

在职攻读硕士学位全国联考

英语考试指南 及考试大纲

李建萍 主编

2

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英语考试指南及考试大纲

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前 言

国务院学位委员会办公室 2002 年 2 月做出最新决定,从 2002 年起,全国在职攻读硕士学位全国联考外语考试(英、日、俄、德),将不分考生报考的学位种类,按照各语种统一的考试大纲,实行统一命题、统一考试、统一阅卷,择优录取。其目的是为了规范和改进在职攻读硕士学位全国联考工作,提高全国联考外语考试的科学性、权威性和公正性。在职攻读硕士学位全国联考包括工商管理、公共管理、法律、教育、工程、建筑学、临床医学等十几个专业的硕士学位。

国务院学位委员会办公室最新颁布的在职攻读硕士学位全国联考英语考试大纲充分考虑了在职攻读硕士学位的特点,在考试内容和考试项目等方面加强了对考生英语应用能力的考核。对各个专业以前所要求的词汇量和常用词组进行了必要的筛选,对考题形式也做了必要的调整,以适应全国联考的特点和要求。

为了配合社会各阶层考生考前的全面复习和准备,我们编写了这本《在职攻读硕士学位全国联考英语考试指南及考试大纲》。本书是严格按照《在职攻读硕士学位全国联考英语考试大纲》所规定的考试要求、考试内容和形式,精心编写而成的。全书由三大部分组成:词法与语法、解题技巧和模拟试题。第一部分:词法与语法。主要针对大纲中所涉及的语法要点,分章进行讲解,举例示范,每章之后均设有专项练习,以方便读者边学边练,巩固所学的要点,加深理解。第二部分:解题技巧。根据大纲所规定的考试形式,详细介绍了有关阅读理解、英译汉及英语写作方面的解题技巧。我们力求做到文章深入浅出,简洁明了,使读者不仅能从理论上了解各种解题技巧,而且能逐步掌握并熟练应用这些指导思想和应试技巧。第三部分:模拟试题。书中共配备了八套模拟试题,各试卷均以联考大纲为依据,参照大纲的英语样题编写配置的(听力部分除外)。每份试卷的题型和分量都与样题完全一致,并附有参考答案。为了方便读者进行复习准备和分析比较,我们将在在职攻读硕士学位全国联考外语考试大纲(英语)、考试样题、词汇表及词组表都收入本书的附录中。

在职攻读硕士学位全国联考外语考试将分三步在试卷内增加听力测试,第一步,在 2002 年考试试卷中暂不设置听力测试题,考试卷面分值为 85 分。考生外语成绩 = 总分 \div 85 \times 100。第二步,2003 年考试试卷中增加听力测试题,分值为 15 分,但不记入考生的外语成绩,只做参考。考试卷面分值仍为 85 分,考生外语成绩与 2002 年的计算方式相同。第三步,从 2004 年起,考试试卷及分值完全按照联考大纲设置。从长远观点出发,本书的模拟试题部分,按照联考大纲特别设置了听力部分。

编 者

2003 年 3 月于北京

目 录

第一部分 词法与语法	(1)
第一章 名词与代词的数和格	(1)
第一节 名词的数	(1)
第二节 名词的格	(2)
第三节 代词的数和格	(2)
第二章 动词的时态和语态	(7)
第一节 动词的时态	(7)
第二节 动词的语态	(13)
第三章 非谓语动词	(18)
第一节 不定式	(18)
第二节 分词	(20)
第三节 动名词	(22)
第四章 形容词与副词的比较级和最高级	(27)
第一节 形容词的比较级和最高级	(27)
第二节 副词的比较级和最高级	(29)
第三节 比较级和最高级的一些特殊意义和用法	(31)
第五章 常用连词	(35)
第一节 并列连词	(35)
第二节 从属连词	(36)
第六章 从句	(39)
第一节 名词性从句	(39)
第二节 形容词性从句	(42)
第三节 副词性从句	(44)
第七章 虚拟语气	(49)
第一节 虚拟语气的基本形式和一般用法	(49)
第二节 虚拟语气在从句中的运用	(50)
第三节 虚拟语气的其他用法	(52)
第八章 强调句与倒装句	(55)
第一节 强调句	(55)
第二节 倒装句	(56)
第二部分 解题技巧	(59)
第九章 阅读理解技巧	(59)
第一节 常用的阅读方法	(59)

第二节 常见题型及解题技巧	(60)
第十章 英汉翻译技巧	(78)
第一节 词义的选择、引申、褒贬	(78)
第二节 词的转译、增加、重复和省略	(79)
第三节 名词性从句的翻译	(81)
第四节 定语从句的翻译	(84)
第五节 状语从句的翻译	(85)
第六节 被动语态和反译法	(89)
第七节 长句和短文的翻译	(91)
第十一章 英语作文写作技巧	(100)
第一节 写作的要求与评分标准	(100)
第二节 写作要领	(101)
第三节 写作步骤	(101)
第四节 布局与技巧	(103)
第五节 英语作文中启、承、转、合常用词语	(105)
第三部分 模拟试题	(112)
模拟试题一 (180 minutes)	(112)
模拟试题二 (180 minutes)	(122)
模拟试题三 (180 minutes)	(133)
模拟试题四 (180 minutes)	(143)
模拟试题五 (180 minutes)	(154)
模拟试题六 (180 minutes)	(163)
模拟试题七 (180 minutes)	(172)
模拟试题八 (180 minutes)	(181)
模拟试题参考答案	(190)
附录	(213)
附录一 在职攻读硕士学位全国联考考试大纲	(213)
附录二 考试样卷	(216)
附录三 词汇表	(230)
附录四 短语表	(295)
主要参考书目	(303)

第一部分 词法与语法

第一章 名词与代词的数和格

第一节 名词的数

英语的名词可分为可数名词与不可数名词两大类,其中可数名词有单数和复数两种形式。单数形式用于表示一个人或事物,复数形式用于表示两个或两个以上的人或事物。可数名词的复数形式构成有以下几种情况:

序	词	复数构成方法	例词
1	规则名词	加 s	student-students, pen-pens, girl-girls
2	以 s, x, ch, sh 结尾的词	加 es	class-classes, box-boxes, watch-watches, brush-brushes
3	以辅音 + y 结尾的词	变 y 为 i 加 es	country-countries, study-studies factory-factories
4	以 o 结尾的词	多数加 es, 有些只加 s	photo-photos, radio-radios
5	以 f, fe 结尾的词	多数变 f 为 v 加 es, 有些只加 s	knife-knives, safe-saves, belief-beliefs
6	以 sis 结尾的词	变 i 为 e 加 s	basis-bases, thesis-theses, crisis-crises
7	不规则名词(一)	与单数同形	fish-fish, deer-deer, sheep-sheep
8	不规则名词(二)	词的中间变化	man-men, foot-feet, tooth-teeth
9	不规则名词(三)	词尾变化	child-children, bacterium-bacteria, phenomenon-phenomena
10	有主体复合名词	主体名词加 s	looker-on / lookers-on, step-mother / step-mothers
11	无主体复合名词	词尾加 s	co-operator / co-operators, arm-chair-armchairs
12	以 man, woman 为首构成的复合词	变为 men, women 后词尾再加 s	man-doctor / men-doctors, woman-author / women-authors

第二节 名词的格

英语名词的格与代词一样,有主格、宾格和所有格三种形式。英语名词的主格和宾格没有形式变化,所有格的形式变化如下:

1. 在单数名词后面加 's 构成,例如:

Tom's books
our teacher's office
my aunt's dog

2. 在复数名词后面只加 ' 构成,例如:

our teachers' offices
the boys' games
the patients' worries

3. 在不以 s 结尾的复数名词后面加 's 构成,例如:

men's interests
children's plays
women's dresses

4. 复合名词所有格的构成与普通名词一样,例如:

someone else / someone else's
each other / each other's mistakes
step-mothers / step-mothers' problems
men-doctors / men-doctors' rest room

5. 一些表示时间的名词后面也可以加 's 构成所有格,例如:

today's work
yesterday's newspaper
half an hour's walk

6. 表示无生命的名词的所有格由 of + 名词构成,例如:

a map of China
one of the longest rivers
the present state of our knowledge

7. 表示其中一部分的意义时,由名词的双重所有格 of + 名词所有格构成,例如:

two novels of Bronte's
a friend of my roommate's
a proposal of the manager's

第三节 代词的数和格

代词在语言实践中用来代替名词,以避免重复。因此,代词与名词一样,可以做主语、宾语、表语、定语、介词宾语。代词的数与格,一般是根据它们不同的类别而变化,有一些代词还

有人称和性的变化。代词分八大类:人称代词、物主代词、反身代词、指示代词、不定代词、疑问代词、关系代词和相互代词。

1. 人称代词

人称代词不仅有数与格的变化,还有第一、第二、第三人称的变化,单数第三人称有阳性、阴性和中性的变化。人称代词的主格在句子中做主语,宾格做宾语。

人称	单数			复数		
	一	二	三	一	二	三
主格	I	you	He 阳性, she 阴性, it 中性	we	you	they
宾格	me	you	Him 阳性, her 阴性, it 中性	us	you	them

I am a new comer. Could **you** show **me** the way to the library?
She bought an English-Chinese dictionary. **It** is very useful to **her**.
We are cleaning our classroom, while **they** are playing balls.
You, he and I all like swimming.
Overseas Chinese look forward to a strong motherland. **She** is dear to all of **them**.

2. 物主代词

物主代词也可以称为人称代词所有格,有形容词性物主代词和名词性物主代词。形容词性物主代词在句子中做定语,名词性物主代词可以做主语、宾语和表语。

人称	单数			复数		
	一	二	三	一	二	三
形容词性	my	your	his 阳性, her 阴性, its 中性	our	your	their
名词性	mine	yours	his 阳性, hers 阴性, its 中性	ours	yours	theirs

You may take **my** bag and I take **yours**.
His sister is a nurse and **hers** is a teacher.
Ours is a great Party, **ours** is a great people, and **ours** is a great socialist country.
This is not **your** umbrella. It is **mine**.
Richard is an old friend of **theirs**.
It is no fault of **yours** that we failed in the experiment.

3. 反身代词

反身代词在句子中可以做宾语,表示动作的反射,即动作的执行者和承受者是同一个人或事物;也可以做主语、宾语或表语的同位语,用来加强语气。反身代词由物主代词或人称代词的宾格加 -self (单数) 或 -selves(复数)构成。

	单数	复数
第一人称	myself	ourselves
第二人称	yourself	yourselves
第三人称	himself 阳性, herself 阴性, itself 中性	themselves

Lenin taught **himself** English and translated the whole book into English.

Lei Feng was always ready to help others but never thought of **himself**.

You can go and ask your girl-friend **herself**.

They **themselves** should be responsible to it.

An auto-washer can do the whole washing by **itself**.

You have grown up and can decide for **yourself**.

We had a heated argument on the topic among **ourselves**.

4. 指示代词

指示代词有单数和复数、近称和远称之分。单数: this(近称)和 that(远称); 复数: these(近称)和 those(远称)。指示代词在句子中可以做主语、宾语、表语和定语。

This is what I want to show you.

You may like **this** song but I like **that**.

Thank you for your gift. What I want is **that**!

These are blue buttons and **those** are red.

It is terrible cold today. **That** is why I stay at home.

5. 不定代词

英语中的不定代词较多,用法也比较复杂,常用的不定代词有: some, any, no, none, each, every, one, both, all, either, neither, few, many, little, much, other, another, 以及由 every, some, any, no 构成的复合不定代词。不定代词在句子中可做主语、宾语、表语和定语。值得注意的是不定代词的单、复数情况和用于修饰可数、不可数名词时的变化。

None of them know English or Chinese.

Neither he **nor** his brother knows Japanese.

You can question **each** of them.

Don't you have **any** books?

He tries his best to make **everyone** present happy.

Dr. Cruise gave his **all** to his scientific research.

6. 关系代词

关系代词用于引导定语从句,先行词是人或有生命的东西时,用 who(主格)、whom(宾格)、whose(所有格);先行词是无生命的东西时,用 that, which; as 引导的限定性定语从句主要用在 such 和 the same 之后;另外, but 可以作否定关系代词。

I can introduce the author to you **who** wrote the famous novel.

He is the very person **whom** I am looking for.

Would you be so kind to help the man **whose** leg is hurt?

Please tell me all **that** you know about the accident.

The computer, **which** is covered with a piece of white cloth, belongs to me. You can use it.

There is no man **but** has his faults. (没有人没有缺点。)

Such a man **as** tells a lie is unreliable. (说谎的人是不可以信任的。)

7. 疑问代词

疑问代词用于构成特殊疑问句, who(主格)、whom(宾格)、whose(所有格)用于表示人或

有生命的东西; what 用于表示无生命的东西, which 用于选择。

Who will be our mathematic teacher next term?

Whom are you going to take care of when your mother is not in?

Whose dictionary is she using?

What could you like to say about such a result?

Which train does he take every morning?

8. 相互代词

相互代词表示相互关系, 在句子中作宾语, 相互代词的所有格形式可以作定语。相互代词只有两个: each other 和 one another。each other 一般表示两者之间, one another 多用于两者以上。

We study hard and help **each other**.

My roommate and I often help to overcome **each other's** difficulties.

Encouraging **one another** is important in sport matches.

【Exercise One】

- The weather in Beijing is much hotter than _____ in Edmonton.
[A] it [B] this [C] that [D] x
- The cars made in Japan are better than _____ made in Russia.
[A] this [B] that [C] these [D] those
- Do you happen to know the teacher over there? Yes. It is _____ sister.
[A] Li Min and Li Tie's [B] Li Min's and Li Tie's
[C] Li Min's and Li Tie [D] Li Min and Li Tie
- Everyone must do _____ best to help others.
[A] one's [B] ones [C] his [D] your
- Between you and _____, Wang Hong's father has been arrested.
[A] I [B] me [C] my [D] her
- There is no rule _____ has exception.
[A] still [B] but [C] so [D] than
- Associate with such _____ will improve your manners.
[A] who [B] whom [C] as [D] so
- Please let me know if you need _____ ice-cream.
[A] some [B] any [C] many [D] lot
- What we should know is that practice in _____ is learning.
[A] himself [B] herself [C] itself [D] themselves
- _____ wanted to go outside for playing games in such a cold day.
[A] No [B] No of us [C] No one of us [D] None of us
- Could you tell me how to say 妇女的权利 in English? It is _____.
[A] women's right [B] woman's right [C] women right [D] woman right
- The two young men quarrel and then began to fight. The _____, however, didn't try to

stop them.

[A] lookers-on [B] looks-ons [C] look-ons [D] on-lookers

13. _____ of the three bus lines will take you to the Beijing Station.

[A] No [B] Neither [C] Either [D] All

14. Why don't you get _____ to read during the winter vacation?

[A] everything [B] something [C] anything [D] nothing

15. There are some proposals here, but we can only discuss _____.

[A] a proposal from the manager's [B] a proposal of the manager's

[C] a manager proposal [D] a manager's proposal

16. It is no fault of _____ that we failed in the experiment.

[A] her [B] she [C] hers [D] your

17. _____ he _____ his brother knows Japanese.

[A] Both...and [B] Nor...nor [C] neither...nor [D] Either...nor

18. The copy machine _____ is covered with a newspaper is on. You can use it.

[A] how [B] what [C] it [D] which

19. You look worried. _____ are you waiting for?

[A] Whom [B] How [C] Which [D] Why

20. My roommate and I often help to overcome _____ difficulties.

[A] us [B] our [C] each other [D] each other's

【ANSWERS】

1. C 2. D 3. A 4. C 5. B 6. B 7. C 8. B 9. C 10. D
11. A 12. A 13. D 14. B 15. B 16. C 17. C 18. D 19. A 20. D

第二章 动词的时态和语态

第一节 动词的时态

英语的时态是一种动词形式,不同的时态用于表示不同的时间与所处的状态。

英语的时态根据其构成可分为四大类:一般时、进行时、完成时和完成进行时;根据其时间也可以分为四大类:现在时、过去时、将来时和过去将来时。把这四种不同的结构和时间分别结合起来,就构成了英语的十六种时态。现以动词 work 为例,将英语的十六种时态及表示方式按讲解顺序列表如下:

	一般时	进行时	完成时	完成进行时
现在时	1 一般现在时 work	5 现在进行时 is/are working	9 现在完成时 have/has worked	13 现在完成进行时 have/has been working
过去时	2 一般过去时 worked	6 过去进行时 was/were working	10 过去完成时 had worked	14 过去完成进行时 had been working
将来时	3 一般将来时 shall/will work	7 将来进行时 shall/will be working	11 将来完成时 shall/will have worked	15 将来完成进行时 shall/will have been working
过去将来时	4 一般过去将来时 should/would work	8 过去将来进行时 should/would be working	12 过去将来完成时 should/would have worked	16 过去将来完成进行时 should/would have been working

1. 一般现在时

一般现在时用来表示客观事实、普遍真理、经常性或习惯性动作。一般现在时由动词原形构成,单数第三人称做主语时,谓语动词要在词尾加 -s 或 -es。

(1) 表示客观事实

London's weather is very strange.

People work five days a week in many countries.

Generally speaking, Spaniards eat dinner much later than Americans do.

(2) 表示普遍真理

The sun rises in the east and sets in the west.

Metals are good conductors of heat and electricity.

Water boils at 100 degrees Celsius.

(3) 表示经常性或习惯性动作

He often sleeps with the light on.

I am not a morning person. In fact, I usually do not get up until 10:00 a.m.

Mike rides his bicycle to school every day.

(4) 表示主语的特征、职业、能力等

They come from Japan. They don't speak English.

She works in a supermarket as a payee.

The little girl has beautiful blonde hair.

(5) 表示按规定、计划或安排要发生的情况

Schools begin on September 1st in China.

The plane takes off at 1:00 pm. and arrives at Toronto Airport at noon on December 24th.

The delegation leaves for Shanghai tomorrow morning.

(6) 在时间或条件状语从句中,表示将来的动作或者状态

As long as you keep on trying, you will succeed.

Don't move before I come back.

If you ask him for help, he will be glad to lend a hand.

(7) 表示说话时正在进行的动作(仅限于没有进行式的动词)

I think you are right this time.

He doesn't believe that he can get along well with an impolite man.

2. 一般过去时

一般过去时用来表示过去某一确定时间或一段时间内发生的动作或状态,由动词的过去式构成。

(1) 表示过去某一确定时间内发生的动作或状态

On Christmas Eve I hung up my stocking along with my sisters.

Last night we saw a movie about India.

The first radio broadcast was heard on December 24, 1906.

(2) 表示过去一段时间内连续发生的动作或状态

George was on the football team when he was a college student.

The Second World War broke out in 1939 and ended in 1945.

She entered the office, took off the coat and changed into his working clothes.

(3) 表示过去一段时间内经常发生的动作

I made a lot of spelling mistakes whenever I wrote in English.

She often played the violin in her dormitory.

I didn't get enough sleep before the final examinations.

(4) 在时间或条件状语从句中,表示过去将来的动作或者状态

I would let you know if anything happened at night.

Li Ming promised me that he would pay back the money as soon as he earned money.

You wouldn't catch up with the others unless you studied hard.

3. 一般将来时

一般将来时用来表示将要发生的动作或情况。一般将来时由 shall / will 加动词原形构

成, shall 用于第一人称, will 用于各种人称。

(1) 表示将要发生的动作或情况

I shall drive you to the airport tomorrow.

There will be a lecture on current affairs tonight.

The city will have a parade on October 1st.

(2) be going to do 表示打算或准备做的事情

We are going to have our health examination on Saturday.

What are you going to do this Monday?

When are you going to finish your work?

(3) be to do 表示按照计划或安排将要发生的情况

The procession is to start at 10.

There is to be an assemble on Tian An Men Square.

The students are to hand in their experiment reports this Friday.

(4) be about to do 表示马上要发生的情况或刚要做的事情

His speech is about to end.

You are too late. We are about to leave without you.

He is about to retire.

4. 一般过去将来时

一般过去将来时是以过去某一时刻为基点, 预测将要发生的动作或情况。一般过去将来时由 should / would 加动词原形构成, should 用于第一人称, would 用于各种人称。

(1) 以过去某一时刻为基点, 预测将要发生的动作或情况

I wonder whether the committee would support my plan.

The manager answered that he would meet the guests at the conference hall.

Of course it would be awkward if you had not money enough to pay the bill.

(2) 一般过去将来时常用来表示过去发生的经常性或习惯性动作

If you didn't remind him, he would make such mistakes.

As soon as I began to read English, I would fall asleep.

5. 现在进行时

现在进行时用来表示说话时正在发生或现阶段正在进行的动作。现在进行时由 be 的现在式 am / is / are 加动词的现在分词构成。

(1) 表示说话时正在发生的动作

The girls are helping their mother in the kitchen.

Mary is working on the second draft of her paper.

You look very thoughtful. What are you thinking about?.

(2) 表示现阶段正在进行的动作

We are planning a campaign against cheating at colleges.

He is translating a Canadian novel written by Margaret Atwood.

Richard is working for his uncle, but he will retune school this fall.

(3) 表示即将发生的动作。这种用法仅限于 go, come, arrive, leave, start 等动词。

The new secretary is coming here next week and she will take over your work.

Which city are you leaving for tomorrow?

We are going for a walk? Would you like to join us?

6. 过去进行时

过去进行时用来表示过去某一时刻或某一阶段内正在进行的动作。过去进行时由 be 的过去式 was / were 加动词的现在分词构成。

(1) 表示过去某一时刻或某一阶段内正在进行的动作

I was studying in the library at 10:00 p.m. last night.

When the teacher came into the classroom, she saw that Tony was writing his homework.

He rooted to the spot, paying no attention to what was going on around.

(2) 表示过去某一时刻两个动作同时发生

Mum was cooking while dad was setting the table.

The children were playing with the dog and the farmer himself was leaning on his gate.

He broke his leg when he was playing basketball.

(3) 用于描述动作或事情发生时的背景

As it was getting dark, the wind was rising.

One morning the Giant was lying awake in bed when he heard some lovely music.

We were discussing where to go for an outing during the spring holidays.

7. 将来进行时

将来进行时用来表示将来某一时刻或某一阶段内将要发生的动作。将来进行时由 shall / will be 加动词的现在分词构成。shall 用于第一人称, will 用于各种人称。

(1) 表示将来某一时刻将要发生的动作

I shall be taking my holiday in Australia next month.

Be courteous. You will be meeting the General Secretary for the first time.

Even though I shall be studying when you call, I do not mind being interrupt.

(2) 表示将来一段时间内持续发生的动作

Liu will be working on this essay for the whole week.

They will be sitting for the conference at the beginning of July.

8. 过去将来进行时

过去将来进行时是以过去某一时刻为基点, 预测将来某一时刻或某一阶段内正在发生的动作。过去将来进行时由 should / would be 加动词的现在分词构成。should 用于第一人称, would 用于各种人称。

(1) 过去某一时刻为基点, 预测将来某一时刻将要发生的动作

She walked to the gate, knowing that her boy friend would be waiting there.

The nursery told children not to play outside after lunch. It would be raining then.

(2) 过去某一时刻为基点, 预测将来一段时间内持续发生的动作

Professor Olson urged the students on since they would be writing their final examinations the following week.

You might go to the fashion exhibition later because it would be exhibiting for two weeks.

9. 现在完成时

现在完成时用于表示过去发生的动作或状态与现在的联系, 包括对现在的影响、造成的结果、动作的持续等。现在完成时由 have / has 加过去分词构成。

(1) 表示过去发生的动作或状态对现在的影响

He has gone to Tai Mountains.

The people, led by the Party, have got rid of the mud and dirt.

I have bought a bunch of flowers. Let's go to the hospital and see your friend.

(2) 表示过去发生的动作或状态对现在造成的结果

They have built several bridges over the Long River.

The concert has started. We have to look for our seats in the dark.

Up to now we have finished 80 percent of the program.

(3) 表示过去发生的动作或状态持续到现在, 也许将继续下去

My father has served in the Navy since 1960.

You have coughed for three days. You'd better go to see a doctor and have an X-ray.

10. 过去完成时

过去完成时用于表示过去某一时刻或某一动作之前已完成的动作或存在的状态。过去完成时由 had 加过去分词构成。

(1) 表示过去某一时刻之前已完成的动作或状态

By the end of last month, the automobile factory had produced 500 cars.

I had no idea that I had met you before.

(2) 表示过去某一动作之前已完成的动作或状态

When we arrived at the airport, the plane had already taken off.

He refused to accept the invitation since he had known that his opponent would appear at the party.

It had been 1:00 pm when he woke up in the morning.

(3) 表示一个动作或状态在过去某一时刻之前发生, 持续到过去, 也许将继续下去

By last May Jefferson had lived in London for about 25 years.

By five o'clock the farmers had worked for 12 hours in the field.

11. 将来完成时

将来完成时用于表示将来某一时刻或某一动作之前已完成的动作或状态。将来完成时由 shall / will have 加过去分词构成。

(1) 表示将来某一时刻已经完成的动作

He will have finished translating the book when you come back from America.

By five o'clock this afternoon they will have got to Nanning if the train keeps good line.

(2) 表示将来某一阶段内持续发生的动作

I shall have reorganized the company in a year or so.

By October they will have worked in space station for nearly three years.

12. 过去将来完成时

过去将来完成时是以过去某一时刻为基点, 预测过去的将来某一时刻或某一阶段内已经