



综合英语 (二) 下册

组编 / 全国高等教育自学考试指导委员会
主编 / 徐克容

全国高等教育自学考试指定教材

英语专业 (基础科段)

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全国高等教育自学考试指定教材
英语专业

A Comprehensive Course

综合英语(二)
(下册)

[附综合英语(二)自学考试大纲]

全国高等教育自学考试指导委员会组编

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(附:综合英语(二)自学考试大纲)

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Lesson One

Text

Courtesy: Key to a Happier World

Dr. Norman Vincent Peale

人生活在群体之中,为了解决自己的衣食住行,处处都要与他人打交道。即使是在英国人称之为“自己的城堡”的家里,人们也必须和睦相处,才能相安无事。风烟四起,舌战连绵,轻者使团体和家庭面和心不和,重者会导致团体瓦解,家庭破裂。处理好人际关系的秘诀是什么?本文作者在多年心理咨询工作中得出结论:以礼待人。他认为,不可小看如何对待他人一事,礼貌不仅仅是个人举止问题,而且也反映一个人的人生观。他还提出了一些化解矛盾和冲突的具体建议,你不妨试试。

1 Many years ago trying to help people with every kind of trouble left me with one sure conviction: in case after case the difficulty could have been overcome — or might never have arisen — if the people involved had just treated one another with common courtesy.

2 Courtesy, politeness, good manners — call it what you will, the supply never seems to equal the demand. “It’s not so much what my husband says,” a tearful wife confides, “as the way he says it. Why does he have to yell at me?” “I hate my boss,” a grim-faced office worker mutters. “He never shows appreciation for anything.” “All

we get from our teenagers,” a worried parent says, “is a moody sullenness.”

3 Such complaints are not limited to people who sit in my study. Human beings everywhere hunger for courtesy. “Good manners,” said Ralph Waldo Emerson, “are the happy way of doing things.” And the reverse is equally true. Bad manners can ruin a day — or wreck a friendship.

4 What are the basic ingredients of good manners? Certainly a strong sense of justice is one; courtesy is often nothing more than a highly developed sense of fair play. A friend once told me of driving along a one-lane, unpaved mountain road. Ahead was another car that produced clouds of choking dust, and it was a long way to the nearest paved highway. Suddenly, at a wider place, the car ahead pulled off the road. Thinking that its owner might have engine trouble, my friend stopped and asked if anything was wrong. “No,” said the other driver. “But you’ve endured my dust this far; I’ll put up with yours the rest of the way.” There was a man with manners, and an innate sense of fair play.

5 Another ingredient of courtesy is empathy, a quality that enables a person to see into the mind or heart of someone else, to understand the pain or unhappiness there and to do something to minimize it. Recently in a book about a famous restaurant chain I came across such an episode.

6 A man dining alone was trying to unscrew the cap of a bottle of catsup but his fingers were so badly crippled by arthritis that he couldn’t do it. He asked a young busboy to help him. The boy took the bottle, turned his back momentarily and loosened the cap without difficulty. Then he tightened it again. Turning back to the man, he feigned a great effort to open the bottle without success. Finally he took it into the kitchen and returned shortly, saying that he had

managed to loosen it — but only with a pair of pliers. What impelled the boy to take so much trouble to spare the feelings of a stranger? Courtesy, compassionate courtesy.

7 Yet another component of politeness is the capacity to treat all people alike, regardless of all status or importance. Even when you have doubts about some people, act as if they are worthy of your best manners. You may also be astonished to find out that they really are.

8 I truly believe that anyone can improve his or her manners by doing three things. First, by practicing courtesy. All skills require constant repetition to become second nature; good manners are no exception.

9 One simple way is to concentrate on your performance in a specific area for about a week. Telephone manner, for example. How often do you talk too long, speak abruptly, fail to identify yourself, keep people waiting, display impatience with the operator or fail to return a call? Or driving a car, why not watch yourself sternly for aggressive driving, unnecessary horn-blowing, following too closely, failing to yield the right-of-the-way?

10 One difficult but essential thing to remember is to refuse to let other people's bad manners goad you into retaliating in kind. I recall a story told by a young man who was in a car with his father one night when a driver in an oncoming vehicle failed to dim his lights. "Give him the brights, Dad!" the young man urged in exasperation. "Son," replied the father, "that driver is certainly discourteous and probably stupid. But if I give him the brights he'll be discourteous, stupid and *blind* — and that's a combination I don't want to tangle with!"

11 The second requirement for improving your manners is to think in a courteous way. In the long run, the kind of person you are is the result of what you've been thinking over the past twenty or thirty

years. If your thoughts are predominantly self-directed, a discourteous person is what you will be. If on the other hand you train yourself to be considerate of others, if you can acquire the habit of identifying with their problems and hopes and fears, good manners will follow almost automatically.

12 Nowhere is thinking courtesy more important than in marriage. In the intimacy of the home it is easy to displace disappointment or frustration or anger onto the nearest person, and that person is often a husband or wife.

13 "When you feel your anger getting out of control," I have often said to married couples, "force yourself for the next ten minutes to treat your married partner as if he or she were a guest in your home." I knew that if they could impose just ten minutes of good manners on themselves, the worst of the storm would blow over.

14 Finally, to have good manners you must be able to accept courtesy, receive it gladly, rejoice when it comes your way. Strangely, some people are suspicious of gracious treatment. They suspect the other person of having some ulterior motive.

15 But some of the most precious gifts in life come with no strings attached. You can't achieve a beautiful day through any effort on your part. You can't buy a sunset or even the scent of a rose. Those are the world's courtesies to us, offered with love and without thought of reward or return. Good manners are, or should be, like that.

16 In the end, it all comes down to how you regard people — not just people in general, but individuals. Life is full of minor irritations and trials and injustices. The only constant, daily, effective solution is politeness — which is the golden rule in action. I think that if I were allowed to add one small beatitude as a footnote to the other it might be: Blessed are the courteous. (1,084 words)

Word List

conviction /kən'vɪkʃən/ <i>n.</i>	坚定的信念;坚信
arise /ə'raɪz/ <i>v.</i>	产生;出现
politeness /pə'laitnɪs/ <i>n.</i>	礼貌,客气
tearful /'tiəfəl/ <i>adj.</i>	满含泪水的,哭泣的
confide /kən'faɪd/ <i>v.</i>	吐露(秘密等)
grim-faced /'grɪmfest/ <i>adj.</i>	面孔铁青的
appreciation /ə'pri:ʃi'eɪʃən/ <i>n.</i>	重视;赏识
moody /'mu:di/ <i>adj.</i>	闷闷不乐的
sullenness /'sʌlənɪs/ <i>n.</i>	赌气;情绪消沉
complaint /kəm'pleɪnt/ <i>n.</i>	怨言;诉苦;投诉
study /'stʌdi/ <i>n.</i>	书房;书斋
reverse /rɪ'vɜ:s/ <i>n.</i>	(the ~)相反情况,对立面
wreck /rek/ <i>v.</i>	破坏,毁坏
justice /'dʒʌstɪs/ <i>n.</i>	正义,正直
unpaved /'ʌn'peɪvd/ <i>adj.</i>	(路等)未铺砌的
highway /'haɪweɪ/ <i>n.</i>	公路
innate /ɪ'neɪt/ <i>adj.</i>	天生的,固有的
empathy /'empəθi/ <i>n.</i>	对别人心情的理解;同情;同感
minimize /'mɪnɪmaɪz/ <i>v.</i>	使减少(或缩小)到最低限度
chain /tʃeɪn/ <i>n.</i>	联号(一个企业下属的一组类似的商店、旅馆等)
episode /'epɪsəʊd/ <i>n.</i>	(若干或一连串事件中的)一个事件
dine /daɪn/ <i>v.</i>	进餐
unscrew /ʌn'skru:/ <i>v.</i>	取下,拧开
cap /kæp/ <i>n.</i>	盖,套
catsup /'kætsəp/ <i>n.</i>	调味番茄酱

busboy /'bʌsbɔɪ/ <i>n.</i>	(美)餐厅侍者助手; 打扫卫生的服务员
momentarily /'məʊməntərɪli/ <i>adv.</i>	立即, 即刻
tighten /'taɪtn/ <i>v.</i>	旋紧
feign /feɪn/ <i>v.</i>	假装, 佯作
pliers /'plaiəz/ <i>n.</i>	(常作复数) 钳子
impel /ɪm'pel/ <i>v.</i>	推动; 促使
compassionate /kəm'pæʃənɪt/ <i>adj.</i>	有同情心的; (深表)同情的
component /kəm'pəʊnənt/ <i>n.</i>	(组)成(部)分
status /'stetəs/ <i>n.</i>	身份, 地位
repetition /,repɪ'tɪʃən/ <i>n.</i>	重复; 反复
exception /ɪk'sepʃən/ <i>n.</i>	例外
identify /(ə)'dentɪfaɪ/ <i>v.</i>	认出, 识别; (with)与……有同样的感觉
display /dɪ'spleɪ/ <i>v.</i>	显露, 表现
impatience /ɪm'peɪʃəns/ <i>n.</i>	不耐烦, 无耐心
operator /'ɒpəreɪtə(r)/ <i>n.</i>	话务员
sternly /'stɜ:nli/ <i>adv.</i>	严格地
aggressive /ə'ɡresɪv/ <i>adj.</i>	挑衅的
unnecessary /ʌn'nesɪsəri/ <i>adj.</i>	不必要的
horn-blowing /'hɔ:nbləʊɪŋ/ <i>n.</i>	鸣喇叭
yield /ji:ld/ <i>v.</i>	让出, 放弃
goad /ɡəʊd/ <i>v.</i>	促使, 驱使
retaliate /rɪ'tæliət/ <i>v.</i>	报复, 以牙还牙
vehicle /'vi:kl/ <i>n.</i>	车辆, 机动车
dim /dɪm/ <i>v.</i>	(美)使(汽车前灯)减光
exasperation /ɪɡzə'spə'reɪʃən/ <i>n.</i>	恼怒, 愤怒
discourteous /dɪs'kɜ:tjəs/ <i>adj.</i>	不礼貌的, 粗鲁的
combination /,kɒmbɪ'neɪʃən/ <i>n.</i>	结合; 混合
tangle /'tæŋɡl/ <i>v.</i>	(口语)争吵, 发生争论

requirement /rɪ'kwəɪəmənt/ <i>n.</i>	要求, 必要条件
predominantly /prɪ'dɒmɪnəntli/ <i>adv.</i>	占主导地位地
self-directed /sɛlf'dɪ'rektɪd/ <i>adj.</i>	自我指导的; 自主的; 自我为中心的
intimacy /'ɪntɪməsi/ <i>n.</i>	亲密; 私下
displace /dɪs'pleɪs/ <i>v.</i>	发泄
gladly /'glædli/ <i>adv.</i>	高兴地, 乐意地
rejoice /rɪ'dʒɔɪs/ <i>v.</i>	感到高兴
gracious /'ɡreɪʃəs/ <i>adj.</i>	殷勤的; (表示惊异、气愤等) 老天爷! 天哪! 啊呀!
ulterior /ʌl'tɪəriə(r)/ <i>adj.</i>	别有用心的
motive /'məʊtɪv/ <i>n.</i>	动机; 目的
storm /stɔ:m/ <i>n.</i>	(感情等的) 爆发, 迸发
string /striŋ/ <i>n.</i>	(常用复数)(口语) 附带条件
scent /sent/ <i>n.</i>	香味
irritation /ɪrɪ'teɪʃən/ <i>n.</i>	恼人的事
trial /'traɪəl/ <i>n.</i>	麻烦; 痛苦
injustice /ɪn'dʒʌstɪs/ <i>n.</i>	非正义; 不公平
effective /ɪ'fektɪv/ <i>adj.</i>	有效的; 给人深刻印象的
beatitude /bi'ætɪtju:d/ <i>n.</i>	祝福
footnote /'fʊtnəʊt/ <i>n.</i>	补充; 脚注

Proper Nouns

Norman Vincent Peale /nɔ:mən 'vɪnsənt pi:l/	诺尔曼·温森特·皮尔(人名)
Ralph Waldo Emerson /rɔlf 'wɔldəʊ 'eməsən/	拉夫·沃尔多·爱默生(人名)

Useful Expressions

not so much... as...	不是……而是……
take trouble to do sth.	费劲去做;专门去做
spare sb. sth. /sb. from sth.	使某人免受(不愿意之事)
watch sb. /sth. for	留心
goad sb. /sth. into sth. /doing sth.	激起、激怒……做……
be considerate of sb.	为……着想
identify with sb. / sth.	和……站在一起;理解、体谅
be / get out of control	失去控制
impose sth. on sb. /sth.	把……强加于
suspect sb. of sth. / doing sth.	怀疑某人
be suspicious of / about sb. / sth.	对某人或某物、某事起疑心
come down to sth.	可归结为

Word Study

follow *vt. & vi*

1. 跟随,跟着

V; V + N

You go first and I'll just *follow*.

She managed to push herself into the subway train with two children *following* after her.

He stood up and started slowly toward the ship, knowing full well the sick wolf *was following him*.

2. (时间或顺序等)继……之后,跟着发生

V; V + N

If you train yourself to be considerate of others, if you can acquire the habit of identifying with their problems and hopes and fears, good manners will *follow* almost automatically.

One evening, while Mother was sitting near the oil lamp mending a shirt, the door opened and *a small puff of steam, followed by a gigantic dog*, entered the room.

3. 听懂,跟上

V + N

If you can't *follow my lecture*, just put up your hand and let me know.

He spoke with a strong southern accent, so I found it difficult to *follow him*.

4. 追随(榜样),仿效;听从(指示等);遵守(先例、规则或习俗等)

V; V + N

The student *followed the example of their teacher* and each did a good job.

I decided to *follow the doctor's advice* and take a month's holiday.

This friend decided to *follow the principle* of being loyal to those not present.

5. Phrases:

as follows 如下

follow (in) someone's footsteps 接班,继承某人的事业

follow someone's example 仿效某人的做法,以某人为榜样

follow sth. up 对……采取进一步行动;深入调查某事

watch *vt. & vi.*

1. 看,注视,观看

V; V + N; V + N(sb.) + doing / do (sth.); V + wh- clause

I seldom play tennis, but I like to *watch*.

Through a broken window, Agent X saw a man with a beard

watching him closely.

Mr. Budd shook his head doubtfully and walked towards the door to *watch the busy shop* opposite.

My father *watches the football match* every Sunday afternoon.

At the waiter's table there was an old Jewish man who used to *watch me trying* to read that paper.

Mr. Budd *watched the tall figure cross the square* and get on to a bus.

Watch what I do and *how I do it* before you try it.

2. 照顾, 看护

V + N

The Marine *watched the old dying man* throughout the night.

She asked the baby sitter to *watch their baby* while she was cooking supper.

3. 注意

V; V + N; V + that- clause; V + what- clause

Watch! There is a car coming.

"Well, the only way to get Mr. Cross is to *watch the papers,*" said the inspector.

Watch that the medicine is not within the children's reach.

Watch what you say when you have to criticize someone.

4. Phrases:

watch for sth. 当心, 注意; 期待, 伺机

watch over sb. / sth. 照看, 看守

watch out (for sb. / sth.) 注意, 留神, 监视

watch *n.* 表; 看守, 监护, 守卫; 守夜时间; 注意

Phrases:

keep (a) watch on sb. / sth. 监视

on watch 值班

on the watch for sb. / sth. 看守着, 监视着

way *n.*

1. (到……的)路,道路

He knew the *way* to their camp, where he could find food and bullets.

Excuse me, is this the right *way* to the nearest garage?

2. 方向,方位

A stranger came up and asked me, "Which *way* is the nearest shopping center?"

The girl looked both *ways* before she crossed the street.

3. 距离,路程

He was driving along a one-lane, unpaved mountain road. Ahead was another car that produced clouds of dust, and it was a long *way* to the nearest paved highway.

4. (做事的)方法、手段;(习惯性的)方法、方式

Good manners are the happy *way* of doing things.

One simple *way* is to concentrate on your performance in a specific area for about a week.

The second requirement for improving your manners is to think in a courteous *way*.

Pappy said to the G-man, "I like the *way* you talk and I like the *way* you fiddle. I guess you're a decent guy."

5. Phrases:

by the way 顺便一提,顺便提一下

by way of 经由……

in a way 从某方面来说;有点

in any way 不管怎样

in the way 挡道的,妨碍人的

on one's way to 在去……的途中

on the/one's way to (doing) sth. 接近(某状态),渐趋于

out of the way 离开道路的,偏僻的;不挡道的,不碍事的

Notes on the Text

1. **About the author:** 诺尔曼·温森特·皮尔(1898~1997),美国教士、知名心理咨询师。他在开导求助于他的人们,帮助他们揭开思想包袱时,往往掺入不同程度的宗教意识,因而受到一部分人的非议。在学术界人们对他褒贬不一。
2. **About the text:** 此文短小精悍,在短短的一千来字的篇幅里,既谈到礼貌的重要性和礼貌所涉及的几个方面,又指出了问题的实质,并向人们提出了建议,从身边小事开始,培养自己成为一个有礼貌的人。作者在阐明自己观点时,不是只讲大道理,而是既有分析,又有实例,充分说理,丝毫没有强加于人的感觉。此外,文章的条理清楚,行文干脆利落,毫不拖泥带水。这几个方面都值得我们借鉴。
3. **Many years ago trying to help people with every kind of trouble left me with one sure conviction: in case after case the difficulty could have been overcome — or might never have arisen — if the people involved had just treated one another with common courtesy:** 多年以前,帮助人们解决各种各样问题的过程使我深信:在一个个事例中,如果人们相互以礼相待,问题完全可能会得到解决,或许根本不会出现。

注意这一长句的结构:动名词短语 *trying... of trouble* 是主语; *left me with one sure conviction* 是谓语;以下是一个同位语从句,说明 *one sure conviction* 的具体内容。此同位语从句本身是复合句,带有一个虚拟条件句 *if... with common courtesy*; 破折号之间的 *or might never have arisen* 是谓语的一部分,也可看成是插入语。

help sb. with: 帮某人做……,如:

Could I help you with the cleaning? 让我来帮你打扫卫生,好吗?