

总主编◎曹胥萍

本册主编◎曹胥萍

副主编◎王鸣阁 张亚萍 李晓红

COLLEGE ENGLISH  
INTEGRATED READING COURSE

# 大学英语 综合阅读教程



上海交通大学出版社  
SHANGHAI JIAO TONG UNIVERSITY PRESS

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编 委◎龚 昭 王仙锦 陈炼佳 刘天亮 詹 婷 沈 萍

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(四级)



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## 内 容 提 要

本书根据最新《全国大学英语四六级考试改革方案》和新颁布的样卷,针对四级考试中听力题型编写。书中对听力题型的命题特点进行了分析,提供相应的应试指导,并提供了15套的听力训练及解析。书后另有5套近年四级考试真题,以备学生熟悉题型,从容备考之用。

本书作为浙江大学城市学院的大学英语课程的校本教材,凝结了浙江大学城市学院大学英语教学部多年的教学指导心得,并得到了上海交通大学外语学院一线教师的大力支持与协助。

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# 前 言

大学英语考试从 1987 年开始,至今经历了 20 多年的发展历程,从设立之初就定位于为教学服务,而大学英语教学和考试改革的最终目的也是在重视学习者知识掌握的同时更加注重应试者的语言应用能力,从而实现语言的真正“习得”与把握,这自然对应试者提出了更新、更高的要求。

为了帮助考生全面、系统地了解大学英语四六级新题型考试的特点,掌握精髓,把握技巧,我们精心策划编写了本套丛书。其特点如下:

1. 内容规范,题型全面。本套丛书从内容到形式都紧扣《大学英语课程教学要求(试行)》和《大学英语四六级考试(CET-4/6)试点考试样卷》的精神,每套试题都是精挑细做而成,从语言难度上,严格参照考试大纲和教学要求,从题型设计上,全面反映考试动向。

2. 选材新颖,预测性强。试题的选材皆源于近期出版的英美国家的报刊书籍,题材新颖广泛,关注社会热点话题,注重时代性及命题的预测性。

3. 讲练结合,以练为主。本册由两部分组成:一是剖析大学英语四六级考试各种相关题型与策略;另一部分则属于实战演练,以讲导练,相得益彰。

4. 解析透彻,利于自测。在精选练习之后都配有详细的注释和讲解,以供不同英语水平的考生参考。

参与该书编写的教师都是从事大学英语教学、经验丰富的一线教师,在深刻领会《大学英语课程教学要求(试行)》和《大学英语四六级考试(CET-4/6)试点考试样卷》精神,有针对性地把握住学生英语学习中薄弱环节的前提下,我们几易其稿,终于圆满完成了该丛书的编写。

本丛书的编写过程中,我们得到上海交通大学外语学院的骨干教师李晓红的热情鼓励,在此表示感谢。由于编者水平有限,本书中难免有疏漏和不当之处,恳请广大读者和同行专家批评指正。

编者

# 实用阅读技巧点津

阅读的基本要求是理解文章的意思,并在此基础上进行分析、归纳和推断。阅读的关键在于速度和理解能力。通常在考试中采用略读—寻读的方法。先浏览全文,掌握文章的观点、叙述的事件或者支持观点的主要论据;然后阅读题目,对于不能回答的问题,再在文章中寻找与题目有关的内容,复读并作回答。

新题型阅读理解测试题分为快速阅读,选词填空及仔细阅读三部分。

**快速阅读** 快速阅读要求在限定的时间内读完一定量的文字材料。依据文章内容对文章后的陈述作出其正确与否、是否论及的判断,或补全未完成的陈述。这类阅读题面文章一般很长,快速阅读都采用略读方法,考生应该快速通览全文,重点读文章的段首句、主题句、转换句和结尾句,理清文章的脉络,记住黑体、加点等特殊标出的单词。在略读后应该能够完成“*Yes, No, Not Given*”这类的判别题。对于不能回答的问题,根据题目给出的“信息词”,迅速在文章中找到有关内容,进行复读,及时答题。在做补全句子的题目时,可能要用寻读的方法。寻读是根据题目给出的信息寻找文章中相关的内容。在找到所需的部分后,需放慢阅读速度,仔细核查文字内容,以准确答题。在做快速阅读题的时候,特别要注意,不要在不能回答的题目上花费太多的时间,一旦感到不能确定的时候,应该迅速转到下一个题目。等到时间有多再回过头处理未答出的题目。

**选词填空** 选词填空是指在通过阅读理解文章内容的基础上,在限定的词语范围内选择合适的来填写文章中留出的空白,一个空白填一个词,一个词只能用一次,以此使文章通顺和内容完整。在选词填空时,建议考生先将给出的单词按词性分类:分成名词、动词、形容词、介词等;然后阅读全文,了解文章的大致意思,可以一边看一边填。但是务必不要把各个空白孤立起来处理,一定要联系上下文选词,只有这样才能使所选填的词在语境上合乎逻辑。填词可以先从词性考虑,根据语法确定填入词的词性,从同类词中选择,填完后还需要从词法、句法及逻辑推理三方面检查整篇文章。和完形填空题相比,阅读选词填空题的主要题型是单词词义辨析,近义词和形近词辨析以及短语、习语和固定搭配。要具备这方面的答题能力,除了需要一定的语法知识外,平时对于词语的学习和积累十分重要。尤其是对于词性、词语多义性的掌握以及特定语境的领悟更是多多益善,因为在决定词义时,它们起到关键性的作用。

**仔细阅读** 仔细阅读是老题型了,只是阅读量有所增加。这类试题是要求阅读文章,根据文章后面的题目和选项作出选择。阅读时还是采用略读加寻读的方法,先快速浏览一遍全文,掌握文章中心及各段大意;然后读文章后题目,根据题目中的“信息词”找到相应段落,根据文章内容在四选一选项中作出选择。文章的体裁以议论文为多见,也有记叙文和说明文。仔细阅读的试题主要归类为中心大意(即论点)型、事实细节(即论据)型、词语定义型、推理判断型。对于中心大意型试题,要学会恰如其分地给出文章的大意。要善于寻找并确定文章的主题句,尤以段首句和段末句为重。如果文章中没有明确的主题句,则需要用归纳和推理的方法小结出文章的主题。对于事实细节型试题,关键在于如何在原文中定位相关信息。需要注意的是有时细节题的设问并不原封不动地采用原文的表述而代之以同义或近义的表述方式,这给细

节的文内定位造成一定的难度。对于词语定义型试题,需要以词法知识、语义知识为基础在特定的语境中判定词语的意义,因此,对于一词多义的单词则是对其词义掌握得越多越熟练越好。要能善于利用文章中给出的定义,解释以及如黑体、斜体等提示词来推断它们在特定语境中的含义。对于推理判断型试题,重点在于领会文章作者的言外之意,要在理解作者论点及论据的基础之上,在文章中找到合适的依据,进行合乎逻辑的推理,得出正确的答案。

除了上述的几种主要测试题型外,其他由此衍生的题型有列举类题型、对比类题型、数字年代类题型、专有名词类题型、同位语和插入语类题型、因果关系类题型、段落主旨类题型和标点符号类题型等。针对这些测试题,要求学生阅读时注意文章结构上的衔接性和内容上的连贯性。文字上的衔接包括指代、省略、比较,连接和词语中的近义、反义、上义、下义,以及同一语义场的相关词语。要注意对转折词语后信息的掌握,对数字、日期的了解,对专有名词的把握,对段落首、尾句的理解,对同位语和插入语的重视,对引号、破折号及括号作用的识别。这些语言点往往易被忽视。

考生平时阅读习惯和知识程度对阅读题的回答会起到重要的作用。例如阅读一篇遗传方面的文章,如果对生物学有一定的了解,必然会极大地帮助你的阅读。因此平日要注意广泛阅读,培养良好阅读习惯,提高阅读速度,增长知识,这样在应试时就会无往而不胜。

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# 分题型阅读专项训练

## 快速阅读

### Test 1

#### Part II Reading Comprehension(Skimming and Scanning)(15 minutes)

**Directions:** In this part, you will have 15 minutes to go over the passage quickly and answer the questions on Answer Sheet 1.

For questions 1-7, mark

Y (for YES) if the statement agrees with the information given in the passage;

N (for NO) if the statement contradicts the information given in the passage;

NG (for NOT GIVEN) if the information is not given in the passage.

For questions 8-10, complete the sentences with the information given in the passage.

#### Be a Friend

While the initial moment of contact can be a difficult hurdle to get past, especially for those of us who are shy, it's actually just one step in the process of making friends. There are four concrete steps one can take after the initial moment of contact. Although friendship isn't a science and so following these steps won't guarantee success, the steps should help.

**Be visible.** How many of you relate to the experience of hanging out at a favorite place of that person whom you're dying to date? The reasoning behind doing this is the more we're around a person, the more likely the person is to notice us, talk to us, and, ultimately, spend time with us! When Andy and I were developing our friendship, we consciously looked for ways to do things together. We'd watch the same television shows, play games that we both liked, share articles with the idea of sparking discussion, and show each other work projects, as well as other stuff. Sometimes Andy tells me that it's because of all the moments I initiated between us that we've developed such a strong friendship. As I also tell him the same thing, it's obvious that we both cared enough about developing a friendship that we put effort into being friends.

**Share experiences.** Although Andy and I no longer need to consciously look for ways to get to know one another or spend time together, we still do share lots of experiences. We talk

about work, hobbies, and life, and visit places together. We also still watch some television shows and play some games together, as well as exchange reading material that we find of interest. Plus, we share the highs and lows of our lives with each other. The more we share, the more comfortable we become with one another and the closer we become as friends.

**Expand upon the initial contact.** How many of you relate to the experience of going out on a date, thinking it went well, and then waiting for that phone call where your date would ask you out again? (Or how many of you called to propose the second date, but had your phone call ignored?) When Andy and I first became friends, a few days would also pass before the next communication between us due to work commitments. The first time a week had passed before I heard from him, I suspected that interest was dwindling for him. (We weren't sure we could be friends, due to personality differences, but fortunately I figured out he could be serious and he figured out I knew how to have fun!) He and I have both learned that if a person doesn't reciprocate contact, the person probably isn't interested in a friendship. We've also both learned that if we're interested in developing a friendship, we need to regularly make contact with the person we want as a friend. As I said earlier, the initial contact is just one step in building friendships.

**Allow time.** How many of you relate to the experience of not liking a person of the opposite sex, only to find several months later that you're dating this person? (Or how many of you know the experience of falling in and out of love within a month?) One can follow instructions on how to set up a computer and within hours be using the computer. Unfortunately, one can't so easily follow instructions on how to build friendships and then within hours have a friend. First, the steps might not work. Second, even if the steps do work, time is needed to know who will stay around as a friend. Third, one can't ever stop working on a friendship. For this reason, comparing friendships to flowers is a good analogy. One can water a seed and give it sunshine but, even if a plant develops, one can't stop caring for it or else it'll start to die.

Of course, there are also many other things a person can do to be a friend. One can be there for a friend in need. Early into our friendship, I told Andy about a night when I had felt depressed and alone. He told me to call him if I ever felt like that again, because he didn't want to hear about me being sad and having no one to console me. On the flip side, one can allow a friend to be there for one. When I first moved to Nebraska for work, I struggled with homesickness. I also struggled with letting anyone help me get past how I felt. One can also do nice things for a friend. One year for Christmas, before I lived in the same city as him, Andy made me a CD that showed his family, friends, and coworkers, as well as showing where he lived and where he worked. Plus, one can share important moments. When my work visa was renewed in July, allowing me to stay in the United States for another year, Andy and I went out for sushi (寿司) and a movie to celebrate!

The list of things one can do to be a friend is numerous, which is why it's difficult to explain how to make friends—and more importantly, how to keep friends. Moreover, what

works in one friendship might change over time and might not work in another friendship. Let's keep sharing ideas with one another and so keep learning about the incredible experience of friendship!

注意:此部分试题请在答题卡 1 上作答。

1. Following the four steps mentioned in the passage will guarantee making a friend.
2. The more one is around a person, the more likely one is to make friends with that person.
3. The moments the author initiated between her and Andy helped them develop strong friendship.
4. Shared experiences will make friends closer to each other.
5. If a person doesn't reciprocate contact, the person probably isn't interested in a friendship.
6. If you don't like a person, it is not likely that you will date him several months later.
7. Comparing friendships to flowers is a good analogy.
8. One can be there for a friend when is \_\_\_\_\_.
9. There are \_\_\_\_\_ ways to be friends.
10. What is true in one friendship may not \_\_\_\_\_ in another one.

## Test 2

### Part II Reading Comprehension(Skimming and Scanning)(15 minutes)

**Directions:** In this part, you will have 15 minutes to go over the passage quickly and answer the questions on Answer Sheet 1.

For questions 1-7, mark

Y (for YES) if the statement agrees with the information given in the passage;

N (for NO) if the statement contradicts the information given in the passage;

NG (for NOT GIVEN) if the information is not given in the passage.

For questions 8-10, complete the sentences with the information given in the passage.

#### What Will They Think of Next

—The Upcoming Innovations of the 21th Century

The 18th century produced the steam engine. The 19th yielded the light bulb. The 20th gave us television and the Internet. So what's ahead in the 21st? Here are a few upcoming innovations that historians may—or may not—notice 100 years from now.

**Crops of corpuscles.** You can't get blood from a turnip, but how about from corn? Tests at the French National Institute of Health and Medical Research indicate that artificial blood for human use can be made by implanting the hemoglobin-making gene into stalks of corn or leaves of tobacco.

**Bionic nurse.** Space travel is just one of the roles intended for a robot that scientist Joseph Engelberger is helping NASA develop. Engelberger, who sold General Motors its first industrial robot for assembly-line work in 1961, wants the space agency's two-armed, voice-controlled machine to serve also as a health aide to the elderly. It would fetch things, assist with walking, and communicate with doctors. Engelberger even hopes it will detect changes in a depressed person's voice. "Talk to me about it" the robot would say.

**Drive the friendly skies.** High way traffic won't go down, so the only way to go is up. Moller International of Davis, Calif. expects its M400 Skycar to take off and land like a helicopter and travel at 350 mph like an airplane. It would get 15 miles per gallon of fuel and, at \$100,000, cost not a great deal more than some luxury automobiles.

**Veinprints.** The patterns of veins on the backs of people's hands are as different as their fingerprints. The University of Pennsylvania has been testing a system, Veincheck, that opens dormitory doors once the back of a hand is scanned. The product, from England's Neuscience, will likely be used in coming years not just on doors but also on ATMs to help curb the use of stolen bank cards.

**Dr. Loo.** In 1910, at the Pennsylvania Railroad depot in Terre Haute, Ind., the first paid toilet was installed. It took your money. Now in the works is a high-tech toilet. It will take your temperature. Sensors on the health johnny also will monitor body weight and blood pressure and check the levels of sugar and protein in the urine of kidney disease and diabetes patients. The toilet, from Japanese electronics giant Matsushita, then will transmit the data to a physician.

**Virtual Gilbert.** Virtual reality guru Jaron Lanier is leading a four-campus effort to create "telecubicles", work spaces that can be linked electronically. Cubicle walls become screens onto which distant colleagues are projected, and the worker's desk becomes part of a shared worktable across which virtual memos may be passed.

**Smog cutter.** Auto mechanic of the future likely will be raising the hood to look at the "plasmatron". That's what MIT researchers call a device aimed at dramatically cutting emissions of nitrogen oxide, the main component in smog. Their invention, which is the size of a wine bottle, uses a mix of electronically charged particles, called "plasma", to help turn gasoline into a more efficient fuel, one that's rich in hydrogen.

**Stiffing thugs.** A device being developed in San Diego gives new meaning to the police command "Freeze!" HSV Technologies Inc. says its "phaseal weapon" emits a laser beam that painlessly and harmlessly immobilizes a suspect by causing his muscles to contract. The challenge now is to make the briefcase-size device as small as a handgun. Due date: determined.

**The AOL smell.** Imagine an Italian restaurant ad in which the prospective customer, who is surfing the Net, not only sees the pasta but gets a smell of garlic and oregano. DigiScents of Oakland, Calif., is developing a \$200 hand-size computer peripheral that emits scents to match onscreen images.

注意:此部分试题请在答题卡1上作答。

1. Both the steam engine and the light bulb were invented in the 18th century.
2. Artificial blood can be produced by making genes into stalks of corn or leaves of tobacco.
3. Bionic nurse will detect changes in a suspicious person's voice.
4. The M400 Sky car will cost much more than the luxury automobiles.
5. The pattern of veins on the backs of people's hands are as different as their fingerprints.
6. The high-tech toilet will control your temperature automatically.
7. "Telecubicles" are working spaces linked electronically.
8. The smog cutter will make the gasoline more \_\_\_\_\_.
9. The "phaseal weapon" will immobilize the \_\_\_\_\_ painlessly and harmlessly.
10. The hand-size computer peripheral will emit smells that \_\_\_\_\_ the onscreen images.

## Test 3

### Part II Reading Comprehension(Skimming and Scanning)(15 minutes)

**Directions:** In this part, you will have 15 minutes to go over the passage quickly and answer the questions on Answer Sheet 1.

For questions 1-7, mark

Y (for YES) if the statement agrees with the information given in the passage;

N (for NO) if the statement contradicts the information given in the passage;

NG (for NOT GIVEN) if the information is not given in the passage.

For questions 8-10, complete the sentences with the information given in the passage.

#### Why So Many DINKs?

Mr. Buchanan lists six factors that contribute to the DINK lifestyle and explain why today's culture mocks "the old idea that the good life for a woman means a husband and a houseful of kids." He says that powerful forces are "pulling American women away from the maternity ward forever." Here are the six factors:

**1. The new economy.** Professor James Kurth of Swarthmore College in Pennsylvania calls the migration of men from the farm to the factory the greatest movement of the second half of the 19th century. The greatest in the 20th century was the movement of women from the home to the office.

Industry offers pay and benefits to lure talented women who compete with men in the marketplace. Many choose careers or one-time motherhood and love the work challenge. They stay.

With women working, poor families get richer and begin to downsize. And as nations get richer, history shows, they begin to die. Meanwhile, poor families are growing. Jesus said,

“Blessed are the meek, for they shall inherit the earth.”

**2. End of the “family wage.”** Before the sweeping Civil Rights Act of 1964, brainchild of President Lyndon B. Johnson, employers paid fathers a “family wage” so wives and children wouldn’t have to work as a matter of “simple justice”.

The feminists had “sex” added to the protections under this Act and the rights of individuals took precedence over family requirements. As women’s pay soared, men’s dropped, and marriage and family size suffered. Young men earned too little for marriage and a family. Young women found independence and delayed marriage, or just didn’t marry at all. Some settled for the DINK role and the end of the “family wage” was a factor.

**3. The “population bomb” hysteria.** Dire predictions by environmentalists in the 1960s and 1970s of coming world starvation because of population growth and inadequate food production caused widespread hysteria and brought on population control programs promoted by First World elitists and mostly ignored by the Third World poor, who continued turning out big families.

Heading up another of his Chicken Little operations was former U. S. Secretary of Defense Robert Strange McNamara, the man who micromanaged the Vietnam War into disaster. This time, he was warning that population growth would cause poverty, crowding and frustration that would threaten social, economic and military stability.

And this time he was wrong again, as the poor continued to multiply.

**4. Feminism.** “Women’s liberation” has become the rage. It would free women of their roles of wife, mother and homemaker. Margaret Sanger of Planned Parenthood Federation of America declared, “The most merciful thing a large family can do to an infant member is to kill it.”

MacKinnon says, “Feminism stresses the indistinguishability of prostitution, marriage and sexual harassment.” adds Cronin, “Freedom for women cannot be won without the abolition of marriage.”

Feminists have had successes: A tenfold increase in unmarried couples living together since 1970. Husband-wife families are now only one in four. Singles living alone are now 26 percent of the adult population.

In her book “Empty Hearts and Empty Homes,” British author Katarina Runake addressed the feminists’ anti-marriage rhetoric as a “Darwinism blind alley,” warning, “[A]n immediate consequence of feminism is an irreversible decline in the birthrate. Nations pursue feminist policies at their own peril.”

**5. The popular culture** puts the joys of sex far above the happiness of motherhood. Indeed, sex, career and the single woman dominate in advertising and entertainment. Marriage and family are downplayed, and the DINKs are helping.

Anthropologist Julian D. Unwin says society can choose either great energy or sexual freedom, but “it cannot do both for more than one generation.” The so-called Greatest Generation chose energy for the Depression and World War II and gave us an America of

“unrivaled pre-eminence”. Baby Boomers chose “sexual freedom”.

In due time, we shall see if Unwin is right!

Columnist Jenkin Lloyd Jones wrote, “Great civilizations and animal standards of behavior coexist only for short periods.”

**6. The collapse of the moral order.** In the 1950s, divorce, “shacking up” and abortion were scandals. Today, “shacking up” is just a “relationship,” half of all marriages end in divorce, and abortion is a “fallback” position and women will vote against any politician or party that threatens to take it away.

Belgian author Ron Lesthaeghe has noted the West’s shift away from Christian values toward a militant “secular individualism” focused on self.

Pope John Paul VI’s 1968 encyclical against contraception brought on four consequences of man’s use of contraceptives, all predicted by the pope: (1) widespread infidelity and lowered morals; (2) less respect for women; (3) misuse by public authorities in ignoring moral exigencies; (4) dehumanization of the race by treating people as objects and unborn children as a disease to prevent.

These predictions came true, with the explosions of pornography, promiscuity and divorce, not unlike pagan Rome when unwanted babies were simply tossed on the dung heap. In this case, the feminists got more than they bargained for; They got selfish men who benefited from contraceptives and abortion; they used women and then tossed them aside.

注意:此部分试题请在答题卡1上作答。

1. People today mock at the idea that the good life for a woman means a husband and a houseful of kids.
2. According to professor James Kurth, in the 19th century men migrated from farm to the factory, and women from home to the office.
3. The end of the “family wage” was a factor for some people to choose to be DINKs.
4. In spite of the “population bomb” hysteria, the poor continue to turn out big families.
5. The phrase “Darwinism blind alley” means something meaningful and practical.
6. Sex, career and the single woman are popular in advertising and entertainment.
7. “Shacking up” most probably means “living together without getting married”.
8. Today, divorce, “shacking up” and abortion are no longer \_\_\_\_\_.
9. The predictions made by Pope John Paul VI in 1968 all \_\_\_\_\_.
10. According to the author, men were \_\_\_\_\_ because with contraceptives and abortion, they used women and then tossed them aside.

## Test 4

### Part II Reading Comprehension(Skimming and Scanning)(15 minutes)

**Directions:** In this part, you will have 15 minutes to go over the passage quickly and answer the questions on Answer Sheet 1.

For questions 1-7, mark

Y (for YES) if the statement agrees with the information given in the passage;

N (for NO) if the statement contradicts the information given in the passage;

NG (for NOT GIVEN) if the information is not given in the passage.

For questions 8-10, complete the sentences with the information given in the passage.

#### How to Find a Job

Whether you're looking for your very first job, switching careers, or re-entering the job market after an extended absence, finding a job whittles down to two main tasks: understanding yourself and understanding the job market. Presuming you've already chosen a career and are currently searching for jobs, here are several ways to actually get a job.

**1. Network.** Make a list of all of your friends, relatives, and acquaintances. Call each one and ask them if they know of any openings that they could recommend you for. Don't be too humble or apologetic; tell them what you've been looking for, but let them know that you're flexible and that if they have any suggestions, you're open to them. This is not the time to be picky about jobs; a connection can often get your foot in the door.

**2. Volunteer.** Start volunteering for an organization that focuses on something that you're passionate about. Not only will you be helping others, but you'll also be gaining references. You should emphasize your volunteer experience on your resume, as companies that treat their employees well tend to favor candidates who help the community somehow.

**3. Develop your personal elevator pitch.** Many structured interviews, particularly those at large companies, start with a question like "tell me about yourself". The interviewer doesn't really want you to go back to grade school and talk about your childhood. This is a specific question with a specific answer... in two minutes or so, the interviewer wants to get you to relax and loosen out your vocal cords, understand your background, your accomplishments, why you want to work at XYZ company and what your future goals are.

**4. Prepare for a behavioral interview.** You might be asked to describe problems you've encountered in the past and how you handled them, or you'll be given a hypothetical situation and asked what you would do. They'll basically want to know how you'll perform when faced with obstacles in the position you're interviewing for. Be able to give honest, detailed examples from your past, even if the question is hypothetical (e. g. "I would contact the



customer directly, based on my past experience in a different situation in which the customer was very pleased to receive a phone call from the supervisor”). You might find yourself listing facts—if so, remember that in this kind of interview, you need to tell a story.

**5. Research the company.** Don’t just “do an Internet search, memorize their mission, and be done with it.” If it’s a retail company, visit a few of their stores, observe the customers, and even strike up a few conversations. Talk to existing employees—ask them what it’s like working there, how long the position has been open, and what you can do to increase your chances of getting it. Become familiar with the history of the company. Who started it? Where? Who runs it now?

**6. Settle down.** If you’ve moved around a lot, be prepared to offer a good reason for it. Otherwise, you’ll need to make a good case for why you want to stick around in the area where the job is located. A company doesn’t want to hire someone who still wants to relocate. Be prepared to outline why you are where you are today, how long you intend to stay there, and why.

**7. Make a list of work-related skills you’d like to learn.** Your employer will be interested in hearing about how you intend to become a better employee. Think about which skills will make you more competent in the position you’re applying for. Public speaking, project management, team leading, and computer programs are usually beneficial. Find some books and upcoming conferences that would significantly improve your abilities. In an interview, tell the employer what you’re reading and learning, and that you’d like to continue doing so.

**8. Cold call.** Locate a specific person who can help you (usually the human resources or hiring manager at a company or organization you’re interested in). Call that person and ask if they are hiring, but do not become discouraged if they are not. Ask what kind of qualifications they look for or if they have apprentice or government sponsored work programs. Ask if you can send your resume indicating what field you want to go into. Indicate whether you would accept a lesser job and work up.

**9. Change your attitude.** There’s a difference between making phone calls and going to interviews thinking “I’m looking for a job” versus “I’m here to do the work you need to have done”. When you’re looking to get a job, you’re expecting someone to give something to you, so you focus on impressing them. Yes, it’s important to make a good impression, but it’s even more important to demonstrate your desire and ability to help. Everything that you write and say should be preceded silently by the statement “This is how I can help your business succeed.”

**10. Fit the job to the skills rather than the other way around.** Many people search for jobs, then try to see how they can “tweak” the way they present their own skills and experiences to fit the job description. Instead, try something different. Make a list of all of your skills, determine which kinds of businesses and industries need them most (ask around for advice if you need to) and find businesses that’ll benefit from having you and your skills around.