# **Unit 1 Working Together**



# 知识梳理

重点单词 😭	)	
(1)	_ (n.) 看法	(2) background (n.)
(3)	_ (n.) 同事	(4) client (n.)
(5)	_ (n.) 自信	(6) cooperate (v.)
(7)	_(v.)存在	(8) negative ( <i>adj</i> .)
(9)	_ (n.) 知识	(10) personality (n.)
(11)	(v.) 拒绝	(12) software (n.)
(13)	(n.) 培训	(14) technician (n.)
重点短语 💽		
(1)		ㅁ ㅜ

(1)	尽可能快地	
(2) dress code	(3)	_ 在工作中
(4) put yourself in one's shoes	_	
(5)		
(6) melting pot	(7)	_ 处理
(8) keep in mind	(9)	_ 取决于
(10) learn the ropes		
(11) 与…	…相处	
(12) smooth out		
(13) 与合作		



臿	占	行	刑	4	( <u>=</u> 1

(1) What's? 怎么了'	?	
(2) You shouldn't be so	你不应该那么消极。	
(3) Everybody has their		每个人都有自己的
优缺点。		
(4) Do you	your	co-workers? 你与同事们相
处得好吗?		
(5) I'm really	Tony. 我真!	的很厌烦托尼。
(6) He often	, and it's hard to	him. 他经常犯
错,很难与他共事。		
(7) How do you	your co-workers? 俊	下如何与你的同事们打交道?

# 》 课后巩固提高

# Part A 基础巩固

I.	单	词	拼	写

<b>早</b> 问拼与
1. You'd better change your (看法)!
2. Can you give me more(背景) on the company?
3. I have a (客户) with me right now.
4. He answered the questions with (自信).
5. The two groups agreed to (合作) with each other.
6. Does life (存在) on other planets?
7. Don't be so (消极的).
8. His wife has a strong (性格).
9. The patient has the right to (拒绝) treatment.
10. He does a lot of (培训).
单项选择
1. No one will refuse with him because he is hard-working and humorous.
A. to work B. working C. work D. worked

II.



2.	I offered to give 1	my seat to her, but	t sh	e		
	A. repeated	B. rested	C.	relaxed	D.	refused
3.	What's wrong	you?				
	A. with	B. about	C.	out	D.	to
4.	—Would you min	nd telling me how t	o s1	tart this machin	ıe?	
	— It's	very easy. Do it li	ke t	this.		
	A. Yes, of cours	ee	В.	No, not at all		
	C. No, thanks		D.	Yes, you are	righ	t
5.	It all depends	whether the	e en	nployee likes th	e bo	oss or not.
	A. in	B. on	C.	with	D.	for
ŝ.	Do you get along	with you	ır v	vorkmates?		
	A. good	B. fine	C.	bad	D.	well
7.	I don't know	to deal with	diff	ficult workmate	s.	
	A. how	B. what	C.	which	D.	that
8.	Jack is the last po	erson that I'll get a	lon	g		
	A. to	B. on	C.	with	D.	at
9.	He has eaten so r	many eggs that he	is f	ed wi	th t	hem now.
	A. up	B. down	C.	in	D.	to
10.	. It is pleasant to	work Jin	n. I	He is so kind a	mar	1.
	A. with	B. down	C.	out	D.	to
11.	. It's dangerous fo	or people	the	e mobile phone	whe	en they cross the street.
	A. look at	B. looking at	C.	to look at	D.	looked at
12.	. —Excuse me, c	an you tell me		the robot?		
	—Of course.					
	A. how use		В.	how to use		
	C. how using		D.	how to using		
13.	. It is wise	you to make up	э ус	our mind		up smoking.
	A. for; giving		В.	for; to give		
	C. of; giving		D.	of; to give		
14.	. I'm glad that my	y parents allowed r	ne _	Shang	hai	Disneyland with Daniel.
	A. visit	B. visits	C.	visiting	D.	to visit
15.	. I don't want to	depend too much _		my parent	s.	
	A. up	B. down	C.	in	D.	on



III.	情景	对话

Α:	1
В:	I get along pretty well with most of them. But I really don't like Nancy 2 I
	don't know why the boss hasn't fired her yet.
Α:	3
В:	It's not only that she gossips, but she also tries to make trouble among other
	employees by telling lies4
Α:	5
В:	I think one of the important things is just to be considerate of your co-workers'
	feelings and needs.
Α:	I think you're right, but it does seem that there are always a few co-workers that are
	harder to work with than others.
Α.	So how do you develop good relationships in the office?
В.	She's a terrible gossip (爱说长道短的人).
C.	I've never met anyone as cheerful as she is.
D.	It will make a bad working environment.
Ε.	In my opinion, she's not trustworthy.
F.	Do you get along with your co-workers?
G.	Do you think the boss should fire someone because he/she gossips?
完月	<b></b>
1.	每个人都有自己的优缺点。
	Everybody has their
	我真厌烦他。
	I'm really him.
	有时,与他们中的一些人相处很难。
	Sometimes it tends to be difficult to some of them.
4.	在那时,我别无选择,只能依靠自己。
	I had no choice but to myself at that time.
5.	永远记住,你自己成功的决心比什么都重要。
	Always that your own determination to succeed is more
	than anything.
6.	人们来自不同的背景,有不同的个性。
	People come from and have different personalities.

IV.



We must ta	ake positive steps to		the problem.	
8. 我们会尽快	把它修好。			
We'll repai	r it		·	
	Part	B(能力提升		
I. 完形填空				
Teamwork is a	a very important skill to	have and be abl	e to1 in a mode	rn working
environment. Effe	ctive teamwork will ma	ke any company	more2 Each	person has
his or her own spe	cial skills3y	ou are choosing	a team, it's best to get p	eople with
different skills	this way, you	can get as	different views as	possible to
find the best soluti	ion.			
When you are	working6 a t	eam project, yo	u should not be afraid to	7
your opinion. The	group will benefit	8 your id	eas even if it9	use them
directly.				
Teamwork do	es not mean10	one person do	es all the work and then	the group
takes the reward.	Everyone in the team s	hould do an equ	al share of the work.	
1. A. using	B. use	C. used	D. uses	
2. A. efficien	t B. efficiently	C. effect	D. affect	
3. A. When	B. What	C. Since	D. While	
4. A. On	B. With	C. In	D. For	
5. A. more	B. many	C. most	D. much	
6. A. in	B. on	C. for	D. as	
7. A. lend	B. borrow	C. offer	D. take	
8. A. with	B. from	C. for	D. in	
9. A. won't	B. don't	C. isn't	D. doesn't	
10. A. that	B. why	C. what	D. which	
II. 阅读理解				

7. 我们必须采取积极步骤处理这个问题。

 $\mathbf{A}$ 

Some co-workers can make life at work upsetting. But getting along in the workplace is necessary to your productivity (生产力) and happiness.

If you find yourself often having problems with a certain co-worker, do what you can to

solve them in an adult manner. If the person is just being annoying, learn to let their behavior roll off your back. If it's something more serious and it affects your work, take action.

After work, politely talk to your co-workers and let them know what's in your mind. Don't be rude. Speak out without attacking, offer solutions and wait to see if things improve. If you're still having problems with them after some time, talk to the Human Resources Department. They'll help to plan a course of action.

- 1. Why is a good working environment important?
  - A. It will make you happy and productive.
  - B. It will reduce your pressure.
  - C. It will bring great success to work.
  - D. It will give you a positive career.
- 2. What does the underlined phrase "roll off your back" mean in the passage?
  - A. Drive you crazy.
  - B. Stop bothering you.
  - C. Forget and forgive.
  - D. Calm down.
- 3. If you have some problems with a certain co-worker, what can you do to solve them?
  - A. Solve them in a bad manner.
  - B. Solve them in a child manner.
  - C. Solve them in an adult manner.
  - D. Solve them in a rude manner.
- 4. If the annoying behavior affects you, you should first
  - A. remain silent
  - B. report to the Human Resources Department
  - C. talk with the co-worker
  - D. give up the job
- 5. If the annoying behaviors are not solved after some time, you should .
  - A. have a fight with your co-worker
  - B. talk to the Human Resources Department
  - C. talk to the boss
  - D. rudely talk to the co-worker



are both at the foot of the mountain. So they can help each other. But neither of them likes to use his head. They're both poor though they work hard. Most villagers have built new houses, but they still live in the low and broken houses. They never find out why.

Once Uncle Li went to town to buy some medicine for his wife. In the town he heard the apples in a city were expensive. He told Uncle Wang about it as soon as he went back. They decided to carry some apples to the city. They borrowed some money from their friends and bought nearly 1,000 kilograms of apples in the villages and carried them to the city on a tractor. Bad luck! A lot of apples had already been carried there when they arrived. A few days later they had to sell them at a low price (价格). They felt unhappy and returned to their village.

"I can't understand why we sustained (蒙受) losses in business while others always profit (盈利)," Uncle Li asked one day.

"The tractor was too small," Uncle Wang said without thinking. "We'll carry more appl

_	the states was too small, entry wand said without small.
les	on a truck next time!"
"I	agree!" said Uncle Li. "How foolish (愚蠢的) we were!"
6.	Uncle Li and Uncle Wang live in the low and broken houses because
	A. they hope to save money
	B. they're both poor
	C. their farms are at the foot of the mountain
	D. they're not far from their farms
7.	The two farmers carried the apples to the city to
	A. make a journey
	B. visit some places of interest
	C. meet their friends
	D. make a profit
0	

- 8. The two farmers had to sell their apples at a low price because
  - A. theirs weren't as good as the others'
  - B. theirs were fewer than the others'
  - C. a lot of apples had been already carried to the city
  - D. they forgot to carry them on a truck
- 9. Uncle Li and Uncle Wang were unhappy because
  - A. they had sustained losses in business
  - B. they had lost some money in the city
  - C. something was wrong with the tractor

- D. other people profited in the city
- 10. Which of the following is TRUE?
  - A. The two farmers found out why they were poor.
  - B. The two farmers will soon get rich.
  - C. Neither of the farmers is clever.
  - D. The two farmers decided to buy a truck.

 $\mathbf{C}$ 

Dick lived in England. One day in January he said to his wife, "I'm going to fly to New York next week because I've got some work there." "Where are you going to stay there?" his wife asked. "I don't know yet," Dick answered. "Please send me your address from there in a telegram (电报)," his wife said. "All right," Dick answered.

He flew to New York on January 31st and found a nice hotel in the center of the city. He put his things in his room and then he sent his wife a telegram. He put the address of his hotel in it.

In the evening he didn't have any work, so he went to a cinema. He came out at nine o'clock and said, "Now I'm going back to my hotel and have a nice dinner."

He found a taxi (出租车) and the driver said, "Where do you want to go?" But Dick didn't remember the name and address of his hotel.

"Which hotel are my things in?" he said, "And what am I going to do tonight?" But the driver of the taxi did not know. So Dick got out and went into a post office. There he sent his wife another telegram, and in it he wrote, "Please send me my address at this post office."

- 11. Dick flew to New York because \_\_\_\_\_.
  - A. he went there for a holiday
  - B. he had work there
  - C. he went there for sightseeing (观光)
  - D. his home was there
- 12. Why did his wife want a telegram from him?
  - A. Because she didn't know his address yet.
  - B. Because she wanted to go to New York, too.
  - C. Because she might send him another telegram.
  - D. Because she couldn't leave her husband by himself in New York.
- 13. Where did Dick stay in New York?
  - A. In the center of the town.
  - B. In a hotel.



- C. In a restaurant.
- D. At his friend's house.
- 14. Who would send him the name and address of his hotel?
  - A. The manager (经理) of his hotel.
  - B. The police officer.
  - C. The taxi driver.
  - D. His wife.
- 15. Which of the following is NOT true?
  - A. Dick stayed at a nice hotel in the center of the city.
  - B. Dick didn't work on the first night of his arrival.
  - C. Dick forgot to send his wife a telegram.
  - D. Dick wanted to go back to his hotel in a taxi.

10. The children all have very different personalities.

## III. 英汉互译

1.	他容易相处。
2.	我知道我必须依靠这些食物了。
3.	他毫无自信。
4.	他在音乐方面知识渊博。
5.	他对我独自处理这件事感到很满意。
6.	Work with people who are better than you, and you will become stronger!
7.	The two groups agreed to cooperate with each other.
8.	Don't think too much about the negative things.
9.	I politely refused their invitation.



### IV. 写作

当今社会,与人交往已经成为一种不可或缺的能力。作为学生,学会如何与人相处尤为重要。请以"How to Get on Well with Others"为题,写一篇英语短文,80 词左右。要点:

1. 尊重他人; 2. 学会沟通; 3. 乐于助人; 4. 自己的观点(1~2点)。

### How to Get on Well with Others

As we all know,			

# 知识梳理参考答案

# 【重点单词】

- (1) attitude (2) 背景 (3) co-worker (4) 客户 (5) confidence (6) 合作
- (7) exist (8) 负面的 (9) knowledge (10) 性格 (11) refuse (12) 软件
- (13) training (14) 技术员

# 【重点短语】

- (1) as quickly as possible (2) 着装规定 (3) at work (4) 换位思考
- (5) be fed up with (6) 大熔炉 (7) deal with (8) 牢记 (9) depend on
- (10) 熟悉某一行业 (11) get along with (12) 解决 (13) work with

### 【重点句型】

- (1) wrong (2) negative (3) strong and weak points (4) get on well with
- (5) fed up with (6) makes mistakes; work with (7) deal with

# Unit 1 Working Together

#### Part A

#### Ⅰ. 单词拼写

- 1. attitude 2. background 3. client
- 4. confidence 5. cooperate 6. exist
- 7. negative 8. personality 9. refuse
- 10. training

#### Ⅱ.单项选择

- 1. A 考查动词不定式。"refuse to do sth." 意为"拒绝做某事"。句意:没有人会拒绝和他一起工作,因为他既勤奋又幽默。故选A。
- 2. D 考查动词。"repeat"意为"重复";"rest" 意为"休息";"relax"意为"放松";"refuse"意 为"拒绝"。根据上句"我主动提出给她让座,但是"可知,"refused"符合语境。故选 D。
- 3. A 考查介词。固定句型"What's wrong with you?"意为"你怎么了?"故选 A。
- 4. B 考查情景交际。"Yes, of course"意为 "是的,当然";"No, not at all"意为"不,根 本不";"No, thanks"意为"不,谢谢";"Yes, you are right"意为"是的,你说得对"。根据 "It's very easy. Do it like this."可知,此处 指不介意。故选 B。
- 5. B 考查固定搭配。"depend on"意为"依 靠,取决于"。句意:这完全取决于员工是否 喜欢这个老板。故选 B。
- 6. D 考查固定搭配。"get along well with" 意为"与……相处得好"。句意:你和你的同事相处得好吗? 故选 D。

- 7. A 考查疑问词十动词不定式。"how to deal with sth."意为"如何去处理某事"。句意:我不知道如何应付难以相处的同事。故选 A。
- 8. C 考查固定搭配。"get along with"意为 "与……相处"。句意:杰克是我最不愿与之 相处的人。故选 C。
- 9. A 考查固定搭配。"be fed up with"意为 "厌烦"。句意:他吃了那么多鸡蛋,现在已 经吃腻了。故选 A。
- 10. A 考查固定搭配。"work with"意为 "与……合作",根据下一句"他是一个非 常善良的人。"可知 A 符合题意。故选 A。
- 11. C 考查固定句型。"look at"意为"看",根据句型"it is dangerous for sb. to do sth." (某人做某事是危险的)可知,空缺处应该用动词不定式作主语。故选 C。
- 12. B 考查疑问词十动词不定式。此句是 "特殊疑问词(why 除外)+动词不定式"结构,相当于名词短语,可以在句中作主语、 宾语、表语、同位语等,此句应用"how to use"意为"如何使用"。故选 B。
- 13. D 考查固定句型。"give up"意为"放弃",根据句型"it is+形容词+for/of sb. to do sth."(某人做某事是……的),排除A和C。当形容词是可修饰人的形容词,即 sb. 和形容词有主系表关系时, sb. 前用 of;当形容词不是修饰人的,即 sb. 和形容词没有主系表关系时, sb. 前用"for"。故选 D。

- 14. D 考查动词不定式作宾语补足语。"allow sb. to do sth."意为"允许某人做某事"。句意:我很高兴我的父母允许我和丹尼尔去上海迪士尼乐园玩。故选 D。
- 15. D 考查固定搭配。"depend on"意为"依 靠"。句意:我不想太多地依赖我的父母。 故选 D。

#### Ⅲ. 情景对话

1-5 FBGEA

#### Ⅳ. 完成句子

- 1. strong and weak points 2. fed up with
- 3. get along with 4. depend on
- 5. keep in mind 6. different backgrounds
- 7. deal with 8. as quickly as possible

#### Part B

#### Ⅰ. 完形填空

- 1. B 考查固定搭配。"be able to do sth."意为 "能够做某事",此处应该选动词原形。故 选B。
- 2. A 考查词性辨析。"make+sb./sth.+ adj."意为"使某人/某物怎么样"。"make" 在这里作为使役动词,意为"使,让",后面跟 形容词作宾语补足语。故选 A。
- 3. A 考查连词。"when"意为"当……时";
  "what"意为"什么";"since"意为"因为";
  "while"意为"当……时"。when 所引导的
  从句,其谓语动词既可是持续动词,也可是
  短暂动词;谓语动词动作发生的时间可以与
  主句谓语动词的动作是同时,或之前、之后。
  "while"句中的谓语动词应为持续动词,不
  用短暂动词,谓语动作发生的时间通常与主
  句谓语动词动作发生的时间是同时。故

选 A。

- C 考查介词。"in this way"意为"这样;用 这种方法",故选 C。
- 5. B 考查固定搭配。"as...as"意为"像…… 一样",通常中间只能用形容词或副词的原 级,不能用比较级或最高级。"views"是名 词复数形式,用"many"修饰,故选 B。
- 6. B 考查介词。"work on"意为"从事于……",符合此处语境。故选 B。
- 7. C 考查动词。"lend"意为"借给";"borrow"意为"借入";"offer"意为"给予;主动提供";"take"意为"拿,取"。由语境可知,此处指主动提议。故选 C。
- 8. B 考查介词。"benefit from"意为"得益于;得利于",故选 B。
- 9. D 考查时态。"even if"意为"即使;虽然",如果主句是一 般将来时或表示将来含义时,那么条件和时间状语从句多用一般现在时,此处有动词"use",要用"doesn't"构成否定谓语。故选 D。
- 10. A 考查宾语从句。根据句子结构可知, 动词后从句结构完整,用"that"引导的宾 语从句,故选 A。

### Ⅱ. 阅读理解

- A 细节理解题。根据第一段"But getting along in the workplace is necessary to your productivity (生产力) and happiness"可得出答案。故选 A。
- 2. B 词义猜测题。根据语境可知,此处指学 会让他们的行为不再打扰你。故选B。
- 3. C 细节理解题。根据第二段"do what you can to solve them in an adult manner"可得

出答案。故选C。

- 4. C 细节理解题。根据第三段"talk to your co-workers"可得出答案。故选 C。
- 5. B 细节理解题。根据第三段"If you're still having problems with them after some time, talk to the Human Resources Department" 可得出答案。故选 B。
- 6. B 细节理解题。根据第一段"They're both poor though they work hard"可得出答案。 故选 B。
- 7. D 细节理解题。根据第二段"In the town he heard the apples in a city were expensive"及后面谈及的苹果生意失败可得出答案。故选 D。
- 8. C 细节理解题。根据第二段"A lot of apples had already been carried there when they arrived"可得出答案。故选 C。
- 9. A 细节理解题。根据第三段"I can't understand why we sustained (蒙受) losses in business while others always profit (盈利)" 可得出答案。故选 A。
- 10. C 推理判断题。两位农夫把他们苹果生意的失败归咎于拖拉机小,而没有认识到其根本原因是大量苹果充斥市场导致价格走低而亏损,由此可知,他们都不聪明。故选C。
- 11. B 细节理解题。根据第一段"I'm going to fly to New York next week because I've got some work there"可得出答案。故选 B。
- 12. A 细节理解题。根据第一段"'Where are you going to stay there?' his wife asked" 可得出答案。故选 A。
- 13. B 细节理解题。根据第二段"found a nice

- hotel in the center of the city"可得出答案。 故选 B。
- 14. D 细节理解题。根据第二段"He put his things in his room and then he sent his wife a telegram. He put the address of his hotel in it"可得出答案。故选 D。
- 15. C 推理判断题。根据第二段"He put his things in his room and then he sent his wife a telegram"可得出答案,故选 C。

#### Ⅲ. 英汉互译

- 1. He's easy to get along with.
- 2. I know I have to depend on these foods.
- 3. He has no confidence.
- 4. He has a wide knowledge of music.
- 5. He's happy that I deal with it by myself.
- 6. 和比你强的人一起工作,你会变得更强!
- 7. 这两个组同意相互协作。
- 8. 不要想太多消极的事情。
- 9. 我礼貌地回绝了他们的邀请。
- 10. 孩子们的性格各不相同。

#### Ⅳ. 写作

Possible version:

#### How to Get on Well with Others

As we all know, it is very important for us to learn how to get along well with others. But do you know how to get on well with others?

First of all, love and respect are basic in relationships. Only when we respect others can we gain respect from them. Besides, sharing brings people closer. We are not the only one but a team to hug happiness and face difficulties. What's more, communication is a good bridge that makes people know more about each other.

3

It helps people get away from misunderstanding. We should also be willing to help.

From my point of view, politeness plays an im-

portant role in getting on well with others. It always adds pleasure and grace to social occasions.

# **Unit 2** Following Instructions

#### Part A

#### Ⅰ. 单词拼写

- 1. fix 2. follow 3. lead 4. master
- 5. Press 6. release 7. tighten 8. symbol
- 9. surface 10. install

#### Ⅱ. 单项选择

- 1. A 考查情景交际。Well, nothing much 意为 "嗯,没什么";Glad to hear that 意为"很高兴 听到这个消息";Sure, no problem 意为"当 然,没问题";Very kind of you 意为"你真是太 好了"。根据"I'm operating the machine."可 推断,珍妮应该是回答"没什么"。故选 A。
- A 考查动词。fix 意为"修理"; mix 意为 "混合"; get 意为"得到"; do 意为"做"。根据句意, 我的自行车坏了可知, 应该修理。 故选 A。
- 3. D 考查名词。reply 意为"回复"; reason 意为"原因"; decision 意为"决定"; promise 意为"承诺"。根据句意,如果你考得好,我会给你一辆新的自行车,可知这是"承诺"。故选 D。
- 4. D 考查名词。pleasure 意为"快乐"; lead 意为"铅"; link 意为"链接"; release 意为"释放"。根据句意,出狱将近一年之后,他仍然无法正常入睡。结合句意可知,设空处缺"(从监狱)出来"之意。故选 D。
- 5. C 考查名词。level 意为"水平"; matter 意

- 为"事情,问题"; symbol 意为"象征"; popularity 意为"受欢迎"。根据句意,我认为是长城,可知提问中国的象征是什么。故选 C。
- 6. C 考查动词短语。connect to 意为"连接"; lead to 意为"导致"; manage to 意为"设法做 到"; used to 意为"过去常常"。根据句意,你 怎样\_\_\_\_\_\_\_用如此少的钱环游中国?回 答"我在旅途中打零工"可知,此处用 manage to表示"设法做到"。故选 C。
- 7. A 考查疑问词+动词不定式。句意:坦白说,我不知道如何从 ATM 里取钱。B和 D不对。 take out 后有宾语 money,不用what,C不对。故选 A。
- 8. A 考查冠词。句意: Jack,在"usually"这个单词中,你丢了一个字母"u"。第二个空表示特指这个单词,用定冠词 the,排除 C;第一个空表示泛指,用不定冠词 a/an,U 发音是/ju:/,第一个音素是辅音音素,用不定冠词 a。故选 A。
- 9. B 考查冠词。句意:——吉米,你长大后想做什么?——我想成为一名工程师。the 是定冠词,表示特指;a/an 是不定冠词,表示泛指,意为一个,a 用在辅音音素前,an 用在元音音素前。根据语境"我想当一名工程师",可知此处表示泛指,泛指一名工程师,engineer 以元音音素开头,不定冠词用 an。故