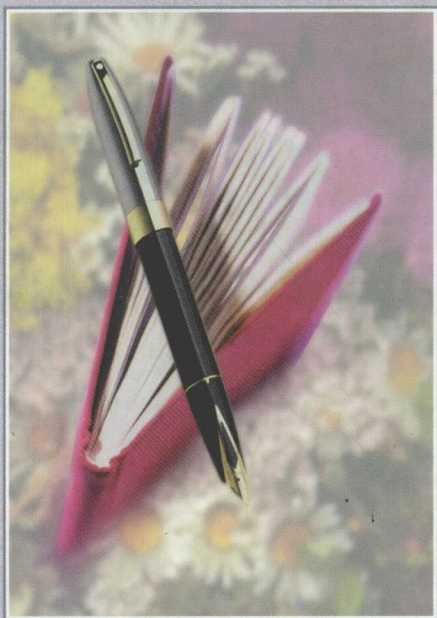


# ENGLISH

高等教育学历文凭考试全国统考  
课 程 教 材



## 大学 基础英语

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教育部高等教育司 组编

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高等教育学历文凭考试全国统考课程教材

*Basic English For College*

# 大学基础英语

教育部高等教育司 组编

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教育部高等教育司

2001年1月



## 编者的话

《大学基础英语》是教育部高等教育司根据1998年颁布的《高等教育学历文凭全国统一考试课程基础英语教学大纲(试行)》组织编写的高等教育学历文凭考试全国英语统考、课程教材。

本教材的教学对象是全日制民办高等学校的学生。他们在入学时已基本达到中学英语教学大纲的要求,掌握基本语音、语法和约1600个基础词汇,并在听、说、读、写、译等技能上受过初步的训练。

本教材要达到的教学目标是学完本教材后,学生要具有较好的阅读能力,一定的英译汉能力和初步的听、说、写能力。同时为他们能继续专业英语课程的学习以及以后的自学提高打下良好的基础。

本教材共三册,均为统考课程教材。

第三册的编写原则和体例与第一、二册基本相同,共10个单元。每单元由A课文和B课文、基础写作和口语对话组成。每篇课文除列出生词、词组及习用语外,还配有较详尽的注释。每课课文和基础写作后配有大量练习,以加深对所学知识的理解,提高运用语言的能力。在第5和第10单元后各配置一个复习单元,分别对前5个单元的教学内容进行巩固和复习。

第三册与第一、二册相比也有明显的不同之处,这主要体现在教材内容的实用性方面。第三册的A课文主要介绍一些常用应用文的基础知识和写法,B课文则主要提供了相关应用文的范例。口语会话也与这些应用文所涉及的话题相呼应。编者期望通过本书的教学,使学生能够熟悉和掌握一些常用应用文的知识和写法,以便毕业后能迅速适应就业市场的需要。另外,“基础写作”作为一个新项目列入本册,一是为了呼应前两册对学生写作能力的要求,二是进一步强化这一薄弱环节。

为了方便教学与复习,每册书配有《大学基础英语学习指导》以及课文和口语会话的录音带。《大学基础英语学习指导》中包括课文的参考译文、教材中的各项练习答案以及为适应考试而编写的各种练习题及答案。

本册主编为北京外国语大学杜学增教授,清华大学李相崇教授担任主审,其他编者有清华大学毕兆年教授,北京航空航天大学蔡勇教授,北方交通大学朱莉莉副教授和中国政法大学沙丽金副教授。

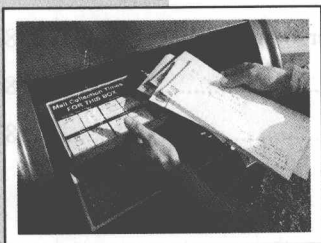
由于时间紧迫,编者水平有限,定有不少错误和疏漏,热忱希望广大老师和同学批评指正。

编 者

2001年6月23日

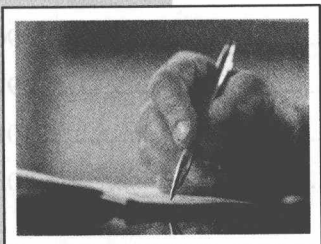
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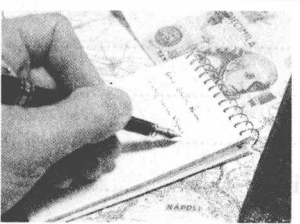


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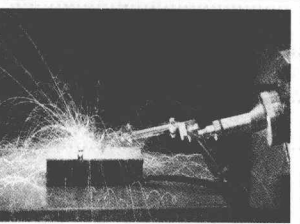
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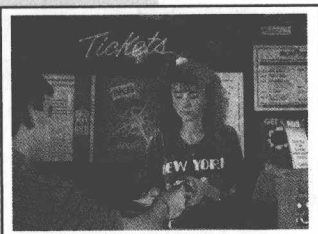
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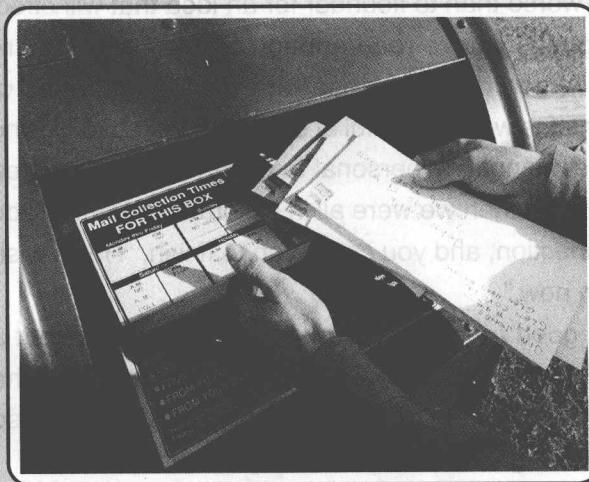


# Unit

# 1

## Text A

# The Art of Writing Letters



Letters-writing is becoming a lost art—in fact the practice of writing personal letters is diminishing to such an extent today that they threaten to become extinct. Since daily events are communicated by newspapers, radio, television and e-mails with great accuracy and dispatch, the circulation of general news—which formed the chief reason for letters in the stagecoach and sailing-vessel days—has no part in the hurried correspondence of the twenty-first century. Yet people do write letters, and there are still some who possess a gift for the fresh turn of phrase that we see in old letters. It may be, though, that in the past the average writing was no better than the average of today, for naturally, the unusually gifted letters are the ones that have been preserved for us over the years.

Most people who wonder how they will ever fill a blank sheet of paper find that the difficult part of a letter is the beginning. The instruction of a professor of English—"Begin at the beginning of what you have to say, go on until you have finished, and then stop"—is just about as much help as was the instruction of the artist who proclaimed, "You simply take a little of the right color paint and put it on the right spot." Perhaps the following suggestions will be more helpful.

## **Basic English**

### **for College**

### **Unit 1**

Even someone who loves the sight of your handwriting could hardly be expected to enjoy a letter beginning, "I know I ought to have written sooner, but I haven't had anything to write about." Or one saying, "I suppose you think I've been very neglectful, but you know how I hate to write letters." Yet such sentences are written time and again by people who are utterly unaware that they are really expressing an unfriendly thought.

It is easy enough to begin a letter in answer to one that has just been received. You have fresh news to comment on and the impulse to reply needs no prodding. Nothing can be simpler than to say, "We were all so pleased to get your letter on Tuesday," or "Your letter was so very welcome." Then you take up the various subjects in the letter, which should certainly launch you upon topics of your own.

Remember to answer all of the writer's specific questions. It is not only unflattering to be given the impression that you read them hurriedly, but often very upsetting if long-awaited information is not forthcoming.

Just as the beginning of a letter should give the reader an impression of greeting, so should its ending express friendly or affectionate leave-taking. Nothing can be worse than to flounder for an idea that will effect your escape. "Well, I guess you've read enough of this," and "You're probably bored by now, so I'd better close" are obvious phrases of desperation. "The mountains were beautiful at sunset" is also bad closing sentence because it means nothing personal to either of you. But if you add, "They reminded me of when we were all in Colorado together," you have established a connection, and you can go on to finish, "How I wish we were together again now."

When you leave a good friend's house you don't have to invent a special sentence in order to say good-bye. Leave-taking in a letter is the same. In personal letters to friends or family it is not necessary to use the standard forms of closing. One of the following is fine:

Will write again in a day or two.

Only have twenty minutes to get to work! So good-bye for now.

Counting the hours till next weekend!



## **Word List**

diminish

[di'miniʃ]

v. 减少; 缩减; 降低



accuracy	['ækjʊərəsi]	<i>n.</i> 准确(度); 精确
dispatch (despatch)	[dis'pætʃ]	<i>n./v.</i> 发送; 派遣
circulate	['sə:kjuleit]	<i>v.</i> 循环; 散布, 流传
circulation	[sə:kju'leɪʃən]	<i>n.</i> 散布, 流传; 流通
stagecoach	['steɪdʒkəʊtʃ]	<i>n.</i> 驿站马车; 定期公共马车
vessel	['vesl]	<i>n.</i> 船; 容器, 器皿
sailing-vessel		帆船
correspondence	[kəris'pɒndəns]	<i>n.</i> 通信, 信件; 相符
possess	[pə'zes]	<i>v.</i> 具有(能力、性质等), 掌握(知识等), 拥有
though	[ðəu]	<i>ad.</i> 可是, 但是, 然而
preserve	['pri:zə:v]	<i>v.</i> 保存, 防腐, 保护
wonder	['wʌndə]	<i>v.</i> 惊奇; 自问, 不知道
proclaim	[prə'kleim]	<i>v.</i> 宣布, 声明; 表示
neglectful	[ni'glektful]	<i>a.</i> 疏忽的; 不留心的; 冷淡的
utterly	['ʌtəli]	<i>ad.</i> 完全地; 绝对地; 彻底地
impulse	['ɪmpʌls]	<i>n.</i> 冲动; 一时高兴; 兴奋
prod	[prɒd]	<i>v.</i> 促使, 激励; 惹起
launch	[lɔ:ntʃ]	<i>v.</i> 发射, 投掷; 发动, 激发
unflattering	['ʌn'flætərɪŋ]	<i>a.</i> 不恭维的, 坦率的; 不讨人喜欢的
forthcoming	[fɔ:θ'kʌmɪŋ]	<i>a.</i> 即将到来的; 唾手可得的
leave-taking	['li:v,teɪkɪŋ]	<i>n.</i> 告辞; 告别词
affectionate	[ə'fekʃnɪt]	<i>a.</i> 充满深情的, 出于柔情的
flounder	['flaʊndə]	<i>v.</i> 犹豫或出错误
effect	['i'fekt]	<i>v.</i> 产生; 完成; 实现
desperation	[despə'reɪʃən]	<i>n.</i> 不顾死活, 拼命; 绝望

## Phrases and Expressions

in answer to (sth.) 回答; 应答; 响应

## Notes

1. the stagecoach and sailing-vessel days: 马车与帆船时代。  
stagecoach 是合成词, 可译为“驿站马车”。stage 是“驿站”, 即古时供传递公文的人或来往官员途中歇宿、换马的处所。coach 是旧时的四轮马车。

## Basic English for College Unit 1

sailing vessel 是帆船。马车与帆船时代是指古代交通与通讯手段不发达的时代。

2. has no part in the hurried correspondence of the twenty-first century: 在二十一世纪快速通讯中发挥不了作用。

part 有“作用”、“责任”的意思。例如:

I had but a small part in the event. 在这件事中我只起很小的作用。

I have done my part and can do no more. 我已尽到我的责任, 其他事情则爱莫能助。

3. there are still some who possess a gift for the fresh turn of phrase that we see in old letters. 仍有一些人善于使用旧体书信中常用的表现手法, 但令人耳目一新。to possess a gift 意为“具有某种天赋或才能”。turn of phrase: 措辞, 表达方式。fresh 有“清新”的意思。

4. Most people who wonder how they will ever fill a blank sheet of paper find that the difficult part of a letter is the beginning. 面对空白信纸考虑如何下笔时, 多数人感到开头难。

动词 fill 有“填写”、“书写”的意思。这里实指“写信”。fill 表示“填写”这个词义时, 常搭配 in, out 和 up 等词。例如:

Please fill in your name and address here. 请把姓名和地址填写在这里。

You should fill in all the blanks on the application form. 你应当填满申请表上的各个空白格。

After Jack passed his driving test, he filled out an application for his driver's license. 杰克驾车考试合格后, 填写驾驶执照申请表。

If you require a passport, will you please fill up this form? 如果你要护照, 请填写申请表。

5. Then you take up the various subjects in the letter, which should certainly launch you upon topics of your own. 然后, 你接着谈论来信中的各个话题, 这样肯定会引发你自己想说的话题。

take up 在本句中有“继续讲述(讨论、议论)”的意思。动词 launch 有“促使, 激发”的意思。

6. Remember to answer all of the writer's specific questions. It is not only unflattering to be given the impression that you read them hurriedly, but often very upsetting if long-awaited information is not forthcoming. 记住, 对来信人的种种具体问题都要一一答复, 否则, 你会给对方这样的印象: 你读他的信时, 是匆匆忙忙草率从事的。这样不仅使人感到你不懂人情世故, 而且如果对方翘首以待的回音姗姗来迟, 还会使对方颇感沮丧。



unflattering 是 flattering 加前缀 un 后的派生词。flattering 有“奉承的”、“讨好的”、“拍马屁的”等贬义词义，也有“讨人喜欢的”、“令人愉悦的”、“赏心悦目的”等褒义词义。此句中的 unflattering 是 flattering 的褒义词义的反义，可译为“不讨人喜欢的”、“令人不快的”，或引申译为“不懂人情世故的”。

7. They reminded me of when we were all in Colorado together. 这些使我回忆起我们一起在科罗拉多的日子。

科罗拉多，美国州名，位于美国西部，以畜牧业和采矿业为主。首府丹佛(Denver)。

8. you can go on to finish, “How I wish we were together again now.” 接下去你可以这样结束你的信：“要是我们现在还在一起多好啊！”

go on 后面可接现在分词结构，表示“继续进行原来的动作”，如果后接不定式结构，则表示转而“进行另一项活动或动作”。例如：

He went on talking about his new house. 他继续谈论他的新房子的事。(在此之前他谈论的同样是他的新房子的事。)

He went on to talk about his new house. 他接着谈论他的新房子的事。(在此之前他可能谈论的是其他事情。)

## Exercises of Text A

### 1. Choose the best answer for each of the following questions:

- According to the text, letter-writing is becoming a lost art because \_\_\_\_\_.  
 A. writing letters is time-consuming  
 B. few people write personal letters  
 C. it's not easy to master the art of letter-writing  
 D. it's not convenient to communicate by writing letters
- According to the text, in the past the main reason for people to write letters was to \_\_\_\_\_.  
 A. circulate general news  
 B. make friends  
 C. do business  
 D. practice writing skills
- From the text we can know that most people find it difficult to \_\_\_\_\_.  
 A. write a letter  
 B. finish a letter

C. answer a letter

D. start a letter

4. According to the text, what would be the result when people write in their letters "I know I ought to have written sooner, but I haven't had anything to write about"?

A. The letter must be an enjoyable one.

B. The letter must be a short and brief one.

C. The reader may forgive the writer.

D. The reader may not enjoy it.

5. What is the easy way to start in answer to a letter you have just received according to the text?

A. To ask questions about the daily news.

B. To provide information of your own.

C. To show your pleasure on receiving the letter.

D. To apologize that you haven't written back in time.

6. If you have answered all of the writer's specific questions, he may feel that \_\_\_\_\_.

A. you have paid much attention to his letter

B. you have not taken the letter seriously

C. his questions have upset you

D. he has not received the information he needs

7. What impression should you give the reader when you end a letter according to the text?

A. Impatience.

B. Desperation.

C. Friendly leave-taking.

D. Friendly Greeting.

8. The text has mainly discussed the art of writing \_\_\_\_\_.

A. business letters

B. personal letters

C. invitation letters

D. public letters

**11. Choose the definition from column B that matches the corresponding word in column A:**

A

B

1. diminish

a. to give one's opinion about

2. fresh

b. to set up

3. extinct

c. showing one's love or fondness for another

4. possess

d. to reduce in size

5. proclaim

e. to start

## **Basic English**

### **for College**

### **Unit 1**

- |                 |   |
|-----------------|---|
| 6. impulse      | f. to announce                            |
| 7. launch       | g. no longer exist                        |
| 8. affectionate | h. a sudden strong desire to do something |
| 9. comment      | i. to own                                 |
| 10. establish   | j. new                                    |

**III. Fill in the blanks with the words given below. Change the forms where necessary:**

dispatch	accuracy	circulation	neglectful	unaware
desperation	threaten	personal	remind	standard

- In \_\_\_\_\_ I joined a physical exercise class.
- The Daily News once had the highest \_\_\_\_\_ of any daily in the country.
- The fighting is \_\_\_\_\_ to turn into a war.
- Temporary staff have been employed to help with the \_\_\_\_\_ of extra mail.
- Most announcers on the BBC speak \_\_\_\_\_ English.
- Your hair and nose \_\_\_\_\_ me of your sister.
- The computer can predict changes with a surprising degree of \_\_\_\_\_.
- He was \_\_\_\_\_ that the police were watching him.
- She has her own \_\_\_\_\_ secretary.
- My boss thinks I have been \_\_\_\_\_ of my duties recently.

**IV. Translate the following sentences into Chinese:**

- Letters-writing is becoming a lost art.
- People do write letters, and there are still some who possess a gift for the fresh turn of phrase that we see in old letters.
- Begin at the beginning of what you have to say, go on until you have finished, and then stop.
- It is easy enough to begin a letter in answer to one that has just been received.
- It is unflattering to be given the impression that you read them hurriedly.

**V. Read aloud the first paragraph of the text.**

**Vi. Writing**

Write a personal letter based on the following information:

Situation: Your friend Lin Hua has moved to Xian. He used to live next door to you. You had morning exercise together. You miss him now.

Task: Ask him whether he gets along well and whether he has made some friends.

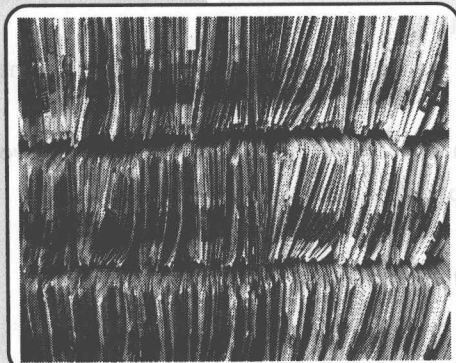
Ask him whether he likes his work. Tell him something about yourself and invite him to come back to spend the coming summer with you.



## Dialogues

# Filing

### Basic English for College Unit 1



Monica: Hello, Nancy! Come to join us at last? I managed to persuade Miss Kern that I was the best person to teach you all about our filing system.

Nancy: I hope you are going to, because I don't know anything about filing at all.

Monica: Well, if you want me to be really technical, we have a central filing system, which means that the filing for the whole company is done in these rooms. We use lateral suspension files so that we make the best use of our available space. As you see, our filing cabinets reach from floor to ceiling. The less accessible shelves are only used for dead files.

Nancy: Dead files?

Monica: Well, that's what they are called. In this company, correspondence which is more than a year old is transferred to the dead files, and weeding the files is a continuous process. In this way we can get round to every file about once every six months.

Nancy: I see you have nearly a whole cabinet just for the As, it must take you ages to find what you want.

Monica: If it did, it would be a bad filing system. The whole point of filing is to be able to find what you want quickly and easily. If you look again, you'll see the dividers that separate A-as from A-bs, from A-cs, etc. and then we subdivide according to the third letters, the fourth letters, and so on. For instance, Atkinson will come before Attlee but after Athlone.

Nancy: What would you do if you had files for two different Atkinsons?

Monica: Then we would file according to the initials of their first names. But this is only one example. There are many more rules covering alphabetical filing, and it will take you quite a while to master them all.

Nancy: What about these big, flat drawers?

Monica: Those are for horizontal files, where we keep plan, sketches, photographs—in fact anything that is too large for the lateral files or the vertical files, and that cannot be folded.

Nancy: That's lateral and horizontal.

Monica: Yes, that's the equipment used.

Nancy: Are there other ways of classifying filing other than alphabetically?

Monica: Oh, yes. When you get to the accounts department, you'll see that they store their documents in numerical order, but they still need an alphabetical index with it.

Nancy: Somebody's just walked in with a big pile of documents.

Monica: That's Peter. He collects the documents for filing from all the departments three times a day. We can get down to work now. First we check to see that each document has been released for filing.

Nancy: How can we tell?

Monica: The documents are initialed for release.

Nancy: After they've been checked, can I file them?

Monica: No. Before you do that you must sort them. Here, use this sorter; you'll find it saves a lot of time. I'll show you how it works.



## Word List

file	[faɪl]	v.	把...归档; 提出
		n.	文件(夹), 档案
lateral	['lætərəl]	a.	侧面的, 旁边的, 横向的
suspension	[səs'penʃən]	n.	悬, 吊; 悬挂物
cabinet	['kæbɪnɪt]	n.	橱, 柜; 内阁
accessible	[æk'sesəbl]	a.	易接近的; 易受影响的; 可以理解的
shelf	[ʃelf]	n.	搁架; 搁板
transfer	[træns'fə:]	v.	转移; 传输; 改变; 转让
weed	[wi:d]	v.	剔出, 清除; 除草
divider	[di'vaɪdər]	n.	间隔物; 划分者; 分裂者
sub-divide	['sʌbdɪ'vaɪd]	v.	再次划分; 再次间隔
initial	[i'niʃəl]	n.	首字母, (复数)(名称的)开头字母
		a.	最初的, 开始的; 词首的
		v.	标注或签署姓名的首字母于; 草签