

ENGLISH

中等专业学校 通用教材
职业高级中学

英语 ③

湖南省中等职业技术教育教材编审委员会



湖南科学技术出版社

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LESSON ONE

PRACTICAL WRITING

Private Letters

A

87 King Street
London, G. B.
May 12, 1994

Dear Li Ping,

I was very happy to receive your letter a few days ago. I have been missing you all the time. Knowing that you are planning to come to London for a visit this summer, I am very glad and eagerly look forward to seeing you as soon as possible.

When I first came here at the beginning of this year, I felt I was on a strange land quite different from our country and my spoken English was too poor to be understood. Then one of my father's friends gave me much help. He lives not far from our school. He is very kind to me. He often takes time to help me with my English and tells me many funny things he has met with in London. Now, I have been here for nearly half a year. I am getting used to the life here.

This term I take four courses: English, history, international law and politics. They are all interesting. I like them very much.

The teachers here are patient and kind and my classmates are all friendly. I am getting along very well with them.

I haven't visited any places as yet. I am going to visit some next term.

Are you still studying in Changsha Health School? What courses are you taking? Hope to hear from you soon.

Love to your family!

Yours sincerely,

Wang Lin

B

96 Jones Street

New York

Dec. 20, 1994

Dear Fangfang,

How I enjoy getting your letters! Finding one in my mailbox at the end of a long workday always makes me very happy. But I feel a little guilty because I can't always answer your letters as quickly as I'd like to. I know you can understand and are busy with your job as well.

It's finally Christmas!

Christmas is a wonderful holiday. Houses are decorated with lighted trees and all sorts of wonderful flowers and evergreens. Lots of people do extra baking. For many it is a sacred time, but it is celebrated by the secular as well. Though we rarely get snow, it is rather cold here in December. We are enjoying evenings around the fireplace. I wish I could magically transport you across the ocean to celebrate it with us—that would make

it especially joyful.

You are often in my thoughts and prayers, and I keep in mind the memories of my summer with you. I trust that the progress you made in English this summer continues to be of benefit to you.

Lovingly,
Mary

Words and Expressions

eagerly ['i:gəli] *ad.* 热切地, 渴望地

forward ['fɔ:wəd] *ad.* 向前, 前进

look forward to... 盼望...

course [kɔ:s] *n.* 课程; 过程; 路线

friendly ['frendli] *a.* 友好的; 友谊的

term [tə:m] *n.* 学期; 期限

sincerely [sin'siəli] *ad.* 真诚地; 诚恳地; 真挚地

mailbox ['meilbɒks] *n.* (美) 邮筒, 邮箱

workday ['wɜ:kdei] *n.* 工作日

guilty ['gilti] *a.* 内疚的; 有罪的

decorate ['dekəreit] *vt.* 装饰, 修饰

light [lait] *vt.* 点燃; 点亮; 使发亮

evergreen ['evəɡri:n] *n.* 常绿树; 万年青 *a.* 常绿的, 常青的

extra ['ekstrə] *a.* 额外的, 外加的 *ad.* 格外地, 特别地

baking ['beikiŋ] *n.* 烤, 烘 (面包等)

celebrate ['selibreit] *vt.* 庆祝

secular ['sekjulə] *n.* 俗人 *a.* 非宗教的

rarely ['ræli] *ad.* 很少, 难得

fireplace ['faɪəpleis] *n.* 壁炉

magically ['mædʒikəli] *ad.* 魔术地, 有魔法地

joyful ['dʒɔɪfʊl] *a.* 十分喜悦的, 高兴的, 快乐的
thought [θɔ:t] *n.* 思想; 思维; 关心, 挂念
prayer [preə] *n.* 祈祷, 祈求
memory ['meməri] *n.* 记忆, 记忆力
benefit ['benɪfɪt] *n.* 利益, 好处
be of benefit to... 对...有好处

Proper Noun

Christmas ['krɪsməs] 圣诞节

Notes

1. Private Letters 私人信件

书信通常分为公务信件和私人信件两大类。私人信件的组成部分及书写格式如下:

1) 组成部分

一封英文信主要由以下五个部分组成: 信头 (Heading)、称呼 (Salutation)、信的正文 (Body)、结束语 (Close)、签名 (Signature)。

信头: 指发信人的地址和发信日期。地址的写法必须和信封上发信人的地址一致, 地名应由小写到大。日期应写在地址下面, 并完全写出, 不能以“90”代替1990年。月份要用英文名称, 除 May 外, 其它月份名称都可用缩写式。一般按“月一日一年”顺序写。整个信头写在信的右上角。

称呼: 一封信的称呼是对收信人的尊称语。在信头以下一、二行开始, 从左边顶格写, 自成一行。首词和专有名词的第一个字母须大写, 末尾用逗号或冒号。称呼用语可视写信人和收信人的关系而定。详见后面的表格。

信的正文: 正文大致可分为三个部分: (1) 导言。用一、两句话开头, 说明写信目的或表示谢意。(2) 叙述细节。如果叙

述的事情较多，可分几段写，每段第一行往右缩进约四个字母。

(3) 结束。向收信人表示谢意或致意等。

结束语：结束语又称谦恭语，只占一行，位于正文下面一、二行的中间偏右的地方。第一个词的开头字母要大写，末尾用逗号。不同的关系用不同的结束语，详见后面的表格。

签名：签名一般低于结束语一、二行。无论正文是手写还是打字，都必须签上自己的名字，以示郑重，使收信人相信信件的真实性的真实性。

2) 信件的文行格式：

<p>发信人地址</p> <p>发信日期</p> <p>称呼，</p> <p>正文</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>结束语</p> <p>签名</p>
---	----------------------

3) 称呼及结束语用法表：

收信人	称 呼	结 尾
亲属或好友	Dear Dad (Mum), My dear mother, My dear uncle (aunt), Dear David (Betty),	Your loving son (daughter), Yours, Yours ever, Love, Lovingly, With love, Your sincere (true) friend,
一般朋友或熟人	Dear _____, Dear Mr. (Mrs.) _____, Dear Dr. _____, Dear Prof. _____,	Yours, Yours ever, Your sincerely, Yours faithfully, Yours devotedly,

(续前表)

收信人	称 呼	结 尾
不相识的人	Dear sir (sirs), Dear Madam,	Yours truly, Yours faithfully,

2. London, G. B. = London, Great Britain 大不列颠, 伦敦
3. Christmas: (基督教) 圣诞节。Christmas Day 是耶稣生日, 即 12 月 25 日。圣诞节期一般从 12 月 24 日起延续一周。这是西方国家的一个重大节日。为了迎接这个节日的到来, 美国人和欧洲人早在节日之前两、三个星期就开始准备: 装饰店堂和房间, 购买礼品和圣诞卡等。
4. I am getting used to the life here. 我在慢慢习惯这里的生活。
be (get) used to... 习惯于..., “to” 后接名词或相当于名词的词。另一词组 used to..., 表示过去的一种习惯性动作, “to” 后接动词, 例如:
He is used to hard work. 他习惯于艰苦工作。
We used to go to that park when we studied at college. 我们读大学时常常去那个公园。
5. I am getting along very well with them. 我和他们相处得很好。
get along (with sb.) (与某人) 相处融洽
6. ...are busy with your job as well. ...你工作也忙。
as well 表示“也, 又”。例如本文中另一句: ...but it is celebrated by the secular as well. 不信教的人也庆祝这一节日。
7. You are often in my thoughts and prayers. 我时常想念你并为你祈祷。
8. ...continues to be of benefit to you. ...继续对你有好处 (帮助)。be of benefit to sb. 对某人有帮助, 如: It is of benefit to the people. 它对人民有好处。

TEXT

The Wise Prince

Early one morning the wise old king crept from his bed and peered into his looking glass. "Soon", he sighed, studying his wrinkled face, "it will be time for my son to take my place as ruler of this kingdom. But he is only interested in building things out of wood."

Rising with a yawn, the queen said, "Still a king must be learned, and the prince refuses to attend to his studies."

So the king paced within his chamber, trying his best to think out a plan so that his son might gain an interest in his studies. Finally, the king summoned the youth before him. The prince arrived with hammer in hand.

"Don't just stand there," said the king. "Tell me what you think of it." The prince looked about the chamber but saw nothing new, only the same old bed, the same old carpet and curtains. "How do I like what, Father?" asked the boy. "My bird," exclaimed the king, pointing to a corner of the chamber. "Bird?" asked the prince. "I don't see anything." "Of course, you can't see it," said the king, brightening, "because it's a special bird, an invisible bird. I want you to build a house for it in one week."

The prince didn't know how large and how long the bird was, how could he build a house for it? He paid a visit to the aged wizard who often gave advice to his father, the king. "Of course you can visit my library," said the wizard.

Though the prince spent many days searching through a lot

of books, he could find no information about invisible birds. Instead, he read about birds that could fly as fast as the wind, birds that carried off sheep in their talons, birds that slept during the day and hunted at night, birds that could dive so fast that they could hardly be seen and even birds that were no longer alive on earth.

“Did you find your invisible bird?” asked the wizard. “I have read about all sorts of birds, but none were invisible,” said the prince. “Perhaps,” suggested the wizard, “this is a bird for whom no house can be built.” But the prince refused to give up, even when his father summoned him before him. “Your time is up. You have failed in your task,” said the king.

“But, Father, I have finished the birdhouse.” He led the king into the courtyard, pointed to a tree branch and said, “It’s there.” “But I can not see a thing,” said the king. “Sir,” answered his son, “surely you wish for an invisible birdhouse for an invisible bird.” The king was glad, but said, “You have learned nothing but how to outwit a king,” “Not so,” said the young man, “I have learned many things from books. I must also learn about the world I live in.” The old king turned to his queen with a smile and said, “He already owns the wisdom of a king.”

Words and Expressions

wise [waɪz] *a.* 聪明的, 有智慧的

king [kɪŋ] *n.* 国王

peer [piə] *vi.* 凝视, 盯着看

sigh [saɪ] *vi.* 叹气, 叹息 *n.* 叹气, 叹息 (声)

wrinkle ['rɪŋkl] *vt.* 使起皱纹 *n.* 皱纹

ruler ['ru:lə] *n.* 统治者; 管理者; 支配者

yawn [jɔ:n] *n.* 呵欠 *vi.* 打呵欠

attend [ə'tend] *vi.* 专心；注意（接 to） *vt.* 出席；参加
 pace [peis] *vi.* 踱步 *n.* 步度，（一）步
 chamber ['tʃeimbə] *n.* 卧室，房间
 summon ['sʌmən] *vt.* 召见；召集；召唤
 hammer ['hæmə] *n.* 锤子，榔头
 carpet ['kɑ:pɪt] *n.* 地毯，毛毯
 curtain ['kɜ:tɪn] *n.* 窗帘；门帘；帘
 brighten ['braɪtn] *vt. & vi.* （使）快活起来；（使）发光，发亮
 invisible [ɪn'vɪzəbl] *a.* 看不见的；无形的
 wizard ['wɪzəd] *n.* 巫师，术士
 talon ['tælən] *n.* 爪子；魔爪
 courtyard ['kɔ:tjɑ:d] *n.* 院子，庭院
 branch [brɑ:ntʃ] *n.* 树枝；（学科）部门；支部
 outwit [aʊt'wɪt] *vt.* 智胜
 wisdom ['wɪzdəm] *n.* 智慧，才智；学问，知识

Notes

1. The wise old king crept from his bed and peered into his looking glass. 聪明的老国王从床上爬起来，凝视着镜子。peer 仔细看，凝视，常与 into 连用，如：peer into dark corners 凝视黑暗的角落。looking glass = mirror 镜子
2. studying his wrinkled face 端详着自己布满皱纹的脸。study 细看，细察，如：study a map 仔细察看地图。
3. But he is only interested in building things out of wood. 他的唯一兴趣就是用木头做东西。be interested in... 对... 感兴趣，out of... 在此处是“用... 制成”的意思。如：make a box out of old planks 用旧木板制一只箱子。
4. Still a king must be learned and the prince refuses to attend to his studies. 然而一个国王必须有学问，而王子却不肯专心学习。attend to... 专心...；注意... learned ['lɜ:nɪd] *a.* 有学问

的，博学的

5. ...with hammer in hand. ...手里拿着锤子 with 后面跟一个复合结构，往往说明方式，如：He was working there with only a shirt on. 他只穿一件衬衣在那儿干活。
6. ...spent many days searching through a lot of books. ...花好几天的时间查遍了许多书籍。spend + 时间 + (in) doing sth. 表示：“花多少时间做某事”。
7. Instead, he read about birds that... 而他读到了有关...鸟的书。read about... 读到...
8. He already owns the wisdom of a king. 他已经具有一个国王的智慧了。

Word Study

1. take vt.

(1) 拿，取：

The young woman took her child by the hand.

He took up a book and began to read it.

(2) 吃，喝，服用（药等）：

The doctor told me to take the capsules three times a day 30 minutes after meal.

(3) 带，领：

You'd better take your raincoat with you. It looks like rain.

He took me to visit the famous pianist.

(4) 拿走，取去：

Who has taken my English book?

Take the chairs out of the room.