



21世纪立体化高等院校规划教材 · 英语系列

# 英语同声打字

曹曼主编

English



南京大学出版社



含光盘1张



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# 英语同声打字

## English Audio-typing

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## 内 容 简 介

本教材旨在培养和训练学生英语听力和英语同声打字能力。目的是为了提高学生的英语听力水平和计算机键盘输入速度,巩固学生所学的英语专业所涉及的商务、旅游、文秘、新闻等各方面的知识。通过学习本教材,学生可以进行各种同声打字训练,完成各种英语情境下的同声打字任务。

本教材应用性极强,同时对英语听力和计算机操作能力要求较高。本教材适用于高等院校英语、商务英语及相关专业的学生使用,也可作为英语爱好者的学习参考用书。

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# 前言

当今社会飞速发展,对同时具备扎实的英语专业基础、熟练的计算机操作能力,并且熟悉和了解相关专业知识的人才提出了迫切需求。为了满足时代、英语学科发展及人才培养的需要,我们编写了本教材。

本教材是集学生英语听力训练、英语打字能力训练于一体,结合商务、旅游、文秘等领域的专业知识而编写的英语实训课教材。在教材中,我们除了对学生进行国际通用指法训练、短语听打训练、短句听打训练、长句听打训练和段落听打训练外,还结合商贸运作过程,就商务询价、报盘、订货、发货、售后服务等过程中所用到的信函、谈判、合同等各类英文原稿进行听打训练。此外,本教材还涉及广告、旅游、新闻和文秘等文体和格式的同声听打训练。旨在通过英语同声听打训练,提高学习者英语听力水平,巩固英语专业各方面知识,提高计算机打字速度,使学习者更好地适应社会需求。

本教材分为六大部分,第一部分为打字基础部分,主要介绍打字的基本要领、指法训练方法、同声打字的基本术语及信函的基本格式;第二部分为听打英语便函、电话留言、会议纪要和公司报告;第三部分为商务谈判,涉及邀请和建立业务关系、询问与回复、报盘与还盘、订单等;第四部分为商务信贷,涉及支付、发货、售后服务及合同;第五部分为广告、旅游、新闻和文秘等;第六部分为现场模拟训练,模拟真实会议、访谈、演讲等,使学习者在真实环境下进行同声听打训练。

本教材训练的主要形式是句子、段落和篇章,包括书信、对话、电话记录、便函、报告、合同、电传、表格、图表等。每个章节分为两部分:第一部分为预习部分,包括生词练习、句子练习、段落练习、短文或对话练习;第二部分为听打训练部分,包括简单句子练习、复杂句子练习、段落练习、短文或对话练习及注释。该门课程共 72 学时,每周 4 学时,学习者既可以在老师指导下按章节依次进行听打训练,也可以自主进行。在教学中,老师可以适当引入同声打字学习策略训练,如笔记策略、键盘操作策略等,以让学生更好地掌握英语同声打字技能。经过训练,当学习者的键盘输入速度达到每分钟 240 字符或以上时,通过同声打字策略的介入,学习者可以完成一般商务场合下的英语同声打字任务。

本教材由曹曼担任主编,刘晖、刘敏、杜领利、崔艳萍担任副主编。编写人员具体分工如下:刘敏、张蓓编写第 1 章;刘晖编写 2.1 节和 2.2 节;胡蝶编写 2.3 节和 2.4 节;王志红编写 3.1 节和 3.2 节;欧秋耘、徐格编写 3.3 节、4.1 节和 4.2 节;喻侯林编写 3.4 节;曹曼编写 4.3 节和 4.4 节;张勇编写 5.1 节和 5.2 节;黄以斌和冯婷编写 5.3 节和 5.4 节;杜领利和崔艳萍编写第 6 章。

由于编者水平有限,教材中难免有不足之处,敬请读者批评指正。

编者

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## **Chapter 1**

# **Typing Elements (打字基础)**

### **1.1 The Main Points and Fingering(打字的基本要领及指法)**

#### **Part One Warming-up**

**Type the following paragraphs into a computer without looking at the keyboard and mark out your time.**

1. In January, Microsoft said it needed to resort to its first mass layoffs, cutting 5,000 jobs, and on Thursday it announced it would do away with merit pay increases for employees in the next fiscal year.

2. Federal Reserve Chairman Ben Bernanke told Congress Tuesday that the economy should pull out of a recession and start growing again later this year. Still, rising unemployment, sinking home values and cracked nest eggs will still weigh on consumers' willingness to spend freely.

3. "U. S. -China relations is a mutually beneficial and win-win relationship rather than a zero-sum game," Zhou told the conference, which was held to commemorate the 30th anniversary of U. S. -China diplomatic relations.

#### **Section A The Formation and Function of a Keyboard(键盘的构成与功能)**

计算机键盘是用户向计算机输入信息控制计算机操作的主要输入设备,主要由5个部分组成:功能键区、主键盘区(也称打字键区)、编辑键区、状态指示区和辅助键区(也称数字键区)。功能键区(共13个)在键盘的第一排包括 Esc 键、F1—F12 键。主键盘区(共61个)包括字母键 A—Z 共26个,数字键 0—9 共10个,符号键和其他一些功能键共25个。编辑键区(共13个)包括上(↑)、下(↓)、左(←)、右(→)4个方向键及其上方的9个键。辅助键区(共17个)包括 0—9 共10个数字键及其他7个功能键。

键盘布局如下图所示。





## Section B The Functional Keys on the Typing Keypad(主键盘区主要功能键)

Backspace	后退键。删除光标前面的字符。
Enter	回车键,也称换行键。将光标移至下一行的行首。
Shift	换档键。与字母键同时按下时可打出大写字母;与数字键或符号键同时按下时可打出该键的上部符号。
Ctrl	控制键。必须与其他键配合使用。
Alt	选择功能键。必须与其他键配合使用。
Tab	跳格键。将光标右移到下一个跳格位置。
Caps Lock	锁定键。将英文字母锁定为大写状态。
空格键	输入空格。

功能键区 F1—F12 的功能根据具体操作系统或应用程序而定,在我们编辑 Word 文档时一般不会使用它们。

## Section C The Functional Keys on the Editing Keypad(编辑键区主要功能键)

Print Screen SysRq	屏幕截图键。复制当前屏幕上所显示的所有内容。
Scroll Lock	屏幕锁定键。按下此键屏幕停止滚动,直到再次按此键为止。
Pause Break	暂停键。按下此键,暂停系统运行(屏幕停止滚动)。
Insert	插入改写键。按下此键,输入文字时将删除光标后的字符。
Home	此键可将光标移至行首。配合 Ctrl 键使用时,可将光标移至文档开头。
Page Up	上翻页键。按下此键光标移至上一页。
Delete	删除键。按下此键将删除光标后的字符。
End	按下此键,光标将移至行尾。配合 Ctrl 使用时,可将光标移至文档末尾。
Page Down	下翻页键。按下此键时,光标将移至下一页。

## Section D The Shortcut Keys and Their Functions Used in Word(编辑 Word 文档时常用的快捷键及其功能)

Ctrl + A	将两键同时按下,可选中当前编辑文档的所有内容。
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Ctrl + B	将两键同时按下,可将选中的内容变为粗体。
Ctrl + I	将两键同时按下,可将选中的内容变为斜体。
Ctrl + C	将两键同时按下,可将选中的内容复制到剪贴板中。
Ctrl + X	将两键同时按下,可将选中的内容剪切到剪贴板中。
Ctrl + V	将两键同时按下,可将剪贴板中的内容复制到光标处。
Ctrl + F	将两键同时按下,可打开“查找和替换”对话框。
Ctrl + N	将两键同时按下,可建立一个新文档。
Ctrl + P	将两键同时按下,可打开“打印”对话框。
Ctrl + S	将两键同时按下,可对当前编辑文档进行保存。
Ctrl + Z	将两键同时按下,可撤销上次操作。
Ctrl + Shift	将两键同时按下,可对输入法进行转换。
Ctrl + Enter	将两键同时按下,可将光标移至文档下一页。
Shift + 字母键	将两键同时按下,可输入大写字母。
Alt + F4	将两键同时按下,可关闭当前活动窗口。

## Part Two English Touch System(英文打字指法)

3

打字时,我们除了要对键盘特别熟悉外,还必须掌握正确的打字指法。只有掌握了正确的指法,我们的打字速度才能得以提高。

打字时,每个手指都有各自的分工,都分配有基本键。除拇指外,其余的8个手指分别放在基本键上,拇指放在空格键上,十指分工,包键到指,分工明确。

“,”、1,Tab,Caps Lock,Shift,Ctrl,Alt,Q,A,Z键位由左手小指负责;2,W,S,X键位由左手无名指负责;3,E,D,C键由左手中指负责;4,R,F,V,5,T,G,B键由左手食指负责;6,Y,H,N,7,U,J,M键由右手食指负责;8,I,K,“,”键由右手中指负责;9,O,L,“.”键由右手无名指负责;空格键由大拇指负责;其余的键由右手小指负责。具体如下图所示。



**注意:**准备打字时,我们的手指(大拇指除外)要轻轻地放在键盘的基本键位上(A,S,D,F,J,K,L,“,”),左手食指放在F键上,左手中指、无名指、小指分别放在D,S,A键上,右手食指放在J键上,右手中指、无名指、小指分别放在K,L,“,”键上。在敲击其他键后,手指应该迅速回到基本键位上。在停止打字的状态下,手指始终要保持在基本键位上。



## Part Three Correct Typing Posture(正确的打字坐姿)

打字时,我们一定要有正确的坐姿,如果坐姿不正确,不但容易疲劳,而且还很容易出错。正确的打字姿势为:

1. 两脚平放在地上,腰部挺直,两臂自然下垂,两肘贴于腋边;
2. 身体可略倾斜,离键盘的距离约为 20 cm ~ 30 cm;
3. 打字的材料或文稿放在键盘的左边,打字时眼观文稿,身体不要跟着倾斜;
4. 同声打字时,思想一定要高度集中。

## Part Four Basic Fingering Practice(基本指法练习)

### Section A 字母练习

#### ◆ 对 a,s,d,f,j,k,l,“;”的练习

asdf	asdj	asdk	asdk	sadf	sadj	sadk
sadl	dasf	dasj	dask	dasl	fdad	fasd
fdad	fjkl	fjka	fjks	fjkd	fjkj	aass
ss;dd	d;dff	ffjj	jjk;k	k;kll	kl;d	df;j

#### ◆ 对 a,s,d,f,g,h,j,k,l,“;”的练习

asdfg	asdfh	asdfk	asdfl	sdfga	sdfha	sdfja
dsafg	dsfgkj	sdfgkl	ghjkl	sdfgh	dfghj	fjghk
lkjh	ljhg	lasdf	kasdf	glkas	ghjkd	jkefg
jdsfl	lghjs	sjkgh	dfjkh	hfksl	ghj;g	as;g;k

#### ◆ 对 q,w,e,r,t,y,u,i,o,p 的练习

qwertl	qwerty	qeruip	wuriep	rutico	qieuru	yitoew
urueoi	reieoo	ruioiw	qpeori	ruieow	ieiuwo	tuieow
gowue	rueiwe	rptoru	rtueiw	qoeiru	turyei	turieo
puoyil	iutyre	uywtq	riotorp	wueur	tuyyeo	riwoqp

#### ◆ 对 z,x,c,v,b,n,m 的练习

zxcvb	zcvbn	zxevn	zvnbn	zmxnc	vbenx	cmzcb
zcvnm	mnbcv	mxbcv	zxnmnb	cvmax	xcmaz	cvbnx
vnexm	zxcvb	vbcnx	mnxcv	bvnxz	nbxmv	nbxcv
mznxc	nxcbz	bvnmx	xcbvz	vbncx	ncmxb	xmvnz

#### ◆ 对 A—Z 键及符号键的练习

qdweu	wsjdeu	fyurhr	njuyh	nkilow	khgre	vedwy
hytrdb	vdetyu	wsfgtr	jhyftv	knyrdc	iklotr	vryjjbe
vfrhkj	rdewsh	vgtrhu	njktrf	wsgrfj	bvrgty	cfujmn
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## Section B 单词练习

## ◆ 单词练习 1

joyial	behalf	nearby	pigsty	fabled	yellow
purely	should	sandal	blazed	labour	thresh
follow	jasper	cattle	colour	fifth	intend
future	evolve	hourly	weekly	monthly	mother
little	rundle	distal	around	Easter	useful

## ◆ 单词练习 2

facile	Friday	filthy	bidder	reason	jerkin
noodle	nick	nuzzle	voice	foiled	toggle
boding	board	ticker	hallow	treat	yester
Jewish	blame	boxer	yuppie	ticket	hollow
unease	tedium	vision	rubbish	turkey	menu

## ◆ 单词练习 3

north	zero	essay	next	giant	handle
house	tramp	three	rough	sexy	eleven
height	brisk	annul	civil	south	temp
differ	golden	rosy	cubbish	quest	wives
often	exam	error	chief	night	Kodak

## ◆ 单词练习 4

festival	prankish	roughish	official	distress	hungrily
pockmark	speedily	therefore	quantity	Japanese	velvet
vigilant	neighbouring	learning	follower	dwarfish	Xanthippe
yearbook	Zululand	zealotry	embitter	electrical	jealousy
zodiacal	tangible	dynamite	citified	branched	hysteria

## ◆ 单词练习 5

tortuous	manufacture	housewife	hospital	handmade	magnificent
maroons	salable	embroidered	catalogue	business	insurance
reasonable	possibility	importance	anticipate	meantime	presently
equipment	workman	information	including	exporters	handbags
producers	equipment	underground	yesterday	shipment	colouring

## Section C 句子练习

## ◆ 句子练习 1

1. I am always suspicious of anyone who wants to sell me something on the cheap.
2. He is the only successor among his brothers.



3. Boeing 747 plane is a huge, luxurious supersonic passengers' plane.
4. Dolphins can be useful for the submarine explorations if trained properly.
5. They still remembered each other after a stretch of twenty years.
6. We have striven to the full to convince him, but we have made no headway.
7. Susan likes to stroll around the flea market on the chance of picking up something of value.
8. Sociology deals with the facts of crime, poverty, marriage, divorce, the church, the school, etc.
9. The perennial conflict between national egoism and international solidarity becomes more and more visible.
10. Many scientists remain skeptical about the value of this research program.
11. The liquid is purified by passing it through charcoal.
12. What are the prospective returns from an investment of 20,000 over three years?
13. The delegation decided to prolong their visit time by five days.
14. Although this area is very poor now, its potential wealth is great.
15. X-ray is a practicable way of discovering diseases.
16. The tourists were preceded by their guide.
17. She preceded her speech with welcome to the guests.
18. Mike should get a lawyer to plead his case.
19. The principles of the two methods are completely polar.
20. This country is now practically occupied by the armed forces of the U. S. A.

### ◆ 句子练习 2

1. The way he writes about the disease that killed her is simply obscene.
2. Taxes are an obligation which may fall on everybody.
3. He tried to prevent the marriage but it took place notwithstanding.
4. My trip throughout the world made an interesting narrative.
5. If you neglect this property, it will depreciate.
6. He doesn't manifest great interest in his business.
7. Katrina has been lured to the Middle East by the promise of high wages.
8. The magnitude of the epidemic was frightening.
9. Some people go back for their education to acquire another degree or diploma to impress the society.
10. Treading on any part of this floor activates the alarm system.
11. His work was not innovative, but it attracted and activated others.
12. There are moral principles by which society coheres.
13. An adequate water supply for city people is already a problem no government can take lightly.
14. Even the youngest musician could realize the quality of this youthful voice.
15. A spoiled child is often a child that has been idolized by his parents.



16. Our club is affiliated to a national organization of similar clubs.
17. The weather bureau declares that the rain is going to stop.
18. We can afford the house if we save our pennies.
19. If I was obliged to define politeness, I should call it the art of making oneself agreeable.
20. Her various wages for the year aggregated \$ 1,500.

### ◆ 句子练习 3

1. The mistakes of the ministers provided perfect ammunition for their political enemies.
2. Let me amplify so that you will understand the overall problem.
3. There is an analogy between the way water moves in waves and the way light travels.
4. A man who always anticipates his income can never save or become rich.
5. The residents in the neighborhood all applauded the council's decision to close the small dye factory.
6. This encyclopedia has a supplement covering recent events.
7. Withdraw from the political arena! The world is an arena of moral conflict.
8. John is so arrogant that he thinks he is better than everybody else.
9. He gave me a definite assurance that the repairs would be finished tomorrow.
10. Is that an authentic painting from Picasso or a modern copy?
11. The harvest is better on an average this year.
12. We tried and tried, but it was all to no avail, we failed.
13. A summer at the seashore benefits the entire family.
14. The earth rotates about an axis between the North Pole and the South Pole.
15. To do the job, you must have at least a bachelor degree in science.
16. The old woman from the country was bewildered by the crowds and traffic in the big city.
17. They prepared a special dinner which was so elaborate as to become a banquet.
18. It is not the quantity of the food, but the cheerfulness of the guests that makes the feast wonderful.
19. The remote barren land has blossomed into rich granaries.
20. These are the last batch of letters to be answered.

### ◆ 句子练习 4

1. His birth background biases him against businessmen.
2. The future of this firm will be very bleak indeed if they can't devise new models of products.
3. Without my glasses I blundered into the wrong room.
4. No one else could look more beautiful than she when she was flushed from the fire.
5. Every purchaser of a pound of coffee received a box of cookies as a bonus.
6. A trivial misunderstanding caused a breach between them.
7. Our mutual understanding and cooperation will certainly result in important business.
8. Surgeons have made a great breakthrough in the kidney transplantation.



9. Lack of achievements in work sometimes breeds pessimism.
10. The murderer tried to bribe the judge into convicting him of being unguilty.
11. He budgeted for all his expenses in the coming year.
12. By this time next year you ought to have a very good knowledge of English.
13. We sailed round the cape to shelter from the storm.
14. I didn't understand the drawing until read the caption.
15. Many people would like to see all captive animals set free.
16. The corner grocery was a casualty of the expanding supermarkets.
17. The war was a terrible catastrophe in which many people died.
18. There are some diseases which cannot be caught by a person who has already had it.
19. The priest favored sending Catholic children to Catholic schools.
20. The census enumerated eighty-six persons over one hundred years old in this mountain area.

## ◆ 句子练习 5

1. The crowd's chant was "More Jobs! More Money!".
2. We never cherish any unrealistic fancies about those desperate criminals.
3. He produced a board, onto which his secretary had clipped all the important documents.
4. The clearance between the bridge and the top of the car was only ten feet.
5. His election to the manager was the climax of his career.
6. I am determined to face the challenge whatever may come to me.
7. The building was built to commemorate the Fire of London.
8. One should refrain from applause during a debate.
9. I argued with her for a long time, but she refused to listen to the reasons.
10. He and his wife cheated every one with whom they had dealings.
11. An accident has disrupted railway services into and out of the city.
12. The noises of cars passing along the road is a continual disturbance to our quiet at home.
13. I think the present armed clash on the boarder was a diversion to make their people forget the internal difficult economic situation.
14. Hong Kong offers lots of diversions for every type of person.
15. The U. S. A. conquered many countries and controlled them as domains for political and economic development.
16. The newspaper extracted several passages from the speech and printed them on the front page.
17. These superstitious practices should be abolished as soon as possible.
18. He has flushed with excitement when he learned that he had won the first prize.
19. The treaty will give an impetus to trade between Russia and China.
20. The Export Commodities Fair was inaugurated the day before yesterday.

## Section D 文章练习

## ◆ 文章练习 1

## Yellow Crane Tower

Yellow Crane Tower is an imposing pagoda close to the Yangzi River. Situated at the top of



Sheshan(Snake Hill), in Wuchang, the tower was originally built at a place called Yellow Crane Rock projecting over the water, hence the name. Over the centuries the tower was destroyed by fire many times, but its popularity with Wuhan residents ensured that it was always rebuilt. The current tower was completed in 1985 and its design was copied from a Qing Dynasty(1644—1911) picture. The tower has 5 stories and rises to 51 meters covered with yellow glazed tiles and supported with 72 huge pillars, it has 60 upturned eaves layer upon layer. It is an authentic reproduction of both the exterior and interior design, with the exception of the addition of air-conditioning and an elevator.

### ◆ 文章练习 2

#### Shangri-La Hotel

Consistently being voted as the finest hotel in the world, Island Shangri-La is centrally located in the heart of Hong Kong. Towering 56 floors above Victoria Harbour, it has direct access to Pacific Place—the island's most prestigious shopping and entertainment complex. The rooms and suites of this luxurious hotel are among the largest in Hong Kong and each offers breathtaking views of the city and famous harbour. Its award-winning restaurants bring an exquisite dining experience for the culinary epicurean. The hotel also features the world's largest Chinese silk painting, "the Great Motherland of China" in its atrium.

### ◆ 文章练习 3

#### The Language of Music

A painter hangs his or her finished pictures on a wall, and everyone can see it. A composer writes works, but no one can hear it until it is performed. Professional singers and players have great responsibilities, for the composer is utterly dependent on them. A student who majors in music needs as long and arduous a training to become a performer as a medical student needs to become a doctor. Most training is concerned with technique, for musicians have to have the muscular proficiency of an athlete or a ballet dancer. Singers practice breathing every day, as their vocal chords would be inadequate without controlled muscular support. String players practice moving the fingers of the left hand up and down, while drawing the bow to and fro with the right arm—two entirely different movements.

Singers and instruments have to be able to get every note perfectly in tune. Pianists are spared this particular anxiety, for the notes are already there, waiting for them, and it is the piano tuner's responsibility to tune the instrument for them. But they have their own difficulties; the hammers that hit the string have to be coaxed not to sound like percussion, and each overlapping tone has to sound clear.

This problem of getting clear texture is one that confronts student conductors; they have to learn to know every note of the music and how it should sound, and they have to aim at controlling these sound with fanatical but selfless authority.

Technique is of no use unless it is combined with musical knowledge and understanding. Great artists are those who are so thoroughly at home in the language of music that they can enjoy per-





forming works written in any century.

#### ◆ 文章练习 4

### British Pub Culture

Visitors to Britain may find the best place to sample local culture is in a traditional pub. But these friendly hostelries can be minefields of potential gaffes for the uninitiated.

An anthropologist and a team of researchers have unveiled some of the arcane rituals of British pubs—starting with the difficulty of getting a drink. Most pubs have no waiters—you have to go to the bar to buy drinks. A group of Italian youths had been waiting 45 minutes before they realized they would have to serve themselves. This may sound inconvenient, but there is a hidden purpose.

Pub culture is designed to promote sociability in a society known for its reserve. Standing at the bar for service allows you to chat with others waiting to be served. The bar counter is possibly the only site in the British Isles in which friendly conversation with strangers is considered entirely appropriate and really quite normal behaviour. “If you haven’t been to a pub, you haven’t been to Britain.” This tip can be found in a booklet—*Passport to the Pub: The Tourists’ Guide to Pub Etiquette*, a customers’ code of conduct for those wanting to sample “a central part of British life and culture”. The trouble is that if you do not follow the local rules, the experience may fall flat. For example, if you are in a big group, it is best if only one or two people go to buy the drinks. Nothing irritates the regular customers and bar staff more than a gang of strangers blocking all access to the bar while they chat and dither about what to order.

#### ◆ 文章练习 5

### Bern

As the Swiss capital, Bern is an important city of diplomats and the site of many international organizations and meetings. It’s one of the oldest and loveliest cities in Europe, with origins going back to the 12th century. Since much of its medieval architecture remains today, Bern evokes the feeling of a large provincial town rather than a city. In 1983, the United Nations declared it a World Cultural Landmark.

Over the years the city landscape has been praised by many famous visitors, including Horace Walpole, who called it “the most fair city”. Dorothy, sister of William Wordsworth, gushed, “There is a beautiful order, a solidity, a gravity in this city, which strikes one at first sight and then never loses its effect.”

The modern mingles harmoniously with the old in this charming city, and in recent years residents have discreetly added contemporary-style homes and structures to the historic environment. Such coexistence between the old and the new is also evident in Bern’s university, known equally for traditional studies and pioneering scientific research.

Bern joined the Swiss Confederation in 1353. In 1848, it replaced Zurich as the seat of the federal government. The city stands on a thumb of land that’s bordered on three sides by the Aare River, hence the several bridges connect various sections of the city.

Market days in Bern—ideal time to visit—are Tuesday and Saturday. People from the outlying