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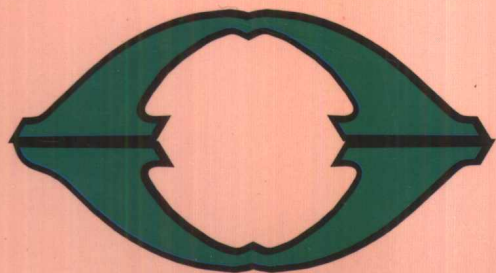
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## A TRUE ENGLISH CLASSROOM

# 全英文课堂

大学英语精读课题研究组  
丛书主编 万 之



# 全

英文授课，是提高英语学习效率的最佳途径

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大学英语精读

全英文课堂

6

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——万之

2002.8

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# Unit 1

## Research Reports For Business And Technical Writing

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### I. Learning Target

#### I). Key Words and Expressions

**Words:** presentation; obstacle; relevance; subject;  
data; duplicate; hypothesis; antithetical;  
validity; approve; draft; methodical;  
transition; mechanical; sacrifice;

**Expressions:** make up; take on; write up; get down

- ① precise, accurate, exact
- ② procedure, process
- ③ assessment; judgment, evaluation
- ④ graph, diagram, design, sketch
- ⑤ personal, individual, subjective
- ⑥ encounter, meet with, come across, meet up with, bump into, chance upon (happen upon), pick up
- ⑦ economy, economics, economical, personal, personnel, profession, professional  
skilled, skillful
- ⑧ encounter, happen upon, come across, meet with, meet up with, pick up,

bump into

## II ). **Grammar**

1. Adverbial clause
2. Subjunctive mood in 'if' clause

## III ). **Reading Skills**

### **Exposition Article**

An article of illustrating should be considered as exposition article ( explanation article. The purpose of the text is very precise—to teach people to write a standard report in a more effective and efficient way despite professions ( fields ). Thus, as it displays, subtitles are used in following some introductory sentences: "Elements of the research paper"; "style of research reports"; " Conclusion ". Their usages make the whole text complete, and the views of author are reasonable and orderly.

## II . **Background Information of the Text**

### 1. **Wayne Losano**

English author, born in Machester in England, , former chairman of the Department of Communications and General Studies at the Queensland Institute of Technology in Australia. Most of his works are about writing skills.

### 2. **Styles of writing**

Articles can be classified into four kinds based on the writing purpose: Description, Narration, Exposition, Argumentation. However, various writing skills are frequently used to organize parts of an article as a whole passage. Moreover, there are many times for four styles of writing integrating to make clarity in one's views and to make the article persuasive. For examples, people can add to his/her own opinions in describing an event, or list several specific cases in expressing his personal ideas. . .

A research report belongs to the style of a formal, fairly long and well-documented composition that explores certain factual or theoretical questions and presents the results of one's research.

### 3. **The humanities**

It refers to the subjects of study such as literature, language, philosophy and history concerned with the idea and actions of humans.

### 4. **Figures of Speech**

A fixed and specialized pattern of language to depart the usual form of linguistic to raise the language effect, containing Simile, Metaphor, Personification, Hyperbole, Antithesis, Irony, Repetition, Parallelism, Pun... etc.

### III. Summary of the Text

With the rapid development of commerce and technology, variety of reports on various fields becomes more and more important because of its practical and leading functions in people's real lives. As a fact, writing a report not only can help one organize some unique ideas, but further more, lead one to realize the feasibilities of making them into good use.

We may find it a really tough job to write research reports. In the essay, the author offers some excellent advices on how to make the task less difficult and the report more effective. At first, he dwelt on the importance of reseasch report writing, indicating "Without ability to write a report, an individual will encounter many obstacles in school and on the job." Then, he illustrated the arrangement of four main sections—problem section which should contain several raising question; procedure section, which shows the specific data or information to carry out the studies; result section which conceals the truth of the research. Third, the author pointed out the sense of using language characterized by clarity, accuracy and completeness. Last, he concluded "a kind of positive attitude, an orderly process and a reasonable writing approach can lead to a well-written research report."

Writing an effective and efficient research report requires three main elements—a standard, well-organized structure of writing; a suitable style of report and a positive attitude on writing. Among them, a standard structure is of the most importance for its teaching people the exact way of setting up a formal pattern of research report writing. It consists of problem section, in which a hypothesis should be raised; procedure section which displays the track of proofs; result section, which comes to a conclusion. Besides, a suitable style focusing on accurate, clear and complete language should be also attached great importance, for it prevents you from wandering away. To be the case, holding a positive attitude on writing usually makes a good habit of writing—not to write down all the useful data or information as soon as possible.

### IV. Key words and Expressions

#### 1. **presentation** *n.*

a. the way to which sth. is offered/shown

e. g. This soap is like all other soaps but women buy it because of the prettiness of its presentation ( its color, smell, and wrapping paper etc. )

b. the act of putting forward/offering, a talk, speech, report etc. ) for consideration or acceptance

e. g. The presentation of this report ought to be in greater detail and in clearer language.

[ derivation ] present *vt.*

e. g. He presented the prizes at the school sports day.

I would like to present my apologies for being late for the last meeting.

e. g. This report ought to be presented in two days.

2. **obstacle** *n.*

something which prevents action, movement or success

e. g. She found that her family was an obstacle to her work.

They tried to put obstacles in the way of our marriage.

3. **relevance** *n.* the state of being connected with the matter at hand/be of importance or significance to the matter at hand

e. g. What is the relevance of your argument to the matter we are discussing?

What he has said has no relevance to our topic.

[ derivation ] relevant *adj.*

a. connected with the subject

e. g. I know he is rich but it's not relevant to what we are doing.

b. connected with

e. g. The man's colour isn't relevant to whether he is a good lawyer or not.

[ antonym ] irrelevant *adj.*

4. **subject** *n.*

a. the thing that is dealt with or represented in a piece of writing, work of art, etc.

e. g. The subject of her book is sailing.

b. something being talked about or considered

e. g. The budget has been the subject for much more debate.

c. a branch of knowledge studied, esp. in a system of education.

e. g. History is my favorite subject at school.

d. a person or animal to whom something is done in an experiment.

e. g. An experiment to study the effects of smoking, with mice as the subjects

*adj.* a. tending or likely to have

e. g. He is subject to ill health. ( = often becomes ill )

The arrangements are subject to change ( = may be changed ) at short notice.

b. to be governed by or be dependent on

e. g. All such gatherings are subject to the laws on political meetings.

*v.* to bring under firm control; not allow to have free allowance; to cause to experience or suffer

e. g. They subjected the neighbouring tribes to their rule.

We were subjected to a good deal of ill-mannered abuse.

The scientists subjected the products to a number of rigorous tests.

[derivation] sub: under, below, inferior

e. g. subjective; subjection submarine, submit, subordinate, subplot, subsection, subsidiary, suburban, subway

5. **data** *n.* facts, information

e. g. The data are/is all ready for examination.

The data for the project has been collected.

6. **duplicate** *n.* something that is exactly like another; a copy of something

e. g. If you lost your key, I can give you a duplicate.

*adj.* identical; with two corresponding parts: doubled

e. g. duplicate keys for the front floor

*vt.* make an exact copy of something ( a letter, document etc. ); double

7. **hypothesis** *n.* an idea which is suggested as a possible way of explaining facts, proving an argument, etc.

e. g. If we accept this hypothesis, it may provide an explanation for the recent changes in the weather.

He put forward the hypothesis that the bones belonged to an extinct type of reptile.

[derivation] hypotheses; hypothetical

8. **antithetical** *adj.* directly and completely opposed

e. g. Those two ideas are absolutely antithetical to each other.

[derivation] antithesis

e. g. Smallness is the antithesis of largeness.

9. **validity** *n.* the state of being effective, well-based, having force

e. g. I would question the validity of that assumption.

[derivation] valid *adj.*

a. effective; ( of arguments, reasons, etc. ) well-based, sound;

b. ( law ) written or done in a proper manner so that a court of law would agree with it

e. g. a valid excuse for arriving late

a train ticket valid for three months

a valid passport

invalid *adj.*

10. **approve** *v.*

a. to have a favourable opinion, esp. of a course of action or type of behavior; re-

gard as good, right, sensible, etc.

e. g. I don't approve of smoking in bed/of people who smoke in bed.

b. to agree officially to

e. g. The equipment must be bought from a supplier approved by the company.

The city council approved the building plans.

[derivation] approval *n.* favourable opinion or judgment; official permission

e. g. I hope that the arrangements meet with your approval.

We can't start building without the council's approval.

The audience showed its approval by cheering loudly.

disapproval *n.*

11. **draft**

*n.* a. the first rough and incomplete form of something written, drawn, or planned

e. g. I've made a first draft of my speech for Friday, but it still needs a lot of work.

b. a written order for money to be paid by a bank, esp. from one bank to another

e. g. to get money from Paris to Rome by bank draft

*v.* to make a draft of

e. g. to draft a letter to the bank manager

12. **methodical** *adj.* doing things carefully, using an orderly system

e. g. a methodical person

[derivation] methodically *adv.*

He went through the thousands of books methodically, one by one.

method *n.* a planned way of doing something; proper planning and arrangement

e. g. The bank has introduced a new method of calculating the interest on loans.

There is not much method in the way they do their accounts.

13. **transition** *n.* the act of changing or passing from one form, state, subject, or place to another

e. g. A peaceful transition from colonial rule to self-government

[derivatives] transmit *n.* the going or moving of goods from one place to another

e. g. A transit lounge in the airport

The goods were damaged in transit.

[derivation] trans-; across, moving, change from one state to another

e. g. transport; transparent; transplant

transmit; translate; transmute;

transpire; transpolar; transpose

14. **mechanical** *adj.*

- a. of or moved, worked, or produced by machinery  
e. g. A mechanical digger often done without thought or feeling;  
b. (done) from habit rather than will  
e. g. He was asked the same question so many times, that the answer became mechanical.

【derivation】 mechan-; concerning with machine

mechanic *n.*; mechanics *n.*; mechanism *n.*

mechanistic *adj.* mechanize *v.*

- e. g. The clock doesn't go, there's something wrong with the mechanism.  
the mechanism of brain; the mechanism of local government

15. **sacrifice** *v.*

- a. to make an offering of (something or someone) as a sacrifice, esp. by killing it ceremonially  
e. g. The high priest sacrificed the goat on the altar.  
b. to lose or give up, esp. for a good purpose or to gain a desirable result  
e. g. It is the company's policy to sacrifice short-term profits for the sake of long-term growth.  
She has sacrificed herself to save the drowning child.

16. **make up /take on/ write up/get down**

make up; form as a whole; constitute

- e. g. Farming and mining make up the most of the country's industry.

The committee is made up of all the representatives from all the universities.

take on; begin to have (a quality or appearance); assume

- e. g. His face took on a worried expressing.

- e. g. This kind of insects can take on the colour of their surroundings.

write up; to write again in a complete and useful form

- e. g. I am going to write up my notes.

get down; write, record (usu. quickly or with difficulty)

- e. g. Get down every word he says.

17. **precise/accurate/exact**

precise; exact in form, detail, measurements, time, etc.; sharply clear; too careful and correct in regard to the smallest details

- e. g. He made some very precise calculations.

At the precise moment that I put my foot on the step the bus started.

My new television set gives precise pictures.

A lawyer needs a precise mind.

A scientist must be precise in making tests.

She is a very precise old lady with precise manners.  
accurate: careful and next, exactly correct  
e. g. This is an accurate statement/account of what happened.

This is an accurate copy.

Most people admire accuracy in work.

exact: a. (esp. of things that can be measured) correct and without mistakes  
b. marked by thorough consideration or careful measurement of small details of fact

e. g. The exact time is three minutes and thirty-five seconds past two.

He is a very exact watchmaker who will do a good job.

18. **procedure/process**

procedure: the method and order of directing business in an official meeting, a law case, etc.

e. g. So much time was spent on agreeing procedure at our first meeting that we didn't start any actual business until our second.

process: connected set of natural actions or events that produce continuation or gradual change, and over which humans have little control

e. g. Coal was formed out of dead forests by a long slow process of chemical change. They are trying to extend the range of goods they sell and in the process to appeal to a new type of customer.

19. **assessment/judgment/evaluation**

assessment: the act of assessing, forming opinions; a judgment or opinion

e. g. What is your assessment of this state of affairs?

judgment: an opinion; the ability to judge correctly

e. g. I want you to form a judgment of his ability.

He has good/weak judgment.

She makes too many errors (= mistakes) of judgment.

evaluation: the act of evaluate

e. g. an example or result of this; a careful judgment

What is your latest evaluation of the situation in that country?

20. **graph/diagram/design/sketch**

graph: a planned drawing, such as a curved line, which shows how (usu. two) different values are related to each other

e. g. This graph shows how the output of products has increased over the last five years.

diagram: a plan or figure drawn to explain an idea.

e. g. David drew a diagram to show us how to get to the post office.



design: a pattern showing how something is to be made.

e. g. I like the design of your watch.

sketch: a drawing which is drawn not carefully.

e. g. The workers followed the engineer's sketch.

21. **personal/individual/subjective**

personal:

e. g. That is my father's personal chair.

The letter was marked "personal."

The minister made a personal visit to the scene of the fighting.

individual:

e. g. Each individual leaf on the tree is different.

She has her own individual style of doing things.

Individual attention must be paid to every fault in the material.

subjective:

e. g. These are only your subjective ideas, not facts.

22. **economy/economics/economical**

economy:

e. g. We are trying to make a few economies.

We had an economy drive in order to save money for our holiday.

The new oil that we have found will improve the economy.

economics:

e. g. She is studying economics at college.

The economics of the scheme need to be looked at very carefully.

economical:

e. g. An economical little car that doesn't use much fuel.

It's more economical to travel by car than by train if you've got a large family.

23. **encounter/meet with/ come across/ meet up with/ pick up/ bump into**

encounter:

e. g. He encountered many difficulties.

Tomorrow we will encounter the enemy.

He encountered an old friend on the road.

meet with:

e. g. He met with an accident on the way home.

come across:

e. g. I've just come across a beautiful poem in this book.