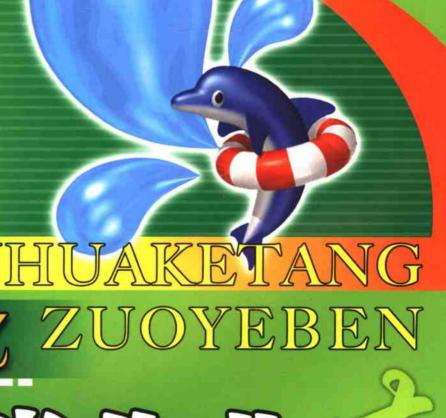


志鸿优化系列丛书

丛书主编 任志鸿



课堂作业

英语

南方出版社

志鸿优化系列丛书



丛书主编 任志鸿 本册主编 邝 萍 张国荣

优化

型道面



班级 _____

姓名 _____



英语

高二上册

南方出版社

图书在版编目(CIP)数据

优化课堂作业本. 高二英语. 上册/任志鸿主编.-海口: 南方出版社,2005. 7 (志鸿优化系列丛书) ISBN 7 - 80701 - 593 -4

I. 优... Ⅱ. 任... 英语课-高中-习题 N. G634

中国版本图书馆 CIP 数据核字(2005)第 073067 号

志鸿优化系列丛书 优化课堂作业本·高二英语·上 任志鸿 主编

南方出版社 出版
(海南省海口市海府一横路 19 号华字大厦 12 楼)
邮编:570203 电话:0898-65371546
山东鸿杰印务有限公司印刷
山东世纪天鸿书业有限公司总发行
2005 年 7 月第 1 版 2005 年 7 月第 1 次印刷
开本:787×1092 1/16
印张:43.75 字数:1148 千字
定价:53.50 元(全套共 6 册)

(如有印装质量问题请与承印厂调换)

前言 Qian Yan

做作业是学生不断认识、理解、巩固直至掌握知识和技能不可缺少的重要环节。但是,做什么样的作业、怎样做作业才能更有效地让学生"学有长进,练有收获",却是教学实践中值得探讨的问题。

我们常常听到这样的反映:"不少学生一到高中,就感觉课上得太快,跟不上";"上课听得懂,作业也会做,但一到考试就不会"。究其原因不难发现,高中课程的深度及其相应的教学方法较初中都有了很大的变化,而教材上的课后练习数量偏少,题型单一,以至训练不足;其次课后练习多以基础为主,即学即练的简单仿做题目居多,解题思路显而易见,而考试所覆盖的知识点多,综合程度高,如果学生缺乏由基础作业到应用考试这种过渡性训练的话,产生上述现象就不难理解了。

为了配合湖北省现行高中新教材的同步教学,帮助学生系统、扎实地巩固新课知识,科学、高效地提高学习效率,迅速地把握并适应本省高考自主命题的考试要求,实现对课本知识的再巩固、再提升,我们在进行"科学设计作业"课题研究的基础上,组织本省一批富有教学经验和资深教研人员,精心编写了这套(优化课堂作业本)训练丛书。

本丛书主要特点如下:

准确恰当的功能定位 针对"听懂课却不会考试"的普遍问题,进行全面系统并高一层级的训练设计,使学生从"学会知识"到"应用知识",实现在课本作业基础上的再巩固、再提高,是应用性、拓展性的作业,是逐步向考试要求靠近的强化性作业。

精练新颖的原创试题 题目设计力求典型、新颖、精练,努力将课本知识与生产、生活实际和最新科研成果相结合,选用湖北学生熟悉的材料背景,编出全新的湖北教学专家的经验,体现湖北教学实际的需求。

切 合 教 学 实 际 按照湖北实际授课要求细化作业单元,做到"有课必有练",后节作业涉及前节内容,以致"学后不忘前",层叠式推进,防止产生"替代性学习"现象。

本丛书主要栏目设置如下:

【研习导入】坚持问题立意,带动学生思考。通过研究性学习的形式,引导学生进行课前预习。

【自主演练】立足教材,将课内知识技能系统化,多角度、多侧面、多题型地进行训练。从基础做起,提高技能,练好基本功。避免难题、怪题、偏题。

【反馈总结】针对作业中的重难点、易错点以及学习规律与方法进行总结,解决疑惑,理清脉络。

除课时作业外,还设有单元测试、期中测试、期末测试,全面体现大作业的要求。

我们热切地期待本丛书能成为学生学习新知识、掌握新教材、应对新高考的铺路基石和进步阶梯,同时也真诚希望广大使用者能对书中的不当之处提出意见和建议。

2005年6月



Ó			*
Unit 1	Making a difference	1	1
Unit 2	News media ·····	7	7
Test (I	Jnits 1-2)	13	3
Unit 3	Art and architecture	19	3
Unit 4	A garden of poems	25	5
Test (l	Jnits 3-4)	31	ŀ
Unit 5	The British Isles ·····	37	7
Unit 6	Life in the future	43	}
Test (l	Jnits 5-6)	49)
Test(期	月中检测) ······	55	;
Unit 7	Living with disease	61	
Unit 8	First aid ·····	·· 67	,
Test (l	Jnits 7-8)	73	}
Unit 9	Saving the earth	79)
Unit 10	Frightening nature	85	
Test (L	Jnits 9-10)	91	
Test(期]末检测) ······	. 97	,
			·
e la		ull	
	tang mengang pengangan pengang pengangan pengangan pengangan pengangan pengangan pengangan pengangan pengangan		e/



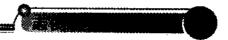
Unit 1 Making a difference

研习导入
Fill in the blanks with right words(用正确的词
填空)
1. His suggestion turned to be a good
one.
2. Was Copernicus to be sentenced
death by the government?
3. She was the first person to think the
idea.
4. There is very little point asking him
whether he has got one ticket left.
5. I didn't expect he was rude.
6. Twenty days went, and the mother
became more and more worried.
7. We shouldn't give studying the
matter.
8. Jack drank some tea, turned over the book,
and went on his exercises.
9. The poor Tom got married a beauti-
ful girl last year.
10. Can we dream a dragon at night if
we see a snake in the daytime?
自主演练
I . Write the key words or phrases from memory(默
写重点单词与词组)
1. 灵感
2. 从事;承担
3. 明显的;显然的
4 寻求:追求

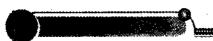
5. 预言;预测

6. 天文学家
7. 好奇的
8. 观察;察觉到
9. 和相配
10. 显微镜
11. 望远镜
12. 处罚;惩罚
13. 有耐心的
14. 有才智的
15. 分析;分解
16. 地心引力
17. 误解
18. 理论;原理
19. 使丧失能力
20. 浏览;细看
Ⅱ. Word spelling(单词拼写)
1. "Imagination is more important than knowl-
edge." is a(引语) from Edison.
2. Your new dress is very s to mine in
style but quite different in color.
3. Nobody can p what is going on in the
future.
4. In order to(寻求) the truth, the sci
entist did experiments again and again.
5. A Brief History of Time was a(畅销
书), which ordinary people can understand.
6. Science has no b All the world can
share it.
7. Paul is a young p university studen
and I believe he will have a good future.
8. Scientists always have (好奇的
minds so that they try to find out how
things work.
9. (创造力) is the most important trai





that scientists should have.	A. that worse B. so worse		
10. If we want to make a d, we must	C, that much worse D. worst		
know what we are and what we are good at.	4. He got a lovely girl and they will		
Ⅲ. Rewrite the following sentences(句型转换)	each other soon.		
1. In the old times people thought the earth	A. engaged with; get married		
was the center of the universe but Coperni-	B, engaged to; marry		
cus insisted that the earth moves around the	C. engaged with; get married to		
sun.	D. engaged to; marry with		
Copernicus insisted that the earth moves	5. Do you Christmas Day in your coun-		
around the sun, not	try?		
	A. scan B. debate		
2. We can hope to reach our goals and truly	C. observe D. seek		
make a difference if we know what we do	6. Which of the following is wrong?		
best.	A. I believe it won't rain tomorrow.		
Only by knowing what we can do best	B. I don't think his way is right.		
to reach our goals	C. I don't imagine it will snow tomorrow.		
and truly make a difference.	D. I don't believe what he said is true.		
3. He needed a job so that he could get mar-	7. I have been to many places and I find no		
ried,	other place can this beautiful land-		
get married, he	scape.		
needed a job.	A. compare B. match		
4. We need to believe some things to see	C. compare with D. match with		
them.	8. —What have you been doing recently?		
Some things need to	—I've been on a new novel.		
·	A, working B, undertaking		
5. It's clear that scientists help us to know the	C. writing D. scanning		
world better.	9. Gold looks in color brass.		
There that scientists	A. similar; with B. similar; to		
help us to know the world better.	C. familiar; with D. familiar; to		
IV. Multiple choice(单项选择)	10. We mustn't all the energy but leave		
1. There did not seem in holding this	it for future generations.		
party.	A. dream of B. work on		
A. many points B. much point	C. use up D. take a look at		
C. meaning D. meanings	11. Great! The weather fine today.		
2. Two years had before he finished his	A. proves B. turns out		
research.	C. turns out to be D. ail the above		
A. gone B. gone by	12. He asked for his hard work.		
C. passed by D. past	A. paid B. to pay		
3. The doctor told him he had got an incurable	C. money D. to get paid		
disease but he was not	13. Great scientists use their imagination and		



	:
creativity to	_ new ideas.
A. find out	B, understand
C. come true	D. come up with
14. If we don't	to stop pollution, we'll
destroy our planet.	•
A. warn	B. predict
C. take measures	D, take warnings
15. I think we should	support him when he is
in trouble, not	•
A, the other way a	round
B, go this way	
C, what if	
D. be patient and ca	areful
V.Cloze test(完形填空	!)
A person may hav	e an idea about himself

A person may have an idea about himself that will prevent him from doing good work. He may have the _____ that he is not capable of it. A child may think he is _____ because he does not understand how to make the most of his mental faculties (能力). Older people may be mistaken that they are incapable of _____ anything new because of their _____ 4

A person who believes that he is incapable will not make a real __5 __ because he feels that it should be useless, He won't go at a job with the confidence necessary for __6 _ and he won't try his best, even though he may __7 _ he is doing so. He is, __8 _, likely to fail, and the failure will increase his belief in his incompetence(无能).

Alfred Adler, a famous doctor, had a (an)

9 like this. When he was a small boy, be had a poor 10 in maths. His teacher told his 11 he had no ability in maths in order that they would not expect too much of him. In this way, they too 12 the idea. He accepted 13 mistaken thinking of his ability, felt that it was useless to 14, and was very poor at maths, 15 as they expected.

One day he worked on a problem which

- 1. A. belief B. way
 C. face D. condition
- 2. A. clever B. shy
 C. useless D. stupid
 3. A. teaching B. learning
 C. accepting D. using
- 4. A. ability B. age
 C. brain D. knowledge
- 5. A. decision B. success
 C. effort D. trouble
 6. A. work B. study
- C. improvement D. success
- 7. A. forget B. think
 C. guess D. understand
- 8. A. truly
 C. however
 D. therefore
 9. A. experience
 B. example
- C. thought D. story

 10. A. state B. mind

 C. start D. ending
- 11. A. classmates B. friends
 C. neighbors D. parents
- 12. A. developed B. organized
 C. discovered D. found
 13. A. his B. her
- 13. A. his B. her
 C. its D. their
 14. A. manage B. succeed
- C. try
 D. act
 15, A, only
 B, almost



C. just D. then 16. A. none B all C. many D. most 17. A. lived B. worked C. played D. graduated 18. A. lesson B. medicine C. subject D. maths 19. A. early B. badly C. late. D. simply 20. A. encourage B. love C. astonish

Ⅵ. Reading comprehension(阅读理解)

D. disappoint

Are some people born clever, and others born stupid? Or is intelligence developed by our environment and our experience? Strangely enough, the answers to these questions are Yes. To some extent our intelligence is given to us at birth, and no amount of special education can make a genius out of a child born with low intelligence. On the other hand, a child who lives in a boring environment will develop his intelligence less than one who lives in rich and various surroundings. Thus the limits of a person's intelligence are fixed at birth, whether or not he reaches those limits will depend his environment. This view, now held by most experts, can be supported in a number of ways.

It is easy to show that intelligence is to some extent something we are born with. The closer the blood relationship between two people, the closer they are likely to be intelligent. Thus if we take two unrelated people at random from the population, it is likely that their degree of intelligence will be completely different. If, on the other hand, we take two identical twins, they will be as intelligent as each other. Relations like brothers and sisters, parents and children, usually have similar

intelligence and this clearly suggests that intelligence depends on birth.

Imagine now that we take two identical twins and put them on different environments. We might send one, for example, to a university and the other to a factory where the work is boring. We should soon find differences in intelligence developing and this shows that environment as well as birth plays a part, This conclusion is also suggested by the fact that people who live in close touch with each other, but who are not related at all likely to have similar degree of intelligence.

1. The writer is in favor of the view that man'	S
intelligence is given to him	
A. at birth	
B. through education	
C. both at birth and through education	
D. neither at birth nor through education	
2. In the second paragraph "if we take two un	-
related people at random from the popula-	_
tion" means "if we".	
A. pick out any two persons	
B. pick out two different persons	
C. choose two persons who are relatives	
D. choose two persons with different intelli-	-
gence	
3. The example of the twins going to college	e
and to a factory separately shows	
A. the importance of their intelligence	
B. the effect of environment on intelligence	
C. the importance of their positions	
D. the part that birth plays	
4. The best title of this passage can be	

C. Dependence on Environment

D. Effect on Education

A. Surroundings

B. Intelligence

move from town or city to suburb, from high school to college in a different state, from a job in one region to a better job elsewhere, from the home where we raise our children to the home where we plan to live in retirement. With each move we are forever making new friends, who become part of our new life at that time.

For many of us the summer is a special time for forming new friendships. Today millions of Americans vacation abroad, and they go not only to see new sights but also in those places where they do not feel too strange—with the hope of meeting new people. No one really expects a vacation trip to produce a close friend. But the beginning of a friendship is possible.

But as we use the word, "friend" can be applied to a wide range of relationships—to someone has known for a few weeks in a new place, to a fellow worker, to a childhood playmate, to a man or woman, to a trusted confident. There are real differences among these relations for Americans—a friendship may be superficial, casual, situational or deep and enduring. But to a European, who sees only our surface behavior, the differences are not clear.

- 5. Many Americans move from place to place for the following reasons except _____.
 - A, going to college
 - B. getting a better job
 - C. finding a place to live in retirement
 - D. saving money
- 6. When summer comes, many Americans
 - A, hope to meet new people
 - B, expect to find some close friend
 - C. want to begin lasting friendships with new people

D. both A and B

- 7. Which of the following is the topic sentence of the second paragraph?
 - A. For many of us the summer is a special time for forming new friendships.
 - B. Today millions of Americans vacation abroad.
 - C. No one really expects a vacation trip to produce a close friend.
 - D. But surely the beginning of friendship is possible.

C

Creativity is the key to a brighter future, say education and business experts. Here is how school and parents can encourage this important skill in children.

If Dick Drew had listened to his boss in 1925, we might not have had a product that we now think of as great importance; a new type of tape. Drew worked for the Minnesota Mining Company. At work he developed a kind of material strong enough to hold things together. But his boss told him not to think more about the idea. Finally using his time, Drew improved the tape which is now used everywhere by many people. And his former company learned from its mistake. Now it encourages the people to spend 15 percent of their work time just thinking about and developing new ideas.

Creativity is not something one is just born with, nor is it necessarily a character of high intelligence. The fact that a person is highly intelligent does not mean that he uses it creatively. Creativity is the matter of using the resources one has to produce new ideas that are good for something.

Unfortunately, schools have not tried to encourage creativity. With strong attention to best results and the development of reading, writing and mathematical skills, many educators give up creativity for correct answers. The result is that children can give back information but can not recognize ways to use it in new situations. They may know the rules correctly, but they are unable to use them to work out practical problems.

It is important to give children choices. From the earliest age children should be allowed to make decisions and understand their results. Even if it's choosing between two food items for lunch, decision-making helps thinking skills. As children grow older, parents should let their children decide how to use their time or spend their money, but not help them too much if they make the wrong decision. The child may have a hard time, but that is all right. This is because the most important character of creative people is very strong desire to find a way out of trouble.

- 8. Creativity is something .
 - A. the people are born with
 - B. that can be gained by encouraging the children to work hard
 - C. of using what one has learned to work out practical problems in new situations
 - D. that only the highly intelligent people have
- 9. It seems that schools _____.
 - A. pay a great attention to the training of the students' creativity
 - B. pay too much attention to examination instead of the creativity training
 - C. encourage those intelligent students to make their own decisions
 - D. don't understand the importance of the creativity
- 10. What should the parents do when their children decide how to spend their money?
 A. Try to help them as much as possible.
 B. Leave them as they are.

- C. Take no notice whatever they do.
- D. Help them if their decision is wrong, but not too much.

W. Error correction (短文改错)

Grandpa was observing his 100 birthday,
1
and everyone was talking about him on
2
how well he looked. He said, "Let me
3
tell you the secret. My wife and I was
4
married seventy-five years before. On
5
our wedding night we made promise 6
that whenever we have a fight, the one
7
who proved wrong would go out and took
8
a walk. I had been walking in the open
9
air continuously since the past 75 10
vears. This is my secret."

Ⅷ. Guided writing (书面表达)

人人都非常敬佩科学家。那么科学家必须 具备什么样的基本素质呢?请你用英语写一篇 100词左右的短文给予简单叙述。

反馈总结

本单元出现了大量的大纲中要求掌握的短语和词汇,如单项选择 13 小題。动词不定式在句子中的功能也是一个重点,如单项选择 12 小题以及句型转换中的 3、4、5 小题,不定式的语态注意从不定式与其逻辑主语的被动关系上分。

Unit 2 News media

Fill in the blanks with right words(用正确的词
填空)
1. After they went the hill, they had to
take a rest.
2. If you relate the result the secret,
you will find it hard for a girl to under-
stand,
3. I agree to pay the old man a visit alone just
4. I prefer walking there rather taking
a taxi.
5. If you smoke three cigarettes a day, you will
soon get addicted nicotine.
6. During the 21th century, the Iraq women
suffered a series of wars.
7. What's the weather today?
8. We are very much concerned the
future of this country.
9. Can you draw more attention your
pronunciation?
10. Nine ten people suffer from
this disease.
I. Write the key words or phrases from memory
(默写重点单诹与词组)
1. 可靠的;可信赖的
2. 慷慨的
3. 损伤
4 茶間維体

5. 解種
6. 编辑
7. 有才能的
8. 独特的
9. 转变;开关
10. 反映;反射
11. 不顾;忽视
12. 忍受;容忍
13. 改变主意
14. 更新;改造
15. 时事
16. 完成;完整的
17. 态度;姿态
18. 看守;哨兵
19. 公民;市民
20. 退休
Ⅱ. Word spelling(单词拼写)
1. The man is very curious about other people.
I think he is very(爱管闲事).
2. It's said that John is very honest and
<u>r</u> .
3. I(呈现) a report to my headmistress
about my teaching plan.
4. Rogers is (沉溺于) to drinking and
smoking.
5. The lady enjoys(社交的) life so
much that she likes to take part in parties or
balls.
6. Who will be e as chairman of the
next meeting?
7. I came here to deal with my personal
<u>a</u> .
8. The paper factory is the(污染源) of
the diety river



D. Organized; talented



9. Students feel extre	mely <u>b</u> of their	5. The lady thinks her hu	sband is very	
endless homework.		because he is very honest and positive.		
10. We should f difficulties and try our		A. nosy		
efforts to overcome	them.	B. generous		
III. Rewrite the following	sentences(句型转换)	C. reliable		
1. He met his old frien	d in the park yesterday.	D. experienced		
(改为强调句型来强	凋地点状语)	6. An old building	in the fire and a few	
		people were injured.	•	
2. He was not only my	friend.	A. burnt down		
He was	a friend to me.	B. pulled down		
3. On Sundays there as	re too many shoppers in	C. destroyed		
the supermarket.		D. put down		
On Sundays the sup	ermarket	7. We should learn to consider things		
too many sh	oppers.	A. on all sides		
4. Tom loves smoking	so much that he can't	B. on the other hand		
get himself away fro	om it.	C. on one side		
Tom got	smoking cigarettes.	D. on one hand		
5. What he has said has nothing to do with		8. It's very interesting to see many young fans		
what I'm concerned	about.	their stars.		
What he has said not to		A. look for		
what I'm concerned about,		B. look down upon		
Ⅳ. Multiple choice(单)	页选择)	C. look out		
1. What they have said	to what we are	D. look up to		
expecting.		9. — the books yo	u've read in the past	
A. reflected	B. is related	year?		
C. switches	D. tolerates	—Just 100.		
2. From my work with	people I find everyone's	A. How many		
life is		B. How many number of		
A. unique	B. positive	C. How much number of	of	
C. negative	D. careless	D. What's the number of	of	
3. We should respect of	ther people and	10. The film is so popular because it		
different views and	pinions.	the present country lis	e very truthfully.	
A. print	B. tolerate	A. presents	B. ignores	
C. seek	D. publish	C. bores	D. reflects	
4 reporters can present their materials		11. We can't be so careless as to ignore them		
in a(n) way.		they are very ordinary people.		
A. Informed; talente	d l	A. as if	B, even if	
B. Talented; informe	d	C. if	D. as	
C Talented organiza	.d	12 His oritical attitude	116	

A. disappointing

B. disappointed



C. boring D. surprising	1. A. black	B. white
13. We are discussing the questions by	C. poor	D. sick
teachers or ourselves.	2. A. railway	B. freeway
A. raised B. raising	C. street	D. avenue
C. rising D. risen	3. A, broken up	
14. We spent the night in our bed-	B. speeded up	
room.	C. broken down	
A. locking B. locked	D. slowed down	
C. played D. to play	4. A. seriously	B. badly
15. Do you think the teaching equipment	C. fairly	D. probably
should be?	5. A. bus	B. truck
A. addicted B. completed	C, taxi	D. car
C. updated D. retired	6. A. from	B. by
V. Cloze test(完形填空)	C. before	D. of
It was 11: 30 in the evening, A 1	7. A. put	B. led
American lady of about seventy was standing	C. fetched	D. took
on the side of an Alabama 2 trying to bear	8. A. hired	B. took
a pouring rainstorm. Her car had 3 and at	C. sent	D. asked
the moment she 4 needed a ride. Wet to	9. A. need	B. help
the skin, she decided to flag down the next	C. hurry	D. trouble
5. A young white man stopped to help	10. A. address	B. number
her, generally unheard 6 in those conflict-	C, name	D. words
filled (矛盾冲突的) 1960s. The man7_her	11. A. lady	B. salesman
to safety in his car, and 8 a taxicab for	C. letter	D. knock
her. She seemed to be in a great 9. She	12. A. surprise	B. delight
wrote down his 10, thanked him and	C. joy	D, satisfaction
drove away. Several days went by and a	13. A. offered	B. given
11 came on the man's door. To his	C. fastened	D. written
12 ,a very big color TV was delivered to	14. A. aged	B, dark
his home. A special note was 13 to it. It	C. lucky	D, unhappy
read: "Dear sir, thank you so much for assis-	15, A. another	B. the other
ting a (an) 14 colored woman on the free-	C. some other	D, one
way 15 night. The rain 16 wet all over	16, A, let	B, made
not only my clothes 17 my spirit. Then	C. had	D, turned
you 18 along, Because of you, I was 19	17. A. and	B, but
to make it to my dying husband's bedside	C. or	D, otherwise
20 before he passed away. God bless you	18, A. got	B. went
for helping me and kindly serving clothes.	C. ran	D, came
Sincerely.	19. A. able	B. ready
Mrs. Nat King Cole.	C. likely	D. willing



20, A, only

B. just

C. long

D. almost

Ⅵ. Reading comprehension(阅读理解)

Α

There are many kinds of report. A report is used to account the things that have happened. Among these reports, the most useful one to our lives are news reports. We get them in newspapers, on the radio and television, or in the cinema,

The main purpose of a newspaper is to provide news. If you examine a newspaper closely, you will find that there are all types of news; accidents, floods, fires, wars, fashions, sports, books, etc. The news covers everything that happens to people and their surroundings. Sometimes there are news items which are very amusing.

A news report is usually very short, except something very important, but it includes a lot of information. It is also written in short paragraph. The first paragraph is in fact a summary of the news item. It gives all the necessary information, what, when, where, how and why. The other paragraph give full details of the subject.

In order to make the news more interesting, photography is often added to the news.

- 1. Newspapers sell well mainly because
 - A. they are very cheap
 - B. we can get it everywhere
 - C. they have pictures with the news
 - D. we can know different news from it
- 2. If you want to get enough information about yesterday's traffic accident within a very short time, you'd better
 - A, read the first paragraph of the news report in today's newspaper
 - B, start from the second paragraph of the

news report in today's newspaper

- C. look through the whole news report in today's newspaper
- D. talk with people who have seen the accident
- 3. To interest more people, a news report
 - A. usually produces amusing news
 - B. always writes very short news report
 - C. often prints pictures to go with the news
 - D. sometimes provides important news
- 4. The main idea of the passage is __
 - A. different types of reports
 - B. news reports
 - C. happenings to people and their surroundings
 - D. the length of a new report

В

Although emailing is very convenient, there are a number of problems to be aware of (意识到的). For example, many business people receive more than 100 emails every day. Because they must also make telephone calls, attend meetings, write reports and so on, they may not be able to spend much time reading and replying to emails.

It is necessary to keep your emails short and to the point.

Make sure that you have a suitable heading in the subject line so that the reader will want to read your message. Many emails are deleted unread because of the lack of time. Make sure that you have given the time and place of a meeting.

Do answer emails immediately and exactly. It you can not give the information requested, then reply with "Thanks for your message. I'll get back to you asap." Then make sure that you do!

Check your message carefully before sending.

What the message is about. Because emails already have the person's name in the heading, it is not necessary to start your message with "Dear ...". Although the language in emails is often quite informal, writing in sentences and correct use of grammar and punctuation(标点).including capital letters, is important. For example, "the meeting in Harbin on Monday 11th December" does not give a good impression.

- 5. This passage is mainly about some _
 - A, useful information about emails
 - B, ways of replying to emails
 - C, examples of writing emails
 - D. suggestions for writing emails
- When writing an email, you should do the following EXCEPT
 - A. keep it short and informative
 - B. write the subject
 - C, start with "Dear"
 - D, try to write a complete sentence
- 7. The example in the text doesn't give a good impression because _____.
 - A, it is quite formal but careless in writing
 - B. readers cannot understand it at all
 - C. the writer pays no attention to grammar, punctuation and capital letters
 - D. it gives readers wrong information

 \mathbf{C}

WHAT'S ON

Tibetan antelope: A modern dance depicting the passionate life of the antelope of Tibet is set for the stage. The dance is also a plea to humans to protect the vulnerable creature.

Time: 7:30 p. m., November 22,23. Place: Poly Theatre, 14 Dongzhimen Nandajie, Tel: 6500-1188 ext 5176.

Italian jazz: The Pago Libre band claims to be an international one, with Arkady Shilkloper (French horn and flugel horn) from Russia, John Wolf Brennan (piano and melodica) from Ireland, Danniele Patumi (double bass) from Italy and Tscho Theissing (violin) from Australia.

All having received strict, classical music education in conservatories, the musicians compose by themselves and play a wide variety of classic, jazz, ballads, pop and experimental music as well as on the spot improvisation(即兴表演).

Time: 7:30, November 21.

Place: Forbidden City Concert Hall, Zhongshan Park near Tian'anmen Square Tel: 6559-8285.

Beijing symphony: Under the baton of Tan Lihua, the Beijing Symphony Orchestra will play Beethoven's "Violin Concerto in D Major."

Time: 7:00, November 16.

Place: Forbidden Concert Hall, Zhongshan Park near Tian'anmen Square.

Company of the second

Tel: 6559-8285.

Ballet from Africa. The Cape Town City Ballet, one of the best troupes in South Africa, will inspire Beijing's ballet-lovers with its version of "Fire Bird" at Beizhan Theatre.

An opulent experience for the senses, "Fire Bird" is one of the most popular and influential ballets and is based on a classic Russian fairy tale.

The performance of the troupe goes beyond the boundaries of traditional ballet and African primitive dances. Its unique tribal drum music and exaggerated costumes showcase the ballet company's intense consciousness of Africa.

Under the artistic directionship of Veronica Paceper, the troupe is devoted to creating original productions featuring African culture.

Time: 7:30 p.m., November 15.