

湖南省晋升专业技术职务
外 语 水 平 考 试

英语 日语 俄语
考试提纲

湖南省人事厅考试中心
一九九七年八月

英语 日语 俄语
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湖南省晋升专业技术职务
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前 言

为了帮助参加晋升专业技术职务外语水平考试的人员掌握考试指定用书的主要内容和重点,以便认真复习迎考,我们组织有关专家、教授编写了这本《英语、日语、俄语考试提纲》。

本“提纲”英语、日语部分选取考试指定用书《英语》、《日语》中 1—52 篇作为考试复习范围(其中 1—40 篇晋升中级职称用,1—52 篇晋升高级职称用);俄语部分选取考试指定用书《俄语》中 1—60 篇作为考试复习范围(其中 1—50 篇晋升中级职称用,1—60 篇晋升高级职称用)。

本“提纲”英语部分由湖南师范大学刘金玲副教授编写、校对,日语部分由湖南大学王呈尧教授编写、校对,俄语部分由湖南师范大学沙安之教授编写、校对,湖南大学刘绩生教授、省机械工业学校毛存华副教授、湖南医科大学许雪晴讲师分别为日语和俄语部分的完善进行了修订和勘误,付出了辛勤劳动,在此一并致谢。

由于编撰时间仓促,不到之处在所难免,恳请专业技术人员提出批评意见。

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目 录

英语考试提纲

| | |
|----------------------|-------|
| 第一部分 语法 | (1) |
| 第二部分 翻译 | (15) |
| 第三部分 词汇、阅读理解 | (78) |
| 一、词汇练习 | (78) |
| 二、阅读理解 | (85) |
| 附录一 英语考试提纲参考答案 | (165) |

日语考试提纲

| | |
|----------------------|-------|
| 第一部分 语法 | (169) |
| 第二部分 翻译 | (194) |
| 第三部分 阅读理解 | (294) |
| 附录二 日语考试提纲参考答案 | (343) |

俄语考试提纲

| | |
|----------------------|-------|
| 第一部分 语法、词汇综合练习 | (346) |
| 第二部分 翻译 | (374) |
| 第三部分 阅读理解 | (387) |
| 附录三 俄语考试提纲参考答案 | (423) |

英语考试提纲

第一部分 语法

一、语法复习纲要

英语语法和词汇一样是英语学习中不可缺少的一部分，也是遣词造句、阅读理解和翻译的基础，因此英语应试者除需熟悉湖南省晋升专业技术职务外语水平考试指定用书《英语》中列举的五种基本句型外，还需了解形容词、副词的比较和最高级形式及其用法；重点掌握动词时态、语态以及最常用的不规则动词的变化；认知各种从句并熟悉其译法。

1) 五种句型

① 主语 + 系动词 + 表语

例：You are young. 你年轻。

The deserts are driest areas.

沙漠是最干旱的地区。

② 主语 + 不及物动词

例：A funny thing happened.

一件可笑的事发生了。

Sound travels at the rate of about one fifth of a mile per second. 声音以每秒钟约五分之一英里的速度传播。

③ 主语 + 及物动词 + 宾语

例：I want some more. 我还多要点。

④主语+及物动词+间接宾语+直接宾语

例: Union can find them jobs.

工会可以为他们找工作。

⑤主语+及物动词+宾语+宾语补语

例: I'll give you half my apple if you let me paint. 如果你让我刷漆, 我将给你半个苹果。

2) 形容词和副词的比较级

①规则的形容词和副词比较级

比较的原则是只有在质量、大小、层次某方面可以分级的形容词或副词才能进行比较。规则的单音节和双音节形容词的比较级和最高级形式如下:

| 原 级 | 比 较 级 | 最 高 级 |
|-------|---------|----------|
| clear | clearer | clearest |
| big | bigger | biggest |
| nice | nicer | nicest |
| tidy | tidier | tidiest |

两个以上音节的形容词一般与 more 和 most 连用构成比较级和最高级, 如:

more important most important

有些双音节形容词的比较级和最高级可有上述两种形式, 如:

clever { cleverer, cleverest
 more clever, most clever

副词的比较级和最高级的构成与形容词的比较级和最高

级基本相同,如:

Americans are eating more and more convenience foods.
美国人越来越多地食用方便食物。

②不规则形容词的比较级和最高级的形式,如:

| 原 级 | 比 较 级 | 最 高 级 |
|--------|--------|-------|
| good | better | best |
| bad | worse | worst |
| many | more | most |
| much | more | most |
| little | less | least |

3) 动词

① 动词的时态

动词在句中起主要作用,它既可表示动作,也可表示状态(如 love 爱, seem 看来),它具有以下两个特点:

① 用时态表示动作发生或处于某种状态的时间(过去、现在、将来)。

② 与动词(be, have)连用,表示动作或状态的其他情况:如:be 与现在分词连用,表示动作在某具体时间内正在进行;have 与动词的过去分词连用,表示动作完成。

一般说来,动词时态有十二种,其中最常用的动词时态有:一般现在时;过去时,现在完成时,过去完成时,将来时,现在进行时,过去进行时和过去将来时八种。

现将各种常用时态构成形式列表如下:(以 work 为例)

| 时态 | 一般人称后的动词形式 | 单数第三人称动词形式 |
|------------|---|-------------------------------|
| 一般现在时 | work | works |
| 一般过去时 | worked | worked |
| 过去进行时 | were working | was working |
| 一般将来时 | shall } work will } | shall } work will } |
| 现在进行时 | are working | is working |
| 现在完成时 | have worked | has worked |
| 过去完成时 | had worked | had worked |
| 过去将来时 | would work | would work |
| 带情态动词的动词时态 | can } work may } must } | can } work may } must } |
| 备 注 | 单数第一人称的现在进行时和过去进行时分别为: I am working 和 I was working | |

② 动词的被动语态

英语动词有主动语态和被动语态之分。当句子的主语是谓语动词所表示的动作的执行者时,谓语动词的形式称作主动语态;如果句子的主语是动作的承受者时,谓语动词就要采用另一种形式,称作被动语态。

被动语态的形式:助动词 be + 及物动词的过去分词,助动词 be 没有具体意义,它在句中必须与人称的数保持一致,同时它有时态变化,其后的过去分词永远不变。如下表:

| 时 态 | 助动词 be 的时态 + 及物动词过去分词 |
|----------|---|
| 一般现在时 | <div> am is are </div> + 过去分词 |
| 一般过去时 | <div> was were </div> + 过去分词 |
| 一般将来时 | <div> shall will </div> + be + 过去分词 |
| 现在完成时 | <div> have has </div> + been + 过去分词 |
| 过去完成时 | had + been + 过去分词 |
| 过去将来时 | <div> should would </div> + be + 过去分词 |
| 带情态动词的被动 | <div> can may must </div> + be + 过去分词 |

动词的形态随着人称和时态的变化而变化,因此,我们必须注意掌握动词单数第三人称、过去时,过去分词和现在分词的变化特点,特别注意掌握常用不规则动词的变化。现将常用不规则动词列表如下:

| 原形 | 过去时 | 过去分词 | 现在分词 |
|--------|----------|---------|-----------|
| be | was/were | been | being |
| become | became | become | becoming |
| begin | began | begun | beginning |
| blow | blew | blown | blowing |
| break | broke | broken | breaking |
| bring | brought | brought | brought |
| build | built | built | building |
| burn | burnt | burnt | burning |
| hit | hit | hit | hitting |
| hold | held | held | holding |
| hurt | hurt | hurt | hurting |
| keep | kept | kept | keeping |
| lay | laid | laid | laying |
| lead | led | led | leading |
| learn | learnt | learnt | learning |
| leave | left | left | leaving |
| let | let | let | letting |
| lie | lay | lain | lying |
| lose | lost | lost | losing |
| make | made | made | making |
| meet | met | met | meeting |
| come | came | come | coming |
| pay | paid | paid | paying |
| read | read | read | reading |

| 原形 | 过去时 | 过去分词 | 现在分词 |
|-------|-------|--------|----------|
| sleep | slept | slept | sleeping |
| say | said | said | saying |
| see | saw | seen | seeing |
| sell | sold | sold | selling |
| sit | sat | sat | sitting |
| speak | spoke | spoken | speaking |
| get | got | got | getting |
| give | gave | given | giving |
| go | went | gone | going |
| have | had | had | having |

4) 从句

- ① 名词从句 { 主语从句
宾语从句
表语从句
同位语从句
- ② 定语从句(形容词从句) { 限制性定语从句
非限制性定语从句
- ③ 状语从句 { 时间状语 让步状语
地点状语 比较状语
目的状语 条件状语 { 真实条件
结果状语 非真实条件
原因状语

二、语法练习

用括号里动词的适当形式和时态填空：

1. Every day Tom, with his friends _____ (go) to school very early.

2. Air _____ (expand) when it is hot.

3. If it _____ (rain) tomorrow, the sports meet will be postponed.

4. One day, a man _____ (tie) his horse to a tree and sat down for a rest.

5. The foreign shows based on " Sesame Street" have also _____ (appear) in Spanish, Portuguese, and German.

6. Today scientists _____ (find) more than 20 different particles in the core of the atom.

7. By the end of last month, they _____ (finish) two thirds of the project.

8. It is more convenient as well as cheaper _____ (sit) comfortably at home than to go out in search of amusement elsewhere.

9. All they have to do _____ (be) to turn a knob, and they can see plays, films, operas, and shows of every kind.

10. Man used tools _____ (help) them.

11. If all vapor suddenly fell from the air onto the earth's surface, it _____ (form) a layer of about one inch thick.

12. You may well _____ (say) so.

13. If you have the same experience, don't feel _____ (disappoint).

14. When I arrived, the meeting _____ already _____ (begin).

15. The doctors suggested that the production of foods rich in protein _____ (increase).

16. In the past, people _____ (pay) a high price for manufactured goods.

17. Then he forced the man _____ (go) with him to the judge.

18. I shall have my hair _____ (cut) once a month.

19. To make the motor go, a force must _____ (use).

20. If a child is made _____ (do) something, he probably won't do it well.

21. Most of the land in the world _____ (lie) in the northern hemisphere.

22. I saw her _____ (smile) happily.

23. You are tired. Now let me _____ (try) a bit.

24. My clothes need _____ (wash), they are very dirty.

25. If you _____ (come) with me, I'll tell you the story.

26. You have to make them _____ (think) it is something wonderful.

27. They'd never want to do it without _____ (pay) for it.

28. The teacher insisted that the student _____ (do) the home work at once.

29. It was necessary that the children of Africa _____ (eat) better.

30. Mary was _____ (sit) in the shade of her mother's hut

late that afternoon.

31. Mary _____ (stand) up at once, not knowing what it could be.

32. She had to make her way past bushes and elephant grass that _____ (grow) across the path and after a short time she could not see the path in front of her any more.

33. When the cry _____ (come) once more, she was sure that this path was the right one for her to take.

34. Most children have benefited from _____ (watch) " Sesame Street" .

35. The bus _____ (travel) 45 miles per hour.

36. The smell organs of fish _____ (locate) in nostrils on the head.

37. The neighbour's cat _____ (steal) into their kitchen and ate up the meat and chicken.

38. In the past, people _____ (pay) a high price for manufactured goods.

39. The whole process of biscuit making _____ (do) by machinery.

40. The rich man was eating his meal when he _____ (hear) a terrible noise.

41. Though they are over 70, they _____ (remain) healthy in body and spirit.

42. Good environment and their isolation may _____ (contribute) to the good health of these people.

43. A poor man, who was passing by _____ (see) the rich

man beating his horse.

44. He is very friendly to his neighbours, no matter what happens, he always tries to avoid _____ (quarrel) with his neighbour.

45. _____ (regard) as a continuous body of fluid, the atmosphere is another kind of sea ocean.

46. Stop _____ (talk), please. The meeting begins.

47. If you ask about the age of others, they _____ (feel) unhappy.

48. Since then, the influence of the automobile _____ (lead) more families to eat on the run and avoid having meals around the dinner table.

49. By the time I left the school I _____ (teach) there for eight years.

50. " I don't like to travel. " " Have you ever _____ (fly) in an airplane? "

51. Professor Smith had us _____ (write) compositions every day.

52. He raised his voice to make himself _____ (hear).

53. I shall not go out until the rain _____ (stop).

54. _____ (know) what is going on in the world, we must learn English well.

55. He said he would rather not _____ (do) it right now.

56. Did you notice him _____ (cross) the road?

57. He said he _____ (come) back the next day.

58. I tried to avoid _____ (quarrel) with my neighbours.

59. When I called him last night, he _____ (watch) TV.
60. We were not used to _____ (eat) pizza.
61. These stages _____ (occur) later in western Europe.
62. Each technology is _____ (base) on a branch of modern science and is associated with particular industries.
63. Some of them showed great interests in certain subjects and others had no idea of what they _____ (do) in the future.
64. His mother _____ (come) to see him next Sunday.
65. On _____ (hear) the news, she went running to tell her teacher, very excited.
66. _____ (disappoint), Mary has decided to give up the plan.
67. _____ (see) everything is OK, she smiled happily.
68. I saw Tom _____ (talk) with someone by the roadside on my way back.
69. "Oh, dear me! There _____ (be) a lot of money in the purse!"
70. He has _____ (go) to the headquarters. You'd better come back tomorrow,
71. A man _____ (who, which) doesn't learn from others can't hope to achieve much.
72. Those _____ (what, who) are always ready to help others find themselves helped.
73. This is the best film _____ (which that) I have ever seen.