

Highlights

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Part One Listening Tips

在日常生活中,尤其在社交场合,使用礼貌用语是尊重他人的具体表现,也是衡量个人素质高低的尺度。下面就来学习英语礼貌用语,并通过它去结交更多的外国朋友吧!

Part Two Listening Practice

A Sentence

Listen to the following questions twice and choose the best answer to each of them from the four choices marked A, B, C and D.

Word Tips

driving test 驾照考试	terribly /'terəblɪ/ adv. 非常	
1. A. Very well, thank you.	B. Sorry, I don't know.	
C. I am a teacher.	D. It's a great day.	
2. A. Don't say that.	B. It's OK.	
C. Thank you.	D. Oh, it's such a great pity!	
3. A. Don't go.	B. See you.	
C. I'm sorry to hear that.	D. How about Sunday?	
4. A. It's possible.	B. That's all right.	
C. No way.	D. My pleasure.	
5. A. You're welcome.	B. No, thanks.	
C. Sure.	D. Just so so.	

B Dialogue

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

Word Tips

I beg your pardon 请原谅,对不起	sales reps=sales representatives 销售人员
get a raise 加薪	happy camper 快乐的人

- 1. A. Because he's looking for a book for her.
 - B. Because he bought a book for her.
 - C. Because he's found the book she is looking for.
 - D. Because he lent a book to her.
- 2. A. The man is making an apology to the woman.
 - B. The man is making an appointment with the woman.
 - C. The woman is angry with the man.
 - D. The woman is happy about what the man has done.
- 3. A. She is saying hello to the man.
 - B. She is making an apology to the man.
 - C. She is saying goodbye to the man.
 - D. She is introducing someone to the man.
- 4. A. She feels unhappy.

- B. She is very happy.
- C. She feels sorry for the man.
- D. She congratulates the man.
- 5. A. He thinks it's time for the woman to leave.
 - B. He thinks it's better for the woman to leave a little earlier.
 - C. He is asking the woman to come next time.
 - D. He is asking the woman to stay a little longer.

C Passage

Listen to the passage three times and fill in the blanks.

Word Tips

observe /əb'zɜ:v/ v. 庆祝 gratitude /ˈɡrætɪtjuːd/ n. 感激 origin /ˈɒrɪdʒɪn/ n. 起源 entirely /ɪn'taɪəlɪ/ adv. 完全地 connect /kə'nekt/ v. 连接,联系 public /ˈpʌblɪk/ adj. 公开的,公众的

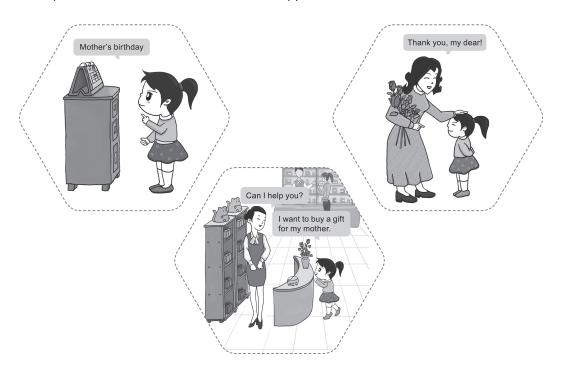
Thanksgiving is a holiday celebrated in much of North America, ① observed as an expression of gratitude, usually to God. The most ② view of its origin is that it was to give thanks to God for the autumn harvest. In the United States, the holiday is celebrated on the fourth Thursday in November. It is an ③ family holiday, and people often travel across the country to be with family members for the holiday. Thanksgiving is ④ entirely celebrated at home, unlike the fourth of July or Christmas, which are connected with ⑤ shared public experiences.





Activity A Story Telling

Look at the pictures below and talk about what happened.



Activity B Discussion

If you wer	If you were the little girl, what would you do? Why?						





Part One Texts

Text A

3

微笑可以传达友好、鼓励的信息,甚至可以在不经意间影响和改变某个人的一生。本文作者通过 追忆老师的微笑,表达了自己对老师的感激之情。

Smile

If a little girl is neither pretty nor clever, she can hardly draw a teacher's **attention**, **especially** when she is shy and **self-abased**.

I was such a girl when I was at the age of eight. At that time I was a **primary** school student. I loved reading books, hearing stories and playing games. Also I enjoyed listening to music as well as singing songs. I didn't find myself very interested in music until Miss Lois, my music teacher, came into my life.

She was a young lady who looked just over 20 years old. She was pretty and **gentle**, with great **patience**. She has had such a great **influence** on me that I cannot and will never forget her. In our music classes, Miss Lois sometimes played a short piece of music and asked us to repeat. It was a bit difficult for an eight-year-old child to do so. In one of those classes, some clever girls were chosen, and then **followed** by some pretty ones. A few of them could do a good job and **gained** Miss Lois's **praise**. Then, to everyone's surprise, I was chosen to do it. Surprised and **anxious**, I didn't know whether I would be a laughing stock. Miss Lois looked at me with a beautiful smile. At once I calmed myself and took great **courage**. At last I did very well and was said to be the best.

Maybe Miss Lois can't remember my name now, for she **treats** every pupil kindly. But she really has played a very important **role** in my life. It is she who turned a self-abased girl into a **confident** one.

(Words: 273)

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Word List

attention	/ə'ten∫ən/	n.	注意力; 关心
especially	/ɪs'peʃəlɪ/	adv.	特别;尤其
*self-abased	/self ə'beɪst/	adj.	自卑的
primary	/ˈpraɪmərɪ/	adj.	初级的; 首要的, 主要的
gentle	/'d3entl/	adj.	温和的;轻柔的;温顺的
patience	/'peɪʃəns/	n.	耐心;忍耐;毅力
influence	/'ınfluəns/	n.	影响;影响力;权势
		vt.	影响;感染
follow	/ˈfɒləʊ/	vt.	跟随,沿着,遵照
gain	/geɪn/	vt.	获得
		n.	收益
praise	/preɪz/	n.	赞美,称赞
		vt.	赞扬
anxious	/ˈæŋkʃəs/	adj.	焦虑的;渴望的
courage	/'kʌrɪdʒ/	n.	勇气,胆量
≜ treat	/tri:t/	vt.	对待;处理;治疗
role	/rəʊl/	n.	作用;角色
confident	/'konfidənt/	adj.	自信的,确信的



Useful Phrases and Expressions

neither nor	既不也不 (两者都不)
draw one's attention	引起某人注意
as well as	既又
have an influence on sb.	对某人有影响
to one's surprise	令人惊奇的是
a laughing stock	笑柄
play a role	起作用,扮演角色
turn into	变成,把变成



Notes

- **It was a bit difficult for an eight-year-old child to do so.** 对一个8岁的孩子来说,这样做有点难。
 - 1) 此句包含了一个句型: It be+adj.+for sb. to do sth. 对某人来说做某事 (怎么样)。it是形式主语, 真正的主语是to do sth.。该句型中,形容词仅仅用来描述事物特征,这类形容词有difficult, easy, hard, important, dangerous, (im)possible等。

如果句型中的形容词是描述不定式行为者的性格、品质的,如kind, good, nice, right, wrong, clever, careless, polite, foolish等,则后面的介词要用of。

- **e.g.** It is not easy for us to master a foreign language. 对我们来说掌握一门外语不容易。 It's very kind of you to help me. 你能帮我,真好。
- 2) 此句中的eight-year-old是一个复合形容词,其构成形式为"数词+名词+形容词",中间用 连字符连接,且名词用单数形式。
- e.g. an 800-meter-long bridge 一座长800米的桥梁
- **2** It is she who turned a self-abased girl into a confident one. 正是她让一个自卑的女孩变成了一个自信满满的人。

此句为强调句。强调句的结构为: It+be+被强调的内容+that (who)+句子的其他成分。在该句型中,be动词有is,was两种形式,分别用于现在时和过去时的强调句中。如果被强调的部分是人,则关系代词可以用that,也可以用who。

e.g. It is Tom that/who gets up the earliest in the dorm every day. 每天寝室里起得最早的人正是汤姆。

It was yesterday that they got lost in the forest. 就是在昨天,他们在森林中迷路了。

Reading Comprehension

Choose the best answer according to the tex	xt you nave read.
1. Before the little girl met Miss Lois, she	
A. never knew how to sing and dance	B. had many hobbies, including singing
C. was full of confidence in herself	D. didn't like to play games at all
2. The little girl could not forget Miss Lois in her	r life mainly because
A. Miss Lois was very beautiful	B. Miss Lois could sing songs very well
C. Miss Lois was very young	D. Miss Lois made a great influence on her
3. When the little girl was chosen to perform in o	class,
A. she was surprised and nervous	B. she was not willing to do it
C. she thought it very easy	D. she was laughed at by her classmates
4. The influence Miss Lois made on the little gir	l was
A. she brought self-confidence to the girl	B. she made the girl a good singer
C. the girl chose acting as her career	D. the girl also became a good teacher after she grew up

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- 5. From the text, we can know that _____
 - A. smiling is necessary for a teacher
 - B. courage from their teacher is very important for pupils
 - C. classroom activity is welcome in school
 - D. pupils are all good at singing and dancing

Text B

感恩之心,是我们每个人生活中不可缺少的阳光雨露,也是美好生活的催化剂。本文提供了几种使人常存感恩之心的方式,以期使读者将之内化为自己的行为方式,从而赢得更加美好的人生。

Living with Gratitude

- Creating an attitude of gratitude is one of the easiest steps we can take to improve our lives. The happiness created by showing our appreciation has far-reaching effects, both for ourselves and for others. Here are some ways to live with gratitude.
 - Saying "thank you" is the most **basic** and well-known way to show appreciation. You can say it in person, over the phone, in a note, or in an e-mail. Using this can have **significant** results in lifting someone's **spirits**.
- 3 Stop **complaining** about your life. Hard as life can be sometimes, remember that there is always someone that has things worse than you do. **Constant** complaining about what is wrong in your life will keep you **focused** on that, which will bring you down, while focusing on the **positive** will lift you up.
- Give to someone else. This is the best way to **spread** your gratitude. For example, you could **volunteer** your time to help those less lucky. This could make their day without you even knowing it. If they in turn give it to someone else, the **cycle** could **continue** without end.
- Living a life of gratitude is one of the ways to live a happier life. It takes very little **effort** to show someone you appreciate them but will mean so much to them. Make gratitude a part of us and make today the day you start living a life of gratitude and spread your light to the rest of the world!

(Words: 254)

2

Word List

create/krr'ent/vt.创造;产生attitude/'ætɪtju:d/n.态度,看法improve/ɪm'pru:v/vt.改善,改进;提高vi.变得更好,改进	
improve /ɪm'pru:v/ vt. 改善,改进,提高	
•	
vi. 变得更好,改进	
*appreciation /əˌpri:ʃɪ'eɪʃn/ n. 感激; 欣赏	
effect /ɪ'fekt/ n. 影响,作用,效果,结果	
basic /'beɪsɪk/ adj. 基本的,基础的,初级的	
significant /sɪg'nɪfɪkənt/ adj. 重要的;意味深长的;相当数量的	J
▲spirit /'spɪrɪt/ n. 精神,心灵	
complain /kəm'pleɪn/ vi. 抱怨;投诉	
constant /'kɒnstənt/ adj. 不断的;坚定的;始终如一的	
focus /'fəukəs/ vt. & vi. (使) 集中,聚集	
n. 焦点;(注意、活动、兴趣等的)。	□心
positive /'pɒzətɪv/ adj. 积极的,肯定的,正(极)的,阳	性的
spread /spred/ vt. 传播,扩散,舒展,展开	
n. 传播, 散播	
*volunteer /ˌvɒlənˈtɪə/ vt. 自愿提供,自愿给予,自愿(做)	
n. 志愿者	
cycle /'saɪkl/ n. 循环,周期;自行车	
vi. 循环, 骑自行车	
continue /kən'tınju:/ vt. & vi. 继续;维持	
effort /'efət/ n. 努力;努力的成果	



Useful Phrases and Expressions

far-reaching effect	深远的影响
in person	亲自
focus on	集中在
bring down	使消沉;击败
lift up	鼓舞,激励
for example	例如,以为例
in turn	反之, 反过来
take effort	花费精力
the rest (of sth.)	其余的人, 其他事物, 其他

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Notes

- Hard as life can be sometimes, remember that there is always someone that has things worse than you do. 虽然生活有时很艰辛,但要记住总有人过得不如你。
 - 1) hard as life can be sometimes是由as引导的让步状语从句。as引导让步状语从句时,必须将表语、状语或动词原形置于as前面。
 - e.g. Tired as I was, I tried to help them. 虽然我很累,我还是努力帮助他们。

Try as he would, he couldn't open the door. 他试过多次了,却仍打不开那扇门。

Hard as they tried, they couldn't make her change her mind. 尽管他们做了很大努力,却无法让她改变主意。

- 2) remember后是一个由that引导的宾语从句there is always someone that has things worse than you do,该宾语从句中又包含一个由that引导的限定性定语从句that has things worse than you do,该定语从句的先行词为someone。
- **Constant complaining about what is wrong in your life will keep you focused on that, which will bring you down, while focusing on the positive will lift you up.** 不停地抱怨生活中的遭遇只会让你关注眼前的困境,使你受挫,而关注生活的积极面却能使你振作。
 - 1) which will bring you down是which引导的非限定性定语从句,修饰前面的整个句子。
 - 2) 此句中的while为连词, 意为"然而", 表示转折关系。

Reading Comprehension

Decide whether each of the following statements is true (T) or false (F) according to the text you have read.

- 1. The happiness created by showing our appreciation has deep effects on others only.
- 2. Saying "thank you" over the phone is not a polite way.
- () 3. Complaining about what is wrong in your life will lift you up.
-) 4. If you give gratitude to others, the cycle will go on forever.
- () 5. Show your appreciation to others will have a great meaning to them.

Part Two Focus Exercises



Words and Their Formations

Fill in each of the blanks with the appropriate form of the word from the list.

Example

care (v./n.) careful (adj.) carefully (adv.) careless (adj.) carelessness (n.)

Gratitude Unit 1

1.1	Now listen	_ everybody, I will repeat the sentence only once.
2. 0	Carrie doesn't	how far she has to walk.
3. Y	You should be	when talking with that sick man.
		Key carefully care (v) careful
	Exercises	
	patience (n.) patient (adj.) patiently (adv.) impatient (adj.)	 Facing the trouble, he is That's why he can always solve problems. He taught himself in this subject. We haven't the to hear such an empty talk.
	anxious (adj.) anxiously (adv.) anxiety (n.)	 We had a very time until we knew that they were safe. There's a lot of among the staff about possible job losses. He is awaiting the result of the medical tests.
	courage (n.) courageous (adj.) discourage (v.)	 She showed great when she heard the bad news. He was the most man I ever knew. Don't let one failure you.
	confident (adj.) confidence (n.) confidently (adv.)	 When facing a hard task, we need in ourselves. Philip walked forward onto the stage and started to sing. We need a leader to overcome these difficulties.
	improve (v.) improvement (n.) improved (adj.)	 I hope the weather will Friday. She is an edition of her mother. There is a need for in your handwriting.
	happy (adj.) happiness (n.) happily (adv.)	 Her marriage is full of A little bird is singing in the tree. Our team is very to answer you any question about our project.
	basic (adj.) base (n.)	1. We drew the conclusion on the of many tests.

_, it is a problem of manner.

3. The family is a _____ unit in our society.

basis (n.)

basically (adv.)



gentle (adj.) gentleness (n.) gently (adv.)	 Her has given me a deep impression. She always speaks to the child. My new teacher is a very person.
effect (n.) effective (adj.) effectively (adv.)	 My plan has not been carried out with The company must reduce costs to compete In the short term, the medicine may not be very
mean (v./n.) meaning (n.) meaningful (adj.) meaningless (adj.)	 Those words are empty of His promises were just talks. I to be a great scientist.

B Phrases and Their Uses

I. Match each phrase in Column A with its corresponding Chinese meaning in Column B.

a primary school student a short piece of music lift spirit a laughing stock significant effects volunteer her time improve living conditions have important results in complain about life live a healthier life

В
一小段音乐
笑柄
一名小学生
提起精神
过更健康的生活
抱怨生活
自愿花费她的时间
改善生活条件
明显的效果
产生重要影响

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

draw one's	attention	have an influe	ence on	be followed by	as well as
turn into	focus on	bring down	lift up	for example	in turn

1. He grows flowers vegetables.
2. After decoration, the old building was a library.
3. The article was written to people's to protect the environment.
4. My teacher me to study science at college.
5. The pop star a train of fans.
6. When facing difficulties, your spirit.
7. It will bring strong winds which will rapidly clear the sky.
8. In American football, you have to try to your opponent (对手).
9. I like sports,, playing basketball.
10. The noise made it hard for me to work.

C Translation

- I. Choose the best translation for each sentence according to the context.
- 1. I didn't find myself very interested in music until Miss Lois came into my life.
 - A. 露易丝小姐走进了我的生活,我发现自己对音乐感兴趣。
 - B. 直到露易丝小姐走进我的生活,我才发现自己对音乐感兴趣。
 - C. 在露易丝小姐走进我的生活之前,我就发现自己对音乐感兴趣。
 - D. 我对音乐感兴趣,一直到露易丝小姐走进我的生活。
- 2. A few of them could do a good job and gained Miss Lois's praise.
 - A. 他们中很少有人能做得很好,并获得露易丝小姐的表扬。
 - B. 他们中的一些人有很好的工作, 为此得到了露易丝小姐的表扬。
 - C. 他们中的一些人做得很好,得到了露易丝小姐的表扬。
 - D. 露易丝小姐表扬了他们, 因为他们的工作做得很好。
- 3. She has had such a great influence on me that I cannot and will never forget her.
 - A. 我永远不会忘记她对我产生过很大影响。
 - B. 我永远不会也不能忘记她对我产生的影响。
 - C. 我永远也不会忘记她对我产生了如此大的影响。
 - D. 她对我产生了很大影响以至于我永远不能也不会忘记她。
- 4. You can say it in person, over the phone, in a note, or in an e-mail.
 - A. 你可以个人说, 打电话说, 写便条说, 或写电子邮件说。
 - B. 你可以面对面说,在电话里说,写便条或电子邮件说。
 - C. 你可以亲自说, 打电话, 写便条, 或写电子邮件。
 - D. 你可以对别人说,对电话说,写便条或电子邮件说。
- 5. For example, you could volunteer your time to help those less lucky.
 - A. 比如说, 你可以做志愿者来帮助那些没钱的人。
 - B. 比如说, 你可以做志愿者来帮助那些不幸的人。

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- C. 比如说, 你可以花时间来帮助那些没钱的人。
- D. 比如说, 你可以自愿花时间来帮助那些不幸的人。
- II. Complete the sentences according to the Chinese information in the brackets.
- 1. Education _____(起着关键的作用) in a person's life.
- 2. _____(令我们惊讶的是), his plan succeeded.
- 3. ______(正是她老师的善良) turned the shy girl into one with great confidence. (用强调句型)
- 4. Before the little girl met her teacher, she thought herself ______ (既不漂亮又不聪明). (用 neither... nor)
- 5. We _____(应该努力降低周围的噪声) to protect our environment.









Keep Your Feet on the Ground

Noun (名词)

名词是表示人、事物、地点或抽象概念的名称的词,是英语中最重要的词类之一。它有专有名词和普通名词之分,还有可数名词与不可数名词之分。如下图所示:



一、可数名词与不可数名词

可数名词与不可数名词的区分在英语中是一个重要问题,在使用任何名词时都得考虑这个问题。

1. 可数名词

可数名词所表示的事物可以用数来计算,但是单数可数名词不能独立使用,前面必须有限定词 a, an, the, my等, 而复数名词可以独立使用。

- e.g. 她做作业时经常出差错。
 - 错 She often makes mistake in her homework.
 - 对 She often makes a mistake in her homework.
 - 对 She often makes (some) mistakes in her homework.

2. 不可数名词

不可数名词所表示的事物不可以用数来计算,前面不能用不定冠词a, an和数词, 没有复数形式。需表示数量时, 用表示量的词或短语修饰。

e.g. a piece of (meat) 一片 (肉) a bit of (advice) 一点 (建议) a bottle of (wine) 一瓶 (红酒) an article of (furniture) 一件 (家具)



二、可数名词的数

1. 名词复数的规则变化

分 类	构 成	例 词
一般名词	лп-s	stomachs, tools, horses, baths
以s, x, ch, sh结尾的名词	лп-es	buses, classes, boxes, watches, brushes
いなま見祈々詞	辅音字母+o结尾的名词,多数加-es	tomatoes, potatoes, heroes, echoes (回声) 但kilos, photos, pianos, autos等除外
以o结尾的名词	元音字母+o结尾的名词,多数加-s	radios, zoos, bamboos, studios
N. (454.65)	辅音字母+y结尾的名词, 变y为i再加-es	factories, families, centuries, studies, cities
以y结尾的名词	元音字母+y结尾的名词, 直接加-s	boys, days, toys, holidays, plays
以f或fe结尾的名词	变f或fe为v再加-es	thief—thieves, wife—wives, leaf—leaves, 但chiefs, beliefs, roofs, safes, proofs, cliffs 等除外

2. 名词复数的不规则变化

构 成	例 词
单复数同形	sheep, deer, means, species, Chinese
变化元音字母	man—men, tooth—teeth, mouse—mice, foot—feet
词尾用-en或ren	ox—oxen, child—children
外来词用原来的复数形式	datum—data, basis—bases, thesis—theses, criterion—criteria, crisis—crises
将复合名词中的主体名词变为复数形式	new-comer—new-comers, son-in-law—sons-in-law, looker-on—lookers-on
以man或woman开头的复合词,名词都要 变为复数形式	man doctor—men doctors, woman teacher—women teachers
做定语的复合词中, 名词要用单数形式	an eight-year-old girl

三、名词所有格

名词所有格是英语名词表示"所有"意义而采取的一种语法形式。

1. 名词所有格的构成

种 类	构 成	例 词
单数名词和不以s结尾的 复数名词	лп-'s	my mother's room, the children's book
以s结尾的单数名词、专 有名词	加-'或-'s均可	my boss'/boss's office, Dickens'/Dickens's novels
以s结尾的复数名词	只需加-'	the ladies' room, my friends' luggage
复合名词	最后一词加-'s	an hour and a half's talk, his brother-in-law's photo
名词+and+名词	表示共同所有, 最后一个名词加-'s	Tom and Jack's room (汤姆和杰克共有的房间)
	表示各自所有,每个名词都加-'s	Tom's and Jack's rooms (汤姆和杰克各自的房间)

2. 名词所有格的用法

用法	例 词
用于人或其他有生命的名词, 以及由人组成的集 体名词后	Helen's arrival, women's magazines, Government's policy
用于无生命的名词后,如时间、距离、价格、国家、城市等	summer's morning, an hour's drive, city's park
用来表示住处、店铺等,其后的地点名词常可省略	my aunt's=my aunt's house

3. "of+名词" 构成的所有格

- 1) "of+名词"表示所有关系,主要用于无生命的东西。
- **e.g.** the door of the room, the cover of the book
- 2) 有时of短语也可以用于表示有生命的东西。
- **e.g.** the son of an engineer, the laws of Newton

4. 双重所有格

双重所有格是一种表示部分概念或含有感情色彩的结构,它有强调或者突出的作用,其结构为 "of短语+名词所有格",其含义为"其中之一"或"其中一部分"。

e.g. an old friend of my father's=one of my father's old friends

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Test Yourself

I. Choose the best answer for each of	the following items.
1. June 1st is Day all over the v	world.
A. Child's	B. Childs'
C. Children's	D. Childrens'
2 is made of	
A. Glass; glasses	B. A glass; glass
C. Glasses; glass	D. A glass; glasses
3. There is tree in our school.	
A. a 8-metres-tall	B. an 8-metre-tall
C. an 8 metres tall	D. a 8 metres tall
4. How many and are	e there in your class?
A. boy students; girl ones	B. girl students; boy one
C. boys student; girl one	D. girls students; boys ones
5. A group of are talking with tw	wo over there.
A. Frenchmen; Germans	B. Frenchmen; Germen
C. Germen; Frenchmen	D. Germans; Frenchmans
6. The tall man with a big nose is	teacher.
A. Tom and Carl	B. Tom's and Carl's
C. Tom and Carl's	D. Tom's and Carl
7. He is very tired. He needs	
A. a night rest	B. a rest night
C. a night's rest	D. a rest of night
8. This post card was sent by	
A. a friend my father	B. a friend of my father's
C. my father friend	D. my father friend's
9. The railway station is two from	om our house.
A. hour's drive	B. hours' drive
C. hour drive	D. hours drive
10. He took as to what he shoul	d do.
A. his friend advice	B. his friend's advices
C. an advice of his friend	D. his friend's advice
11. When autumn comes, of mo	est trees turn yellow and then fall down.
A. leaf	B. leafs
C. leaves	D. leave
12. That bus driver drank two	
A. glass of water	B. glasses of waters
C. cups of tea	D. cup of tea

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13. What are you listening to, Jane?	or?
A. A music; a news	B. A music; news
C. Music; news	D. Music; a news
14. —Are those?	
—No, they aren't. They're	
A. sheep; cows	B. sheep; cow
C. sheeps; cow	D. sheeps; cows
15. The fire destroyed all the	in the language lab.
A. furnitures and equipments	B. furniture and equipment
C. furniture and equipments	D. furnitures and equipment
1. Nurses should treat the sick and we 2. The new flexible working time sys 3. I'll put forward my (suggest) 4. The fast (develop) of 5. Tom has made the (decide) 6. The secretary has been working for 7. Today e-mail has become an import 8. Because of the (improve) of E	er form of the word given in the brackets. Sounded with great (kind) Item will enable the (employ) to work more efficiently. In now so that he can have time to consider it before the meeting. It he local economy has caused serious water pollution in this region. In to apply for a job in the company. In the same (manage) for over 5 years. In the road conditions, there have been fewer accidents recently. In the road conditions, there have been fewer accidents recently. In gland was that it was a grey and rainy place. In the world.







Notice (通知)

通知是用来部署工作或传达事项的一种公告性文体,也是企业活动中常用的商务文体之一。通知一般可分为口头通知和书面通知两种。书面通知又包括布告式通知和书信式通知。



Notes

- 1. 标题:通知的正上方通常要有一个标题,书面通知多用Notice或NOTICE。
- 2. 日期:布告式通知的日期一般写在最后一行,即左下角,要低于落款;书信式通知的日期可写在右上角。
- 3. 正文:通知的内容包括活动涉及的对象、活动内容、活动时间、活动地点、通知发布者等要素,通知的语言应简洁明了,时间、地点应具体明确。
- 4. 落款: 书面通知要有落款,注明发布通知的人或单位名称。落款一般写在通知的右下角。
- 5. 时态:通知一般使用一般将来时或一般现在时。



Sample Writing

写一份英语通知,要涵盖以下内容,不要求逐词翻译。

ABC有限公司为一家中外合资企业,主要生产制造电子产品。该公司将于2013年12月20日 (周五) 在我校学生俱乐部举行招聘会。招聘的职位有秘书、销售人员、实验员。有兴趣的同学可于当天下午1:30到3号会议室参加招聘会,并携带身份证、个人简历、英语能力考试合格证书以及计算机等级证书。

标题 Notice

本通知的写作日期

Dec. 10, 2013

ABC Co. Ltd is a joint venture, which mainly produces electronic products. The company will hold a job fair at the Student Club of our school on Friday, Dec. 20th, 2013. The positions include secretary, salesman, and laboratory technician.

具体明确的时间、地点

Any student who is interested in it can go to Meeting Room 3 at 1:30 pm on the same day. Please

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remember to bring your ID card, resume, English certificates and the Certificate of NCRE (计算机等级证书).

通知发布者

The Students' Union

Useful Sentence Patterns

- 1. There will be an activity/a meeting/speech... at (time)... in (place)... · · · · · (时间) · · · · · (地点)
- 有……(活动/会议/演讲等)
 - 2. It is required that somebody (should) do sth. 要求……做某事
 - 3. ...request that somebody (should) do sth. ······要求······做某事
 - 4. (sb.)... to be requested to do sth. 要求……做某事
 - 5. We hope that you will be present on time. If you cannot attend..., please notify/call/phone us.

Thank you. 我们希望你们能准时参加。如不能出席……,请通知/致电我们,谢谢。

6. Please be punctual/on time. 请准时参加。

Writing Practice

Write a notice according to the following instructions given in Chinese.

说明: 以学生会的名义于2013年9月22日写一个演讲会的通知

演讲人:著名教授John Smith先生

时间:下周四晚上6:30

地点:报告厅

主题:影响大学生未来职业发展的因素

领票时间及地点:每晚7点至9点,学生会办公室

负责人:李敏

Words for reference

报告厅: lecture hall

因素: factor

学生会: the Students' Union





Part One An English Song

Activities

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

My Love

by Westlife

An empty (1), an empty (2), a (3) inside my heart			
I'm all and the rooms are getting			
I wonder how, I wonder why, I wonder where they are			
The days we had, the songs we sang together			
Oh yeah			
And oh my love, I'm holding on forever			
Reaching for a love that seems so far			
(Chorus)			
So I say a little prayer			
And hope my dreams will take me there			
Where the skies are blue			
to see you once again, my love			
Overseas from coast to coast			
To find the place I love the most			
Where the fields are green to see you once again			
My love			
I 6 work, I'm 8 with my friends			

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But I can't stop to keep myself from <a> ©

Oh no

I wonder how, I wonder why, I wonder where they are

The days we had, the songs we sang together

Oh yeah

And oh my love, I'm holding on forever Reaching for a love that seems so far

(Chorus)

So I say a little prayer

And hope my dreams will take me there

Where the skies are blue to see you once again, my

love

Overseas from coast to coast

To find the place I love the most

Where the fields are green to see you once again

To _____ you in my arms

To **promise** you my love

To tell you from the heart

You're all I'm thinking of

I'm reaching for a love that seems so far

(Chorus)

So I say a little prayer

And hope my dreams will take me there

Where the skies are blue to see you once again, my

love

Overseas from coast to coast

To find the place I love the most

Where the fields are green to see you once again,

my love

Say a little prayer

Dreams will take me there

Where the skies are blue to see you once again

Overseas from coast to coast

To find the place I love the most

Where the fields are green to see you once again

My love

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Notes

- 1. hold on 坚持
- 2. prayer *n*. 祈祷, 祈求; 恳求
- 3. overseas adv. & adj. (向)海外;外国的
- 4. coast n. 海岸
- 5. promise v. & n. 承诺; 保证

Background Tips

这首歌曲的演唱团体Westlife (西城男孩) 于1998年成立于爱尔兰,随后在英国和爱尔兰走红。1999年至2005年间,西城男孩有13张单曲唱片在英国高居首位,其数量排名历史第四位。西城男孩也是英国流行音乐史上仅有的头7首单曲空降榜首的乐队。他们还是唯一在英国拿过四次"年度最佳专辑"的组合。西城男孩在世界范围内售出4 000万张专辑,其中包括7张超白金专辑。2011年10月20日,成立14年的爱尔兰流行组合西城男孩在官网发布了解散声明。My love这首歌曲于2000年10月推出后立即成为冠军单曲。这首歌颂友谊的歌曲旋律流畅、精致,歌词简单且朗朗上口,堪称同类流行歌曲的经典之作。

Part Two A Funny Story

I Was Afraid to Frighten You

An old soldier often told his grandson about his past war exploits.

"Once I met with a dozen enemy soldiers and took the prisoners single-handed."

"It was half a dozen enemy soldiers when you told me the story last year. But why have you added so many more this time?"

"You silly lad. You were younger last year, and I was afraid to frighten you."



Notes

- 1. exploit n. 英勇的或冒险的行为或事迹
- 2. single-handed adv. 独自;单枪匹马地
- 3. lad n. 男孩, 小伙子