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# 交际英语阅读技巧

AN ENGLISH READER: Developing Reading Skills

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上海外语教育出版社

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## 总 序

随着改革开放步伐的加快,我国与世界各国的经济、文化、教育、政治等方面的交往日益频繁,合作进一步扩大。在这一过程中,外语作为媒介手段和信息转换工具越来越显出其重要性,越来越为社会各界所重视。为了普及外语,提高全社会的外语水平,以适应形势发展的需要,我国中小学已普遍开设了外语课,社会办学也日趋活跃,业余成人外语教学已遍及全国,广播电视等媒体也为提高社会各界的外语水平作出了有益的贡献。

改革开放以来,随着我国社会主义现代化建设各项事业的迅速发展,社会各界对英语的需求日益增长,英语使用场合日益增多,范围日益扩大,英语已自然成为我国的一种通行的国际交流语言。在这一形势下,“外语热”经久不衰,各级各类英语学习班、培训班层出不穷,大大促进了英语的普及和水平的提高。但是,由于这类班的教学往往注重单项或几项技能的学习和训练,因而,学生学习的语言知识往往是不全面的,他们的语言运用能力更是一个薄弱的环节。因此帮助广大英语学习者全面学习和掌握英语语言知识和英语运用能力,为迎接 21 世纪的到来,培养既有专业知识又懂英语的跨世纪人才,是我们一项责无旁贷的任务。

《21 世纪英语学习丛书》就是以此为目的而设计并组织我国英语语言教学和研究方面学有专长、造诣颇深的著名专家和学者编写的。这套面向 21 世纪的英语学习丛书最大的特点是语言知识与能力训练并重,选材新颖,练习形式多样丰富,讲解详细,书后附

练习答案,有的书还配有辅导用书。总之,《丛书》是针对中国学生学习英语的特点和需要进行编写的,富有新意,充满时代气息,可读性强,具有实用性和趣味性,更便于读者自学。读者学习这套《丛书》后就能系统地学好英语语言及相关的知识,全面提高应用英语的能力,并为进一步提高、深造和向专业领域发展打下扎实的基础。《丛书》的另一特点是讲解深入浅出,既有一定的学术性,又通俗易懂,实例丰富,因此能适应不同层次的英语读者的需要。

现在越来越多的中青年正在业余自学外语,这是一个可喜的现象,对于他们来说,学习中的困难更多一些,但只要坚持不懈,注意方法,总是可以学好的。从不少成功者的经验看,学习中务必要持之以恒,避免急躁和囫囵吞枣。例如,在学习这套《丛书》时要循序渐进,认真阅读和独立完成练习,碰到书上的答案与自己的做法不同时,要认真思考,与别人讨论或请教老师(包括书的作者);一时找不到答案也不气馁,可作为问题记录下来,继续研究,除了认真学习这套《丛书》,还应结合其他读物(特别是优秀文学作品)和听力材料学习外语,大量练习,大胆实践。

在世纪之交,上海外语教育出版社组织编写的《21世纪英语学习丛书》为推动我国英语教学事业的发展做了一件好事。《丛书》的出版必将有助于广大读者学好英语,为普及外语,提高全社会的外语水平作出贡献。

上海外国语大学校长

**戴炜栋**

1995年秋于上海

## 前 言

《交际英语阅读技巧》旨在帮助读者发展阅读技巧,加快阅读速度,提高阅读理解能力。我们知道,阅读需要有一整套的技能,例如,如何领会文章的中心思想、段落大意,如何了解作者的目的意图及其语气文体,如何分析其谋篇布局及写作手法,如何区别文中所述的事实与观点,如何进行推理与判断,如何快速汲取信息,如何从中去伪存真,如何猜测词汇意义,如何应变技巧与读速等等。掌握了这样一套技能,并能在阅读过程中根据自己阅读的不同目的运用自如,就是一位阅读能力很强的读者。

《交际英语阅读技巧》是一个读本,旨在通过精选的原文篇章有针对性地向读者揭示其交际目的及各种技能的运用。这将大大有利于读者认识及掌握这些技能进而提高阅读的速度及理解。本书的选材以交际功能为纲,结合文字的难易、篇幅之长短及体裁的多样,每单元含二至三个中、长篇。所谓中篇约 1500 字;长篇约 3000 字左右。全书共十个单元,二十八篇文章,以确保一定的阅读量及足够的阅读实践,例如围绕“自我介绍”这一功能有自荐信、简历及我的大学生活三篇;“介绍方法”有如何对付求职面试,如何与上司争辩以及如何寒暄、进行社交三篇。每篇都有独立的练习藉以扩大词汇量及提高阅读理解。语言难点配以注释。每课都有一个阅读技巧的培养及发展的重点,如粗读、预测、推理等,并结合课文较大的练习实践,达到阅读中应用的目的。书后附有阅读测验练习,内含短文 37 篇,测验题 125 道,以求进一步巩固及发展技巧。

读者如自学本书,还可参考书后的练习答案。

《交际英语阅读技巧》可供中级水平的英语专业的学生用,也适合于准备参加大学英语四、六级统测的非英语专业的学生及相应程度的英语自学者使用。

《交际英语阅读技巧》是三位编著者在现代英语教学理论的指导下集各自数十年英语教学之经验的又一集体成果。谨此献给广大的英语读者。本书在编写过程中曾得到了 Mr. Peter Merner 不少具体的帮助,谨此致谢。

编者

一九九七年十月



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## CHAPTER 1

### INTRODUCING ONESELF

To introduce oneself is to give information about oneself. This information usually includes your name, date and place of birth, address, phone number, education, work experience, interests and hobbies and languages you speak. In this way you let others know who you are. You also may ask this information from others in order to get better acquainted. Often points of common interest are deliberately mentioned. Sometimes the one who does the self-introduction concentrates only on one event, person, place, or experience in order to bring out a certain aspect of his life, personality or feeling.

## READING 1

### Letters of Self-introduction

You are a Chinese middle school student. Your headmaster is receiving letters from high school students and collecting newspaper advertisements from various countries. In those letters and advertisements the writers all introduce themselves to ask for penpals (friends). Now the headmaster is putting them up on the school's bulletin board, or the notice board for you to choose your pen-pal. Age, sex, or interest may be some of the things that affect your decision. Look at the letters below and see which would interest you.

I am a Finnish girl. I am 15. I want to write to a pleasant Chinese student of English. I also study English at school. What I like to do most after class is cook, swim, and collect stamps. Please write to; Ingrid Kyoto, Box 3832, Helsinki, Finland.

I am a Japanese boy. I am 16 years old. I have English lessons at school and I like them very much. I would like a pen-pal who is also learning English so we could exchange letters in English. My hobbies are pop music, football, and coin-collecting. We can talk about them in our letters. Please write to me at this address: Yoshiro Fukona, Box 7890, Osaka, Japan.

I am Charlie Smith of the United States. I am a high school student. We have many subjects in our curriculum, but I like Chinese best, and I think I am doing pretty well in it. Moreover.

I like the Chinese language so much that I practice it even after class on my own. Now I am looking for a pen pal from China so that we can write letters in Chinese and perhaps exchange visits some day.

I love traveling and I hope to see China with my own eyes some day. Write to me and tell me anything and everything about your country. I am eager to hear all about it.

## WORD FORMATION

### Derivations: Noun forming suffixes:

-er/or: a. V-er work-er, teach-er, paint-er, travel-er, hike-er  
(hiker), manage-er(manager), wait-er

b. V-or instruct-or, act-or, direct-or

c. N-er football-er

-ist: a. V-ist type-ist(typist)

b. N-ist reception-ist

-n/-an/-ian:

a. N-n America-n, Russia-n, Indonesia-n, India-n, Korea-n

-ese: a. N-ese Japan-ese, Nepal-ese

b. N-ese China-ese (Chinese), Burma-ese (Burmese)

-ant/-ent: a. V-ant assist-ant

b. V-ent preside-ent (president)

-man/woman: a. N-man/woman English-man/woman, sales-  
man/woman

**Exercise 1:** Add one of the noun-forming suffixes above to each of the following words to make a noun derivative. Use your dic-

tionary only when necessary.

- |            |                  |             |               |
|------------|------------------|-------------|---------------|
| 1. account | 2. art           | 3. sail     | 4. Australia  |
| 5. reside  | 6. Malaysia      | 7. build    | 8. photograph |
| 9. Egypt   | 10. report       | 11. read    | 12. edit      |
| 13. mail   | 14. administrate | 15. music   | 16. Sichuan   |
| 17. French | 18. Tibet        | 19. consult | 20. attend    |

## Vocabulary

You may find the following words and expressions useful when introducing yourself.

Nationality: Chinese, American, British, English (man), Japanese, Russian, German, etc.

Education: primary/elementary school, college/university, etc.

Occupation: (part-time/full-time) secretary, typist, tutor, sales-clerk, teacher, instructor, nurse, (shop/laboratory) assistant, copy boy, page, receptionist, etc.

Work experience: taught, tutored, worked/acted as..., did... work, worked as..., etc.

Interests: soccer, American football, tennis, cricket, baseball, jogging, surfing, cooking, etc.

Hobbies: stamp-collecting, chess, etc.

## Exercise 2: Writing:

Choose a pen pal from the letters of self-introduction you read above and write a reply introducing yourself. Make sure that your letter contains nationality, name, sex, age, occupation or education, and also your interests and hobbies. Remember to



express your wish to be a pen pal.

Now, we will examine a more formal introduction — one you will need when applying for a position or further schooling. This is called a resume or c. v. (curriculum vitae).

## READING 2

### A Resume

(Personal Information)	David Huang 12-54 94th Street Elmhurst, NY 11373 (718) 867-1588
(Position sought)	Computer trainer
(Experience)	Community College, computer education lab, Sept. 1987 to present. Supervisor: Dr. Clarence K. Elliot. Duties include tutoring students in word processing, using over 40 different pieces of software with five major computer brands. Twenty-eight hours per week.

Computer Land, Dixon, Georgia: