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英语专业四级 考试指南



上海译文出版社



英语专业四级考试指南

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序

《高等学校英语专业基础阶段教学大纲》(以下简称《大纲》)规定在基础阶段第四级(二下)举行全国统一命题的考试。考试内容应包括《大纲》要求掌握的基础语言知识、基本技能和英语交际能力,因此英语专业四级考试旨在检查英语专业学生在经过两年基础阶段学习后所取得的进步。教师可从测试的结果检验所用教材是否合适,教学方法是否相宜;学生在测试后亦能对照《大纲》要求,找出差距,有的放矢地进行努力。

《英语专业四级考试指南》(Guide To TEM4)紧扣《大纲》及《英语专业四级考试大纲》中的规定和要求,对各测试部分及命题意图作了详尽分析,介绍了应试解题技巧,配以大量练习,并附有答案。

《英语专业四级考试指南》的编者都是英语专业二年级的教师,他们不但英语水平高,而且有丰富的教学经验与应试经验。由于编写意图明确,针对性强,这本书不仅可作为应考辅导材料,也可供学生自学用,值得向广大教师和学生推荐。

戴炜栋

一九九九年十月

编者的话

英语专业四级考试(TEST FOR ENGLISH MAJORS, GRADE FOUR, 简称 TEM4, 92 年前简称 GEM)于每年 5 月份举行。在原国家教委有关部门的关怀下,每年考生的人数稳步增长。由于考试逐步标准化、规范化、科学化和合理化,因此,它被一致认为有利于全国各高校英语专业教学质量的提高和教学改革,有利于学校以及学生找出差距、明确努力的方向。《高校英语专业四级考试大纲》的制定,更使四级测试的性质、任务、范围、内容要求、题型、试卷组成部分和评分标准及方法标准化。

英语专业四级考试中的试题有较完整的覆盖面。除了“说”以外,它包括基础阶段教学大纲所规定的一至四级中“听、读、写”的一切内容。所以,它能较为准确地反映考生运用各项基本技能的能力。

《英语专业四级考试指南》(Guide To TEM4)的编写有别于一般的练习册,它紧扣《高校英语专业四级考试大纲》以及原国家教委的《高等学校英语专业基础阶段教学大纲》中的规定和要求,对考试中出现六个部分(写作、听写、听力理解、完形填空、语法及词汇、阅读理解)及命题意图作了详尽的分析,介绍了考生应试的解题技巧,并配以大量练习。最后还有考试注意事项、模拟试卷及各类练习的参考答案。本书另配有相应的磁带。

本书针对性较强,可作为辅导应考的教材,也可供学生自学。同时,由于它对写作、听力、语法词汇、阅读等部分作了详尽说明,因此,它对英语自学者也有很大帮助。

由于时间匆促,编者水平有限,书中难免有缺点和错误,欢迎广大教师和读者批评指正。

最后,向在本书编写过程中提供过大力帮助的戴炜栋教授、邹申教授、徐正虎教授以及打印的王维萍、沈勤珍女士表示衷心的感谢。

编者

一九九九年十月

TEM4 试卷的组成

TEM4 共由六个部分组成:写作、听写、听力理解、完形填空、语法及词汇、阅读理解。

这六个部分的题型、题数、计分、比重和考试时间为:

卷别	序号	题号	各部分名称	题型	题数	计分	比重	考试时间(分钟)
试 卷 一	I.		写作					45
			A. 作文	主观题	1	15	15%	35
			B. 写摘要或便条	主观题	1	5	5%	10
	II.		听写	主观题	1	15	15%	15
试 卷 二	III.		听力理解			30	15%	20
		1-8	A. 陈述	客观题	8			
		9-17	B. 对话	客观题	9			
		18-25	C. 新闻	客观题	8			
	IV.	26-40	完形填空	客观题	15	20	10%	15
	V.	41-65	语法及词汇	客观题	25	30	15%	15
	VI.		阅读理解					30
		66-80	A. 阅读理解	客观题	15	20	20%	(25)
		81-90	B. 快速阅读	客观题	10	10	5%	(5)
合计		90			90	145	100%	140

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1 写作(Writing)

英语专业四级考试的第一部分为写作,分两部分: A、作文 B、摘要或便条。

1.1 作文

此部分要求考生根据所出的题目和列出的提纲或图表、数字统计表等(也附有写作提纲)写 150 词左右的短文。考试时间仅 35 分钟。

1.1.1 审题

由于时间较紧,弄清弄清题目和提纲显得尤为重要。考生应仔细阅读写作题目和提纲,有时候,在题目或提纲中会出现一些提示词(direction word)。它们会告诉你在文章中应包括一些什么。如: Compare the benefits of jogging with the benefits of cross-country skiing. 这个题目的提示词是 compare,即要求考生列出这两项运动的相似之处;如在文章中大谈它们之间的不同点,就文不对题了。下面是一部分最常见的提示词以及它们的含义。

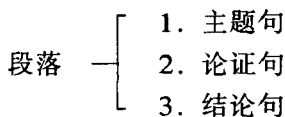
提示词	含义
Discuss	详细讲述有关题目的各个重要方面
Compare	写出两件事物、两个人物之间的相似之处
Describe	详细描述某事物的外貌或发生的过程
Define	给一个词或某个概念下定义
Explain	通过举例、说理等表明考生对某一事物的理解
Trace	按时间顺序讲述
Evaluate	对有关的人、事作出判断,说明它为什么是好(坏)、强(弱)、重要(次要)
Illustrate	举例说明
State	写出具体的事实或想法

由于这些提示词向考生暗示该从哪方面着手写作,因此,考生必须学会辨别这些提示词,了解它们的具体含义。

提纲也会提示考生整篇文章分几个段落、用什么方法进行展开。

1.1.2 段落

一篇文章分为几个段落。一个较完整的段落都有一个主题句(topic sentence)、论证句(supporting details)和结论句(concluding sentence),即:



1.1.2.1 主题句

主题句是一个段落或几个紧密相关的段落的中心思想,也就是论点。它可以出现在一个段落的第一句、最后一句或溶化在整个段落中,但以放在第一句最为常见。主题句应该用词简洁、中心突出、具有概括性。例:

What money Wagner could lay his hands on he spent like an Indian rajah...

这句主题句既简洁,又确切。读者读了这句主题句后就知道,接下来的整个段落将描述“他”(德国作曲家 Wagner)是怎样挥霍他的钱财的。

1.1.2.2 论证句

在主题句和结论句之间的句子就是论证句。它们围绕着主题句展开,对主题句加以论证、说明。它们是一个段落的主体部分。如接上面的主题句后,作者是这样展开的:

...The mere prospect of a performance of one of his operas was enough to set him running up bills amounting to ten times the amount of his prospective royalties. On an income that would reduce a mere scrupulous man to doing his own laundry, he would keep two servants. Without enough money in his pocket to pay his rent, he would have the walls and his ceilings of his study lined with pink silk...

1.1.2.3 结论句

一个好的段落往往还有一个结论句。结论句是段落中概括总结性的句子,因此,它必须具有概括性。它还有承上启下的作用,因为有时结论句的含义可引导下一段的主题句。上面我们已经例举了主题句和论证句,下面就是作者的结论句,它具有概括性和总结性:

...No one will ever know—certainly he never knew—how much money he owed; we do know that his greatest benefactor gave him \$ 6,000 to pay the most pressing of his debts in one city, and a year later gave him \$ 16,000 to enable him to live in another city without being thrown into jail for debt.

1.1.3 段落的展开

一个段落可用多种方法来展开,最常见的有以下几种:

1. 举例法(examples)
2. 因果关系法(cause and effect)
3. 时间顺序法(sequence of time)
4. 对比法(comparison/contrast)

1.1.3.1 举例法

这种手法就是在表达段落的中心思想的主题句后,举例加以说明,可举几个例子,也可

举一至两个比较详细的例子。如：

- | | |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Topic | Many Americans mindlessly oppose hunting, even in cases where animal |
| Sentence | populations are dangerously high. |
| Example 1 | In some areas of Alaska, wolves have become so prolific they are running out of hunting ground and prey heavily on moose, deer, and occasionally dogs. |
| Example 2 | In the past, game managers curbed wolf populations by trapping and aerial hunting without wiping out the species. Still, whenever they propose to do this nowadays, they receive tens of thousands of letters of protest. |
| Example 3 | Growing deer populations in parts of California threaten to starve themselves out. |
| Example 4 | Sea-otter colonies, burgeoning along the Pacific coast, are fast running out of fodder, too, as well as putting commercial fishermen out of business. |

作者用了四个具体例子来说明主题句“Many Americans mindlessly oppose hunting, even in cases where animal populations are dangerously high.”

1.1.3.2 因果关系法

因果关系法一般是先讲明事实(effect), 然后进一步说明造成这种事实的原因(causes)。也可以按写作要求先阐明事情的原因, 然后是这个原因所带来的各种后果。

- | | | | | | |
|-------|---|---------------------|-------|---|---------------------|
| 1. 原因 | { | 结果—
结果—
..... | 2. 结果 | { | 原因—
原因—
..... |
|-------|---|---------------------|-------|---|---------------------|

例一：

Homes that are improperly insulated may cause problems for their inhabitants. First of all, it will cost more to heat such a house than one that is well insulated. Second, it will waste energy. Third, it will make the house uncomfortable to live in because drafts or cold air is able to penetrate the poorly insulated walls. Also, the poorly insulated walls could cause the inhabitants to have more colds, a health problem that results in higher expenses for doctors and medicine.

例二：

Parents have to do much less for their children today than they used to do, and home has become much less of a workshop. Clothes can be bought ready made, washing can go to the laundry, food can be bought cooked, canned or preserved, bread is baked and delivered by the baker, milk arrives on the doorstep, meals can be had at the restaurant, the works' canteen and the school dining-room.

1.1.3.3 时间顺序法

按时间顺序展开一个段落就是表述一件事情或事情前后关系的方法。考生可以把事件从头至尾叙述一遍, 也可以把最后的结果先写出来。应试时, 考生应使用前面的方法, 这样, 在短短的三十五分钟内头绪比较容易清理。表示时间顺序的词很多, 如: first, secondly,

thirdly 或 first, next, then, finally 等等。这些词的正确使用无疑有助于清楚表达事件发生的先后顺序。例如:

Last Wednesday evening my uncle and I spent an enjoyable hour playing racquetball. After dinner, my uncle picked me up in his station wagon and we zoomed over to the Bethpage Racquetball Center. After a quick change of clothing in the locker room, we played an exciting but exhausting hour of racquetball. Then we went into the sauna for ten minutes before hitting the showers. On the way home we stopped for a beer; of course the loser paid the bill. When I finally got home, I was ready for a good night's sleep.

1.1.3.4 对比法

对比法一般使用于对比文中。考生通过对比,显示出两者(A与B)之优劣、好坏,然后作出结论。也可以先摆出论点,然后通过对比论证论点。不管采用哪种方法,都必须包括这两大部分: 1.对比, 2.论点和论证。例如:

Topic: Some people say that physical exercise should be a required part of every school day.

Other people believe that students should spend the whole school day on academic studies. Which opinion do you agree with? Use specific reasons to support your answer.

这个题目就是一个典型的对比说理文。首先,考生得表明同意哪一种观点,是“physical exercise should be a required part of every school day”还是“students should spend the whole school day on academic studies?”这个表明观点的部分是全文的开头部分。然后是用具体的理由来论证你的观点(use specific reasons to support your answer)。像这篇文章,就是要通过对两种观点的对比,显示出孰优孰劣,来论证自己的观点或特点。

把两项事物进行比较,一般有两种方法可采用,第一种是把A的优点缺点一一列出来之后,然后再讨论B的各种优缺点。例如:

Eating lunch in the school cafeteria is a lot like climbing Mount Everest. To get to the mountain, climbers have to travel a long way through the foothills. When they arrive at the mountain, they start up a route they've decided on ahead of time, but they will usually find some problem that makes them change their plans. As they get closer to the top, the climbers face great hardship and danger, but the few who reach the top experience a thrill that can't be matched. Like the climbers, cafeteria diners begin with a long trip since lines are always long and slow. Once they get to the steam tables, diners' plans, like those of the climbers, usually change because of unexpected problems. Maybe the cooks have run out of a main dish, or maybe the food just doesn't look good. As the diners near their goal, they too face hardship and danger. First they must somehow find the money to pay for what they've chosen, then comes the death-defying act of eating the food. The comparison ends there, though, because the only thrill in finishing a cafeteria lunch is knowing that you won't have to go back again until the next day.

对比法的第二种方法是将两项事物同时描述逐点比较,即A1-B1; A2-B2……例如:

Being a jet mechanic is a lot like being a person when something is wrong. After diagnosing the problem, both the surgeon and the mechanic have to take on the intricate and complicated job

of fixing it. Jet mechanics use expensive instruments and tools, just as surgeons do, and both are required to know everything about their profession or the operation could be a failure. The work is difficult, hard, and time-consuming in both jobs; however, the mechanic and the surgeon both feel a certain satisfaction when the job is completed, when the jet engine works properly, or when the cured patient walks out the hospital doors.

1.1.4 文章

一篇文章不论长短,都由三个部分组成,即开头部分(introduction)、主体部分(body)和结论部分(conclusion)。

一般说来,文章的开头和结尾引出和总结文章,中间部分则用来说明、论证文章中的论点。中间部分应长于首尾两个部分。从某种意义上说,一篇文章的结构和一个段落的结构是同等的。TEM4 一般要求考生写三到四个段落。

1.1.4.1 开头部分

就像一个段落须有一个主题句一样,一篇文章须有一个论点句(thesis statement)。它是整篇文章的中心议题。由于四级考试的作文要在三十五分钟内完成,论点句应放在文章的开头部分,做到开门见山,直抒己见。TEM4 写作的开头部分不宜拖得太长,因为整篇文章的字数才 150 个左右。一个论点句往往就可以成为整篇文章的开头部分。

TEM4-93 试卷中的题目为:“My Idea of Becoming a Teacher in the Future”

有一个学生是这样开头的:

Teachers have often been called “gardeners” or “engineers of souls” in our country. They are greatly respected by the whole society. Since I was a child, I have always wished to be a teacher. As time goes by, however I find that my temperament won't make me a good teacher in the future.

1.1.4.2 结论部分

在提出论点并加以论证后,文章并没有结束。一篇文章必须有一个结论部分来重申一下你的观点,做到前后呼应,使全文观点、主题更加鲜明。

如接上面的文章,那位同学是这样结束他的整篇文章的:

Therefore it's obvious that I should choose to be a secretary, a salesman, but not a teacher.

值得注意的是结论部分应避免使用不必要的谦语,也不能偏离主题“节外生枝”。如:

例一:

What I said is only my personal opinion. It may not be very convincing, as I am not an expert in this field, but....

写文章的目的就是为了提出自己的观点,然后再去说服读者同意你的观点。如果上面的一段落话来结束一篇文章,谁会同意你的观点呢?

例二:(Topic: The Advantages of Getting Up Early)

...

Of course there are undeniably some disadvantages of getting up early in the morning.

题目要求是谈论早起的优点,因此,结论部分就应该总结一下主体部分所讲到的优点,

而不是讲一下早起的各种缺点,不然的话,文章就离题了。

同样,如果这篇文章的题目换成:On Getting Up Early,那么,也不能以上面这句话作为结束语。如果文章的主体部分和论点都是讲早起的优点的话,上面这句话就不仅离题,而且节外生枝,给读者一种还没有写完的印象。

1.1.4.3 主体部分

主体部分是解释、论证作者观点的部分,应是整篇文章最长的部分。它可以是一个段落,也可以由几个段落组成。不过,在四级考试的写作中,只要求1-2段。主体部分的展开已在前面第二部分“段落”中详细谈及,因此这里不再重复。

1.1.5 题目范围

1993年制订的“英语专业四级考试大纲”总则提出,写作题目范围主要属于记叙文(Narration)、说明文(Exposition)和议论文(Argumentation)。

1.1.5.1 记叙文

记叙文用于记叙一件事情发生的前后经过。题目可以是“An Unforgettable Experience”,也可以是“My Last Birthday”,遇到这类题目,最简单的方法是在写出主题句后,按时间顺序,从事情的开始至结束,讲述这一特殊的事情或一天。例如:

The most important day I remember all my life is the one on which my teacher, Anne Sullivan, came to me. It was the third of March, 1887, three months before I was seven years old.

On the afternoon of that eventful day, I stood on the porch, dumb, expectant. I guessed from my mother's signs and from the hurrying in the house that something unusual was about to happen; so I went to the door and waited on the steps. Hanging down from the porch was sweetsmelling honeysuckle. My fingers lightly touched the familiar leaves and blossoms which had just come forth to greet the sweet southern spring. I did not know what surprise the future held for me.

I felt approaching footsteps. I stretched out my hands as I supposed to my mother. Someone took it, and I was caught up and held close in the arms of her who had come to help me discover all things to me, and more than all things else, to love me.

写难忘的一件事或一天,并不是要事无巨细,面面俱到。所举的例子、所选的材料,要紧扣中心思想。如对于“My Last Birthday”这个题目,你可以这样开始:My last birthday is full of surprises. 接下来就必须围绕“surprises”这个字展开文章,而不是把从早上眼睛睁开起至上床睡觉的每一件事以流水帐形式记下来。当然,既然是“full of”,那么,主体部分起码要有两三个例子(按时间顺序)。

在结束语中,可重申:My last birthday is really a day of pleasant surprises. I will never forget it.

1.1.5.2 说明文

说明文是解释一个过程、事实或想法的文章。写此类文章的目的不是为了告诉读者发生了什么事情,也并非要给读者留下某事物的深刻印象或证实什么,而是为了让读者理解某件事情的过程,它常常是为了要教会读者做某一件事。因此,有人把此类文章称为“How to

Essay”,题目可以是这样的:1. How to write an in-class essay 2. How to make a model ship
3. How to ride a bike 4. How to keep fit 5. How to become a postage stamp-collector。例如:

First combine 1 ounce of shredded cheese and 1 slice of bacon, which should be crisp-cooked and crumbled. Set aside. Then mix three eggs, a bit of water, salt and pepper with a fork. Next heat 1 tablespoon of butter or cooking oil in a frying pan until hot. Pour in the egg mixture which should be set at edges at once. Carefully push cooked eggs at edges toward center, tilting pan occasionally so uncooked eggs can flow to the bottom. While top is still moist, fill with the cheese and bacon mixture. Fold omlet over filling and turn out onto plate. Finally sprinkle lightly with dill, if desired.

由此可见,要描写整个事情的步骤,首选的方法仍然是时间顺序法。由于用了 first, second, then, next 等词,读者很容易跟上整个操作过程。

1.1.5.3 议论文

议论文和说明文有相似之外,但又有明显的差异。议论文不仅要解释某事物的过程、事实或想法,更重要的是要让读者信服作者提出的观点。因此,在议论文中,考生应在开头部分提出论点,然后在主体部分用举例法、对比法、因果关系法等等来论证自己的观点。在结尾部分重申观点,以加深读者印象。例如:

Topic sentence Smoking is harmful to one's health. As is now widely known, there is in tobacco leaves nicotine and other cancer-causing matter as well, both of which are liable to kill one. My friend John's uncle used to be a chain-smoker. Some months ago he began coughing continually and, at times, he suffered from a feeling of suffocation when walking or moving quickly. Later, he coughed up sputum streaked with blood. X-ray films showed his lungs blackened with tobacco tar. There were also signs of a cancer. The doctors were pessimistic, and they were right, he did not survive the operation. Thus a capable, talented man lost his life by swallowing tobacco smoke. I think it rather weak just to say 'smoking is harmful to one's health.'

Concluding sentence Instead, I should assert that 'smoking is not only harmful to one's health; it is also a fatal habit.'

1.1.6 图表、数字统计表

93年新制定的英语专业四级考试大纲总则指出,写作也有可能要根据所给的题目和图表、数字统计表(附有写作提纲)写一篇短文。确实,这给写作增加了一定的难度。有的考生一看到图表、数字统计表就可能会头痛、心发慌。但是,只要做到胸有成竹,知道遇到这类题目该如何着手,紧张感就会自然而然地消除。其实,这类考题应该说比没有图表、数字统计表的要容易,因为它们给考生提供了大量的信息资料供考生利用。

一般来说,图表、数字统计表可分两类:1. 对比说理文 2. 解释文。

1.1.6.1 对比说理文

例一:

Dictionary	Price	Number of Words	Quality of Explanations and Examples	Quality of Illustrations
A	10.75	35,000	* * * * *	*
B	17.50	60,000	* * * *	* * *
C	12.99	50,000	* * *	* *
D	21.00	100,000	* * * *	* * * * *

* * * * * Excellent * * * * * Very Good * * * * * Good * * Fair * Poor

Your teacher has given you a list of these dictionaries, which of the four dictionaries described here would you choose? Support your choice with information from the matrix.

像这一类题目就是要考生在这四种词典中作出选择。而要作选择,考生就必须把这四本词典进行比较,来说明作出选择的原因。

考生可以在文章的开头部分声明自己的选择(例如,你的选择是 Dictionary B),然后就各个栏目(价格、数字等等)逐一进行比较,说明为什么 the quality of explanations and examples 对你来说特别重要,而 the quality of illustrations 对你来说并不十分重要。你也可以说,作为一个初学者,60,000 单词数不多不少正合适。而且,这本词典的价格也很公道。下面是一位学生的作文:

Thesis sentence — If I were to buy one dictionary from the four in the matrix, to be the tool of my English study, I would choose B. This is because of its excellent quality of explanations and examples as well as its fair price.

First, its quality of explanations and examples attracted me most when I was considering this question. Since I'm a student, I find it rather important to have a dictionary that explains clearly how to use a word appropriately, with examples to illustrate. A dictionary like B enables a student to study by himself.

Second, dictionary B has 60,000 words, exactly the number of words we are required to command.

Third, the illustration of this dictionary isn't the best in the list, but I don't think it matters greatly since as a student my attention won't be concentrated on it.

Finally, in addition, the price of dictionary B is quite fair, considering its number of words and quality of explanations and examples. It's acceptable to a student like me.

Combining all the characteristics applied to dictionary B, I can see that this is the one that suits me best. Therefore I'll choose B from the list.

从总体上来说,这篇文章的语言流畅,论点鲜明,论据充足,开头结尾前后呼应,不失为一篇好文章。

1.1.6.2 解释文

图表、统计表解释文,也就是根据所给的图表解释它的内容。如:

1. CHARACTERISTICS OF A GOOD WORKER

Enthusiasm	80.6%
Positive attitude	65.8%
Loyalty	62.6%
Energy	40.3%
Assertiveness	30.5%

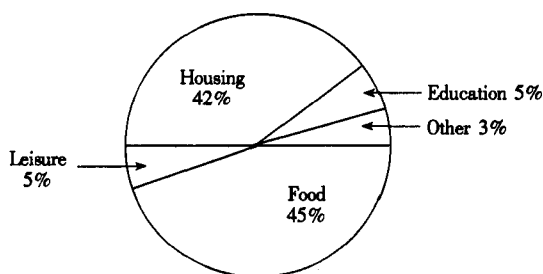
The graph above shows the characteristics that executives think are important in a worker. What does the graph tell you about desirable characteristics in an employee? Explain your conclusions, supporting them with details from the graph.

2. POPULATION OF THE U.S.A. FROM 1900 TO 2080

Date Age	1900	1986	2080(projected)
0—18	40.49%	26.19%	20.3%
18—64	55.50%	61.90%	56.1%
65 +	4.00%	12.00%	23.6%

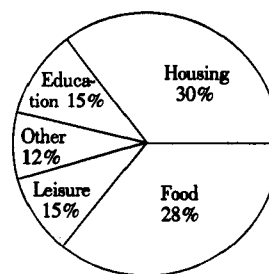
What does this chart tell you about changes in the American population? What social changes can we expect from the pattern shown by the charts, and what are some of the problems and benefits of the changes?

3. EXPENDITURE OF FAMILY INCOME IN TWO COUNTRIES



Country A

Average yearly income = \$ 15,000



Country B

Average yearly income = \$ 40,000

The two pie charts show the proportion of family income that is spent on four major aspects of family life in two countries. What do the graphs tell you about life styles in the two countries? What differences in life style might you find between the two countries?

对于这一类考题,考生首先要用文字对图表略加描述以示看懂了这张图表。然后,重点放在图表的解释上。和以表格形式出现的对比说理文一样,图解题也为考生提供了一定的信息。

像第一个例题“Characteristics of a good worker”,考生在对图表略加描述后,主要的任务是要解释为什么雇主把 enthusiasm 放在第一位,“enthusiasm”指的是什么,其它的四个特点和“enthusiasm”是否有关。通过描述、解释这张图表,一个“好雇员”的形象就出来了。不同的考生对这张图表会有不同的描述和解释,这并没有关系,只要你的解释站得住脚就行。

注意,在动手写作之前,首先要看懂图表(一般采用先横看后竖看的方法),然后仔细阅读图表下的文字要求。在第二个例题“Population of the U.S.A. from 1900 to 2080”中,“changes”这个词重复出现三次,这就意味着写文章时重点要放在“changes”上。

当然,对于一些图表解释文来说必须用对比法来进行描述、解释,如前面的那例圆形分割图(Pie Chart)。对于这一类题目,一般先从最大的一块进行描述、比较。

1.2 摘要或便条

写作的第二部分是写摘要或便条,每次考试测试其中一个项目。

1.2.1 摘要写作(précis writing)

写摘要部分要求考生根据所给的材料(约 500 词左右)写一篇 100 词左右的摘要。考试时间为 20 分钟。这部分要求考生能用自己的话简明扼要地概括原文的中心大意,做到语法正确、语言通顺。

摘要写作能反映一个考生的阅读理解能力、概括能力和写作能力,因为摘要本身就是一篇有头有尾完整的短文。考生必须用自己的话概括出原文的中心思想和主要论证细节,也就是说,应浓缩原文而不改变原文的意思。一篇好的摘要不仅要简洁明了,更要避免加入任何个人的观点。

下面是写摘要的几个重要步骤。

1.2.1.1 理解原文

写摘要的第一步骤是理解原文,因为只有在充分理解了原文的基础上才能正确地写出摘要。有的考生一看到原文就急于提笔写摘要,写的时候其实根本没有搞清原作者的写作意图和目的,结果,写出来的东西只能是一塌糊涂,不得要领。

正确的方法是,在拿到文章后,如有题目的话,应先看一下题目,想一想,这篇文章可能会讲些什么,然后,快速地阅读一遍文章,使自己对文章的意思和结构有个大概的了解。认真阅读第一段落和最后一段,因为在这两段中往往有全文的中心思想和作者意图的线索。在阅读过程中应找出一些重要的词,特别要留意每一段的主题句(Topic Sentence)或者是开头句(Opening Sentence)。很有必要再看第二遍乃至第三遍,以弄懂全文的意思。一旦碰到生词也不用紧张,有时从上下文中能猜出它们的意思。例:

WARNING: TV CAN BE HAZARDOUS TO CHILDREN

In recent years, television has made it a lot more difficult to be a good parent. While the evi-

dence grows that heavy, indiscriminate TV watching can damage a child's development, television is more pervasive than ever before.

If I were raising a child today I would be a lot tougher about what he or she watched than 90 percent of today's parents are. I would be uneasy if my children had unsupervised access to television, for the following reasons:

1) I would be concerned that TV was turning my children into materialistic cynics, distrustful of adults. Much of the advertising aimed at children is designed to make them effective naggers. They nag until they break down the resistance of their mothers or fathers.

Close to total believers in what adults tell them, very young children are uniquely vulnerable to the verbal curves tossed at them by TV pitchmen. By the age 7 to 10, according to a report in the Harvard Business Review, children are bothered by misleading or exaggerated ad messages. And by the time youngsters reach 11 or 12, they have become cool cynics.

Some studies also indicate that frequent exposure to the plotting, hoodwinking and manhandling depicted on TV may be eroding the very important sense of trust a child learns from loving parents.

2) I would wonder whether heavy viewing was making my children passive and less imaginative.

In general, studies show that children whose TV viewing is heavy score much lower than light viewers do on national reading tests. Surely, TV viewing over long stretches is not nearly as challenging mentally as reading is.

Preschool kids play less if they are heavy viewers. Yet, play is important for growing children. It helps stretch their imaginations and anxieties. Interaction with playmates not only improves verbal skills but also teaches children how to have arguments and still be friends.

3) If my children showed frequent signs of being restless or tired, I would wonder whether heavy TV viewing was responsible.

The flickering screen gives a swirling view of the world. On commercial TV, most sales pitches come in 30-second bursts, may even shorter. Evening-news segments average only about two minutes. Some experts worry that a heavy viewing child is more prone to have a short attention span. The whirl of scenes can also tire the mind.

If TV became a strong influence in my children's lives, I would make sure their viewing was a life-enhancing force, not an insidious one. How would I do this? As much as possible I would guide my youngsters away from shows likely to generate distrustfulness or emotional upset. Every week I'd go through a program guide with my children and we would look for shows that might prove interesting and rewarding.

After reviewing the week's possibilities with my children, I'd help them draw up viewing schedule.

Children are tremendously influenced by the way their own folks behave, so I would try to be a model for them. If I had young ones today, I wouldn't slouch hour after hour in front of the tube. I would spend my spare time reading, helping in some way to make my community a better place—