

21世纪高等院校教材



大学英语 基础教程

ESSENTIAL COLLEGE
ENGLISH COURSE



精读 4
INTENSIVE READING

内蒙古大学出版社
Inner Mongolia University Press

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序 言

大学英语教学须遵循“坚持分类要求和因材施教的原则”。英语教材的编写既要考虑教学的普遍目的与专项目标,也要考虑不同学习者的实际需求。《大学英语基础教程》就是针对我国少数民族和边远地区大中专院校英语为零起点的学生编写的。通过本套教材的学习,学生可达到国家“高等学校英语应用能力考试”的要求。

在内蒙古大学出版社的大力支持下,编委会开展了较为广泛的调研工作,对国内外的多种零起点英语教材进行了较为深入的研讨,并在此基础上精心设计,认真编写了这套教材。本套教材由以下几部分组成:

精读(1—4 册)

泛读(1—2 册)

语法与练习(全一册)

精读教师用书(1—2 册)

外语学习具有阶段性强的特点,英语初学者必须打好语言基础。因此本套教材注重语音、词汇和语法知识的学习。同时考虑到成年人思维能力强的特点与培养学生自主学习能力的需要,本套教材具有容量较大的特点,除满足课堂教学需求外,大量材料可供学生课外自主学习使用。

阅读是掌握语言知识、打好语言基础和获取信息的主要渠道,阅读能力是大多数学生今后工作所需要的主要语言技能。英语应用能力的提高是建立在大量的语言输入,尤其是大量阅读的基础之上的。因此,本套教材注重阅读教学,同时兼顾语言运用能力的培养。通过课内外大量阅读,学生不仅可获得信息和巩固扩展课堂所学知识,而且有助于语感的培养和口头交际与写作能力的提高。

编写英语入门教材,由于受词汇量所限,同时要遵循循序渐进与系统性的编写原则,因此在选材上存在一定难度。我们在编写中几易其稿,努力做到所选用

材料语言规范,具有知识性、趣味性和实用性,以便为课堂教学与课外学习提供适用的语言样本和有针对性的语言实践活动的素材。同时,力求做到全套教材具有较强的逻辑性和系统性。

由于编者经验不足与水平所限,本套教材可能有不尽完善的地方,敬请读者提出宝贵意见。在教师用书后附有征求意见反馈表,恳请广大读者将书中出现的错误和改进意见及时反馈,以便我们在适当时候对教材做出必要的修订,使之更趋完善。

参加本套教材编写的单位有内蒙古大学、内蒙古师范大学、内蒙古农业大学、内蒙古工业大学、内蒙古财经学院、内蒙古医学院、内蒙古科技大学、内蒙古民族大学、呼伦贝尔学院等院校。

《大学英语基础教程》编委会

2003年3月

使用说明

本书为《大学英语基础教程·精读》第四册,这套教材可用于我国少数民族和边远地区大中专院校英语为零起点的学生,亦可供英语初学者使用。

学生通过精读前三册的学习,已较为系统地掌握了英语语法的基本知识,词汇量达到 2000 个左右。学完本册之后,学生的词汇量可达到 3200 个左右,听、说、读、写、译的实用能力将会进一步体现。

本册共有 10 个单元,供学生第四学期使用。每个单元围绕相应的主题,套用模仿文中出现的句型,通过反复练习达到学以致用目的。练习形式种类多样,既包含了语言基础知识的积累,也注重了学生语言运用能力的培养。

每个单元由对话、听力、课文 A、B 和写作四部分组成。课文 B 作为辅助读物,可供英语程度较高的学生提高之用,课文 B 中的生词出现在词汇表中但不作为本册必须掌握的生词。教师可根据学生的实际情况和教学时间,安排学生进行快速阅读或课外阅读训练,并给予必要的指导。

本书单元练习的编排,涉及英语各项技能的训练,以全面提高学生的语言运用能力。

为了复习巩固学过的内容,实现“教、学、考”相互照应,书中另设有两个阶段测验,题型与“高等学校英语应用能力考试 B 级”相同,可用于学生自测,以检测其掌握的程度。

书末附有总词汇表,列出了对话、课文 A 及课文 B 中出现的生词和短语,同时附有全书中出现的英美人名、地名,可供学生随时查阅。

编者

2005 年 1 月

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Unit

1

Business Letters

Section I : Speaking

New Words and Expressions

market[ˈmɑ:kɪt] v. 销售; 买卖

advertise[ˈædvətaɪz] v. 为……做广告;
登广告

repeat[riˈpi:t] v. 重说; 重复

Phil Green[filɡri:n] (男子名) 菲尔·格林

* * *

Peter Johnson[ˈpi:təˌdʒɒnsn] (男子名)

彼得·约翰逊

leave for 去某地; 到……去

Read the following dialogues and talk face to face

Dialogue One

Taking Messages(1)

Miss Xie: Marketing Office. Xie's speaking.

Green: Good morning. Can I speak to Mr. Zhang, please? I'm from ABC Advertising.

Miss Xie: Hold the line, please... I'm afraid he is in a meeting at the moment. Can I take a message?

Green: Yes. Can you ask him to call back as soon as possible? It's very important.

Miss Xie: Of course. May I have your name, please?

Green: Phil Green.

Miss Xie: Can you spell your name, please?

Green: P-h-i-l G-r-e-e-n.

Miss Xie: All right. Your phone number, please?

Green: 8160295.

Miss Xie: Would you please repeat that?

Green: 8160295.

Miss Xie: OK. Mr. Green. I'll give Mr. Zhang your message.

Green: Thank you. Goodbye.

Miss Xie: Goodbye.

Dialogue Two

Taking Messages(2)

Peter: Hello, may I talk to Mr. Tian of the Bank of China?

Miss Xie: Hang on a minute, please... I'm sorry. Mr. Tian isn't in at the moment. Who's that speaking?

Peter: I'm Peter Johnson. When is he coming back then?

Miss Xie: Not until this afternoon, I'm afraid. Will you call again later this afternoon?

Peter: Oh, no. I'm leaving for Japan this morning. May I leave him a message?

Miss Xie: Yes, of course.

Peter: Please tell him both my wife and I have enjoyed our weekend and it really was very kind of him to invite us here. I'll call him again as soon as I arrive in Japan. Oh, my phone number is 47711739.

Miss Xie: Your phone number is 47711739.

Peter: Yes.

Miss Xie: Is there anything else?

Peter: No.

Miss Xie: OK, Mr. Johnson. I'll give Mr. Tian your message.

Peter: Thank you. Goodbye.

Miss Xie: Goodbye.

Practice

Task 1. Follow the samples:

Here are two short dialogues. Follow the examples to make more conversations with your partner.

1. **A:** Good morning. Can I speak to the manager, please?

B: Hold the line, please... I'm afraid he isn't in at the moment. Can I take a message?

A: Yes. Can you ask him to call back as soon as possible?

B: Of course.

Alternative patterns, words and expressions	
...the manager?	Can I speak to / May I talk to / Could I have a word with
..., please.	Hold on / Hang on a minute / Hang on a moment / Wait a moment / Wait a minute
I'm afraid he...at the moment.	isn't in / is at the meeting / is out / isn't in the office / is busy / isn't here / isn't available

2. A: Hello, Who's that speaking?

B: I'm Peter Johnson. Can I speak to the manager?

A: I'm afraid he isn't in at the moment.

B: When is he coming back then?

A: Not until this afternoon. Will you call again later this afternoon?

B: Yes, of course.

Alternative patterns, words and expressions	
Hello, ...?	who's that speaking / who's there, please / who is it, please
—Hello, who's that speak ?	I'm Peter Johnson / This is Peter Johnson speaking /
— ...	It's Peter Johnson speaking / Peter Johnson speaking
Will you...?	call again later / ring again later / leave him a message / call him again later

Task 2. Read aloud the following dialogue with your partner by putting in the missing words.

Miss Xie: The manager's office. Good morning.

Peter: Good morning. May I _____ (1) to the manager?

Miss Xie: I'm _____ (2) he isn't _____ (3) now.

Peter: Can I _____ (4) him a message?

Miss Xie: Yes, of course.

Peter: Please ask him to _____ (5) me as soon as he comes back.

Miss Xie: May I _____ (6) your name, please?

Peter: Peter Johnson.

Miss Xie: Can you _____ (7) it, please?

Peter: P-e-t-e-r J-o-h-n-s-o-n.

Miss Xie: Your _____ (8), please? 47711739. Would you please _____ (9) that?

Peter: 47711739.

Miss Xie: OK. Mr. Johnson. I'll give him your _____ (10).

Peter: Thank you.

Task 3. Imagine you are the secretary and are talking with a customer who wants to talk with the manager. You are talking on the phone.

Secretary: Hello, Mr. Yang's office. I'm his secretary.

Customer: 你好! 请叫经理听电话。

(1)

Secretary: Hold on, please. I'm sorry Mr. Yang isn't in at the moment. Who's there please?

Customer: 我叫李海, 他的客户。请你转告一下, 好吗?

(2)

Secretary: Yes, of course.

Customer: 我明天上午要去上海, 回来以后给他打电话。

(3)

Secretary: 好的, 李先生, 我会转告的。

(4)

Customer: Thank you. Goodbye.

Secretary: Goodbye.

Task 4. Open Question

Work in pairs to make a telephone conversation. One is Miss Xie, and the other is Peter Johnson who wants to have a word with the manager. Role play it in front of the class.

Section II : Listening

New Words and Expressions

T-shirt['ti:ʃə:t] *n.* 短袖衫; 运动衫

label['leɪbl] *n.* 标签; 签条

fur[fə:(r)] *n.* 毛皮衣; 兽类的毛皮

secretly['si:kritli] *adv.* 秘密地

entirely[in'taiəli] *adv.* 完全地; 彻底地

jacket['dʒækɪt] *n.* 短上衣; 夹克衫

expert['ekspə:t] *adj.* 熟练的; 老练的

on the other hand 另一方面

deal with 处理; 应对

do away with 除去; 废除

* * *

complaint[kənˈpleɪnt] *n.* 投诉;抱怨
favor[ˈfeɪvə] *n.* 赞成;偏爱;帮助
just[ˈdʒʌst] *adj.* 公正的;公平的
whenever[wenˈevə] *conj. /adv.* 无论什
么时候;随时

speaker[ˈspi:kə] *n.* 扩音器;扬声器
stereo[ˈsteriəu] *n.* 立体声放声或装置;
音响装置
producer[prəˈdju:sə] *n.* 生产者;制
造者

desire[diˈzaɪə] *v.* 渴望;要求
threaten[ˈθreɪn] *v.* 威胁着要;扬言要

right[raɪt] *n.* 权利;公正
in one's favor 对...有利
in person 亲自;本人
in question 正被谈论的
in charge of 主管;照料

* * *

pack[pæk] *v.* 包装货物;装箱
inform[ɪnˈfɔ:m] *v.* 通知;告知
receptionist[riˈsepʃənɪst] *n.* 接待员;
传达员

put through 接通(电话)
Baker[ˈbeɪkə] *n.* 贝克[姓氏]

Passage 1

Listen and Answer

Listen to the passage and answer the following questions orally.

1. What's the passage about?

2. How many labels are mentioned in the passage?

3. What can a label tell if you buy a T-shirt or a fur coat in a store?

4. What's the other label about?

5. Why is the second label more important than the first one?

Listen and Decode

Listen to the passage again and decode the message with correct choices in the brackets according to what you have heard.

This (table, fable, label) is required by law. Besides telling what the (coat, product,

jacket) is made of, the label should be in clear English and be where one can find it easily. The information on the label must be (sure, truth, true).

The reason for this label is that most buyers today aren't (expect enough, export enough, expert enough) to know exactly what kind of fur or material they are (buying, biting, burying). The buyer must believe in the store that sells the products or in what the labels say.

Passage Two

Listen and Judge

Listen to the following passage and then decide on the correct answer from the following four choices, marked A, B, C and D.

- Complaining directly to the store manager is _____ used by many customers.
 - a single and common way
 - a simple and easy way
 - a single and effective way
 - a simple and common way
- To phone or write the complaint in a letter is _____ when customers cannot get to the store in person.
 - available
 - expected
 - acceptable
 - advisable
- Complaining is usually most effective when it is done _____.
 - carefully and immediately
 - patiently and clearly
 - politely and firmly
 - strongly and highly
- The customer can _____ if all the common ways fail.
 - return the product to the store
 - take the seller to court
 - report the seller to some organizations
 - both B and C

Listen and Complete

Listen to the passage again and fill out the missing words or phrases.

A simple and common way used by many customers is to _____ (1) directly to the store manager. _____ (2), the "higher up" the customer takes his or her complaint, the faster he or she can expect it to _____ (3). In such a case, it is usually settled _____ (4), thinking what he or she complains is just.

Customers should complain _____ (5) whenever possible. But if they cannot get to the store, it is acceptable to phone or write the complaint _____ (6).

Complaining is usually most _____ (7) when it is done politely but firmly, and espe-