

PRACTICAL ENGLISH

实用英语

试用本

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前 言

《实用英语》(Practical English)是广东省高等学校“九五”规划重点教材《大专英语》的继续。根据国家教委1993年颁发的《普通高等专科英语课程教学基本要求》，高等专科英语课程的教学应分为基础英语教学阶段和专业英语教学阶段。《实用英语》是在《大专英语》的基础上着重培养学生阅读、写作、翻译和会话的能力。《实用英语》共一册，15个单元。每单元包括“阅读实践”(Reading Practice)，“写作实践”(Writing Practice)，“翻译实践”(Translating Practice)及“会话实践”(Speaking Practice)四个部分。“阅读实践”部分每单元有两篇文章，题材广泛，由浅入深，着重巩固基础阶段的知识和提高学生阅读理解英语篇章的能力。“写作实践”培养学生掌握写作技巧及在对外业务中具有一定的写作能力。写作技巧方面使用浅近英语。“翻译实践”培养学生通过掌握的语言知识和技能具有中英互译有关英文资料的初步能力。“会话实践”通过情景对话培养学生在对外业务中具有一般英语会话的能力。上述四个部分后面均有一定量的练习。《实用英语》突出实用性，知识性和针对性。

本教材的难度照顾各类学生的需要。教师可以根据学生的具体情况有选择地加以利用。

本教材由《实用英语》编写组编写。成员有李宗渭、陈爱玖、张槩如、黄运亭和刘达明。李宗渭任主编。在编写过程中，广东省高等教育厅教学处及广东省大学英语教学专业委员会对本教材的编写始终给予关注。谨此致谢。

本教材为试用教材，是一次新的尝试。由于时间仓促，限于编者水平与经验，错漏之处在所难免，恳切希望广大读者提出宝贵的批评意见，以便在正式出版时加以改进。谢谢。

编 者

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UNIT ONE

PART I READING PRACTICE

Passage A

HOW DOES A CLOUD FORM?

Although it is hard to believe, the sun makes it rain. Water has to go up into the air before it can come down. And it is warmth from the sun that lifts water up.

As the sun shines on oceans, lakes and rivers, water vapor forms and spreads through the air. Warm air can hold a great deal of water vapor, but cold air cannot hold as much. When warm moist air cools, some of its water vapor turns to liquid. Little droplets form and make clouds. If the clouds are chilled, then rain may fall.

Air often rises on a warm day. As it rises, it cools. Its water vapor turns into droplets and small clouds form. As more air rises and cools, the clouds grow. The drops of water in the clouds grow bigger. The rain comes down when the drops are too big to float in the air.

The thunderstorm makes many different kinds of clouds, lightning and thunder, very heavy rain showers, hail and sometimes even tornadoes. It occurs in clouds which are called cumulonimbus. They are very large cumulus clouds. The clouds in this family have flat bottoms and an upward movement.

After it has rained for some time, the rain cools the air and the air stops rising. No more water vapor comes to the clouds and they stop growing. Then the storm ends.

New Words

vapor	['veɪpə] n.	水蒸气
moist	[moɪst] a.	潮湿的
droplet	['drɒplɪt] n.	小滴
chill	[tʃɪl] vt.	使变凉
thunderstorm	['θʌndəstɔ:m] n.	大雷雨
lightning	['laɪtnɪŋ] n.	闪电
shower	['ʃaʊə] n.	阵雨, 骤雨
hail	[heɪl] n.	冰雹
tornado	[tɔ: 'neɪdə] n.	龙卷风
cumulonimbus	['kju:mjələu'nɪmbəs] n.	积雨层
cumulus	['kju:mjələs] n.	堆积(云)

storm

[stɔ:m] n.

暴风雨, 暴风雪

Phrases & Expressions

go up	上升
a great deal of	许多
as much	同样
a heavy rain shower	一阵大雨

Reading Comprehension

- Why does a cloud form?
 - Warm air containing moisture cools.
 - Drops of water grow bigger.
 - The rain cools the air.
 - No more water vapor forms through the air.
- What is the main idea of this passage?
 - Cumulonimbus clouds are very large cumulus clouds.
 - Warm air rises, cools, and forms clouds from which rain falls.
 - The sun makes the water rise.
 - Air often rises on a warm day.
- Which of the following statements is not true?
 - The sun makes it rain.
 - Warm air can hold a great deal of water vapor.
 - As warm air rises, it cools.
 - When clouds are very small, rain falls.
- Which is true?
 - It is safe to fly into a cumulonimbus cloud.
 - The heat from the moon would make even larger clouds than that from the sun.
 - The larger the cloud is, the less rain falls.
 - It is very dangerous to fly into a cumulonimbus cloud.
- A droplet means _____.
 - a mass of fine drops of water floating in the sky
 - a body of salt water
 - a very small drop
 - a thick mist in the air

EXERCISE 1

Fill in the blanks with the proper words and expressions given below. Change the form if necessary.

occur	float	too	spread
turn to	in the air	as much	lift

1. _____ your head up and pay attention.
2. The fire _____ through the house.
3. A number of changes _____ in the last 20 years.
4. Don't thank me, I would do _____ for others.
5. The snow soon _____ rain.
6. Never _____ old to learn.
7. Large cumulus clouds _____ in the sky.
8. It is very hot, There is thunder _____.

EXERCISE 2

Give the opposite of each of the following.

1. easy
2. go up
3. drop
4. cold
5. a little
6. rise
7. big
8. large
9. same
10. light
11. downward
12. start
13. less
14. a few

EXERCISE 3

Fill in the blanks with "some time", "sometime" or "sometimes".

1. She will be away for _____.
2. We'll meet again _____ next week.
3. This school was built _____ around 1988.
4. Every man is a fool _____, and none at all times.
5. If I had _____ off this afternoon, I would like to go shopping.
6. I saw him _____ ago.

EXERCISE 4

Complete the sentences after the models.

Model 1: It is hard to believe

- (a) good, see you
- (b) impossible, finish the work, in such a short time
- (c) our duty, help others

Model 2: It is no use getting a job if you can't keep it.

- (a) worthwhile, make, such an experiment
- (b) no good, wait, this morning
- (c) dangerous, play, with fire

Model 3: It is warmth from the sun that lifts water up.

- (a) John, do it, last night
- (b) not until yesterday, I, get, your letter
- (c) in the Zoo, Smith, meet, your sister
- (d) the people, not things, be, decisive
- (e) a key, I, find, in his pocket

Passage B

SOLAR ENERGY

The sun is our greatest source of energy. We have started to use this energy only recently, though.

The sun can heat houses. Solar heat can keep a house warm even when it is cold outside. Sunny windows, sunrooms, and solar greenhouses all collect the sun's heat. They are solar collectors. They can be made on a roof, a wall, or anywhere the sun shines. Collectors can be made to store extra heat for times when there is no sun.

The sun heats water, too. Pipe systems are put on roofs and the sun heats the water pipes. House roofs should slant toward the south.

In a house that is built especially for solar heat most of the rooms face south. The southern wall has double panes of glass. The panes are divided by a half-inch of space. This space reduces the amount of heat that escapes. The sun can still enter, though.

Solar energy can be used for cooking, too. Dr. Maria Telkes invented a simple stove that looks like a tightly insulated box. The stove tilts toward the sun. Four flat mirrors fan out from it. These mirrors reflect sunlight into the inside of the stove, which is filled with a heat-ab-

sorbent salt. Its temperature can be regulated by moving the mirrors. Because it stores up heat the stove can be used after sunset.

Solar energy is expected to become cheaper and more common. Then it will be able to compete with oil and gas as a major source of energy.

New Words

solar	['səʊlə] a.	太阳的
slant	[slɑ: nt] vi.	倾斜
double	['dʌbl] a.	双重的
pane	[peɪn] n.	窗格玻璃
reduce	[ri' dju: s] vt.	减少
stove	[stəʊv] n.	火炉
tightly	['taɪtli] ad.	紧密地, 密封地
insulate	['ɪnsjuleɪt] vt.	使绝热
tilt	[tilt] vt.	使倾斜
fan	[fæn] vi.	成扇形
reflect	[ri' fлект] vt.	反射
absorbent	[əb' sɔ: bənt] a.	吸收的
compete	[kəm' pi: t] vi.	竞争

Phrases & Expressions

fan out	成扇形散开
be filled with	充满
store up	贮藏
compete with	与...竞争

Reading Comprehension

- A greenhouse is _____.
 - a house with green colour
 - a house used for growing plants
 - generally used as a hospital
 - always painted green
- One can identify a solar home by its _____.
 - construction
 - size
 - speciality
 - cost
- Who would not welcome the growth of solar energy?

- A. air pollution agencies.
 - B. oil companies.
 - C. homeowners.
 - D. construction companies.
4. Who would benefit most from using Dr. Telkes' stove?
- A. Wealthy people who live in rainy areas.
 - B. Wealthy people who live in sunny areas.
 - C. Poor people who live in cloudy areas.
 - D. Poor people who live in sunny areas.
5. Solar energy can be used for _____.
- A. heating houses
 - B. heating water
 - C. cooking
 - D. all of the above

EXERCISE 1

Fill in the blanks with the proper words or expressions given below. Change the form if necessary.

though	heat	collect	extra	store up	reduce
be filled with		compete with		reflect	look like

1. _____ your grain against famine.
2. We are satisfied that China can _____ any other country.
3. The walls of these buildings _____ heat on a hot day.
4. He said he would come; he didn't, _____.
5. Information is _____ from many sources.
6. The hall _____ persons to welcome him.
7. You have had a great deal of _____ work recently.
8. This fat lady tried to _____ her weight.
9. The weather doesn't _____ clearing up.
10. He suffers greatly from the _____.

EXERCISE 2

Translate the following into Chinese.

1. source of energy
2. pipe system
3. house roofs

4. the amount of heat
5. a tightly insulated box
6. a flat mirror
7. to slant toward the south
8. to face south
9. a half-inch of space
10. double panes of glass

EXERCISE 3

Translate the following into English.

- | | |
|----------|------------|
| 1. 太阳能 | 2. 太阳热 |
| 3. 日食 | 4. 阳历 |
| 5. 太阳系 | 6. 太阳能发电站 |
| 7. 太阳能电池 | 8. 太阳能取暖系统 |
| 9. 太阳能温室 | 10. 太阳能收集器 |

EXERCISE 4

Reorganize the following sentences so that they form a coherent paragraph.

1. Where you live is one factor.
2. It can help you as a single home owner.
3. Solar energy for your home is here.
4. Things like insulation, present energy costs, and the type of solar system you buy are added factors.
5. Whether or not solar energy can save you money depends on many things.
6. It can help the whole country as well.
7. The type of home you have is another.

PART II WRITING PRACTICE

Letters

1. Addressing an envelope

Write the full name and the address of the addressee in the middle part of the envelope. The return address that gives the full name and address of the writer is placed in the upper left-

hand corner of the envelope. Note that the name of the addressee is written first; then the number of his/her house, followed by the name of the road/street, on the same line; then the town/city in which he/she lives; then the country/state and the zip code; and lastly the country, if the letter is an international one.

1) Block Form (上下并列式)

Li Feng Dept. of Applied Physics South China University of Technology Guangzhou, 510641 China	Stamp
Mr. J. Robinson 2417 Bancraft Way Berkeley, CA 94704 U. S. A.	

2) Indented Form (向右缩进式)

Li Feng Dept. of Applied Physics South China University of Technology Guangzhou, 510641 China	stamp
Mr. J. Robinson 2417 Bancraft Way Berkeley, CA 94704 U. S. A.	

The following may be written on the top left-hand corner of the envelope: Registered, Double Registered, Urgent, Secret, Printed Matter, Sample of No Value, Photo and so on.

2. The Parts of the Letter

A letter has six parts: the heading, the inside address, the salutation, the body, the complimentary close, and the signature.

1) The heading

The heading gives the full address of the writer and the date of the letter. It is usually written or typed in the upper right-hand corner of the first page. It may be either blocked or indented. It may or may not have end punctuation. If letterhead stationery (信笺) is used, the date is often centered two or three spaces below the printed matter, though it may be written flush (排齐) with either margin.

The British may put a comma after each line in the heading and end the address with a period, but the Americans do not:

British

Mr. John Smith,
29 Fairview Drive,
Eastbourne, BN 18 2BU,
England

American

Mr. John Smith
29 Fairview Drive
Eastbourne, BN 18 2BU
England

2) The inside address

The inside address, which is often omitted in personal letters, gives the name and full address of the addressee. It goes above the salutation. As in the heading, the use or nonuse of end punctuation depends on the preference of the writer:

3) The salutation

The salutation is a greeting to the addressee. It is written flush with the left margin two spaces below the inside address. The British tend to use a comma after the salutation and the Americans, a colon, especially in a business letter. The first name (Christian name) may be used in friendly personal letters. But in the salutation of a business letter, the surname of the addressee is used, as in the following example:

Dear Professor/Prof. Green: /,

Dear Mr./Dr. White: /,

Dear Ms. Santos: /, (or Dear Miss Santos: /,)

Dear Ms. Black: /, (or Dear Mrs. Black: /,)

In letters to organizations, or to persons whose name you do not know, the following greetings are used:

Dear Sir: (or Dear Madam; or Dear Sir or Madam; if you do not know the sex of your addressee)

To whom it may concern: (only for testimonials (证书) and things of that kind)

Dear colleagues: (to a person who is of the same profession as the writer, and usually used when you are sending a circular (通函) to many people)

4) The body

In the body of the letter, all paragraphs should begin flush with the left margin (the block style) or begin with an equal indention (the indented style), and the letter is usually single-spaced within the paragraph and double-spaced between paragraphs.

5) The complimentary close

The closing of a business letter consists of three parts: complimentary close, signature and the typed name. In the complimentary close, only the first word is capitalized. The close is followed by a comma. The conventional complimentary closes in business letters are: "Yours truly," "Yours sincerely," "Sincerely yours," "Sincerely," "Cordially yours," "Yours cordially."

The close of a personal letter is of a more free choice. "Affectionately," "Fondly," "Yours with love," "With best wishes," "Love," "Yours," "As ever," etc., can be used apart from "Yours sincerely," "Yours truly," etc.; which one of these you use depends on your exact relationship with the addressee.

The closing can be put either on the right-hand side or left-hand side of the page. Some writers even prefer to have it in the middle one or two spaces below the last line of the letter.

6) The signature

In a business letter the handwritten signature is placed between the complimentary close and the typed name of the writer, and the writer's official capacity (职位, 资格) is indicated after the typed name.

In a personal letter, you may sign your full name, your first name, or even a nickname in accordance with your relationship with the addressee.

If you send along with your letter such things as a resume, a check, a receipt (收据), etc., write Enclosure(s) or Enc. to remind the addressee that besides the letter, there is another material in the envelope.

If you happen to have something additional to say after you have finished the letter, you may begin with P. S., which stands for "postscript," and then write what you wish to add.

Sample 1

A Letter to a Close Friend

270 W. Charlea Blvd.

Oakland, CA 94609

U. S. A.

28 September, 1997

Dear Babara,

Thank you for the interesting letter which arrived here yesterday. My brother was very pleased to receive the lovely stamps you sent him and asked me to give you his thanks. He has already bought a new album to put them in. They look beautiful. I'm also enclosing some newly-issued American stamps for you. Hope you'll like them.

I was very glad to learn that you are getting on very well with your study. When will you be granted the BA degree? Don't forget to tell me about it. I would certainly like to share the great joy with you.

I've been busy since the summer holidays were over. As you know, this is our last semester in the university. We are asked to write a graduation thesis as part of the requirements for the BA degree. I have decided to write about Dickens' *Hard Times*. My supervisor has advised me to read not only criticisms articles on Dickens but also his other novels. I'm reading his *Oliver Twist*. I think I need to read more before I can actually start writing.

Have you heard from Mary recently? Do you know if she did get a position in the BBC Company? She was worried about her computer competence when she wrote me last time. Please give my best regards when you see her.

I always enjoy reading your letter. Please write again.

Best wishes,

Diana

Sample 2

A Business Letter

34 Main Street

Johnstown, Illinois,

August 3, 1997

Mr. Roger G. Baldwin,

740 Dakota Street,