■ 新编实用英语学考指南编写组 / 编写

Practical 新編集用英语English

(第二版)

综合教程



GUIDE TO LEARNING AND EXAMINATION

■总主编: 宫 军 刘 燕 ■本册主编:徐 莉 罗小玲



Practical MENTERSISH

(第二版)

综合教羅 2

GUIDE TO LEARNING AND EXAMINATION

■ 新编实用英语学考指南编写组 / 编写

总主编: 宫 军 刘 燕

副总主编: 袁 军

主 审: 刘亚非 罗小玲 本册主编: 徐 莉 罗小玲 副主编: 蔡 华 庞 果

参编人员: 谭 诣 陈 凡 蔡 华 刘 峥

庞 果 邓海燕 徐 莉 袁 军

童丽玲

图书在版编目 (CIP) 数据

新编实用英语(第二版)•综合教程 2 学考指南/宫军,刘燕总主编,徐莉,罗小玲主编.—长沙:湖南科学技术出版社,2009.7

ISBN 978-7-5357-5641-1

I. 新··· II. ①宫··· ②刘··· III. 英语一高等学校一教 学参考资料Ⅳ. H31

中国版本图书馆 CIP 数据核字(2009)第 047618号

新编实用英语 (第二版):综合教程 2 学考指南

编 写: 新编实用英语学考指南编写组

总主编: 宫军 刘燕

本册主编:徐 莉 罗小玲

策划编辑: 袁 军

责任编辑: 袁 军

出版发行: 湖南科学技术出版社

社 址: 长沙市湘雅路 276 号

http://www.hnstp.com

邮购联系: 本社直销科 0731-84375808

印 刷:长沙瑞和印务有限公司

(印装质量问题请直接与本厂联系)

厂 址:长沙市井湾路 4 号

邮 编: 410004

出版日期: 2009年8月第1版第1次

开 本: 787mm×1092mm 1/16

印 张: 10.25

字 数: 248000

书 号: ISBN 978-7-5357-5641-1

定 价: 19.80元

(版权所有 翻印必究)

编写说明

《新编实用英语(第二版)·综合教程》的辅助教材。本套书以高等教育出版社出版的《新编实用英语(第二版)·综合教程》的辅助教材。本套书以高等教育出版社出版的《新编实用英语(第二版)·综合教程》学生用书第1、第2、第3册为主要蓝本,依据教育部颁布的《高职高专教育英语课程教学基本要求》和《新编实用英语教学大纲》,挑选出课文中的重点词汇、重要短语和难句,对其含义、用法进行了详细的解释,并做了适当的引申,以《高等学校英语应用能力考试大纲》为依据,还精心设计了自我测试题。目的在于通过举例、分析、练习等形式,一方面使学生全面理解、领会所学课文的知识点;另一方面使学生在掌握所学知识的基础上,扩展知识面,并能灵活运用所学知识。

《新编实用英语 (第二版) · 综合教程 学考指南》共 3 册,各分册都是依照学生用书同步编写而成。本书为第 2 册,本册共 8 个单元,每单元的内容主要由以下四个部分组成:

第一部分 课文重点难点导学。此部分精心挑选本单元课文中的重点词汇、重要词组和长句难句进行分析、讲解,并附有例句,使学生明确学习重点,解答学生的学习疑点与难点。

第二部分 语法链接。此部分重点介绍本单元的语法知识,同时提供语法练习,既有 理论知识,又有实践练习,从而巩固语法知识点。

第三部分 单元练习答案。此部分提供本单元练习的正确答案,便于随时查阅,方便 学生学习。

第四部分 自我测试。此部分主要依据《高等学校英语应用能力考试大纲》,根据教材内容设计试题,采用高等学校英语应用能力考试的题型,包括词汇结构、阅读理解、翻译、写作四个部分(听力除外),遵循由易到难的编写原则,循序渐进地培养学生的英语学习技巧、提高学生的英语应用能力。

《学考指南》丛书由湖南外国语职业学院组织编写,是一套既导学又导考的英语同步辅导书,现有《新世纪高职高专英语·综合教程(修订版)学考指南》和《新编实用英语(第二版)·综合教程学考指南》两个系列。《新编实用英语(第二版)·综合教程学考指南》总主编为官军、刘燕,本分册主编为徐莉、罗小玲,参加编写的有谭诣、陈凡、蔡华、刘峥、庞果、邓海燕、徐莉、袁军、童丽玲,刘亚非、罗小玲仔细审读了书稿并提出了宝贵的意见,在此深表感谢。

由于编者水平和经验有限,疏漏之处在所难免,恳请读者不吝指正。

目 录

Unit One Invitations 邀请			
Key Points 课文重点难点导学······	(1)
Grammar Tips 语法链接······	(6)
Key to Exercises 单元练习答案	(8)
Test Yourself 自我测试			
Unit Two Emails 电子邮件	(18)
Key Points 课文重点难点导学······	(18)
Grammar Tips 语法链接······	(23)
Key to Exercises 单元练习答案	(26)
Test Yourself 自我测试			
Unit Three Communication by Phone 电话交流	(37)
Key Points 课文重点难点导学······	(37)
Grammar Tips 语法链接······	(43)
Key to Exercises 单元练习答案 ······	(45)
Test Yourself 自我测试	(49)
Unit Four Making Reservations 预订	(56)
Kev Points 课文重点难点导学	(56)
Grammar Tips 语法链接······	(62)
Key to Exercises 单元练习答案 ······	(63)
Test Yourself 自我测试	(67)
Unit Five At a Restaurant 在餐馆	(74)
Key Points 课文重点难点导学	(74)
Grammar Tips 语法链接	(79)
Key to Exercises 单元练习答案	(82	.)
Test Yourself 自我测试	(87)
Unit Six Shopping and Sightseeing 购物与观光	(93)
Key Points 课文重点难点导学	(93)
Grammar Tips 语法链接······	(99)

Key to Exercises 单元练习答案 ······	(101)
Test Yourself 自我测试 ······	(105)
Unit Seven Farewell 告别	(112)
Key Points 课文重点难点导学······	(112)
Grammar Tips 语法链接······	(118)
Key to Exercises 单元练习答案 ······	(121)
Test Yourself 自我测试	(125)
Unit Eight Applying for a Job 求职	(133)
Key Points 课文重点难点导学······	(133)
Grammar Tips 语法链接······	(138)
Key to Exercises 单元练习答案 ······	(141)
Test Yourself 自我测试	(146)
附录	(153)
高职高专教育英语课程教学基本要求(试行)	(153)

Unit One Invitation

学习目标

重点词汇 commit, sequence, appropriate, instance, explicit, assume, straightforward, decent intelligent, terrify

重要短语 turn out, in a position, more...than, bump into, pine for

核心语法 Direct and Indirect Sentence (直接引语和间接引语)

写作要点 Invitation letter (邀请函)

Key Points 课文重点难点导学



Passage 1 Are You Really Being Invited?

1. Words & Expressions 重点词汇与习惯表达

commit

(1) v. do 犯 (罪), 做 (错事等)

例如: I committed an error in handling the business. 我在处理这一业务时犯了一个错误。

(2) v. 使承担义务; 使作出保证; 使表态

例如: He didn't commit himself to anything. 他没有作任何承诺。

(3) v. 把……交托给;把……提交给;把……付诸

例如: The child was committed to the nurse's care. 孩子被交给护士照顾。

(4) v. 把……押交; 把……判处

例如: The judge committed him to ten years' imprisonment. 法官判处他 10 年徒刑。

相关词汇:

commitment n. 承诺

例如: He made a commitment to pay the rent on time. 他保证按时付房租。

sequence

(1) n. at or on the farther side of 连续;接连;一连串

例如: Farmers met with a sequence of bad harvests. 农民们遇到了接二连三的坏收成。

(2) n. 次序; 顺序; 先后

例如: He described the events of that day in sequence. 他按先后次序描述了那一天发生的种种事件。

(3) n. (电影中描述同一主题的) 连续镜头

例如:There are several frightening sequences in the film. 影片中有几组吓人的连续镜头。 相关词汇:

adj. sequential

例如: The boss is satisfied with the sequential documents. 老板对排列整齐的文档很满意。

appropriate

(1) a. 适当的、恰当的、相称的

例如: She picked up a dress appropriate for the occasion. 她挑了一件适合该场合穿的 衣服。

(2) v. 拨出(款项等); 占用; 盗用, 挪用

例如: The city will appropriate funds for the new airport. 该市将拨款建造新机场。

The manager was found to have appropriated store money. 那位经理曾经挪用店里 的钱。

instance

(1) n. 例子, 实例; 情况, 场合

例如:There are jobs more dangerous than truck driving,for instance,training lions,有些工 作比开卡车还要危险, 例如驯狮。

I won't give in in any instance. 在任何情况下我都不会妥协。

(2) v. 举……为例:引证

例如:He instanced the fly as a dirty insect. 在说到肮脏的昆虫时他举苍蝇为例。

explicit

(1) a. 详尽的; 清楚的; 明确的

例如: The doctor gave me explicit instructions on when and how to take the medicine. 大夫详 细地告诉我该何时服药以及如何服药。

(2) a. 直率的; 不含糊的

例如: She was quite explicit about why she left. 她对自己离去的原因直言不讳。

🖙 assume

(1) v. 以为; 假定为; (想当然地) 认为

例如: I assumed that he had gone for a stroll. 我想他去散步了。

(2) v. 承担; 就任; 取得

例如: The prince assumed power when he was only fifteen. 王子在十五岁时就掌权了。

(3) v. 呈现;采取;采用

例如: His illness assumed a very grave character. 他的病显得非常严重。

g turn out 结果是;证明是

例如: The party turned out to be very successful. 晚会结果开得很成功。

He said he was a doctor; but later he turned out to be a cheat. 他自称是个医生,结 果证明他是个骗子。

r in a position: 能够做

例如: He wasn't in a position to help me. 他不能帮我的忙。

We worked together so we could be in a position to serve this country. 我们一起工作

以便能够报效祖国。

r more...than...: 与其……还不如……

例如: He is more a writer than a composer. 与其说他是个作曲家还不如说他是作家。
It is more a party than a reunion. 与其说这是一场团圆还不如说是一场聚会。

2. Difficult Sentences 难句分析

- (1) ... you are not required to commit yourself until you know what the invitation is for.在你还不清楚活动内容之前,你不要承诺一定会参加。
 - not...until... 表示 "直到……才……"; commit oneself 表示 "承担义务、表态"。
 - 例如: Don't leave until I am back. 直到我回来你才能离开。
 He didn't commit himself to anything. 他没有作任何承诺。
- (2) In many instances it is the inviter who pays, as one would expect. 在很多情况下,正如大家所想象的一样,是邀请者付账单。
 - it is...who... 是强调句式。

例如: It is my father who helps me a lot with my study. 是父亲在学习上给我很多帮助。
It was him who made me angry today. 是他今天弄得我生气了。

- (3) In this case the host expects to pay and the guest may offer to leave the tip, which may be declined by the host. 在这种情况下,主人往往会付账单,客人会主动提出付小费,虽然这会被主人谢绝。
 - offer to 表示"主动做……", which 引导非限制性定语从句。

例如: He offered to lend me some books. 他提出要借给我几本书。

The museum offers extensive facilities for study. 这个博物馆提供了许多供研究的设备。

The weather turned out to be very good, which was more than we could expect. 天气结果很好,出乎我们的意料。

- (4) There are also phrases that sound like invitations but in fact are not. 还有一些话语听起来像邀请, 而事实上不是。
 - but in fact they are not 后面省略了重复的部分 phrases that sound like invitations。

例如: When I invited him to go with us, he said he was glad to (go with us). 当我邀请他和我们一起去时,他欣然答应了。

3. Translation 课文参考译文

你真的被邀请了吗?

如果有人问你什么时间是否有空并邀你参加某次活动,在你还不清楚活动内容之前,你不要承诺一定会参加。比如说,如果你说有空,而邀请你参加的活动却是你不喜欢做的事情(到你去过10次的当地景点旅游),那么你就可以回绝邀请,或以后再编一个借口。如果遇到这种情况,就告诉邀请你的人,你得了解活动安排之后再答复他们。如果一定要拒绝邀请,多数邀请人期望得到解释。恰当的做法如下:先道歉,再说明拒绝的理由,最后对邀请表示感谢。

当有人邀请你到他家里做客时,谁是主人、谁是客人都非常明显; 但当有人邀请你去餐

厅吃饭、喝咖啡或饮酒时,就很难辨认主人和客人,在美国不同的地区,这方面的习俗是不同的。

在很多情况下,一般认为由邀请人付账单,但有时候各付各的账。在非正式的场合,朋友们之间经常如此,比如"咱们去喝杯啤酒吧!"或"想去喝咖啡吗?"然而,在美国很多地方,有些人喜欢去餐馆请客吃饭,而不是邀请客人到家中。在这种情况下,一般是由主人付账,客人可以主动提出给小费,虽然这可能会被主人拒绝。(如果遇到这种情况,就顺其自然)如果是随意发出的邀请,比如"咱们去(餐馆名称)吃饭吧!"这与其说是邀请还不如说是建议,那么你就应该准备付你自己的那部分账单。

如果你想请人去餐馆吃饭,一定要表达清楚:"我想请你去……"美国人也应该表达清楚,但他们时常以为你了解当地关于这方面的风俗习惯。如果你心里没有把握,就问问朋友。

还有一些话语听起来像邀请而事实上不是。有人可能说"我们什么时候聚聚"或"你什么时候来我家坐坐"。你可以通过这些话的含糊其辞来判断这不是邀请——没有提到具体的时间,而且经常使用"什么时候"这个词。这些经常是告别时的客套话。在这种情况下,你可以这样回答"行啊,那太好了"或"我很高兴去",或类似的话语,然后把这件事搁下来。如果他们不打电话给你,你可以随时邀请他们。

Passage 2 An Invitation Letter

1. Words & Expressions 重点词汇与习惯表达

straightforward

(1) a. 一直向前的; 径直的

例如: They took a straightforward route to the lake. 他们走了一条笔直通向湖的路。

(2) a. 正直的; 老实的; 坦率的

例如: I must insist on your giving me a straightforward answer. 我一定要你给我一个直截了 当的回答。

(3) a. 简单的; 易懂的; 易做的

例如: The issue is not quite straightforward as it seems. 这个问题不像看上去那么简单。

r decent

(1) a. 正派的; 合乎礼仪的

例如: I didn't have a decent dress for the dance. 我没有参加舞会的合适的衣服。

(2) a. 正派的, 合乎礼仪的

例如: I only associate with good decent fellows. 我只和正派的好人交往。

(3) a. 令人满意的, 相当好的

例如: He earns a decent wage. 他挣一份很不错的工资。

r intelligent

(1) a. 有才智的; 聪明的; 明智的; 有理性的

例如: Elephants are intelligent animals. 象是有灵性的动物。

(2) a. 了解的, 熟悉的

例如: He has really been very intelligent about the whole thing. 他对整个事情都很了解。

terrify

v. 使害怕, 使恐怖

例如: The thunderstorm terrified the child. 雷雨把那个小孩吓坏了。

写 make a list (of): 列清单

例如: He made a list of their names. 他把他们的名字列成一张名单。

Would you please make a list of the things to buy? 请你列一张要买的货物清单好吗? pine for sth. / to do sth.: 渴望

阿也 It's at this time of warm that I start to a 'c' C

例如: It's at this time of year that I start to pine for the snow-topped mountains. 每年的这个时候我开始渴望见到冰雪覆盖的山峰。

As a young girl, I always pined to fly like a fairy. 当我是个小女孩的时候, 常常希望像仙女一样飞起来。

2. Difficult Sentences 难句分析

- (1) It seems ages since we heard from you. 似乎很长时间没有收到你的来信了。
 - It seems ages since... 意思是 It seems a long time since...

例如: It seems ages since we graduated from university. 我们毕业似乎很久时间了。

- (2) So I am writing straightaway to make sure this reaches you well before you leave Shanghai in the hope that it will be possible for you both to spend a few days with us during your stay in England. 所以我马上写信,好让你在离开上海之前肯定收到这封信——希望你们俩能在英格兰逗留期间和我们住几天。
 - to make sure...和 in the hope of... 都是表示目的的状语。

例如: You'd better bring an umbrella to make sure you will not get wet in rain. 你最好带把伞,以便下雨时你不会淋湿。

He brought an umbrella in the hope he will not get wet in rain. (译文同上)

- (3) We shall be having two friends of yours staying with us over the New Year weekend. 我还有两个朋友和我们一起度过新年的周末。
 - 此句中的 shall be having 是将来进行时,表示将来某个时间将会发生的事。

例如: We shall be having dinner tonight tomorrow because I have started to go to visit you. 今晚我们将会共进晚餐,因为我已经出发来看你了。

3. Translation 课文参考译文

一封邀请信

亲爱的麦克:

似乎很长时间没有收到你的来信了,从你去中国工作以来算起,到现在就更久了。但是近来我们在一次聚会上碰巧遇见了查理·赖特,从他那里得知你和露西娅要来英格兰过圣诞节。所以我马上写信,好让你在离开上海之前肯定收到这封信——希望你们俩能在英格兰停留期间和我们一起住几天。

我依然在大学教英国文学,和同事相处得很融洽。我这里也有一些中国学生,他们很友好,也很聪明。

我猜想你会和你父母过圣诞节,但是在你的圣诞节假日结束前还会有些时间。我还有两个朋友和我们一起度过新年的周末,如果你们也能来的话,那真是太好了。麦克·格里菲斯

和罗莎・格里菲斯这一对好夫妇是我的老朋友,我想你肯定会喜欢他们的。他们过去也住在 中国,所以我们会有共同的话题。而且如果天气好的话,我们可以找一天一起去拜访卡特一 家、到时我一定会要阿瑟叔叔把他的面包车借给我们用。

我们这边没有很多事情可说。玛丽很好,仍然喜欢教学工作(至少我认为是这样);孩 子们长得飞快, 我还在桑德森公司工作, 而且工作很开心, 尽管我偶尔也渴望以前自由自在 的日子。但是让我们盼望你很快来这和我们一起迎接新年的到来吧!

就写到这。我想我得利用今天晚上的时间写圣诞卡。

请尽快写信或打电话给我们。一定要来哦!

永远爱你的理查德 2007年11月10日

Grammar Tips



直接引语变为间接引语

1. 语法知识

(1) 陈述句由直接引语变间接引语

将直接引语变为由 that 引导的宾语从句跟在引述动词之后 (that 也可省略)。如:

"I don't love her." he says. →He says that he doesn't love her.

注意: 若引述动词用的是 say to sb.,则通常改为 tell sb.。如:

"It's a secret." he said to me.

He told me that it was a secret.

(2) 疑问句由直接引语变间接引语

注意两点:一是改为宾语从句的间接引语要用陈述句词序;二是若直接引语引述动词为 say, 改成间接引语应将其改为 ask 等。

①一般疑问句由直接引语变为间接引语。

方法是: 将直接引语变为由 if 或 whether 引导的宾语从句跟在引述动词之后。如:

"Are you ill?" he asked. →He asked if / whether I was ill.

②特殊疑问句由直接引语变为间接引语。

方法是: 将直接引语变为由疑问词引导的宾语从句跟在引述动词之后。如:

He asked, "When did she leave?" →He asked when she had left.

(3) 祈使句由直接引语变间接引语

方法是: 使用 ask / tell / order sb. to do sth. 这一结构进行转换, 若祈使句为否定式, 则用 ask / tell / order sb. not to do sth., 其中 ask、tell、order 的选择视句子的语气而定。如:

"Come early tomorrow, Jim." he said. →He told Jim to come early the next day.

"Don't be late again, Mary." he said. →He told Mary not to be late again.

(4) 直接引语变为间接引语时的五大变化

①时态的变化。直接引语变为间接引语时,若主句为过去时态,变为间接引语的宾语从 句通常要将时态往后推一个。如:

"I like to watch TV," she said.

→She said that she liked to watch TV.

He said, "I'm waiting for her."

→He said that he was waiting for her.

"It will rain soon," he said.	→He said that it would	rain soon.			
"She can swim," he said.					
注意: 若直接引语为客观真理, 则变为	间接引语时时态不变。				
The teacher said, "The earth turns around	d the sun. "				
→The teacher said that the earth turns are	ound the sun.				
有时由于直接引语有特定的过去时间状	语,变为间接引语时时	付态也可不变。如:			
He said, "I was born in 1954."	→He said that he was	born in 1954.			
②时间状语的变化。					
直接引语变间接引语时,有些时间状语	也要做相应的改动。如	П:			
He said, "I'm very busy now."	→He said that he was	very busy then.			
He said, "I want to leave today."	→He said that he want	ed to leave that day.			
He said, "She left yesterday." →He said that she had left the day before.					
She said, "I'll tell you tomorrow." →She said that she would tell me the next day					
③代词的变化。在直接引语变为间接引语时,有些代词也要作相应的变化。如:					
He said, "I think this is the best."	→He said that he thou	ght that was the best.			
"I'll send you a card, Sue," Ann said.	→Ann told Sue she'd	send her a card.			
④地点状语的变化。地点状语 here 在间]接引语中通常要变为	there。如:			
"I've live here for 10 years," he said.	→He said that he had	lived there for 10 years.			
⑤动词的变化。动词 come 改为 go,brii	ng 改为 take 等。如:	_			
"He will come today." she said.	→She said that he wou	ld go that day.			
2. 语法练习					
Choose the best answer to fill in the bla	ank.				
) 1. He said if he the bus, he					
A. catchwill B. catchwould	C. caughtwill	D. caughtwould			
) 2. The policeman told the little boys _	play football on the	street.			
A. did not B. not		D. to not			
) 3. He said books were his.					
	C. this	D. that			
) 4. She asked me when their dinn	ner.				
A. had we B. we had	0 1	D. we have			
) 5. She him to bring her a cup of	tea.				
A. say B. said	C . ask	D. asked			
) 6. I asked what wrong with him.					
A. is B. was	C. /	D. were			
) 7. He asked me I was coming _	·				
A. iftomorrow B. ifthe next da	y C. /tomorrow	D. /the next day			
) 8. The young woman me to carry					
A. asked B. ordered	_	D. order			
) 9. She told me that her mother had tal	ken to an exhibition	on the day before.			

(

(

(

(

(

(

(

(

C. me D. us B. her A. she) 10. They told their son that the earth round the sun. D. had gone B. went C. goes A. go 语法练习参考答案

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

Key to Exercises 单元练习答题



Maintaining a Sharp Eye

Read and think

- 1. Answer the following questions according to the passage.
- 1. You are not required to commit yourself until you know what the invitation is for.
- 2. It is the following sequence: apology, reason for refusal, thanks for the invitation.
- 3. It means each pays his or her own check.

2. informal

4. It is the word "sometime".

Read and Complete

- 2. Fill in the blanks without referring to the passage.
- 3. entertain
- 5. casual
 - 6. suggestion
- 3. Complete each of the following statements according to the passage.
- 1. invent an excuse later
- 2. present problems
- 3. explicit

- 4. specific time mentioned
- 5. "Yes, that would be nice."
- 4. Fill in the blanks with the proper words and expressions given below, changing the form if necessary.
 - 1. instance

1. instances

- 2. present
- 3. hostess
- 4. appropriate

- 5. invent
- 6. entertain
- 7. explicit
- 8. identify

Read and Translate

- 5. Translate the Chinese into English.
- 1. For convenience, the photos will be shown in time sequence.
- 2. You are required to stop your car after an accident.
- 3. The conceptions and practices of child education vary from culture to culture.
- 4. He is more of a poet than a musician.
- 5. My father has kindly offered to take us to the airport.
- 6. We really should meet sometime soon to discuss the details.

Read and Simulate

6. Pay attention to the italicized parts and translate the Chinese sentences by simulating the structure of the English sentences.

1. He didn't have a girlfriend until he was thirty.

Don't leave until I tell you to.

2. The truth turned out to be more surprising than we had expected.

It turns out that she had known him when they were children.

3. I'm sorry I'm not in a position to help you right now.

I'm sure they'd like to help her out financially but they're not in a position to do so.

4. In many instances it is the teacher who talks, but in some instances the students do.

In many instances it is the husband who pays, but in some instances the wife pays her own bill.

5. He is more of a director than a producer.

She is more of a composer than a singer.

6. There are also houses that seem warm but in fact are not.

There are also music pieces that sound like light music but in fact are not.

Simulate and Judge

7. Are the following statements ture or false according to the passage? Write T / F accordingly.

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

Read and Rewrite

8. Rewrite the third paragraph in the third person.

Richard imagines that Michael and Lucia will be spending Christmas with their parents, but surely they will have some time after that before their Christmas holidays end. Richard will be having two other friends, Mike and Rosa Griffiths who are Richard's old friends and a good couple, staying with them over the New Year weekend, and he thinks it would be nice if Michael and Lucia could come then, too. He is sure Michael and Lucia could like them. Mike and Rosa Griffiths used to live in China, too, so they all will have something in common. And if they get some decent weather, they might all go off one day and visit the Carters — Richard is sure they can get Uncle Arthur to lend them his minibus.

9. Translate the following sentences into Chinese.

- 1. 似乎很长时间没有收到你的来信了,从你到中国工作时算起,到现在就更久了。
- 2. 所以我马上写信——确保你们离开上海之前能够收到这封信——希望你俩能在英格兰停留期间和我们一起住几天。
 - 3. 我还有两个朋友和我们一起度过新年的周末,如果你们也能来的话,那真是太好了。
- 4. 如果天气好的话,我们可以找一天一起去拜访卡特一家,到时我一定会要阿瑟叔叔 把他的面包车借给我们。
- 5. 玛丽很好,仍然喜欢教学工作(至少我认为是这样);孩子们长得飞快,我还在桑德森公司工作,而且工作很开心,尽管偶尔我也渴望以前自由自在的日子。

Trying Your Hand

Read and Simulate

1. Read the following two samples of invitation letter and then reply to it and learn to write your own.

Dear Sir or Madam:

Thank you for inviting me to give a talk at the annual conference from 24 to 28 July this year.

Although I would be pleased to be involved in the conference, I have already a commitment this date.

Regrettably, I am unable to accept your invitation.

I wish you every success with this conference. I would be pleased to attending the conference next year.

Yours sincerely,

J. Higgins

Marketing manager

Simulate and Create

2. Translate the following invitation letter body into Chinese, using the Date Bank in the Workbook for reference.

亲爱的布尔先生:

很荣幸地邀请您参加我们的年会。今年的会议将于 8 月 20 日到 24 日在诺丁汉大学举行。

随函寄上会议的详细内容、住宿安排和活动计划。

去年您给我们做了题为"学术标准及展望"的精彩报告。如果今年您能就此话题的新 发展做一发言,我们将非常感激。

如果您能在方便时尽快通知我们您能否出席此次会议,我们将不胜感激。

您真诚的

菲利普・鲁福特(会议组织者)

2007年6月24日

3. Write a reply to the above letter. Your reply should include the following.

Dear Mr. Luford,

Thank you for your letter of 24 July and I am pleased to confirm my participation in this year's conference

I would appreciate it if you could send me further details about the program.

Unfortunately, I will not be able to give an update on last year's talk. I am afraid that pressure of work will not allow time to prepare a talk.

However, I look forward to attending the conference again.

Yours sincerely,

H. Bool

4. Translate the following message into English, referring to the Data Bank in the workbook for reference.

I wish I could attend your graduation party. I know it will be lots of fun. Unfortunately my parents have already invited several of my relatives over for a reunion. I wonder if you could come on Saturday evening so you can tell me all about the party.

Write Through Applying Grammer Rules

5. Find the correct choices in the brackets to make correct sentences.

- 1. who he is
- 2. it began
- 3. I had enjoyed
- 4. you will have time

- 5. how old I was
- 6. he would marry her 7. we should

8. I could

Write Through Correcting Mistakes

6. Correct the errors in the following sentences.

- 1. Jane told her not to worry where her son might be.
- 2. She said she was going to the cinema.
- 3. She wanted to know what his job was.
- 4. I wondered if he really meant it.
- 5. He asked which chair he should take.
- 6. He asked why I hadn't stopped the car.
- 7. He remarked what a lovely house it was.
- 8. He said how beautiful the garden was.
- 9. He asks when they will leave.
- 10. I don't know where he is.

Write Through Translating

7. Translate the following sentences into English.

- 1. Can you tell me where I can buy some chewing gum?
- 2. The police wanted to know what she looked like.
- 3. Do you know what she is wearing?
- 4. In the report, they asked how many security cameras there were in the bank.
- 5. The interviewer asked him how many years he had worked.
- 6. Do you want to know when he will leave for Shanghai?
- 7. I want to know which color you prefer, red or yellow.

Write Through Describing a Picture

8. write a short passage of about 100 words to describe the picture. Some useful words and phrases are provided her to help you. Start the passage with "Sandra was writing a letter to decline Mary's invitation to her birthday party".

Sandra was writing a letter to decline Mary's invitation to her birthday party. In the letter, Sandra told Mary she would love to come, but unfortunately, she was not able to because her husband and her were going to Italy on July 9th on holiday. And they would stay in Rome for ten days. After that they would go on to travel to England on July 20th and have a whole month there. Before closing the letter, Sandra asked Mary to give her best wishes to her family.