



# 英语实用教程

A Practical Course in English

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副主编 李 敏  
姚冬莲

浙江大学出版社

1  
(第 册)

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# 前 言

《英语实用教程》是一套供远程教育专升本、高升本以及高职高专学生使用的英语教材。本教材根据远程教育英语课程教学大纲、学士学位英语考试(大学英语三级考试)大纲以及高职高专英语课程教学基本要求,结合远程教育及高职高专学生的实际英语水平编写而成。在编写过程中,我们充分考虑了远程教育和高职高专的特点以及大学英语三级考试的要求,遵循以下编写原则:第一,针对自学为主的特点,突出重点,少而精;第二,针对成人和业余学习的特点,突出实际应用能力的训练;第三,针对网络教学的特点,充分利用多媒体教学手段;第四,针对大学英语三级考试的要求,对重点词汇、语法结构及翻译句型等内容有系统分步骤地在各单元中予以体现和阐述。教程共四册,供四个学期使用。第一册起点为1100词,到第四册时达到3500词左右,符合三级考试和高等学校英语应用能力考试的要求。

本书是《英语实用教程》的第一册,由十二个单元组成。每单元由五个部分组成,即:1. Basic Reading(基本阅读课文), 2. Practical Reading(实用阅读课文), 3. Extensive Reading(泛读课文), 4. Listening & Speaking(听和说), 5. Letter Writing(信函写作)。

Basic Reading 是每单元的主要课文,是重点词汇和语法的集中体现,是每单元学习的重点。它包括生词表、注释、课文理解练习、词汇练习、语法练习和翻译练习。此外,每两个单元后还有完形填空练习。

Practical Reading 是每单元的主要实用性阅读材料,结合生活实际,有很强的实用性,也是每个单元的学习重点。它包括生词表、注释、课文理解练习、词汇练习、语法练习和翻译练习。

Extensive Reading 的目的是扩大阅读量,提高阅读能力,附有生词表和注释。它以对话形式出现,同 Practical Reading 同一个主题,是很好的复习和巩固材料。同时,学生还可以跟着听和说,以提高听说能力。

Listening & Speaking 的目的是帮助学生练习听和说。它按实际功能编排,实用性很强。学习者可以跟着磁带反复练习。

Letter Writing 提供信函范文,培养学生的信函写作能力。

课文理解练习可以在课文讲解后做,也可以在预习课文时做,由学生根据自己的情况决定。其中的回答问题练习的主要目的是使学生能够开口,提高说的能力。词汇练习旨在帮助学生掌握英语常用词和重点词及词组的用法。学英语主要是记单词和掌握单词的用法,而记单词的最好办法是通过课文和句子来记忆。以上这些练习可以帮助学生记忆单词和掌握单词的用法。语法练习的目的是帮助学生掌握常用的语法规则、结构和句型,以便能正确地理解和写出英文句子。翻译练习是综合性练习,要求学习者把词汇和语法结合起来综合应用,同时也帮助学生了解中英文的结构特点,进行中英文对比,提高翻译能力。

《英语实用教程》在编写过程中注重选材的实用性、知识性、趣味性、可思性和前瞻性。课文主要选自英美报刊书籍,同时编者 of 适合教学要求对部分内容做了一些删改。

本书由赵树人主编,李敏和姚冬莲为副主编,朱瑞明、徐慧芳、吴晓岚、朱庆、李文珍、王晓洁、杨爱英等编写。美国专家 Wilson Tai 审阅了全书,郑磊、林昌东对本书词表统计工作给予了支持和帮助,在此谨表示感谢。本书配有 Basic Reading, Extensive Reading 和 Listening & Speaking 三部分的录音光盘供听说之用。

为了使《英语实用教程》不断完善,我们衷心希望专家和读者提出建议和指正。

编 者

2003 年 6 月

## 如何自学《英语实用教程》

语言是获取信息和进行交际的工具。学习外语主要包括两个方面：一是语言材料，包括词汇和词组；二是语言规则，包括语法和句型。学习外语是要掌握运用语言进行交际的能力，不只是学习语言知识。根据语言学习的规律，学习英语需要：第一，大量的语言材料输入；第二，刺激记忆机能，使暂留记忆变成长久记忆；第三，反复对比，触发对语言的活用能力。

学习英语实际上是用英语思维和感知的过程，因此，学习英语，尤其是自学英语，必须持之以恒，切忌学学停停，三天打鱼两天晒网。在学习中，为了克服遗忘就必须经常接触，经常复习。最好每天都安排一定的时间，譬如用一小时或半小时来学习英语。细水长流，积少成多，持之以恒，是学习外语的基本方法。

1. 如何读：《英语实用教程》的教学目的主要是培养阅读能力，但在学习过程中，特别是在初级阶段，必须重视听、说、写的训练。坚持听录音，跟录音读和跟录音听写及大声朗读是实践已经证明的行之有效的学习方法。

2. 如何记单词：学外语最困难的是记单词，记单词最好是边读、边听、边写，口、耳、手并用，尤其写最能加深记忆。每课单词每课清，不留尾巴，否则尾巴越积越长，变成沉重负担，就会使你失去学习信心和兴趣。

3. 如何学语法：学习语法的目的是掌握语言规则，正确理解。学习语法一定要同例句结合起来，不要孤立地记语法条条，而是通过例句来理解和掌握语法规则。学习一项语法内容后应做好后面的语法练习，通过单项语法练习，巩固和加深所学的语法内容。

4. 如何学课文：课文是每一单元中的重要项目，是每单元各项要求的集中体现。语法和词汇的掌握情况最后体现在对课文的理解和掌握上。必须切实学好课文，通过课文进一步理解和掌握词汇、词组的用法，弄清句型结构及语法意义。课文朗读要流畅，最好能背诵课文中的典型句子和段落。

5. 如何做练习：练习是检查和巩固各单元要求的重要手段。每个练习应不借助于参考书和课文独立完成，做完后再对答案。如发现同答案不一致，应找出原因，从而发现自己的问题和不足之处。从错误中吸取教训，不断进步，这是提高自己的最好方法之一，所谓“吃一堑，长一智”就是这个道理。

6. 每单元自学程序建议为:读和听写单词→学习课文→同时看自学指导书中语言重点和参考译文边读熟课文→做课文后练习→对答案→分析错误并订正。

外语是对外交流的工具。我国进入 WTO 后,外语更加重要,它可以使你扩大视野,获取有用信息,引进先进技术,进行国际交流。但学习外语并非易事,要学好外语,非下苦功夫不行。

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词汇总表

# Unit 1

## Basic Reading

### Going to School

You must follow two steps to become a student:

- Apply for admission.
- Register for courses.

**Apply for admission.** The first step is to let the school know you are interested in becoming a student<sup>1</sup>. You must apply for admission. 5

If you want to take courses at a **community school** or at a **night high school**, admission and registration are the same thing. You just write your name, address, phone number, and the courses you want to take<sup>2</sup> on a form. Then you turn in the form along with the money to pay for your course fees. And that takes care of it.<sup>3</sup> 10

If you want to take courses at a **community/junior college**, a **four-year college**, or a **university**, admission takes several steps:

(1) Fill out an application form that asks for certain basic information about yourself.

(2) Arrange for your other school records such as a high school diploma or GED<sup>4</sup> certificate to be sent to the school. But some will admit you without them as a "special student". 15

(3) Take a test. Most community/junior colleges, four-year colleges, and universities expect you to take a test before they will admit you as a student. 20

**Language schools** and **trade schools** are different from some of the other schools. They are in business to make money from teaching. At a language school, you also may take a test to find out which courses are right for you. But the language school probably won't care about your

past education. On the other hand, most trade schools will expect you 25  
to have finished high school. If you don't have a high school diploma,  
some trade schools even have courses to help you pass the GED test.  
Then they will allow you to take the trade courses.

**Register for courses.** When you have been admitted to a school,  
you must sign up for the courses you want to take and pay the fees. 30  
You might take only one course, or you might take five or six courses.  
That depends upon the time and money you have for school. It also  
depends upon the courses the school offers and the rules about who is  
allowed to take certain courses<sup>5</sup>. Most schools have counselors or  
advisers who can help you figure out what courses to take<sup>6</sup>. 35

At a community school, you can take almost any course that is  
offered. At a language school, the school will tell you which courses are  
right for you—and usually you can take as many of those courses as you  
want. The same is usually true at high schools and trade schools. But  
at some trade schools, you are expected to take a certain group of 40  
courses at the same time.

### New Words

- |                       |                   |     |                       |
|-----------------------|-------------------|-----|-----------------------|
| 1. apply              | /ə'plai/          | vi. | (尤指以书面形式)申请,请求        |
| 2. admission          | /əd'miʃən/        | n.  | 准许进入,准许加入;进入(权),加入(权) |
| 3. register           | /'redʒistə(r)/    | v.  | 登记,注册,挂号              |
| 4. course             | /kɔ:s/            | n.  | (全)课程,科目,教程           |
| 5. community          | /kə'mju:nəti/     | n.  | 社会,社区                 |
| 6. registration       | /'redʒi'streiʃən/ | n.  | 登记,注册,挂号              |
| 7. address            | /ə'dres/          | n.  | 地址,住址                 |
| 8. junior             | /'dʒu:njə(r)/     | a.  | 地位(或等级)较低的,年资较浅的      |
| <i>junior college</i> |                   |     | (美)两年制专科学校,大专         |
| 9. application        | /,æpli'keiʃən/    | n.  | 申请,请求;申请表,申请书         |
| 10. basic             | /'beisik/         | a.  | 基础的,根本的,初步的,主要的       |
| 11. information       | /'infə'meiʃən/    | n.  | 消息,情报,资料              |
| 12. arrange           | /ə'reindʒ/        | v.  | (作)安排,(作)准备,筹划        |
| 13. diploma           | /di'pləʊmə/       | n.  | 毕业文凭,学位证书             |

14. certificate	/sə'tifikit/	n.	证(明)书, 执照, (学习)结业证书
15. admit	/əd'mit/	vt.	准许……进入, 准许……加入
16. test	/test/	n.	测验, 考查, 考验
17. trade	/treid/	n.	职业, 行业, 手艺
trade school			中等职业学校
18. sign	/sain/	vt.	签(字), 签(名), 署(名)
19. depend	/di'pend/	vi.	视……而定, 决定(于); 依靠, 依赖
20. offer	/'ɒfə(r)/	vt.	(主动)给予, 提供; (主动)表示愿意 (做某事), 提议
21. counselor	/'kaʊnsələ(r)/	n.	顾问, (学生)辅导员
22. adviser	/əd'vaizə(r)/	n.	顾问, 劝告者, 提供建议者
23. figure	/'figə(r)/	v.	计算, 做算术

### Phrases and Expressions

1. apply to sb. for sth.	向……申请或请求……
2. turn in	交还, 上交
3. along with	同……一起, 同……一道
4. take care of	照顾, 照料; 处理, 对付
5. fill out	填写
6. such as	像……这样的, 诸如……之类的
7. find out	发现, 查明
8. care about	对……感兴趣, 注意, 关心
9. on the other hand	(从)另一方面(来说)
10. sign up (for)	报名(或签约)从事
11. depend upon/on	视……而定, 决定于; 依靠, 依赖
12. figure out	想出, 理解, 计算出

### Notes

1. you are interested in becoming a student 作 know 的宾语从句, know 的后面省略了 that。
2. you want to take 作 courses 的定语从句, courses 后面省略了关系代词 that。
3. that 指前面已经提到过的各事项, 如填表、交表、交钱; 而代词 it 则是指你要入学、注册的愿望。整个句子的意思是: 这样做就可以了。
4. GED: general educational development 普通教育水平

5. who is allowed to take certain courses 作介词 about 的宾语从句。
6. who can help you figure out what courses to take 是定语从句, 修饰 counselors or advisers。从句中的 what courses to take 是动词不定式短语, 作 figure out 的宾语。

## Exercises

### I Reading Comprehension

1. Choose the best answer to the following questions or complete the following statements according to the text:
- (1) If you want to go to school, the first step is to \_\_\_\_\_.  
A) apply for admission  
B) tell your basic information to the school  
C) find a good community school  
D) sign up for courses
- (2) Which of the following statements is NOT true according to the text?  
A) If you want to take courses at a community school, admission and registration are the same thing.  
B) Basic information includes your name, address, phone number, etc.  
C) You needn't pay any money for the courses you take at a community school.  
D) You have to pay for your course fees at a night high school.
- (3) You should take a test before you are admitted to a language school because \_\_\_\_\_.  
A) the test will show the school which courses are right for you  
B) the school is going to give you a high school diploma  
C) the school will help you get a GED certificate  
D) the school wants to learn why you are interested in going to school
- (4) Language schools and trade schools are different from some of the other schools mainly in that \_\_\_\_\_.  
A) a language school will expect you to take a test before you are admitted  
B) trade schools will expect you to have finished high school  
C) a community school will ask you to send the high school diploma to the school

- D) they are in business to make money from teaching
- (5) If you don't have a high school diploma, some trade schools \_\_\_\_\_.  
A) will not admit you  
B) will not care about your past education  
C) will have courses to help you pass the GED test  
D) will not allow you to take any course
- (6) How many courses you will take, in a sense, depends upon \_\_\_\_\_.  
A) the time and money you have  
B) what courses you have taken at high school  
C) whether or not the teachers allow you to take the courses  
D) whether or not you are interested in the courses
- (7) The language schools won't care about your past education because \_\_\_\_\_.  
A) they expect more students to finish high school  
B) they don't like high school students  
C) they are mainly interested in making money  
D) they like teaching very much
- (8) If you can't decide on the courses you'd like to take, \_\_\_\_\_ will probably help you.  
A) the headmaster or the president  
B) the counselors or advisers  
C) your schoolmates or classmates  
D) your parents and relatives
2. Answer the following questions according to the text:
- (1) What are the two steps to become a student?  
\_\_\_\_\_
- (2) What will you do if you want to take courses at a community school or night high school?  
\_\_\_\_\_
- (3) What are school records?  
\_\_\_\_\_
- (4) Why are language schools and trade schools different from some of the other schools?  
\_\_\_\_\_

(5) Why does a language school expect a student to take a test before he is admitted?

(6) What must you do when you have been admitted to a school?

(7) What factors will determine how many courses a student might take?

(8) Who can you ask for help if you don't know what courses to take?

## I Vocabulary

1. Fill in the blanks with the words or expressions given below. Change the form where necessary:

admit	care about	community	depend on	expect
find out	offer	on the other hand	register	take care of

- (1) The President met leaders of the black \_\_\_\_\_ during his visit to Chicago.
- (2) Must I \_\_\_\_\_ with the police if I buy a gun?
- (3) The most important thing is to persuade Bill to go there at once; the rest will \_\_\_\_\_ itself.
- (4) Children under 18 are not \_\_\_\_\_ to that horror film.
- (5) The general \_\_\_\_\_ complete obedience of his men.
- (6) Well, all right, hospitals lose money. But, \_\_\_\_\_, if people are healthy, don't think of it as losing money; think of it as saving lives.
- (7) The price of shares will \_\_\_\_\_ the number of people who want to buy them.
- (8) The Smiths have \_\_\_\_\_ us \$50,000 for the house. Shall we take it?
- (9) The professor doesn't \_\_\_\_\_ his clothes. All that he is interested in is his scientific research.
- (10) Yesterday, the men's families held a conference in their campaign to \_\_\_\_\_ the truth.

2. Replace the italicized parts in the following sentences with words or expressions from the text:



- (1) They may **request** to join the organization.
- (2) The official showed up to tell Susan to **return** the library books.
- (3) They leave it to the technical department to try and **deal with** the problem.
- (4) Their company **isn't concerned about** the environment.
- (5) The baby's mother escaped from the fire **together with** two other children.
- (6) We've **planned in advance** to meet them at the airport.
- (7) By chance I **discovered** that Nancy had been dating a middle-aged man for months.
- (8) How much it costs **is decided by** how much you buy.
- (9) We still haven't **come to understand** how to solve the problem.
- (10) The security personnel refused to **let** him or his wife **in**.

3. Choose the best answer to complete the following sentences:

- (1) They accepted my \_\_\_\_\_ to join the club.  
A) application    B) demand    C) registration    D) offer
- (2) You must \_\_\_\_\_ your gun and uniform when you leave the army.  
A) turn up    B) turn in    C) turn round    D) turn against
- (3) She placed the receipts \_\_\_\_\_ the change back in the purse.  
A) out of    B) from among    C) along with    D) such as
- (4) Who will \_\_\_\_\_ our cat while we are away?  
A) take care of    B) care about  
C) take care    D) care after
- (5) Please \_\_\_\_\_ your telephone number on the application form.  
A) depend on    B) fill with    C) fill out    D) find out
- (6) I've \_\_\_\_\_ that my secretary will meet you at the airport.  
A) suggested    B) arranged    C) registered    D) signed
- (7) Some people \_\_\_\_\_ too much of life and were always disappointed.  
A) offered    B) cared    C) admitted    D) expected
- (8) Henry is an able man, but \_\_\_\_\_ he demands too much of the people around him.  
A) on the other hand    B) on one hand  
C) nevertheless    D) what's more
- (9) The villagers \_\_\_\_\_ the local government for financial help.