

2002年MBA联考辅导丛书

基础篇

# MBA

## 工商管理硕士 入学考试辅导 英语语法、词汇与 综合填空分册

曹晓玮 编著



中国人民大学出版社

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# 培养基本素质 提高应试能力

——2002 年人大版 MBA 联考辅导丛书出版说明

随着我国市场经济的快速发展和现代企业制度的逐步完善，MBA 这类专业人才越来越受到社会欢迎，报考 MBA 的热潮一浪高过一浪。2001 年，仅报考北大的考生就达 1 300 人，可见 MBA 联考竞争之激烈。对于广大考生来说，如何选择复习资料便成为一门学问；同时，作为辅导教材的编写者和出版者，研究 MBA 考试特点，研究 MBA 考生特点，编写出适合考生复习和提高了的辅导书，也是一项艰巨的工作。

有人说：MBA 是未来企业家的摇篮，因此，MBA 联考考场便成为遴选未来企业家的考场：如何选择那些具有企业家潜质的人一直是设计考试者的基本课题。MBA 联考不能仅考“背功”，而要更多地考查作为一个企业家的基本素质和基本能力。同时，由于 MBA 考生来自不同的工作岗位（要求有三年以上的工作经历），具有不同的专业背景，因此，对复习的要求也不尽相同。以上这些特点，也正是辅导教材编写者的基本出发点。

人大版 MBA 联考辅导丛书已经出版了五年，每一年我们都要根据大纲的变化、考题的变化、考生的变化修订教材，在考生中有很好的声誉。今年，我们更加深入地研究这些变化，制定了 2002 年修订方案。

首先，我们在原有教材的基础上，针对 2002 年考试大纲的变化和 2001 年 1 月考题的变化趋势进行修订。这部分教材作为整个 MBA 复习考试的“基础篇”出版。不论是管理、数学还是语文、

逻辑、英语，都侧重基本知识的介绍和练习，考生可以依据这套书系统学习相关课程；特别是那些存在相对薄弱科目的考生，如：那些本科学文、高等数学几乎从头学起，本科学理、逻辑语文相对较弱和本科从未接触过管理学的考生，更应首选这套书。“基础篇”将是考生系统复习的开始。这些书通俗易懂，简明扼要，并按章节进行循序渐进的练习。

在第一轮复习之后，我们今年将重点推出针对 MBA 常考知识点和命题思路编纂的辅导书——“提高篇”。这套书将分析各科的重点、难点，在前一阶段复习的基础之上，提高考生的应试能力和答题技巧。在考试中赢得高分是我们和考生的共同目标。

在以上两轮复习之后，我们还为考生设计了最后冲刺阶段的辅导资料——“冲刺篇”。数套模拟试卷，将使考生熟悉 MBA 考试，做好考前的心理准备，并发现自己的弱点和知识盲点，进一步巩固复习成果，同时进行提高做题速度的考前基本训练。

值得一提的是：对于 MBA 英语辅导书，我们也做了较大的调整。由于 MBA 考生逐步年轻化，英语水平不断提高，辅导书主要侧重于对 MBA 英语考试特点的分析，并针对这些特点进行强化训练。英语辅导书分为：《英语语法、词汇与综合填空分册》、《英语阅读分册》、《英语翻译与写作分册》。

总而言之，人大版 MBA 联考辅导丛书充分体现了培养考生基本素质、提高考生应试能力的宗旨，希望这套辅导丛书能成为广大考生的好帮手，使广大考生顺利赢得成为职业企业家的入场券。

## 前 言

我国自 1991 年始开设工商管理硕士 (MBA) 学位和试办 MBA 教育, 至今已经有十年的历史了。在此期间, MBA 的培养规模不断扩大, MBA 教育的总体质量和水平也在不断提高, 应考生源的质量明显改善。在 MBA 教育日趋成熟的同时, 报考的考生日渐增加, 因而加大了竞争的激烈程度。

为了帮助应考人员更好地打好英语基础, 更详细地了解英语考试的题型、内容和应试技巧, 更快地提高自身英语水平与应用能力, 从而更充分地准备入学考试, 我们编写了《工商管理硕士入学考试辅导》系列丛书。英语部分分三册, 包括《英语语法、词汇与综合填空分册》、《英语阅读分册》和《英语翻译与写作分册》。本套书紧紧围绕考试大纲, 通过分项辅导系统有效地帮助考生熟悉、了解 MBA 工商管理硕士英语入学考试各项的重点、难点、复习方法和应试技巧。本丛书具有较强的针对性, 能够充分照顾各种应考人员对英语复习的要求, 满足其提高英语知识水平与应试技能的需要。

本书为《英语语法、词汇与综合填空分册》, 作者在书中详细介绍了 MBA 英语入学考试英语语法、词汇和综合填空三部分的题型、常考知识点以及命题的思路, 进而介绍了答题所需的方法与技巧, 并在介绍方法与技巧的同时, 穿插了大量英语语法、词汇和综合填空的练习题, 使应考人员在了解这些方法与技巧的同时, 还可以通过练习达到迅速掌握并熟练运用的目的。本书具有较强的指导性, 可以作为应考人员的自学教材, 也适合作为各校教师的应试辅导参考材料。

由于本书编写仓促, 限于水平和时间, 不足与疏漏之处在所难免, 欢迎广大读者批评指正。

编著者

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# 第一章 语法结构

## 第一节 要点分析

根据 2002 年 MBA 联考英语考试大纲规定,语法结构和词汇用法(PART I Structure and Vocabulary)是测试语法知识和词语用法的部分,占试卷总分的 10%,共 20 题,每题 0.5 分。其中语法知识和词语用法各占一半,以句子的形式给出,要求考生从每题四个选择项中选择一个正确的答案。

大纲规定,本部分主要考查如下语法知识:(1)名词、代词的数和格的构成及其用法;(2)动词基本时态、语态的构成及其用法;(3)形容词与副词的比较级和最高级的构成及其用法;(4)常用连词的词义及其用法;(5)非谓语动词(不定式、动名词、分词)的构成及其用法;(6)虚拟语气的构成及其用法;(7)各类从句(定语从句、主语从句、表语从句等)的基本用法及强调句型的结构;(8)常用倒装句的结构。

我们在此将不再讲述基本的语法点,而是从考试出题思路的角度,讲讲考查的要点及常考的重点和难点。

### 一、名词、代词的数和格的构成及其用法

对于本部分语法点的考查主要是从一致关系的角度出题,一致关系包括主语与谓语、代词与所指代的名词在人称和数上要保持一致两个方面。主谓一致的关系中,除了要了解一般的单复数概念外,还应掌握下列各种特殊情况:

1. 貌似单数、实是复数的词，如：不规则变化的名词 data (资料)；只用作复数的名词 police (警察)；有时用作单数，有时用作复数的名词 committee (委员会—单数，委员—复数)，family (家庭—单数，家庭成员—复数)，cabinet (内阁—单数，内阁成员—复数)，crew (全体成员—单数，每位成员—复数)，couple (夫妻—单数，夫妇二人—复数)，group (组、团—单数，组员、团员—复数)，band (乐队—单数，乐队成员—复数)，team (队—单数，队员—复数)，staff (全体成员—单数，每位成员—复数) 等等。

The committee is ready to make its recommendations public.

The committee are separated from their families for long periods of time.

The crew are asleep in their bunks down in the hold of the ship.

The crew has long service record.

The cabinet believes the planning commission has been heavily influenced by developers.

The cabinet have never made decisions in a hurry.

The family are gathered to hear the president speak.

My family is small.

2. 貌似复数、实是单数的词，如：表示学科的词 physics (物理学)，politics (政治学)，electronics (电子学)，mechanics (力学)，economics (经济学)，statistics (统计学)，mathematics (数学)，linguistics (语言学) 等等。

Physics was the only course she failed in.

Electronics is the basis of all telecommunications systems.

Is statistics really a science?

Linguistics has developed rapidly in modern times.

3. 单复数形式相同的名词，要根据句子的意思来确定谓语的  
单复数，如：means (形式，方式)，series (系列，套)，

species (种, 类), rest (剩余的部分), fish (鱼), deer (鹿) 等等。

He's only got one shirt because all the rest \_\_\_\_\_ being washed. (答案为 D, 1998 年考题)

A. is to be    B. is    C. will be    D. are

A series of accidents has been reported lately.

There are two series of readers: one for beginners and one for advanced students.

Is this the only means to achieve success?

There are various means of increasing our agricultural production.

The fish in the aquarium are waiting for their daily feeding.

When young deer are motionless, their coloring will hide them well.

A tiger is a species of mammal.

Those species of fish are found in Texas lakes.

4. 动名词短语、不定式短语、名词从句作主语时, 谓语动词用单数; 如果用 and 连接上述相同的两个成分时, 谓语动词用复数。

Restricted ownership and enforced registration are two major approaches to handgun legislation.

What are often regarded as poisonous fungi is sometimes safely edible.

5. 主语带有 as well as, accompanied by, together with, such as, rather than 等附加成分, 该主语的数不受附加成分的影响。

Statistics as well as a course in research methodology is required of all doctoral candidates.

The dean of the college together with some other faculty members is planning a conference for the purpose of laying down certain regulations.

6. 并列连词 either... or, neither... nor..., not only... but

also..., or, and 等作主语的句子, 谓语动词的数取决于靠近动词的主语。注意: 用于连接两个或更多的修饰成分, 而前面只有一个定冠词时, 修饰成分指同一人或事, 谓语动词要用单数。

The statesman and writer you talked with last month \_\_\_\_\_ at today's conference. (答案为 A, 2000 年考题)

- A. was present                      B. was presenting  
C. were present                      D. were presenting

Every man and every woman working here \_\_\_\_\_ with me. (答案为 A, 1998 年在职考题)

- A. is getting along well                      B. are getting along well  
C. is got along well                      D. are got along well

Either his children or his wife is arriving here today.

Neither the students nor the teacher is allowed to smoke in class.

Not only the money but also the jewels are locked up in the safe.

7. 易混淆的几种情况:

one of + 复数名词 + 定语从句 (先行词是复数名词, 从句中谓语用单数);

the only one + 复数名词 + 定语从句 (先行词是 one, 从句中谓语用单数)。

A number of... (一些, 谓语用复数);

The number of... (……的数量, 谓语用单数)。

A variety of... (各种各样的……, 谓语用复数);

The variety of... (……的种类, 谓语用单数)。

One of the students who is waiting for us stated definitely that Mac is brighter than any other boy in his class.

Mr. Ling is the only one of the teachers in our university who owns a car.

A number of pages are found missing.

The number of new bicycles is reported in this city each year.

8. 固定的用法:

many a + 单数名词 (许多……, 谓语用单数);

more than one + 单数名词 (不止一个……, 谓语用单数);

one and a half + 复数名词 (一……半……, 谓语用单数);

the majority of + 复数名词 (……的大多数, 谓语用复数);

a great/good many + 复数名词 (许多……, 谓语用复数)。

Many a problem concerning the agricultural production has been solved this way.

The majority of the damage are easy to repair.

9. 由 every, each 修饰的名词, 谓语动词用第三人称单数。

Each of these critics cites Alex's failure to make much use of science and technology.

Every change of season, every change of weather, indeed, every hour of the day produces some change in the magical hues and shapes of these mountains.

10. “those of + 人称代词”的短语, 谓语动词的数与短语中的人称代词一致。如: those of us — our, 谓语用复数; those of you — your, 谓语用单数等。

Those of us who know the score are truly sympathetic and wish the coach more luck than he has had so far.

## 二、动词基本时态、语态的构成及其用法

对于本部分语法点的考查, 除了要掌握时态语态的基本形式之外, 主要应从以下几个方面入手:

1. 掌握与特定的时态连用的时间状语。

(1) 与现在时连用的时间状语: every day, always, usually, sometimes, twice a week, often.

Percy often goes to his office by underground.

Tim practices on the piano for an hour a day.

The steamer leaves twice a week in winter.

(2) 与现在完成时连用的时间状语: recently, lately, since, already, so far, these days, for, yet, in (over, during) the last (past) three years (months, weeks).

Peter used to work in Geneva, but he has worked in London these days.

The students have spoken English during the last two months.

He \_\_\_\_\_ with Smith at least four times in the past three years. (答案为 A, 1998 年考题)

- A. has been seen to meet
- B. was seen to meet
- C. had been seen meeting
- D. is seen meeting

(3) 与将来完成时连用的时间状语: by the end of this month (week, year), up to 21st century, when 引导的从句。

Next month Mr. Baldwin will have been principal for ten years.

By the end of next year, they \_\_\_\_\_ three modern hotels there. (答案为 D, 1997 年考题)

- A. will build
- B. will be building
- C. will have been built
- D. will have built

(4) 与过去完成时连用的时间状语: by (up to) 1890 (或其他过去时间), between 1890 and 1980 (或其他过去时间)。

Barbara promised to show me the dress she had bought the day before.

We hoped they would have got the crops in by the end of the week.

2. 注意主从句的配合与呼应。

(1) 主句是将来时, 从句可以是现在完成时或一般现在时。

If it rains, we won't go to see the football match.

(2) 主句是过去时, 从句可以是过去完成时、一般过去时、过去进行时、过去将来时。

It is said that John's two daughters or his wife \_\_\_\_\_ to the city where he had an accident. (答案为 D, 1997 年考题)

A. going

B. are going

C. were going

D. was going

Mr. Jones told me the other day that the Board of Directors \_\_\_\_\_ to put Peter in charge of the work. (答案为 D, 1997 年在职考题)

A. decided

B. has decided

C. have decided

D. had decided

3. 掌握时态替代的用法。

(1) 从句在表示将来时间概念时, 视其情况可用一般现在时或现在进行时替代。

The Korean delegation arrives in Beijing tonight.

The train leaves at 7: 30 this Thursday.

(2) 从句在表示过去完成时的概念时, 可用现在完成时替代。

It was the first time this year he hasn't / hadn't worked on a Saturday. (说话时这一年还没有过去)

(3) 过去将来时可用过去进行时替代。

We were moving to a different hotel the day after tomorrow.

They were spending their holidays in Switzerland that year.

4. 考查谓语动词时态的试题, 常常同时考查语态及主谓一致关系, 所以答题时应全面加以考虑。

The idea that learning is a lifelong process has been expressed by philosophers and educationalists throughout the centuries.

5. 被动语态的特殊结构。

(1) 情态动词的被动结构是: 情态动词 + be + 过去分词。

Cameras may not be taken into the museum.

(2) 主动形式表示被动意义的动词: cook, feel, prove, smell, taste, blow, read, clean.

We all know that a porcelain sink cleans easily.

(3) 没有被动形式的动词: contain, cost, fit, have, lack, suit.

The car is subjected to a deluge of water, which contains a chemical dye glowing in "black light".

### 三、形容词与副词的比较级和最高级的构成及其用法

本部分的内容历来是各类英语考试中语法部分的测试重点, 在 2000 年的 MBA 英语考题中占 30%, 所以考生应重点复习。

1. 牢牢掌握形容词与副词最基本的比较结构及句型。

2. 下列形容词表示比较时后面用 to, 而不用 than: inferior, minor, senior, prior, superior, major, junior, prefer 等, 此项是词汇考查的重点。

Her method of doing research work is hardly appreciated; she feels more inferior to others.

3. 形容词与副词的特殊表达法及句型。

(1) as such, 指上文提到的人或事, 如:

He is a child, and must be treated as such. 他是个孩子, 必须被当作孩子对待。

(2) as much, “与……同量”, 如:

You can take as much as you like. 你想拿多少可以拿多少。

(3) as many, “与……一样多”, 如:

He found five mistakes in as many sentences. 他在五个句子中发现五处错误。

(4) no more than, “只不过, 并不比……多”, 如:

I happen to know it's no more reliable than the old one.

(5) not more than, “不多于”, 如:

It is not more than a mile to the sea.

(6) no less than, “并不比……少”, 如:



As regards our foreign policy, it is no less our interest than our duty to maintain the most friendly relations with other countries.

(7) not less than, “不少于”, 如:

Although they suffered a serious drought, the harvest was not less than they got the year before.

4. 有一些形容词以-ly 结尾, 如: costly, friendly, leisurely, lonely, likely, brotherly, monthly, earthly 等。

Which is the most likely answer among the four choices?

5. 以-ing 结尾的分词转化来的形容词通常有主动含义, 多用来修饰物。

boiling water (沸腾的水) a charming girl (迷人的姑娘)  
exciting news (振奋人心的消息) a pleasing voice (悦耳的嗓音)  
a terrifying story (令人恐怖的故事)

6. 以-ed 结尾的分词转化来的形容词通常有被动含义, 多用来修饰人, 修饰物时用来表示状态。

boiled water (煮开了的水) a charmed girl (被迷住的姑娘)  
an excited audience (激动的听众) a pleased look (满意的表情)  
a terrified woman (感到惊恐的妇女)

7. 最高级比较范围用介词 in / over (用于在某一范围内的比较), of / among (用于在同一群体、同类事物内的比较), 如: in China, (all) over the world; among the teachers, of the four dresses.

Of all the senses that help a small baby to distinguish his mother — the sound of her voice, his sense of smell, his sight, the distinctive way she handles him, sight is predominant.

8. 最高级比较对象的范围用下列词来避免造成逻辑混乱。

(1) any other + 单数名词, 如:

Richard is older than any other boy in the school (= Richard is the oldest boy in the school).