

大学英语自学教程(下) 精讲与训练

Daxue Yingyu Zixue Jiaocheng Jingjiang Yu Xunlian

主编 万 晶 黄卫军



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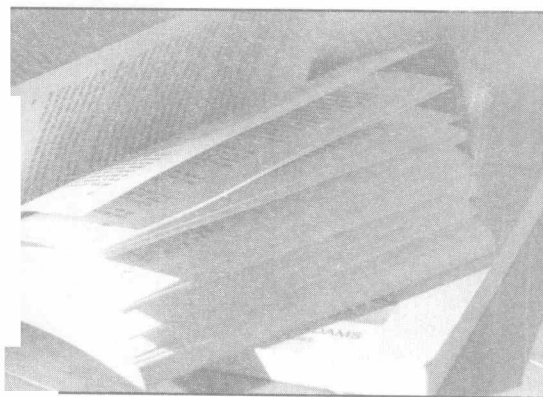
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主 编 万 晶 黄卫军

副主编 林 琳 刘萍倩 罗 艳 谢爱民

熊华昕 汪截屏 闵忠文



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前 言

《大学英语自学教程（下）》（高等教育出版社）是受高等教育自学考试指导委员会的委托，根据自学考试委员会制定的《英语（二）自学考试大纲》的要求，由高远教授担任主编编写的供高等教育自学考试本科段使用的公共课程指定教材。

为了帮助广大考生顺利通过专科段公共课程英语（二）自学考试，本书编者按照全国高等教育自学考试指导委员会颁布的《英语（二）自学考试大纲》的要求，紧扣指定教材《大学英语自学教程（下册）》，并结合自学考试的特点，精心编写了《大学英语自学教程（下）精讲与训练》这本指导书。

《大学英语自学教程（下）精讲与训练》讲解详细，特点明显。本书引导学生从阅读入手，精读与泛读相结合；从语篇→段落→句子→词汇→语法点，即先掌握文章的主旨和行文逻辑，再掌握词汇和语法点。让学生自己从文章中总结和提高英语语言的运用能力，加强对本教材的理解和学习。

本书编写的结构框架包括以下几大模块。

一、Main Idea of the Text（课文摘要）：本书给出课文的主题思想，目的是为了帮助学生更好地全篇理解课文。

二、Further Notes on the Text（课文详解）：以语言交流的句子为中心，展开对句子、词汇的详细解析，并结合历年考试相关知识点。

三、Key Words and Phrases（重点词汇与短语）：列出每课课文中出现的重点单词和短语，帮助学生一目了然地掌握课文重点词汇。

四、Analysis of the Exercises（练习参考答案）：详细给出每项练习的答案，以供自学者参考。当然，自学者应该先自己做练习，再看答案，这样做更有助于提高实际运用能力。

五、Quiz（阶段练习）：每三课提供一套自测题及答案，以供自学者检测自己的阶段性学习程度。自学者应该先做试题，再看参考答案，这样才能准确了解自己的学习水平。

六、英语（二）模拟试题及2007年真题：给出三套模拟试题和两套真题，旨在帮助广大考生熟悉考试题型，积累应试经验。

将本书与《大学英语自学教程（下）》配套学习，既能巩固原教材内容，又能熟悉英语（二）考试题型，掌握应试技巧，为广大考生顺利通过全国高等教育自学考试奠定坚实的基础。

本书由黄卫军、万晶担任主编并审阅定稿。本书得以出版得到了江西蓝天学院教务处，教科所和公教部的大力支持，在此表示衷心地感谢。

由于编写时间仓促，编者水平有限，错误不当之处，敬请读者指正，以便再版时修订。

编 者

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Unit 1

Text A *What Is a Decision?*

Main Idea of the Text (课文摘要)

决策的目的是制定和实现组织目标。作决策的原因是有问题存在、目标和目的不正确、或者有某种东西妨碍目标或目的的实现。作决策的过程对管理人员来说至关重要。决策者必须具备从多个可供选择的可能性中确定最佳选择的手段,而多种目标的顺序和重要性也部分地基于决策者的价值观。今天所作的决策可能会对将来产生深远的影响。因此,有经验的管理者能从当前决策看到将来的效果。

段落大意:课文分成三部分。

Paras. 1—2: The definition of decision 决策的定义

Paras. 3—4: The general process of making a decision 作决策的一般过程

Paras. 5—9: Various factors influencing decision making at the managerial level 在管理层次上,多种影响决策制定的因素

Further Notes on the Text (课文详解)

1. A decision is a choice made from among alternative courses of action that are available.

决策是从可供挑选的行动方案中作选择。

1) make a choice “作出选择”,如:

—He made a careful choice of his friends. 他选择朋友很谨慎。

2) “made from among alternative courses of action” 过去分词短语作定语,修饰前面的 “a choice”。一般来说,单个分词(包括只受单个副词修饰的分词)作定语时放在所修饰的名词前面;而分词短语作定语时必须放在所修饰的名词后面。

—There are no living things on the moon. 月亮上没有生物。

—This is a leaf fallen from that tree. 这是从那棵树上掉下来的一片叶子。

3) “that are available” 是定语从句修饰 “courses of action”。

4) “from among” 为双介词,在与某些介词搭配中 from 较常用。

—from behind the door 从门后

—from above one's glasses 从眼镜上方

2. The reason for making a decision is that a problem exists, goals or objectives are wrong, or something is standing in the way of accomplishing them.

作出决策的原因是存在着问题,目标有误,或有某种东西妨碍着它的实现。

1) 注意“... reason for doing...”和“the reason why...”的结构。

—You must give me your reasons for refusing. 你必须向我讲明拒绝的理由。

—What was the reason for him being late? 他迟到的理由是什么?

—The reason why he doesn't come is that he is ill. 他没有来的原因是生病了。

2) in the way 妨碍,挡道

—The door was blocked, there was something in the way.

门打不开,好像有什么东西挡住了。

—If you are not going to help, at least don't get in the way.

如果你不愿意帮忙,至少别妨碍人家。

[联想] out of the way 别挡路,不碍事: Move out of my way! 走开,别挡我的路!

◎考点拓展

I have no idea what's standing _____ accomplishing our goals and objectives. (2003 年 10 月份统考试题)

A. in the way of B. on the way to C. by way of D. in one's way of

【解析】译文:我不知道是什么妨碍了我们完成目标。本题测试的是:词义区分。

A. “妨害、阻碍”; B. “在……的路上”; C. “通过……途径”, “用……方法”; D 项与 A 项一致,但不应用 one's。答案选 A。

The literary critics should be as _____ as possible in analysis and judgment. (2002 年 10 月份统考试题)

A. positive B. negative C. subjective D. objective

【解析】译文:文学批评应该在分析和判断方面尽量客观。本题测试:词义区分。A. 肯定的, B. 否定的, C. 主观的, D. 客观的。答案选 D。

3. Almost everything a manager does involves decisions, indeed, some suggest that the management process is decision making.

一个管理者所做的所有事情几乎都离不开决策,甚至有人提出管理就是决策。

1) 本句的主语是 everything, “a manager does” 是 everything 的定语从句,省略了引导词 that。involve 是谓语动词。当主语是 everything 或 everyone 时,谓语动词一般用单数。

2) indeed 逗号中间的词,可先略过,与句子整体意思没什么关系,只是表示意思的递进。

◎考点拓展

Almost everything a manager does _____ decisions; indeed, some suggest that the management process is decision making. (2000 年 4 月份统考试题)

A. imposes B. improvises C. involves D. indicates

【解析】译文:一个管理者所做的所有事情几乎都离不开决策。本题测试:动词辨异。

A. 强加(负担、任务等), 征(税)。B. 改进、改善。C. 牵涉、包含。D. 指出、表明。答案选 C。

4. Although managers cannot predict the future, many of their decisions require that they consider possible future events.

虽然管理者不能预见未来,但是他们要做的很多决策需要他们考虑将来可能发生的情况。

1) 这是个复合句, although 引导让步状语从句, 主句中的谓语 require 后跟一个宾语从句。

2) require 后面的宾语从句需用“(should) + 动词原形”的虚拟语气结构, 该结构中的情态动词 should 可以省去。另外, 常用此种形式的还有 demand, order, suggest, propose, ask, insist, command, request, desire 等。

—We suggested he(should) attend the meeting. 我们建议他参加会议。

—He ordered Tom (should) go with me. 他命令汤姆和我一起去。

5. Often managers must make a best guess at what the future will be and try to leave as little as possible to chance...

管理人员通常必须对未来的情况作出最佳的猜测, 尽可能少地去碰运气……

1) to make a guess at... 猜测……

2) leave... to 把……交给, 把……留给

—All right, leave it to me. 好吧, 把这件事交给我。

3) chance 运气, 偶然性

—Let's leave it to chance. 我们就让它顺其自然。

6. ... and many decisions have a broad range of choice.

……许多决策有一个比较宽的选择范围。

a broad range of 很宽的范围

7. Sometimes the consequences of a poor decision are slight; at other times they are serious.

有时一个拙劣的决策的后果很轻微, 而有时则很严重。

1) poor 粗劣的, 不好的

— a poor memory 不好的记忆力

— in poor health 健康不佳

— poor soil 贫瘠的土壤

2) at other times 在其他时候, 在另一些场合中, 在平时

—Sometimes he is very friendly, at other times he can be very moody.

有时候他颇为友好, 可有时候喜怒无常。

8. For managers, every decision has constraints based on policies, procedures, laws, precedents and the like.

对管理者来讲, 每个决策都受政策、程序、法律、先例等的制约。

1) “based on...” 修饰 constraints, 过去分词作定语。

2) and the like 类似的东西, 等等……

—He love music, painting and the like. 他喜欢音乐、绘画, 等等。

9. If there are no alternatives, there is no choice and, therefore, no decision.
如果没有选择项,就没有选择,也就没有了决策。
therefore, 因此,表递进,对句子整体意思并无影响。
10. For example, managers sometimes treat problems in an either/or fashion.
例如,管理人员有时以二者择一的方式来处理问题。
fashion 在本句中指“方式、样子”,“in an either/or fashion”意思是“以二者择一的方式”,“以非此即彼的方式”。注意前面的介词。
—She greeted us in her usual friendly fashion. 她以她惯有的友好方式问候我们。
—She speaks in a very strange fashion. 她说话的样子非常奇怪。
fashion 还有“风尚、时髦”之意。
—be in fashion 迎合时尚
—be out of fashion 不合时尚
[联想]in... way 用……方法
11. But the tendency to simplify blinds them to other alternatives.
但这种简化问题的倾向使他们对其他可供选择的多个可能性视而不见。
1) to simplify 是不定式作定语,修饰 tendency。
2) blind vt. 使……失明,使……失去判断力。
—The worker was blinded in the accident. 那个工人在那次事故中失明了。
—Tom's feelings for Nancy blinded him to her faults. 汤姆对南希的感情使他看不到她的缺点。
12. Frequently, departments or units within an organization make decisions that are good for them individually but that are less than optimal for the larger organization.
通常,一个机构内部的单位或部门做出的决策可能有利于本部门、本单位,但对比它们大的机构来说就不是最佳选择了。
1) “within an organization”修饰“departments or units”,介词短语作定语。
2) “that are good for them individually”和“that are less than optimal for the larger organization”是两个定语从句,修饰“decisions”。
13. These trade-offs occur because there are many objectives that organizations wish to attain simultaneously.
之所以要进行权衡,是因为一个机构希望同时达到的目标很多。
“because”引导一个原因状语从句,其中又有一个“that”引导的定语从句,修饰“objectives”。
14. Different managers define the same problem in different terms.
不同的经理对相同问题的解说是不同的。
1) “define”给……下定义
2) term n. 措辞,话
—in plain terms 以简明的措辞

15. When presented with a common case, sales managers tend to see sales problem, production managers see production problems, and so on.

把同样一种情况摆在他们面前,销售经理看的是销售问题,生产经理看的是生产问题,如此等等。

“when presented with a common case”是由“when + 过去分词短语”构成的时间状语,其主语 they 和 be 动词被省略。这种省略只有在从句的主语与主句的主语相同时才能出现,本句中从句的主语与主句的主语为“sales managers and production managers”。

—When asked about that matter, he just kept silent. 当被问及那件事情的时,他只有保持沉默。

16. In many business situations different people's values about acceptable degrees of risk and profitability cause disagreement about the correctness of decision.

很多商业活动中,不同的人对于风险和收益的可接受程度的价值观不一样,这就导致了他们对决策正确与否的看法也不相同。

这是一个简单句,“values cause disagreement”句子中有三个介词短语作定语。

Words and Phrases (重点单词和短语)

goal, objective, accomplish, predict, accompany, tendency, attain, optimal, argue, scheme, define, alternative, available, fundamental, ongoing, entity, skilled, in the way, and the like, point of view, the purpose of doing something, be beneficial to, vary from... to..., depend on, in order to, in part.

Analysis of the Exercise (练习参考答案)

Exercises for the Text (课文练习)

I. 阅读理解

1. d 2. c 3. c 4. d 5. d

II. 找出下列词或短语的同义词

1. alternative 2. fundamental 3. accompany 4. implement 5. precedent
6. attain 7. objectives 8. vary 9. multiple 10. isolate

III. 对下列两组词进行搭配

1. c 2. d 3. i 4. j 5. g 6. e 7. h 8. a 9. f 10. b

IV. 完型填空

our, helped, from, front, to, passed, it, same

V. 把下列句子译成英语

- Decision makers should be able to make the best guess in the future.
- Some people think that everything managers do involves decision making. (or Some people think that everything managers do has something to do with decision making.)
- If there are no correct alternatives, there are no correct decisions to be made.

4. Since different people have different ideas about the same problem, so the approaches to it vary from person to person.
5. Decision makers usually hold the key to the business development of the company.

Vocabulary Exercises (词汇练习)

I. 用下列词的适当形式填空

- | | | | |
|--------------------|-------------------|------------------|-------------------|
| 1. a. be organized | b. organizational | c. organization | |
| 2. a. simple | b. simplified | c. simply | d. simplification |
| 3. a. profit | b. profitable | c. profitability | |
| 4. a. intention | b. intended | c. unintended | |

II. 用下列词的适当形式填空

- | | | | | |
|--------------|---------------|----------------|--------------|-------------|
| 1. precedent | 2. skilled | 3. achievement | 4. implement | 5. optimal |
| 6. goal | 7. accomplish | 8. accompanies | 9. tendency | 10. ongoing |

III. 把下列句子译成英语

1. His friend accompanied him to a concert.
2. He has argued her out of her decision.
3. he owed his success in part to luck.
4. According to his suggestion, the formalities have been much simplified.
5. The broadcasting station predicts that it will turn cold tomorrow.
6. Motion is defined as a change in position or place.

Text B *Secrets of Success at an Interview*

Language Points on the Text

The subject of today's talk is interviews. ^[z1]

The key words here are preparation and confidence, which will carry you far. ^[z2]

Do your homework first. ^[z3]

Find out all you can about the job you are applying for and the organization you hope to work for. ^[z4]

Many of the employers I interviewed made the same criticism of candidates. "They have no idea what the day to day work of the job brings about. They have vague notions of furthering the company's prospects or of serving the community, but have never taken the trouble to find out the actual tasks they will be required to do."

Do not let this be said of you. ^[z5] It shows an unattractive indifference to your employer and to your job.

Take the time to put yourself into the interviewer's place. He wants somebody who is hard – working with a pleasant personality and a real interest in the job.

Anything that you find out about the prospective employer can be used to your advantage during the interview to show that you have bothered to master some facts about the people who you hope to work for. ^[z6]

Write down (and remember) the questions you want to ask the interviewer(s) so that you are not speechless when they invite your questions. ^[z7] Make sure that holidays and pay are not the first things you ask about. ^[z8] If all your questions have been answered during the interview, reply: "In fact, I did have several questions, but you have already answered them all." ^[z9]

Do not be afraid to ask for clarification of something that has been said during the interview if you want to be sure what was implied, but do be polite. ^[z10]

Just before you go to the interview, look again at the original advertisement that you answered, any correspondence from your prospective employer, photocopies of your letter of application or application form and your resume.

Then you will remember what you said and what they want. This is very important if you have applied for many jobs in a short time as it is easy to become confused and give an impression of inefficiency.

Make sure you know where and when you have to report for the interview. Go to the building (but not inside the office) a day or two before, if necessary, to find out how long the journey takes and where exactly the place is.

Aim to arrive five or ten minutes early for the actual interview, ^[z11] then you will have a little time in hand and you will not panic if you are delayed. You start at a disadvantage if you arrive worried and ten minutes late. ^[z12]

Dress in clean, neat, conservative clothes. Now is NOT the time to experiment with the punk look or (girls) to wear low-cut dresses with miniskirts. Make sure that your shoes, hands and hair (and teeth) are clean and neat.

Have the letter inviting you for an interview ready to show in case there is any difficulty in communication. ^[z13]

You may find yourself facing one interviewer or a panel. The latter is far more intimidating, but do not let it worry you too much. The interviewer will probably have a table in front of him/her. Do not put your things or arms on it.

If you have a bag or a case, put it on the floor beside your chair. Do not clutch it nervously or, worse still, drop it, spilling everything.

Shake hands if the interviewer offers his hand first. There is little likelihood that a panel of five wants to go through the process of all shaking hands with you in turn. ^[z14] So you do not be upset if no one offers.

Shake hands firmly—a weak hand suggests a weak personality, and a crushing grip is obviously painful. Do not drop the hand as soon as yours has touched it as this will seem to show you do not like the other person. ^[z15]

Speak politely and naturally even if you are feeling shy. Think before you answer any questions.

If you cannot understand, ask: “Would you mind rephrasing the question, please?” The question will then be repeated in different words.

If you are not definitely accepted or turned down on the spot, ask: “When may I expect to hear the results of this interview?” ^[z16]

If you do receive a letter offering you the job, you must reply by letter (keep a photocopy) as soon as possible.

Good luck!

Key to the Exercises (练习参考答案)

Exercises for the Text (课文练习)

I. 判断下列句子的正误

1. T 2. T 3. F 4. F 5. F 6. F 7. F 8. F 9. F
10. T

II. 根据课文内容填空

1. preparation; confidence
2. idea
3. unattractive indifference
4. hardworking; personality; interest
5. speechless
6. holidays; pay
7. clean; neat; conservative
8. the floor beside your chair
9. politely; naturally
10. “I beg your pardon?” 或 “Could you please repeat it?” 等.

Vocabulary Exercises (词汇练习)

I. 从课文 B 中找出与下列句子中划线部分意思相近的词或短语

- | | | | |
|----------------------|-----------------|-------------------------|----------------------|
| 1. at a disadvantage | 2. conservative | 3. indifference | 4. make sure |
| 5. vague | 6. clutched | 7. turned down | 8. to your advantage |
| 9. neat | 10. prospects | 11. take the trouble to | 12. place |

Grammar Exercises (语法练习)

I. 指出下列句子中“as”的词性和语法功能，并将句子译成汉语：

1. 连词；让步状语从句。
 尽管约翰想记住，却没能记住一个词。
2. 关系代词；非限定性定语从句。
 和他的兄弟们一样，哈利身材奇高。
3. 连词；比较状语从句。
 这儿有块大石头，没人能搬起它。
4. 关系代词；限定性定语从句。
 他们的观点和我的一样。
5. 关系代词；非限定性定语从句。
 像许多人从前那样，认为学习外语没有用是错误的。
6. 关系代词；非限定性定语从句。
 如从前所说，语法不是一套死规则。
7. 关系代词；非限定性定语从句。
 正如同学们所看到的，海伦有点疯疯癫癫的。
8. 关系代词；非限定性定语从句（带有插入语的性质）。
 你会发现所有的问题现在都已得到解决。
9. 前一个是副词，后一个是连词；比较状语从句。
 她和她姐姐跳得一样好。

10. 前一个是副词, 后一个是连词; 比较状语从句。

他们同她一样爱她。

11. 连词; 比较状语从句。

他没有她那么老。

12. 介词; 时间状语从句。

当他还是个孩子时就参加了军。

13. 连词; 时间状语从句。

趁你在这儿, 为何不讨论一下咱们的计划?

14. 连词; 方式状语从句。

他以独特的视角来描写中国。

15. 连词; 方式状语从句。

他总是努力工作, 好像从没有感到疲倦。

16. 连词; 方式状语从句。

你怎么对待我, 我就怎么对待你。

17. 副词; 状语。

他是部门主任, 非得他签署文件。

18. 介词, 习语; 定语。

你要对整个工作负责。

19. 介词; 宾语补足语。

他们把他看成是一个了不起的人。

20. 介词; 主语补足语。

这怎么会被说成缺少经验呢?

II. 把“as”插入下列句子

1. Can you throw a stone as far as that tree?

2. As regards that matter, I have no objection.

3. As to his mother, I know nothing about her.

4. As for you, I will never want to see you again.

5. She does not own him as her own husband.

6. He is a guest, and we should receive him as such.

7. I, as well as you, don't lie.

8. As is the teacher, so is the pupil.

9. Badly wounded as he was, he never lost hope.

10. Child as he is, he can tell right from wrong.

11. As he was ill, I went there alone.

12. He reached out his hand as though he were trying to catch something.

13. You had better manage the business as before.

14. We must study as long as we are alive.

15. He has put his energy into literature—the same as his sisters have put theirs into mu-