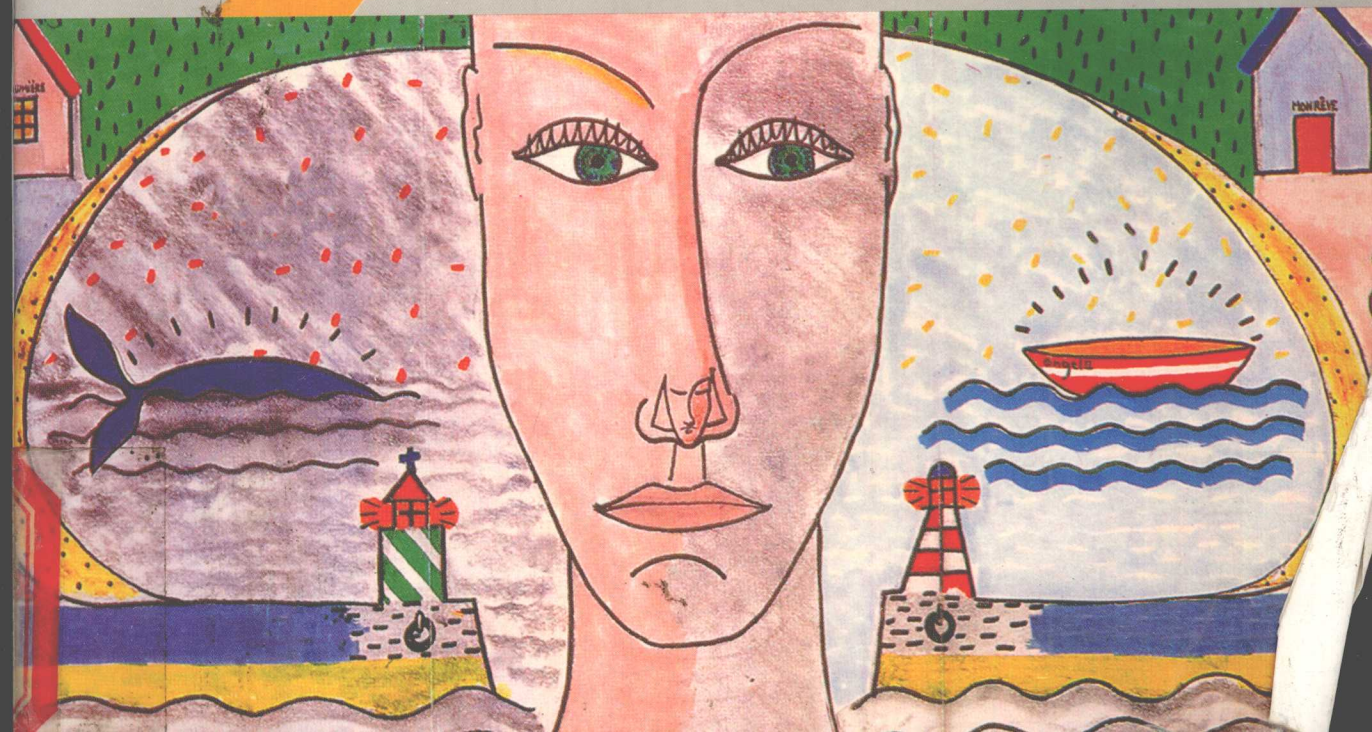


A Guide to Practical English Learning

实用英语自学辅导

朱晓春 蔡建平 主编

武汉工业大学出版社



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前言

高等教育出版社的《实用英语》(综合教程和泛读教程各三册)以及《实用业务英语》是配套的供高等专科学校使用的英语教材。它取材广泛,内容丰富,实用性强,练习量大。在反复使用这套教材的教学活动中,我们感到:一方面,大量的书本内容为学生们提供了遨游英语知识海洋的好机会,但同时由于授课时数的限制,加之某些内容有一定的难度,使师生们难以在有限的时间内,较快地处理完书中的内容。这就要求学生们必须在课外做好充分的预习,以便于教师在课堂上处理重点、难点问题,又不失让学生学到更多的知识。为了便于学生的课前预习以及课后复习,为学生提供一本自学的配套辅导教材,已迫在眉睫。鉴于此,我们编写了《实用英语自学辅导》。该书主要围绕着《实用英语》综合教程和《实用业务英语》的有关内容编写,但也涉及到泛读教程的某些内容。

《实用英语自学辅导》根据教材体制,分单元编排。每单元分课文背景材料(Information to the Text)、语言点(Language Points)、参考译文(Translation of the Text)、练习答案(Key to the Exercise)、实用写作(Guided Writing)、泛读答案(Key to the Extensive Courses)六部分。课文背景材料介绍了与课文内容相关的科技、文化、教育、社会生活、风土人情、人物、信息等知识,以利于对课文内容的进一步学习。语言点着重依据大纲规定的词汇、短语,对其中的重点词、常用词或短语注释、举例。实用写作则针对教材中的各类内容要求,在理论和具体写作方法方面作一简要介绍,并给出适当的例子。其内容包括各种书信、通知、条据、卡片等达三十种左右。

参加该书编写人员有:易明(1~4册 Unit 1)、董琳(1~3册 Unit 2;3册 Unit 8、10),韩小聪(1~4册 Unit 3)、孟庆湖(1~4册 Unit 4)、张兵兵(1~4册 Unit 5;1册 Unit 9)、王凌虹(1~4册 Unit 6)、蔡建平(1~4册 Unit 7)、朱晓春(1~2册 Unit 8、10;4册 Unit 8)、苑仁庆(2~4册 Unit 9)、苑仁庆、傅汉光(4册 Unit 2)、傅汉光、张兵兵(4册 Unit 10)这里所说的第4册,即《实用业务英语》。

由于编者学识有限,时间紧迫,不妥之处在所难免,我们本着文责自负的原则,殷切期望读者批评指正。

编者

1999年6月

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Unit 1

Text A: College —— A New Experience

Information to the Text

College in America

The term "college" refers to an institution requiring a secondary school certificate for admission. It is often used in place of the word "university". There are over 2,000 universities, colleges or other institutions in the USA. The size is from a few hundred students to many thousand, classes vary from seminars, or small discussion group of fewer than twenty to large lectures for hundreds of students. College students choose their "major" and a number of "electives" to earn a number of credits, about 120 to receive the Bachelor's degree at the end of the four years' study. The four grades are called separately — freshman, sophomore, junior and senior. Most college students in USA, even those from well-off family do part-time jobs in restaurants or supermarkets. It's believed that part-time jobs can cultivate self-reliance.

Language Points

1. handle: *v.*

1) to deal with, control, 应付, 处理

—— An officer must know how to handle his men.

—— Can you handle the situation?

2) treat 对待

—— How would you handle this mass?

3) buy & sell 经营, 买卖

—— The shop does not handle imported goods.

—— We don't handle that sort of book.

n. 把, 把手

2. account: *n.*

1) a register in a bank 账户

open an account 开账户

close an account 结束银行账户

2) a written or spoken report or story 描述

—— She gave the police full account of the incident.

—— Don't always believe newspaper accounts of events.

v. 1) serve as an explanation of 解释

—— His illness accounts for his absence.

—— He has been asked to account for his conduct.

3) give a reckoning of (money that has been entrusted to one .) 报账

—— The boy has to account to his parents for the money they give him for school

expenses.

3. locate: *v.* to fix or set in a certain place. 把……设置在, 找出

—— A new factory will be located here.

—— Locate the town on the map.

4. aspect: *n.* particular part, side 方面

—— Study every aspect of a subject.

—— We should look at every aspect of the problem.

5. confuse *v.*

1) make puzzled about sth 迷惑

—— They asked so many questions that they confused me.

—— I got confused with so many names.

2) make one thing for another 混淆

—— Don't confuse Austria and /with Australia.

6. adjust...to...; arrange, make suited to a (new condition) 使适应(新环境), 适应

—— The body quickly adjusts itself to the changes in temperature.

—— I had to adjust myself to new routine of the college.

7. cope with: to deal successfully (with sth) 对付, 应付

—— There was too much work for us to cope with.

—— The factory coped very well with the sudden increase in demand.

8. on one's own: by oneself, independently 独立, 独自

—— I must cope with this problem on my own.

—— He can be left to work on his own.

9. have...off...: have a period of time free. 休息时间

—— I have three days off every month.

10. now(that): because of the fact that ..., since 既然

—— Now (that) you've passed your test, you can drive on your own.

—— Now (that) you mentioned it, I do remember.

11. add to...: put sth into sth to increase the amount 增加, 加上

—— If the tea is too strong, add some water to it.

—— The House has been added to from time to time.

12. in a row; continuously, one after another 连续地

—— This is the third Sunday in a row that it rained.

—— She won the competition three times in a row.

13. sleep in: get up late 迟起, 睡懒觉

—— I'm used to sleep in at weekends.

Translation of the Text

上大学——一个新体验

上大学对我来讲是一个非同寻常的新体验。我远离家门, 因此有许多情况需要适应。独立自主, 和友好的人交谈, 以及星期五休息, 这些正是让我喜爱大学生活的一些事情。

首先,大学生活使我有了独立自主的责任感。父母再不会围着我唠叨:“不行,今晚你不能出去。”或“你做完功课了吗?”我所做的一切都是出于我自己的决定,这就使我有了管理自己生活的责任感。在我进入大学的第二个星期,我不得不外出找一家银行开户。因为我对附近的银行以及它们的具体位置一点儿也不了解,所以我事先查阅了一下电话簿。有人告诉了我一家不错的银行:大陆联邦储蓄所。我去了并为自己做出决定:是开支票账户还是储蓄账户,是否要办一张万事达信用卡。既然我是独立自主的,这不过是我有责任感和自己做决定的一个例子。

我喜欢大学的另一个方面就是:友好的人们。从我上学的第一天(现今仍然),人们都对我很好。我从纽约来到佛吉尼亚的玛丽蒙特大学——虽然我曾经来过,但我还是茫然不知该往哪儿走。我和母亲开车进校,但不知哪一座楼是我们该去的。警卫特别地友善,他面带微笑告诉我们,哪座楼是我们要找的,哪儿我们可以停车。我的房间在新吉拉德大楼的一层,我只知道我得穿过一些玻璃门,但我和妈妈都不知是哪里。一些高年级的学生看见我就问道:“你是新生吗?”当他们得知我在找新吉拉德时,其中一个说:“跟我们来吧,我们正要去那儿。”直到现在我在寝室里仍感到非常地舒适,因为周围有朋友可以交谈。

最后,让我喜欢大学的是——我喜欢星期五休息。我可应付不了一连五天都有课。而且,我喜欢睡懒觉。有一个星期四晚上,我和同屋还有住在斜对面的人去了乔治敦区。我们是第二天一早回来的,因此,我和室友(胡安尼塔)决定睡个懒觉,这在高中可办不到。

我喜欢大学的生活——独立自主,和友好的人交谈,星期五休息。但这并不是说我不想家。尽管我喜欢大学,我还是害思乡症;纽约可也是个相当不错的地方呀。

Key to the Exercises

After-reading Task

Reading Comprehension

Exercises 2

1 D 2 D 3 A 4 B 5 A

Exercises 3

1 T 2 F 3 T 4 F 5 F

Exercises 4

My likes of college:

1. Being on my own
3. Having Fridays off

Vocabulary and Structure

Exercises 5

1 d 2 f 3 g 4 e 5 b 6 a 7 h 8 c

Exercises 6

1. 开账户 结束银行账户 支票账户 a savings account
2. 适应新生活 adjust to life in a big city 把表校准 调整误差
3. 位于商业中心 be located in a town centre

找出商店的位置 locate the position of a place on a map

4. 对新方法感到困惑 迷惑不解的学生 混淆黑白 搞乱账目

Exercises 7

1. handle 2. account 3. clue 4. aspects 5. savings 6. check 7. cope 8. adjusted 9. located 10. confused

Exercises 8

1. in a row 2. slept in 3. think about 4. cope with 5. add to 6. had...off 7. on her own 8. adjust to 9. Now that 10. find out

Exercises 9

1. A: It's expected that the chairman will speak today.

B: The chairman is expected to speak today.

2. A: It's thought that she is the best singer that France has ever produced.

B: She is thought to be the best singer that France has ever produced.

3. A: It's said that the murderer was hiding in the woods.

B: The murderer was said to be hiding in the woods.

4. A: It's reported that a strange flying object was seen over New Jersey last night.

B: A strange flying object was reported to have been seen over New Jersey last night.

5. A: It's felt that very little was done to prevent the accident.

B: Very little is felt to have been done to prevent the accident.

6. A: It's known that you were in town on the night of the accident.

B: You're known to have been in town on the night of the accident.

Exercises 10

1. working 2. to be, talking 3. not turning on 4. taking, to get 5. being questioned, having used 6. laughing 7. going 8. camping 9. living 10. carrying

Text B: How to Study Read

Information to the Text

Skimming Helps to Read Better, Faster

Skimming means reading selectively to obtain a general idea of what an article is about and to become familiar with the most details in it. The basic task of skimming is to get the essence of the material without reading it completely.

1. Read the title and subtitle to form an idea about what the article will discuss and be prepared.

2. Pay attention to any pictures (charts and graphs included) to get some hints of what the author intends to illustrate.

3. Read the first paragraph at normal speed.

4. Read the first sentence and last sentence in each paragraph.

5. Read the last paragraph carefully.

Types of Skimming

1. Preview of skimming.

Skim to become generally familiar with the organization and content of the material before it is read. By doing this, readers can be well prepared for the second reading. This technique can be used in reading any material.

2. Overview skimming

Skim to get a general view of the content of the material completely. It's used when you probably do not intend to read the material again. Rather than finding out the organization, you're more interested in discovering the main idea and significant details.

3. Review Skimming

This technique involves skimming the material that has already been read to review the main point of the material. The purpose is to become reacquainted with the basic content and organization of the material. It's a good way to refresh your memory before a test.

Language Points

1. assign; v.

1) to give 分配, 布置

—— The teacher had assigned us the holiday work.

—— Those rooms have been assigned to us.

2) ~sb. to sth. 指派, 指定

—— They've assigned their best man to the job.

—— Two pupils were assigned to sweep the classroom.

assignment n.

2. case; n.

1) a state of affairs, situation 情况

—— If that is the case, you have to work harder.

—— I can't make an exception in your case.

2) an example 例子

—— It's a clear case of blackmail.

—— There were five cases of influenza.

与 case 有关的词组, 常见的有:

△ in case of; if sth happens 万一

—— In case of fire, ring the alarm.

△ in case; to prevent; least 以免

—— You'd better take an umbrella, in case it rains.

△ in any case 无论如何 △ in no case 决不

3. promote; v.

1) encourage or support 增进

—— They work to promote the friendship of the nations.

—— Try to promote feelings.

2) raise, improve 提升, 擢升

- The football team was promoted to the first division.
 —— He was promoted sergeant.

4. title *n.*

- 1) name of a book, play etc, 题目, 标题
 title page 书名页
 2) word used to show a person's rank, occupation status, etc. 称号, 头衔
 3) ~ to sth/to do sth: right or claim 权利
 —— What title has he to the throne?
 —— Has he any title to the land?

5. concentrate: ~ on sth *v.*

- 1) to focus one's attention, efforts 集中精力
 —— I can't concentrate on my studies with the noise going on.
 —— You'll solve the problem if you concentrate.
 2) bring or come together at one place 集中, 聚集
 —— The government's plan is to concentrate the new industries in areas of high unemployment.
 —— The troops were ordered to scatter and then concentrate twenty miles to the south.

6. before long: soon 不久

- Before long, the Japanese enemy were driven out.
 long before: long long ago 很久以前

7. sink in /into

- 1) be absorbed 吸收
 —— The rain sank into the dry ground.
 —— If the ink sinks in, it'll be hard to remove the mark from the cloth.
 2) be fully understood 理解, 领悟
 —— The possible effect of this affair gradually sank in.
 —— Let this warning sink into your mind.

8. make sense: have an understandable meaning 有意义

- Your words make no sense.
 —— It would make sense to leave early.

9. clear out: remove 除掉, 清除

- Clear out the wrong information of the computer.
 —— All these hospital expenses cleared me out.

10. at the end of: 在……的末尾

- by the end of: 到……末为止
 in the end: 最后, 最终

11. make up: invent sth 编造, 捏造

- This time he couldn't make up any excuse for it.
 —— It's all a made-up story.

There are a lot of phrases concerned with "make up", and they have different meanings.

(1) form 形成, 组成 (2) 铺床 ~ the bed (3) 往火里加燃料

(4) complete sth 补足 (5) replace sth 弥补 (6) 化妆

12. stand a (good/fair) chance (of sth./of doing sth) possible to achieve sth 有(很大)可能

—— He stands a good chance of passing the examination.

—— You don't stand a chance of winning the case.

13. { put...aside 把……放在一边, 不去理睬
put...away 把……收好

Translation of the Text

如何研究性阅读

许多学生不知道如何进行研究性阅读。通常他们打开课本, 翻到指定的那一页便开始阅读。但不久, 他们的思想就不知抛锚到哪儿了。要不然, 他们在读时做的标记就是把所有看似重要的地方都划上线。研究性阅读不同于一般性阅读, 它要求你记住更多的东西, 并且多数情况下还要对所读的进行检测。下面的研究性阅读四步法可以帮你阅读内容增进理解并加强记忆。

第一步: 阅读的准备

阅读准备很重要。当你思想没有准备好就直接阅读章节时, 就会大大费时了。因为你的思考速度要比阅读速度快, 如果对阅读任务没有准备好, 你的思想很容易进到白日梦或其它的一些事情中去。最明智的办法就是浏览要读的章节。体会一下题目的意思, 读读开头的一两段, 了解这一章讲些什么, 然后读读标题和副标题, 接着读概要或最后的几段。这样做也许并无多大意义, 但却可以排除你头脑中的各种杂念, 你可以开始思考此章的内容了。如果章节后面有一些思考题的话, 可以先读一下。带着问题阅读可以使阅读有目的而帮你集中注意力。

第二步: 阅读

在简单看过本章之后, 你已准备好阅读了。如果此章节内容没有什么问题, 你可以编一些。只要把题目或标题变成问题就行了。如果所阅读章节很长, 不要一次读太多。最好每次从一个标题读到下一个, 然后停下来进行以下的步骤三。如果这是一篇没有标题的文章, 可以先读大概两页, 然后停止去进行下述的步骤三。

第三步: 阅读的检测

只要读完短短的几篇, 再停一停, 你就更有可能对文章的内容集中精力。第三步是检测你的阅读。把课本放在一边, 用你自己的话做一些笔记: 即用一些关键词和词组记下你所读的要点, 如果你对自己的阅读理解满意, 然后就可从下一个标题读到下下一个, 不时停下来做做笔记或重读已读过的东西。按着这个步骤读完该章。这样或许看起来很慢, 但当你实行这种研究性阅读技巧时, 你会发现它实际上更快, 因为你不会把时间浪费在因精力不集中而重读上。

第四步: 有计划的复习

这最后一步并不是在你阅读后马上进行的, 但它对你记住所读的内容非常重要, 并决定了你在测验中成绩的好坏。你应该制定一个明确的计划来每周复习阅读笔记。当你将课程

向前推进时,会有越来越多的东西要记。你不可能将它们全记住。实际上,除非我们每周对所学的知识进行复习,我们就有可能忘记阅读内容 80% 以上。所以有计划的每周复习一次,重温一下笔记。如果复习时有不理解的地方,就回到原来那一章重读不清楚之处(重要的是在笔记中要记下章节题目和要点的参考页数,以便于复习时快速地查找)。

研究表明,要取得好成绩不在于学习时间的长短,而在于学习的效果和频率。请尝试一下这种四步阅读法,并注意你成绩的提高。

Key to the Exercises

After-reading Task

Reading Comprehension

Exercise 2

1 F 2 T 3 T 4 F 5 T

Exercise 3

Questions: 1. It's important to prepare yourself to read.

2. The importance of preparation to read.

1. The topic sentence of Para 2, Living at college, first of all, gives me a sense of responsibility, of being on my own.

2. The topic sentence of Para 3, Friendly people is another aspect I like about college.

3. The topic sentence of Para 4, I love having Fridays off.

Exercise 4

1. One way to improve your vocabulary in English is to read novels and stories in English.

2. For many, graduate study has become a necessity.

3. Different language learners have different purposes for learning a new language.

Vocabulary and Structure

Exercise 5

1 definite 2 promote 3 purpose 4 concentrate 5 satisfy
6 comprehension 7 content 8 summary 9 assigned 10 technique

Exercise 6

1 believes in 2 clear out 3 made up 4 look over 5 write
6 wandered off 7 put aside 8 sunk in 9 turned into 10 skim...over

Exercise 7

1. It was Dr Smith who decided to operate on the patient the next day.

2. It is because you have lost all his papers that he is angry.

3. It was a new dress that she bought to go to the party.

4. It was five years ago that I first met them.

5. It was by mistake that she gave him the wrong telephone number.

6. It is you, not me, who are wrong.

Comprehensive Practice
Vocabulary and Structure

Practice 1

1. 如果那样 不管怎样 万一起火 in case of danger
2. 电报内容 the content of the pocket 含水量 the sugar content
3. 将日文混淆为中文 confuse black with white 两个容易混淆的词 感到有点糊涂
4. 负全责 企图逃避责任 have a sense of responsibility 回避责任

Practice 2

- 1 of 2 In 3 in 4 on 5 at
6 in 7 with 8 about 9 before 10 in

Practice 3

- 1 title 2 name 3 method 4 way
5 aim 6 purpose 7 promotes 8 leads to

Practice 4

- Model 1 payment movement measurement
 equipment judgement improvement treatment

- Model 2 direction invention promotion
 dictation translation

- 1 education 2 assignment 3 agreement
4 development 5 management 6 concentration

Practice 5(Open)

Practice 6

1. There is no school on Saturday, so I'm going to the park.
2. When the guitar player and the drummer took their bow, the audience were quiet.
3. The day started out rainy, but by noon the sun came out.
4. Here is the summary that you wanted me to write for you.
5. Coca-cola was originally sold as a medicine for use against head-aches.

Practice 7

1. Last summer my friend Charles invited me to stay with him.
2. Since his wife died in 1978, Charles has lived alone.
3. He lived in the country in a large house with a big garden.
4. When I arrived, I expected to find a beautiful garden.
5. But that was not the case.
6. The garden looked wild, and it was overgrown with weeds.
7. I told Charles how surprised I was.
8. He said his wife was a gardener because he had always hated the job.

Practice 8

- 1 e 2 i 3 g 4 c 5 b
6 h 7 a 8 d 9 f

Practice 9

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Translation Practice

Practice 10 (Open)

Practice 11 (Open)

Unit 2

Text A: Rock and Roll

Information to the Text

College in America

1. Rock and Roll (Rock'n Roll) is a form of popular music with strong beat and element of blues. Electric guitars are the main instrumental sound source.

Rock music comes out of five traditions in American music: rhythm and blues, folk music, country and western music, white popular music and jazz.

Rock was formerly rhythm and blues. R&B was rural music urbanized for blacks. In the mid-1950, white performers adopted this form and mixed their popular music with rhythm and blues. A new name rock and roll was given. For the first time, a music, addressed specially to young people, both black and white, came into being.

The first white superstar of rock and roll was Elvis Presley. The period from 1956 to 1958 was the age of Elvis'. Greasy looking, he swayed his hips as he sang which horrified adult Americans who were accustomed to the rather gentle styles of the 1940s and early 1950. One writer put it this way: "Presley was young, private and unsharable, exclusive teenage property."

In the 1960s, the most influential superstars were the Beatles and Bob Dylan. The Beatles was a quarter of English performers, who became popular in England in 1962, in USA the following year, and remained popular until they dissolved their group in 1970. They reached one of the rock's highest artistic summits in June, 1967. They influenced a wide range of rock groups. Bob Dylan was noted for his lyrics that covered a wide range of social issues in the 1960s. He introduced folk rock in 1965.

The period from 1964 to 1978 is said to be the "golden age" of rock and roll. Since the late 1970s, disco has become popular, but rock and roll (rock music) has remained popular with the young.

2. Elvis Presley: the best-known American rock singer in the 1950s and '60s, who was called "the king of rock and roll".
3. John Winston Lenon: the chief singer in the band of Beatles (the name of a quarter of pop singers from Liverpool, England).

Language Points

1. interact

1) *v.* to have an effect on each other or something else. 相互影响, 相互作用

—— The multimedia means that more than one media interacts with one another.

—— All things are interrelated and interact on each other.

2) *interaction n.* the state or activity of working together to produce an effect on each other 相互作用, 相互影响