

A GUIDE TO PRACTICAL ENGLISH COURSE

实用英语综合教程

(第二册)

学习指南

总主编 陶峻 蒋开陆 程维华
主编 程维华 张淑标



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总主编	陶 峻	蒋开陆	程维华
主 编	程维华	张淑标	
副主编	揭力勤	谭 颖	
编 者	彭桂枝	邱 阳	

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前 言

《实用英语》是根据国家教育委员会 1993 年颁布的《普通高等专科学校英语课程教学基本要求》编写的文理工各专业通用的专科公共英语系列教材。全套教材分《实用英语综合教程》(3 册)、《实用英语泛读教程》(3 册)和《实用业务英语》(1 册)。本书是配合《实用英语综合教程》编写的学习指南,其目的是帮助学生在 学习过程中排忧解难,以便更好地掌握基本的语言知识和语言技能,为提高语言应用能力打下扎实的语言基础。

《〈实用英语综合教程〉学习指南》共分三册,各册包括五大部分:

1. 疑难详解。这部分对 Text A 和 Text B 中的难点提供了较详细的注释及重点词语的使用例证,并对有些词的用法、引申意义、近义词等以方框形式列出,以求醒目。

2. 补充练习。补充练习是对课文后所设练习予以补充,其目的是进一步操练本单元中出现的重点词汇、短语和句型。

3. 补充练习答案。这部分对所补充的练习提供了答案。

4. 课文练习答案。这部分对课文所有练习提供了参考答案,包括听力部分的文字材料。

5. 课文译文。这部分提供了 A、B 篇课文的参考译文。

由于时间仓促,编者水平与经验有限,缺点错误在所难免,恳请专家、同仁及读者批评指正。

编者

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Unit 1

一. 疑难详解

Text A: Public Relations

1. ..., they said that a "decent respect" for the opinion of people everywhere required the American colonies to tell the world why they were freeing themselves of British rule., 他们说“得体地尊重”各国人民的观点, 要求美国殖民地向全世界宣布他们为何要从英国的统治下解放出来。

decent: 得体的, 体面的

eg. The old couple live in *decent* condition. 这两位老人生活过得不错。

eg. It is a *decent* film, without crime or violence. 那是一部正派电影, 里面没有犯罪也没有暴力镜头。

free ... of/from: 使……自由, 使……摆脱

eg. I *freed* the bird *from* the cage. 我把笼子里的那只鸟放出来。

eg. We are *freed of* anxieties about the future. 我们已摆脱对前途的忧虑。

free from 比 free of 普通。free 作“解放”解时, 后面通常用 from, 如: free sb. from prison/captivity 从监狱(监禁)中放出某人。free 作“免除”、“解除”解时, 后面通常用 of, 如: free sb. of a task/responsibility 免除某人的任务(责任)。

2. The American leaders believed that their cause could not win unless they had the confidence of other people. 美国领导人认为除非赢得别国人民的信任, 否则他们的事业无法获得成功。

cause: 事业, 目标

eg. She fought for the *cause* all her life. 她为这一事业终身奋斗。

eg. World peace is the *cause* he works for. 他为世界和平而战。

3. No company, government agency, school, hospital, or other institution can flourish if it pays no attention to what the people think of it. 任何公司、政府部门、学校、医院或其他机构只有关注人们对自己的看法才能兴旺发达。

flourish: 茂盛, 兴隆, 精力充沛

eg. Palm trees *flourish* in hot countries. 棕榈在热带国家长得茂盛。

eg. The fine arts *flourished* in Italy in the 15th century. 15 世纪时意大利的艺术非常兴盛。

eg. "How's your mother?" "She is *flourishing*." "你妈妈好吗?" "她精神饱满。"

pay (no) attention to: 对……(不)注意

eg. You must *pay attention to* the teacher. Don't let your attention wander. 你要专心听老师讲课, 思想不要开小差。

eg. Too much *attention was paid to* the details. 太过于注意细节了。

4. Public relations is the activity of giving a business or other organization information about how its actions might affect public opinion—or how public opinion might affect its actions. 公共关系所从事的活动就是为某个企业或其他组织提供信息, 告知他们自己的行为可能如何影响公众舆论——或公众舆论可能给自己的行为造成怎样的影响。

affect: 影响, 发生作用, (疾病)侵袭

eg. Does the amount of rain *affect* the growth of crops? 降雨量会影响作物生长吗?

eg. The disease is beginning to *affect* her eyesight. 这种疾病开始影响她的视力。

influence: 影响

eg. Literature and art greatly *influence* people's ideology. 文艺对人们的思想有很大的影响。

eg. The labor enthusiasm of the workers strongly *influenced* us. 工人们的劳动热情强烈地感染了我们。

5. Because people are likely to have more confidence in a company if they know something about it. 因为人们只有对某个公司有所了解, 才可能对其更加信任。

have confidence in: 对……信任, 对……有信心

eg. I *have complete confidence in* his judgment. 我完全相信他的判断。

eg. He *has confidence in* his ability. 他对自己的能力有信心。

6. There is not just one big public whose opinion a company has to worry about if

it is to survive and grow. 如果某个公司要想生存和发展下去,不能只顾一个大群体意见。

survive: (v.) 经历……之后还活着,生还,生存

eg. Only one baby *survived* the terrible car crash. 在那次可怕的撞车事故中只有一个婴儿生还。

eg. Few houses in this district have *survived* the storm. 本地区暴风雨后残留下来的房屋寥寥无几。

eg. These players have to *survive* on their wiles. 这些运动员得靠诡计才能不被淘汰。

survival: (n.) 幸存,生还,生存

eg. What are their chances of *survival*? 他们生还的希望有多大。

7. The company must be on good terms with the government, because every business can be seriously affected by government laws or regulations. 公司还得与政府部门搞好关系,因为它的每项业务都严格地受到政府法令或法规的影响。

(be) on good terms with: 同(某人)关系好

eg. We *are on good terms with* each other. 我们彼此交情好。

eg. I haven't *been on good terms with* her after that quarrel. 那次口角之后我就一直跟她关系不好。

8. Public relations begin by planning one's actions so as to respect the rights and beliefs of other people. 为了尊重别人的权利和信念,公共关系就要从制定自己的行为计划开始着手。

begin: 开始,着手

eg. The story *begins with* the accidental death of a millionaire. 这故事以一富翁的意外死亡作为开始。

eg. She *began on* the violin and later changed to the cello. 她刚开始学的是小提琴,后来改学大提琴。

eg. The teacher *began by* telling a joke. 老师上课前先讲了个笑话。

so as to: 为的是,以便(同 in order to)

eg. I left home at seven *so as to* be there on time. 我七点出门,以便能准时到达那儿。

eg. The test questions are kept secret, *so as to* prevent cheating. 对试题严格保密, 以防作弊。

eg. He worked hard *so as not to* fail in the math exam. 他用功读书, 以免数学考试不及格。

so as to 中的 *so* 是副词, 可置于形容词或副词之前。

eg. He rose *so early as to* be in time for the first lesson. 他早起为的是赶上第一堂课。

9. Unless a public relations program takes these things into account, it can do little to help a company. 除非在公关计划中将这些事情全盘考虑, 否则其计划对公司毫无意义。

句子中的 *it* 指 a public relations program.

take ... into account/consideration: 对……加以考虑

eg. In your proposals you haven't *taken* the special needs of old people *into account*. 在你的建议中, 你没有顾及老年人的特殊需要。

eg. You must *take into account* the fact that the customs of his nation land are different from those of ours. 你应该考虑到他家乡的风俗习惯和我们的不同这一事实。

10. Not all the money in the world, nor the most skillful writers or speakers, can make a company look as if it cares about other people if the company really does not care. 如果某个公司的确对任何人都毫不在乎, 那么世界上所有的金钱, 最有水平的作家或演说家都难以使这个公司看上去似乎关心别人。

not ... nor/neither: 既不……也不

eg. The unions do *not* want a strike, and *nor* does the management. 各工会不希望罢工, 管理机构也一样。

eg. This product is *not* of high quality and *neither* is it cheap. 这种新产品质量不好, 而且价格也不便宜。

care about: 关心

eg. She is very selfish. She doesn't *care about* other people. 她很自私, 不关心别人。

eg. He doesn't *care a bit about* clothes. 穿着方面他毫不在乎。

11. Having made a decision, the company wants everyone to understand the decision

and the reasons it was made. 公司一旦作出某项决定,希望每个人都能理解此项决定并知道作出此项决定的理由。
 it was made 为定语从句,修饰 the reasons,从句中省略了 why; it 指 the decision。

12. The department is made up of writers, editors, photographic and picture experts, and researchers. 公关部由作家、编辑、摄影和图片专家以及研究人员组成。

be made up of: 由……组成

- eg. The museum *is made up of* three parts. 这个博物馆分三部分。
 eg. The train *was made up of* 15 coaches. 这列火车有十五节车厢。

13. There are many ways to reveal a company's activities and character. 有许多方法可以显示某个公司的活动和特点。

reveal: 揭示, 泄露

- eg. She *revealed* the secret to her boyfriend. 她向她的男友泄露了那个秘密。
 eg. Research *revealed* that the bird was on the brink of extinction. 研究报告显示, 那种鸟已濒临绝种。

character: 特征, 特点

- eg. They are twins but have quite different *characters*. 他们虽为双胞胎, 但性格却相当不同。
 eg. He is a man of strong *character*. 他是个性格坚强的人。

14. The speeches are usually reported in the newspapers and are often reprinted for distribution to government officials, educators, journalists, and others who might be interested in the company's views. 报纸常常报道这类演讲, 并将它们印发给政府官员、教育工作者、记者和其他对公司观点感兴趣的人。

distribution: 分配, 散发; 分布

- eg. The Red Cross supervised the *distribution* of food and clothing to the flood victims. 红十字会监督分配食物和衣物给水灾受害者。
 eg. The cherry tree has a wide *distribution* in Japan. 樱花树在日本分布很广。

15. A company may also, as a public service, undertake projects not directly connected with its business, to help make society better. 某个公司也许从事一些与其业务没有直接关系的项目作为对公众的服务, 以便更好地造福于社会。

as 是介词, 作“作为”解; not directly connected with 过去分词短语作定语, 修饰 projects; to help make society better 不定式作目的状语, help 后可接不带 to 的不定式, better 为宾语补足语。

undertake: 担任, 从事

eg. He *undertook* the difficult task willingly. 他欣然承担那项困难的工作。

eg. He *undertook* a new experiment. 他着手一项新的实验。

connect...with...: 连接, 连系; 与……有关系

eg. Please *connect* me *with* New York. 请把电话接到纽约。

eg. Many people *connect* Germany *with* beer. 很多人把德国与啤酒联想在一起。

eg. She is *connected with* the Smiths. 她与史密斯家有亲戚关系。

16. Besides using their own public relations staffs, many companies hire independent public relations firms, which work for several clients at once. 许多公司除了使用本公司的公关人员外, 还聘用了独立的公关公司, 这种公司同时为几家客户服务。

hire: 雇佣, 租借

eg. They *hired* five more hands for the rice harvest. 他们令外又雇佣了五名工人割稻。

eg. They *hired* a concert hall with accommodation for 300 people. 他们租用了一间可容纳 300 人的音乐厅。

at once: 同时

eg. All the guests arrived *at once*. 所有的客人都同时到了。

eg. The book is *at once* interesting and instructive. 这本书既有趣又有教育意义。

at once: 立刻, 马上

eg. Do it *at once*, please. 请马上就干吧。

eg. Put a burning match next to a piece of paper, and it will begin burning *at once*. 把一根点着的火柴靠近一张纸, 纸会立刻燃烧起来。

17. Specially trained outsiders often see trends or problems that people inside a company might miss because they are too close to the situation. 经过专门训练的非公司人员常常可以看到公司内部职员由于深处其境而可能忽略的某些倾向或问题。

miss: 错过, 漏掉

eg. I *missed* her in the crowd. 在人群中我把她看丢了。

eg. We *missed* the bus and walked home. 我们没有赶上公共汽车, 就走回家了。

eg. She was late and *missed* the first ten minutes of the lecture. 她迟到错过了前十分钟的演讲。

18. Anyone who plan to do public relations work should get as broad an education as possible. 打算从事公关工作的人应该尽可能地接受广泛的教育。

as...as possible; 尽可能地

eg. Please come here *as soon as possible*. 请尽快来这儿。

eg. Read *as many books as possible*. 尽可能多看书。

Text B: The Interview

1. Let us suppose that your letter of application for a job has been received by your prospective employer and you have been asked to go to the office for an interview. 我们假设你未来的雇主已经收到了你的求职申请并请你到办公室去面试。

application: (n.) 申请

eg. We received ten *applications* for the job. 这个工作有十人应聘。

eg. He made an *application* to the club for membership. 他申请加入俱乐部。

apply: (v.) 申请

eg. She plans to *apply* for a job as an English teacher. 她打算应征英语教师的工作。

eg. The company *applied* to the government for financial help. 这家公司向政府申请财务援助。

2. How do you prepare yourself and behave during this interview? 你自己如何作准备, 你在面试中又如何表现呢?

behave: (v.) 行为; 为人处事; 守规矩

eg. He *behaved* very badly toward her. 他对她的态度恶劣。

eg. The boy *behaved* all day. 那个男孩整天都很守规矩。

behaviour: (n.) 行为, 举止

eg. His *behaviour* toward me shows that he does not like me. 他对我的态度表明他不喜欢我。

3. The following advice should help you get through this most important first step towards getting a job. 下面的忠告一定会帮你闯过获得工作的最重要的第一关。

get through: 通过

eg. I *got through* the written papers, but failed in the oral examination. 我笔试过关了, 但口试没有及格。

eg. It only took us a few minutes to *get through* the Customs. 通过海关检查只费了我们几分钟。

4. First of all, do everything you can to prepare for the interview as soon as you know it is arranged. 首先, 一旦你知道安排了面试, 就要为此作好充分准备。

prepare for: 为……做好准备

eg. Hope for the best and *prepare for* the worst. 存最好的希望, 准备应付最坏的情况。

eg. We were given two days to *prepare for* the examination. 给了我们两天时间来准备考试。

eg. We were *preparing for* bed when we heard a knock at the door. 我们正准备睡觉时听到有人敲门。

arrange: (v.) 安排; 整理, 布置

eg. Call up and *arrange* a taxi, please. 请打电话安排一部出租车。

eg. She *arranged* the flowers beautifully in the vase. 她把花漂亮地插在花瓶里。

eg. The list of names is *arranged* in alphabetical order. 名单是按字母顺序排列。

arrangement: (n.) 安排; 整理, 布置

eg. We made an *arrangement* to meet at ten. 我们安排在十点会晤。

5. Equip yourself with all your certificates and other relevant documents, a list of all the examinations you have passed, denoting subjects and credits, all the schools you have attended, sports you have played and positions of responsibility held at school. 带上所有的证书和其它有关文件, 将你通过的考试科目和成绩、上过的学校、从事过的运动以及在学校担任过何种职务列出一张表。

equip (with): 装备, 配备

eg. We'll have to *equip* our office with word processors, won't we? 我们公司应该备有文字处理机, 不是吗?

eg. We want to *equip* our children with some special skills. 我们要使我们的孩子具备某些特殊才能。

relevant: 有关的

eg. He produced some *relevant* evidence in court. 在法庭上他提供了一些有关证据。

eg. Would you recommend me *relevant* references to the subject? 你能为我推荐这个科目的有关参考资料吗?

6. If you have had a job before, then you should list details of this as well and your reasons for leaving. 如果之前你从事过某项工作, 也应该将详细情况列出来, 并说明离职的缘由。

detail: 细节; 详情

eg. Every *detail* of his report was perfect. 他的报告每个细节都很完美。

eg. Pay more attention to *detail*. 请多注意细节。

7. You may already have supplied these details but you should have a copy with you in case you are asked for it. 也许你已经提供了这些详细情况, 但以防对方要这些材料, 你自己应该备一份副本。

in case: 万一, 免得

eg. *In case* anything important happens, please call me up. 万一发生什么重要事情, 请打电话给我。

eg. Take a taxi *in case* you are late for the meeting. 坐出租车去, 免得开会迟到。

in case of: 万一

eg. *In case of* fire, call 119. 尚若有火灾, 就打 119。

eg. The wall was built along the river *in case of* floods. 该墙沿河而建, 以防水灾。

8. It shows efficiency on your part. 这样会显示出你的办事效率。

on sb.'s part/on the part of sb.: 在某人方面, 就某人看来

eg. There must be some misunderstanding *on her part*. 她(这方面)一定有些误会。

eg. It was a mistake *on the part of* Jones to sign the agreement without reading it. 琼斯没有先看协定内容就在上面签字,这是他的错误。

9. At the same time check the times of buses and ferries so that you are sure to arrive on time. 同时核对一下车船时间,以保证准时到达。

at the same time: 同时

eg. He was laughing and crying *at the same time*. 他又哭又笑。

eg. Don't all speak *at the same time*. 大家不要同时说话。

on time: 按时, 准时

eg. In spite of our late start, we managed to arrive *on time*. 尽管我们动身晚, 我们还是设法准时到达了。

eg. The trains run *on time*. 火车很准时。

in time: 及时

eg. Preventive measures were taken *in time* with good results. 及时采取的预防措施收到了良好的效果。

eg. We arrived *in time* to see the important part of the play. 我们到达时, 正好赶上看到了戏的重要部分。

10. Thirdly, make a little extra effort with your appearance. 第三, 还得修饰一下你的外表。

effort: 努力, 尽力

eg. Getting a high grade in every subject requires great *effort*. 想要每门课都得高分需要非常的努力。

eg. All my *efforts* were in vain. 我的努力都泡汤了。

11. If you are feeling a little nervous, take a few deep breaths and let them out slowly. 你如果感觉有点紧张, 深深地吸几口气, 缓缓地呼出来。

nervous: 紧张的, 不安的

eg. She was very *nervous* when she stood on the platform. 她站在讲台上时感到紧张。

eg. They are *nervous* about/of their first trip abroad. 他们对初次出国旅行感到很紧张。

12. Relax and smile. 要轻松自如, 面带微笑。

此句为祈使句。

relax: 放松;减轻

eg. I felt *relaxed* lying in the sun. 躺在阳光下,使我觉得轻松自在。

eg. Her severity *relaxed* and she smiled a little. 她放松了严肃的表情,微微一笑。

eg. The government *relaxed* import regulations greatly. 政府大幅度放宽进口限制。

13. Do not show impatience if you feel the interviewer is repeating things or asking questions that have no relevance to the matter in hand. 如果你感觉面试官重复提问或问及一些与内容无关的问题,不能表露出不耐烦的样子。

impatience: 性急,不耐烦

eg. She showed her *impatience* by tapping her fingers on the desk. 她用手轻敲桌面以示不耐烦。

eg. He has a keen *impatience* with the dull. 他对于迟钝的人极不耐烦。

patience: 忍耐,耐心

eg. This kind of work requires much *patience*. 这种工作需要很大的耐心。

eg. He had no *patience* with her nosy neighbors. 她不能忍受爱管闲事的邻居们。

in hand: 处理中的,执行中的,手头有的

eg. He went out for a walk, with a cane *in hand*. 他手里拿着手杖出外散步。

eg. When all our debts are paid, we shall have over \$ 10 *in hand*. 我们还清全部债务后,手中还有十多美元。

eg. We should finish the work we have *in hand* before we begin something new. 我们在开始新工作之前,应该完成我们正在进行的工作。

14. Look straight at the interviewer when you answer questions and if asked about your family or school speak with loyalty and affection. 回答问题时要直视面试官,如问及有关你家庭和学校的情况,说话时要忠诚并具有爱心。

if asked about...为省略句,完整的句子为:if you are asked about...

affection: 亲爱;情爱

eg. She has (a) great *affection* for her little brothers. 她对弟弟们有着深厚的感情。

eg. She becomes the object of someone's *affections*. 她成为某人钟爱的对象。