

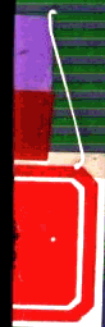
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# 实用英语

# 同步学习指导

# 2

石油大学出版社



## 前 言

《实用英语》是一套高等专科学校使用的教材。本教材的编写以原国家教委1993年颁发的《普通高等专科学校英语课程教学基本要求》为依据。《基本要求》规定:普通高等专科学校英语课程教学的目的是,培养学生掌握必需的、实用的英语语言知识和技能,具有阅读和翻译与本专业有关的英文资料的初步能力,并为进一步提高英语的应用能力打下一定的基础。

《基本要求》将专科英语课程教学分为两个阶段:第一阶段应重视语言共核教学,培养基本的语言技能;第二阶段应结合专业,强调基本的阅读和翻译技能的应用。《实用英语》教学内容丰富,练习量大。学生要完成《基本要求》中的学习任务,如果只依靠有限的课堂教学是不可能的。尤其是培养较熟练的语言应用能力更要依靠学生课后的自习与大量训练。《实用英语同步学习指导》就是应这种需要而产生的。《实用英语同步学习指导》是诸多积多年专科英语教学经验的教师根据《实用英语》第二版编写的。编者结合日常教学中学生出现的大量实际问题与需要,将每单元分为重点词汇及短语、重要语法结构、课文难点详解、同步自测反馈、单元练习答案、课文参考译文、听说部分材料原文、泛读教程部分练习答案八部分。这八部分基本可以满足学生学习时参考的需要。尤其是第二部分重要语法结构和第三部分课文难点详解,结合教学重点与难点,编者进行了详尽解释,这对学生掌握必需的实用英语语言知识和技能定会有一定的帮助。本书的最大特点就是有助于提高学生的自学能力与实践能力。希望本书能成为高等专科学校学习英语的良师益友。

本书经我校加拿大籍教师 Mr. Erik Schomann 审阅,本书的编译部分经我校教师仇中海审阅,在此一并表示感谢。

由于我们时间和水平有限,书中难免有不妥之处,欢迎读者批评指正。

编 者

1999年12月

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## Unit 1

### 一、重点词汇及短语

#### Text A

decent	a. 得体的; 正派的
flourish	v. (生意) 兴隆, (植物) 茂盛
affect	v. 影响
survive	v. 生存, 幸存
reveal	v. 泄露; 显示
undertake	v. 承担, 担任; 答应
free ...of	去除; 离开
have the confidence of	赢得(某人)的信心
have confidence in	相信; 信任
be likely to	可能会
be to	(按计划) 将要发生
be on good terms	同(某人)关系好; 同(某人)相处得好
take...into account	考虑, 重视
care about	对...感兴趣
be made up of	组成, 构成

#### Text B

equip	v. 装备, 配备
sensible	a. 合情合理的, 明智的
promotion	n. 提升, 晋升; 促进, 提倡
get through	成功; 熬过; 通过
make a list of	造表列出
in case (that)	万一
on someone's part	由某人表现出来的
in hand	处理中的, 执行中的, 手头有的
at an end	结束, 完毕

### 二、重要语法结构

#### Text A

##### 1. so ...that ...

(1) so + a. / ad. + that 引导结果状语从句, 表示“如此...以至于...”。

e. g. He was injured so badly that he had to go to hospital. 他伤得如此之重, 只好去

医院治疗。

(2) 若 so 位于句首,主句的词序须倒装。

e. g. So badly was he injured that he had to go to hospital.

2. as if = as though 引导方式状语从句,表示“似乎…”,“好像…”。从句谓语动词常用虚拟语气。

e. g. He speaks English as if / as though he were an Englishman. 他说起英语来好像是英国人。

He treated her as if he were her father. 他像父亲般地对待她。

## Text B

1. 分词做定语

e. g. ...a list of all the examinations you have passed, denoting subjects and credits, ...

2. (1) might/may + have + 动词的过去分词,表示对发生事的可能性的猜测。

e. g. You may already have supplied these details. 你也许已经提供了这些详细的情况。

He may/might have come yesterday. 也许他昨天来了。

(2) may/might + 动词原形,表示对现在或将来的不太肯定的推测。

e. g. He may/might come today (tomorrow). 也许他今天(明天)来。

(3) must 用于表示肯定的猜测,只用于肯定句中, must + have + 动词的过去分词,表示对已发生的事的肯定猜测。

e. g. It must have rained yesterday because the ground is wet. 昨天肯定下雨了,因为地面是湿的。

Her father thought that she must have met a fairy. 她父亲认为她肯定碰上仙女了。

(4) must + 动词原形,则表示对现在或将来的肯定的推测。

e. g. You must be hungry after the long walk. 长途跋涉后你肯定很饿。

(5) can 表示推测,用于否定句和疑问句中。

e. g. You can not be hungry because you have just had lunch. 刚吃过午饭,你肯定不会饿。

## 三、课文难点详解

## Text A

1. When the founders of the United States...why they were freeing themselves of British rule.

The *Declaration of Independence* (《独立宣言》) was written by Thomas Jefferson, and adopted on July 4, 1776.

2. The American founder believed that...unless...of other peoples.

= The American founders thought that they could free themselves from British rule only on the condition that they won the confidence of other peoples.

(1) unless (conj.) = if...not 若不,除非;如果...不,除非在...时候

e. g. You will fail unless you work harder. 你若不更加努力, 就会失败。

Unless bad weather stops me, I go for a walk every day. 除非受阻于坏天气, 我每天都出去散步。

(2) have the confidence of = win the confidence of 赢得某人的信心

e. g. He had the confidence of his parents at last. 他终于使他的父母相信了他。

Have you had the confidence of your friends? 你让你的朋友相信你了吗?

3. No company, government agency, ...can flourish ...think of it.

= Not any company, government agency, ...can not develop well and be successful, unless it pays attention to what the people think of it.

(1) agency n. 代理处

e. g. He found a job through an employment agency. 他通过职业介绍所找到了一份工作。

Not all travel agencies are reliable. 并非所有的旅行社都是可靠的。

(2) flourish v.

① (business) 兴隆

e. g. His business is flourishing. 他的生意兴隆。

② (plants) 茂盛, 繁茂

e. g. Very few plants will flourish without water. 没有水, 很少有植物能长得茂盛。

(3) 该句为全部否定, 使用时应注意与部分否定句型的区别。

① 全部否定通常采用的形式:

none of + 名词, neither of + 名词, no + 名词和其他否定词, 如: nothing, none, nobody, neither, never, nor, neither...nor.

e. g. None of us were present when the accident took place. 当事故发生时我们没一个人在场。

No one is allowed to drive along that road from May to July. 从五月到七月不允许有人沿着那条路开车。

② 部分否定通常采用的形式:

every...not = not every 并不是每...都...

both...not = not both 并不是两...都...

all...not = not all 并不是所有的...都...

each...not = not each 并不是各...都...

e. g. Every one can not answer all the questions. 并不是每个人都能回答所有的问题。

Not every child wants to become a film star. 并不是每个孩子都想成为影星。

③ 使用 always, much, many, often 也能产生部分否定。

e. g. We can see that failure is not always an evil. 我们知道失败并不总是坏事。

4. ...about how its actions might affect public opinion...

= ...about how its actions might produce an effect on public opinion...

affect: v. to have an influence on sth. 对某事有影响



e. g. This is an important decision that will affect your future. 这是一个重要的决定,它将影响你的将来。

Stock market can not avoid being affected by the macro-economic policies. 股票市场不可避免地受宏观经济政策的影响。

【比较】effect:

① used as a noun 影响

e. g. Government policy will not have any effect on us. 政府的政策对我们将没有任何影响。

② used as a verb, it is very formal and means "to bring about, usually according to one's wishes" 产生,引起;实现,完成

e. g. I will effect my purpose, no one shall stop me. 我决心达到我的目的,没有人能阻挡住我。

5. It is also the job of the public...a company's activities...

"It" 用作形式主语,真正的主语是后边的动词不定式 "to tell the public...". 这样做的目的是使句子平衡,避免头重脚轻。

e. g. To study hard is necessary.

→It is necessary to study hard.

Who will go is not important.

→It is not important who will go.

6. This is necessary...something about it.

(1) be likely to = be probable to 可能;会

e. g. Are you likely to come in time? 你会按时来吗?

He is likely to go to America. 他可能去美国。

(2) lose confidence in 失去信心

e. g. The teacher has lost confidence in him. 老师对他失去了信心。

He has not lost confidence in this thing. 他对这事仍抱有希望。

7. There is not just one big public...to survive and grow.

=Any company expecting to continue to exist and develop its business can not just show its concern about the opinions of large groups.

survive; v.

① continue to live or exist 生存,幸存

e. g. He survived an earthquake. 他在地震中幸免于难。

Very few of these old coins survive. 这些古币很少有保存下来的。

② live or exist longer than; remain alive after 生命较...长久

e. g. The old lady survived all her sons. 那位老妇人的儿子都先她去世了。

8. The company must be on good terms with the government,...

be on good terms with = get along well with; be friendly 同(某人)关系好,同(某人)相处得好

【反义】be on bad terms with

e. g. The Smiths are always on good terms with their neighbor, wherever they live. 无论

住在哪儿,史密斯一家总能够和邻居处理好关系。

Are you on good terms with your classmates? 你和你同学的关系处理得好吗?

9. Gaining the confidence of others requires, ...and feelings.

= If a company wants to have the trust and goodwill of the people, it must in the first place think carefully about their beliefs, interests, and feelings.

“Gaining...” 动名词短语用作主语。

e. g. Reading French is easier than speaking it. 读法语比说法语容易。

Seeing is believing. 眼见为实。

10. Public relations begins by ...and beliefs of other people.

= For the purpose of respecting the rights and beliefs of other people, public relations starts with planning one's actions.

so as to = in order to 以便于

e. g. He raised his voice so as to be heard by everyone. 他提高了他的声音以便于每个人都能听到。

I'm going to get up early so as to catch the early train. 我准备早起以便于赶上早班车。

11. Not all the money ...if the company really does not care.

该句为部分否定句,请参阅第3条注解。

care about; mind; feel interested in 对...感兴趣,在乎

e. g. The capitalists only care about the accumulation of wealth. 资本家只对积累财富感兴趣。

I don't care about what you think, I'm certain he is right. 我不在乎你的看法,我相信他是对的。

12. A company may also, ...to help make society better.

undertake; v.

① 承担,担任(职位);着手(工作)

e. g. He undertook the responsibility for changes. 他承担了改革的责任。

Let's undertake this piece of work. 让我们着手这项工作吧。

② 答应,同意,许诺

e. g. He undertakes to finish this job by Friday. 他答应星期五以前完成这项工作。

I can't undertake that you'll make a profit. 我不能许诺你会赢利。

13. Besides using ...at once.

(1) staff; a group of assistants working together under a manager or head 全体职员;全体工作人员

e. g. the head master and his staff 校长及其全体教师

office-staff 办公人员

be on the staff 为...的正式职员

注: staff 是集合名词,通常用单数形式。本课中用的“staffs”是指“全体职员”。staff 用作主语时,谓语动词可用单数,也可用复数。

e. g. The school staff are the teachers.

The office staff is / are efficient and excellent.

(2) at once:

① at the same time 同时

e. g. I can't do two different jobs at once. 我不能同时做两件不同的工作。

② immediately 立即,立刻

e. g. Please do it at once! 请马上开始!

14. Specially trained outsiders...close to the situation.

=A company's own P. R staff, who are too close to the situation, are usually less conscious of new tendencies or existing problem than P. R experts outside a company.

15. Anyone who plans to do...an education as possible.

此句为同级比较结构,其肯定形式用 as...as...,否定形式用 not as (so)...as...。使用时应注意以下几点:

(1) 避免误用连接词。

e. g. Waiting for a plane to take off from an airport can often take as long as the trip itself. 在机场等候一架飞机起飞所花费的时间和旅行本身一样长。

(不可用 so long as)

(2) 当该结构中的形容词为 same 时,前面通常不用 as,而用 the。

e. g. He looks just the same as before. 他看起来和从前一样。

(3) 当该结构中的形容词跟单数可数名词连用时,要注意不定冠词的位置。

e. g. Exercising is as good a way as any to lose unwanted weight. 锻炼和其他方法一样是减肥的好办法。

(4) 该结构中如果有 just, almost, twice, three times 等这类状语时,这类词应放在副词 as 或 so 之前。

e. g. She is almost as happy here as she was at home. 她在这儿几乎跟在家一样高兴。

## Text B

1. ...by your prospective employer...

=...by your possible future employer...

2. The following...getting a job.

=The following advice should help you successfully in the interview, which is the most important first step towards getting a job.

get through:

① to pass through; come successfully to the end of 通过,熬过;成功,及格

e. g. to get through the exam 通过考试

to get through the winter 熬过冬天

② to reach sb. by telephone (电话)接通

e. g. I tried to phone you but I can't get through. 我试着给你打电话,但打不通。

③ get through with: to finish 完成;了解;办完

e. g. You must get through with your work by yourself. 你必须亲自完成作业。

3. Make a list of all the points...

make a list of; to put...on a list 造表列出,把...列入一览表

e. g. Please make a list of things you must do. 请将你必须做的事情列成一表。

Please make a list of those who are coming to the dinner. 请把参加今晚晚会的人员列成一表。

4. Equip yourself with all your...

=You should supply yourself with all your certificates and other relevant documents...

equip...with; to provide with what is necessary for doing sth. 装备

e. g. Equip soldiers with uniforms and weapons. 以军服和武器装备军队。

The newly established factory is equipped with the modern machines imported from Japan. 这个新建的工厂装备有从日本进口的现代化的机器。

equip (for); make (oneself or another)able (to do sth. )or prepared (for sth. ) 提供,充实

e. g. Your education will equip you for a good living. 你所受到的教育将使你活得很好。

5. ...denoting subjects and credits...

=... showing subjects that you have learnt and credits...

6. ...in case you are asked for it.

in case; if it should happen that 若,如果,万一

e. g. In case I forget, please remind me of my promise. 万一我忘了,请提醒我的许诺。

in case of; in the event of 若,如果,万一

e. g. In case of fire, ring the alarm bell. 如果失火,请按警铃。

in any case; whatever happens 无论如何,总之

e. g. In any case, you must finish it on time. 无论如何,你必须按时完成它。

in this case; 若是这样的话

in that case; 若是那样的话

in case; 引导目的状语从句,从句中的谓语动词可用虚拟语气,即 should+动词原形。

e. g. I'll get some beer in case John should come. 我去弄点啤酒,以防约翰来。

上述情况有时也可用陈述语气。

e. g. Keep the window closed in case it rains. 关上窗户,以防下雨。

7. It shows efficiency on your part.

=By doing so you may show efficiency of your own.

on sb. 's part=on the part of sb.

(1) of sb.

e. g. It was a mistake on John's part /on the part of John.

(2) by sb.

e. g. The agreement has been kept on my part but not on his.

8. Secondly, find out all you can about your prospective employer.

=Second, you should try your best to obtain as much information as possible about the employer/ company you are going to work for in the future.

9. Read through...in your mind.

(1) curriculum vitae; a brief account of someone's educational background and previous

career, usu. submitted with an application for a job, often abbreviated to CV 简历, 履历

(2) fresh in one's mind; recent enough to be remembered clearly 记忆犹新

e. g. She wants to write down what she saw while it's still fresh. 当所看到的一切还记忆犹新的时候,她想把它写下来。

10. ...what you hope the future holds.

=...what you hope the future will be.

hold; to be able to contain; be filled by

e. g. The life you are going to have is the one that holds chance and challenge, success and failure. 你拥有的将是一个充满机遇和挑战、成功和失败的生活。

The hotel holds 500 people. 这个旅馆能容纳 500 人。

11. ...that have no relevance to the matter in hand.

=...that are not related to the matter involved.

in hand;

① in reserve, available for use 保存有;可用

e. g. I still have some money in hand. 我手头还有些钱。

② receiving attention, in course of completion 在处理或从事中;在进行中

e. g. The work is in hand and will be finished by the end of the month. 这工作在进行中,本月底将完成。

Please tell them we have the matter in hand. 请告诉他们我们正在处理事务。

12. If you sense that the interview is coming to an end...

=If you feel that the interview is about to end...

come to an end; be about to finish 完成,结束

e. g. The war came to an end at last. 战争终于要结束了。

The meeting is coming to an end. 会议快结束了。

13. You have as much right...to do the job.

=The interviewer has the right to be concerned about your ability to do the job, under the same conditions, you also have the right to be concerned about your future work.

(1) 本句是一个同级比较结构,可参阅 Text A 注释第 15 条。

(2) be concerned about; be anxious/ worried about 担心,挂念

e. g. He was very concerned about his mother's illness. 他很担心母亲的病情。

I was very concerned about my lessons. 我很担心我的功课。

【比较】be concerned with; to be about 有关

e. g. This story is concerned with fairies and wicked magicians. 这个故事与神仙和邪恶的魔术师有关。

14. When the interview is at an end...

=When the interview is finished...

at an end; finished 完成,结束

e. g. The long hot summer was at an end at last. 漫长而炎热的夏季终于结束了。

My patience is almost at an end. 我的忍耐几乎到了极限。

#### 四、同步自测反馈

##### 1. Multiple choice.

- (1) Very few plants will \_\_\_\_\_ without water.  
A. flour                      B. floor                      C. flourish                      D. flow
- (2) She speaks with him as if he \_\_\_\_\_ a stranger.  
A. is                      B. are                      C. was                      D. were
- (3) \_\_\_\_\_ us were present when the accident took place.  
A. None of                      B. No of                      C. No one of                      D. No
- (4) I don't think the snow will \_\_\_\_\_ our plans for a picnic.  
A. effect                      B. influence                      C. affect                      D. causes
- (5) The drug did not \_\_\_\_\_ his health; in fact, it seemed to have no \_\_\_\_\_ at all.  
A. effect...affect                      B. affect...effect  
C. influence...effect                      D. influence...affect
- (6) I don't \_\_\_\_\_ what they say. I shall go on just the same.  
A. care of                      B. care for                      C. care on                      D. care about
- (7) George is \_\_\_\_\_ as Jack.  
A. as efficient a worker                      B. so efficient a worker  
C. as efficient worker                      D. so efficient worker
- (8) Are you \_\_\_\_\_ your classmates?  
A. on good terms with                      B. in good terms with  
C. on good term with                      D. on good terms about
- (9) Everyone else was killed in the accident. I was the only one to \_\_\_\_\_.  
A. alive                      B. outlive                      C. survive                      D. relieve
- (10) After the old woman's death, the \_\_\_\_\_ members of her family divided up her possessions.  
A. surviving                      B. survived                      C. survivor                      D. survival

##### 2. Cloze test.

The most important (1) step in (2) a job is to get (3) the interview. The following tips may help you to shine at this vital moment.

Get everything ready that is essential (4) the interview. First of all, equip yourself (5) certificates and other relevant documents and make a copy of all the items to show your efficiency. Secondly, find out something about the (6) as well as your prospective (7). Thirdly, make sure that your appearance is (8), that you are relaxed and that you make your CV (9) in your mind. Throughout the (10) you should be friendly, courteous and relaxed. Always remember to answer your questions simply, directly and (11), for you are (12) to be tested whether you have your own (13) and whether you (14) (15) and coherently. When the interview is going to an end, you may show your interest in the company by (16) any questions (17) your future work such as your promotion (18), training courses and so on, instead of holidays, days (19), etc. Take a polite leave when the interview is (20).

- |                     |                |                |                 |
|---------------------|----------------|----------------|-----------------|
| (1) A. only         | B. first       | C. second      | D. a            |
| (2) A. searching    | B. looking     | C. seeking     | D. seeing       |
| (3) A. into         | B. through     | C. to          | D. from         |
| (4) A. during       | B. through     | C. in          | D. before       |
| (5) A. with         | B. for         | C. in          | D. by           |
| (6) A. person       | B. individual  | C. institution | D. company      |
| (7) A. employ       | B. employment  | C. employee    | D. employer     |
| (8) A. beautiful    | B. handsome    | C. nice        | D. neat         |
| (9) A. fresh        | B. new         | C. late        | D. recent       |
| (10) A. meeting     | B. competition | C. interview   | D. interviewer  |
| (11) A. sly         | B. honest      | C. honestly    | D. dishonest    |
| (12) A. supposed    | B. suppose     | C. supposing   | D. sure         |
| (13) A. views       | B. opinions    | C. reasons     | D. characters   |
| (14) A. say         | B. speak       | C. speech      | D. tell         |
| (15) A. sensitive   | B. sensible    | C. sensitively | D. sensibly     |
| (16) A. arising     | B. rising      | C. raising     | D. raise        |
| (17) A. concerned   | B. concerning  | C. concern     | D. /            |
| (18) A. prospective | B. prospects   | C. prospect    | D. prospectives |
| (19) A. away        | B. of          | C. off         | D. /            |
| (20) A. end         | B. finish      | C. finished    | D. finishing    |

### 3. Error correction.

- (1) He speaks English as through he were an Englishman.  
                   A                                  B                  C                  D
- (2) She must not have been here yesterday, because she has gone to America the day before yesterday.  
                   A                                  B  C                  D
- (3) I'll get some beer in case of John come.  
                   A                  B                  C                  D
- (4) This story is concerned about fairies and wicked magicians.  
                                   A                  B                  C                                  C
- (5) A senior clerk in that bank can now enjoy a wage of as much as \$188 000.  
                   A  B                  C                  D
- (6) We should finish the work we have on hand before we begin something new.  
                   A  B                  C                  D
- (7) The search party still could not decide on the direction of the sunken ship.  
                   A  B                  C                  D
- (8) Dr smith was once on the employment of the hospital near our college.  
                                   A                  B                  C                                  D
- (9) He was able to affect certain changes in government policy.  
                   A                  B                  C                  D
- (10) The United Kingdom is consisted of Great Britain and Northern Ireland.  
                   A                                  B                                  C                                  D

答案及点评:

1.

(1) C (2) D (3) A (4) C (5) B (6) D (7) A (8) A (9) C (10) A

2.

(1) B (2) C (3) B (4) D (5) A (6) D (7) D (8) D (9) A (10) C  
(11) C (12) A (13) B (14) B (15) D (16) C (17) B (18) B (19) C (20) C

3.

(1) B as though 意为“似乎,好像”,等于 as if. as through 为拼写错误。

(2) A 否定猜测不应用 must, 应用 can。

(3) C 应改为 in case that, 因为后面是从句 John come。

(4) B 应改为 with, 因为 be concerned about 意思是“担心,关心”, be concerned with 才是“有关”的意思。

(5) B 应改为 salary, 因为 wage 是每星期以封袋交付雇员的工资, 且经常使用复数形式 wages。

(6) B 应改为 in hand, 因为 on hand 意思是“手边的”, in hand 才是“正在进行的”。

(7) C 应改为 location, 意为“具体的位置”, 而 direction 是“方向”的意思。

(8) C 应改为 staff, on the staff of 是固定短语, 意思是“为…正式职员”。

(9) B 应改为 effect, affect 意思是“影响”, effect 在此用作动词, 意思是“产生,引起”。

(10) B 应改为 consists of, 因为 consist of 没有被动语态。

五、单元练习答案

Text A

Reading Comprehension

Exercise 2

1. C 2. A 3. D 4. B 5. D

Exercise 3

1. T 2. T 3. F 4. T 5. F

Public Relations

Exercise 4

I. Introduction:

The importance of gaining the confidence of other people.

II. The Main Concerns of Public Relations:

A: Winning the confidence and goodwill of people

B: Giving others the necessary information about a company

C: Telling others about a company's activities, plans or ideas

III. The Public:

Any company, if it is to develop successfully, must pay attention to the opinions of the public, large or small.

IV. Activities of Public Relations:

A. The Way to Gain the Confidence of the Public

The thoughtfulness about other people's beliefs, interests, and feelings is the important



factor in gaining the confidence of others.

B. The Ways to Reveal a Company's Activities and Character

- 1) speeches
- 2) printed pamphlets and booklets
- 3) motion-picture films
- 4) undertaking projects
- 5) hiring independent public relations firms

**Vocabulary and Structure**

*Exercise 5*

1. e    2. g    3. j    4. h    5. i    6. b    7. d    8. f    9. a    10. c

*Exercise 6*

- |            |                                    |
|------------|------------------------------------|
| 1. 需要谨慎的行动 | take independent action            |
| 感谢你立即采取的行动 | regret one's bad actions           |
| 2. 影响谷物的生长 | affect the development of industry |
| 受到气候的影响    | be affected by the situation       |
| 3. 独自活下来   | survive in the desert              |
| 山洪中幸免于难    | survive the car accident           |
| 4. 显示公司的性质 | reveal her musical ability         |
| 泄露内部秘密     | reveal the truth                   |

*Exercise 7*

- |             |             |             |              |                |
|-------------|-------------|-------------|--------------|----------------|
| 1. action   | 2. commerce | 3. survived | 4. revealed  | 5. affected    |
| 6. location | 7. staff    | 8. annual   | 9. undertake | 10. thoughtful |

*Exercise 8*

- |                   |                         |                   |                       |
|-------------------|-------------------------|-------------------|-----------------------|
| 1. at once        | 2. pay attention to     | 3. worrying about | 4. on good terms with |
| 5. cares about    | 6. connected with       | 7. free...of      | 8. is...made up of    |
| 9. in addition to | 10. take...into account |                   |                       |

*Exercise 9*

1. George is as efficient a worker as Jack.  
George is a worker as efficient as Jack.
2. I took as much luggage as was allowed.  
I took luggage as much as was allowed.
3. German is as difficult a language as English.  
German is a language as difficult as English.
4. The weather isn't as bad (unpleasant) today as it was yesterday.
5. There weren't as many people at this meeting as (at) the last one.
6. I can't drink as sweet coffee as this.  
I can't drink coffee as sweet as this.

*Exercise 10*

1. Not    2. on    3. no    4. not    5. no    6. not    7. not    8. no