

英语学习辅导书 4

A COMPANION TO ENGLISH

教育部成人高等教育英语教材编写组 编

ENGLISH



高等教育出版社

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English

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内 容 提 要

全国成人高等教育《英语》系列教材由教育部规划并推荐,供各类成人高等院校非英语专业专科使用。本套教材以原国家教委1997年颁布的《全国成人高等教育英语课程教学基本要求(非英语专业专科用)》为依据编写,包括主教材《英语》和同步自学教材《英语学习辅导书》各4册。本套教材把语言基本功训练与实际涉外活动结合起来,使成人英语学习从一开始就学用结合,学一点、用一点、会一点。

《英语学习辅导书4》内容包括自学同步练习(含主教材各单元学习重点提示)、主教材练习参考答案(附课文参考译文)两部分。自学同步练习在文章题材、语法练习、应用文等方面与主教材紧密配合,同时增加了听力训练和交际会话。第5、第10单元和自学同步练习后还设置了自测试题,供学生检验自己的学习成果。

本书配有录音磁带。

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前 言

全国成人高等教育《英语》系列教材是根据原国家教委1997年颁发的《全国成人高等教育英语课程教学基本要求(非英语专业专科用)》(以下简称《基本要求》)编写的,是教育部成人高等教育规划教材。本套教材的培养目标是:1. 掌握一定的英语基础知识和技能;2. 具有阅读和翻译有关业务英语资料的能力;3. 训练进行简单的日常和涉外会话的初步能力;4. 培养模拟套写简单信函等涉外业务应用文的能力。

主教材(即《英语》)和同步自学教材(即《英语学习辅导书》)两种学生用书各分4册。第一册为预备教材,词汇起点为800词,主要目的是帮助英语水平低于《基本要求》规定的学生,复习巩固中学已学过的语音、语法、词汇,为进一步学习打下基础;第二册的重点是简单句的基本语法和基本句式的听说读写译等基本技能的训练,并注意把语言基本功训练与实际涉外活动结合起来,使成人英语学习从一开始就能贯彻学用结合,学一点、用一点的原则;第三、四册在侧重阅读基本技能训练和语法应用能力提高的同时,继续进行听说读写译的综合训练,并引入涉外交际资料的阅读、翻译和套写训练,将读译写技能的培养作为教学重点,把培养学生实际使用英语去处理业务工作中的涉外交际活动的的能力作为最终目标。

《英语学习辅导书》包括自学同步练习(含主教材各单元学习要点提示)、主教材练习参考答案(附课文参考译文)两部分。其中自学同步练习既与《英语》紧密配合,又不相互重复。与《英语》相比,自学同步练习遵循“自学、自练、自测”的原则,选材内容更简短、生动,训练方式与形式更灵活多样,并适时提供自测试题供学生检测自己的学习成果。考虑到学生自学的特点,其听说训练以听力训练为主,听录音遍数也不强求一致,学生可根据自己的实际需要播放两或三遍;读译写部分以读懂理解为主,所配少量练习是为了帮助学生扩大词汇和巩固语法的。因此,同时使用这两套用书,会收到相得益彰的效果。

《英语》和《英语学习辅导书》的编写力图改变成人英语教学脱离实际、学用结合不密切的低效率局面,突出英语教学紧密为改革开放服务的实用方向。这是一种新尝试。虽然编者力求达到所设定的目标,但由于编写时间紧迫,经验不足,水平所限,不足与疏漏之处在所难免,恳切希望广大师生和读者批评指正。

本册总主编为大连理工大学外语系孔庆炎教授。由对外经济贸易大学黄震华教授担任主审。参加审稿工作的还有:中央电视大学刘黛琳副教授、高等教育出版社刘援副编审、南京师范大学金陵女子学院于忠喜副教授。在重庆大学外语学院任教的澳大利亚教师 Ann Laidlaw 女士审读了全书。重庆大学成人教育学院的领导对本册教材的编写给予了大力的支持。编者在此一并表示深深谢意。

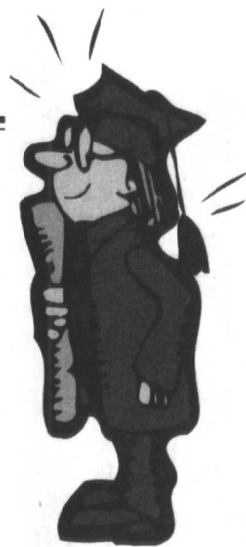
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1999年5月

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自学同步练习



Unit 1

主教材学习重点提示

阅读技巧: 略读

翻译技巧: 非限定性定语从句的翻译

语法: 非限定性定语从句

应用文: 传真

Listening In and Speaking Out



Listening in

1 Dialogues

Listen to the dialogues and choose the best answers to the questions.

- He needed the information in it.
 - He bought it as a gift to the woman.
 - He wanted to write an ad.
 - He needed to write a new book.
- Connie and David liked to meet friends.
 - Connie and David had many friends.
 - Connie and David became good friends.
 - Connie and David used to get along well.
- Write out a list of the woman's calls.
 - Make plans to meet the woman.
 - Call the woman later in the day.
 - Take calls for the woman.
- He'll come back again to apply for the job.
 - He'll think about whether he really wants to quit the job.
 - He'll get some training before he quits the job.
 - He'll apply for another job.

5. a. Because he doesn't like meetings.
 b. Because he has to go somewhere else.
 c. Because he doesn't bother to go to the meeting.
 d. Because he has no time to think about it.

2 Conversation

Listen to the conversation and then answer the following questions.

- Where did Jiro study from 1983 to 1987?
- In which department did Jiro work in the trading company?
- Why did Jiro go to England?
- How many foreign languages could Jiro probably speak?

3 Passage

Listen to a story about a couple's survival at sea.

- A. Before listening, discuss with others on the following questions and write down any of your ideas in the chart below.

What happened to the couple?	What do you want to know from the story?
Possible answers: a. They met a storm on the sea. b. Their boat.... c.	For example: a. How did they find food? b. c.

- B. Listen to the story and put the following events into the right order.

- a. They jumped into a life-raft after their yacht sank.
 b. The captain of a fishing boat saved them and took them to Panama.
 c. Three weeks after they left Panama, they met some sharks.
 d. Bill caught fish in a cup after he lost his fishing line.
 e. They lived on tinned food, fruit and bottles of water for twenty days.

4 Spot Dictation

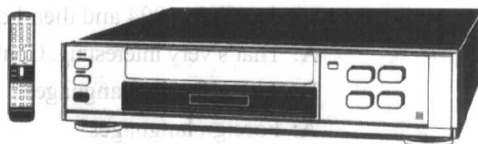
Listen to the short passage and fill in the blanks with the missing words.

I'd like to make a comment about the programs and advertisements we see on TV: there are no 1. _____ images of old people at all. Young people on TV have a lot of money, good 2. _____ and wonderful clothes. They travel in fast cars or planes and have 3. _____ lifestyles. But what about old people we see in programs or ads? They live 4. _____, they are usually poor, and they never go anywhere. I think the people who make the programs 5. _____ be more careful. Is that really what our young people can 6. _____ for in the future? Remember

we'll 7. _____ be old one day — if we're lucky!

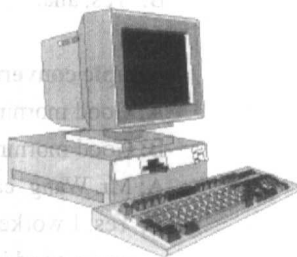
5 Picture Identification

Four people will talk about four different inventions. Listen to their talk and find out what they are talking about and number the pictures according to the sequence of the talk.



Calculator: _____

VCR: _____



TV set: _____

Computer: _____



Speaking out

1 Picture Description

Describe the picture with the help of the Chinese version and English words given in the brackets.

保罗 (Paul), 在东京股票交易中心工作 (Tokyo Stock Exchange), 挣钱很多 (earn a lot of money), 但有太多焦虑 (but have too many worries), 最糟 (the worst) 的是工作没有安全感 (have no job security)。下班后还要学习、工作直至深夜 (work till midnight), 参加各种培训班 (attend training courses)。但他喜爱他的工作 (love his job)。



2 *Communicative Speaking*

Sample conversation 1

A: Good morning, Miss...

B: Miss Jones. Good morning.

A: You'd like to join our team, I gather.

B: Yes, I would.

A: I'd like to know a bit about you. Perhaps, you could tell me a bit about your education.

B: Oh yes, right. Well, I studied English in Chongqing University and I got my first degree in 1994 and then I did an MA course in accounting at Manchester University.

A: That's very interesting. Could you tell me which course did you enjoy most at school?

B: Ah ... foreign languages.

A: Foreign languages?

B: I did French and Japanese.

A: Are you quite fluent in those languages?

B: Yes, aha.

Sample conversation 2

A: Good morning.

B: Good morning.

A: Mr. Wang, can you tell me something about your work experience?

B: Yes. I worked as a bank clerk for three years in the Bank of China. I must say that it was a good job.

A: Why did you leave that job?

B: I didn't really want to, but my family had to move to another city, so I left the bank.

A: What did you do after that?

B: I worked for one private company for 6 months and then I did one-year-full-time course in Finance and Trade.

A: What's your best quality?

B: Um, best quality? Well, I think I'm a hard-working and responsible person. I guess that's my best qualities.

USEFUL EXPRESSIONS AND PATTERNS

- | | |
|---|--|
| 1. You'd like to join our team. | 7. Can you tell me something about your work experience? |
| 2. I'd like to know a bit about you. | 8. What did you do after that? |
| 3. Perhaps, you could tell me a bit about your education. | 9. Why did you leave that job? |
| 4. Which course did you enjoy most at school? | 10. I worked as a bank clerk... |
| 5. I studied English in... | 11. What's your best quality? |
| 6. I got my first degree in... | 12. I'm a hard-working and responsible person. |

3 Conversation Translation

Complete the following conversations by translating the parts given in Chinese into English.

Conversation 1

A: What do you do at the moment?

B: 我在一家大公司作秘书工作。

A: Do you like your job there?

B: 不太喜欢。

A: Are you thinking about leaving your job?

B: 对。我想申请到一家广告公司工作。

A: Good luck.

Conversation 2

A: 请你告诉我你的学历和工作经历?

B: I graduated from a technical school two years ago and since then I've been working as a technician in a factory.

A: 那么, 你为什么想到我厂工作?

B: Well, I need changes in my life. I don't like to spend too many years doing the same job, because it's very boring.

A: If you were given the job, 你能为我们干多长时间呢?

B: It's hard to say.

4 Simulated Practice

Read the job ad and do the role play.

A Team Member Is Wanted

ACME ATLANTIC is a well-known trading company. We are looking for enthusiastic people to work in our office on one-year contract. Candidates must be able to speak and write at least one foreign language fluently. The main requirements are a willingness to work as a member of a team, the ability to cope with stress and to use telephone using a foreign language. The salary we offer is excellent.

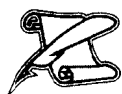
Student A

You have applied for the job in the ad. You are going to be interviewed by the personnel director. Be ready to answer the personnel director's questions. Besides, you can also ask him / her questions.

Student B

You are the personnel director of ACME ATLANTIC. You are going to interview Student A. Think about the questions you would like to ask him / her. Besides, be ready to answer his / her questions.

Reading In and Writing Out

**Reading in****Passage****How to Build Your own Web Site**

A lot of real businesses are **focusing** on the Internet as a way of building sales, but some people with nothing to sell are creating their own Websites to announce wedding plans and show off pictures of their kids and just plain communication. It's not as hard as you think and it can be a lot of fun. Carol Masser has some tips on building your own Web site. "Like my living room, or my study, it's where I put **mementos**, **collectibles**, books and paintings and things that I would like to show to my friends and relatives."

集中, 聚集

纪念品
收藏品

Renne Tubegeihan uses his own Web site to invite people into his **virtual** home. While John Marashod designed his own Web site to reach out to other parents of **disabled** children. "I'd say the goal of this site is to basically link parents in the same situation with disabled children and **bounce off** ideas to one another."

虚拟的
残疾的

交流, 交换

Renee and John are part of a growing number of **surfers** who are shaping and spinning their tails on their own Web pages. If you want to **weave** a Web yourself, it's easier than you think. The first step is to get your own Web address. They're sold by Web service providers like Microsoft, AT&T, and other local companies. Expect to pay between 15 and 25 dollars per month to rent space for your site. But some companies, like

因特网的浏览者

编织, 设计

Tripod and Geocities, issue the site for free if you agree to allow their advertising on your page.

Before you get into setting up your own Web site, you should go around and do some surfing and check out other sites. Once you know what you want to do, it's time to build. If you just want the basics, you can use Microsoft's free Internet Assistant; or if you want to get a little fancier, you can buy a software program like Adobe Pagemill for 100 dollars, or Microsoft's FrontPage Editor for 150 dollars. 更为诱人

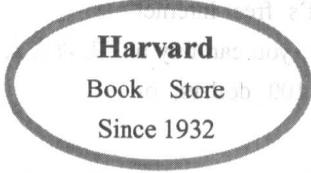
Check your understanding

1 Choose the best answer to each question.




1. Why do some people create their own Web sites?
 - a. To sell their plans.
 - b. To set up family business.
 - c. To communicate with others on family matters.
 - d. To show off their Web sites building skills.
2. What is the main goal of John Marashod's Web site?
 - a. To contact parents who like to share their ideas on educating children.
 - b. To link parents who offer free service to disabled children.
 - c. To send information to disabled children.
 - d. To link parents with disabled children so as to exchange ideas.
3. Some companies offer free Web addresses provided that _____.
 - a. their advertisements are allowed to be put on the Web site
 - b. the Web service providers agree to put their advertisements on their Web sites
 - c. Microsoft and other service providers pay the monthly rent
 - d. 25 dollars are paid to Microsoft, AT&T or other local companies
4. What do you need to do after you get your Web site address according to the passage?
 - a. You need to contact a local company for free advertising.
 - b. You need to surf some Web sites so as to decide what will be included in your Web site.
 - c. You need to learn the basic skills of creating a Web site.
 - d. You need to buy a software program called Adobe Pagemill.
5. How does the author think about creating one's own Web site?
 - a. It's very complicated.
 - b. It's expensive by American standard.
 - c. It's much easier than we think.
 - d. It's just too simple.

Timed reading

- 2 Part of the main page of Harvard Book Store is presented below. Read it as quickly as possible and decide whether the statements following the passage are true (T) or false (F).



Harvard
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Since 1932

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What we're reading.

COMING VERY VERY SOON

Scene In The Store:
Have You Been In Lately?

1. The main page of Harvard Book Store serves as a guide on book information and it also offers the service to order books on line.
2. Harvard Book Store has been in business for over 60 years.
3. The main page of Harvard Book Store provides information only on scholarly and business books.
4. Staff Favourites of Harvard Book Store is designed to inform the readers of the best sellers.
5. The Search function of the page can provide all the information about any books,

even those which are out of print.

6. If you have any questions on books, you can probably get the answers by clicking the Frequently Asked Questions.



Writing out

Applied Writing

Fax and E-mail (电传和电子邮件)

Specimen

Read the E-mail messages below and notice the changes in the format of business letters sent through E-mail.

Netscape - [Message Composition]

File Edit View Options Window

Send Quote Attach Address Stop

Mail To: Zhou Xiao @ ikjio-op

Cc:

Subject:

Attachment:

Dear Ms. Zhou Xiao,

I wanted to inform you that I have received the letter of invitation, and will be applying for my visa as soon as possible, as well as making travel arrangements. When you first approved my position, you informed me that it was my responsibility to get to China, and that arrangements would be made by the university to get me to Chongqing. Is this still the case? Also, I would like to know a bit more about where I will be staying, whom I will be working for, and what sort of curriculum we will be planning.

Thank you again for your help,

David M. Smith
Information Services
(502) 597-4070
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E-mail: davidsmith@Freereserve

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