

大学英语

USEFUL ENGLISH EXPRESSIONS FOR SPEAKING AND WRITING

说写借鉴手册

王大伟 杨永平 编著

如何适应国际化信息社会的瞬息万变变应对为出击本手册为您指点迷津

大学英语说写借鉴手册取材面广新颖表达浅近易懂

编排清晰灵活查阅省时省力

是大学英语学习者突破说写障碍的又一实用工具

上海交通大学出版社

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内容提要

本书旨在提高大学生、研究生的英语说写能力,同时对基础较差学生通过大学英语四级考试率也有特效。全书共分三个部分,第一部分从话题、情景、功能等方面收入常用词语,对学会用英语表达当今社会的各种事物有较大的实用价值。第二、三部分,也即基础与中级词语部分,包含从大学英语四级词汇表 4200 多单词中挑选出的 3000 常用单词(删除了较难和过于简单的单词),然后又精心挑选、收入这些单词中最常见的用法、搭配、句型。换言之,本书包含了英语语言中的精华与核心部分。若集中精力学习本书,可达到事半功倍的效果。

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序

本书旨在提高大学生、研究生的英语说写能力,同时对基础较差学生通过大学英语四级考试率也有特效。

本手册共分三个部分,第一部分从话题、情景、功能等方面收入常用词语,对学会用英语表达当今社会的各种事物有较大的实用价值。第二、三部分,也即基础与中级词语部分,包含从大学英语四级词汇表4200多单词中挑选出的3000常用单词(删除了较难和过于简单的单词),然后又精心挑选、收入这些单词中最常见的用法、搭配、句型。换言之,本书包含了英语语言中的精华与核心部分。如集中精力学习本手册,可达到事半功倍的效果。

目前不少大学生已通过了四、六级考试,渴望能进一步提高英语说、写能力,但苦于缺少高效的学习方法与相关实用的材料,因此很少有人能在英语说、写方面取得长足的进步。目前市场上已有一些指导口语、写作的书籍,基本上都是从语篇、话题、技巧等宏观层面来进行介绍,而在具体的语言点方面所提供的帮助尚嫌不足,因而学生想要表达教材以外的内容依然感到困难重重。近年来理论界的研究表明,要真正达到用英语自如地表达思想,至少需要掌握近万个词组、搭配。目前市场上还没有这种实用性的词语手册。表达词典、口语词典均收入过多的词语,而且未充分考虑到使用频率问题,因此比较适合于查阅,不利于学习背诵。本书共采集了8000多条常用、实用词语(包括词组、搭配、句型),可填补口语、写作指导书籍与表达词典之间的空白。

本手册采用汉英对照的形式,便于学生学习。不同层次的学生可采用不同的学习方法:高水平学生可采用汉译英的办法,水平较低的学生可采用英译汉的办法。

(1) 水平较高的学生在通过六级笔试后,往往还想通过大学英语口语考试、中高级口译资格证书考试等。为达到这些目标,他们除了需

要上写作、口语、口译课外,更急需的是充实自己。如果他们头脑中没有大量实用词语,即使上口语、写作课,效果也不会很理想。本手册的话题、基础和中级三个部分提供了 8000 多条常用、实用词语,帮助学生打好扎实的语言基础。学生应从汉译英的角度来学习、掌握书中的各种表达法。即使暂时未能全部背出,只要持之以恒,日后他们的英语说、写能力定能取得长足进步。

(2) 英语基础比较薄弱、通不过大学英语四级考试的本科生可以从英译汉的角度来学习本手册的基础与中级两部分,暂时可省略第一部分(话题、情景、功能词语)。虽然所学词汇少于大纲规定的词汇量,但如能熟练掌握本书全部内容,可大大提高通过四级考试的可能性。实际情况是,一方面非重点大学的不少学生难以背出大纲规定的全部词汇;另一方面,即使未掌握全部词汇者也可能通过四级考试。基于这两点考虑,本书收录常见词的常用法,寻求快速提高英语能力、有效地通过四级考试的捷径。目前的大学英语教材普遍难度较大,非重点大学中基础较差的学生往往难以消化吸收,越学越吃力。他们应及早抽出足够时间补缺,认真学习本手册,打好扎实基础。这样,以后的大学英语学习就会日趋轻松自如。

(3) 英语起点更低的高职、夜大学生也可从英译汉的角度来学习基础与中级这两部分,但可省略中级中用 * 标出的使用频率相对较低的词语。如学生时间不够,还可省去基础部分中的一些内容,仅学习自己不认识的单词与画出底线的词组、句型。即使省去中级与基础部分中的这些内容,只要能掌握其余部分,也可能顺利通过 PET 英语统考。

但本手册不是包治百病的灵丹妙药,例如,它难以应对大学英语六级考试中的 Vocabulary 这一部分。

学生应根据自己的基础和目标,选学适当的内容,采用适当的办法(英译汉或汉译英)来学习本手册。但同时也应注意,要真正掌握本手册内容毕竟需要花费大量时间。或许比通过学习教材来掌握英语这一传统的途径能节约大约 20% 的时间,但这绝不是说不需付出艰苦的努力就能达到良好学习效果之目的。为取得较好的效果,应集中一段时间进行强化训练。如能在一个学期或一个暑假中,集中 200 小时强化学习,

基础薄弱的学生四级考试通过率可望大幅度提高,高水平学生的说、写能力会突飞猛进。

本书中级词语的部分内容由杨永平撰写,其余部分均由王大伟撰写。

由于作者水平有限,目前此类书的编撰方法尚处在探索性阶段,因此本书中如有错误与不当之处,恳请专家、学者及广大师生不吝指教。此外,由于英语新词语层出不穷,我们将定期修订此书。

编著者

2002年7月

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I 英语说写词语(话题、功能、情景、成语)

一、常用话题、功能、情景的英语表达法

1 经济(Economy)

第一/第二/第三产业	the primary/secondary/tertiary industry (the service sector)
国内生产总值/国民生产总值	GDP (Gross Domestic Product) / GNP (Gross National Product)
中国加入世界贸易组织后	after China entered/joined the WTO (World Trade Organization); after China's entry into/accession to the WTO
举办 2010 年世博会	host the 2010 World Exposition (Expo)
技术/劳动/资本/知识密集型产业	technology-intensive/labor-intensive/capital-intensive/knowledge-intensive industries
经济体制改革	economic restructuring
经济转轨	switch to a market economy
经济市场化/私有化	the marketization/privatization of the economy
使经济进一步市场化	make the economy more market-oriented
经济发展全球化的趋势	the globalization trend in economic development
促进全球经济一体化/经济全球化	foster integration with the global economy; promote economic globalization
从粗放经济转变为集约经济	shift from extensive economy to intensive economy
优化结构	optimize the structure
恶性循环	vicious cycle/circle
良性循环	beneficent/virtuous cycle
对大中型国有企业进行公司制改革	corporatize large and medium-sized State-owned (state-owned, state) enterprises
股份制	the joint stock system

股份合作制	the joint stock cooperative system
谁控股?	Who holds the controlling shares?
债转股	debt-to-equity swap
支持强强联合,实现优势互补	support association between strong enterprises so that they can take advantage of each other's strengths
鼓励兼并,规范破产	encourage mergers and standardize bankruptcy procedures
独立核算工业企业	an independent accounting unit (enterprise)
国家控股公司	a state-controlled share company
控股公司	a holding company
公司分立与解散	separation and dissolution of a company
创业园;孵化器	a high-tech business incubator; a pioneer park
企业孵化器	an enterprise incubator
联合兼并	conglomeration and merger of enterprises; mergers and acquisitions
树立企业良好形象	foster a good and healthy company image/profile
B to B (B2B)	business to business
B to C (B2C)	business to consumer
有经济头脑的人	commercially minded people; people with a business sense
国产化率	import substitution rate; localization rate of parts and components
改进产业结构和产品结构	improve the industrial pattern and product mix
振兴支柱产业	invigorate pillar industries
朝阳产业	sunrise industry
发展新兴产业和高技术产业	develop rising and high-tech industries
推进国民经济信息化	strive to build an information-based national economy/try to informationize (informize) the national economy
积极培育新的经济增长点	actively cultivate new points of economic growth

外向型经济/城市	an export-oriented economy/a foreign-oriented city, an international city
计划单列市	city specifically designated in the state plan; city with a separate plan
长江三角洲	Yangtze River delta
涉外经济	foreign-oriented/foreign-related business
经济技术开发区	an economic and technological development zone
经济特区	a special economic zone
采取市场多元化战略	adopt the strategy of a multi-outlet market
刺激内需	stimulate domestic demand
保持良好的增长势头	maintain the healthy (good) momentum of growth
由于资源不足,必须实施可持续发展战略。	We must adopt the strategy of sustainable development owing to the limited resources.
防止经济过热	prevent an overheated economy (overheating of the economy)
经济萎缩/起飞/兴旺	an economic depression (slump, recession)/an economic take-off/an economic boom
遏制通货膨胀/恶性通货膨胀	curb (check, curtail) the inflation/hyperinflation
执行通货紧缩政策	pursue a deflationary policy (the policy of deflation)
防止国有资产流失	prevent the loss (devaluation) of State assets
避免“小而全”的重复建设	avoid duplicate (duplicated/overlapping/redundant) construction of “small and all-inclusive projects”
规模经济	economy of scale; scaled economy
减轻就业压力	ease the pressure of unemployment (the employment pressure)
防止泡沫经济	avoid a bubble economy (too many bubbles in the economy)
瓶颈制约	“bottleneck” restriction
政企分开	separate administrative functions from enterprise management; separate administration from management
厂长(经理)负责制	the factory director (manager) responsibility system
实行董事会领导下的总	practice the system of the general-manager

经理负责制	responsibility under the leadership of the board of directors (BOD)
总裁	president
首席执行官	CEO (chief executive officer)
使大中型国有企业摆脱困境	extricate (free) the large and medium-sized State-owned enterprises from their predicament
技术更新/改造	technological updating/renovation
跨地区、跨行业的企业	trans-regional and inter-trade enterprises
发展乡镇企业	expand (village and) township industries; develop rural industry (enterprises)
办经济实体	run economic entities
发展企业集团	develop conglomerates (enterprise groups)
关闭产品没有销路的企业	shut down (close down) the enterprises whose products have no market
亏损企业	money-losing (debt-ridden, loss-making, unprofitable) enterprises; enterprises that operate at a loss
扭亏为盈	turn losses into profits
减员增效	increase efficiency by reducing (downsizing, cutting) the staff; to downsize for efficiency
增强竞争力	enhance (increase, sharpen) the competitiveness (the competitive ability)
放开粮食价格	free (liberalize, decontrol, lift the control over) the grain prices
从事个体和私人经济	become self-employed or work in the private sectors of the economy
个体户	self-employed households/people
个体工商业者	individual industrialists and businessmen
私人企业	private enterprises (companies, firms, businesses)
外资企业	foreign-invested (foreign-funded, foreign-financed, foreign-owned) enterprises
外商独资企业	wholly (solely) foreign-owned enterprises
中外合作企业	Sino-foreign cooperative businesses
中外合资企业 100 强	the top 100 Sino-foreign (Chinese-foreign) joint ventures

摩托罗拉是一个跨国公司。	Motorola is a transnational corporation (a transnational, a multinational corporation, a multinational).
有限责任公司	limited liability companies
母公司/子公司/分公司/办事处	the parent company/subsidiary/branch/representative office
全面投产(开工)	go into (enter) full operation; become fully operational
获薄利	earn (make) narrow profits
获厚利	earn (make, reap) substantial profits
产量比 1997 年增长了 2 倍。	The output has increased 3 times (registered a 3-fold increase; increased 200%) compared with 1997.
今年第一季度的产量比去年同期增加了 12.5%。	The production increased 12.5 percent between January and March compared with the corresponding period (the same time) last year. / The production was up 12.5 % year-on-year between January and March.
增长百分之几十	increase by double-digit percentages
成倍增长	increase several-fold
总产值创历史最高记录。	Total output value hit a record high (an all-time high).
生活费/物价指数	the cost-of-living index/the price index
扣除通货膨胀因素后的人均实际年收入	the annual per-capita income in real terms (allowing for inflation)
连续五年丰收	bumper harvests for five consecutive years (for five years in a row; for five years in succession; for five years on end; for the fifth consecutive year)
名牌产品	famous-brand products/brand-name products
精品	top quality articles
拳头产品	competitive products
创汇产品	foreign exchange (hard-currency) earning exports
畅销货	marketable products; products with a good market
紧缺商品	commodities in short supply
紧俏货物	goods in great demand
滞销货;积压商品	unmarketable (unsalable, poor-selling) products;

	overstocked commodities (inventories)
发优惠券以促销	issue discount shopping coupons to promote sales
有高附加值的高新技术产品	high and new technology products with high added value
长线产品	product in excessive supply
尖端产品	highly sophisticated products
开工不足	(enterprises) running under their production capacity
弹性工资	flexible pay
弹性工作时间制	flextime; flexible time
浮动工资	floating wages; fluctuating wages
售后服务	after-sale service
基础设施工程第一期	the first phase (stage) of the infrastructure project

2 金融、贸易(Finance and Trade)

货币/美元的贬值	devaluation of currency/the US dollar
日元的升值	appreciation of the Japanese yen
钞票/一张五镑的钞票/	banknotes/a five-pound note/a ten-dollar bill
一张十美元钞票	
中国的黄金储备/外汇储备	China's gold reserve/foreign exchange reserve
美元与英镑之间的兑换率	the exchange rate between the dollar and the pound
通货膨胀已得到控制。	The inflation has been brought under control.
经济繁荣/萧条(不景气)时期	the period of (an) economic boom/depression
生意火爆/业务(商业, 市场)繁荣、活跃/疲软、萧条	Business goes fast. // Business is good/brisk/bad/slack.
把钱存在银行内	deposit money in the bank
从银行/从自己的存款中取钱	draw money from the bank/from one's account
在中国银行开一个活期/储蓄/支票账户	open a current/savings/check account with the Bank of China

我要一些旅行支票。	I need some traveler's checks/cheques.
本金与利息	principal and interest
你能不能告诉我(账号)	Could you tell me my balance?
的结余金额?	
商业银行	commercial bank
发行股票、债券	issue shares and bonds
融资	financing; fund-raising
融资渠道	financing channels
增加财政收入	increase State tax revenue (fiscal revenue)
缺少流动资金	a shortage of circulating funds (floating capital)
东南亚金融危机	the Southeast Asian financial crisis (turmoil)
人民币对美元汇率稳定	the stability of the RMB exchange rate against the USD
人民币贬值的压力	the depreciation (devaluation) pressure on the RMB
最终将实现人民币自由兑换。	The free convertibility of the Reminbi will eventually be instituted. /The RMB will finally become a convertible currency.
与美元联系汇率制	the system of pegging the currency to the U. S. dollar
美元对日元稳步升值	The USD appreciated steadily against the Japanese yen.
呆账与坏账	stagnant debts and bad debts; non-performing funds
欧元/欧元区	the Euro/Euroland
依法收税	levy taxes according to law
加强税收政策	tighten tax collection
增值税	the value-added tax (VAT)
个人所得税	individual income tax
个人收入应税申报制度	the system of the declaration of individual incomes for tax payment
出口退税	refunding export taxes; refunding taxes to exporters
保护性关税	protective tariffs
反倾销	anti-dumping
补贴与反补贴措施	subsidies and countervailing measures
上海证券交易所	the Shanghai Securities Exchange

股市指数	the stock market (exchange) index
股票热降温了。	The stock craze has abated.
期货市场/交易	the futures market/transaction
有价证券投资	portfolio investment
牛市/熊市	a bull/bear market
股票指数突破 1300 点大关。	The stock index broke the 1300-point mark.
当日指数以 1120 点收盘。	The index closed (finished, ended) at 1120 on that day.
该公司的股票已上市。	The stocks of the company have been listed (have gone public, have been launched).
拥有至少 50% 的股份	hold a minimum of 50 percent of the equity
一蹶不振的 B 股股市	a sluggish B-share market
股指暴跌, 跌幅 7.8%, 以 14.3 元探底。	The index slumped 7.8 percent to 14.3 yuan.
综合指数停止下滑, 上升 28 点, 达到 671 点。	The composite index stopped the declining momentum, gaining 28 points to 671.
道琼斯工业平均指数飙升 至 9850 点。	The Dow Jones industrial average soared to 9850 points.
纳斯达克指数	The NASDAQ index (National Association of Securities Deal Automated Quotations)
(香港)恒生指数宽幅震荡。	The Hang Seng Index fluctuated violently.
日经指数跌至今年最低点。	The Nikkei Index fell to a record low for the year.
农村/城市信用合作社	rural/urban credit cooperative
红筹股	red chip
蓝筹股、绩优股	blue chip
股民, 股东	shareholder; stockholder
配股	allotment of shares
国库券	State treasury bonds; treasury bills
垃圾债券	junk bond
金融电子化	computerize financial services
空头支票	a bad check (lip service; empty promise)

保值储蓄	inflation-proof bank savings
市场疲软	a(n) slack (sluggish, sagging, inactive) market
市场火旺	a(n) brisk (flourishing, active) market
随行就市	prices fluctuating in response to
市场准入	market access
买方/卖方市场	the buyer's/seller's market
报价	quote a price; give a quotation
招商	invite/attract investment
吸引外资	attract foreign capital; lure overseas funds
投资热点	a popular investment spot; a hot destination for investment; an investment hot spot
固定资产投资	investment in fixed assets
基础设施和基础工业投资	investment in infrastructure and basic industries
国际游资	hot money from abroad
招标/投标/中标	invite tenders (bids)/submit a tender/win (get) the tender
招标投标制	the system of public bidding for projects
对外资企业有优惠政策	have preferential policies for (give favorable treatment to) foreign-owned companies
给外国公司国民待遇	grant the national treatment to foreign companies
贸易顺差/贸易逆差	a trade surplus/deficit
双赢	a win-win/two-win/double-win situation/result for both A and B
年营业额	the annual business volume (turnover)
贸易伙伴	a trade (trading) partner
关税壁垒	customs barrier; tariff wall
来料加工	process with materials supplied by clients; accept customers' materials for processing
出口创汇能力	the capacity to earn foreign exchange through exports
出口加工区	export processing zone
出口退税制度	the system of refunding taxes on exported goods; export (tax) rebate

公正、公平、公开	just, fair and open
政府采购	government procurement
风险资本; 风险投资	venture capital; risk investment
吸收游资	absorb idle fund
三角债	chain debt
进出口许可证制度	the import and export license system
改善出口商品结构	improve the export product mix
美国减少中国纺织品的进口配额	the American reduction in import quotas for China's textiles
出口总额达到 150 亿美元。	The total export volume (value) reached (amounted to, came to, registered) US \$ 15 billion.
增强市场竞争力	enhance one's market competitiveness
激烈的竞争	the stiff (intense, fierce, cutthroat, intensifying) competition (rivalry)
双边/多边贸易谈判	bilateral/multi-lateral trade negotiation
世界贸易自由化	liberalize world trade
给中国最惠国待遇/地位	give China the MFN (most-favored nation) treatment/status
正常贸易关系	normal trade relations
保税区	tariff-free zone; bonded area; free trade zone
保税商品/仓库	the bonded goods/warehouse
仓储式超市	stockroom-style supermarket
土地批租	land lease
出口创汇	export for earning foreign exchange
金桥出口加工区	the Jinqiao Export Processing Zone
商标是我们公司的无形资产。	The trademark is our company's intangible/invisible asset.
外国公司抢注中国名牌	The rush registration by overseas companies of famous Chinese brand names
(收据或发票)一式两联	(receipt or invoice) in duplicate
增加销售网点	increase the sales outlets
甩卖	clearance sale; be on sale
独家经销代理	exclusive selling agency
5% 的回扣	a 5 percent kickback (sales commission)