



跳蚤 · 阅读精品系列中英文对照文丛

# 跳蚤 · 阅读 FLEA READER S



The Hunchback of Notre-Dame  
巴黎圣母院

外文出版社

第一辑⑨

保鏢

罗马是怎样建成的

我心永恒

跳蚤·阅读精品系列中英文对照文丛

# **FLEA READERS**

## **跳蚤·阅读**

第一辑

⑨

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Notre-Dame**

**巴黎圣母院**

外文出版社  
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## 前言

《跳蚤·阅读》(FLEA READERS)是刘国彬教授和美籍专家迈克·理斯顿先生为大中学生和广大英语爱好者精心策划的一套英语课外读物,是针对教育部对目前英语教学现状提出的意见编撰的,旨在为广大中学生和大学低年级学生提供一套既实用又轻松的中英文对照读物。

这套书编排形式活泼新颖,文章短小精悍,图文并茂,注释详实,这是本书的第一个特点;

第二,本丛书取材广泛,纵横古今中外,品类繁多,包罗影视文(章)网(络)。

我们拟先推出三辑30本,以后再陆续添加。在本丛书的成书过程中,许多人都付出了大量的时间、精力和心血。我们在此向他们表示由衷的感谢。

尽管我们在尽最大的努力做好每一件事,但是失误仍然在所难免。希望广大读者一如既往地对我们的工作进行监督与批评,并欢迎广大读者随时与我们联系。

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## **Take Charge of Your Day**

*By B. Eugene Griessman*


People occasionally tell you, "Do that in your free time," but in fact there's no such thing as "free" time. Even when you're lying by the swimming pool, that's leisure time—but it isn't free time.

To prove that all time has value, a senior executive at a large corporation in the Northeast asked everyone who attended a meeting to "punch in,". At the session's end he calculated the total price of the meeting in man-hours and converted these into dollars by prorating each staffer's salary.

The executive made his point. Meetings seem to be free, but they are actually very costly, because time really is money. Indeed, for each \$10, 000 you make annually, a single hour is worth \$ 5. And if you can save just one hour a day, you'll not only conserve thousands of dollars' worth of time each year but also give yourself opportunities to learn and do things that make your time even more valuable. That's why the most successful people are those who've mastered the time-saving tactics described here.

### **Stay Focused**

All top performers establish priorities. Helen Gurley





## 抓紧时间

B·尤金·格里斯曼

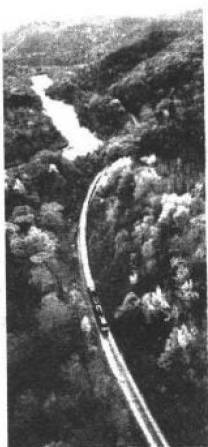
人们有时候会对你说：“有空的时候做那件事吧。”但是，实际上这种“空”是没有的。即使你躺在游泳池边时，那也是休闲时间，而非空闲时间。

为了证明所有时间都有价值，东北部一家大公司的一位高级管理人员要求每个参加会议的人开会时都要“打卡”记时。会议结束时他计算出这次会议占用的总工时，再根据每位职员薪金按比例换成美元。

这位管理人员证实了自己的观点。会议看起来是免费的，但实际上价值昂贵，因为时间就是金钱。的确，对于一个一年挣一万美元的人来说，一小时值5美元。如果你一天能节省一小时，每年你不仅能节约价值几千美元的时间，而且还会使自己有机会学习和做些使得时间更有价值的事情。这就是为什么大多数成功者都是那些掌握节约时间方法的人。介绍如下。

### 专心致志

所有成功者做事都分主次。时尚





Brown, editor-in chief of *Cosmopolitan*, always keeps an issue of the magazine on her desk. Whenever she's tempted to fritter away time, doing something that doesn't contribute to the magazine's success, she glances at that issue, and it gets her back on track. "You can work hard all day, but be further from your goal than when you started."

One way to order your priorities is to create a "to do" list. Every evening, jot down the top 20 tasks to be done the next day, and review the list several times throughout the day.

Harold L. Talor, a time-management consultant of Canada, believes that the best way to accomplish what's on the list is to give each task a specific time slot. "Not until I started scheduling them in my diary did I succeed in actually getting all the jobs done," he says.

### **Pattern of Success**

Most people who want to get ahead spend useful time writing personal notes of gratitude, sympathy and congratulations. But when it comes to routine memos, letters, fact sheets and forms, they save a lot of time by relying on previously written material.

Susan Taylor, editor-in-chief of *Essence*, has created some 40 form letters for everything from article rejections to replies to requests for donations. Stored on her computer, the letters can be called up, copied and cus-





杂志的主编海伦·格利·布朗总是在办公桌上放一本杂志。每当她受到引诱而浪费时间，做些与杂志发展无关的事情时，看看那本杂志，她就会回到正轨。“你可能天天努力工作，但可能距离你的目标比开始的时候更远。”

安排事情先后顺序的一个方法是把要做的列成单子。每天晚上，把第二天要做的前 20 件事记下来，并在一天内反复看几遍。

哈罗德·L·泰勒，加拿大的时间管理顾问认为，完成单子上任务的最好方法是给每项工作留出一个专门时间。他说：“只有我把它安排在记事本上时，我才能真正完成这些工作。”

### 成功的模式

大多数想获得成功的人都利用有用的时间来写感谢、慰问和祝贺的私人信函，当备忘录、信函资料汇总和表格形成固定格式时，他们就会依靠以前所写的资料节省大量时间。

Essence 杂志的主编苏珊·泰勒起草了大约 40 种回复信，从退稿到答复捐赠请求。这些信都储存在电脑中，可以随时调出、印制，只要改动几个关



tomized<sup>①</sup> by changing a few key words. Taylor then often adds a handwritten greeting at the bottom as a personal touch.

### **Telephone Tips**

Financier J. B. Fuqua has made a fortune putting deals together over the telephone. His most important strategy is to make notes before he places a call. "I get right to the point, I don't talk about the weather, and I get the business over with." Fuqua believes that mastering time on the telephone is such a critical skill that it should be taught in business school.

To avoid playing telephone tag, return phone calls right away, because you're likely to catch the caller and your messages won't pile up. If the person is busy, many time-tacticians make an appointment to call back. Leaving a detailed message on someone's voice mail prevents you from getting tied up in long conversations and will get you an answer more quickly.

### **Do It Now**

As a renowned colour consultant, the late Suzanne Caygill designed the homes and wardrobes of celebrities. To deal with all the demands of her schedule, she followed a rule learned from her seamstress grandmother: If she had a job to do, she did it immediately.

Too many people waste time "commencing to proceed to get started," Caygill would say. They spend so much





键字就行了。泰勒常常在信的结尾处加上一句亲笔写的问候语，以示亲切。

### 打电话须知

金融家 J·B·富卡用电话集中做生意，发了大财。他最重要的策略是在打电话前写下来。“我开始就谈正事，不谈论天气，我在电话中就把生意做了。”富卡认为掌握好打电话的时间是一项至关重要的技巧，应当在商学院进行讲授。

为避免电话游戏，要及时回电话，因为你很容易找到打电话的人，而且你的留言也不会堆积。如果那个人正忙，许多善于利用时间的人就会约个时间再回。在录音电话中留下详细的口信，可以使你免受长时间谈话之累，还会使你更快得到答复。

### 现在就做

作为一名著名的色彩顾问，苏珊娜·凯吉尔生前曾为许多知名人士设计房间和礼服。为了应付时间表上的事情，她依照从当过裁缝的祖母那学到的一条原则：有工作立即做。

凯吉尔说，很多人把时间浪费在“着手准备开始”上。他们花费这么多

① customize  
[kʌstə maɪz] v 定制，用户化



time preparing to do something that they often have no time left to do it.

If you just dive in, though, you'll be surprised at how fast you get things done. Remember, the best time to plant a tree was 20 years ago. The second best time is now.

### **Freeze the Design**


Perfectionists can waste just as much time as procrastinators. Thomas R. Williams, former chairman of Wachovia Corporation, discovered that many young people in banking don't know when to stop researching a project and start wrapping it up. Those trainees could have learned something from engineers, who are taught to produce the best possible solution by a certain date. Even if a design is not perfect, they've done the best they could under deadline.

Engineers call this "freezing the design." Successful time managers know when perfection is worth striving for and when to leave well enough alone.

"I'd Love to, But . . ." all of us are invited to events we don't want to attend. The simplest dodge is to say, "I'd love to, but I won't be able to go that evening." Never explain why. Your friends won't expect it and your enemies won't believe it.

### **Off-Peak Perks**

Avoid long lines, traffic and other time-wasters by





时间准备做一件事，以致于他们没有时间做事了。

尽管刚刚开始做事，你也会对自己这么快就做完感到意外。记住，种树的最佳时间是 20 年前，其次好的时间就是现在。

### 冻结方案

完美主义者与拖沓者一样浪费时间。瓦霍维娅公司前董事长托马斯·R·威廉斯发现，许多银行界的年轻人不知道什么时候该停止研究方案和着手结束工作。那些受训者应向工程师学习，他们知道应在某一日期前拿出可能的最佳方案。即使方案不完美，但那是他们在规定期限内的最大努力。

工程师称之为“冻结方案”。善于安排时间的人懂得什么时候值得追求完美，什么时候恰到好处即可。

“我很想去，但是……”我们都可能被邀请去参加一些本不想去的活动。最简单的托辞是：“我很想去，但是那晚不行。”不要说明理由，因为朋友不需要，而敌人又不会相信。

### 做事避开高峰期

生活中避开高峰可免排长队，避



living off-peak. Go to restaurants early, before the crowds. Don't cash checks on Friday afternoons. Go grocery shopping during the dinner hour, when most people are home eating, or late, after 9 p. m. Beat holiday crowds by buying gifts all year long.

### **Consider Cost, Not Price**

At a Las Vegas casino, I once observed a 100-yard-long line of people waiting an hour to purchase a \$3.99 buffet <sup>①</sup> breakfast. Fifty feet away, they could have been seated immediately at a restaurant that charged only \$3 more. After breakfast, these same people hurried back to the casino, where they risked many times the \$3 on one game of chance. There are numerous instances of being penny-wise and hours-foolish.

### **Use Technology**

Keep your work notes on a computer, not in a notebook. Why? Because the computer has a search function that can locate any topic in seconds. If you're always running to the corner drugstore to make photocopies or send a fax, consider buying your own machine. Your time savings may well justify it.

Whenever you streamline a task or eliminate a hassle, you don't just save time. You make your life more pleasant. "Then do not squander time, for that's the stuff life is made of."





开交通拥挤和其它浪费时间的事情。  
人多前早去餐馆；不要在周五下午兑换支票；吃饭的时间买东西，此时多数人在家中吃饭，或者晚上9点以后；一年中随时买礼品，以避免节假日。

### 考虑价值而不是价格

一次在拉斯维加斯的赌场，我看到人们排着100码长的队伍等一小时买一份3.99美元的自助早餐。而55英尺以外他们可以立即在一家餐馆里坐下来享用早餐，只多花3美元。早餐后，同是这些人匆忙回到赌场，用比3美元多出许多倍的钱玩碰运的游戏。这种小聪明的例子不胜枚举。

### 利用技术手段

将你的工作笔记保存在电脑里而不是笔记本里。为什么？因为电脑有搜索功能，能在几秒内找到任何题目。如果你总到街角的商店去复印材料或发传真，考虑自己买台机器，你节省的时间会证明这样做的好处。

每当你顺利完成工作或是解决难题时，你不仅节约了时间，而且使你的生活更加快乐。不要浪费时间，因为时间是组成生命的材料。”

① buffet[ 'bʌfeɪ ] n  
自助餐



## Pain

All of us have felt pain. We have cut ourselves. We have been burned. Or we have had headaches. Some of us suffer pain rarely. And others have painful attacks all the time. Why does pain come in so many forms? What are the different ways to stop it? Today's program tells what scientists have discovered about pain, and how doctors are helping to fight it.

French doctor and Nobel Peace Prize winner Albert Schweitzer once said that pain "is a more terrible lord of mankind than even death itself." This is because we can feel pain.

Pain can take complete control of our body and mind, making it impossible to move and even to think. Yet we need pain. Without it, we would not know if we have hurt ourselves. It is our body's warning system. It tells us that we are injured and should do something about it.

Pain is the most common reason we go to a doctor or other healer <sup>①</sup>. It is the most common reason we take medicines. Until recently, however, most doctors knew of only a few drugs that stopped some pains. They knew little about the process of pain itself. But new knowledge about the process of pain is helping them learn to control

