

全国高等职业院校外语系列教材

总主编 戴炜栋  
副总主编 蒋秉章

# 新世纪 高职高专英语 综合教程

主编 杨亚军 楼迎宪 徐小贞

4 学生用书 STUDENT'S BOOK



上海外语教育出版社



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学生用书

## NEW CENTURY ENGLISH INTEGRATED COURSE

# 4

Student's Book

主编	杨亚军	楼迎宪	徐	教材
编者	翟世骏	杨任明	阎	吴小玲
	吴中平	杨爱英	周玉林	阮红

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# 前 言

**全**国高等职业技术院校外语系列教材《新世纪高职高专英语》是上海外语教育出版社联合深圳、上海、北京、南京等地的高等院校编写出版的富有时代特色的新型实用的英语教材。本套教材是根据国家教育部最新颁布的《高职高专英语课程教学基本要求》进行设计和编写的,分为《综合教程》和《听说教程》,各四册。《综合教程》还包括《练习册》和《教师用书》。

本套教材独辟蹊径,以全新的视角诠释现代英语的语言学习模式和教学规律,其特点表现在五项创新:

1. 以现代语言学权威理论作指导,充分体现素质教育和高职特色。
2. 选材紧扣时代脉搏,题材、体裁多样,内容丰富,通俗易懂,具有实用性、时代性、科学性、趣味性、可学性和可教性。
3. 体例创新,打破常规,图文并茂,引人入胜。
4. 单元编写模式新颖,每个单元的听、说、读、写、译各围绕一个主题(Topic)展开,强化了教学的可操作性。
5. 练习形式别具一格,轻松活泼,寓教于乐。

《综合教程》第四册沿用第三册的编写模式,如保留了 *Highlights, Lead In, Read In, Focus On, Work Out, Practical Reading, Practical Writing* 和 *Fun Time* 等项目,继续让学生接触专业技术性英语,提高实际应用英语的能力。第四册的语言程度比第三册稍有提高,便于学生学习与掌握。

*Practical Reading* 包括销售合同、原产地证明、出口许可证、保险单、邀请信、文摘、序言、广告、说明书、信用证等。

*Practical Writing* 包括询价与回复、投诉与调停、议事日程、定单、会议记录、预订房间、约见函、推荐信等。

第四册的 *Work Out* 部分, *Translation Skills* 主要介绍汉译英, *Usage, Proofreading, Make the Right Choice* 等,保持了第三册的风格。

本套教材总主编为戴炜栋,副总主编为蒋秉章。第四册由上海第二工业大学、北京联合大学、深圳职业技术学院联合编写,主编为杨亚军、楼迎宪、徐小贞,参加编写的有:翟世骏、杨任明、阎兵、吴小玲、吴中平、杨爱英、周玉林、阮红缨。

本书供高职高专院校二年级学生第二学期使用。

上海第二工业大学客座教授、澳大利亚北墨尔本高等技术学院讲师 Nair Gobinathan 先生通读了全稿,作出不少改进并提出了一些宝贵意见。

由于编者水平有限,加之时间仓促,疏漏和不妥之处在所难免,恳请读者不吝指正。

编 者

2001年10月



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# Unit One

## Highlights

### 要点

#### Topic:

Mystery  
Civilization

#### Hot Words

carvings  
monuments  
remains  
ruins

#### Practical Reading

Sales Contract

#### Practical Writing

Making Inquiries



## Lead In

*Why do people think the Mayas are mysterious?*



A

### Ideas

mystery  
ancient civilization  
different occupations  
craftsmen  
middle of the forest  
suddenly disappeared



B

*Make notes on what you are talking about.*

#### Archeologists' Discoveries


#### Mayan Accomplishments






## Read In

*The ruins of once-beautiful cities in the forests of Central America tell scientists much about the amazing people who built them. But they do not tell why these cities were suddenly abandoned over one thousand years ago. Around A. D. 800, something mysterious happened to the Mayan civilization. Walls and foundations for new buildings were left unfinished. To modern archeologists it looked as if the cities had been abandoned. What happened? What is the possible explanation of this mystery?*

How and when did the group of early explorers discover the Maya ruins?

What conclusion did the scientists make when some of the answers had been pieced together?

### The Mystery of the Mayas

#### Early Discoveries

In the late 1700's, a group of explorers cutting their way through a forest in Central America came upon the ruins of an ancient city. Under a tangle of trees and vines, they found large, well-designed stone buildings and handsome stone monuments. Some of the stones were covered with a strange kind of writing. Carvings on other stones showed that at least some of the people who lived in the area long before were highly advanced.

#### Questions Raised

In the next 150 years, more cities were discovered. They seemed to be part of a great civilization stretching across 500 miles (about 800 kilometers) of forest. In 1881, an Englishman named Alfred Maudslay led the first big scientific expedition to study the ruins. Maudslay was an archeologist, a scientist who studies the remains of ancient communities for clues to how the people lived. Other expeditions followed, but at first they found more questions than answers: Who built the cities, and when? How had the people lived here in the middle of a rain forest? Most puzzling of all, what happened to them?

#### Possible Answers

Gradually some of the answers have been pieced together. Today, living in parts of Mexico and Guatemala, there are brown skinned Indian people called the Mayas. Scientists believe that the ancestors of these Indians built the cities and carved the stone monuments.

Dates carved on some monuments show they were put up between A. D. 300 and 800, but bits of buried pottery tell us that the Mayas had lived in some of their cities for hundreds of years earlier. At the height of Mayan civilization, there must have been over two million people living in and around hundreds of beautiful towns and cities.

Archeologists digging in these cities have uncovered roads, a few water reservoirs, and temples built one on top of another. Handsome pictures made of sculptured plaster and painted in bright colors were found on the walls of buildings. Painted pots and pieces of carefully carved jewelry were discovered in tombs under the floors of temples. These pictures and objects showed much about the Mayas' life. There were scenes of people working, people at war, nobles holding court, priests in fantastic costumes, and Mayan gods.

When archeologists focused only on uncovering large Mayan structures, what did they ignore?

What progress did archeologists make in recent years?

What did the new findings do to our opinion of Mayan life?

In what areas did the Mayan gain achievements?

### Possible Errors

For a long time, archeologists worked only on uncovering large Mayan structures, such as temples, palaces, and ball courts. Little effort was made to find the remains of smaller buildings, such as houses. The seeming absence of houses led people to believe that the cities were only the homes of priests and rulers, who lived in the palaces. They thought the ordinary people probably lived in the countryside and came to the cities only for religious ceremonies.

### New Evidence

In recent years, new evidence has been uncovered at a number of Mayan cities by different groups of archeologists. The University of Pennsylvania, in Philadelphia, has just finished a twelve-year study of Tikal, the biggest of the Mayan cities. More than one hundred small houses varied, too. Some had many remains of finely decorated pottery. Others had fewer and plainer pieces. The houses were very close together, with little space to raise food, except in small gardens.

### Change of View

These new findings changed our picture of Mayan life. Dr. William R. Coe, director of the Tikal project, said that Tikal must have been a real city after all, at least for part of its history. It must have had a big population. The differences in the houses show that there were many different classes of people. Perhaps some were craftsmen—the stonecutters, sculptors, and painters who worked on new temples and monuments.

### Mayas' Impressive Accomplishments

As archeologists studied the Mayas, they became more and more impressed by how much these people had been able to do. In other parts of the world, people were using metal tools before they began building cities. They also had wheels and carts to help move loads, and domesticated animals to push or pull them. The Mayas had none of these things. Their only tools were made of wood or stone. Yet they cut and coved rocks weighing thousands of pounds, and built temples over 200 feet (above sixty meters) tall.

But the Mayas could do more than just make buildings and works of art. One of the most important things they did was learn to write. When some of the Mayan writing was figured out, archeologists discovered how much the Mayas knew about other things, too.

In mathematics, they could count up to the millions. They were the first people to figure out how to use the zero with other numerals to make working with large numbers easier.

In astronomy, too, they were way ahead of other ancient peoples. Records show that the Mayas had observed the skies for centuries, keeping track of what they saw. They knew how long the moon took to go around the earth, and how long the planet Venus took to come back to the same place in the sky. They could predict eclipses, and they worked out a calendar of eighteen twenty-day “months” and one five-day “month” that measured the year as accurately as the calendar we use today.



**New Words**

absence /'æbsəns/ <i>n.</i>	lack of 缺席; 缺乏
ancestor /'ænsɪstə/ <i>n.</i>	any person from whom one is descended 祖先; 祖宗
astronomy /ə'strɒnəmi/ <i>n.</i>	science of the sun, moon, stars, and planets 天文学 (马、牛等拉的) 大车
cart /kɑ:t/ <i>n.</i>	something carved in wood, etc. 雕刻品; 雕刻画
carving /'kɑ:vɪŋ/ <i>n.</i>	formal religious or public occasion 典礼; 仪式
ceremony /'serɪməni/ <i>n.</i>	使成穹形
cove /kəʊv/ <i>v.</i>	skilled workman who practices a craft 技工; 工匠
craftsman /'krɑ:ftsmən/ <i>n.</i>	装饰
decorate /'dekəreɪt/ <i>v.</i>	tame 驯服
domesticate /də'mestɪkeɪt/ <i>v.</i>	日食; 月食
eclipse /ɪ'kɪlɪps/ <i>n.</i>	person who explores 探测者; 探究者
explorer /ek'splɔ:rə/ <i>n.</i>	wild and strange; grotesque 奇异的; 古怪的
fantastic /fæn'tæstɪk/ <i>a.</i>	调查(或研究)的结果
findings <i>n.</i>	have a strong influence on; fix deeply 铭刻; 给……极深的印象
impress /ɪm'pres/ <i>v.</i>	any of a class of mineral substances 某一重金属
metal /'metl/ <i>n.</i>	memorial statue, building, etc. 纪念馆; 纪念碑
monument /'mɒnjumənt/ <i>n.</i>	having high character and qualities; of high rank or birth 高尚的; 贵族
noble /'nəʊbl/ <i>a. &amp; n.</i>	代表数目的字、数字式或符号
numeral /'nju:mərəl/ <i>a. &amp; n.</i>	灰泥
plaster /'plɑ:stə/ <i>n.</i>	say, tell in advance 预测; 预言; 预示
predict /prɪ'dɪkt/ <i>v.</i>	祭司; 神父
priest /prɪ:st/ <i>n.</i>	difficult to understand 费解的
puzzling /'pʌzɪlɪŋ/ <i>a.</i>	宗教上的
religious /rɪ'lɪdʒəs/ <i>a.</i>	水库
reservoir /'rezəvɔ:wə/ <i>n.</i>	place of an actual or imagined event 出事地点; 场景
scene /si:n/ <i>n.</i>	雕刻; 雕塑品
sculpture /'skʌlptʃə/ <i>n.</i>	confused mass 混乱一团
tangle /'tæŋɡəl/ <i>n.</i>	挖掘
uncover /'ʌŋkʌvə/ <i>v.</i>	become different 有所不同
vary /veəri/ <i>v.</i>	葡萄树; 藤本植物
vine /vaɪn/ <i>n.</i>	

**Phrases & Expressions**

come upon	遇到; 发现	put up	建造; 搭起
cut one's way	开辟道路	raise food	种粮食
figure out	设想	up to	达到
keep track of	跟踪; 追踪	work on	继续工作
piece together	拼凑	work out	做出; 设计出

**Proper Names**

Alfred Maudslay	阿尔弗雷德·莫兹利	The University of Pennsylvania	宾夕法尼亚大学
Guatemala	危地马拉	Tikal	蒂卡尔(玛雅城市)
Mayas	玛雅	Venus	金星
Mexico	墨西哥	William R. Coe	威廉·R·科尔
Philadelphia	费城		

**Notes**

1. **Venus**: the planet second in order from the sun
2. **Philadelphia**: American port city, the capital of Pennsylvania







## Focus On

### Vocabulary Snapshot

absence	archeologist	astronomy	civilization
domesticate	expedition	explorer	fantastic
figure	gradually	impress	mystery
predict	puzzle	religious	sculpture
stretch	vary		

1. Oral work. Use the words from the vocabulary snapshot in their proper forms to fill in the blanks.

- Yesterday, an \_\_\_\_\_ was invited to tell the students about the life in spacecraft.
- Being a CEO, he earns an income of six \_\_\_\_\_ every year.
- While he traveled in the deep forests in Africa, he saw a \_\_\_\_\_ tomb.
- The secretary was in charge of the office affairs while the general manager was \_\_\_\_\_.
- Archeologists are those who study \_\_\_\_\_.
- Their new findings in the tomb made them \_\_\_\_\_.
- In ancient times, men went hunting while women planted crops and raised \_\_\_\_\_ animals.
- The weather is very changeable in England, so it is very difficult to make accurate \_\_\_\_\_.

2. Find out the word in the text which means:

g _____	a. by degrees
c _____	b. civilizing or being civilized; state of being civilized
a _____	c. any person from whom one is descended
s _____	d. artist who sculptures
e _____	e. journey of voyage for a definite purpose
s _____	f. become longer or wider
c _____	g. formal religious or public occasion
r _____	h. obeying the rules of a religion very carefully
v _____	i. become different

## 3. Look at the following Hot Words. Try to work out their meanings in the different sentences.

**impress**

He did not *impress* me at all. ( 毫无印象 )

What my teacher told me was strongly *impressed* in my memory. ( 铭记 )

My father *impressed* on me the value of hard work. ( 影响 )

He *impressed* me unfavourably with his rude manners. ( 留下……的印象 )

**figure**

The student *figured* out the solution to the math problem. ( 想出 )

The newly married couple *figure* on spending their honeymoon next Monday. ( 打算 )

I saw a *figure* approaching me in the darkness. ( 人影 )

I am dieting to keep my *figure* in order not to grow stout. ( 身材 )

**stretch**

He *stretched* out his arm to take the book on the shelf. ( 伸出 )

Usually transport is very *stretched* in the Spring Festival although the staff try their best. ( 紧张 )

This word will not *stretch* to cover that meaning. ( 引申 )

The forests *stretch* for hundreds of miles. ( 延伸 )

**civilization**

The *civilization* of mankind has taken thousands of years. ( 开化 )

He has shown great interest in the *civilizations* of ancient Egypt, Babylon, and Persia. ( 文化 )

What happened in that country horrified *civilization*. ( 文明世界 )

**puzzle**

The police are in a *puzzle* about the bank robbery. ( 大惑不解 )

The difficulty they were faced with *puzzled* them. ( 难住 )

When the stranger got lost in the city, he was *puzzled* what to do. ( 不知道 )

He *puzzled* his brains to find the answer. ( 绞尽脑汁 )

## 4. Translate the Chinese phrases into English and fill in the blanks.

Phrases	English Sentences
a. 修建	It is said that Great Wall of China _____ for the purpose of preventing foreign invasion.
b. 拼凑	The police _____ all that they could find and they knew exactly who was the car thief.
c. 致力于	The government should _____ to reduce the unemployment rate.
d. 改变印象	His visit to China _____ Chinese people's life.
e. 发明	Zhang Hen, the ancient Chinese scientist, _____ an instrument to predict the earthquake.
f. 跟踪	Scientists _____ a new star.
g. 计算出	Agricultural experts are trying their best to _____ the amount of moisture in the soil.



## Work Out

### Translation

#### Translation Skills (1)

#### 句子的直接成分与间接成分

英语句子主要由主语、谓语、宾语、补足语、状语及定语组成。其中,主语、谓语、宾语和补足语是句子的直接成分,而状语和定语则是句子的间接成分。直接成分是英语句子中必不可少的部分,而间接成分则由所要表达的内容来决定取舍,即:直接成分由动词决定,而间接成分由内容决定。由于英语动词在表达不同含义时作用不一样,因此在汉译英的过程中掌握谓语动词的用法至关重要。

☞ 如: The wind was blowing. 风在刮。(主谓结构)

The wind is blowing harder in the open air. (主谓 + 状语)

The boy is blowing a whistle. 那个男孩在吹哨子。(主谓 + 单宾)

The boy is blowing a whistle to gather the other boys. 那个男孩吹哨子集合其他的孩子。  
(主谓宾 + 状语)

He didn't see the book. 他没有看到那本书。(主谓 + 单宾)

He saw the boy climbing up the tree. 他看到那个男孩在爬树。(主谓 + 复合宾语)

He saw a boy in a white T-shirt climbing up the tree. 他看到一个穿体恤的男孩在爬树。(主谓 + 复合宾语 + 定语)

#### Exercises

1. Translate the following sentences into Chinese, and decide whether some parts in the sentences can be omitted.

(1) The joke made the children burst into laughter.

\_\_\_\_\_

(2) He has never been to the United States.

\_\_\_\_\_

(3) We find it necessary to master a foreign language.

\_\_\_\_\_

(4) The manager showed the old lady to the door.

\_\_\_\_\_

(5) We must study English every day.

\_\_\_\_\_

(6) There is an English book on the teacher's desk.

\_\_\_\_\_

(7) Have you ever seen the man talking with our new teacher?

\_\_\_\_\_

(8) You should never pretend to know what you do not know.

\_\_\_\_\_

2. Translate the following sentences into English with the verbs given in the brackets, paying attention to the different meanings of the verbs.

(1) 她母亲为她做了一件很漂亮的裙子。(make)



- (2) 学生们选他做班长。(make)
- (3) 你不应该强迫他每天只学英语。(make)
- (4) 他父母想要他成为一名外科医生。(make)
- (5) 他一句话没说就走了。(leave)
- (6) 你肯定把词典丢在图书馆了。(leave)
- (7) 我们委托他们粉刷我们的栅栏。(leave)
- (8) 睡觉时别开着窗户!(leave)

## Usage

### 定语从句的几种常见句型

☞ which 引导非限制性定语从句, which 在从句中充当主语成分, 指代整个主句意思。

如: The sun heats the earth, which makes it possible for plants to grow.  
太阳照热了大地, 这就使植物得以生长。

☞ “名词 / 代词 / 数词 + 介词 + 关系代词” 引出非限制性定语从句。

如: The United States is composed of fifty states, two of which are separated from the others by land or water.

美国由五十个州组成, 其中两个州由陆地和水与其余各州隔开。

There are nine planets in the solar system, some of which are much larger than our earth.  
太阳系有九大行星, 它们中的一些比我们的地球大得多。

☞ as 引导的非限制性定语从句常常含有“正如”的意思。

如: As is well-known, cigarette smoking is harmful to our health.  
众所周知, 吸烟有害健康。

Water, as is known to all, is composed of hydrogen and oxygen.  
众所周知, 水由氢和氧组成。

The man was a Yankee, as was evident from his accent.  
从那男人的口音一听就可以知道, 他是北方人。

☞ as 作关系代词, 引导定语从句时, 主句中常有 such, same 与之呼应, 既可以代人, 也可以代物。

如: It wasn't such a good dinner as he had promised us.  
这顿饭不像他答应我们的那样可口。

They are not the same kind of people as we are in bad need of.  
他们不是我们非常需要的那种人。

☞ but 作关系代词, 用于否定句。

如: There is no one but knows the secret.  
没有一个人不知道这个秘密。

Nobody knew him but respected him.  
认识他的人无不尊敬他。

**Exercises****1. Complete the following sentences with the best choices.**

- (1) There is no one among us \_\_\_\_\_ to lend him a hand.  
A. but wishing      B. but wishes      C. who wish      D. who wishes
- (2) He studied hard at school when he was young, \_\_\_\_\_ contributes to his success in later life.  
A. which      B. that      C. it      D. so that
- (3) Almost all metals are conductors of electricity, \_\_\_\_\_ is well known.  
A. as      B. that      C. what      D. which
- (4) Water enters into a great variety of chemical reactions, \_\_\_\_\_ have been mentioned before.  
A. a few of it      B. a few of them  
C. a few of that      D. a few of which
- (5) He invented a device, \_\_\_\_\_ of great help to our daily life.  
A. which I think is      B. I think it is  
C. I think which is      D. which I think it is
- (6) It is one of those true sayings that there is no one \_\_\_\_\_ doesn't err.  
A. who      B. that      C. which      D. but
- (7) Jane and I went to France last year, \_\_\_\_\_ we enjoyed ourselves a great deal.  
A. when      B. where      C. which      D. how
- (8) We've just installed an air-conditioner, \_\_\_\_\_ will make a tremendous difference to the room in summer.  
A. what      B. that      C. which      D. it
- (9) Very few people understood his lecture, \_\_\_\_\_ was very obscure.  
A. the subject      B. all what he said  
C. the subject of which      D. which he had said
- (10) Such points \_\_\_\_\_ are discussed in the article deserve our attention.  
A. that      B. which      C. when      D. as

**2. There is an error in each of the following sentences. Please identify and correct it.**

- (1) It is mentioned above, grammar is not a set of dead rules.
- (2) The size of the audience, like we had expected, was well over twenty thousand.
- (3) He went with a group of people, few of them were correctly equipped for such a climb.
- (4) It was not such an interesting book that I had expected.
- (5) The speech, that he had written on little bits of paper, seemed endless.
- (6) He's written a book, the name of whose I have completely forgotten.
- (7) The class went on with the text which they had left it before National Day.
- (8) The detective was resolved to discover the murderer, whom he realized from the start was almost certainly left-handed.
- (9) In fact, walking after supper became their regular practice, a sport for which they all looked forward.
- (10) Don't read such books that you won't understand them.

**Proofreading**

There are errors to be corrected in the following passage. No line has more than one error and some lines are correct. If you think there is no error in a line, then put a tick (✓) in the space provided. Corrections should be done as follows:

- \* extra word — draw a heavy line through any word you wish to cross out and mark a (/) sign in the space provided;
- \* missing word — mark the position of a missing word with a (^) sign and write the missing word in the space;
- \* word to be changed — underline the wrong word and write the correct one in the space.

*Example:*

The Hong Kong SAR government is to  $\wedge$  a meeting with Shenzhen authorities to discuss about the recent scare over contaminating vegetables.

- a. hold
- b. /
- c. contaminated

In recent times there has been several gold rushes. People heard stories of finding large pieces of gold laying on the ground. Or they hear they could earn a fortune just by digging a little. Then all kind of people rushed to the location of the latest gold discovery.

The California gold rush started in 1849 brought hundreds of people into a wild, unknow area with very little government control. Most of them were very independent and looking adventure as well as rich. The gold rush on the Fraser River in British Columbia was different. The miners needed a license from the Canada government and were not free to move around the area to look for gold.

There were another gold rushes in Canada, the United States, Australia, and the New Zealand. In 1886 gold was discovered in South Africa. However, the situation was different in there. The miners needed complicated machinery to take gold from the ground and separate them from the other minerals. Only large companies had the money to do this. For this reason, few large mining companies control the gold production in South Africa today.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_

## Make the Right Choice

Read the following article, and try to choose the correct **prepositions** from the column.

from	to	for	into	on
in	around	at	of	with

One of the features of London is the number of big stores, most of which are to be found in or near the West End. They are vast buildings, many storeys high; \_\_\_\_\_ (1) them you may buy almost anything you want, \_\_\_\_\_ (2) a box of matches to a suite of furniture. Most of them are very modern and are equipped \_\_\_\_\_ (3) speedy lifts and escalators, and have well-planned lighting, ventilation and heating. You can spend hours wandering \_\_\_\_\_ (4) one of these stores, and you will probably lose your way while your are doing so, in spite of the notices pointing the way \_\_\_\_\_ (5) the lifts and entrances. If you have been in the stores so long that you feel hungry, you will not need to leave the building, for nearly all the big stores have cafes, snack bars or restaurants. You can ring up a friend from a telephone-box and you may call at the theatre agency to book a seat \_\_\_\_\_ (6) an evening show; or you may drop into the travel department and arrange for a holiday in Wales or Western Australia. If you feel homesick, you will be able to get a newspaper or magazine from your own country at the newspaper counter; and in the book department you will be able to buy the complete works of William Shakespeare or the latest thriller. You can inspect the goods \_\_\_\_\_ (7) sale \_\_\_\_\_ (8) your leisure, and you will not be pestered to buy, though occasionally an assistant may ask whether he can be \_\_\_\_\_ (9) help to you.

Although shops usually close at 5:30 or 6:00 p. m., on Thursdays the West End stores and most other shops there stay open as late as eight o'clock. As it is early closing day in many London suburbs, a large



number of people come \_\_\_\_\_ (10) town on Thursdays for a special shopping afternoon. The Thursday evening rush-hour in the West End is probably the worst of the week.



## Practical Reading

*Before a business transaction, a sales contract is expected to be signed. The contract is a legally binding document to both sellers and buyers in terms of any possible future dispute. Read the following sales contract and see what a sales contract usually has in it.*

### CHINA NATIONAL CEREALS, OILS & FOODSTUFFS IMPORT & EXPORT CORPORATION

#### SALES CONTRACT

No. : TJ0028-U100835

Date: July 12, 2001

The China National Cereals, Oils & Foodstuffs Import and Export Corporation, hereinafter called the Sellers, agree to sell and Messrs. *Smith & Trading Inc., Wamego, KS66547, U. S. A.* hereinafter called the Buyers, agree to buy the undermentioned goods subject to the terms and conditions stipulated below:

Name of Commodity & Specifications	Quantity	Unit Price	Amount
<b>MEILIN BRAND</b>  Soya Beans 84 tins x 652 grams	Cartons  150	C & C3% Los Angeles per Carton  US\$ 20	  US\$ 3,000

With 5% more or less both in amount and quantity allowed at the Sellers' option.

Time of Shipment: During June/July 2001

Packing: In cartons

Loading Port and Destination: From Tianjin to Los Angeles

Insurance: To be covered by the Buyers

Terms of Payment: To be made against sight draft drawn under an irrevocable, transferable, divisible Letter of Credit, without recourse, for the total value of the goods in US\$, allowing 5% more or less both in amount and quantity at Sellers' option in favour of the China National Cereals, Oils & Foodstuffs Import and Export Corporation, Tianjin Branch, established through a bank which is mutually agreed by the two sides. The Letter of Credit in due form must reach the Sellers at least 30 days before shipment and remain valid for at least 15 days in China after the last day of shipment.

The General Terms and Conditions on the back page constitute an inseparable part of this Contract and shall be equally binding upon both parties.