

# *Unit 1*

## **Highlights**



### ● **Section A Listening**

- Job Interview

### ● **Section B Speaking**

- Job Interview

### ● **Section C Reading**

- Intensive Reading: Power Nap
- Extensive Reading: Is Radiation from Your PC Hurting You?
- Applied Reading: Kevin Haylor Lawn and Leisure Center

### ● **Section D Practical Writing**

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### ● **Section E Language Guide**

- Grammar Focus: The Gerund
- Word Building: Conversion (I)

# Section A

# Listening

## Topic Introduction

近年来，就业形势日趋严峻，求职 (job application) 成为大学生普遍关心的头等大事。面试是企业寻找合适员工最重要的手段之一，因此它也是求职过程中最为关键的环节 (key step)。面试不仅可以展示求职者的才能和学识，也可以体现其综合素质 (all-round ability)。求职者要想在面试中脱颖而出 (stand out)，就需要做好充分的准备，以最佳的形象展现自己。

## Warm-up Activities

The following are some dos and don'ts in an interview. Please tick the dos with “√”, and the don'ts with “×”.

- ( ) 1. Arrive early for your interview; it's always better to be a few minutes early than late.
- ( ) 2. Act as though you would take any job or are desperate for employment.
- ( ) 3. Wait until you are offered a chair before sitting.
- ( ) 4. Exaggerate or lie about yourself or your work history.
- ( ) 5. Make sure you turn your phone off or set it to silent ring before going into the interview room.
- ( ) 6. Show impatience with the interviewer, especially when you have been kept waiting too long.
- ( ) 7. Maintain a natural amount of eye contact with the interviewer but don't stare.
- ( ) 8. Show what you can do for the company rather than what the company can do for you.
- ( ) 9. Only smoke when the interviewer does and offers you a cigarette.
- ( ) 10. Lean forward aggressively or sit with your arms folded across your chest.

## Pronunciation Guide

Listen to the recording carefully and choose the correct stresses for the words below.

### Group 1

- |               |            |
|---------------|------------|
| 1. A. sli'ght | B. 'sliht  |
| 2. A. 'mode   | B. mo'de   |
| 3. A. 'swear  | B. swe'ar  |
| 4. A. fier'ce | B. 'fierce |
| 5. A. 'earth  | B. ear'th  |

### Group 2

- |                 |              |
|-----------------|--------------|
| 1. A. con'test  | B. 'contest  |
| 2. A. 'record   | B. re'cord   |
| 3. A. 'increase | B. in'crease |
| 4. A. con'tent  | B. 'content  |
| 5. A. 'import   | B. im'port   |

### Group 3

- |                      |                   |
|----------------------|-------------------|
| 1. A. 'estimate      | B. es'timate      |
| 2. A. uni'verse      | B. 'universe      |
| 3. A. partici'pate   | B. par'ticipate   |
| 4. A. ,satis'factory | B. ,satisfacto'ry |
| 5. A. pe,cu'liarity  | B. pe,culi'arity  |

### 单词重音 (I)

单词重音：英语单词有一个以上的音节时，其中一个读得重些，其他的读得轻些，这样就形成了重读音节和非重读音节，英语单词内部的这种重轻音节对立的现象就称为单词重音 (word stress)。

重音的等级：重音有主重音和次重音之分，主重音以“ˈ”符号表示，标在重读音节的前上方；次重音以“ˌ”符号表示，标在次重音节的前下方。

重音的位置：单音节词单独读时习惯上是作为重读音节的；双音节词的重音一般在第一个音节上；多音节词的重音通常在倒数第三个音节上，而次重音则一般位于第一个或第二个音节上。

英语中，有一类词拼写是相同的，但一个是名词，一个是动词。在这类词中，所有名词的重音都在第一个音节上，所有动词的重音都在第二个音节上。

## Dialogues

qualify 使合格

night shift 夜班

shorthand 速记

salary 薪水

fair offer 公平的薪资

satisfactory 满意的

advancement 提升, 晋升

desirous 渴望的

contribution 贡献

**I** Listen to the dialogues twice and choose the best answer to each question from the four choices marked A, B, C and D.

- A. Working as a manager in a department store.

B. Working as a salesman in a department store.



2. A. English.  
C. International finance.
3. A. As high as possible.  
C. As fair as possible.
4. A. He has rich experience.  
C. He has a little experience.
5. A. In a week.  
C. In two weeks.
- B. Accounting.  
D. Electronics.
- B. As low as possible.  
D. Not mentioned.
- B. He has no experience.  
D. He has some special experience.
- B. In a month.  
D. In two months.

### Conversation 2

background 背景  
exactly 确切地

consignment 运送物  
apply for 申请

prospect 前景

**I** Listen to Conversation 2 for the first time and decide whether the following statements are true (T) or false (F).

- ( ) 1. The woman didn't like her previous job.  
( ) 2. The man decided to employ the woman.

**II** Listen to Conversation 2 for the second time and choose the best answer to each question from the four choices marked A, B, C and D.

1. A. Central South University.  
C. Hunan Institute of Technology.
2. A. One year.  
C. Three years.
3. A. Visiting customers.  
C. Dispatching consignments.
4. A. Half an hour.  
C. Two hours.
5. A. The woman can walk to work if the new firm employs her.  
B. The woman enjoys doing something challenging.  
C. The woman expects to set up a new firm by herself.  
D. The woman hopes to have better pay in the new firm.
- B. Hunan University.  
D. Southwest University.
- B. Two years.  
D. Four years.
- B. Answering the phone calls.  
D. Typing letters.
- B. One hour.  
D. Three hours.

## Passage

objective 目标

appearance 外表, 外貌

impression 印象

interviewer 主持面试者

firm 有力的

handshake 握手

irritation 恼怒, 生气

literature 阅读材料

gracious 有礼貌的

**I** Listen to the passage for the first time and answer the following questions.

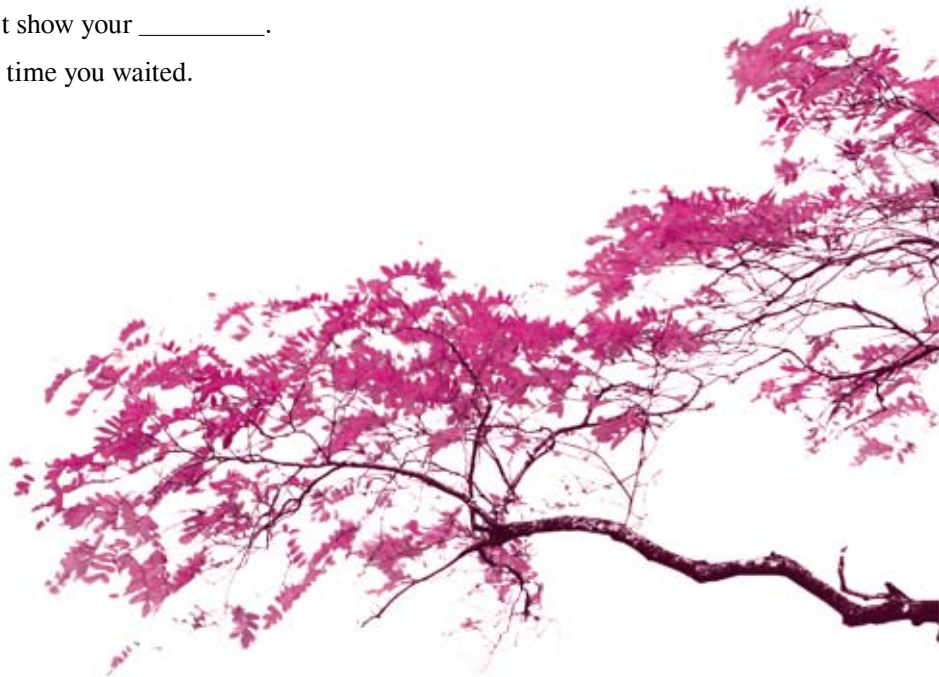
1. What is the passage mainly about?
2. State one way that can give a good impression in an interview.

**II** Listen to the passage for the second time and decide whether the following statements are true (T) or false (F).

- ( ) 1. According to the author, appearance plays an important role in an interview.
- ( ) 2. Both men and women should wear suits so as to look clean and neat.
- ( ) 3. If your interview is delayed, it is better to pick up some literature that will add to your knowledge of the company.

**III** Listen to the passage for the third time and fill in the blanks with the missing words.

1. With your \_\_\_\_\_ clearly in mind and the properly \_\_\_\_\_ of your background, you are now ready for the interview.
2. When you first meet the interviewer, look at him or her \_\_\_\_\_.
3. If your interview is \_\_\_\_\_, don't show your \_\_\_\_\_.
4. Be gracious when he \_\_\_\_\_ the time you waited.



# Speaking

## Section B

### Situational Dialogues

#### Dialogue 1

**Situation:** Alice, a senior student, applies for a job as a tour guide in a travel agency. Now she comes for an interview.

(A=Alice, P=personnel manager)

A: Good morning, sir! Nice to meet you!

P: Good morning! Please sit down!

A: Thank you!

P: I'm personnel manager of the company. To start with, what's your major in the university?

A: My major is tourism management. I'm sure it would be of great use for the position.

P: Why do you want to be a tour guide?

A: Well, I like to travel and I also like meeting various kinds of people, so tour guide is a suitable job for me.

P: Have you sat for the tourist guide qualifying examinations?

A: Yes, I have got a qualification certificate.

P: How about your English level?

A: I have passed CET-6. Moreover, I have a good command of both written and spoken English.

P: If you are selected in this position, you must prepare to travel overseas frequently. Do you mind going on business trips?

A: Definitely not. I enjoy traveling.

P: OK. That's all for the moment. I'll let you know soon what we decide.

#### • Activities

First study and recite Dialogue 1, then role play the dialogue in pairs. You may change some of the details, for example:

1. Fanny is going to graduate from the college soon. Her major is computer science and technology. And she goes for an interview in a network corporation for the position of programmer.
2. The interviewer asks her about her major, her foreign language level and the courses she selected in the university.

## Dialogue 2

**Situation:** Mr. Brown has worked in an insurance company for three years. He wants to change his job. And now he is having an interview in a new company.

(I=Interviewer, B=Mr. Brown)

I : Nice to meet you, Mr. Brown!

B: Nice to meet you, too!

I : I've looked over your resumé. May I ask why you want to change your job?

B: I left my work because I think my potential and ability could be better employed in a large, high-grade corporation.

I : Why are you interested in our company?

B: Your company is one of the biggest insurance companies in the world, so I think working in it would provide me with a good opportunity to use my knowledge.

I : Good. By the way, what starting salary would you expect here?

B: Based on my experience, I'd like to start at 4 000 *yuan* per month.

I : I believe we can offer you 3 000 *yuan* at the start. Raises are given after three months' probation period according to your performance.

B: I am quite willing to start at a small salary. I'll leave it to you to decide after you have seen the kind of work I can do.

I : I'm grateful for your concern about the job in our company. We'll send you an offer letter then, if you're hired.

B: Thanks for your consideration. I am willing to wait until you have come to a decision.

### ● Activities

Study Dialogue 2 carefully and make up a new dialogue with your deskmate based on the following situation. You may use the sentence patterns in Dialogue 2.

**Situation:** Peter has worked in a trading company for two years. He decides to find a new job and comes for an interview in a new company.



### ▶ New Words and Phrases

tour guide 导游

travel agency 旅行社

tourism management 旅游管理

suitable 合适的

sit for 参加

certificate 证书

CET-6 大学英语六级考试

employ 使用, 利用

high-grade 高级的

corporation 公司

probation period 实习期

consideration 考虑

### ▶ Useful Sentences

1. **Can you sell yourself in two minutes? Go for it!**  
你能在两分钟内自我推荐吗? 大胆试试吧!
2. **Do you have any work experience in this field?**  
你有这个行业的工作经验吗?
3. **Do you think you are qualified for this work?**  
你认为你胜任这项工作吗?
4. **What kind of job are you doing now?**  
你现在做什么工作?
5. **What kind of work were you doing at your previous company?**  
你在以前的公司做什么工作?
6. **For the past six years, I've been dealing with foreigners in English, so my ability to write and speak English is out of question.**  
在过去的六年里, 我都是用英语和外国人打交道, 所以我的英语口语和书面表达能力是不成问题的。
7. **I will graduate from ABC College. My outstanding record at school and experience in business have prepared me for the task ahead.**  
我将从ABC学院毕业, 以我优异的成绩及商业经验, 相信能胜任贵公司的工作。
8. **Why did you leave your last job?**  
你为什么离职呢?
9. **The reason for leaving my present employment is that I see no chance for further advancement.**  
由于目前的工作缺乏进一步发展的机会, 所以我打算离开。
10. **I have had to leave my position on account of the discontinuance of the business.**  
由于公司停业, 我不得不离职。
11. **What is your present yearly salary?**  
你现在的年薪是多少?
12. **What's your expected salary?**  
你期望的薪水是多少?
13. **I require a salary of 3 000 yuan a month plus room and board.**  
我要求月薪3 000元, 外加食宿。
14. **I expect to be paid according to my abilities.**  
我希望能根据我的能力支付薪资。
15. **If you work all right after three months, you will be put on the permanent payroll and be given a raise.**  
三个月试用后, 如你工作表现良好, 你将转为正式员工并且加薪。
16. **We have all the fringe benefits, such as health insurance, bonus and paid vacation.**  
我们还提供所有附加的员工福利, 如健康保险、奖金和带薪假日。
17. **When can I know whether I'm accepted or not?**  
我何时才能知道是否被录用了呢?
18. **We'll send you an offer letter early next month if you are wanted.**  
如果你被录用, 我们会在下月初给你寄录用信。
19. **We will notify you of our decision by e-mail.**

我们会发电子邮件告知你最终的结果。

20. Thank you for hiring me. I'm very proud to be employed by your firm.

谢谢你录用了我，我能被贵公司录用实在是荣幸之至。

## Humorous Story

### Divisional Manager

A business man was interviewing applicants for the position of divisional manager (部门经理). He devised a simple test to select the most suitable person for the job. He asked each applicant the question, "What is two and two?"

The first interviewee was a journalist. His answer was "twenty-two".

The second applicant was an engineer. He pulled out a slide rule (计算尺) and showed the answer to be between 3.999 and 4.001.

The last applicant was an accountant (会计). When being asked the same question, he got up from his chair, went over to the door and closed it, then came back and sat down. He leaned across the desk and said in a low voice, "How much do you want it to be?" He got the job.

#### ● Activities

I. Read the story and answer the following questions.

1. What kind of job did the applicants apply for?
2. Why did the accountant get the job?

II. Read the story aloud for three times, write the key words on your notebook and then retell the story according to what you've written down.

## Easy Learning

### Reflection

by Christina Aguilera

Look at me,  
you may think you see who I really am.

But you'll never know me.  
 Every day  
 it's as if I play a ① \_\_\_\_\_.  
 Now I see if I wear a ② \_\_\_\_\_,  
 I can fool the world,  
 but I cannot fool my ③ \_\_\_\_\_.

Who is that girl I see  
 staring straight back at me?  
 When will my reflection show who I am inside?

I am now in a world where I have to ④ \_\_\_\_\_ my heart  
 and what I believe in.  
 But ⑤ \_\_\_\_\_ I will show the world  
 what's inside my heart.  
 And be loved for who I am.

Who is that girl I see  
 staring straight back at me?  
 Why is my reflection someone I don't know?  
 Must I ⑥ \_\_\_\_\_ that I'm someone else for all time?  
 When will my reflection show who I am inside?  
 There's a heart that must be free to fly  
 that burns with a need to know the reason why.

**背景介绍**

1998年，迪士尼公司推出了反映中国古代经典人物花木兰的故事的卡通片 *Mulan* (《花木兰》)，令当年的美国影坛叹为观止。歌曲 *Reflection* 是该片的主题曲。其演唱者，当时只有18岁的Christina Aguilera (克里斯蒂娜·阿奎莱拉) 凭借她浑厚高亢的嗓音使该曲广受欢迎，克里斯蒂娜也因此曲一举成名。这首歌还获得了全球奖“最佳电影原创歌曲”的提名。

Why must we all ⑦ \_\_\_\_\_  
 what we think,  
 how we feel?  
 Must there be a ⑧ \_\_\_\_\_ me  
 I'm forced to hide?  
 I won't pretend that I'm someone else for all time.  
 When will my reflection show who I am inside?  
 When will my reflection show who I am inside?

### ● Activities

- I. Listen to the song and fill in the blanks with the exact words you have just heard.
- II. Listen to the song again and sing along.



# Section C

# Reading

## Intensive Reading

### Warm-up Exercises

**I** The following is a sleep disorder quiz. Please mark Y (for yes), N (for no) according to your conditions.

- ( ) 1. Do you snore loudly and/or heavily while asleep?
- ( ) 2. Are you excessively sleepy or do you lack energy in the daytime?
- ( ) 3. Do you have trouble with concentration or memory loss?
- ( ) 4. Do you fall asleep while reading a book or watching television?
- ( ) 5. Do you have occasional morning headaches?
- ( ) 6. Do you sleepwalk, have nightmares or have night terrors?
- ( ) 7. Do you suffer from depression or mood changes?
- ( ) 8. Do you have trouble going to sleep or staying asleep?
- ( ) 9. Have you experienced recent weight gain or high blood pressure?
- ( ) 10. Have you been told that you hold your breath when you sleep?

**Note:** If you answer “yes” to any of the above questions, you may have insomnia or another type of sleep problem and need to consult a doctor.

**II** Discuss the following questions with your partners.

1. In your opinion, what may cause sleep problems?
2. How to improve sleep quality and solve the problem of insomnia?

## Power Nap

- 1 A power nap is a short sleep which terminates before the occurrence of deep sleep or slow-wave sleep, intending to quickly **revitalize** the **subject**. It is used to **supplement** normal sleep, especially when a sleeper has accumulated a sleep deficit.
- 2 Research on power napping is constantly showing positive effects. The results suggest that napping can make you more alert, reduce **stress** and improve **cognitive** functioning compared to working all day without rest. A mid-afternoon sleep or power nap means that **productivity** can last long into the night. Researchers at NASA showed that a 30-minute power nap increased cognitive functioning by 40%. The volunteers on the tests found that their memory improved and their **concentration** increased. Those who didn't nap would score lower on IQ tests than those that did after a day of work.
- 3 If you feel a **slump** in the afternoon and from then on don't **perform** at your best, I recommend taking a short power nap to get yourself feeling alert and ready for work. You will feel rested and you'll notice your mood and **alertness** improve. Many experts advise to keep the nap between 15 and 30 minutes, as sleeping longer gets you into deeper **stages** of sleep, from which it's more difficult to **awaken**.
- 4 Finding 15~30 minutes in a day can sometimes seem difficult, but doing so could mean a great deal to your productivity. Even if you only have 5 minutes to spare, just close your eyes; even a **brief** rest has the benefit of reducing stress and helping you relax a little, which can give you more energy to complete the tasks of your day.
- 5 A lot of people who wish to start their own business but are currently working 9-5 will benefit from a power nap. The majority of the work on their own business will be done after 5 pm and it is hard to stay **enthusiastic** and **inspired** at this time. Taking a nap during a break at work or just after finishing work could effectively increase your concentration levels and allow you to keep working, allowing you to further your own business after the 9-5 **grind**.
- 6 Sleep is **cumulative**. If you lose sleep one day, you will feel it the next. If you miss **adequate** sleep several days in a row, you will build up a sleep deficit. As one of the best and most **underused** tools for busy people, power nap helps **combat** this. Try the above advice for a few days and see if it benefits you. I did, and now I'm off for a nap!

(Words: 432)

### ▶ Proper Nouns

NASA (National Aeronautics and Space Administration)  
(美国) 国家航空和航天局

IQ (intelligence quotient) 智商

▶ New Words

**revitalize** /ri:'vʌtəlaɪz/ *vt.* 使恢复生机

- e.g.** 1) We should all strive to reunify our motherland and revitalize our nation. 我们要共同奋斗, 实现祖国统一和民族振兴。  
2) Italian government tried hard to revitalize the economy. 意大利政府努力恢复经济。

**subject** /'sʌbdʒɪkt/ *n.* 对象; 主题

- e.g.** 1) Because of her big nose, she becomes the subject of jokes. 她因为鼻子大而成了人们开玩笑的对象。  
2) I wish you'd change the subject. 我希望你换个话题。

**supplement** /'sʌplɪmənt/ *vt.* 增补, 补充  
*n.* 增补(物), 补充(物)

- e.g.** 1) These food are intended to supplement our daily diet. 这些食品用于补充我们的日常饮食。  
2) Industrial sponsorship is a supplement to government funding. 工业界的资助是对政府拨款的补充。

**stress** /stres/ *n.* 精神压力, 紧张; 强调  
*vt.* 强调

- e.g.** 1) I can't bear the stresses and strains of modern life. 我不能忍受现代生活的压力和紧张。  
2) Educators suggest that schools put more stress on moral training. 教育家们建议学校应加强品德培训。  
3) He stressed the importance of safe production. 他强调了安全生产的重要性。

**cognitive** /'kɒgnətɪv/ *adj.* 认知的

- e.g.** His major is cognitive psychology. 他的专业是认知心理学。

**productivity** /,prɒdʌk'tɪvətɪ/ *n.* 生产率

- e.g.** The company has made notable gains in productivity. 该公司的生产率有了明显的提高。

**concentration** /,kɒnsn'treɪʃn/ *n.* 专心, 专注

- e.g.** An exam demands a high level of concentration. 考试时需要高度集中。

**slump** /slʌmp/ *n.* 骤降, 猛跌  
*vi.* 骤降, 猛跌

- e.g.** 1) The company faced a slump in profits. 这家公司面临利润的锐减。  
2) The stock market slumped after National Day. 国庆节后, 股市开始下跌。

**perform** /pə'fɔ:m/ *vi.* 工作, 运转  
*vt.* 做, 履行

- e.g.** 1) The little girl performed surprisingly well in the test. 在这次考试中, 小姑娘超常发挥了。  
2) Lasers can be used to perform operations nowadays. 现在激光可以用来做手术。

**alertness** /ə'leɪtnɪs/ *n.* 警惕, 警戒

- e.g.** The order urged the armed forces to enhance their alertness. 该项命令敦促武装部队提高警惕。

**stage** /steɪdʒ/ *n.* 时期, 阶段

- e.g.** It is hard to estimate our loss in the early stage of economic crisis. 在经济危机初期, 很难估算我们的损失。

**awaken** /ə'weɪkən/ *vt. & vi.* (使) 醒来

- e.g.** 1) He was awakened at dawn by the song of birds in the trees. 黎明时他被林中的鸟鸣声吵醒了。  
2) Old people awaken early in the morning. 老年人早晨醒得早。

**brief** /bri:f/ *adj.* 短暂的, 短时间的

- e.g.** After a brief peace, war broke out again. 在短暂的和平之后, 战争又爆发了。

**enthusiastic** /ɪnθju:zɪ'æstɪk/ *adj.* 热情的, 热心的

**e.g.** His enthusiastic speech won round after round of applause. 他热情的演讲赢得了一阵又一阵的掌声。

**inspired** /ɪn'spaɪəd/ *adj.* 能力卓越的

**e.g.** He is an inspired contemporary writer. 他是一位十分优秀的当代作家。

**grind** /graɪnd/ *n.* 令人疲劳 (或厌倦) 的工作, 苦差事  
*vt.* 磨碎, 碾碎

**e.g.** 1) She was tired of the daily grind of cooking dinner. 她厌倦了每天煮饭的苦差事。

2) The animal has teeth that grind its food into a pulp. 这种动物的牙齿可把食物磨成糊状。

**cumulative** /'kju:mjələtɪv/ *adj.* 聚积的, 积累的

**e.g.** Global warming is the cumulative effect of human activity on the world environment. 全球气候变暖是人类活动对地球生态环境日积月

累影响的结果。

**adequate** /'ædɪkwət/ *adj.* 足够的; 合格的

**e.g.** 1) Without adequate equipment, how could they win the game? 没有足够的装备, 他们怎么能够赢得比赛呢?

2) He didn't give an adequate answer to the question. 他没有对这个问题做出满意的答复。

**underused** /ʌndə'ju:zd/ *adj.* 未充分利用的, 浪费的

**e.g.** Human resources are truly underused in this company. 这家公司没有充分利用人力资源。

**combat** /'kɒmbæt/ *vt.* 减轻, 防止

*n.* 搏斗, 战斗

**e.g.** 1) The government is taking measures to combat unemployment. 政府正在采取措施以应对失业。

2) He told us a story about a combat hero. 他给我们讲了一个战斗英雄的故事。

## Phrases and Expressions

**at one's best** 处于最佳状态

**e.g.** 1) Chaplin was at his best playing the little tramp. 卓别林扮演小流浪汉已达到登峰造极的境界。

2) I wasn't feeling at my best at the party, so I didn't enjoy it. 在那次聚会上我身体不太好, 所以兴致不高。

**get into** (使) 陷入, 处于; 开始, 参与 (某事)

**e.g.** 1) It's easier to get into debt than to get out of debt. 负债容易还债难。

2) They got into an argument with the customs officials over the documents. 他们与海关官

员就这些文件展开了争论。

**a great deal** 大量, 很多

**e.g.** 1) This article will no doubt come in for a great deal of criticism. 这篇文章无疑会受到很多批评。

2) You drank a great deal more wine than I did. 你比我多喝了很多酒。

**in a row** 连续地; 呈一直线

**e.g.** 1) He won the championship three years in a row. 他连续三年赢得了锦标赛。

2) The children stand in a row to receive gifts. 孩子们排成一排接受礼物。

## Notes ●●●

1. A power nap is a short sleep which terminates before the occurrence of deep sleep or slow-wave sleep, intending to quickly revitalize the subject. 小睡是一种发生在深度睡眠或慢波睡眠之前的短暂睡眠,其目的是使入睡者迅速恢复活力。

句中的intending 是intend的现在分词形式,由其引导的现在分词短语做句子的目的状语。

e.g. 1) He sent me an e-mail, hoping to get further information. 他给我发了一封电子邮件,希望获得更多的信息。

2) We spent all day looking for you. 我们花了一整天找你。

2. A mid-afternoon sleep or power nap means that productivity can last long into the night.

下午3点左右的睡眠或小睡能使人的工作效率一直保持到夜晚。

该句中的long为副词, long同时还可以当形容词使用。像这样形容词和副词同形的词还有straight, wide, deep, right等, 这些词的词性需要根据具体的句子来辨别。

e.g. 1) The view has not received wide acceptance. 这个观点还没有得到广泛的认可。

2) He opened his eyes wide in surprise. 他吃惊地睁大了眼睛。



## Exercises

### Reading Comprehension

I Work in pairs to complete the summary of the intensive reading text.

Power nap is one of the best, yet most ① \_\_\_\_\_ tools for busy people. It can be used to ② \_\_\_\_\_ normal sleep when one has accumulated sleep ③ \_\_\_\_\_. Researches have showed that a short sleep after a busy period can make people more ④ \_\_\_\_\_, reduce stress and improve cognitive functioning. Many experts suggest taking a ⑤ \_\_\_\_\_ of 15~30 minutes, as sleeping longer makes you into deeper ⑥ \_\_\_\_\_ of sleep, and it's difficult for you to ⑦ \_\_\_\_\_ from it. Just a brief rest can help you ⑧ \_\_\_\_\_ a little and give you more energy to complete the day's ⑨ \_\_\_\_\_. If you happen to be one of those who wish to start your own ⑩ \_\_\_\_\_ but on the other hand have to work 9-5, taking a nap will be especially beneficial to you to stay enthusiastic and ⑪ \_\_\_\_\_. So please spare a few minutes every day to take a nap and you may soon see the ⑫ \_\_\_\_\_.

II Read each of the following statements and decide whether it is true (T) or false (F).

( ) 1. A power nap can replace the normal sleep.

( ) 2. Those who take a nap would score higher on IQ tests than those who don't.



- ( ) 3. Many experts advise keeping the nap as long as possible.
- ( ) 4. Just a brief rest can't reduce your stress and make you more energetic.
- ( ) 5. Power nap is useful for those doing their own business after 9-5 work.
- ( ) 6. The author doesn't use the power nap as a way to combat the sleep deficit.

III Work in groups to discuss the following questions.

1. What are the benefits of taking a nap?
2. According to the author, what kind of people should take a nap?

### Vocabulary Practice

I Fill in each blank with the proper form of a word in the box.

stress	压力, 紧张: 侧重指承受外来的压力, 也指由于某种原因而引起的心理、生理或情绪上的紧张。
	e.g. 1) She failed to withstand the stresses and strains of public life. 2) Being a single mother and sales manager, she is under a lot of stress.
strain	压力, 张力: 指某人为克服外界压力而造成的身心 and 情绪等方面的压抑。用于物时, 指任何力或合力作用于一个物体上造成的应变。
	e.g. 1) He broke under the strain of heavy work. 2) What is the breaking strain of this cable?
pressure	压力, 挤压: 在科学上主要指单位面积上所受到的压力; 表示人受到压力时, 侧重于指外在的压力。
	e.g. 1) The pressure of the water turns this wheel, and this is used to make electric power. 2) Though under financial pressure, this boy still enjoyed himself.
tension	拉力, 压力: 在科学上主要指受到的拉伸力; 表示心理压力时, 侧重于指内心比较紧张。
	e.g. 1) If you increase the tension of that violin string, it will break. 2) The lovers are in great tension because of differences in religion.

1. His vacation freed him from the \_\_\_\_\_ of his job.
2. The deadline of the paper is near and they feel nervous \_\_\_\_\_.
3. Under the \_\_\_\_\_ of his hands, the ball is submerged into the water.
4. People under \_\_\_\_\_ tend to express their full range of potential.
5. The \_\_\_\_\_ on the rope made it broken.
6. It is important to know how to work under \_\_\_\_\_ in modern society.
7. She felt the \_\_\_\_\_ as soon as she entered the room.
8. The \_\_\_\_\_ of managing a big company is becoming too much for me.

II Replace the italicized parts with the words given below, changing the form if necessary.

revitalize awaken	slump combat	perform supplement	stage brief
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1. Dramatic measures were taken to *control* the inflation.
2. The firm will be *invigorated* by an injection of the new fund.
3. The president paid a *short* visit to that country.
4. The *sudden fall* on Wall Street set up a chain reaction in the stock market around the world.
5. One year after we made our report, we had to *add* another page to cover new events.
6. He switched the light on so as to *wake up* his roommate.
7. The company has been *operated* poorly over the past year.
8. The children are at different *periods* of development.

III Fill in each blank with an appropriate phrase given below, changing the form if necessary.

at one's best even if	in a row from then on	a great deal get into
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1. \_\_\_\_\_ they hadn't seen each other for two years.
2. The whole country has been trying to do \_\_\_\_\_ more to help the disabled.
3. They \_\_\_\_\_ a conversation about the different trips they will take over Christmas.
4. Life would carry on \_\_\_\_\_ there was a war going on.
5. The team will win the game if all the members are \_\_\_\_\_.
6. It is the third quarter \_\_\_\_\_ that the GDP is rising at 10%.

## Translation Training

I Translate the following sentences into English, using the expressions in the brackets.

1. 结果表明, 测试对象没有受到任何伤害。(subject)
2. 他是个注意力不易集中的男孩。(concentration)
3. 他对这项计划十分热心。(enthusiastic)
4. 我们带着足够的食品以度过短暂的假日。(adequate)
5. 中国的土地资源还没有被充分利用起来。(underused)

II Choose the best translation for each sentence according to the context.

1. The results suggest that napping can make you more alert, reduce stress and improve cognitive functioning compared to working all day without rest.

- A. 结果显示,与整天工作相比,小睡能让你警觉,减少压力,改善认识功能。  
 B. 结果显示,比起整天工作不休息,小睡能使人更警觉,缓解压力,提高认识功能。  
 C. 结果显示,比起整天工作不休息,小睡能让人更清醒,能减少压力,还能提升认知功能。  
 D. 结果显示,与整天工作相比,小睡能使人更清醒,减少压力,提高认知功能。
2. The volunteers on the tests found that their memory improved and their concentration increased.  
 A. 测试的志愿者发现他们的记忆力提高了,注意力增加了。  
 B. 参加测试的志愿者发现他们的记忆力和注意力都有所提高。  
 C. 考试的志愿者发现他们的记忆力和注意力都有所提高。  
 D. 参加考试的志愿者发现他们的记忆力改善了,注意力提高了。
3. A lot of people who wish to start their own business but are currently working 9-5 will benefit from a power nap.  
 A. 很多人希望开始自己做生意,但目前却工作5~9个小时,他们将从小睡中得到好处。  
 B. 很多目前做着朝九晚五的工作,同时希望自己创业的人会从小睡中受益。  
 C. 很多人希望开始自己做生意,但目前却从9点工作到5点,他们将从小睡中获益。  
 D. 很多目前做着朝九晚五的工作,却想自己做事的人,能得到小睡的好处。
4. If you lose sleep one day, you will feel it the next.  
 A. 如果你一天失去睡眠,第二天就会感觉到它。  
 B. 如果你某一天没有睡,你会接下来感到疲倦。  
 C. 如果你一天没有睡,第二天就会有所感觉。  
 D. 如果你某一天睡眠不够,第二天就会感到疲倦。

## Extensive Reading

### Is Radiation from Your PC Hurting You?

1 Is your computer killing you?

The answer is almost certainly no. But the fact that such a question is being asked at all times shows how worried many of us have become about the danger of radiation coming from our computer screens and **VDT** monitors. The radiation from monitors and video display terminals may cause cancer and other diseases—  
 5 and then again it may not. Nobody knows for sure. But what is known is that everybody should avoid unnecessary risks from this

1. radiation *n.* 辐射

2. VDT (video display terminal) 视频显示终端

sort of radiation, called **VLF** and **ELF emissions**.

10 That's relatively easy to do if you use some common sense. Some of the advice I am about to give is simple to follow if you are dealing with a **PC** in your home. However, you may have to get backing from your co-workers to get your company to make these changes at the office.

15 Most people who use PCs or video display terminals know that sitting too close to the screen increases the danger of radiation. But many do not realize that the sides and **rear** of the monitors are more dangerous. That means that even if you stay a safe two feet away from your own screen, you could be sitting too close to the sides or  
20 rear of a co-worker's terminal.

So the first and most important rule is to keep a safe distance from the front, sides and back of all computers and VDT monitors. You should always be at least 14 inches from the screen, although 24 inches is preferred. And you should be more than 24 inches from  
25 the sides and back of any nearby monitor. Next, you should make maximum use of computers that do not have regular **CRTs**. The radiation that is sometimes measured from monitors comes only from parts inside the CRTs. This means that **laptop computers**, which generally use **LCDs**, are completely safe alternatives to  
30 **desktop computers**. If you do a lot of computing at home, a modern laptop equipped with a hard-disc drive can be a wise purchase.

So, at the office, you can make three suggestions. First, ask your supervisor to consider buying high-capacity laptops the next time PCs are purchased; second, ask that the PCs that are used  
35 the most be fitted with LCDs; third, ask your supervisor to install radiation **shields** over the screens of the PCs and VDTs in your offices. The radiation shields can reduce radiation coming from the front.

In short, no matter where you are, in your home or at the office, remember to take every possible measure against the radiation  
40 from your PC since the latter has become an absolute necessity for modern life.

(Words: 450)

3. VLF (very low frequency) 甚低频
4. ELF (extremely low frequency) 极低频
5. emission *n.* 排放物
6. PC (personal computer) 个人电脑
7. rear *n.* 后面
8. CRT (Cathode Ray Tube) 阴极射线管
9. laptop computer 笔记本电脑
10. LCD (liquid crystal display) 液晶显示器
11. desktop computer 台式电脑
12. shield *n.* 防护屏

**Notes** ●●●

But the fact that such a question is being asked at all times shows how worried many of us have become about the danger of radiation coming from our computer screens and VDT monitors. 但这个问题反复被提起, 这表明我们许多人都对电脑屏幕和视频显示终端发出的辐射危险十分担忧。

**Exercises**

Choose the best answer according to the extensive reading text.

1. According to the author, it's known for sure that \_\_\_\_\_.
  - A. no one cares about the radiation of computers
  - B. it's unnecessary to worry about the radiation
  - C. the radiation is certain to cause some diseases
  - D. people should avoid unnecessary risks from the radiation
2. Which of the following statements is NOT true?
  - A. When sitting too close to the screen of a computer, you may at risk of radiation.
  - B. When sitting too close to the sides or back of a computer, you may at risk of radiation.
  - C. When staying too close to the sides or rear of a co-worker's terminal, you may at risk of radiation.
  - D. When staying two feet away from your own computer, you will not suffer radiation.
3. What is the best safe distance from a screen for people to avoid the radiation?
  - A. 14 inches.
  - B. 24 inches.
  - C. 20 inches.
  - D. Not mentioned.
4. Why are laptops safe alternatives to desktops if one does much computing at home?
  - A. Because laptops are expensive.
  - B. Because laptops are easier for people to carry.
  - C. Because laptops generally have LCDs.
  - D. Because laptops have more functions than desktops.
5. Which of the following methods is NOT mentioned as the way to avoid the radiation at the office?
  - A. Buying high-capacity laptops.
  - B. PCs should be fitted with LCDs.
  - C. Cleaning the keyboard and screen frequently.
  - D. To install radiation shields.

## Applied Reading

### Kevin Haylor Lawn and Leisure Center

Dear Mr. Smith,

Looking for help with your lawn and garden **chores**? Help you can count on year after year? So you can give your lawn and garden that **showcase** the look you admire and still have time to enjoy them and other leisure-time activities?

Then this is your year for a Haylor!

Right now, during our “Down to Earth Values” sale, you’ll find bargains **galore** waiting for you here at Kevin Haylor Lawn and Leisure Center.

**For openers**, there’s the attractive, accurate Kevin Haylor **Outdoor Wall Thermometers**. It’s yours for just 77 cents if you come in before April 3, 2009.

Want BIG savings? Then take a look at our Great Horsepower Sales **coupon**. With it in hand, you can save a few dollars per horsepower—anywhere from \$70 to a **whopping** \$180 on a Kevin Haylor Lawn & Garden **Tractor**, depending on the model.

And there’s more. A whole sheet of valuable coupons to help you save. There’s a Kevin Haylor to make it easier, whether you’re planning to till, to drill, or even to **grill**. And there’s a coupon to make your Kevin Haylor product an even better buy right now. Just remember, come in before those coupons **expire**.

We’ve enclosed a 2009 Lawn and Leisure catalog to give you ideas. But we’d like you to come in and take a personal look. That’s the best way to appreciate Kevin Haylor product quality.

So please stop by. Bring the family and the coupons along. If you simply want to **browse**, fine. If you want to talk, **terrific**! And if you decide to buy, well, you couldn’t have picked a better time.

There’s a warm welcome waiting for you in Haylor country, so drop in soon—before our sale ends.

Yours sincerely,  
Anderson Hardy

1. lawn *n.* 草坪
2. chore *n.* 杂务
3. showcase *vt.* 展示
4. galore *adv.* 丰富地
5. for openers 首先, 作为开始
6. outdoor *adj.* 户外的
7. thermometer *n.* 温度计
8. coupon *n.* 优惠券
9. whopping *adj.* 极大的
10. tractor *n.* 拖拉机
11. grill *vt.* 烧烤
12. expire *vi.* 过期
13. browse *vt.* 浏览
14. terrific *adj.* 极妙的

P.S. Call us any time you have a question about Lawn and Leisure products or service. Our number is 5688-5348.

## Notes ●●●

1. Right now, during our “Down to Earth Values” sale, you’ll find bargains galore waiting for you here at Kevin Haylor Lawn and Leisure Center. 此刻, 在我们“大减价”期间, 您会发现凯文·海勒草坪与休闲中心有很多物美价廉的商品在等待您的选购。

2. With it in hand, you can save a few dollars per horsepower—anywhere from \$70 to a whopping \$180 on a Kevin Haylor Lawn & Garden Tractor, depending on the model. 有它在手, 在凯文·海勒购买草坪和园艺拖拉机时, 按型号不同每马力可省几美元, 整机节省70到180美元不等。

3. There’s a Kevin Haylor to make it easier, whether you’re planning to till, to drill, or even to grill. 不论您是打算耕作、钻孔, 甚至烧烤, 总有一款凯文·海勒产品使其变得更容易。



## • Exercises

Read the sales promotion letter above, and give brief answers to the five questions below.

1. What is the purpose of the letter?

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2. When do the coupons expire?

---

3. What does Kevin Haylor especially recommend?

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4. How much can customers save if they want to buy a Kevin Haylor Lawn & Garden Tractor?

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5. What is enclosed in this letter?

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# Section D

# Practical Writing

## Resumé

简历在英语中常用resumé或 CV (curriculum vitae) 表示，它是求职过程中不可或缺的材料。通常，在简历中，求职者要对自己的主要信息进行简要的介绍。从某种意义上讲，简历相当于求职者的“推销代表”，其主要目的是向招聘者提供必要的信息，争取获得面试的机会。

### 一、简历的基本内容

#### ◎ 标题

简历的标题部分包括求职者的姓名、地址、电话号码、传真或电子邮件地址等。例如：

**William Harrison**  
108 Fifth Street SE  
Minneapolis, MN 42010  
Home Phone: (075) 4895-8753  
E-mail: William2004@yahoo.com

#### ◎ 求职意向

求职意向旨在说明求职者的职业志向，一般包括求职者的专业技能、应聘的职位和职位级别以及应聘的行业或领域等。例如：

#### **CAREER OBJECTIVE**

An efficient supervisor seeks a team leader position to help increase productivity and meet or exceed company goals.

**Objective:** To serve an entry-level position in personnel management that will provide an opportunity for growth and advancement.

#### ◎ 教育背景

教育背景一般包括求职者就读的学校、专业、时间以及所获得的学位等。所填各项一般按时间的逆序排列，即从最近的时间写起。例如：

#### **Education**

2002—2004      School of International Business Administration, University of International



Business and Economics, Beijing  
 Candidate for Master in Business Administration  
 1998—2002 School of Science and Technology, Nanjing University, Jiangsu  
 Bachelor of Science degree in Mechanical Engineering

### ◎ 工作经历

这部分需要求职者列出与应聘岗位相关的工作经历，并按时间的逆序对主要工作职责与业绩进行说明。一般应列出求职者所担任的职位名称、所在公司、公司所在地及工作年限等。例如：

#### Work Experience

2003—current Wal-Mart Supermarket, Nanjing Road, Shanghai  
 Assistant manager, direct weekly stocking of store, supervise work of 20 employees on evening shift, make weekend deposits of receipts

#### Experience

2007—2009 Assistant to the dean, English Department  
 Responsibilities: drafting correspondence, dealing with calls and visitors, scheduling appointments, taking the minutes, filing, etc.

### ◎ 其他

该部分可根据实际情况列出以下内容：

(1) 所获奖励与发表的论文、出版的书籍：包括学习或工作中所获得的奖励、荣誉，所发表作品的期刊或书籍的名称、文章题目、出版社以及文章的发表时间或书籍的出版时间等。例如：

#### Awards & Publications

Awards: Won the top prize in the university Computer Programming Contest in 2008.

Won the title of Excellent Student of Peking University in 2009.

Publications: “The Limitation of Auditory Perception”, *The Teaching of Language Arts*, April 2008.

“Temporarily Distorted Sentences”, *The Teaching of Language Arts*, May 2009.

(2) 外语与计算机水平：包括外语和计算机的掌握情况或达到的级别。例如：

#### Foreign Language & Computer Skills

English—Having passed CET-6, fluent in listening, speaking, reading and writing

Computer—Proficient in using word processing and data base

Keyboarding speed—80 English words per minute; 100 Chinese characters per minute

(3) 社会活动：包括求学或上班期间所担任的职务、参与的社团活动等。例如：

#### Social Activities

Worked as an editor of the campus newspaper.

Worked as president of the student union.

Captain of Fudan University Basketball Team.

(4) 个人资料：包括籍贯、年龄、性别、婚姻状况、健康状况、兴趣爱好、性格特征等。由于这些内

容涉及隐私，近年来，许多英文简历中常常避免涉及这部分。当然，如果求职者本人不介意，也可以将其一一列出。例如：

#### Personal Data

Gender: Female

Birth Date: January 12, 1982

Physical Weight: 50 kg

Height: 161cm

Health: Excellent

Character: self-motivated and cooperative

Interests: Tennis & Swimming

(5) 证明人：求职者可以直接在简历中写上证明人，也可以单独附上一页对证明人的说明。如果在简历中列出，一般应列出两三位证明人；如果另附，需要在简历末注明“References available upon request (可随时提供证明人资料)”。证明人的信息主要包括姓名、工作单位、职务或头衔和联系方式等。例如：

#### References

Dr Lin Jianfeng Professor of Finance, Tsinghua University

Beijing, 100084

Tel.: (010) 8598-1234

Additional references available upon request.

## 二、简历的一般格式

根据简历内容的不同陈述方式，可将简历分为记叙式 (chronological) 和功能式 (functional) 两种。其中记叙式简历最为常见。记叙式简历结构简单，层次清楚，能比较全面地反映一个人的经历，而且随着各方面经历的增加可随时补充。它一般以时间为主线，由近及远进行陈述，适用于工作经验较少或没有工作经验的求职者。功能式简历则将求职者的资格、经验和技能等进行类别划分，比较适合工作经历十分丰富的人。以下是记叙式简历的范例。

### YANG SHAN

508 Qiusuo Building, 10 Huixin Dongjie

Chaoyang Dist., Beijing 100029

Phone: (010) 64496767

#### CAREER OBJECTIVE

Manager in Marketing Research, with opportunity to advance to executive level and contribute to the development of the firm

#### EDUCATION

Sep. 2006—Jun. 2010 School of International Business Administration, Peking University

Bachelor of Business Administration in Marketing

#### WORK EXPERIENCE

- Jun.—Sep., 2008 Sales representative, Bigman Publishing House  
Sold books door to door.
- Jul.—Aug., 2007 Salesperson, Xingwangda Cutting-ware Company  
Made special deliveries, assisted customers, did stockkeeping

#### SOCIAL ACTIVITIES

- Managing Editor of *Horizon* (student poetry magazine), 2006—2009
- Membership of Jianxiong Debating Club
- Membership of Peking University Tennis Team, 2006—2009

#### PERSONAL DATA

On request

#### REFERENCES

- Prof. Huang Shiguo Prof. Of Marketing, UIBE,  
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### • Exercises

- I First read the following resumé carefully, then try to find the defects and improve them.

#### RESUMÉ

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#### Education

- Sep. 1998—Jun. 2001 School of Economics, Nanjing University  
Bachelor of Business Administration
- Sep. 2001—Jun. 2004 School of Economics and Management, Liaoning University  
Master of Business Administration

### Experience

Jul. 2004—Oct. 2006 Clerk, Tianwa Garment Co.  
Nov. 2006—Jun. 2008 Cosmetics Department Manager, Nanfang Department Store

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### References

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- II Suppose you are a senior student who wants to apply for the position of salesperson in a trading company. Please write a resumé including all the following parts: heading, objective, education, work experience, awards and publications, foreign language and computer skills, social activities and references.

### Grammar Focus

#### The Gerund

##### Finding Features

The following are sentences showing different tenses and voices of the gerunds. Compare these sentences and find out the differences.

**Teaching** is also **learning**.

I don't like **being disturbed** when I am working.

He mentioned **having read** it in the paper.

He was surprised at **having been asked** about it.

##### Knowing the Grammar

动名词是由“动词原形 + ing”构成的一种非谓语动词。它既具有动词的特征，可有时态和语态的变化，又可以带宾语或状语构成动名词短语，具有名词的性质，在句中用作主语、宾语、表语和定语等。

#### 一、动名词的基本结构 (以do为例)

时 态	语 态	主 动	被 动
	一般式		doing
完成式		having done	having been done

#### 二、动名词的用法

##### ◎ 用作主语

(1) 动名词可直接放在句首做主语。例如：

**Smoking causes a lot of health problems.** 吸烟会引起很多健康问题。

**Cheating on exams is now considered to be a major problem in schools.** 考试作弊现在被认为是学校里的主要问题。

(2) 动名词做主语时常用it做形式主语，而把实际的动名词主语移到后面。此用法常见于以下词语做表语的句子中：no good, no use, useless, senseless, waste, worthwhile, nice, enjoyable等。例如：

**It's no use crying over spilt milk.** 覆水难收。

**It's nice working with you.** 与你共事很愉快。

### ◎ 用作宾语

动名词做宾语时有两种情况，一是做及物动词的宾语，二是做介词的宾语。常见的接动名词做宾语的动词有：admit, advise, anticipate, appreciate, allow, avoid, consider, complete, confess, defend, delay, deny, enjoy, escape, excuse, fancy, fear, forbid, favor, finish, imagine, include, keep, miss, mind, practice, prevent, require, resist, risk, stop, suggest等。例如：

**Have you finished reading the novel?** 你读完这本小说了吗？

**Mary insisted on going to the department store.** 玛丽坚持去那家百货商店。

### ◎ 用作表语和定语

动名词做表语时主要用来说明主语的内容，做定语通常表示目的和用途。例如：

**His hobby is collecting stamps.** 他的爱好是集邮。

**There are three reading rooms in this floor.** 这层楼有三间阅览室。

**You'd better make a studying plan.** 你最好制订一个学习计划。

## 三、动名词的逻辑主语

动名词前可以加上物主代词或名词所有格作为逻辑主语。虽然在日常英语中可用人称代词宾格来代替物主代词，或用名词普通格代替名词所有格，但要注意的是，这种结构不能放在句子的开头。例如：

**Their coming to help was a great encouragement to us.** 他们的支援对我们是很大的鼓舞。

**He is afraid of the teacher asking him difficult questions.** 他害怕老师问他难的问题。

## 四、动名词的完成式和被动式

动名词的一般式通常表示一般性动作或与谓语动词同时发生的动作。动名词的完成式主要表示发生在谓语动词之前的动作。例如：

**Do you remember ever having seen this film before?** 你记得以前曾经看过这部电影吗？

**I have no idea of their having done such a thing.** 我不知道他们做过这样的事。

当动名词的逻辑主语所表示的是动作的承受者时，该动名词要采用被动形式。例如：

**This question is far from being settled.** 这个问题还远没有解决。

**I don't remember having ever been given such a book.** 我记不得曾给过我这样一本书。

## 五、动名词的否定

动名词的一般式的否定是将否定词not置于动名词之前；若动名词为完成式或被动式，否定词not应置

于整个结构之前；若动名词带有逻辑主语，则否定词not应置于逻辑主语之后。例如：

**I am sure you will excuse me for not speaking to you first.** 我肯定你会原谅我事先没跟你说。

**He doesn't like not being taken seriously.** 他讨厌别人不认真对他。

**She was angry about not having been invited.** 她对没被邀请感到很生气。

**I'm surprised at your not having noticed.** 我对你未注意到感到吃惊。



## Having a Test

**I** Choose the best answer to complete each sentence.

- For those foreign students who are interested in \_\_\_\_\_ Chinese, the university offers a Chinese training program every summer.  
A. to learn                      B. having learned                      C. learning                      D. being learned
- We are sorry for not \_\_\_\_\_ you of the matter.  
A. to have been informed      B. having informed                      C. informing                      D. to have informed
- It's no use \_\_\_\_\_ to him; he never answers letters.  
A. having written                      B. writing                      C. wrote                      D. to write
- He narrowly escaped \_\_\_\_\_.  
A. being run over                      B. to run over                      C. to be run over                      D. running over
- In some parts of the city, missing a bus means \_\_\_\_\_ for another hour.  
A. to wait                      B. to be waiting                      C. waiting                      D. being waited
- We regret \_\_\_\_\_ your advice.  
A. taking                      B. having taken                      C. not taking                      D. not having taken
- \_\_\_\_\_ so late worried me.  
A. He's staying up                      B. He stays up                      C. His staying up                      D. His stay up
- The sofa showed no signs of \_\_\_\_\_.  
A. touching                      B. having been touched                      C. having touched                      D. being touched
- We did it without \_\_\_\_\_.  
A. being asked                      B. asking                      C. having asked                      D. having been asked
- \_\_\_\_\_ friends with her is no easy thing.  
A. Having been made                      B. Having made                      C. To make                      D. Making

**II** Fill in each blank with the appropriate form of the given word(s) in the brackets.

- She was praised for \_\_\_\_\_ (make) a great contribution to her hometown.
- It is useless \_\_\_\_\_ (argue) with him.
- The strike resulted in the bosses \_\_\_\_\_ (come) to terms with the workers.
- No one had any doubt of \_\_\_\_\_ (he study) the case carefully before.

5. I'm sorry for my \_\_\_\_\_ (break) the glass.
6. He insisted on \_\_\_\_\_ (we give) him a straightforward answer.
7. She came to the party without \_\_\_\_\_ (invite).
8. She denied \_\_\_\_\_ (the teacher criticize) her.

III Underline the mistakes of the following sentences and correct them.

1. Can you imagine not have water for even one day? \_\_\_\_\_
2. The Conservatives are trying to prevent the bill from passing. \_\_\_\_\_
3. Some bosses dislike to allow people to share their responsibilities. \_\_\_\_\_
4. I'm sorry, but I don't remember calling you. \_\_\_\_\_
5. She is a little unhappy for being not informed of the plan. \_\_\_\_\_

## Word Building

### Conversion (I)



#### Finding Features

The following are sentences showing different parts of speech of the same word. Study them carefully and try to tell the differences.

The children broke the **glass** of their neighbor.

The hills were **glassed** by the lake's still surface.

**Water** is so important that people can't live without it.

The land is **watered** by these rivers.



#### Knowing the Word Formation

转化法是英语中很重要的一种构词方法，它是指把一个词从原来的词类转化成另一种词类，使其能在句中起不同的作用。转化构成的新词，词形没有改变，而词性却发生了变化。这种构词法不仅可用于名词、形容词、动词之间，而且也用于代词、副词、介词、连接词之间。本书将重点介绍名词转化为动词、动词转化为名词、形容词转化为名词或动词、名词转化为形容词这四种主要的转化法。

名词转化为动词是最常见的一种转化法，以下是几类经常转化为动词的名词：

(1) 表示身体部位的名词：head, face, eye, nose, ear, mouth, hand, finger, thumb, leg, shoulder, elbow, stomach, tiptoe, back, foot等。例如：

*They were eyeing the stranger curiously from head to foot.* 他们好奇地从头到脚打量着那位陌生人。

*The cat kept nosing about the room this morning.* 这只猫今天早晨在屋里不停地闻来闻去。



(2) 表示物品、器具的名词: pencil, pen, pocket, veil, coat, bag, table, seat, book, bicycle, machine, gun, sandwich, sponge, hammer, bottle, nail, glass等。例如:

He hurriedly *penciled* his name on the visitors' book and *bicycled* away. 他匆匆忙忙地用铅笔在来客登记簿上写下自己的姓名, 然后骑上自行车走了。

A secretary *nailed* a notice on the bulletin board. 一位秘书把通知钉在了布告牌上。

(3) 表示人物身份、职位或称呼的名词: doctor, nurse, pilot, spy, soldier, officer, lord, mother, father, host, man, master, partner, dwarf, pioneer, volunteer等。例如:

She asked me to *doctor* her child. 她请我给她的孩子看看病。

After my parents died, Aunt Ye *mothered* me. 爸妈去世后, 叶伯母收养了我。

(4) 表示时间、地点的名词: date, season, time, summer, winter, weekend, room, house, corner, ground, dam, floor, bridge等。例如:

The students from the south have been *seasoned* to the severe cold of the north. 南方来的学生已适应了北方的严寒天气。

That question *cornered* me. 那个问题把我难住了。

(5) 表示动物、植物的名词: dog, worm, duck, parrot, pigeon, fish, mouse, mushroom, bloom, tree, weed, branch等。例如:

Why are you *dogging* my footsteps? 你为什么老是跟着我走?

The hunter was *treed* by the bear. 猎人被熊逼上了树。

(6) 表示物质、实物的名词: dust, air, oil, water, salt, paper, steel, stone等。例如:

She *dusts* the rooms of the house every day. 她每天都打扫这座房屋的每个房间。

This machine needs *oiling*. 这台机器该加油了。

(7) 表示自然现象的名词: storm, wind, rain, cloud, snow等。例如:

Susan *stormed* into his office for an explanation. 苏珊气冲冲地走进他的办公室, 要求他予以解释。

Children *rained* flowers on the bride. 孩子们把花撒向新娘。

(8) 表示交通、通信的名词: bus, truck, train, wheel, radio等。例如:

Travelers will be *bussed* to the destination. 游客们将坐大客车去往目的地。

I *radioed* the information back to headquarters. 我赶紧将信息发回了总部。

(9) 抽象名词: anger, pain, reason, lunch, hunger, sight, speed等。例如:

We were greatly *angered* by his ingratitude. 我们对他的忘恩负义大为气愤。

I am *hungering* for news from you. 我渴望得到你的消息。



### Having a Test

I Study the following sentences carefully and tell whether the italicized words are nouns (*n.*) or verbs (*v.*).

( ) 1. The sick man couldn't even *stomach* liquids.

( ) 2. They missed the last bus, and had to *foot* it.

- ( ) 3. They'd like to spend the *winter* in a warm place.
- ( ) 4. Swimming in big rivers and seas can *steel* our willpower.
- ( ) 5. Our fliers *knifed* through the cloudy sky, heading for the battle zone.
- ( ) 6. Tom and Henry are good *partners*.
- ( ) 7. The boy *apes* his father's way of walking.
- ( ) 8. The center forward *headed* the ball into goal.
- ( ) 9. I saw three *pigeons* on the roof.
- ( ) 10. The peach tree has an excellent *blossom* this year.

II Fill in each blank with the proper form of the given word below.

weed	soldier	mouth	speed	pain
house	stone	book	mouse	wind

- I have \_\_\_\_\_ a ticket for the concert.
- An actor who \_\_\_\_\_ his words is a poor actor.
- It \_\_\_\_\_ me to have to tell you that tragedy.
- Peasants are busy \_\_\_\_\_ under the scorching sun.
- It \_\_\_\_\_ more books than any other university library.
- The angry crowd \_\_\_\_\_ his car.
- He \_\_\_\_\_ in the south twenty years ago.
- Our cat \_\_\_\_\_ well.
- The narrow road \_\_\_\_\_ its way up to the top of the hill.
- He \_\_\_\_\_ the ball on its way.

III Translate the following sentences into Chinese, paying attention to the italicized words.

- She has *thumbed* through the new dictionary.
- What sort of people should be selected to *man* the government?
- He locked the door and *pocketed* the key.
- The shepherd *wintered* his sheep in the valley.
- Ancient trees *tower* to the skies in the temple.
- The old man *hammered* a nail into the wall.
- Mr. Smith *authored* a book on modern philosophy.
- This river is in danger of being *fished* out.
- Let's *wheel* the rubbish to the dump.
- He *wolfed* down three bowls of rice.