



高职高专“十一五”规划教材

新时代 **New Times**

大学英语

综合练习

College English

主编 程晓东 滕蔓

3



航空工业出版社

高职高专“十一五”规划教材

新时代大学英语

综合练习 (3)

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内 容 提 要

本系列教材依据教育部《高等职业教育英语课程教学要求（试行）》，贯彻实用为主、够用为度、与时俱进的编写理念，结合一线教学实践进行编写。为充分调动学生学习英语的积极性，全面提升听、说、读、写、译等能力，本系列教材融入了视、听、说、演、练等多种教学方式，内容丰富、题材多样、定位准确、重点突出。

《新时代大学英语综合练习（3）》是配合《新时代大学英语综合教程（3）》编写的同步练习用书，供学生复习、巩固与拓展综合教程中所学到的语言技能和知识，提高学生的英语语言应用能力。

本书可作为高职高专院校公共英语课程的学习辅导书，也可供广大英语爱好者自学参考。

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前言

随着我国高等职业教育的进一步发展,高职高专教育已占据了高等教育的半壁江山。《新时代大学英语》系列教材依照教育部《高等职业教育英语课程教学要求(试行)》,本着以就业为导向、实用为主、够用为度、全面提升英语应用能力的原则进行设计、编写。本系列教材打破传统教材编写模式,结合一线教学实践,吸收国外优秀教材之优点,融入全新的教育理念和科学的教学方法,在实用性、适度性、趣味性和时代性等几个方面特色鲜明。

★ 实用性

教材内容贴近实际,以学生的日常生活和职场交际为着眼点,使学生在循序渐进的听、说、读、写、译等训练中提升语言的应用能力,真正做到学以致用。

★ 适度性

教材打破传统的单一结构性的束缚,依据学生的接受能力和实际需求选取学习内容,层次分明,难易适度,能够满足不同基础学生的学习需要。

★ 趣味性

教材板块设计灵活、多样;情境设置易于操作,有助于学习兴趣的提高,使学生主动参与到课堂的学习当中,建立互动的教学模式。

★ 时代性

教材所选文章内容紧扣时代脉搏,涵盖当前社会热点、重大事件和流行话题等诸多方面,能够使学生在熟悉的背景之下进行英语学习,激发学习热情,提升学习效果。

我希望教材能够受到学习者的欢迎,更希望能够得到同行专家的批评指正,以更好地满足广大学习者的需求,适应新时期高等职业教育发展的需要。

北京语言大学外国语学院
副院长



二〇一〇年三月三十日

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Unit 1 Job Hunting

Part I Listening Comprehension (15 minutes)

Directions: *This part is to test your listening ability. It consists of 3 sections.*

Section A

Directions: *This section is to test your ability to understand short dialogues. There are 5 recorded dialogues in it. After each dialogue, there is a recorded question. Both the dialogues and questions will be spoken only once. When you hear a question, you should decide on the correct answer from the 4 choices marked A, B, C and D.*

- | | |
|----------------------------------------------------|-----------------------------------------|
| 1. A. The company will employ her. | B. The woman doesn't know the result. |
| C. The woman turned the company down. | D. The company won't employ her. |
| 2. A. She suggested learning to rest. | B. She suggested the man express a lot. |
| C. She suggested working hard. | D. She suggested the man prepare a lot. |
| 3. A. He's a writer. | B. He's a police. |
| C. He's a waiter. | D. He's a teacher. |
| 4. A. He wants to earn lots of money. | B. He wants to live on his own. |
| C. He wants to open a company. | D. He wants to gain some experience. |
| 5. A. Ten paid holidays and full medical coverage. | |
| B. Two paid holidays. | |
| C. 75% medical coverage. | |
| D. Three paid holidays and full medical coverage. | |

Section B

Directions: *This section is to test your ability to understand short conversations. There are 2 recorded conversations in it. After each conversation, there are some recorded questions. Both the conversations and questions will be spoken two times. When you hear a question, you should decide on the correct answer from the 4 choices marked A, B, C and D.*

Conversation 1

6. A. The woman will graduate in two months.
B. The woman will graduate in three months.

- C. The woman will graduate in three weeks.
D. The woman will graduate in two weeks.
7. A. Write an application letter. B. Take the job.
C. Write a resume. D. Take the interview.

Conversation 2

8. A. To match his personal details against new jobs.
B. To know more about the man.
C. To give the man's personal details to companies.
D. To let the companies contact with the man.
9. A. He'll have to wait for a few days. B. He'll have to wait for three days.
C. He'll have to wait for a month. D. It's hard to tell.
10. A. Check the daily newspapers by himself. B. Ask his friends for help.
C. Ask his relatives for help. D. Read a lot of books about job hunting.

Section C

Directions: This section is to test your ability to comprehend short passages. You will hear a recorded passage. After that you will hear five questions. Both the passage and the questions will be spoken two times. When you hear a question, you should complete the answer to it with a word or a short phrase (**in no more than 3 words**). The questions and the incomplete answers are printed in your test paper. Now the passage will begin.

11. What's the passage mainly about?
The passage is mainly about _____ that can be gained while still in school.
12. What did the US Department of Labor want to find out?
The US Department of Labor wanted to find out what kinds of skills people need in _____.
13. What's the meaning of "working in a team"?
The meaning of "working on a team" is to learn how to _____.
14. According to this passage, what kind of workers do many companies need?
Many companies need workers who have specific _____ skills.
15. Why does a monitor show stronger leadership in his future work?
Because he often organizes _____ for the class.

Part II Structure (15 minutes)

Directions: This part is to test your ability to construct grammatically correct sentences. It consists of 2 sections.

Section A

Directions: *In this section, there are 10 incomplete sentences. You are required to complete each one by deciding on the most appropriate word or words from the 4 choices marked A, B, C and D.*

16. The reason why he didn't come to school was _____ ill.
A. due to
B. that he fell
C. because he fell
D. because of falling
17. His first question was _____ Tom had arrived yet.
A. if
B. that
C. whether
D. what
18. One of the requirements for a fire is that the material _____ to its burning temperature.
A. is heated
B. will be heated
C. be heated
D. would be heated
19. Output (产量) is now six times _____ it was before 1990.
A. that
B. what
C. that which
D. of that
20. I've come from the government with a message _____ the meeting won't be held tomorrow.
A. if
B. that
C. whether
D. which
21. Knowing _____ his father would come back soon, he tidied up the room.
A. that
B. from
C. what
D. of
22. The order _____ the prisoner be set free arrived too late.
A. which
B. whether
C. that
D. what
23. The nurses are trying their best to reduce the patient's fear _____ he would die of the disease.
A. that
B. as
C. of which
D. which
24. He often asked me the question _____ the work was worth doing.
A. whether
B. where
C. that
D. when
25. It is absolutely unfair that these children _____ the rights to receive education.
A. deprive from
B. will deprive from
C. are deprived of
D. deprived of

Section B

Directions: *There are also 10 incomplete statements here. You should fill in each blank with the proper form of the word given in the brackets.*

26. In Britain, packets of cigarettes come with a government health warning _____ (attach) to them.
27. He _____ (apologize) to her for not going to her party.
28. He stopped to take a sip (小口喝) of water and then _____ (resume) speaking.
29. He was _____ (stare) out over the fields.
30. I felt most _____ (insult) when they made me sit at a little table at the back.
31. Traffic was _____ (interrupt) by a snowstorm.
32. I can't _____ (evaluate) his ability without seeing his work.
33. They had a quiet wedding—only a few friends _____ (attend).
34. He _____ (neglect) that poor dog—he never takes him for walk or gives him any attention.
35. Age _____ (hinder) me from moving about.

Part III Reading Comprehension (40 minutes)

Directions: *This part is to test your reading ability. There are 5 tasks for you to fulfill. You should read the reading materials carefully and do the tasks as you are instructed.*

Task 1

Directions: *After reading the following passage, you will find 5 questions or unfinished statements, numbered 36 through 40. For each question or statement there are 4 choices marked A, B, C and D. You should make the correct choice.*

First time job seekers have the hardest time in finding their first job. The problem that many younger people have is that they simply don't know what they want to do once they have finished their education. Therefore, it's important for anyone leaving education, to understand their own strengths and to determine what their particular skills are.

The first step is to think of yourself as a person, rather than as the qualifications you got (or didn't). Companies usually employ younger people and students because they bring youth to the table. They'll do the jobs that experienced people don't want to do. They'll be keen to learn and will be moldable (可塑的) into the type of employee their boss need. Employing somebody out of education is often a great bet and the person is likely to be a longer serving employee than somebody with experience being recruited from another employer.

Next, come up with a CV or resume that is interesting to potential employers, based on what they'd like the employer to consider. If you have completed any kind of work (even volunteer work) during your student work, be certain to mention it and what you gained from it. Although a CV isn't the only factor in helping you find your first job, it's still a potential door-opener, so you should make it a document that becomes a compelling (引人注目的) sales tool for you.

36. According to the passage, what is the problem first time job seekers have?

- A. They don't know where to find a job.
- B. They don't know where to go.
- C. They don't know what to do after finishing education.
- D. They don't know how to find a job.

37. What is important for anyone who is going to graduate?

- A. To find a job.
- B. To have a graduation ceremony.
- C. To find out their own strengths.
- D. To be independent from their parents.

38. Why companies usually employ younger people and students?

- A. Because they bring youth to the table.
- B. Because they do the jobs others don't want to do.
- C. Because they are keen to learn and moldable.
- D. All of the above.

39. According to the passage, what should be included in your CV?

- A. Your work experience.
- B. How much you know about the employer.
- C. Your parents' job.
- D. A, B and C.

40. The author's attitude towards seeking a job is ____.

- A. optimistic
- B. pessimistic
- C. hard to tell
- D. not mentioned

Task 2

Directions: This task is the same as Task 1. The 5 questions or unfinished statements are numbered 41 through 45.

When you're looking for a new job, it's never enough to simply check newspapers and other publications. It's also important to develop alternative methods of generating leads.

1. Networking

This might just be one of the most effective ways to find out what jobs are available in your field. Networking means making contact with family, friends and neighbors as well as work

colleagues and associates. The more people who know you're looking for a job, the better. This is such an important point that it's good to create these kinds of contacts even if you're not looking for a job—the contacts you make may benefit you in the future.

2. Career Fairs

Job and career fairs are held fairly regularly, and many companies send one or two employees to these fairs to network and recruit the best candidates. Attending career fairs requires extensive preparation, since you'll need to find out what companies will be sending people. Research those companies, and then create strategies to talk to their representatives. These are usually very crowded events, so you really want to make sure that they remember you, too.

3. Online Job Listings

Online job sites can be a great resource if you use them effectively and selectively. However, the larger sites are not always the best. In fact, a study suggests that many Fortune 500 companies tend to publish job ads on corporate careers sites rather than the larger job boards and many companies in the health care sector, as well as IT and other industries tend to use corporate sites too.

41. When you are looking for a new job, you should check _____.
A. local papers
B. magazines
C. the internet
D. A, B and C
42. What does the word "generate" mean in the first paragraph?
A. cause
B. produce
C. make
D. get
43. Which of the following is NOT useful to you when you are trying to find a job?
A. Family and friends.
B. Your neighbors.
C. Fortune tellers.
D. Work colleagues and associates.
44. According to the passage, to attend job fairs, you need to _____.
A. prepare in advance
B. talk to your teachers
C. send your CV
D. do some research in your professional area
45. To find a job online, you need to check _____.
A. only the top sites
B. only the IT industries
C. corporate career sites as well as top sites
D. local paper ads

Task 3

Directions: The following is an article about good answers to some of the tough questions asked in job interviews. After reading it, you are required to fill in the corresponding blanks

below (No. 46 through No. 50). You should write your answers briefly (in no more than 3 words).

Here are good answers to some of the tough questions asked in job interviews. If you can smoothly supply answers like these during the interview, you are bound to make a good impression.

1. What is important to you in a job?

Mention specific rewards other than a paycheck, for example, challenge, the feeling of accomplishment, and knowing that you have made a contribution.

2. Why do you want to work for this organization?

Cite its reputation, the opportunities it offers, and the working conditions. Stress that you want to work for this organization, not just any organization.

3. Why should we employ you?

Point to your academic preparation, job skills, and enthusiasm about working for the firm. Mention your performance in school or previous employment as evidence of your ability to learn and to become productive quickly. If the job involves management responsibilities, refer to past activities as proof of your ability to get along with others and to work as part of a team.

4. How do you spend your leisure time?

Mention a cross section of interests that are active and quiet, social and solitary.

5. What didn't you like about previous jobs you've held?

Discuss the things you didn't like, but avoid making slighting reference to any of your former employers.

How to Cope With Some Tough Questions?

1. What is important to you in a job?

I prefer 46, the feeling of accomplishment.

2. Why do you want to work here?

I appreciate more the good reputation of the company, the opportunities it offers, and 47.

3. Why should we employ you?

Because I have academic preparation, 48 and enthusiasm about working for the firm.

4. How do you spend your leisure time?

I like 49, social and solitary activities.

5. Why do you leave your last job?

Discuss the things 50.

46. _____

47. _____

48. _____

49. _____

50. _____

Task 4

Directions: The following is a list of terms for job-hunting. After reading it, you are required to find the items equivalent to (与……等同) those given in Chinese in the list below. Then you should put the corresponding letters in brackets numbered 51 through 55.

- A. — career objective
- B. — employment objective
- C. — position wanted
- D. — deal with customers
- E. — position applied for
- F. — be promoted to
- G. — Personnel Manager
- H. — Area Representative
- I. — Personnel Supervisor
- J. — excellent Party member
- K. — excellent League member
- L. — academic records
- M. — Bachelor's degree
- N. — Master's degree
- O. — Doctor's degree
- P. — capable colleagues

Example: (B) 工作目标

(O) 博士学位

51. () 期望的职位

() 人事主管

52. () 优秀党员

() 学士学位

53. () 职业目标

() 申请的职位

54. () 有能力的同事

() 被提升为

55. () 与客户打交道

() 优秀团员

Task 5

Directions: There is a short passage about job-hunting below. After reading it, you should give brief answers to the 5 questions (No. 56 through No. 60). You should write your answers (no more than 3 words) on the line correspondingly.

When companies need new employees, they usually place advertisements in newspapers in order to attract as many applicants as possible. However, many large well-known companies hire new people frequently without putting advertisements in newspapers because they already have many resumes on file. Therefore, it is not always best to apply to companies that place ads in newspapers. A person looking for a job is advised to send his resume with a cover letter to a well-known company even if a position is not then open. He can follow up with a telephone call to inquire if his resume has been received and if any jobs are available. If the company has not a job vacancy at that time, he can ask them to keep his material on file and contact him in the future when something is available.

Sometimes if a company is not hiring at the time, a letter explaining that a position is not currently available will be sent. If a person send a letter and resume to a company that is not then hiring and later see an advertisement in the newspaper for a job with that company, he should call the company to make certain they have his material on file and will consider him for the position. So, a person has nothing to lose and everything to gain by sending his resume.

56. What do some companies usually do when they need new employees?

Some companies usually _____ in newspapers in order to attract as many applicants as possible.

57. Why don't many large well-known companies put advertisements in newspapers when hiring new people?

Because they already _____ on file.

58. What is advised to a person looking for a job?

A person looking for a job is advised to send his resume with _____ to a well-known company.

59. What might the company do if you send your resume to a company that isn't hiring at that time?

The company might write back and tell you that there was no _____ then.

60. What's the result of sending one's resume to companies?

The result of sending one's resume to companies is that the person has nothing to lose and _____.

Part IV Translation——English into Chinese (15 minutes)

Directions: This part, numbered 61 through 65, is to test your ability to translate English to Chinese. After each of the sentences numbered 61 to 64, you will read four choices of suggested translation marked A, B, C and D. Make the best choice. For the paragraph numbered 65, write your translation in the corresponding space.

61. When applying for a job, you have to hand in a resume. ()
A. 求职时, 你必须手拿一份简历。
B. 求职时, 你必须交一份简历。
C. 工作时, 你必须申请一份简历。
D. 你必须有一份适合工作的简历。
62. No sweet without sweat. ()
A. 一分耕耘, 一分收获。
B. 没有苦就没有甜。
C. 没有汗水就没有笑容。
D. 苦中作乐。
63. I value the experience far more than the financial reward. ()
A. 我既看重经验, 又看重金钱。
B. 金钱远不如经验来得重要。
C. 我看重经验, 不在乎金钱。
D. 比起金钱, 我更看重工作经验。
64. The interviewer's smile made me even more nervous than I already was. ()
A. 我本来就紧张, 一同面试的竞争者的微笑让我变得更加紧张。
B. 我本来不紧张, 面试官冲我笑使我变得很紧张。
C. 我本来就够紧张的了, 面试官的微笑让我觉得更不自然了。
D. 我本来不紧张, 一同面试的竞争者冲我笑使我觉得很不自在。
65. Finding new employees who will fit the need of the company is not always easy. First, the company must think carefully about the tasks involved in each job to be filled and about the skills, abilities, and knowledge a person must have in order to carry out those tasks successfully.
- _____
- _____
- _____

Part V Writing (25 minutes)

Directions: This part is to test your ability to do practical writing. You are required to write a resume according to the information given below.

王晓, 男, 1984 年 5 月 16 日出生, 未婚, 家住山东省青岛市太平路 162 号。2005 年以优异的成绩毕业于山东铁道职业技术学院信息技术系。大学三年期间一直学习英语, 有很好的阅读能力, 具备用英语交流的能力。喜欢游泳和网上冲浪。工作意向: 计算机程序员。

Words for reference: 优异成绩 outstanding marks; 网上冲浪 surf the Internet; 程序员 programmer

Resume

Unit 2 Career

Part I Listening Comprehension (15 minutes)

Directions: This part is to test your listening ability. It consists of 3 sections.

Section A

Directions: This section is to test your ability to understand short dialogues. There are 5 recorded dialogues in it. After each dialogue, there is a recorded question. Both the dialogues and questions will be spoken only once. When you hear a question, you should decide on the correct answer from the 4 choices marked A, B, C and D.

- | | |
|------------------------------------------------------|---------------------------------|
| 1. A. A computer programmer. | B. A computer engineer. |
| C. A scientist. | D. A mechanical engineer. |
| 2. A. The man's boss is excellent. | B. The man's boss is smart. |
| C. The man's boss is sensitive. | D. The man's boss is rigid. |
| 3. A. She suggested the man negotiate with his boss. | |
| B. She suggested the man work for her. | |
| C. She suggested the man adjust himself. | |
| D. She suggested the man change a job. | |
| 4. A. The man is satisfied with his job. | B. The woman is lazy. |
| C. The man is under great pressure. | D. The woman is the man's wife. |
| 5. A. He did a bad job. | B. He was injured. |
| C. He didn't get along well with the boss. | D. His boss is too rigid. |

Section B

Directions: This section is to test your ability to understand short conversations. There are 2 recorded conversations in it. After each conversation, there are some recorded questions. Both the conversations and questions will be spoken two times. When you hear a question, you should decide on the correct answer from the 4 choices marked A, B, C and D.