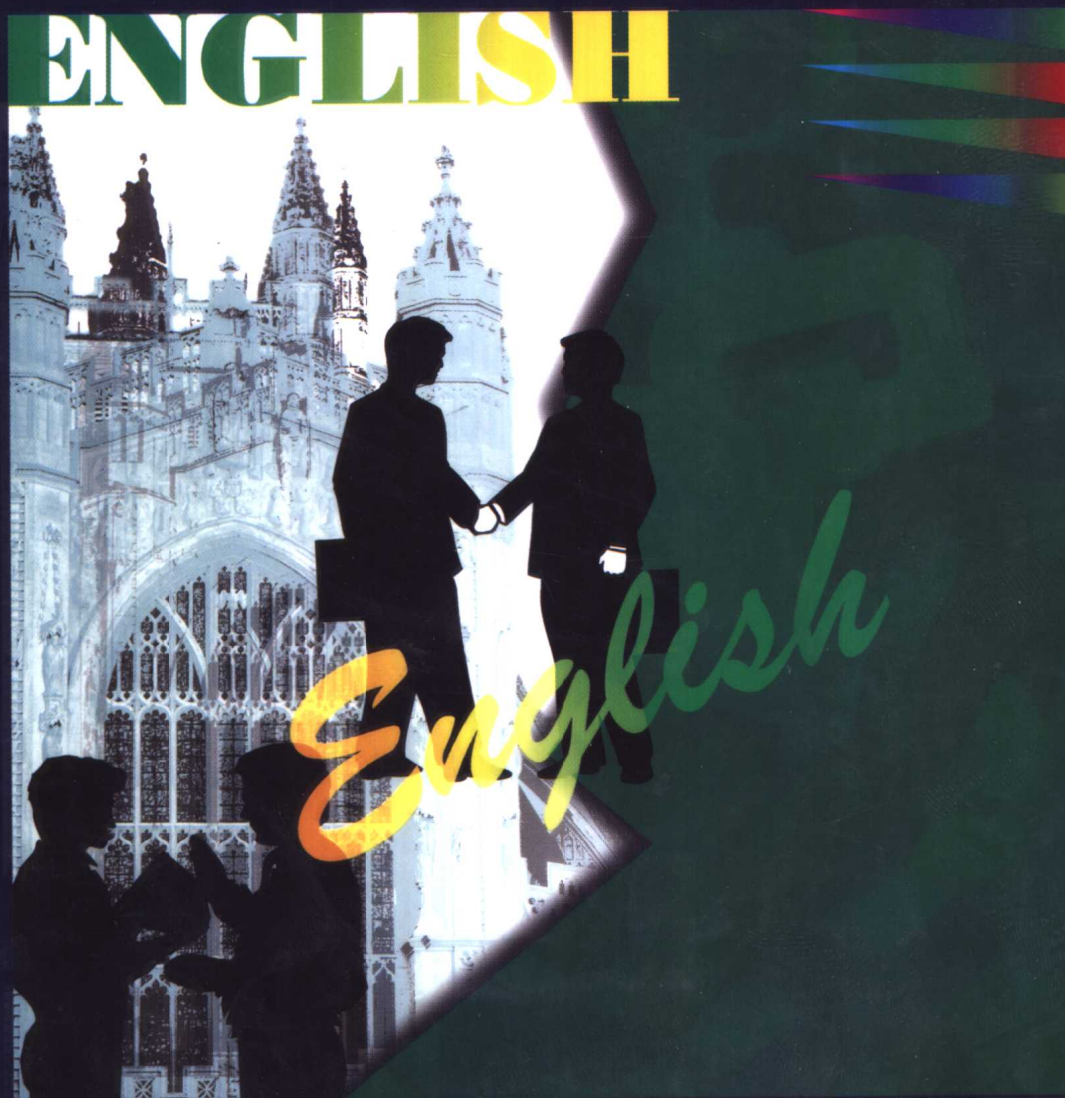


# 英语综合练习4

## A COMPANION TO ENGLISH

高职高专版

教育部《英语》教材编写组 编



高等教育出版社

北京)

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***A Companion to  
English***  
**英语综合练习 4**

**(高职高专版)**

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## 内容提要

《英语》(高职高专版)系列教材是“教育部高职高专规划教材”,供高职高专非英语专业低起点学生使用。本套教材以教育部2000年颁布的《高职高专英语课程教学基本要求》为依据,力求做到把语言基本功训练与实际涉外活动结合起来,使学生从一开始就能学用结合,学一点、用一点、会一点。

本套教材由主教材《英语》1~4册、《英语综合练习》1~4册及《英语1、2答案和译文》、《英语3、4答案和译文》组成。每册学生用书均配有录音磁带。

本书为主教材《英语4》的配套用书,共包括10个单元。每单元通过形式多样的练习,重点训练主教材相应单元出现的词汇、结构,以提高学生听、说、读、写、译等各项技能。书中设有阶段性测试题,便于学生自检、自测。书后附有练习答案。

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**A Companion to**  
**English**

**英语综合练习 4**

(高职高专版)

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## 前 言

《英语》(高职高专版)系列教材是根据教育部2000年颁发的《高职高专英语课程教学基本要求》(以下简称《基本要求》)编写的,是“教育部高职高专规划教材”。本套教材的培养目标是培养学生在中国环境下使用英语进行涉外交际的能力。具体涉及四个方面:1. 使学生掌握一定的英语基础知识和技能;2. 使学生具有阅读和翻译有关业务英语资料的能力;3. 训练学生进行简单的日常和涉外会话的初步能力;4. 培养学生模拟套写简单信函等涉外业务应用文的能力。


本套教材由主教材《英语》1~4册、《英语综合练习》1~4册及《英语1、2答案和译文》、《英语3、4答案和译文》组成。每册学生用书均配有录音磁带。

### 《英语》

第一册为预备教材,词汇起点为800词,主要目的是帮助英语水平低于《基本要求》规定的学生,复习巩固中学阶段已学过的语音、语法、词汇,为进一步学习打下基础。为了便于初学者使用本书,书后附有基本语音知识、基本语法知识和基本词汇。

第二册的重点是简单句的基本语法归纳和复习,基本句式的听说读写译技能的训练,并注意把语言基本功训练与实际涉外活动结合起来,使学生从一开始就能贯彻学用结合,学一点、用一点的原则。

第三册和第四册在侧重阅读基本技能训练和语言应用能力提高的同时,继续进行听说读写译的综合训练,并引入涉外交际资料的阅读、翻译和套写训练,将读译写技能的培养作为教学重点,把培养学生实际使用英语去处理业务工作中的涉外交际活动的的能力作为最终目标。

主教材每册书都加配了《英语多媒体学习课件》光盘,并将光盘中的内容用  标注在书中每课的相应部分,使学生能借助计算机辅助教学手段,学习光盘中提供的多媒体学习材料,加深对课文的理解,强化技能训练,欣赏英文歌曲等。该课件光盘共有4张,分别对应《英语》1~4册。每册的课件由六个模块组成:课文学习、语言技能、语法学习、词汇学习、考考测测和轻松一刻。课件具体内容详见附录。

### 《英语综合练习》

《英语综合练习》既与《英语》紧密配合,又不相互重复。与《英语》相比,《英语综合练习》遵循“自学、自练、自测”的原则,选材内容更简短、生动,训练方式与形式更灵活多样,并适时提供自测试题供学生检测自己的学习成果。考虑到学生自学的特点,听录音遍数不强求一致,学生可根据自己的实际需要多次播放;读译写部分以读懂理解为主,编配了少量练习以帮助学生扩大词汇和巩固语法。因此,同时使用这两套用书,会收到相得益彰的效果。

88.40/06

### 《答案和译文》

《英语1、2答案和译文》和《英语3、4答案和译文》内容包括主教材学习重点提示,主教材练习参考答案和课文参考译文。

《英语综合练习4》(高职高专版)总主编为大连理工大学外语系孔庆炎教授。由对外经济贸易大学黄震华教授担任主审。参加审稿工作的还有:中央电视大学刘黛琳副教授、教材发展研究所外语教学研究室刘援主任、南京师范大学金陵女子学院于忠喜副教授。在重庆大学外语学院任教的澳大利亚教师 Ann Laidlaw 女士审读了全书。重庆大学成人教育学院的领导对本册教材的编写给予了大力的支持。编者在此一并表示深深谢意。

由于编写时间紧迫,经验不足,水平所限,不足与疏漏之处在所难免,恳切希望广大师生和读者批评指正。

编者

2000年4月

# Unit 1

## 主教材学习重点提示

**阅读技巧:** 略读

**翻译技巧:** 非限定性定语从句的翻译

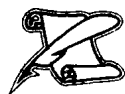
**语法:** 非限定性定语从句

**应用文:** 传真

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## Listening In and Speaking Out

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### Listening in

#### 1 Dialogues

Listen to the dialogues and choose the best answers to the questions.

1. a. He needed the information in it.  
b. He bought it as a gift to the woman.  
c. He wanted to write an ad.  
d. He needed to write a new book.
2. a. Connie and David liked to meet friends.  
b. Connie and David had many friends.  
c. Connie and David became good friends.  
d. Connie and David used to get along well.
3. a. Write out a list of the woman's calls.  
b. Make plans to meet the woman.  
c. Call the woman later in the day.  
d. Take calls for the woman.
4. a. He'll come back again to apply for the job.  
b. He'll think about whether he really wants to quit the job.  
c. He'll get some training before he quits the job.  
d. He'll apply for another job.



5. a. Because he doesn't like meetings.
- b. Because he has to go somewhere else.
- c. Because he doesn't bother to go to the meeting.
- d. Because he has no time to think about it.

## 2 Conversation

Listen to the conversation and then answer the following questions.

1. Where did Jiro study from 1983 to 1987?
2. In which department did Jiro work in the trading company?
3. Why did Jiro go to England?
4. How many foreign languages could Jiro probably speak?

## 3 Passage

Listen to a story about a couple's survival at sea.

- A. Before listening, discuss with others on the following questions and write down any of your ideas in the chart below.

What happened to the couple?	What do you want to know from the story?
Possible answers: a. They met a storm on the sea. b. Their boat... c.	For example: a. How did they find food? b. c.

- B. Listen to the story and put the following events into the right order.

- ☐ a. They jumped into a life-raft after their yacht sank.
- ☐ b. The captain of a fishing boat saved them and took them to Panama.
- ☐ c. Three weeks after they left Panama, they met some sharks.
- ☐ d. Bill caught fish in a cup after he lost his fishing line.
- ☐ e. They lived on tinned food, fruit and bottles of water for twenty days.

## 4 Spot Dictation

Listen to the short passage and fill in the blanks with the missing words.

I'd like to make a comment about the programs and advertisements we see on TV: there are no 1. \_\_\_\_\_ images of old people at all. Young people on TV have a lot of money, good 2. \_\_\_\_\_ and wonderful clothes. They travel in fast cars or planes and have 3. \_\_\_\_\_ lifestyles. But what about old people we see in programs or ads? They live 4. \_\_\_\_\_, they are usually poor, and they never go anywhere. I think the people who make the programs 5. \_\_\_\_\_ be more careful. Is that really what our young people can 6. \_\_\_\_\_ for in the future? Remember

we'll 7. \_\_\_\_\_ be old one day — if we're lucky!

### 5 Picture Identification

Four people will talk about four different inventions. Listen to their talk and find out what they are talking about and number the pictures according to the sequence of the talk.



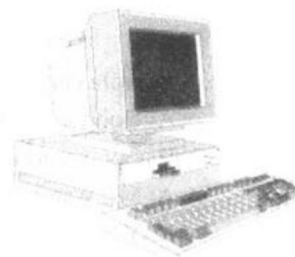
Calculator: \_\_\_\_\_



VCR: \_\_\_\_\_



TV set: \_\_\_\_\_



Computer: \_\_\_\_\_



## Speaking out

### 1 Picture Description

Describe the picture with the help of the Chinese version and English words given in the brackets.

保罗 (Paul), 在东京股票交易中心工作 (Tokyo Stock Exchange), 挣钱很多 (earn a lot of money), 但有太多焦虑 (but have too many worries), 最糟 (the worst) 的是工作没有安全感 (have no job security)。下班后还要学习、工作直至深夜 (work till midnight), 参加各种培训班 (attend training courses)。但他喜爱他的工作 (love his job)。



## 2 Communicative Speaking

### Sample conversation 1

A: Good morning, Miss...

B: Miss Jones. Good morning.

A: You'd like to join our team, I gather.

B: Yes, I would.

A: I'd like to know a bit about you. Perhaps, you could tell me a bit about your education.

B: Oh yes, right. Well, I studied English in Chongqing University and I got my first degree in 1994 and then I did an MA course in accounting at Manchester University.

A: That's very interesting. Could you tell me which course did you enjoy most at school?

B: Ah ... foreign languages.

A: Foreign languages?

B: I did French and Japanese.

A: Are you quite fluent in those languages?

B: Yes, aha.

### Sample conversation 2

A: Good morning.

B: Good morning.

A: Mr. Wang, can you tell me something about your work experience?

B: Yes. I worked as a bank clerk for three years in the Bank of China. I must say that it was a good job.

A: Why did you leave that job?

B: I didn't really want to, but my family had to move to another city, so I left the bank.

A: What did you do after that?

B: I worked for one private company for 6 months and then I did one-year-full-time course in Finance and Trade.

A: What's your best quality?

B: Um, best quality? Well, I think I'm a hard-working and responsible person. I guess that's my best qualities.

### USEFUL EXPRESSIONS AND PATTERNS

- |   |  |
|---|--|
| 1. You'd like to join our team.                           | 7. Can you tell me something about your work experience? |
| 2. I'd like to know a bit about you.                      | 8. What did you do after that?                           |
| 3. Perhaps, you could tell me a bit about your education. | 9. Why did you leave that job?                           |
| 4. Which course did you enjoy most at school?             | 10. I worked as a bank clerk...                          |
| 5. I studied English in...                                | 11. What's your best quality?                            |
| 6. I got my first degree in...                            | 12. I'm a hard-working and responsible person.           |

### 3 Conversation Translation

Complete the following conversations by translating the parts given in Chinese into English.

#### Conversation 1

A: What do you do at the moment?

B: 我在一家大公司作秘书工作。

A: Do you like your job there?

B: 不太喜欢。

A: Are you thinking about leaving your job?

B: 对。我想申请到一家广告公司工作。

A: Good luck.

#### Conversation 2

A: 请你告诉我你的学历和工作经历?

B: I graduated from a technical school two years ago and since then I've been working as a technician in a factory.

A: 那么, 你为什么想到我厂工作?

B: Well, I need changes in my life. I don't like to spend too many years doing the same job, because it's very boring.

A: If you were given the job, 你能为我们干多长时间呢?

B: It's hard to say.

### 4 Simulated Practice

Read the job ad and do the role play.

#### A Team Member Is Wanted

**ACME ATLANTIC** is a well-known trading company. We are looking for enthusiastic people to work in our office on one-year contract. Candidates must be able to speak and write at least one foreign language fluently. The main requirements are a willingness to work as a member of a team, the ability to cope with stress and to use telephone using a foreign language. The salary we offer is excellent.

**Student A**

You have applied for the job in the ad. You are going to be interviewed by the personnel director. Be ready to answer the personnel director's questions. Besides, you can also ask him / her questions.

**Student B**

You are the personnel director of ACME ATLANTIC. You are going to interview Student A. Think about the questions you would like to ask him / her. Besides, be ready to answer his / her questions.

## Reading In and Writing Out

**Reading in****Passage****How to Build Your own Web Site**

A lot of real businesses are **focusing** on the Internet as a way of building sales, but some people with nothing to sell are creating their own Websites to announce wedding plans and show off pictures of their kids and just plain communication. It's not as hard as you think and it can be a lot of fun. Carol Masser has some tips on building your own Web site. "Like my living room, or my study, it's where I put **mementos**, **collectibles**, books and paintings and things that I would like to show to my friends and relatives."

集中, 聚集

纪念品/收集品

Renne Tubegeihan uses his own Web site to invite people into his **virtual** home. While John Marashod designed his own Web site to reach out to other parents of **disabled** children. "I'd say the goal of this site is to basically link parents in the same situation with disabled children and **bounce off** ideas to one another."

虚拟的

残疾的

交流, 交换

Renee and John are part of a growing number of **surfers** who are shaping and spinning their tails on their own Web pages. If you want to **weave** a Web yourself, it's easier than you think. The first step is to get your own Web address. They're sold by Web service providers like Microsoft, AT&T, and other local companies. Expect to pay between 15 and 25 dollars per month to rent space for your site. But some companies, like

因特网的浏览者

编织, 设计

Tripod and Geocities, issue the site for free if you agree to allow their advertising on your page.

Before you get into setting up your own Web site, you should go around and do some surfing and check out other sites. Once you know what you want to do, it's time to build. If you just want the basics, you can use Microsoft's free Internet Assistant; or if you want to get a little **fancier**, you can buy a software program like Adobe Pagemill for 100 dollars, or Microsoft's FrontPage Editor for 150 dollars. 更为诱人

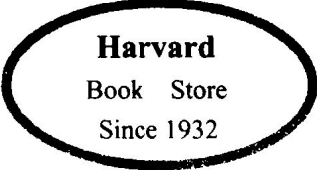
## Check your understanding

1 Choose the best answer to each question.




1. Why do some people create their own Web sites?
  - a. To sell their plans.
  - b. To set up family business.
  - c. To communicate with others on family matters.
  - d. To show off their Web sites building skills.
2. What is the main goal of John Marashod's Web site?
  - a. To contact parents who like to share their ideas on educating children.
  - b. To link parents who offer free service to disabled children.
  - c. To send information to disabled children.
  - d. To link parents with disabled children so as to exchange ideas.
3. Some companies offer free Web addresses provided that \_\_\_\_\_.
  - a. their advertisements are allowed to be put on the Web site
  - b. the Web service providers agree to put their advertisements on their Web sites
  - c. Microsoft and other service providers pay the monthly rent
  - d. 25 dollars are paid to Microsoft, AT&T or other local companies
4. What do you need to do after you get your Web site address according to the passage?
  - a. You need to contact a local company for free advertising.
  - b. You need to surf some Web sites so as to decide what will be included in your Web site.
  - c. You need to learn the basic skills of creating a Web site.
  - d. You need to buy a software program called Adobe Pagemill.
5. How does the author think about creating one's own Web site?
  - a. It's very complicated.
  - b. It's expensive by American standard.
  - c. It's much easier than we think.
  - d. It's just too simple.

## Timed reading

- 2 Part of the main page of Harvard Book Store is presented below. Read it as quickly as possible and decide whether the statements following the passage are true (T) or false (F).



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AT THE HUB of the Boston/Cambridge university community, Harvard Book Store has been a gathering place and book lover's resource for over 60 years. Although you see our specialties in scholarly and business titles mentioned below, we also serve as a source for works of general interest.

**SEARCH & ORDER**

We now feature online ordering of any book we have in stock, as well those that aren't in stock or are out of print. You can search by keyword, author's last name, or title right here:

Search Now!

We recommend using the search page for a more detailed query. You can use our inquiry form if you don't find what you're looking for, or you would like us to look for an out-of-print book.

**Departments**

Award Winners  
Pulitzer, Caldecott, you name it...

Bestsellers  
Updated every week!

Frequently Asked Questions  
Got questions? We've got answers!

Join Our Mailing List  
Get e-mail about books & events!

Links  
Look here for other sites we like.

Staff Favorites  
What we're reading.

Scene In The Store:  
Have You Been In Lately?

- ☐ 1. The main page of Harvard Book Store serves as a guide on book information and it also offers the service to order books on line.
- ☐ 2. Harvard Book Store has been in business for over 60 years.
- ☐ 3. The main page of Harvard Book Store provides information only on scholarly and business books.
- ☐ 4. Staff Favourites of Harvard Book Store is designed to inform the readers of the best sellers.
- ☐ 5. The Search function of the page can provide all the information about any books, even those which are out of print.

- ☐ 6. If you have any questions on books, you can probably get the answers by clicking the Frequently Asked Questions.



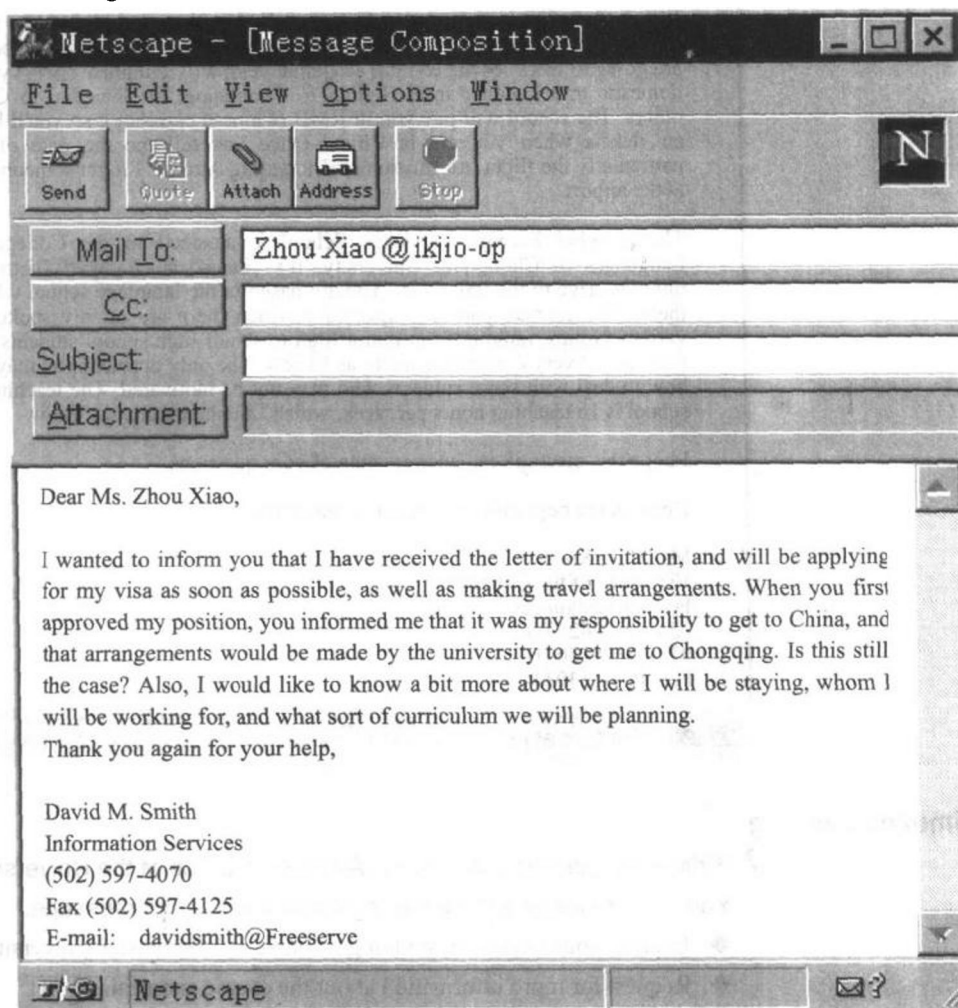
## Writing out

### Applied Writing

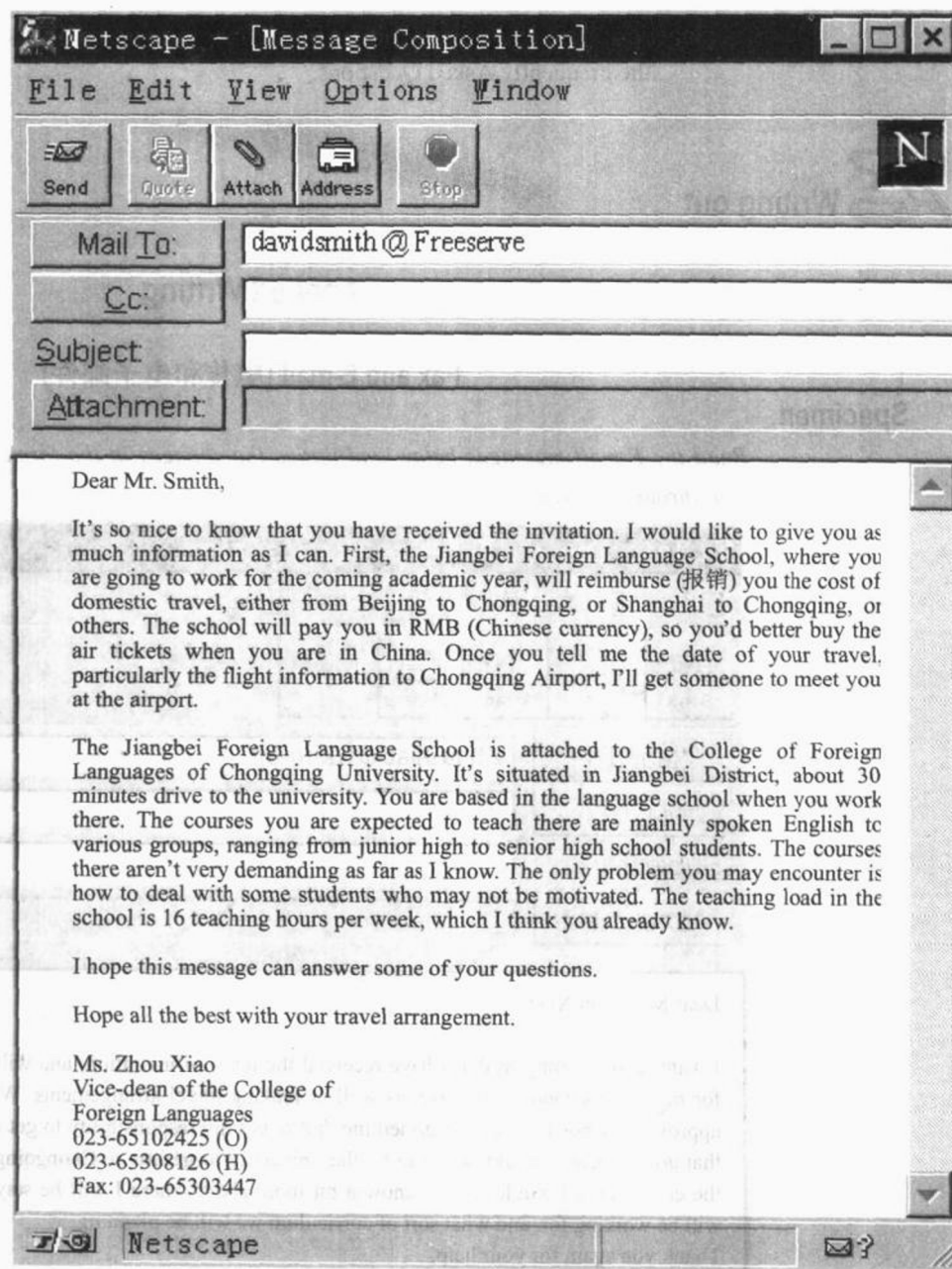
#### Fax and E-mail (电传和电子邮件)

#### Specimen

*Read the E-mail messages below and notice the changes in the format of business letters sent through E-mail.*







### Simulated writing

1 Write an E-mail message to the Admission Office of the University of Manchester. You need to include the following information in the message.

- ◆ Express your interest in studying a course in Manchester University.
- ◆ Request for more information about the course and tuition.
- ◆ Express your thanks.