

大学 英语 通用 分级 系列 读物

# 三 级

(A)

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**ENGLISH**

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# 大学英语通用分级系列读物

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刘 钦 主 编

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# 《大学英语通用分级系列读物》

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## 前 言

《大学英语通用分级系列读物》主要供大学本科非英语专业学生课外阅读之用，同时也可供大专、电大、函大、夜大、工大等各专业学生以及各类英语培训班和大学英语专业学生选用。《读物》分级编写，内容由浅入深，并附有简要注释，便于自学，因而也适于广大自学者使用。

这套读物主要按《大学英语教学大纲》规定的各级词汇量进行分级。全套读物分为八级，即预备一级、预备二级、一级、二级、三级、四级、五级、六级，每级拟出版A（泛读）、B（速读）各一本，全套阅读材料共十六册，陆续出齐。

每册读物的篇幅约为十万到二十万字，全套读物都选自英文原文。选择课文时既注意到思想内容健康和语言的规范化，同时也注意到趣味性和知识性。由于这是一套通用读物，要照顾文、理、工各类学生的需要，因此内容力求广泛，题材多样，既有文学方面的材料，也有科普文章、科技新闻、传记轶事等等。

本套读物旨在提高学生的英语阅读能力。每篇课文后都编有阅读理解练习和词汇练习，供课堂教学或学生自学使用。此外，书后附有练习答案，可供查阅。

由于编者水平有限，编写时间仓促，疏漏和错误之处在所难免，敬希使用本书的同志和专家学者提出批评和建议，以便再版时补充和改正。

《大学英语通用分级系列读物》编写组

一九八九年四月

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## CONTENTS

1. How to Give a Good Speech.....	( 1 )
2. The History of Books.....	( 9 )
3. Mysteries of the Sea.....	( 19 )
4. Magic .....	( 28 )
5. The Pleasures of Eating.....	( 38 )
6. Paper Housing.....	( 48 )
7. The Female Mosquito.....	( 57 )
8. How Do the Movies Do It?.....	( 65 )
9. How Your Memory Works.....	( 73 )
10. What's in a Name?.....	( 81 )
11. Telling the Time.....	( 88 )
12. Snakes.....	( 98 )
13. Too Many Bosses Spoil the Job.....	( 106 )
14. Beauty on the Wing.....	( 114 )
15. The First Men on the Moon.....	( 124 )
16. Flying High.....	( 134 )
17. A Moral for any Age.....	( 142 )
18. New Light on the Past from Below the Ocean Floor.....	( 151 )
19. Everyday Live in the Soviet Union; The Shopping Runaround.....	( 159 )
20. Earthquake .....	( 169 )
21. Machines that Mimic Man.....	( 177 )

22. Karate .....	( 184 )
23. The Brain's Timetable; Closing in on the 'Body Clock' .....	( 193 )
24. Festival of the Whale.....	( 201 )
25. English and How It Got that Way ( Part One).....	( 209 )
26. English and How It Got that Way ( Part Two).....	( 219 )
27. Art, Money, and Crime ( Part One) .....	( 230 )
28. Art, Money, and Crime ( Part Two).....	( 241 )
29. True Love.....	( 252 )
30. The Green Banana.....	( 264 )
31. The Man with Jade Mask.....	( 273 )
32. Remembering .....	( 282 )
33. Hollering.....	( 290 )
34. Ralph Bunche, Architect of Peace.....	( 298 )
35. Room for One More.....	( 307 )
36. The Birth of the Nuclear Age.....	( 317 )
37. A Day's Wait.....	( 327 )
Key to the Exercises .....	( 336 )

## 1. HOW TO GIVE A GOOD SPEECH

[We are all called upon to make a speech at some point in life, but most of us don't do a very good job. This article gives some suggestions on how to give an effective speech.]

1 So, you have to give a speech-and you're terrified. You get nervous, you forget what you want to say, you stumble over words, you talk too long, and you bore your audience. Later you think, "Thank goodness, it's over. I'm just no good at public speaking. I hope I never have to do that again."

2 Cheer up! It doesn't have to be that bad. Here are some simple steps to take the pain out of speechmaking. First of all, it is important to plan. Do your homework. Find out everything you can about your subject. And, at the same time, find out as much as you can about your audience. Who are they? What do they know about your subject? Do they have a common interest? Why are they coming to hear you speak? Put yourself in their shoes as you prepare your



speech.

- 3       Ask yourself the purpose of your speech. What is the occasion? Why are you speaking? Are you introducing another speaker? Moderating a discussion? Giving a lecture? Convincing someone? There are many possible speaking roles, and each one has its own special characteristics. Make sure you know into which category you fit. Don't spoil your speech by confusing one speaking role with another.
- 4       Let us suppose that you have been asked to introduce the main speaker at a conference. First, find out the most important and interesting things about the speaker. Then, summarize this information in a few remarks. It is all right to tell a joke or an anecdote if it is in good taste and will not embarrass the speaker. And, most important, be brief. Remember, you are not the main speaker, you are introducing the main speaker.
- 5       If you are a moderator, you should begin by giving a quick introduction of the people on the panel. After that, you should try to keep the discussion running smoothly, and you should try to focus on the connections between speakers. Keep yourself in the background. Don't talk too much, and don't interrupt the panelists. Be tac-

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tful and be considerate.

6 If you are giving a lecture or explaining an idea, gather as many facts as you can on your subject. Spend plenty of time doing your research. Then spend plenty of time organizing your material so that your speech is clear and easy to follow. Use as many examples as possible, and use pictures, charts, and graphs if they will help you make your points more clearly. Never forget your audience. Don't talk over their heads, and don't talk down to them. Treat your audience with respect. They will appreciate your thoughtfulness.

7 If you are trying to sell something, you will need to convince your audience. Do you want them to vote for Candidate A? Are you offering them a new, improved toothbrush? This kind of speech is usually dramatic, but here too, you must do your research and know your facts.

8 When you are making your speech, try to relax. Speak slowly and clearly and look at people in your audience. Use simple vocabulary and expressions whenever possible. Pause for a few seconds now and then to give your audience a chance to think about what you have said. Make sure that everyone in the room can hear you. If it is a large room or an auditorium, you

will probably have to use a microphone.

- 9 Just remember, be prepared. Know your subject, your audience, and the occasion. Be brief. Say what you have to say and then stop. And be yourself. Let your personality come through so that you make person-to-person contact with your audience.

- 10 If you follow these simple steps, you'll see that you don't have to be afraid of public speaking. In fact, you may find the experience so enjoyable that you volunteer to make more speeches! You're not convinced yet? Give it a try and see what happens.

#### Notes

1. You stumble over words. 你结结巴巴地说话。
2. Cheer up! 高兴起来!
3. Here are some simple steps to take the pain out of speechmaking. 下面讲几种摆脱讲演的苦恼的简单方法。
4. Do your homework. 你必须做好准备。  
homework; any work of a preparatory or preliminary nature 准备工作
5. Put yourself in their shoes. 使你自已处于他们的位置上。等于汉语的“设身处地”。
6. Moderating a discussion? = Presiding over a discussion? 主持讨论会吗?

7. in good taste (情趣)高雅的, 得体的
8. people on the panel = a group of people who take part in the discussion 参加公开讨论会的成员
9. Keep yourself in the background.  
不要引人注目。
10. Be tactful and be considerate. 既老练又周全。
11. Don't talk over their heads. 讲话内容不要超过听众所能理解的水平。 over one's head 超过某人的理解力
12. don't talk down to them 不要以首长的口气对他讲话。 talk down to sb.; speak to sb. in a superior manner 以高人一等的口吻对某人讲话
13. And be yourself. 使你自己显得自然而真诚。
14. Let your personality come through 让你的人品充分显示出来。 come through; show clearly

### Exercises

#### 1. Comprehension:

Read the text carefully again and then choose the response that best reflects the meaning of the text or completes the sentence.

- 1) the main of this article is \_\_\_\_\_.
  - A. you can improve your speaking ability
  - B. a poor speaker can never change
  - C. a good speaker always makes a short speech

- D. you can make a friendly contact with people
- 2) Although it is not directly stated, paragraph 1 implies that many people
- A. are happy to give a speech
  - B. stumble over their words
  - C. are afraid of giving a speech
  - D. talk too long
- 3) In paragraph 3, what are the words omitted before "moderating a discussion", "giving a lecture" and "convincing someone"?
- A. Are you...
  - B. The occasion is...
  - C. What is...
  - D. It is...
- 4) Paragraph 3 explains that \_\_\_\_\_.
- A. all speeches are similar
  - B. there are different kinds of speaking roles, and one should not confuse one role with another speech
  - C. a successful speaker is always dramatic
  - D. a speaker is sure to spoil one speech after another
- 5) Paragraph 5 suggests that if you are a moderator \_\_\_\_\_.
- A. you should talk about yourself
  - B. you should give a very long speech

- C. you should be tactful
  - D. you should act as a "bridge" between speakers
- 6 ) According to paragraph 7, which of the following would be a speech to convince you of something?
- A. How to Bake Bread
  - B. An Evening to Honor Senator Smith's Long Career
  - C. Why You Should Live in Florida
  - D. Shakespeare and His Sonnets
- 7 ) Paragraph 9 \_\_\_\_\_.
- A. explains how hard it is to make a speech
  - B. gives examples of a lecturer's role
  - C. brings home to the readers the significance of public speaking
  - D. summarizes some basic techniques of making a good speech
- 8 ) If the author of this article were speaking to you instead of writing, what type of speaker would he/she be?
- A. Moderator.
  - B. Lecturer
  - C. Introducer.
  - D. Candidate.

2. Vocabulary:

Choose and circle the word or word group that

is nearest in meaning to the underlined part in each sentence.

1) We are all called upon to make a speech.

- A. afraid
- B. required
- C. asked
- D. allowed

2) Put yourself in their shoes.

- A. Try to imagine how they think and feel.
- B. Try on their shoes to see if they fit you.
- C. Be sure to wear nice clothing when you give a speech
- D. Try to get fully prepared

3) You may tell a joke if it is in good taste.

- A. short
- B. long
- C. sweet tasting
- D. polite

4) A moderator should keep the discussion running smoothly.

- A. make the program work well
- B. run around
- C. run slowly
- D. argue with everyone

5) Use examples if they will help you make your points.

- A. point to pictures on the wall

- B. explain the important ideas clearly and quickly.
- C. add up a group of numbers
- D. keep quiet
- 6) He claimed that his success was due to the fact that he never talked down to his audience.
- A. looked at the floor when speaking to his audience
- B. delivered any lecture without a thorough-going preparation
- C. addressed his audience in a superior manner
- D. spoke too fast
- 7) Pause for a few seconds now and then.
- A. occasionally                      B. right away
- C. when you are finished
- D. in a few minutes
- 8) Let your personality come through.
- A. hide                      B. pass by
- C. show                      D. develop

## 2. THE HISTORY OF BOOKS

- 1 The first books were quite different from the books of today. They were made of baked clay tablets.



Some of these tablets have been found that were used in Mesopotamia about fifty-five hundred years ago. The people of that time used symbols to represent their language. When the clay was soft, the symbols were written in the clay. After the tablets were baked, the clay hardened and the messages were permanently preserved. Most of the tablets that have been found are business records, such as deeds to certain lands in the area.

- 2       The Egyptians found a material that was more convenient to write on than clay. They used the bark of the papyrus, a grassy plant that grows wild in the Nile Valley. They pasted layers of this bark together to make long sheets sometimes over a hundred feet long. A wooden roller was attached to each end of the sheet so that a small portion could be read, then the papyrus could be rolled up a little to reveal a new portion of writing. Because this method was employed, the Egyptian writing was done in columns, reading from top to bottom.

- 3       For centuries this type of book was used in Greece, Egypt, China, and Rome. The Romans made roll books of vellum, a soft parchment made from the skins of young animals such as lambs, kids or calves. About 300 A.D. a new type of book was developed; three or four sheets of vellum