

新世纪高职高专商务英语实训类课程规划教材

# 英语同声打字教程

YINGYU TONGSHENG DAZI JIAOCHENG

● 主编 陈习东 朱晓宏 熊莺



大连理工大学出版社  
DALIAN UNIVERSITY OF TECHNOLOGY PRESS

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# 前 言

随着计算机技术和办公自动化设备的普及,涉外单位对文员岗位英语打字水平的要求越来越高。为了服务企业,满足用人单位的需求,越来越多的学校为商务英语专业的学生开设了英语同声打字课程。

本教材就是针对商务英语专业学生计算机英文打字技能的训练而编写的。教材将英语听力与计算机英文打字技能糅合在一起,从英语打字的基础开始,语速由慢到快,词形从简到繁,旨在让学生在掌握英语基础知识的前提下,通过同声听打英语练习,使学生的英文打字速度达到较高的水平,同时让学生在练习的过程中提高英语听力水平,巩固所学的英语知识。

本教材共分为18个单元,每个单元分为近形词、近义词、同根词、短语、句型和英语歌曲欣赏六个部分。每个单元的近形词、近义词、同根词各由20组词组成。其中,第一至第五单元的前10组都是3个词/组,后10组词是4个词/组。第六至第十八单元20组单词全部是4个词/组。短语、句型各10个/单元,侧重金融、贸易、旅游类。各学校可根据具体情况有选择的使用本教材。

本教材既可用作英语同声打字训练,也可用于英语词形词义辨析和常用商务句型的学习。教材内容主要来源于编者日常教学积累,同时也参考了大量网络资源和部分英语词汇学习的书籍等资料,另外,陈欣鑫提供了部分同(近)义词和近形词资料,文瑾搜集了部分英语歌曲资料,在此一并致谢!

由于编者水平有限,加之时间紧迫,书中难免有不足之处,敬请广大读者批评指正,以便我们及时改正。

编者

2015年1月

所有意见和建议请发往:dutpwy@163.com

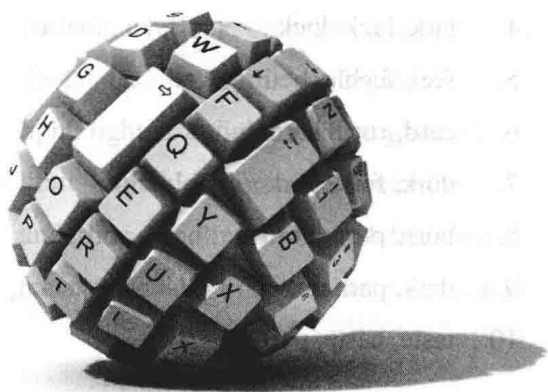
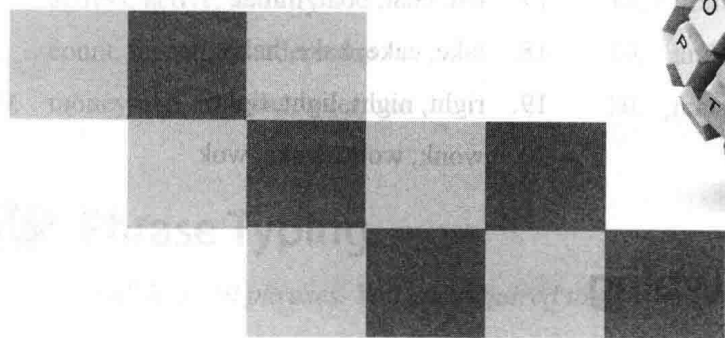
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# Unit 1



## 基础训练阶段(1)

### Points

本单元训练重点是

1. ail, all, ill 等字母组合的手指配合
2. 左右手配合

## I Similar Spelling Words Typing

You will hear 20 groups of English words. There are 3-4 words in each group. You are required to type it out while listening.

- |                         |                                |
|-------------------------|--------------------------------|
| 1. nail, fail, rail     | 11. tall, fall, ball, call     |
| 2. fill, rill, thrill   | 12. nor, sore, bore, ore       |
| 3. tail, mail, trail    | 13. car, care, cave, case      |
| 4. lark, luck, lock     | 14. fear, bear, tear, near     |
| 5. feel, feeble, bell   | 15. heal, deal, peal, meal     |
| 6. card, cord, hard     | 16. neat, heat, meat, peat     |
| 7. dork, fork, pork     | 17. oat, coat, boat, throat    |
| 8. born, porn, horn     | 18. lake, cake, bake, hake     |
| 9. dark, park, mark     | 19. right, night, light, tight |
| 10. taste, haste, paste | 20. wonk, work, woke, wok      |

## II Synonym Words Typing

You will hear 20 groups of English words. There are 3-4 words in each group. You are required to type it out while listening.

- |                                |                                              |
|--------------------------------|----------------------------------------------|
| 1. allow, permit, admit        | 11. vex, annoy, bother, irritate             |
| 2. alert, watchful, awake      | 12. ask, beg, request, demand                |
| 3. agree, consent, comply      | 13. conflict, battle, action, fight          |
| 4. answer, reply, respond      | 14. attack, storm, charge, ambush            |
| 5. admire, honor, respect      | 15. anger, rage, wrath, indignation          |
| 6. battle, struggle, combat    | 16. smart, intelligent, bright, clever       |
| 7. adult, mature, grown-up     | 17. active, lively, energetic, vigorous      |
| 8. amuse, entertain, delight   | 18. blend, mix, combine, intermingle         |
| 9. afraid, scared, frightened  | 19. vital, basic, fundamental, primary       |
| 10. advance, proceed, progress | 20. agreement, contract, treaty, arrangement |

### III Cognate Words Typing

You will hear 20 groups of English cognate words. There are 3-4 words in each group. You are required to type it out while listening.

- |                                |                                               |
|--------------------------------|-----------------------------------------------|
| 1. deed, indeed, misdeed       | 11. trill, drill, thrill, frill               |
| 2. seed, seeded, seeding       | 12. take, mistake, uptake, undertake          |
| 3. meed, meeded, meeding       | 13. move, dove, movement, dormitory           |
| 4. kill, killer, unkillled     | 14. unload, reload, overload, underload       |
| 5. fail, failing, fail-safe    | 15. outlook, overlook, onlooker, lookout      |
| 6. act, actor, action          | 16. illegal, legalist, extralegal, legalism   |
| 7. over, overdone, overall     | 17. light, lighten, enlighten, unenlightened  |
| 8. actress, active, activity   | 18. limit, limitable, illimitable, limitation |
| 9. count, discount, undercount | 19. underline, headline, outline, delineation |
| 10. moneyman, freeman, overman | 20. remake, unmake, troublemaker, peacemaker  |

### IV Phrase Typing

You will hear 10 phrases. You are required to type it out while listening.

- |                          |                                       |
|--------------------------|---------------------------------------|
| 1. abide by 遵守           | 6. be absent from 缺席                  |
| 2. focus on 集中于          | 7. with one accord 一致地                |
| 3. on no account 决不      | 8. absence on mind 心不在焉               |
| 4. in accord with 与……相符合 | 9. without accident 安然无恙的             |
| 5. be absorbed in 专心于    | 10. give sb. an account of 说明, 解释(理由) |

### V Sentence Typing

You will hear 10 sentences. You are required to type it out while listening.

- You don't say!  
是吗!
- Welcome to our factory.  
欢迎光临敝厂。
- I haven't slept better.  
我睡得好极了。

4. You can't be too careful in your work.  
你工作越仔细越好。
5. It has been 4 years since I smoked.  
我吸烟4年了。
6. All his friends did not turn up.  
他的朋友没全到。
7. People will be long forgetting her.  
人们在很长时间内会记住她的。
8. He was only too pleased to let them go.  
他太开心以至不让他们走。
9. I hope my visit does not cause you too much trouble.  
我希望这次参观没给你们增添太多的麻烦。
10. Quality is even more important than quantity.  
质量比数量更重要。

## VI Tongue Twister Typing

1. A tidy tiger tied a tie tighter to tidy her tiny tail.  
一只老虎将领带系紧,清洁它的尾巴。
2. A bloke's back bike brake block broke.  
一个家伙的脚踏车后制动器坏了。
3. Can you can a can as a canner can can a can?  
你能够像罐头工人一样装罐头吗?
4. I scream, you scream, we all scream for ice-cream!  
我叫喊,你叫喊,我们都喊着要冰淇淋!
5. A big black bug bit a big black bear, made the big black bear bleed blood.  
大黑虫咬大黑熊,大黑熊流血了!
6. I thought a thought. But the thought I thought wasn't the thought I thought I thought. If the thought I thought I thought had been the thought I thought, I wouldn't have thought so much.  
我有一种想法,但是我的这种想法不是我曾经想到的那种想法。如果这种想法是我曾经想到的想法,我就不会想那么多了。

## VII Proverb Typing

1. Children should be seen but not be heard. 大人说话,小孩别插嘴。
2. If a man once fall, all will tread on him. 人倒众人踩。
3. Fool's haste is no speed. 欲速则不达。

4. A fair death honours the whole life. 死得其所,流芳百世。
5. A straw will show which way the wind blows. 草动知风向。
6. Lookers-on see most of the game. 旁观者清,当局者迷。

## VIII Dialogue Typing

- A: Excuse me!
- B: Yes?
- A: Is this your handbag?
- B: Pardon?
- A: Is this your handbag?
- B: Yes, it is. Thank you very much.

## IX Passage Typing

Advertising is only part of the total sales effort, but it is the part that attracts the most attention. This is natural enough because advertising is designed for just that purpose. In newspapers, in mail, on radio and television, we constantly see and hear the messages for hundreds of different products and services. For the most part, they are the kinds of things by which we can be persuaded to buy food and drinks, cars and television sets, furniture and clothing, travel and leisure time activities.

The simplest kind of advertising is the classified ad. Every day the newspapers carry a few pages of these ads; in the large Sunday editions there may be several sections of them. A classified ad is usually only a few lines long. It is really a notice or announcement that something is available.

Newspapers also carry a large amount of display advertising. Most of it is for stores or for various forms of entertainment. Newspapers generally reach an audience only in a limited area. To bring their message to a larger audience, many who want to put out their ads use national magazines. Many of the techniques of modern advertising were developed in magazine ads. The use of bright colors, attractive pictures, and short messages is all characteristic of magazine ads. The most important purpose is to catch the eye. The message itself is usually short, often no more than a slogan which the public identifies with the product.

The same techniques have been carried over into television advertising. Voices and music have been added to color and pictures to catch the ear as well as the eye. Television ads are short—usually only 15, 30, or 60 seconds, but they are repeated over and over again so that the audience sees and hears them many times. Commercial television has mixed entertainment and advertising.

## 参考译文

登广告仅仅是整个促销活动的一部分,但却是最能吸引人们注意的一部分。这是十分自然的。因为设计出某一广告正是为了达到这一目的。我们在报刊上和邮件上,在收音机里和电视里,会不断地看到或听到数以百计的不同的产品和服务项目的信息。其中绝大部分都是那种要劝我们去购买食物和饮料、汽车和电视机、家具和衣服,去参加旅游和业余活动的信息。

最简单的一种广告就是分类广告。每天各种报纸都刊登有几页这种分类广告。每逢星期天的扩大版上可能有好几大类的分类广告。每一则分类广告的长度通常只有三两行,这实际上就是通知某种东西或某种服务现在已经有了。

报纸上也刊登大量图文并用的广告。其中绝大部分是为商店或各种娱乐活动而刊登的。报纸只能涉及在一定地区内的读者。为了把信息传达给更多的读者,很多想刊登广告的人都利用全国性的杂志。在杂志上刊登的各类广告中运用了许多现代制作广告的技巧。杂志广告的特征是善于运用鲜艳的色彩、迷人的图片和短小精辟的词句,其最主要的目的就是吸引眼球。一般只有一条标语口号,要让人民大众认为这句口号与你宣传的产品是等同的。

同样的技巧也被应用到电视广告当中。广告商的声音和伴奏的音乐再加上鲜艳的色彩和画面既能吸引人们来看也能吸引人们来听。虽然电视广告很短,通常只有15、30或60秒,但是它们反复播出,以便让观众和听众多次看、多次听。商业电视广告把娱乐和广告内容融为一体。

## X Entertainment

*You will hear an English song. Enjoy it!*

### When you're gone (Avril)

I always needed time on my own  
I never thought I'd need you there when I cry  
And the days feel like years when I'm alone  
And the bed where you lie is made up on your side

When you walk away  
I count the steps that you take  
Do you see how much I need you right now?  
When you're gone

The pieces of my heart are missing you  
When you're gone  
The face I came to know is missing too  
When you're gone  
The words I need to hear to always get me through the day and make it OK  
I miss you

I've never felt this way before  
Everything that I do reminds me of you  
And the clothes you left, they lie on the floor  
And they smell just like you I love the things that you do

When you walk away  
I count the steps that you take  
Do you see how much I need you right now?  
When you're gone  
The pieces of my heart are missing you  
When you're gone  
The face I came to know is missing too  
When you're gone  
The words I need to hear to always get me through the day and make it OK  
I miss you

We were made for each other, out here forever, I know we were  
All I ever wanted was for you to know  
Everything I do I give my heart and soul I can hardly breathe I need to feel you here with me  
Yeah

When you're gone  
The pieces of my heart are missing you  
When you're gone  
The face I came to know is missing too  
When you're gone



The words I need to hear will always get me through the day

And make it OK

I miss you

## 当你离开时

我以前一直需要独处的时间

我从未想过当我哭泣时,我是多么希望你陪在我身边

你不在的日子,我度日如年

你睡过的床,没了你,不再温暖

当你离开时

我默默地数着你留下的脚步

你知道我现在有多么需要你吗?

自从你离开后

我那破碎的心就不停地想着你

自从你离开以后

你那熟悉的面孔就总在我脑海里浮现

自从你离开后

我渴望听到你的声音,让我坚强地走过这段日子

我想,我太思念你了

我从未有过这种感受

我做的每件事都会让我想起你

你留下的衣服,还静静地躺在地上

它们带着你的气味,让我回忆起你的一切

当你离开时

我默默地数着你留下的脚步

你知道我现在有多么需要你吗?

自从你离开后

我那破碎的心就不停地想着你

自从你离开以后

你那熟悉的面孔就总在我脑海里浮现

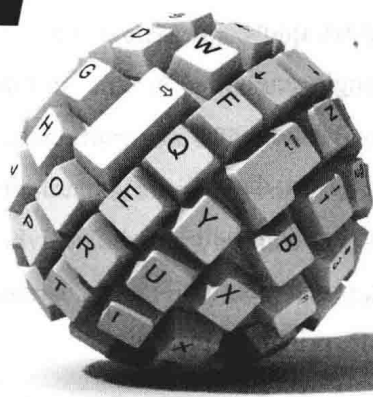
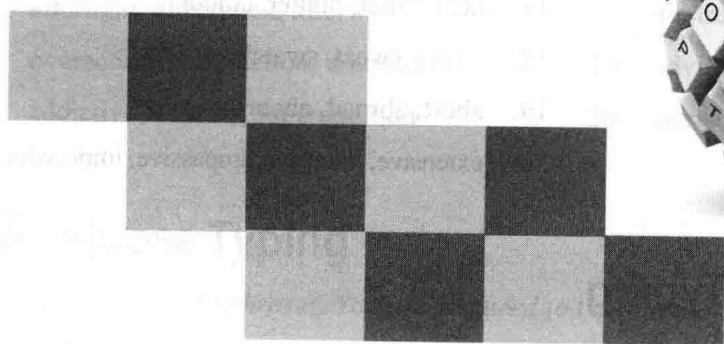
自从你离开后  
我渴望听到你的声音,让我坚强地走过这段日子  
我想,我太思念你了

我们为彼此而生,永远相互等待,我坚信着  
我多么想让你知道  
我用心地做每件事却无法驱赶没有你在身边的痛苦,我真的需要你回到我的身边!

自从你离开后  
我那破碎的心就不停地想着你  
自从你离开以后  
你那熟悉的面孔就总在我脑海里浮现  
自从你离开后  
我渴望听到你的声音,那将让我坚强地走过这段日子  
我真的好想念你



# Unit 2



## 基础训练阶段(2)

### Points

本单元训练重点是

1. abor, dia, lici 等字母组合的手指配合
2. 左右手配合

## I Similar Spelling Words Typing

*You will hear 20 groups of English words. There are 3-4 words in each group. You are required to type it out while listening.*

- |                                    |                                                 |
|------------------------------------|-------------------------------------------------|
| 1. fact, affect, effect            | 11. cat, sat, fat, pat                          |
| 2. dap, adapt, adept               | 12. tap, map, rap, stamp                        |
| 3. diary, dairy, daily             | 13. slap, slash, slam, slop                     |
| 4. quite, quiet, quote             | 14. puck, fuck, duck, tuck                      |
| 5. angel, angle, angler            | 15. oral, aural, marl, tarsal                   |
| 6. costume, custom, cost           | 16. tend, mend, tent, content                   |
| 7. dessert, desert, dissert        | 17. later, latter, matter, ladder               |
| 8. implicit, explicit, licit       | 18. sweet, sweat, swatch, swash                 |
| 9. perfect, prefect, prefer        | 19. abort, abroad, aboard, adored               |
| 10. principle, principal, princely | 20. extensive, intensive, impassive, impressive |

## II Synonym Words Typing

*You will hear 20 groups of English words. There are 3-4 words in each group. You are required to type it out while listening.*

- |                                  |                                           |
|----------------------------------|-------------------------------------------|
| 1. above, on, over               | 11. myth, story, folk, tale               |
| 2. gather, heap, pile            | 12. era, age, period, epoch               |
| 3. about, around, round          | 13. street, route, avenue, road           |
| 4. abolish, cancel, repeal       | 14. father, priest, pastor, vicar         |
| 5. able, capable, competent      | 15. accept, receive, admit, take          |
| 6. warn, admonish, caution       | 16. strength, power, energy, force        |
| 7. noble, dignitary, celebrity   | 17. abandon, desert, forsake, leave       |
| 8. abundant, plentiful, ample    | 18. absorb, suck, digest, incorporate     |
| 9. famous, popular, celebrated   | 19. ability, capacity, capability, genius |
| 10. attempt, undertake, endeavor | 20. accompany, conduct, attend, escort    |