



教育部高职高专规划教材

(非英语专业用)

Practical Professional English

(Second Edition)

(第二版)

实用业务英语 综合训练与自测

教育部《实用业务英语》教材编写组 编

高等教育出版社

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内 容 提 要

本书是教育部高职高专规划教材——《实用业务英语》(第二版)的配套训练与自测用书。全书共有 10 个单元和 4 套模拟试题。对应主教材,本书每单元包括实用阅读、应用文阅读与写作和交际会话三大部分,而且在题材、体裁、功能训练上与主教材紧密配合。模拟试题依照《高等学校英语应用能力考试国家级题库》第四子题库的要求与模式编写,既有利于学生复习和总结《实用业务英语》(第二版)的学习内容,又有助于学生熟悉与备考“高等学校英语应用能力考试”。

书后附有所有练习答案和模拟试题的答案,并附有听力部分的录音材料。本书还配有录音磁带。

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Practical
Professional
English

实用业务英语



面向 21 世纪课程教材



教育部高职高专规划教材



普通高等教育“九五”
教育部重点教材

前 言

《实用业务英语综合训练与自测》(第二版)是教育部高职高专规划教材——《实用业务英语》(第二版)的同步自学练习用书。它紧扣《实用业务英语》(第二版)各单元的教学内容,力求巩固与扩展教材所涉及的实用阅读、应用文阅读与写作以及涉外业务会话等方面的实际使用英语的技能。

本书由10个自学训练单元和4个自测练习单元组成。每个自学训练单元依然分为实用阅读(Practical Reading)、应用文阅读与写作(Applied Writing)和交际会话(Communicative Speaking)三大部分。实用阅读部分以训练阅读理解能力为主,应用文阅读与写作部分以模拟套写应用文为主,而交际会话部分则以模拟实际涉外交际环境下的简短口头交际活动为主。

与教材略有不同的是,实用阅读部分的选材更加简短易读,突出篇章功能的特点。如在“描述”这一功能下,选配了结构描述、地理描述和人物描述等不同类型的短小篇章,使学生在培养阅读理解能力的同时,能进一步学习掌握“描述”这一篇章功能的语言特点。编者还在文章的右侧开辟了生词栏,把有关的生词注释在文章旁边,以便于学生自学。应用文部分,所选文章与教科书配合十分紧密,重点训练学生模拟套写应用文的能力。自测部分是依照《高等学校英语应用能力考试国家级试题库》第四子题库的要求与模式编写的。这四套模拟测试题既有利于学生复习总结《实用业务英语》(第二版)的学习内容,又有助于学生熟悉与备考“高等学校英语应用能力考试”。

本书也可作为广大业务人员学习和提高涉外业务英语能力的自学教材,同时也可供本科学生使用。

《实用业务英语综合训练与自测》(第二版)由普通高等专科英语课程教学指导委员会主任委员孔庆炎教授任主编,编者为赵仁凤(实用阅读部分)、刘卉(应用文部分)、蒋立真和李荣(测试和交际会话部分)。

实用业务英语的编写是一种新的尝试,疏漏不当之处在所难免,衷心希望得到广大师生和从事涉外业务人员的批评指正。

编者

2000年5月

自学单元主要内容一览表

单元	实用阅读	应用文阅读与写作	交际会话
Unit 1	Preface A. Preface to <i>Information Retrieval</i> B. Preface to <i>A Remedial English Grammar for Foreign Students</i>	Business Letter Specimens A, B, C, and D	1. Meeting and seeing off at the airport 2. Hotel arrangements
Unit 2	Introduction A. Introduction to <i>Technical Contacts</i> B. Introduction to <i>Using Word for Windows</i> C. Introduction to <i>Mistakes and Correction</i>	Fax Specimens A, B, C, and D	Visiting schedules
Unit 3	Physical and Organizational Description A. The Modern Teenage Girl B. The United Kingdom C. Separation of Powers: How It works	Prospectus A. Lao She Teahouse B. An Adventure Down Under	Giving a dinner party
Unit 4	Functional and Procedural Description A. Electronic Watches B. How to Prepare for a Job Interview C. Making Dumplings	Advertisement A. Your Dream Home Becomes Reality B. Legatrin PM C. Travel with Singapore Airlines! D. <i>Colibri</i> Luxury Writing Instruments	1. Brief account of a factory 2. Visit to a factory
Unit 5	Instruction A. Keep Your Swimming Pool Safe B. How to Use the Iron C. Electric Blanket	Classified (Small) Ads 1. Positions Available 2. Wanted 3. For Sale 4. Tuition	Introducing and thanking the speaker
Unit 6	Instruction A. The Kiss of Life B. Taking Care of Your Computer C. Before Requesting Service (VTR)	Invitation for Bids A. Notice of Invitation for Bids B. Notice of Prequalification	Business talks
Unit 7	Definition and Classification A. Agreement B. Copyright C. Computer Classifications D. Automobiles	Contract Sales Contract	Making a telephone call
Unit 8	Argumentation A. Building a Big Factory Near Our Community B. Our Responsibilities	Application for Commercial Letter of Credit	Sightseeing with a foreign guest
Unit 9	Summarization A. Abstracts of one sentence B. Abstracts of two sentences C. Abstracts of three or four sentences	Letter of Credit	Shopping with a foreign guest
Unit 10	Statistical Description A. Measures of Central Tendency B. Displaying the Data C. Average Number of Children per Family	Shipping Document A. Inspection Certificate B. Bill of Lading	A job interview

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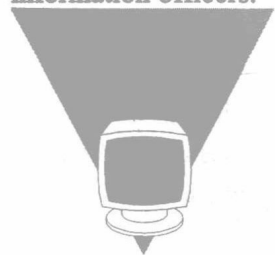
Part I Practical Reading

Preface

Passage A

Preface to *Information Retrieval*

The purpose of the present book is **twofold**. On the one hand, an attempt is made to introduce the student of computer science to some of the basic **concepts** of information retrieval and to describe the techniques required to develop suitable computer programs. On the other hand, an attempt is made to describe the general structure of the relevant computer programs so that basic design considerations may be understood by those not well versed in the details of computer science, such as librarians and information officers.



The material is organized with a view to creating a textbook-like presentation rather than a comprehensive account of the **state of the art**. At the end of the chapters are problems intended to test the reader's understanding of the material and to lead the reader to consider further development of the basic principles.

The material in Chapters 1-4 and Chapters 6, 7, 10, and 11 has been found to be suitable for a one-term course for undergraduate computer science students who previously have covered the material in Chapter 5. Selected **portions** of Chapters 1-10 have been covered in a two-term course for students with a more general background. The material in Chapters 7-13 has also formed the basis of a course for graduate students.

It is believed desirable that the text should be reasonably self-sufficient so as to provide the non-computer-science student with a certain amount of background material that is likely to be well known to the reader who has some previous education in computer science. This background material is contained at the beginning of Chapter 3 and Chapter 5. Chapter 3 also serves to provide the student of computer science with **illustrations** chosen from the area of information retrieval.

Some mathematical **maturity** is required for a full understanding of Chapters 13 and 14. However, it is believed that a student not well-versed in mathematics should be able to appreciate the value of the techniques, and the **significance** of the results, without understanding the details of the analysis.

信息检索

双重的
概念
获取

十分了解

为了

最新发展

部分

插图

成熟

含义

● Comprehension check

A. Choose the best answer for each of the following.

1. This book is intended for _____.
 A) students of computer science only B) librarians only
 C) information officers only D) all of the people mentioned above
2. The word "versed" (Para. 1) could best be replaced by _____.
 A) experienced B) educated C) interested D) versatile
3. If you want to do a graduate course, which chapters should you read?
 A) Chapters 1 – 4. B) Chapters 5 – 10. C) Chapters 1 – 10. D) Chapters 7 – 13.
4. Chapters 3 and 5 are specially designed for the _____.
 A) non-computer-science student B) student of computer science
 C) reader with previous education in computer science D) student preparing for a graduate course
5. A good mathematical knowledge is necessary for _____.
 A) a full understanding of the whole book
 B) a thorough understanding of the details of the mathematical analysis
 C) appreciating the significance of the results of the mathematical analysis
 D) appreciating Chapters 3 and 5

B. Fill in the blanks with the key words given in the box.

offer suggested intended/designed

The *Longman Keys to Language Teaching* series is _____ especially for the ordinary teacher. The books in this series _____ sound, practical, down-to-earth advice on useful techniques and approaches in the modern ELT classroom. Most of the activities _____ in these books can be adapted and used for almost any class, by any teacher.

● Translation

A. Translate the following sentences from the passage into Chinese.

The purpose of the present book is twofold. On the one hand, an attempt is made to introduce the student of computer science to some of the basic concepts of information retrieval and to describe the techniques required to develop suitable computer programs.

B. Translate the following sentences into English with the help of the key words or expressions given in the brackets.

1. 本书的目的有两个：一是向读者介绍一些计算机科学的基本概念；二是为读者提供一些相关的计算机程序。(The purpose of, twofold, an attempt is made to, introduce ... to, provide ... with)
2. 各章的最后都有几个问题，目的是检验一下读者对本章材料的理解程度。(be intended to)
3. 为了充分理解第九章和第十章，读者需要具备一些数学方面的知识。(be required for ...)

Passage B

Preface to *A Remedial English Grammar for Foreign Students*

This book does not set out to be a complete grammar of the English language. Its aim, as the title implies, is to **concentrate on**, and to attempt to correct,

目的是
集中于

the most frequent grammatical mistakes made by foreign students of English.

To some extent, of course, the difficulties experienced, and the mistakes most frequently made, vary nationality and the students concerned, a large number which almost all, and it is present book deals. suggested by those teaching of English as a and by foreign students



whom the writer has been in touch either personally or by **correspondence**. Thanks are also due to Mr. Ronald Ridout, who read the entire **typescript** and made a number of useful suggestions.

The **tendency** of modern **linguistic** teaching is to avoid as far as possible the type of exercise which involves **substitution** or the mere filling in of blank spaces within the **framework** of a given sentence; and in general the present writer is in full **sympathy with** this tendency. The inclusion in the present book of so many exercises of this kind can, however, be **justified** by the purpose they are intended to serve and the aim of the book as a whole—the correction of **specific** mistakes and the **removal** of particular difficulties. If the student is given a free hand he is likely to avoid the difficulties; if he is to master them by **constant** practice he must be kept to the point all the time. It is to help him in this way that the exercises have been devised. If he wishes, of course, the teacher can supplement them by others of his own to meet the needs of a particular group.

F.T. Sheffield

● Comprehension check

A. Choose the best answer for each of the following.

- According to the writer, what topic does the present book deal with?
 - English teaching and learning in general.
 - All the difficulties experienced and mistakes made by foreign students of English.
 - The common and most frequent grammatical mistakes made by foreign students of English.
 - A complete grammar of the English language.
- Why does the author include in the present book the type of exercise which involves the mere filling in of blank spaces?
 - Because the writer is in full sympathy with this type of exercise.
 - Because this book intends to correct specific mistakes and remove particular difficulties.
 - Because this type of exercise is justified by many experienced teachers.
 - Because it is not easy for teachers to be able to replace them with other exercises.

在一定程度上

母语

通信

印稿排

趋势 / 语言的

替换

框架

同情

证明正确

特别的

克服

经常的

设计 / 补充

B. Fill in the blanks with the key words given in the box.

for gratitude due never to

We would like to record our debt of _____ to Gill Scharer _____ her involvement in the early stages and for the use of several texts and tasks. Thanks are also _____ to Roger Bowers for his detailed and constructive comments on two versions. But thanks go most of all _____ our families. Without their patience and happiness they gave us we could _____ have persevered to this outcome.

● Translation

A. Translate the the following sentence from the passage into Chinese.

If he wishes, of course, the teacher can supplement them by others of his own to meet the needs of a particular group.

B. Translate the following sentences into English with the help of the key words or expression given in the brackets.

1. 本书无意成为一本完整的计算机科学方面的书籍。(set out to be)
2. 这本书的一大特点是它提供了大量的练习。(feature)
3. 正如其书名所示, 本书的目的是介绍苏格兰。(title, imply, aim, introduce)

● Word builder

Give the corresponding English words to match the Chinese ones which are all preface-related.



● Function patterns

Review the following sentence patterns related to the topic of Preface.

1. The purpose/aim of (the present book) is to introduce (the student) to (some of the basic concepts of ...).
2. The purpose (of the present book) is twofold.
3. This book has arisen from (a project to improve ...).
4. This book (does not) set out to (be a complete grammar ...).
5. The book is intended/designed for (computer students).
6. An attempt is made to (describe the structure of ...).
7. The material is organized with a view to (creating a textbook ...).
8. The material (in Chapters 1–4) has been found to be suitable for (a one-term course for ...).

9. The material (in Chapters 7–13) has also formed the basis of (a course for graduate students).
10. This background material also serves to provide (the student) with (illustrations chosen from ...).
11. Some mathematical maturity is required for (a full understanding of ...).
12. The project team consisted of (ten professors from my university).
13. Full credit must be given to (the original project team) for (their creative industry and contribution).
14. Thanks are due to (the Administration of the National University of Singapore) for help and support.
15. Special acknowledgment is due to (the late Vice-Chancellor, Mr. Kwan Sai Keong), whose interest and enthusiasm enabled the project to be carried out.
16. Thanks are also due to (Mr. Ronald Ridout), who read the entire typescript and made a number of useful suggestions.

Part II Applied Writing

Business Letter

Specimen A

Peter & Mark
Unit 15 Carnegie Road
Calne, Wiltshire, SN11 9PS
United Kingdom

The Sales Manager
Rubber and Plastic Company
405 Piccadilly
London, WC2 4WW
United Kingdom

6 May, 1998

Dear Sir:

Could you please send me details of your **tubeless** tyres which are being advertised in **garages** around the country?

I would appreciate a **prompt** reply quoting trade prices.

Yours faithfully,

Zhang Gang
Zhang Gang

无内胎的
汽车修理厂
迅速的

● **Comprehension check**

Answer the following questions according to the letter.

1. What kind of letter is it?
2. What does the writer want to know?

Specimen B

A&C (Records) Ltd.

41- 43 Broadway, Manchester M2 5BP

Directors: J.Allen, P.D.Robins M.A., R.C.Frial

Reg No. 901107

Tel: 0618 324397

VAT No. 821 621531

Cable: ACRECMANCHESTER

Ref: JA/MR

12 May 1997

The Sales Department
Southern Importers Ltd.
Dane Street
Northam
Southampton SO9 4YQ

Dear Sirs:

We are a large **record** store in the centre of Manchester and would like to know more about the tapes and **cassettes** you advertised in this month's edition of "Hi-Fi News".

Could you tell us if the cassettes are **brand names**, or made by small independent companies, and whether they would be suitable for recording **classical** music or only **dictations** and messages? It would also be helpful if you could send us some **samples** and if they are of the standard we require, we will place **substantial** orders. We would also like to know if you are offering any trade **discounts**. Thank you.

Yours faithfully,

J. Allen

J.Allen

唱片

盒式磁带

高保真

名牌

古典的

口授

样品 / 大量的

折扣

● **Comprehension check**

Answer the following questions according to the letter.

1. What kind of letter is this one?
2. What is the writer interested to know?

Specimen C

Southern Importers Ltd.

Dane Street, Northam, Southampton SO9 4YQ

Directors: B.Lyndon, D.C.Crown

Telephone: 0703 16625

England 282533

Cable: SIMP

Telex: 312591 Reg. No.

VAT No. 243 761037

Your Ref: JA/MR

14 May 1997

Mr. J. Allen

A&C (Records) Ltd.

41-43 Broadway

Manchester M2 5BP

Dear Mr. Allen:

Thank you for your **enquiry** of 12 May in which you asked about the tapes we advertised in this month's edition of "Hi-Fi News".

The cassettes are **ferrous**-based and of high quality **chromium dioxide** which as you know means they would be suitable for any type of recording. They are "Kolby" products which is a brand name you will certainly recognise, and the reason their prices are so **competitive** is that they are part of a **bankrupt** stock that was offered to us.

Because of their low price and the small **profit margin** we are working on, we will not be offering any trade discount on this **consignment**. But we sell a wide range of cassettes and have enclosed a price list giving you details of trade, quantity, and cash discount on our other products.

We have sent, by **separate post**, samples of the advertised cassettes and other brands we **stock**, and would urge you to place an order as soon as possible as there has been a huge **response** to our advertisement. Thank you for your interest.

Yours sincerely,

B.Lyndon

B.Lyndon

询价

含铁的 / 二氧化铬

有竞争力的 / 破产

利润幅度

货物

单独邮寄

存货

回应

Encl. price-list

● Comprehension check

Answer the following questions according to the letter.

1. What's the purpose of this letter?
2. Why are the prices so competitive?
3. Is there any discount offered for the bankrupt stock?
4. What did the writer urge Mr. Allen to do?

Specimen D

Satex S.P.A.

Via di Pietra Papa, 00146 Rome
Telephone: Rome 769910

Your Ref: Inq. C351

Our Ref: D/1439

21 February 1994

Mr. L. Crane, Chief Buyer
F. Lynch & Co.
Nesson House Newell Street
Birmingham B3 3EL
UNITED KINGDOM

Dear Mr. Crane:

We are pleased to receive your enquiry, and to hear that you liked our range of sweaters. There would certainly be no trouble in supplying you from our wide selection of **garments** which we make for all age groups.

We can offer you the quantity discount you asked for which would be 5% off net prices for orders over \$2 000, but the usual **allowance** for a trade discount in our country is 15%, and we always deal on payment by **sight draft, documents against payment**. However, we would be prepared to review this once we have **established** a firm trading association with you.

Enclosed you will find our summer catalogue and price list **quoting prices CIF** London.

We are sure you will find a **ready sale** for our products in England as have other **retailers** throughout Europe and America, and we do hope we can reach an agreement on the terms quoted.

Thank you for your interest, and we look forward to hearing from you soon.

Yours sincerely,

D. Causio

D. Causio

Encl.

服装

给予

即期汇票

付款交单

建立 / 关系

随函附上 / 报价

抵岸价

畅销

零售商

● Comprehension check

Answer the following questions according to the letter.

1. Is this an enquiry or a quotation letter?
2. What line of products is the buyer interested in?
3. What's the way payment is usually made?
4. What is enclosed with the letter?

● Simulated writing tasks

Task 1 You are given two letters to complete by filling in the blanks with the proper words or expressions you have learnt.

Letter A

3 May 1998

Dear Mr. Allen:

We are _____ to receive your enquiry and to hear that you were _____ in the wide _____ of sweaters which we make for teenagers. _____ you will find our latest catalogue and price list _____ FOB Tianjin.

Thank you for your interest, and we _____ hearing from you soon.

Yours sincerely,

Lee Tong

Lee Tong

Letter B

12 August 1998

Dear Sir:

We are a leading shipbuilding company in China, and we are very much interested in your CONTACT LUBRICATION(润滑) _____ in this year's "Ship" magazines.

_____ you _____ send us details of your CONTACT LUBRICATION and let us know the FOB _____ Southampton as well as your _____ of payment? And it would also be _____ if you could tell us your delivery date. Thank you.

Yours faithfully,

I. Log

I, Log