

Teaching Plan for Elementary Course of Advanced Career English

《高级职业英语》基础教程课堂教学计划

表 1：单元教学目标及建议学时

单元	能力目标	知识目标	情感目标	学时
Unit 1 Greetings	能熟练问候与介绍他人； 能熟练询问他人信息及自我介绍； 能设计名片及填写个人信息表。	掌握自我介绍、问候寒暄常用语； 掌握名片和个人信息表填写要领； 了解东西方寒暄礼仪。	培养职场与人相处能力； 提升跨文化交际素养。	6
Unit2 Time and Schedules	能熟练问答日期时间； 能描述各类日程表； 撰写日程表。	掌握日期时间问答常用语； 熟知日程表写作要领； 了解科学安排时间常识。	形成职场高效工作的意识； 养成科学管理时间的习惯。	6
Unit 3 Shopping	能熟练咨询货品信息； 能进行议价； 能撰写投诉信。	掌握购物常用语； 掌握投诉信写作要领； 了解东西方购物文化。	增强跨文化购物能力； 丰富东西方购物文化常识。	6
Unit 4 Food	能描述食物基本性状； 能订购餐饮服务； 能撰写邮件。	掌握餐饮常用语； 掌握邮件写作要领； 了解食品安全营养知识。	增强跨文化餐饮交际能力； 丰富食品安全营养知识。	6
Unit 5 House and Home	能租赁买卖房屋； 能描述房屋基本信息； 撰写房屋租赁广告	掌握房屋租赁买卖常用语； 了解房屋描述用语； 熟知租赁广告写作要领	夯实跨文化居住适应能力； 提升团队协作力、沟通力；	6
Unit 6 Directions	能熟练问路与导航； 能辨识导航图和路标； 能撰写个人邮件。	掌握问路与导航常用语； 了解常用路标和导航图涵义； 掌握邮件写作要领。	夯实跨文化交通适应能力； 培养职场所需基本技能；	6
Unit 7 Clothing	能描述衣物； 能描述随时令季节置换的衣物； 能撰写感谢信。	掌握购置衣物的常用语； 了解中国服饰文化； 熟知感谢信写作要领；	夯实跨文化穿着适应能力； 增强人际交往感恩心态。	6
Unit 8 Health	能讲述疾病症状； 能熟练预约就诊； 能撰写病假条。	掌握病症描述、约诊常用语； 掌握病假条写作要领； 了解营养保健知识。	夯实跨文化诊疗适应能力； 培养健康生活观念。	6

表 2：单元活动目标及训练步骤

部分	活动目标	活动任务		时间参考	
				具体任务时间	学时
Section 1	A1：激发兴趣； 打下单元主题相关词汇、句型基础。	预 备 活 动	导入	5m	1/3
			听力训练	S1-A1-T1& T2: 5m	
			口语训练	S1- A2- T1& T2: 5m	
Section 2	A1：提升情景口语交际能力；促进语言输入和产出能力； 培养职场沟通协作能力。	口 语 训 练	词汇朗读	S2-A1-T1: 7m	1
			长对话示范	S2-A1-T2: 8m	
			角色扮演	S2-A1-T3(ST):15m	
			编对话表演	S2-A1-T4(ST):20m	
	A2: 训练学生获取和转换信息能力； 引导学生从学习正确的读音和深度学习词汇入手提升听力； 培养学生语感。	听 力 训 练	词汇朗读	S2-A2- T1: 5m	2/3
			听力判断训练	S2-A2-T2: 12m	
			听力回应训练	S2-A2-T3: 13m	
			听力拓展训练	RE: 5m	
	A3: 训练学生词汇记忆方法；培养精读与泛读、略读和寻读相结合的方法。	阅 读 训 练	词汇朗读	S2-A3- T1: 5m	1
			限时阅读	S2-A3-T2: 15m	
			语言点训练	S2-A3-T3: 25m	
	A4: 训练学生应用文写作能力； 提升学生双语互译能力； 强化其语言产出能力。	写 作 训 练	写作引导	S2-A4- T1: 10m	2
			范文讲解	S2-A4-T2: 15m	
			模拟写作	S2-A4-T3: 30m	
			拓展写作	S2-A4-T4: 30m	
Section 3	A1：培养学生独立学习能力和阅读习惯；丰富学生文化视野。	课后阅读拓展训练		S3-A1: 15m	1/3
	A2: 夯实学生语法基础； 单元总结归纳。	语法作业检查、答疑		S3-A2: 30m	2/3

注：1. ch=class hours(课时)

3. S=Section

5. T=Task

7. ST>Show time

2. 1ch=45m

4. A=Activity

6. m=minutes

8. RE=Relaxed time

Teaching Design (教学设计)

1. 导入:

1) 以歌曲、短小视频、游戏等导入课文内容。例如:

Unit1 Greetings. 抽签扮演各国元首会面的肢体语言礼仪。

Unit 2 Time and Schedules. 趣味猜想: 假如你的生命只剩下了一天, 你会来做什么?

Unit 3 Shopping. 电影片段欣赏: **Confessions of a Shopaholic**, 《购物狂的疯狂自白》。

Unit 4 Food. 《食物链金字塔》游戏: 教师出示食物链金字塔图片, 学生选择最喜欢做的动物, 并说出此动物的食物。小组接龙形式, 所说内容不得重复。

Unit 5 House and Home. 趣味访谈: 假如你有一个亿, 你买一个怎样的房子?

Unit 6 Directions. 游戏: 密室大逃亡。教师以 ppt 出示密室情景, 学生以英语指示如何走出密室。

Unit 7 Clothing. 游戏: 美女换妆游戏。教师链接进入网络小游戏——美女换妆, 让学生以英语给美女置换衣服和饰物。

Unit 8 Health. 播放中文经典歌曲《健康歌》的英文版 **Exercise Song**, 全班师生一起学唱。

2) 简要介绍各单元的主要学习内容和教学目标, 重点介绍通过学习, 学生可获得的职业技能。

例如: **Unit 3**, 通过学习, 学生可用英语进行商品咨询、议价、付款、导购能工作。

2. 预备练习 Section 1:

两部分均为学生预习习题。为促进学生养成课前预习的习惯, 和形成独立学习的能力, 建议教师:

A 1:

- 1) 播放录音进行听力训练。
- 2) 学生作答, 教师注意纠正读音。
- 3) 教师领读词汇,
- 4) 学生速记写错及生疏的单词。

A2:

- 1) 以 PPT 图片创设情景, 引入能力训练项目。
- 2) 学生结合情景, 说出常用问句及答语。
- 3) 教师总结惯用表达。
- 4) 教师以 PPT 分别创设情景 1 和情景 2, 学生组队进行问答练习。
- 5) 教师巡回检查及指导。

3. 课文练习 Section 2:

A1: 口语训练

1) **S2-A1-T1**: 此部分涵盖以下口语训练项目的必备词汇。建议教师播放录音并讲解词汇用法, 学生跟读词汇及记录。在此过程中, 教师要着重引导学生词汇学习的方法: 结合读音和意义记忆词汇。

词汇学习不仅要注重广度（词汇量），还要注重深度（词汇的多维用法及例行搭配）。并指导学生拓展课外阅读和进行任务训练来学习词汇，而非脱离语境僵化记忆。

2) S2-A 1-T2: 教师播放录音, 学生填空。教师播放 ppt 展示答案并领读。教师在播放录音前, 可引导学生思考: 结合语境, 忽略答案, 对话空缺部分如何填入合适成分? 旨在培养学生以目标语进行思维的能力。

3) S2-A 1-T3& T4: 学生自由结对, 效仿对话模型, 依据给定情景编造对话并表演, 教师可参照教参范例指导学生。教师要注重训练的充足性和指导的有效性。

A2: 听力训练

1) S2-A2-T1: 此部分词汇是以下听力练习的基础词汇。教师播放录音, 学生跟读。教师讲解词语用法, 学生记录。要求学生能正确发音, 发音不正确导致无法辨别读音, 词汇深度学习不够导致无法听懂材料, 因此, 要引导学生从学习正确的读音和深度学习词汇入手, 提升听力。

2) S2-A2-T2& T3: 精听训练。教师播放录音 2-3 次, 让学生进行判断。在此特殊强调的是: 建议教师将听力和口语训练相结合。听是说的基础, 说是听的巩固。教师可提其他问题, 或让学生复述短文, 引导学生利用新接触的词汇与句型。

3) 在课本精听训练结束后, 进入泛听训练, 例如: 播放与主题相关的电影片段, 学生复述故事情节, 或学习其中的词汇句型; 或听一些旋律优美歌词清晰的英文歌曲, 让学生填充空缺词汇; 倡导学生课后多听 VOA、BBC 等原始音频, 关注语速、连读、略音等发音习惯。

A3: 阅读训练

1) S2-A3-T1: 此部分词汇是以下阅读训练的基础词汇。教师播放录音, 学生跟读。词汇学习与课文阅读同步进行, 以课后练习进行巩固。词汇是阅读的基础。但脱离语境记忆词汇, 只能将词汇保存为短时记忆。教师训练学生通过上下文猜测生词涵义的阅读技巧。另外, 建议教师多提供词汇用法的练习, 活跃学习者的认知图式, 将消极词汇转变为积极词汇。

2) S2-A3-T2& T3& T4 & T5: 阅读训练。建议教师关注:

- ① 东西方文化异同和职场交往礼仪;
- ② 阅读能力的系统训练;
- ③ 语言点讲解和训练;
- ④ 学生阅读习惯的培养;
- ⑤ 学生独立思考能力、批判思维的培养;

阅读训练方法参考:

① 恰当导入, 激发兴趣: 建议教师根据阅读材料的不同, 采取故事导入、音乐导入、悬念导入、互动导入等导入方法。

② 结合 T3, 限时阅读: 培养学生注重精读与泛读相结合、略读和寻读相交错的方法。

③ 结合 T4、T5, 讲解课文语言点: 结合语境, 讲解词汇和句型用法。利用课后习题进行巩固。

④ 归纳总结，创意训练：让学生以小组为单位，形成全文总结作品。形式开放，内容不限。例如：复述课文、改编情景剧、命题发言、话题讨论、角色对话等。

A4: 写作训练

1) S2-A4-T1: 写作要领讲解，写作方法引导：分析应用文写作的要领，培养学生的具体写作技能。例如：格式书写、审题立意、篇章构思、提纲草拟、篇章连贯、典型表达等。

2) S2-A4-T2: 典型示范，深化要领：通过范文，分析文体风格、写作目的、语言和结构特点等。

3) S2-A4-T3&T4: 模拟套写，独立发挥：此部分为语言产出阶段，学生效仿范文独立写作。在评价阶段，建议教师让学生互评作文，更能促进学生深刻理解写作方法和要领。

4. 课后练习 Section 3:

1) S3-A1-T1: 学生课后泛读，教师建立个人阅读档案：要求学生课后阅读相关题材和内容的文章，并建立阅读档案，如以表格的形式记下阅读日期、材料名称、阅读字数、阅读时间以及读后感等。积累一段时间后，抽查档案，组织读书心得交流会。

2) S3-A2: 先练后讲，讲练结合。建议教师采用情景交际法、活动法开展语法教学。例如，在讲授时态时，教师可以设计一个游戏，让学生就一件事用过去时。现在时将来时三种时态表达。讲解虚拟语气时，让学生模仿《大话西游》的经典桥段。

《高级职业英语》基础教程项目化教学整体设计

1. 课程设计指导思想

1) 基于工作过程为导向。项目设计基于工作过程的模拟, 服务学习者未来岗位技能发展需要, 体现此知识的能力训练。

2) 以做中学, 学中做为己任。改变传统的以教师为中心的教学模式, 让学生带着任务去学, 作中学, 学中作, 从而改善学习效果, 提升学习效率。

3) 渗透职业道德价值观的教育。利用项目, 模拟职场情境, 通过小组工作任务的完成, 培养学习者语言表达能力、团队合作精神、独立学习能力, 塑造学生的可持续发展能力。

2. 课程项目化教学整体设计一览表

编号	项目	拟实现能力目标	知识目标	训练方式	项目成果
1	会见客户	熟练自我介绍 设计个人名片	掌握自我介绍常用语 掌握名片写作要领 了解东西方寒暄礼仪	收集资料 分组展示	场景模拟 名片
2	安排日程	熟练问答日程安排 撰写日程表	掌握日程问答常用语 熟知日程表写作要领 了解科学安排时间常识	收集资料 分组展示	场景模拟 日程表
3	境外导购	熟练购物 撰写投诉信	掌握购物常用语 熟知投诉信写作要领 了解东西方购物名店	收集资料 分组展示	场景模拟 投诉信
4	订购食物	熟练订购食物 撰写邮件	掌握餐饮常用语 掌握邮件写作要领 了解食品安全营养知识	收集资料 分组展示	场景模拟 邮件
5	租赁房屋	熟练租赁房屋 撰写房屋租赁广告	掌握房屋租赁常用语 熟知租赁广告写作要领 了解房屋描述用语	收集资料 分组展示	场景模拟 房屋广告
6	问路导航	熟练问路与导航 撰写个人邮件	掌握问路与导航常用语 掌握邮件写作要领 了解中西路标文化	收集资料 分组展示	场景模拟 邮件
7	置换衣物	熟练购置衣物 撰写感谢信	掌握购置衣物的常用语 熟知感谢信写作要领 了解中国服饰文化	收集资料 分组展示	场景模拟 感谢信

编号	项目	拟实现能力目标	知识目标	训练方式	项目成果
8	诊疗疾病	熟练就诊 撰写病假条	掌握就诊常用语 掌握病假条写作要领 了解营养保健知识	收集资料 分组展示	场景模拟 病假条

备注：

1) 建议教师在此表基础上进行个性化项目化教学设计，设计要立足所教授学生的专业，融合岗位发展的能力需求。例如：**Unit 2, Time and Schedule**, 机械装备制造专业学生的英语项目化教学设计可引入机械行会会议日程安排；旅游管理专业学生可融合导游观光日程安排；文秘专业学生可涉及商务会议日程安排等针对性强的任务。

2) 全书共 8 个大项目（模块）。在各大项目下，根据学生专业特色，教师分别设置分能力训练任务。要求任务设计契合职场和现实生活需求，具备连续性和可操作性。任务由情景引出。情景包括正常情景、错误情景、紧急情景。例如：**Unit3, Shopping**, 在大项目——境外导购下，分设任务 1：带领中国团纽约购物。正常情景：你是导游小王，带中国团到纽约购物，你怎样进行购物观光安排？怎样进行商品咨询和议价？

3) 根据项目化教学设计，教师可灵活变动课本内容，自由组合能力训练任务。

U N I T

01

Greetings

Section 1

Before-class Activities: Getting Things Ready

Activity 1. Practice the Alphabet

Activity 2. Practice the Conversation

Section 2

In-class Activities: Things to Do

Activity 1. Speak Out

Activity 2. Listen Out

Activity 3. Read Up

Activity 4. Write Down

Section 3

After-class Activities: More Things to Do

Activity 1. Comparative Reading: Career Previewing

Activity 2. Window on Grammar

Section 1

Before-class Activities: Getting Things Ready

Activity ① Practice the Alphabet

Task 1 Listen and match.

Listen and match the capital (大写) letters with the small letters. Then listen again and repeat.

Scripts:

- | | | | | |
|-------|-------|-------|-------|-------|
| 1. A | 2. B | 3. C | 4. D | 5. E |
| 6. F | 7. G | 8. H | 9. I | 10. J |
| 11. K | 12. L | 13. M | 14. N | 15. O |
| 16. P | 17. Q | 18. R | 19. S | 20. T |
| 21. U | 22. V | 23. W | 24. X | 25. Y |
| 26. Z | | | | |

Key:

- | | | | | |
|-------|-------|-------|-------|-------|
| 1. d | 2. q | 3. r | 4. c | 5. b |
| 6. n | 7. u | 8. a | 9. o | 10. m |
| 11. v | 12. t | 13. s | 14. g | 15. w |
| 16. x | 17. l | 18. y | 19. k | 20. z |
| 21. e | 22. j | 23. f | 24. h | 25. p |
| 26. i | | | | |

Task 2 Listen and write.

Listen and write down what you hear.

Scripts:

- | | | | | |
|------|------|------|------|-------|
| 1. L | 2. O | 3. S | 4. F | 5. G |
| 6. R | 7. M | 8. H | 9. J | 10. E |

Key:

- | | | | | |
|-------|-------|-------|-------|--------|
| 1. Ll | 2. Oo | 3. Ss | 4. Ff | 5. Gg |
| 6. Rr | 7. Mm | 8. Hh | 9. Jj | 10. Ee |

Section 2

In-class Activities: Things to Do

Activity ① Speak Out

Task 2 *Follow the examples.*

Listen and complete the dialogue by choosing the best answers. Then listen again and repeat.

Dialogue ①

(Meeting one of your classmates on the first day of college)

A: Hello, my name is Susan. May I know your name?

B: I'm Jack. How are you, Susan?

A: I'm fine, thanks. And how are you, Jack?

B: Not bad, thank you.

A: Where are you from?

B: I'm from Manchester. Susan, this is Thomas. He is from New York.

A: Hello, Thomas. Nice to meet you.

C: Hello, Susan. Nice to meet you, too.

A: Well, I have to run. I have a class in ten minutes. Have a nice day.

B: Thank you. You, too.

A: Bye. See you next week.

B: Good bye.

Key:

1. d 2. c 3. e 4. a 5. b

Listen and supply the missing words. Then listen again and repeat.

Dialogue 2

(At a birthday party)

A: Hi, Tom! Welcome to my birthday party!

B: Hi, Jenny! Happy birthday! Here's a little gift for you.

A: Oh, thank you so much! So you know I love chocolates. Look at the box, it's so beautiful!

B: I'm glad you like it. It looks like a big party.

A: Yeah, more people are coming. Tom, come and meet my friend Nancy.

B: Nice to meet you, Nancy. Where are you from?

C: Nice to meet you, too. I'm from California. And you?

B: Well, I was born in Argentina, but we moved to New York when I was about five years old.

C: I see. So, what do you do now?

B: I'm a university student. How about you?

C: Well, I'm working as a sales representative for a computer company called CompTech.

B: No kidding! My brother works there, too.

A: Hey, let's go and get something to drink first.

Key:

1. Happy birthday
2. looks like
3. come and meet
4. what do you do
5. sales representative

Task 4 Just do it: Make up your own dialogue.

Make up a similar dialogue with your partner and present it to the class. Use the following as clues.

Dialogues for the teacher's reference:**Situation 1**

- A: Hello, what's your name, please?
 B: Hi, I'm Emma. And you are ...?
 A: I'm Paul. So, where are you from?
 B: I'm from Guangzhou. It's not far from here. What about you?
 A: I'm from Shanghai. Things are a little different here!
 B: Do you like it so far?
 A: Yeah, I really like it here.
 B: Are you excited about the new courses?
 A: Yes, indeed.

Situation 2

- A: Jason, let me introduce you to Wang Qiang, my former classmate.
 B: Pleased to meet you, Wang Qiang. I'm Jason.
 C: Nice to meet you too, Jason. Where are you from?
 B: I'm from America. How about you?
 C: I'm from Guangdong.
 A: Wang Qiang is a native Cantonese, so he can tell you many interesting stories about the city.
 B: That's great! I'm new here. Can you show me around the city?
 C: I'd love to.

Activity 2 Listen Out**Task 2 Listen and decide.**

Listen to five short conversations and tell whether the statements are true or false. Write T for true and F for false.

Scripts:

Conversation 1

A: Hello, I don't think we've met before. I'm Lisa Black from Canada.

B: Nice to meet you! My name is Joyce Wang. Please call me Joyce. I'm from Taiwan, China.

A: Nice to meet you, too, Joyce!

B: Look! Class will start in 5 minutes. Let's go.

Conversation 2

A: So, Paul, how many people are there in your family?

B: Well, I live with my parents. I have two brothers, Jack and Jason, and three sisters, Emily, Laura and Rose.

A: Wow! That's a big family.

B: Indeed. But we get along very well.

Conversation 3

A: Hey, Paul. I heard that you joined the school basketball team.

B: Yeah, I love doing sports, especially playing basketball.

A: So, what other sports do you like?

B: Well, I also love hiking and swimming.

Conversation 4

A: Lisa, what do you study?

B: I major in Mechanical Engineering. What about you, Joyce?

A: I study International Trade. How do you like your major?

B: Hum, it is interesting, a little difficult though.

Conversation 5

A: Wow, it is almost 9 o'clock. I'd better get going. Thank you for the nice party, Lisa. I really had a great time.

B: I'm glad you enjoyed it.

A: Thanks for inviting me, and congratulations again on the promotion.

B: Thank you. Drive safe.

Key:

1. F 2. F 3. T 4. T 5. T

Task 3 Listen and respond.

Listen to the passage and tick (✓) in the right box.

Scripts:

I like table tennis and I'm quite good at it. But I'm terrible at tennis! I don't like tennis at all. In the summer I love swimming, especially in the sea. I love playing badminton but I'm not very good at it, although I practice a lot. Apart from sports, my other main hobby is sewing—I really enjoy a quiet evening at my sewing machine. My sister's very interested in chess and she's always trying to get me to play, but I hate it.

Key:

Things I Do in My Spare Time

	love	like	don't like	hate
badminton	✓			
chess				✓
sewing		✓		
swimming	✓			
table tennis		✓		
tennis			✓	

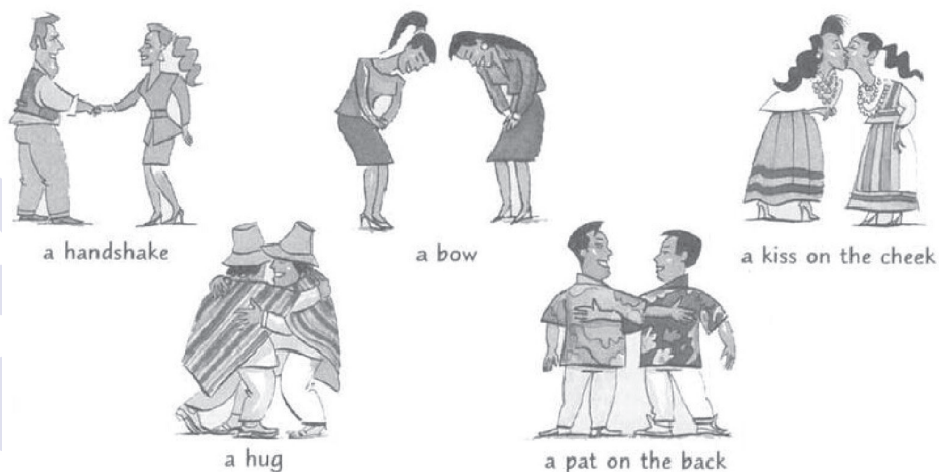
Activity ③ Read Up

Related Information

1. Greetings around the World

The customs and rituals involved in greeting someone are often different from country to country, and unfamiliar customs can sometimes be confusing. Situations get even more confusing when different greeting gestures are required between male and female, female and female, male and male.

Travelers, especially when in unfamiliar cultures, almost need a manual just to make sure not to offend someone when meeting and greeting.



- In the US, it is normal for men to shake hands when they meet, but it is quite unusual for men to kiss when they greet each other. Greetings are casual – a handshake, a smile and a ‘hello’ will do just fine.
- The British often simply say ‘hello’ when they meet friends. They usually shake hands only when they meet for the first time. Social kissing, often just a peck on the cheek, is common in an informal situation between men and women and also between women who know each other very well.
- French nationals, including children, shake hands with their friends and often kiss them on both cheeks, both upon meeting and leaving.
- In Japan, the common greeting for men and women as well is to bow when they greet someone, as opposed to giving a casual handshake or a hug.
- In Arab countries, close male friends or colleagues hug and kiss both cheeks. They shake hands with the right hand only, for longer but less firmly than in the West. Contact between the opposite genders in public is considered obscene. Do not offer to shake hands with the opposite sex.
- Chinese tend to be more conservative. When meeting someone for the first time, they would usually nod their heads and smile, or shake hands if in a formal situation.
- In Russia, the typical greeting is a very firm handshake. Assume you’re

trying to crush each others knuckles, all the while maintaining direct eye contact. When men shake hands with women, the handshake is less industrial. It is considered gallant to kiss women three times while alternating cheeks, and even to kiss hands.

2. Some Unique Ways of Greeting

Over much of the planet, people shake hands when they meet. In many other cultures, they also kiss. Some kiss on one cheek, some on both, yet others kiss three times! Maybe you won't think some of these strange. Then again, maybe you think some of these greetings are really odd. But let's all try to keep an open mind.

◆ New Zealand

Travelers visiting our Pacific neighbors are sure to come across the traditional Maori welcoming custom know as the hongi, which involves the rubbing or touching of noses when two people meet.



◆ Tibet



It might be bad manners anywhere else in the world, but in Tibet poking out one's tongue is the customary way to welcome people. The tradition dates back to the 9th century during the time of a vicious Tibetan king known as Lang Darma, who had a black tongue. The Tibetan people feared that King Darma would be reincarnated so they began greeting each other by sticking out their tongue to prove that they weren't evil. The tradition continues today and is often accompanied by the person placing their palms down in front of their chest.

◆ Philippines

Travelers visiting the Philippines will have the opportunity to witness one of the more unique welcoming customs. When a younger person greets an older person they must bow a little, grab the elderly person's right hand with their right hand, allowing their knuckles to touch the elder person's forehead.



As this gesture is being made, the younger person will say 'Mano Po', Mano meaning hand, po meaning respect.

3. Proverbs

A friend in need is a friend indeed. 患难见真情。

False friends are worse than open enemies. 虚假的朋友比明处的敌人更可怕。

Be slow in choosing a friend, slower in changing. 择友宜慎，弃之更宜慎。

A friendship founded on business is better than a business founded on friendship. 在业务的基础上建立的友谊胜过在友谊的基础上建立的业务。

You never get a second chance to make a good first impression. 永远没有第二次机会给人留下第一印象。

A kind smile and a pure heart will win over others from the start. 友善的笑容和纯洁的心灵是好人缘的保证。

4. General Business Card Etiquette Tips

Understanding business etiquette allows you to feel comfortable in your dealings with foreign friends, colleagues, customers or clients. Knowing what to do and say in the right places will help build trust and open lines of communication.

- Business cards are an internationally recognized means of presenting personal contact details, so ensure you have a plentiful supply.
- Demonstrating good business etiquette is merely a means of presenting yourself as best you can. Failure to adhere to foreign business etiquette does not always have disastrous consequences.
- When travelling abroad for business it is advisable to have one side of your business card translated into the appropriate language.
- Business cards are generally exchanged at the beginning of or at the end of an initial meeting.
- Good business etiquette requires you present the card so the recipient's language is face up.
- Make a point of studying any business card, commenting on it and clarifying information before putting it away.

Language Study

1. **promote:** to attract people's attention to a product or event, for example by advertising 促销, 推广

For example:

These products are aggressively promoted and marketed. 这些产品得到了积极的推广和销售。

Paul Weller has announced a full British tour to promote his second solo album. 保罗·韦勒已经宣布到英国巡演, 以推广他的第二张专辑。

2. **all sorts of:** all kinds of, various 各种各样的

For example:

He was asking us all sorts of questions about you. 他那儿正向我们打听关于你的各种信息。

The fire prevention branch inspects factories and all sorts of public buildings. 消防部门对工厂和各种公共建筑进行检查。

3. **including:** having as a part 包括

For example:

Stars including Joan Collins are expected to attend. 包括琼·柯林斯在内的明星们, 届时预计会参加。

All animals including men feed on plants or other animals. 包括人类在内的所有动物都以植物或其他动物为食。

4. **easy to (do):** not difficult to do, or not needing much work 容易做

For example:

This cake is very easy to make. 这种蛋糕很容易做。

It's a pretty easy game to learn. 这个游戏学起来很简单。

5. **hand out:** to give one or more items to each person in a group 分发, 散发

For example:

Food is still being handed out. 还在向大家分发食物。

Will you help me to hand out the materials for the lecture? 你可以帮我分发演讲材料吗?

6. **show:** to give information you can see on a printed thing 显示, 展示

For example:

Members receive a detailed map showing all the major tourist attractions. 会员们收到了一张详细的地图, 显示了主要的旅游景点。

Our photograph shows how the plants will turn out. 我们的照片展示了植物的生长状况

7. **not only ... but also:** 不但……而且……

For example:

Laboratory work needs not only accurate measurements but also correct calculation. 实验工作不但需要准确的测量，而且需要准确的计算。

Not only did he make a promise, but also he kept it. 他不仅作出了许诺，而且履行了诺言。

8. **provide:** to give something to somebody or make it available to them 提供

For example:

I'll be glad to provide a copy of this. 我很愿意提供它的一个副本。

The government was not in a position to provide them with food. 政府不可能给他们提供食物。

9. **opportunity:** a situation in which it is possible for you to do something that you want to do 机会，时机

For example:

I had an opportunity to go to New York to study. 我曾经有一个去纽约学习的机会。

The best reason for a trip to London is the super opportunity for shopping. 绝佳的购物机会是前往伦敦的最好理由。

10. **ask about:** to speak or write to someone in order to get information from them 询问，打听

For example:

I have nothing more to ask you about apart from these questions. 除了这些问题，我没有别的要了解了。

Lastly, I'd like to ask about your plans. 最后，我想问一下你们的计划。

11. **professional:** relating to a person's work, especially work that requires special training 职业的

For example:

His professional career started at Liverpool University. 他的职业生涯是从利物浦大学开始的。

Do you belong to any professional or trade associations? 你参加了专业学会或行业协会没有？

12. **generally speaking:** in most cases 一般说来, 总的说来

For example:

Generally speaking, the coldest weather comes in January. 一般来说, 一月的天气是最冷的。

Generally speaking, tourists should first visit cities like Beijing, Shanghai and Xi'an. 一般地说, 第一次到中国应当先到北京、上海、西安等地。

Task 2 Read and think.

Chinese Translation

商务名片

名片是推销自己的最佳途径之一, 也是最经济实惠的一种方法。我们需要有自己的名片, 理由如下:

1. 名片分发非常方便, 几乎任何场合都可分发, 如餐厅、会议。
2. 名片不仅可以告诉对方我们是谁, 还有我们的职业。
3. 名片可以促进更多的交流。对方接到我们名片, 看过后, 通常会就我们从事的工作问更多问题。
4. 名片方便别人下次联系我们。

如何让我们的名片看起来更加职业化? 一般来讲, 名片上应该写上姓名、职位、联系信息等。以下是一些名片样例:

Sample 1



麦斯威尔

李新民
销售代表

手机: 136143100××
电子邮箱: lixinmin@163.com

Sample 2



斐尔蒙五金产品公司

约翰·泰勒
总经理

加州圣迭戈市 电话: 2976 3322
橡园大街 725 号 FHI 大厦 传真: 2976 3323
邮编: 91023 电子邮箱: johntaylor@fhi.com

Sample 3



大连国际商务学院国际贸易系

林浩
英语教授
主管

地址：辽宁省大连市凌工路 98 号
邮编：116024
电话：0411-872653××
手机：135302658××
电邮：linhao@126.com

Sample 4



国际商业机器公司

没有做不了的小生意
没有解决不了的大问题

迈克·史密斯
技术工程师

加州丘珀蒂诺市
本特利大道 10260 号
邮编：95014

电话：(408) 996-1010
传真：(408) 996-1011
电邮：michaelsmith@ibm.com

Task 3 Read and judge.

Tell whether the following statements are true or false. Write T for True and F for False.

Key:

1. F 2. T 3. F 4. F 5. T

Task 4 Read and match.

Match column A with column B.

Key:

1. d 2. e 3. h 4. f 5. g
6. b 7. c 8. a

Task 5 Read and complete.

Fill in the blanks with the right words or phrases. Change the form where necessary.

Key:

- | | | |
|-----------------|--------------|------------------------|
| 1. opportunity | 2. ask about | 3. Not only...but also |
| 4. all sorts of | 5. including | 6. hand out |

Activity ④ Write Down**Task 3 Start to write.**

Complete the following business card with the given information.

Key:

 <p>Save money. Live better.</p> <p>www.wal-martchina.com</p>	<p>1. <u>Wal-Mart Stores, Inc.</u> (沃尔玛公司)</p>
<p>2. <u>Always low prices. Always.</u> (永远低价)</p>	<p>3. <u>Sales Manager</u> (销售经理)</p>
<p>4. <u>No. 12 Xihu Road, Guangzhou, China</u> (广州市西湖路 12 号)</p> <p>Tel: 020-833223 × × Fax: 020-833223 × ×</p>	
<p>5. <u>Mobile</u> (手机): 137234567 × ×</p> <p>Email: lixiaomingwalmart@163.com</p> <p>WeChat: 137234567lixiaoming</p>	

More samples for the teacher's reference:

Sample 1

 <p>realtime</p>	<input type="text" value="Dallas Printer"/>	<input type="button" value="Search"/>
<p>Did you mean: <u>www.LaserPrintingInc.com</u></p>		
<p>1. _____ (达拉斯打印机激光印刷有限公司)</p>		
<p>2. _____ (家族企业) for 20 years. 3. _____ (网上订购),</p>		
<p>Fast Turnaround, 4. _____ (专业服务)……</p>		
<p>5. _____ (联系方式): (972) 235-24 × × <u>Info@LaserPrintingInc.com</u></p>		
<p>Find us on the web at: <u>www.LaserPrintingInc.com</u></p>		

Key:

Google

Dallas Printer

Search

Did you mean: www.LaserPrintingInc.com

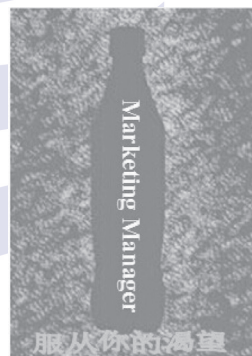
1. [Dallas Printer Laser Printing Inc.](#) (达拉斯打印机激光印刷有限公司)
2. [Family Owned](#)(家族企业) for 20 years. 3. [Online Ordering](#)(网上订购), Fast Turnaround, 4. [Specialized Service](#)(专业服务).....
5. [Contact](#) (联系方式): (972) 235-24×× Info@LaserPrintingInc.com
Find us on the web at: www.LaserPrintingInc.com

Sample 2



Jason Ross

1. _____ (密西西比大道 3972 号)
2. Cincinnati, _____ (俄亥俄州) 45208 (US)
3. _____ (网址): www.sprite.com
4. Tel/ _____ (传真): 8610-6708069×× 5. _____

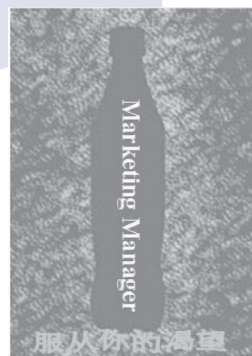


Key:



Jason Ross

1. [3972 Mississippi Avenue](#) (密西西比大道 3972 号)
2. Cincinnati, [OH](#)(俄亥俄州) 45208 (US)
3. [Website](#) (网址): www.sprite.com
4. Tel/[Fax](#)(传真): 8610-6708069×× 5. [Obey Your Thirst](#)



Task 4 Write more.

Fill out the following form with your own information.

Key for reference:

Personal Information Form	
Name	First <u>Daniel</u> Middle <u>Michael</u> Last <u>Geller</u>
Address Street	<u>106 West Janss Road</u> City <u>Thousand Oaks</u> Zip Code <u>CA 91360</u>
Telephone No. (home)	<u>494-4966</u> Area Code <u>626</u>
Telephone No. (cell)	<u>(626)378-0611</u>
Gender	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female Marital Status <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married
Education	Name of School <u>Massachusetts Institute of Technology</u>
	Degree & Major <u>Bachelor of Science in Electrical Engineering</u>
	Graduation Date <u>1959 June 12nd</u>
Languages	<u>Fluent in English and German, elementary ability in Spanish</u>
Hobbies	<u>Travelling, digital photography, sailing, music</u>

More samples for the teacher's reference:

Sample 1

Bank Application Form	
Personal Details	
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
Title	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss
Customer name	_____
First name	_____
Last name	_____
Identification card number	_____
City of birth	_____
Country of birth	_____
Date of birth	____ - ____ - ____
Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced
Occupation	_____
Address	_____

Postcode _____
Home phone number _____ - _____
Mobile phone number _____
Personal e-mail address _____

Signature: _____

Date: ____ - ____ - ____

Key for reference:

Bank Application Form

Personal Details

Sex ☐ Male ☒ Female

Title ☐ Mr. ☐ Mrs. ☒ Ms. ☐ Miss

Customer name Li Xiaojuan

First name Xiaojuan

Last name Li

Identification card number 432503 1989 1109 5436

City of birth Hefei

Country of birth China

Date of birth 09-11-1989

Marital Status ☒ Married ☐ Single ☐ Widowed ☐ Divorced

Occupation Tourist guide

Address 32 Nanjing Road, Shanghai, China Postcode 200001

Home phone number (021)-85432144

Mobile phone number 15987563421

Personal e-mail address Lixiaojuan@detour.com

Signature: Li Xiaojuan

Date: 21-08-2013

Sample 2

Balmy Holiday Club-Application FormSurname_____ (BLOCK CAPITALS) ☐Mr. ☐Mrs. ☐Ms. ☐Miss

Sex_____

Date of birth_____ Place of birth_____

Marital Status_____ Occupation_____

Home Address_____

Postcode_____

Tel_____

Please Tick (✓) as appropriate:

SPORT	Yes / NO	Diet	Yes / NO
Can you swim?	<input type="checkbox"/> <input type="checkbox"/>	Do you like British food?	<input type="checkbox"/> <input type="checkbox"/>
Can you windsurf?	<input type="checkbox"/> <input type="checkbox"/>	Do you like French food?	<input type="checkbox"/> <input type="checkbox"/>
Can you ride a bicycle?	<input type="checkbox"/> <input type="checkbox"/>	Do you like Italian food?	<input type="checkbox"/> <input type="checkbox"/>
Can you play tennis?	<input type="checkbox"/> <input type="checkbox"/>	Do you like Chinese food?	<input type="checkbox"/> <input type="checkbox"/>

Or complete : I like _____ food

TRAVEL

Where would you like to go? (Tick (✓) as appropriate)

<input type="checkbox"/> The Far East	<input type="checkbox"/> Russia
<input type="checkbox"/> South America	<input type="checkbox"/> China
<input type="checkbox"/> The Middle East	<input type="checkbox"/> North America
<input type="checkbox"/> Africa	<input type="checkbox"/> European countries

Others_____

I would like to join the Balmy Holiday Club. I enclose ¥200 cash.

Signature:_____

Date:_____-_____-_____

Key for reference:

Balmy Holiday Club-Application Form

Surname LIANG (BLOCK CAPITALS) ☒Mr. ☐Mrs. ☐Ms. ☐Miss

Sex Male

Date of birth May 17th, 1993 Place of birth Guangdong

Marital Status Single Occupation College student

Home Address 321 Hengfu Lane, Foshan City, Guangdong Province, China

Postcode 529200

Tel 13546897214

Please Tick (✓) as appropriate:

SPORT	Yes / NO	Diet	Yes / NO
Can you swim?	<input checked="" type="checkbox"/> <input type="checkbox"/>	Do you like British food?	<input type="checkbox"/> <input checked="" type="checkbox"/>
Can you windsurf?	<input type="checkbox"/> <input checked="" type="checkbox"/>	Do you like French food?	<input checked="" type="checkbox"/> <input type="checkbox"/>
Can you ride a bicycle?	<input checked="" type="checkbox"/> <input type="checkbox"/>	Do you like Italian food?	<input checked="" type="checkbox"/> <input type="checkbox"/>
Can you play tennis?	<input checked="" type="checkbox"/> <input type="checkbox"/>	Do you like Chinese food?	<input checked="" type="checkbox"/> <input type="checkbox"/>

Or complete : I like Indian ,Thai and Japanese food

TRAVEL

Where would you like to go? (Tick (✓) as appropriate)

<input type="checkbox"/> The Far East	<input checked="" type="checkbox"/> Russia
<input checked="" type="checkbox"/> South America	<input type="checkbox"/> China
<input type="checkbox"/> The Middle East	<input checked="" type="checkbox"/> North America
<input checked="" type="checkbox"/> Africa	<input checked="" type="checkbox"/> European countries

Others _____

I would like to join the Balmy Holiday Club. I enclose ¥200 cash.

Signature: Lí Xiǎojuān

14-11-2013

3

Section 3

After-class Activities: More Things to Do

Activity ② Window on Grammar

Task 1 *Translate the sentences.*

Study the following English sentences and translate the Chinese sentences into English.

Key:

1. This is our new teacher, Mr. Smith. He is/comes from Australia.
2. The earth is round and goes/runs around the sun.
3. I usually go home once a month.
4. Do you often read English books in your spare time?
5. How many English lessons do you have in a week?

Task 2 *Complete the sentences.*

Complete the questions in the left column to match the answers given in the right column.

Key:

1. Where does Roland live?
Where does he work?
2. When does he usually get up?
When does he go shopping?
3. What does he often do before going to bed?
4. What time does he usually start work?
5. What does he do on Tuesday morning?
6. What is Roland's job?

7. How long does he work every week and where does he work?
8. Why does he like his job?

More exercises for the teacher's reference:

一、一般现在时表现在

1. 表示现在经常性或习惯性的动作。如:

My sister wears glasses. 我妹妹戴眼镜。

He often goes to the cinema. 他经常去看电影。

【注】询问某人的习惯时,有时还可用 **ever**。如:

“Do you ever eat meat?” “No, I never eat meat.” “你吃肉吗?” “从不吃肉。”

2. 表示现在(或经常性)的情况或状态。如:

Mother is ill. 母亲病了。

He is always like that. 他总是那样。

He likes living in the country. 他喜欢住在乡下。

We need a lot of money. 我们需要一大笔钱。

3. 表示现在的能力、特征、职业等。如:

He sings well. 他唱歌唱得好。

Mr. Smith teaches French. 史密斯先生教法语。

4. 表示客观真理、科学事实、格言以及不受时间限制的客观存在。如:

Summer follows spring. 春去夏来。Knowledge is power. 知识就是力量。

The earth turns around the sun. 地球绕着太阳转。

二、一般现在时表将来

1. 当主句为将来时态或表示将来意义时,时间和条件的状语从句必须用一般现在时表将来。如:

I'll write to her when I have time. 我有空会给她写信。

Turn off the lights before you leave. 走前关灯。

If we hurry, we may catch the bus. 如果赶紧走我们可能赶得上公共汽车。

Tell me in case you get into difficulty. 遇到困难请告诉我。

【注】① 除表示时间和条件的状语从句外,表示让步、相似、比例的从句也必须用一般现在时表示将来。如:

I'll follow him wherever he goes. 他去哪儿,我就跟着去哪儿。

Whatever you say, I won't pay. 无论你说什么,我都不会付钱。

Whether we help him or not, he will fail. 无论我们帮他与否, 他都会失败。

I'll have a good time whether I win or lose. 赢也好, 输也好, 我都将会玩好。

The more you eat, the fatter you will become. 你吃得越多就会越胖。

② 另外, 当主句为用将来时态时, 定语从句也通常用一般现在时表示将来。如:

I'll give you anything you ask for. 你要什么我都给你。

You can have anything I find. 我找到的任何东西你都可以拿去。

Everyone who comes first will get a present. 每个先来的人都可得到一份礼物。

2. 按照英语习惯, 一个句子中若主要动词已经表明了所谈论动作的时间, 那么与之相关的其他动词就不必再次指明同一时间, 而往往使用一个比较简单的时态, 如用一般现在时表示一般将来时等。比较。如:

This discovery means that we will spend less on food. 这一发现意味着我们将减少在食品上的花费。

This discovery will mean that we spend less on food. 这一发现意味着我们将减少在食品上的花费。

3. 在 make sure(弄清楚), make certain(弄清楚), take care(注意, 当心), be careful(注意, 当心), mind(注意), watch(注意) 等后的 that 从句中通常也只用一般现在时表示将来意义。如:

Take care that it does not occur again. 注意别再发生这样的事。

We must take care that no one sees us. 我们必须注意别让人看见我们。

Make sure you come back soon. 你要保证快点回来。

Be careful that you don't hurt her feelings. 当心别伤了她的感情。

Watch that the baby doesn't go near the heater. 注意别让宝宝接近加热器。

Mind you read the examination questions carefully before you begin to answer them. 在答题前要注意仔细阅读考题。

【注】在 it doesn't matter, I don't care, I don't mind 等结构(以及类似结构)后的名词性从句也通常用一般现在时表示将来意义。如:

It doesn't matter where we go on holiday. 我们去哪儿度假都行。

Does it matter who goes first? 谁先去这有关系吗?

I don't care whether we win or lose. 我不在乎我们是赢还是输。

Don't you care what happens to them? 难道你不关心他们出什么事了?

4. 在 I hope, I bet, see (to it) 等后的宾语从句中通常用一般现在时表示将来意义, 但有时也可直接用将来时态。如:

I hope that you like [will like] it. 你希望你会喜欢它。

I bet it rains [will rain] tomorrow. 我打赌明天会下雨。

See (to it) that children don't catch cold. 当心别让孩子感冒。

I'll see that nobody disturbs [will disturb] you. 我将确保没人打扰你。

【注】see (to it) 后的 that 从句通常用一般现在时表将来，直接用将来的情形较少见。

5. 在 as, than 引出的比较状语从句中可用一般现在时表示将来，也可直接用将来时态。如：

We'll get there as soon as you do [will]. 你一到，我们就到。

We'll probably drive faster than you do [will]. 我们开车很可能比你快。

6. 表示按规定、时间表、计划或安排要发生的动作。如：

Are you on duty next weekend? 下周末你上班吗？

The train leaves at 12:00. 火车 12 点开出。

Where do we go now? 我们现在到哪里去？

【注】用于此用法时，句中通常有具体的时间状语。

7. 当主句为将来时态时，与之相关的 by the time 后接的从句要用一般现在时表示将来意义。如：

By the time he comes, I will have left. 等他到时，我会已离开了。

The film will have started by the time we get to the cinema. 我们到电影院时电影会已经开始了。

8. 表示现在将要宣布某事。如：

I declare the meeting open. 我宣布会议开始。

We learn Lesson Ten today. 今天我们学习第 10 课。

9. 表示客观性很强的将来。如：(from www.yygrammar.com)

Today is Friday, so tomorrow is Saturday. 今天是星期五，所以明天是星期六。

My birthday is on a Sunday this year. 我今年的生日在星期天。

【注】有时说话者对某一将来事实非常肯定，也用一般现在时。如：

The future is bright. 前途是光明的。

Final victory is ours. 最后的胜利是我们的。

三、一般现在时表过去

1. 用于某些动词 (tell, say, hear, learn, gather 等) 表示不确定的过去时间。如：

John tells me you will leave tomorrow. 约翰告诉我你明天离开。

I hear that he got married last month. 我听说他上个月结婚了。

Mary says you told her to come over here. 玛丽说是你让她到这儿来的。

2. 当要陈述一个客观事实时, 有时即使有过去时间状语也可用一般现在时。如:

The story is set in the summer of 1937. 故事的背景是 1937 年夏天。

The story begins in the year 1937. 故事开始于 1937 年。

More exercises:

Task 1 Choose the best answer.

Study the following sentences and choose the best answer for each blank.

- I _____ ping-pong quite well, but I haven't had time to play since the New Year.
A. will play
B. have played
C. played
D. play
- You're drinking too much.
— Only at home. No one _____ me but you.
A. is seeing
B. had seen
C. sees
D. saw
- It _____ long before we _____ the result of the experiment.
A. will not be; will know
B. is; will know
C. will not be; know
D. is; know
- Months ago we sailed ten thousand miles across this open sea, which _____ the Pacific, and we met no storms.
A. was called
B. is called
C. had been called
D. has been called
- What would you do if it _____ tomorrow?
— We have to carry it on, since we've got everything ready.
A. rain
B. rains
C. will rain
D. is raining
- What are you going to do this afternoon?
— I am going to the cinema with some friends. The film _____ quite early, so we _____ to the bookstore after that.
A. finished, are going
B. finished, go
C. finishes, are going
D. finishes, go

7. — Where did you put the car keys?

— Oh, I _____ I put them on the chair because the phone rang as I _____ in.

A. remembered; come

B. remembered; was coming

C. remember; come

D. remember; was coming

8. Look at the timetable. Hurry up! Flight 4026 _____ at 18:20.

A. takes off

B. took off

C. will be taken off

D. has taken off

9. This machine _____. It hasn't worked for years.

A. didn't work

B. wasn't working

C. doesn't work

D. isn't working

10. The house belongs to my aunt but she _____ here any more.

A. hasn't lived

B. didn't live

C. hadn't lived

D. doesn't live

Key:

1. D “我的乒乓球是打得相当好的，但自新年以来还一直没有时间去打。”球打得好是现在已有的技能，故用一般现在时。

2. C 由 **only at home** 可知“我”只在家里喝得多，除你之外，没有人看见。谈的是现在一般性情况，故用一般现在时。

3. C 句意为：不久之后我们就会知道实验结果。在句型 **It is not long before?** (不久之后就…) 中，**before** 引导的是时间状语从句，用一般现在时表将来。

4. B 因为这是客观事实，现在也叫太平洋，用一般现在时。

5. B 在条件句中用一般现在时表示将来。

6. C 由问句和答语 **I am going...** 可知，要用将来时态，排除选项 A 和 B；电影的开始和结束是影院在时刻表中已有的计划，用一般现在时表示，表示最近的打算或安排，可用现在进行时表示。

7. D 第一空用一般现在时，指的是“现在”还记得；第二空用过去进行时，指的是当时正在做的事。

8. A 用一般现在时表示按规定或时间表预计要发生的事。

9. C 此处讲的是机器目前的状况，故用一般现在时。此题所利用的干扰时态是其后的现在完成时。

10. D 指现在的一般情况，故用一般现在时。

Task 2 Fill in the blanks.

Study the following sentences and fill in the blanks with the proper form of the word given in brackets.

1. We live day by day, but in the great things, the time of days and weeks _____ (be) so small that a day is unimportant.
2. The fact that so many people still smoke in public places _____ (suggest) that we may need nationwide campaign to raise awareness of the risks of smoking.
3. My parents have promised to come to see me before I _____ (leave) for Africa.
4. According to the literary review, Shakespeare _____ (make) his characters live through their language in his plays.
5. At present, one of the arguments in favor of the new airport _____ (be) that it will bring a lot of jobs to the area.
6. I _____ (do) all the cooking for my family, but recently I've been too busy to do it.
7. Barbara is easy to recognize as she's the only one of the women who _____ (wear) evening dress.
8. Every few years, the coal workers _____ (have) their lungs X-rayed to ensure their health.

Key:

1. **is** 句子主语为 **the time**, 故用谓语要用单数; 再根据句子前后的时态 **live** 和 **is**, 可知此处宜用一般现在时。
2. **suggests** 表示目前存在的客观事实, 故用一般现在时。句意为: 许多人仍在公共场所抽烟, 这表明我们需要进行全国性的运动来提高人们对吸烟危害性的认识。
3. **leave** 根据主句使用时态和句意可推知, 说话者还没去非洲, 又因为时间状语从句要用一般现在时表示将来, 故填 **leave**。句意为: 我父母亲答应在我动身去非洲前会来看我。
4. **makes** 由于莎士比亚属于历史名人, 要描述他当时的情况, 可用一般现在时或一般过去时。由于选项中没有一般过去时, 所以选一般现在时。句意为: 据文学评论所说, 莎士比亚通过戏剧中的语言让他的人物角色栩栩如生。

句中引用文学评论，因此用一般现在时。又如：**According to the Bible, God created man in his image.** 据《圣经》所叙，上帝按自己的形象创造了人。

5. **is one of...** 用作主语时，表示单数意义，故可排除复数谓语 **are**；再根据句意及句中时态判断，空格处应用一般现在时。句意为：目前，对新机场比较有利的一个论点是，它可以给这个地区带来很多就业机会。又如：**One of the annoyances of working here is the difficulty of parking near the office.** 在这里工作有一件伤脑筋的事，就是在办公处附近很难停车。
6. **do** 此处用一般现在时表示一种经常性的行为，虽然目前并没有这样做。
7. **wears** 由于 **one of the women** 前有 **only** 修饰，说明其后的定语从句是修饰 **one** 的，而不是修饰 **women** 的，所以定语从句中的谓语动词要用单数，再根据句意，此处谈的是一般情况，故要用一般现在时。
8. **have** 根据句中的 **every few years**（每隔几年）可知，动作带有经常性和规律性，故用一般现在时。又如：**The Summer Olympic Games take place every four years.** 奥林匹克夏季运动会每四年举行一次。

UNIT 02

Time and Schedules

Section 1 Before-class Activities: Getting Things Ready

- Activity* 1. Practice the Words
Activity 2. Practice the Conversation

Section 2 In-class Activities: Things to Do

- Activity* 1. Speak Out
Activity 2. Listen Out
Activity 3. Read Up
Activity 4. Write Down

Section 3 After-class Activities: More Things to Do

- Activity* 1. Comparative Reading: Career Previewing
Activity 2. Window on Grammar

Section 1

Before-class Activities: Getting Things Ready

Activity ① Practice the Words

Task 1 *Listen and match.*

Listen and match the words with the pictures. Then listen again and repeat.

Key:

- | | | | | |
|-------|-------|------|------|-------|
| 1. g | 2. e | 3. i | 4. j | 5. c |
| 6. d | 7. a | 8. k | 9. l | 10. b |
| 11. f | 12. h | | | |

Task 2 *Listen and write.*

Listen and write down what you hear.

Scripts & Key:

- | | | |
|-------------|--------------|-------------|
| 1. July | 2. January | 3. December |
| 4. March | 5. September | 6. February |
| 7. November | 8. May | 9. October |
| 10. June | | |

Activity ② Practice the Conversation

Task 2 *Start to talk.*

Ask two classmates about their daily schedules. Write their answers below.

For the teacher's reference:

Student 1

Getting up: 6:30 a.m.

Student 2

Getting up: 5:40 a.m.

Having lunch: 11:35 a.m.

Having lunch: 11:55 a.m.

Finishing daily work: 5:30 p.m.

Finishing daily work: 6:30 p.m.

Going to bed: 10:00 p.m.

Going to bed: 10:30 p.m.

Section 2

In-class Activities: Things to Do

Task 2 Follow the examples.

Listen and complete the dialogue by choosing the best answers. Then listen again and repeat.

Dialogue 1

A: What's the date today?

B: Today is 5th January, 2014.

A: What day is today?

B: It's Thursday.

A: It's your birthday, isn't it?

B: No. it's my brother's birthday. My birthday is 3rd April.

A: When were you born?

B: I was born in 1995.

A: So you are younger than me.

B: That's right.

A: It's nice to talk with you. See you later.

B: See you.

Key:

1. b

2. e

3. a

4. c

5. d

Listen and supply the missing words. Then listen again and repeat.

Dialogue 2

- A: So, what's your usual day like?
B: I usually get up at 6:00 a.m.
A: Why do you get up so early?
B: Well, I have to leave home at 6:40 a.m. so I can catch a bus at 7:00 o'clock.
A: What time do you get to work?
B: Uh, my bus takes about an hour to get there.
A: And what time do you get off work?
B: Around 5:30 p.m. But there is always unfinished work to do.
A: So, when do you finish your work at night?
B: Well, I try to finish everything by midnight.
A: And then you get up at 6:00 a.m.? It sounds like you're a workaholic.
B: Well ... Anyway, I enjoy it.

Key:

1. usual day
2. twenty to seven/6:40 a.m.
3. get to work
4. by midnight
5. I enjoy it

Task 4 Just do it: Make up your own dialogue.

Make up a similar dialogue with your partner and present it to the class. Use the following as clues.

Situation 1

You are booking flight tickets. Now you ask about the time and other information from the travel agent.

- A: Good morning, I'd like to book a flight from Beijing to Shanghai, please.
B: OK. When are you travelling?
A: Next Friday.
B: Is that a return journey or just one-way?

A: One-way, please. I'm flying back to London from Shanghai.

B: That'll be 1400 Yuan, please.

A: OK. How long is the flight?

B: It's about three hours.

A: So how far is it to Shanghai?

B: It's about 1,200 km or 750 miles.

Situation 2

You are checking in at a hotel. Now you ask the hotel receptionist about the time and other information.

A: Hello, I'd like to check in, please.

B: Certainly. What's your name, please?

A: Bill Smith.

B: OK. Are you checking out tomorrow?

A: Yes, I am. When is the check out time?

B: The check out time is at 12 noon. Will you need a wakeup call, sir?

A: Yes, please. At 6:30 a.m.

B: No problem. Your room is 509 on the fifth floor. Breakfast is served between 7 a.m. and 9 a.m. Enjoy your stay.

A: Thank you.

Activity 2 Listen Out

Task 2 Listen and decide.

Listen to five short conversations and tell whether the statements are true or false. Write T for true and F for false.

Conversation 1

A: What's your name and nationality?

B: Wang Lin. I'm Chinese.

A: And your date of birth?

B: The 14th of July, 1995.

Conversation 2

A: When are we going on holiday?

B: The 10th of February.

A: What's the date today? B: The 5th. We still have time to prepare for it.

Conversation 3

A: Hello. Can I make an appointment with your manager, please?

B: Yes, how about Wednesday next week, the 16th of June?

A: I'm sorry. I will be on a trip on that day. How about the next day?

B: That's OK.

Conversation 4

A: So we're on the train from Guangzhou to Wuhan. What time do we arrive in Wuhan?

B: About five to eleven, I think.

A: So we can go out for lunch at about 12 then?

B: Sounds good.

Conversation 5

A: How often do you have English lessons?

B: I have a lesson once a week but I try to practice every day.

A: How do you practice?

B: I usually go to the English Corner twice a week and read English news online every day.

Key:

1. T

2. F

3. T

4. T

5. F

Task 3 Listen and respond.

Listen to the passage and fill in the table with the time you hear.

Scripts:

Every morning at a quarter to seven, my alarm clock beeps and wakes me up

for work. After getting dressed and eating breakfast, I carpool with a workmate and neighbor of mine at around ten past seven. I meet clients at nine in the mornings and hold meetings at half past two in the afternoons. My wife and I often watch TV until ten o'clock in the evening. After that I will finish whatever work I have left, and then take a bath. Finally, I catch a good night's rest for another workday when it's almost midnight. I enjoy living a balanced life, which means I have to set aside time for the family and myself.

Key:

My Typical Workday

Events	Time
Waking up	a quarter to seven / 6:45 a.m.
Carpooling	ten past seven / 7:10 a.m.
Meeting clients	nine in the morning / 9:00 a.m.
Holding meetings	half past two in the afternoon / 2:30 p.m.
Watching TV	ten o'clock in the evening / 10:00 p.m.
Going to bed	midnight

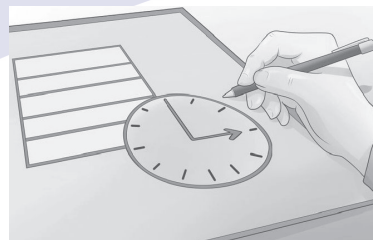
Activity ③ Read Up

Related Information

1. Time Management Principles

Time management is one of the key factors in determining your personal success. Time management, like the management of other resources, benefits from analysis and planning. To understand and apply time management principles, you must know

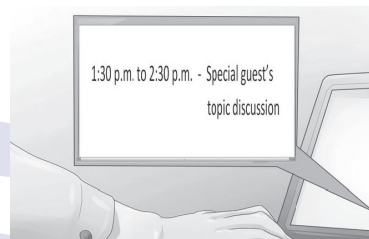
not only how you use time, but also what problems you encounter in using it wisely and what causes them. From this base you can learn to improve your effectiveness and efficiency through better time management.



There are no universal rules for personal time management. Time management is a personal process and must fit your style and circumstances. It takes a strong commitment to change old habits; if you choose to apply the principles, you will obtain the rewards that come from better time investment.

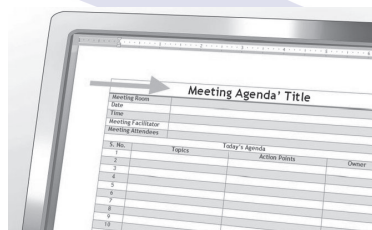
Time Spending Pattern

For better time management, you need to understand your time spending pattern. The best starting place to improve your use of time is to determine the extent to which you control the time available to you. No one has total control over a daily schedule. Someone or something will always make demands. However, everyone has some control-and probably more than they realize.



When you are working or studying, a portion of each day is regulated by your company or school and should be used for those activities. Even within this structured time, there are opportunities to select which tasks or activities to handle and what priority to assign to each of them. It is the exercise of these discretionary choices that allows you to control your time. Analyzing how you presently use time is the first step to achieving better control of it. You must have specific, reliable information before you can determine opportunities for improvement. The best way to gather information is to keep a daily time log. A daily time log can help your gather relevant information which can help your analyze your time spending pattern.

Classify your activities



After this information has been recorded, you should examine it from three points of view: Necessity, Appropriateness, and Efficiency. This should allow you to discontinue certain tasks, delegate others, and find ways to increase efficiency.

Necessity test. Necessity activities are those activities that are essential and necessary to do. When analyzing your activities, you should scrutinize each activity to be sure it is necessary-not just nice, but necessary. The test of

necessity should help reduce your tasks to the essential elements.

Appropriateness test. Appropriate test is to determine the duties and responsibilities of the activities. Once the essential tasks have been identified, the next step should determine who should perform them. There are probably activities that could be given to others. You may also find you are doing work beneath your skill level that can be easily reassigned.

Efficiency test. The third analysis examines tasks that are remaining. Once you are satisfied that the work you are doing is necessary, ask yourself, “Is there a better way?” This will encourage you to find a faster way, by using better technology or establishing better procedures to handle recurring activities.

2. Setting Priorities

Setting priorities is one of the key factors in effective time management skills. Some people seem to get so much more done. It's not because they have more time, however, it's because of their skill at time management.



Managing your time will positively affect your daily output, your career and financial goals, and, ultimately, your success. Knowing how to set priorities on the list of things to be done is essential to achieve your goals and objectives. So how do you decide which to do first? You prioritize them. But how do you decide which tasks take priority over others? Which tasks should be completed first, second, third, and so forth? You can use the ABC method to prioritize your activities. Use the ABC Method to determine your priorities by placing each item on your list into one of the following categories:

- Priority A “Must Do”-these are the critical items. Some may fall into this category because of management directives, important customer requirements, significant deadlines etc.
- Priority B “Should Do”-these are items of medium value. Items in this category may contribute to improved performance but are not essential or do not have critical deadlines.
- Priority C “Nice to Do”-this is the lowest-value category. While interesting

or fun, they could be eliminated, postponed, or scheduled for slack periods.

It is important to know that your priorities may change and therefore should be flexible. Priorities change over time. Today's B may become tomorrow's A as an important deadline approaches. Likewise, today's A may become tomorrow's C if it does not get accomplished in time or circumstances change.

Determining the Priorities of activities

One of the key factors in determining the priorities of the tasks and list is objectives, relevance and timing.



When given tasks, you need to have a clear understanding of what's involved in each task by asking the following questions:

the objectives, relevance and timing. For example, you may ask the following questions:

- Does the benefit of doing the job justify the investment of your time, energy, and resources?
- What is the deadline? By what date do you need to complete your task? Do you have the time to accommodate this request?
- Why is it necessary in the context of long-term goals?

3. The what, why and how of to-do lists



Developing time management skills is a journey that may begin with this Guide, but needs practice and other guidance along the way.

What:

1. Listing!

A simple presentation of three to five tasks that enables you to identify and visualize a core group of tasks in one place for easy reference.

It grows and shortens as you work through items.

Posted on a bulletin board, refrigerator or space readily reminds you of what you prioritize to do and when you need to do it (deadlines).

2. Organize!

It is an organizational tool that can be used for scheduling with electronic calendaring, strategic post-it notes, email, instant messenger, SMS and other communication services, etc.

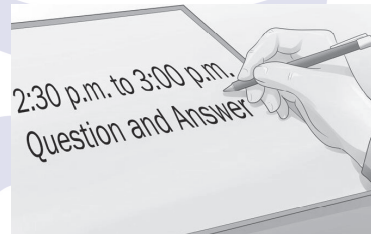
It can be a Not-to-do list where the time is not right, but you don't want to forget the item

May help you develop timelines, sub-tasks, etc. to get the job done!

Why:

1. Reduce stress

You can reduce stress by itemizing and prioritizing tasks and giving them a place in your life.



2. Remind yourself

A list displayed in a prominent place can remind you of what you consider important to do.

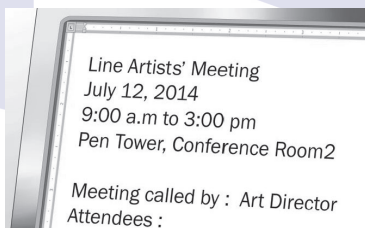
3. Strategize completion

When reminded, you also are thinking about the task, as well as what resources, strategies and options for completing the task!

4. It can be fun!

Playing with the list can encourage thinking outside of the box for solutions.

How:



1. Use the simple exercise above to identify tasks.

2. Go to Prioritizing tasks to build an operational sequence.

3. Enter items into electronic calendaring, strategic post-it notes, email, instant messenger, SMS and other communication services.

4. Share with friends, family and colleagues for assistance and insights to communicate what you are working on and where you are.

5. Cross off items and celebrate their completion.

6. Apply the list to your daily life.

4. Proverbs

Time flies. 光阴似箭。

Time tries all. 路遥知马力，日久见人心。

Time and tide wait for no man. 时不我待。

No one can call back yesterday. 昨日不会重现。

One cannot put back the clock. 时钟不能倒转。

Custom is a second nature. 习惯是后天养成的。

Time cures all things. 时间是医治一切创伤的良药。

Happiness takes no account of time. 欢乐不觉时光过。

Time lost cannot be won again. 时光流逝，不可复得。

Lost time is never found again. 岁月既往，一去不回。

The farthest way about is the nearest way home. 抄近路反而绕远路。

5. An Essay

Time flies like an arrow before we realize it. It is known that nothing is more precious than time. The good old proverb "Time is money" reminds us that time is valuable. When time goes by, it will never return.

However, it is a pity that some people don't make full use of their time. They spend a lot of time in sleeping, chatting, playing computer games or other meaningless matters. They don't realize that wasting time is actually equal to killing themselves. They always regret not having made great achievements. One of the reasons may be they do not make good use of time. Therefore, in order to be successful, they should first get into the habit of being on time. It's a sign of cherishing time. Don't put off what can be done today until tomorrow. Being lazy will eventually lead to failure. Don't wait, because you don't know how long it will take when you put off your plan.

光阴似箭，在我们还没意识之前它就流逝了。我们都知道，没有什么比时间更珍贵。有句古谚语讲得好：“时间就是金钱”，它提醒我们时间是宝贵的。时间一去不复返。然而，遗憾的是，仍然有些人没有充分利用时间。他们花很多时间在睡觉，聊天，玩游戏或者其他没有意义的事情上。他们没有意识到浪费时间实际等于自杀。他们总是后悔没有做出伟大成就。其中的原因之一就是他们没有好



好利用时间。因此，为了成功，他们首先应该养成按时的好习惯。它是珍惜时间的一个标志。不要把今天能够做完的事留到明天。懒惰最终会导致失败。不要等待，因为当你推迟你的计划的时候，你不知道它会花多长的时间。

Language Study:

1. **located:** being present or having been built in a particular place 坐落的，位于的 (locate 的过去式和过去分词)

For example:

The observation deck is located on the 124th floor. 该塔的观景台位于第124层。

These homes are centrally located and expensive. 这些民居位于中心地段，而且房价不菲。

2. **address:** the number of the house, flat, or apartment and the name of the street and the town where one lives or works 地址

For example:

I gave him the address. 我把地址告诉他。

The address is 2025 M Street, Northwest, Washington, DC, 20036. 地址为华盛顿特区，西北区，M大街2025号，邮政编码20036。

3. **menu:** a list (of the food and drinks) that are available (in a restaurant...) 菜单；目录

For example:

Even the most elaborate dishes on the menu were quite low on calories. 这菜单上即便是最精美的菜品其热量也非常低。

There isn't even a help menu. 甚至连个帮助菜单都没有。

4. **option:** something that one can choose to do in preference to one or more alternatives 选项；选择

For example:

It has little other option. 它几乎没有其它选择。

After ten years tenants will have an option to buy. 10年后房客们将有购买的选择权。

5. **reschedule:** to change the time at which it is supposed to happen 重新安排，重新计划

For example:

Since I'll be away, I'd like to reschedule the meeting. 既然我到时候不在，我想重新安排一下会议的时间。

Can I reschedule the course when I'm not available? 如果我没有时间，我能重新安排课程吗？

6. **insurance:** an arrangement in which one pay money to a company, and they pay money back if something unpleasant happens, for example, in case of a serious illness 保险；保险费

For example:

Do you have life insurance? 你买了人寿保险吗？

The insurance company paid out for the stolen jewellery and silver. 保险公司赔付了遭窃的珠宝和银器。

7. **staff:** people who work for an organization 全体员工；职员

For example:

The staff were very good. 职员都很出色。

10 staff were allocated to the task. 10 名员工被分配来完成这项任务。

8. **advice:** words of what one should do given to the people in a particular situation 劝告；忠告；建议

For example:

Don't be afraid to ask for advice about ordering the meal. 点餐时可以大胆征求意见。

He considered his teacher's helpful advice. 他考虑了老师有益的忠告。

9. **serve:** to do useful work for one's country, an organization, or a person. 为……服务；任……职

For example:

They are soldiers who have served their country well for many years. 他们是为国效忠多年的士兵。

Playlists serve the same function. 播放列表起着同样的作用。

10. **appropriate:** suitable or acceptable for a particular situation 适当的；恰当的；合适的

For example:

Dress appropriately and ask intelligent questions. 穿着要得体，提问要机敏。

All of the appropriate studies were done. 所有相应的研究都做了。

11. **strive to:** to make a great effort to do a thing or get it 力图；力求

For example:

That's why I strive to pass the English test. 这就是为什么我要努力通过英语考试。

We must strive to help a great number of people! 我们必须努力地去帮助许许多多的人!

Task 2 Read and think.

Chinese Translation:

预约卡

预约卡提醒您：

[*Karen David* 女士] 有一个续访预约。约见 James Morris 先生。

日期：2015 年 5 月 22 日，星期五

时间：上午十点整

地点：北卡罗来纳州立大学学生中心三楼社会服务工作办公室

地址：NCSU Students' Center, 101 Mason Farm Road, Chapel Hill, NC 27599

如果你不能履约：

请打电话 555-1212.

听到提示音后，按“1”键，将有人为您重新安排预约。

约见时请携带

您的保险证明。

特别指示：

社会服务员工同时也是咨询教师。我们致力于为全体学生及其家庭提供代理服务。

Task 3 Read and judge.

Tell whether the following statements are true or false. Write T for True and F for False.

Key:

1. T 2. F 3. F 4. T 5. T

Task 4 Read and match.

Match column A with column B.

Key:

1. c 2. d 3. f 4. g 5. b
6. h 7. a 8. e

Task 5 Read and complete.

Fill in the blanks with the right words or phrases. Change the form where necessary.

Key:

1. strives to
2. provide
3. remind
4. have an appointment with
5. is located
6. reschedule

Activity ④ Write Down

Task 2 Follow the example.

Study the following model for writing a meeting agenda.

More samples for the teacher's reference:

Sample 1

HR Department General Meeting

Date/Time: 9:00 a.m. May 10th, 2015

Location: No. 1 Meeting Room

Chairman: A, HR Manager 人事部经理

Attending: B, Recruiting supervisor 招聘主管

C, Training supervisor 培训主管

D, Performance Evaluating Team Head 绩效评估组组长

Objectives: to develop the H.R. team

1. Call to order: 9:00 a.m.
2. To discuss the opening positions for the new branch. (30 minutes)
3. To consider the four applicants for the post of G.M. (30 minutes)
4. AOB (urgent items only)
5. Proposed next meeting date: May 17th, 2015

Adjournment time: 10:30

Sample 2

Date/Time: January 15, 2015 11 a.m. to 1:30 p.m.

Location: Conference Room B

Attendees: Joe Smith, John Doe, Jane Green, Sam Jones, Mike Smith, Donna White

Objective

Develop ideas by quarter for the 2013 product launch dates in accordance with current technology and marketing platforms. Everyone should be prepared to discuss and offer suggestions.

Schedule

11:00 to 11:15: Plastic – Joe Smith

11:15 to 11:45: Plate technology – John Doe

11:45 to 12:00: Various projects – Jane Green

12:00 to 12:15: Various projects – Sam Jones

12:15 to 1:15: Platform overview – Mike Smith

13:15 to 13:30: Questions and comments – All

Roles/Responsibilities

Record meeting minutes: Donna White

Note-taking: Donna White

Mediation: Joe Smith

Task 3 Start to write.

Complete the following notice of meeting schedule with the given information.

Key:

1. the Annual Meeting schedule
2. as follows
3. regular meetings
4. the above mentioned
5. a legal holiday
6. rescheduled

More samples for the teacher's reference:

Sample 1

This is my project—an office security system. We have to finish by the end of the week, and I think we will 1_____ (在截止日期前完成). We 2_____ (落后于预定计划) because of the Christmas holiday, but we managed to catch up last week, and we 3_____ (回到轨道上) now. I think the key thing I've learnt is the importance of delegation. I try as much as possible to 4_____ (委派任务) and trust people to get on with them. Teamwork is essential and I 5_____ (得到最新进展) from people every two days, so that I don't lose control of the project.

Key:

1. meet the deadline
2. fell behind schedule
3. are back on track
4. delegate tasks
5. get updates

Sample 2

Date/Time: 1_____ (2015年2月28日, 星期四, 上午7点—9点)

Location: Sara Jane's house, 345 Sullivan Drive, Hamden, CT 06518

Attendees: Logan Smith, Gaby Moore, Susan Johnson, Taylor O'Connor, Kendall Carroll

Objective

Weekly discussion of club's book.

Assign leaders to ask discussion questions and 2_____ (进行小组讨论).

Schedule

7:00 to 7:15: Welcome; appetizers and cocktails served – Sara Jane

7:15 to 7:30: 3_____ (开始讨论) and give overview of book – Gaby Moore

7:30 to 8:20: Discussion of book – Susan Johnson

8:20 to 8:30: 4_____ (决定时间安排) – Kendall Carroll

8:30 to 9:00: 5_____ (讨论问题) – Sara Jane

ROLES/RESPONSIBILITIES

Food set-up and Desserts: Taylor O'Connor

Key:

1. Thursday, February 28, 2015, 7:00 p.m. to 9:00 p.m.
2. have group discussions
3. Begin discussion
4. Establish a timeline
5. Discussion questions

Task 4 Write more.*Fill in the following form with your own information.*

Key:

A Week at a Glance

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 a.m.	Getting up	Getting up	Getting up	Getting up	Getting up
8:00 a.m.	Having classes	Having classes	Having classes	Having classes	Having classes
9:00 a.m.	Having a meeting	Working on computers	Doing exercises	Having a meeting	Working on computers
10:00 a.m.	Having classes	Break	Having classes	Break	Break
11:00 a.m.	Break	Having classes	Break	Having classes	Doing exercises
12:00 p.m.	Having lunch	Having lunch	Having lunch	Having lunch	Having lunch
1:00 p.m.	Taking a nap	Taking a nap	Taking a nap	Taking a nap	Taking a nap
2:00 p.m.	Having classes	Having classes	Having classes	Having classes	Studying in the library
3:00 p.m.	Doing exercises	Break	Doing exercises	Break	Having a meeting
4:00 p.m.	Studying in the library	Doing exercises	Studying in the library	Doing exercises	Break
5:00 p.m.	Shopping	Doing housework	Shopping	Doing housework	Hanging out with friends

More samples for the teacher's reference:

Sample 1

Write a timetable to let your friends know about your typical daily schedule.

Key:

My Typical Daily Schedule

Hey, everybody! Do you want to know what I do every day? Actually I am not going to talk about my used schedule but a new schedule I changed this week. I find it a little bit tired this week maybe because of this new schedule, and it is kind of interesting and a busy day.

06:00-06:30	Wake up (I am not using alarm), wash my face and brush teeth.
06:30-07:00	Have breakfast (sandwich or cereal with a cup of milk).
07:00-08:00	Turn on the computer and log on WeChat to see if my parent online.
08:00-08:15	Change my clothes and put all the things I need for classes in my bag.
08:15-08:30	Walk to the classroom.
08:45-10:20	1st- 2nd period
10:20-10:40	Have a break.
10:40-12:15	3rd- 4th period
12:20-13:25	Have lunch.
14:00-15:35	5th- 6th period
15:40-16:00	Arrive dorm, turn on the computer and log on WeChat.
16:00-18:30	Finish homework, read news from the Internet, and talk to my parents.
18:30-19:00	Have dinner.
19:00-23:00	Read a novel.
23:00	Go to bed.

Sample 2

Developing a Schedule.

Determine how you spend a typical 24-hour day:

Enter the hours you spend on each activity.

If the time entered is less than one hour, use "0.x"

Watch as your time slips away. . .



<input type="text" value="0"/>	Classes
<input type="text" value="0"/>	Studying
<input type="text" value="0"/>	Sleeping
<input type="text" value="0"/>	Exercise/sports
<input type="text" value="0"/>	Work/internship
<input type="text" value="0"/>	Family commitments
<input type="text" value="0"/>	Personal care/grooming
<input type="text" value="0"/>	Meal preparation/eating/clean-up
<input type="text" value="0"/>	Transportation (school, work, etc.)
<input type="text" value="0"/>	Relaxing/TV/video games, etc. (alone)
<input type="text" value="0"/>	Socializing/entertainment (with friends)
<input type="text" value="0"/>	Other

Key:

Open.

3

Section 3

After-class Activities: More Things to Do

Activity 1 Comparative Reading: Career Previewing

Read the passage in both English and Chinese and answer the questions.

Group Discussion:

Key:

1. What is your attitude toward time?

Life is short. Time is all that matters. Whether we live 20 years or 100, our lives pass quickly. Since we never know how much time we have left, we should live each day as if it is our last—for it just may be. Everybody has to find a system for themselves but we've really got to think about, what makes us more efficient? We can't learn less. We can only add to our knowledge. We don't have to give some of it up in exchange for new knowledge. Our ability to absorb and retain knowledge may just be unlimited. Moreover, many employers will pay for further education in order to promote themselves.

2. How do you plan a typical day?

We can accomplish anything we want, just not everything we want. There are too many options, too many things and only a certain amount of time. Planning has to be done at multiple levels. Put a number from zero to nine, but sort it by priority. Do the ugliest thing first.

Activity ② Window on Grammar

Task 1 Translate the sentences.

Study the following English sentences and translate the Chinese sentences into English.

Key:

1. We shall not/shan't go to school tomorrow.
2. Will you finish the task next month?
3. I'm going to do a part-time job this summer holiday.
4. We are about to take our exams soon.
5. They are to arrive early tomorrow morning.

Task 2 Change sentence forms.

Put the following sentences into the interrogative (疑问的) and negative (否定的) forms after the model.

Key:

1. Will the manager attend a meeting at 3:00 in the afternoon?

The manager will not (won't) attend a meeting at 3:00 in the afternoon.

2. Shall we celebrate the festival in October?

We shall not (shan't) celebrate the festival in October.

3. Are they going to talk to each other online tonight?

They are not (aren't) going to talk to each other online tonight.

4. Are we about to leave for Beijing?

We are not (aren't) about to leave for Beijing.

5. Is she to get married on National Day?

She is not (isn't) to get married on National Day.

More explanations for the teacher's reference:

一、一般将来时的定义

一般将来时表示在现在看来即将要发生的动作或存在的状态。常用时间副词 tomorrow, soon 或短语 next year / week / month, in a few days, in the future, sometime 做状语。如:

What will you do this afternoon? 你今天下午干什么?

We will have a meeting tomorrow. 我们明天要开会。

He is going to study abroad next year. 明年他要出国学习。

二、一般将来时的基本用法及构成

一般将来时的基本用法是表示单纯的将来事实, 由 “will / shall + 动词原形” 构成:

We shall have a lot of rain next month. 下个月将下很多雨。

I think she will pass the exam. 我想他考试会及格的。

三、表示将来时间的几种常见方法

英语中除了 “will / shall + 动词原形” 表示将来时态外, 还可以有以下多种方法:

- 1) 用 “be going to + 动词原形” 表示。主要表示打算和预测:

We are not going to stay there long. 我们准备在那里多待。(表打算)

I'm afraid they're going to lose the game. 恐怕他们会赛输。(表预测)

Look, it's going to rain. 瞧, 要下雨了。(表预见)

注: be going to 后接动词 go 和 come 时, 通常直接改用其进行时态:

Where is he going to go? / Where is he going? 他打算到哪里去?

2) 用 “be to+ 动词原形” 表示。主要表示按计划或安排即将要发生的动作; 有时也表示命令、禁止或可能性:

He is to leave for Beijing tomorrow. 他决定明天去北京。

Tell him he's not to be back late. 告诉他不准迟回。

3) 用 “be about to+ 动词原形” 表示。主要表示即将要发生的事:

He is about to leave. 他即将要离开。

Sit down, everyone. The film is about to start. 大家坐好, 电影马上就要开始了。

注: 该结构通常不与具体的时间状语连用:

误: He is about to leave soon [tomorrow].

另外, 该结构在美国英语中还可表示 “打算” (主要用于否定句):

I'm not about to lend him any more money. 我不打算再借给他任何钱。

4) 用 “be due to+ 动词原形” 表示。主要表示按计划或时间表将要发生某事:

He is due to leave very soon. 他很快就要离开。

His book is due to be published in October. 他的书计划 10 月份出版。

5) 用 “现在进行时” (即 be + 现在分词) 表示。主要表示按计划或安排要发生的事:

The students are leaving on Sunday. 学生们星期日出发。

We're having a party next week. 我们下星期将开一个晚会。

注: 该用法有时表示即将发生的动作:

I'm leaving. 我走了。

6) 用 “一般现在时” 表示。表示按规定或时间表预计要发生的事:

The train leaves at 7:25 this evening. 火车今晚 7:25 分开。

Tomorrow is Wednesday. 明天是星期三。

We have a holiday tomorrow. 我们明天放假。

注: 在表示时间、条件等的状语从句以及某些名词性从句、定语从句等中, 也用一般现在时表示将来意义, 参见 “时态详解: 一般现在时” 的有关用法。

四、三种将来时间表示法的比较

1) “will / shall + 动词原形” 与 “be going to + 动词原形”

两者均可表示将来时间和意图, 两者有时可换用:

I think it'll rain this evening. / I think it's going to rain this evening. 我想今晚会上雨。

I won't tell you about it. / I'm not going to tell you about it. 我不会把这事告诉你的。

但有时有差别：

① 若是强调某个意图是经过事先考虑好的，则通常要用 **be going to**；若是表示某个意图没有经过事先考虑，而是在说话的当时才临时想到的，则通常用 **will**。

比较：

“Ann is in hospital.” “Oh, really? I didn't know. I'll go and visit her.” “安住院了。” “啊，真的吗？我还不知道。我要去看看她。”（临时想法，不能用 **be going to**）

“Ann is in hospital.” “Yes, I know. I'm going to visit her tomorrow.” “安住院了。” “我知道，我打算明天去看看她。”（事先考虑的意图，不能用 **will**）

② 若是有迹象表明要发生某事，通常只用 **be going to**，不用 **will**：

Look at those black clouds. It's going to rain. 看那些乌云，要下雨了。

③ 带有时间或条件状语从句的主句通常不宜用 **be going to**，而用 **will**：

When he comes back, I will tell him the news. 他回来时我就告诉他这个消息。

If he comes back, I will tell him the news. 他若回来我就告诉他这个消息。

2) “**be going to+ 动词原形**”与“现在进行时”

① **be going to** 主要表示主观想法或意图，而现在进行表示将来则主要已经强调做出的安排。比较：

I'm going to wash the car if I have time. 若有时间我想洗洗车。（主观想法）

I'm picking you up at 6; don't forget. 我6点钟来接你，不要忘了。（已做出的安排）

② 但是当要表示主观无法控制的预测时，通常要用 **be going to**，不能用现在进行时态：

It's going to snow before long. 不久会下雪。

Things are going to get better soon. 情况很快就会好起来。

③ 当表示坚持要（不要）某人做某事时，两者均可用：

She's taking [going to take] that medicine whether he likes it or not. 不管她喜欢不喜欢，她都得吃那药。

You're not wearing [going to wear] that skirt to school. 你不可以穿那条裙子去上学。

3) “**be going to+ 动词原形**”与“**be to+ 动词原形**”的区别

两者均可表示按计划或安排要发生的动作，有时可互换（但 **be to** 比 **be going to** 正式）：

Where are we going to stay tonight? 我们今晚住哪里?

I'm (going) to play tennis this afternoon. 我打算今天下午打网球。

另外，**be going to** 还可表示预测，即根据已有迹象预测将要发生的动作，此时不能用 **be to**：

Look, it's going to rain. 看，要下雨了。

More exercises:

Task 1 Choose the best answer.

Study the following sentences and choose the best answer each blank.

1. Turn on the television or open a magazine and you _____ advertisements showing happy families
A. will often see
B. often see
C. are often seeing
D. have often seen
2. He was hoping to go abroad but his parents _____ that they won't support him unless he can borrow money from the bank.
A. were deciding
B. have decided
C. decided
D. will decide
3. — How can I apply for an online course?
— Just fill out this form and we _____ what we can do for you.
A. see
B. are seeing
C. have seen
D. will see
4. If their marketing plans succeed, they _____ their sales by 20 percent.
A. will increase
B. have been increasing
C. have increased
D. would be increasing
5. Population experts predict that most people _____ in cities in the near future.
A. live
B. would live
C. will live
D. have lived
6. When I talked with my grandma on the phone, she sounded weak, but by the time we _____ up, her voice had been full of life.
A. were hanging
B. had hung
C. hung
D. would hang
7. — Ann is in hospital.

- Oh, really? I _____ know. I _____ go and visit her.
- A. didn't; am going to B. don't; would
C. don't; will D. didn't; will
8. I'll go to the library as soon as I finish what I _____.
A. was doing B. am doing
C. have done D. had been doing
9. He _____ architecture.
A. is studying B. has been studying
C. was studying D. had been studying
10. The ambulance _____ wounded people to the nearest hospital.
A. is carrying B. has been carrying
C. was carrying D. had been carrying

Key:

1. A 这是“祈使句 + and + 陈述句”句型，祈使句相当于一个条件状语从句，and 后的陈述句的谓语用一般将来时，这是一个较为固定的句型。
2. B 因宾语从句中的时态是一般将来时，主句中的谓语动词不可能是过去时态，排除选项 A 和 D；由语境判断，不是“将要决定”，而是“现在已经决定”，所以排除 D，而选 B。
3. D 表示将要发生的情况，自然是用一般将来时。
4. A 由于 if 条件从句用的是一般现在时，所以其相应的主句宜用一般将来时。
5. C 根据句中的 **in the near future** 可知要用一般将来时。
6. C 从逻辑上说，当我在电话里和奶奶聊天时，她的声音听起来很虚弱；但到我们要挂电话时，她的声音又充满朝气。从逻辑上说，应该是“奶奶的声音又充满朝气”在先，“我们挂断电话”在后，如果是反过来的话，那说话者就无法听知道“奶奶的声音又充满朝气”之回事了。所以“挂断电话”应用一般过去时。另外，由于 **by the time** 后接的定语从句通常要用一般现在时代替一般将来时，用一般过去时代替过去将来时，所以选项 D 不能选。
7. D 根据句意，在此之前说话人不知道安住院了，因此第一空用一般过去时；说话人打算去看她，这个动作还没发生，因此第二空用一般将来时。注意 **be going to** 与 **will** 表示将来的区别：表示临时的决定，要用 **be going to**，不用 **will**(www.yygrammar.com)。

8. B 句意是：我一完成我做的工作就去图书馆。由于“去图书馆”用的是一般将来时，说明要完成的工作是“现在”正在做的事情，故用现在进行时。
9. A 句意是：他在学习建筑。学习是他“现在”正在做的事情，故用现在进行时。
10. A 句意是：救护车正在把受伤的人送到最近的医院。

Task 2 Fill in the blanks.

Study the following sentences and fill in the blanks with the proper form of the word given in brackets.

1. I _____ (clean) our garden at 4:00 p.m. today.
2. It's seven thirty. Jim _____ (go) to school.
3. Next Saturday all the pupils in my class _____ (go) to Mike's party.
4. Where _____ your parents _____ (have) lunch tonight?
9. He often _____ (go fishing) with his friends.
6. Miss Li _____ (leave) for Hong Kong.
7. There _____ (be) a heavy rain this evening.
8. I am afraid there _____ (be) a meeting this afternoon. I can't join you.
9. Tom often _____ (go) to school on foot. But today he _____ (go) to school by bike.
10. Mary _____ (travel) to Guilin with her grandparents next week.

Key:

- | | | |
|----------------------|-----------------|-------------------|
| 1. am going to clean | 2. is going | 3. will go |
| 4. will...have | 5. goes fishing | 6. is leaving |
| 7. is going to be | 8. will be | 9. goes, is going |
| 10. will travel | | |

U N I T

03

Shopping

Section 1

Before-class Activities: Getting Things Ready

Activity 1. Practice the Words

Activity 2. Practice the Conversation

Section 2

In-class Activities: Things to Do

Activity 1. Speak Out

Activity 2. Listen Out

Activity 3. Read Up

Activity 4. Write Down

Section 3

After-class Activities: More Things to Do

Activity 1. Comparative Reading: Career Previewing

Activity 2. Window on Grammar

Section 1

Before-class Activities: Getting Things Ready

Activity ① Practice the Words

Task 1 Listen and match.

Listen and match the words with the pictures. Then listen again and repeat.

Key:

- | | | | | |
|-------|-------|------|------|-------|
| 1. h | 2. f | 3. j | 4. c | 5. a |
| 6. b | 7. e | 8. d | 9. g | 10. i |
| 11. l | 12. k | | | |

Task 2 Listen and write.

Listen and write down what you hear.

Scripts & Key:

- | | |
|----------------------|--------------------------|
| 1. sports equipments | 2. electrical appliances |
| 3. escalator | 4. clothes |
| 5. supermarket | 6. shopping mall |
| 7. plaza | 8. department store |
| 9. drinks | 10. stationery |

Activity ② Practice the Conversation

Task 2 Start to talk.

Ask two classmates about what they bought recently. Write their answers below.

For the teacher's reference:

Student 1**Student 2****Key:**

Goods: apples

Goods: coffee

Quantity: 2 kilos

Quantity: two cups

Price: 2 dollars

Price: 40 yuan

Section 2

In-class Activities: Things to Do

Task 2 Follow the examples.

Listen and complete the dialogue by choosing the best answers. Then listen again and repeat.

Dialogue 1

A: How much is this shirt, please?

B: Let me see. It's 120 yuan.

A: Can I have a discount?

B: Sorry, it's already the lowest price.

A: Where is the cash desk?B: It's at the corner of the hall. Just follow the signs.

A: Thank you.

*(A goes to pay for the shirt)*C: Pardon, sir. Your bill totals 120 yuan. You can pay in cash or by credit card.A: Can I use a cheque?

C: I'm afraid you can't.

A: Well, I'd like to pay in cash.

C: That's fine. Wait a moment, please... OK, here is your change and receipt.

A: Thanks a lot.

C: My pleasure. Have a nice day!

Key:

1. e 2. c 3. a 4. b 5. d

Listen and supply the missing words. Then listen again and repeat.

Dialogue 2

A: Hey, Jane. I hear you like shopping.

B: Like shopping? My parents and friends call me a shopping mania.

A: Really? Which way do you prefer, window shopping or shopping online?

B: Actually, I'm crazy about shopping online.

A: What's so exciting about it?

B: You can get what you want without going anywhere at all.

A: That sounds more convenient than shopping in stores.

B: You're absolutely right.

A: It's a good idea to buy books or DVDs online, but I think I could never buy clothes online.

B: I know what you mean. You need to try them on before you buy. But we don't have to worry about that now. Have you heard of the cooling-off period?

A: What's that?

B: According to the new consumer law, we can return most of the things we buy online within 7 days for no reason.

A: Oh, that's great!

Key:

1. shopping mania
2. window shopping
3. in stores
4. clothes
5. cooling-off period

Task 4 Just do it: Make up your own dialogue.

Make up a similar dialogue with your partner and present it to the class. Use the following as clues.

Dialogues for the teacher's reference:

Situation 1

Imagine you are buying a TV set.

A: May I help you, sir?

B: Let me have a look at some TV sets.

A: Would you like to buy the latest product of Siemens? It is very popular for its high quality.

B: How much do I have to pay?

A: It costs 2,678 yuan.

B: Where is the Cashier's?

A: Just over there, sir.

Situation 2

Imagine you are asking for a discount with the shop assistant.

A: I'm afraid I can't afford it. Can you make it cheaper?

B: Sorry. That's almost the cost price. It's worth the money.

A: Alright. I will take it.

B: Would you please pay for the bill over there?

A: Sure.

Activity ② Listen Out

Task 2 Listen and decide.

Listen to five short conversations and tell whether the statements are true or false. Write T for true and F for false.

Scripts:

Conversation 1

A: May I help you, sir?

B: Yes, could you show me some air conditioners?

A: Sure. Do you prefer the products made in China or foreign countries?

B: I like the domestic products better.

Conversation 2

A: How much does it cost?

B: About one hundred dollars.

A: It sounds more expensive than I imagined. Could I have a 25% discount?

B: Sorry. It's already the sale price.

Conversation 3

A: Good morning. Can I help you?

B: I'd like to buy a camera.

A: Which one do you like, a Canon or a Lenovo?

B: I'd prefer domestic products.

Conversation 4

A: Could you tell me the warranty period of your products?

B: 2 years. It means any repair will be free of charge within this time.

A: What should I do if I need after-sale services?

B: Please call us directly.

Conversation 5

A: Cindy, do you shop online often?

B: Yes. It's very convenient and the prices are usually lower.

A: Last week, I tried to buy some books online, but I didn't know how to pay for them?

B: You should open an account at the online bank first. After that, you can buy anything online.

Key:

1. F

2. F

3. T

4. T

5. T

Task 3 Listen and respond.

Listen to the passage and tick (√) in the right box.

Scripts:

I like shopping online because it's very convenient and the price can be even

lower. Moreover, there are many second-hand stores online, too. Shopping online is easy and quick but there are sometimes traps online. If you are careless, it will bring you some trouble. You may find the color of the article is different from what you want, or the size is either too small or too large. In addition, there are some security risks when using credit cards online. Having to wait for a long time for the goods to arrive is another disadvantage of online shopping.

Key:

Advantages and Disadvantages of Shopping Online

	Advantages	Disadvantages
convenient	✓	
lower prices	✓	
easy and quick	✓	
traps		✓
security risks		✓
having to wait		✓

Activity ③ Read Up

Related Information

1. Learning some information on famous stores is very important, especially when you want to travel around the world. Here are some introductions.

Macy's is said to be the world's largest department store. Foreign visitors should bring your passport or international ID as proof to receive a 10% discount pass. External Link: macys.com. Location: 151 W. 34th Street, USA.





Saks Fifth Avenue is an American luxury department store, which simply offers more style, more savings and more service than any other retailer. External Link: saksfifthavenue.com. Location: 611 5th Avenue, at 49th Street, USA.



Tiffany & Co, headquartered in New York City, is famous for its jewelry. Having chains all over the world, Tiffany is proud of his taste and style. External Link: tiffany.com. Location: Fifth Avenue and 57th Street, USA.



Also known as MOA, or the Megamall, this shopping center is located just outside the Twin Cities in the United States and is large enough to fit seven Yankee stadiums within its walls.



Found in Bay City, Philippines, the Mall of Asia attracts roughly 200,000 people everyday.



As the largest shopping center in Africa, Morocco Mall is located in Casablanca on the western coast of Morocco and even offers visitors the possibility of going scuba diving in its million liter aquarium.



Found in Bangkok, Thailand, this shopping plaza includes a hotel, a tower, and covers over 1 million square meters.

2. The consumption of luxury goods is already high in China. To know some well-known logos of luxury goods is pretty necessary for English learners. Here are some samples.



3. China is one of the most attractive shopping paradises and destinations, where not only the domestic brands but also many well-known international brands are all sold. In the following page, we will introduce to you some top shopping malls in China.

1. Dongguan South China Mall

South China Mall is praised as the largest mall of the world in 2005. It has leasable space for over 1,500 stores in approximately 7.1 million square feet of gross leasable area and 890,000 square meters of total area.



2. Beijing Great Gold Mall



One problem is that the prices of most items sold were far beyond the purchasing ability of most ordinary Chinese. Another barrier was the inaccessibility of Golden Resources Shopping Mall to foreign consumers because of what Forbes magazine calls “a tough location outside the heart of the city”.

3. Shanghai Bailian Zhonghuan Mall

The mall covers a total area of more than 450,000 square meters, with entire investment of 2.3 billion RMB. It is currently one of the largest comprehensive shopping malls in Yangtze Delta Economic Circle.



4. Guangzhou Teem Mall

Guangdong Teem Mall is a large shopping center as well as one of the earliest shopping malls in mainland China. It occupies the center of Tianhe Business Hub and close to CBD of Guangzhou, Tianhe Sports Center and East Train



Station of Guangzhou.

5. Shopping Mall in Haikou

The mall is the only coastal shopping mall in China. With the running goal of serving for the community and radiating the whole city, it sells upscale clothes, bags, hats & shoes, cosmetics, jewelry, bedding, etc.



6. Guangzhou China Plaza

Guangzhou China Plaza has enjoyed wide popularity among consumers, receiving 300,000 people every day and even 700,000 people during the golden week.

7. Shenzhen Causeway Plaza

It distinguishes itself from others for having the performance of famous stars from mainland China, Hong Kong, and Taiwan. It is a symbol of fashion in Shenzhen and the cradle of mall.



4. Proverbs

When you are going shopping, use your eyes, not your ears. 上街少听多看，购物不会上当。

Frugality is the mother of virtue. 节俭是美德之母。

A penny saved is a penny gained. 省一文是一文。

From saving comes having. 富有来自节俭。

Don't be penny wise but pound foolish. 不要小事聪明，大事糊涂。（不要占小便宜，吃大亏。）

5. A Poem

What Money Can't Buy

钱买不到的东西

By Anthony De Croud 安斯尼·迪·可昂迪

Money can buy a house, but not a home. 钱可以买到房子，却买不到家。

Money can buy a bed, but not sleep. 钱可以买到床，却买不到睡眠。

Money can buy a clock, but not time. 钱可以买到钟表，却买不到时间。

Money can buy a book, but not knowledge. 钱可以买到书，却买不到知识。

Money can buy food, but not an appetite. 钱可以买到食物，却买不到好胃口。

Money can buy a position, but not respect. 钱可以买到地位，却买不到尊敬。

Money can buy blood, but not life. 钱可以买到血，却买不到生命。

Money can buy companions, but not friends. 钱可以买到同伙，却买不到朋友。

Money can buy sex, but not love. 钱可以买到性，却买不到爱情。

Language Study

1. **convenience:** being useful or suitable 方便，便利

For example:

I will call you at your convenience. 我会在你方便的时候打电话给你。

Mail order is a convenience for buyers who are too busy to shop. 邮购对于那些没有时间购物的人来说是很方便的。

2. **urban:** belonging to a town or city 都市的

For example:

Modern industry has been concentrated in a few urban centers. 现代工业全集中在几个市中心。

Most urban areas are close to a park. 绝大多数城区附近都有公园。

3. **hub:** centre or focus 中心

For example:

Chicago is a hub of airline traffic. 芝加哥是航运中心。

Boston is the hub of the universe in his eyes. 在他眼中波士顿是世界的中心。

4. **cigarette:** tobacco or cigar 香烟

For example:

I like having a cigarette with my drink. 我喝酒时喜欢抽烟。

He went out to buy a packet of cigarettes. 他出去买包烟。

5. **luxury:** expensive or costly 奢侈的，豪华的

For example:

BMW is a luxury car. 宝马是豪华车。

He sold many luxury brands to the foreigners. 他卖了很多奢侈品给外国人。

6. **grocery:** supermarket selling food such as flour, sugar, and so on 食品杂货店

For example:

He was employed at the local grocery as a delivery boy. 他受雇于当地杂货店当送货员。

Her mother began operation of a small grocery. 她母亲开始经营一家小杂货店。

7. **location:** the place where something is situated. 位置，场所

For example:

The first thing he looked at was his office's location. 他首先看的是自己办公室的位置。

Can you tell me your location? 能告诉我在哪嘛?

8. **discount:** reduction in the usual price of something 折扣

For example:

They are often available at a discount 它们经常进行打折销售。

Full-time staff get a 20 per cent discount. 全职员工享受 20% 的折扣。

9. **account:** regular banking for money-saving (银行等的) 账户

For example:

Some banks make it difficult to open an account. 一些银行把开户弄得很麻烦。

I have many accounts in different banks. 我在不同银行有不同的帐户。

10. **mall:** large enclosed shopping area 大型购物区

For example:

Let's go to the mall. 我们去商场吧。

There is a large mall on the street. 在这条街上有一家大商场。

11. **manufacturer:** business or company which makes goods in large quantities to sell 生产商；制造商

For example:

It is the world's largest doll manufacturer. 这是全球最大的玩偶生产商。

Always follow the manufacturer's instructions. 务必按厂家的用法说明使用。

12. **brand:** A brand of a product is the version of it that is made by one particular manufacturer. 品牌

For example:

I bought one of the leading brands. 我买了几个畅销品牌中的一种。

a supermarket's own brand 一家超级市场的自有品牌

13. **headquarter:** *n.* the base of some companies or agencies 总部

For example:

The headquarter of China Air Express is set in Beijing. 民航快递有限责任公司总部设在北京。

Where is the headquarter of your company? 你们公司的总部在哪儿?

v. to set the base of a company or agency (in) 将总部设于

For example:

Our company will headquarter in New York. 我们的总公司将设在纽约。

The new company will headquarter in Paris. 新公司会将总部设在巴黎。

14. **chain:** a group of stores, hotels owned by the same person or company 连锁店

For example:

It is a large supermarket chain. 这是大型连锁超市。

It is the Italy's leading chain of cinemas. 意大利最大的连锁影院。

15. **a large number of:** a large amount of 很多

For example:

They choose us from a large number of students. 他们从大量学生中挑选了我们。

A large number of people were present. 很多人出席了。

16. **plenty of:** much 很多，大量的

For example:

There is plenty of coal in this area. 这个地区有丰富的煤。

There are plenty of men out of work. 有很多人失业。

Task 2 Read and think.

Chinese Translation:

主要的商店类型

便利店是种小店，它可能是加油站的一部分，位于城区，靠近车站或其他交通中心。一些便利店 24 小时开门，售卖一系列货物，特别是食物、饮料、香烟、报纸和杂志。货物价格比其他普通杂货店或超市要高。

折扣店是我们想省钱时光顾的地方。这里的货物价格比平常要低。有以下几个原因：商店雇佣了较少的销售人员；不提供信用账户服务；无运货服务；几个顾客要同时分享一个试衣间。

购物商场是一栋很大的高楼或一组高楼，包含一大批商店、餐馆、偶有电影院等设施。另外，通常情况下会提供泊车的空间。

奥特莱斯是专门销售某一公司或某种类型商品的商店。这里货物价格要低于寻常。现代的奥特莱斯是典型的直销厂家品牌产品的商店。如盖普、博登沃思等大品牌汇聚一堂，厂家们可以直接将库存商品卖给顾客。

711 便利店

沃尔玛

中关村广场购物中心

拉斯维加斯高级奥特莱斯店

Task 3 Read and judge.

Tell whether the following statements are true or false. Write T for True and F for False.

Key:

1. F

2. T

3. F

4. F

5. T

Task 4 Read and match.**Match column A with column B.****Key:**

- | | | | | |
|------|------|------|------|------|
| 1. d | 2. a | 3. c | 4. f | 5. g |
| 6. h | 7. e | 8. b | | |

Task 5 Read and complete.**Fill in the blanks with the right words or phrases. Change the form where necessary.****Key:**

- | | |
|----------------------|--------------|
| 1. a variety of | 2. Selling |
| 3. part of | 4. popular |
| 5. a large number of | 6. plenty of |

Activity ④ Write Down**Task 2 Follow the example.****Study the following model for writing a complaint letter.****More samples for the teacher's reference:****Sample 1**

Dear Mr. Chang,

I am happy that our order for 280 women's cotton sweaters was duly received on time. But we regret to say that 40 cotton sweaters in white color were seriously soiled due to improper packing. Needless to say, we have suffered a great loss from this, as we can not sell the sweaters in this condition to our customers. We ask you to conduct investigation at your end and reply to us.

Yours sincerely,

Sun Yan

Sample 2

Dear Sir/Madam,

I am writing to complain about the computer I purchased from your company yesterday. When opened the box, I noticed there was two dents at the back of the computer and some scratches on the screen. I would like you can change it as soon as possible. Otherwise, I would like to have my full refund.

Yours faithfully,

Li Gang

Task 3 Start to write.

Complete the following letter with the given information.

Key:

1. the poor service
2. shop assistant No.13
3. serve me
4. complain to you
5. how to serve as a shop assistant

More samples for the teacher's reference:

Sample 1

Dear Sir,

I feel bad to trouble you but I am afraid that I have to make a complaint. The reason for my dissatisfaction is 1_____ (我收到的 iPhone 手机). In the first place, 2_____ (软件问题出现再三). In addition, 3_____ (手机总是黑屏). Therefore, I wish to exchange it for another one or 4_____ (要求退款). Thank you for your consideration and I will be 5_____ (期待您的回复).

Yours sincerely,

Wang Hua

Key:

1. the iPhone I have received
2. software problems have emerged one after another
3. the screen is always black
4. declare a refund
5. looking forward to your reply

Sample 2

Dear Manager,

I venture to write to complain about 1_____ (数码相机的质量). I bought last Friday at your store. During the five days the camera has been 2_____ (归我所有时). Problems have emerged one after another. For one thing, 3_____ (运转太慢), making the camera no different from a traditional one. For another, the battery is distressing as it supports the camera's operation for only two hours. Therefore, 4_____ (希望能换一台) or declare a refund. I will appreciate it if 5_____ (我的问题能受到应有关注).

Yours,

Li Ming

Key:

1. the quality of the digital camera
2. in my possession
3. It works too slowly
4. I wish to exchange it for another camera
5. my problem receives due attention

Task 4 Write more.

Key:

Dear Sir,

I am writing to you about the cell phone I bought last Wednesday in your Apple Store. I am sorry to tell you that it can not be booted after two days. As you know, I am very upset to come across such problem. I am returning it with this letter and looking forward to receiving a new one. Receipts are enclosed for your reference.

Yours truly,
Han Meimei

More samples for the teacher's reference:

Sample 1

Write a Receipt for a Loan

To Mr. Charles Green,

May 18th, 2005

I. O. U. 1 _____ (叁仟美元), within one year from this date with
2 _____ (年息四厘).

David Smith

兹借查尔斯·格林先生叁仟美元 (US\$3000), 年息四厘, 自即日算起, 一
年内归还。

借款人 戴维·史密斯

2005 年 5 月 18 日

Key:

1. three thousand US dollars (US\$3000) only
2. annual interest at four percent (4%).

Note: I. O. U. = I owe you, 也可写成 IOU, 即“我欠你”的意思, 译成汉语为“今
欠”、“今借到”。

Sample 2

Write a Receipt

今收到 IBM 公司市场部经理罗强佣金 450 美元。

张军

2005 年 8 月 25 日

Key:

Aug. 25th, 2005

Received from IBM marketing manager Luo Qiang commission US\$ 450.

Zhang Jun

3

Section 3

After-class Activities: More Things to Do

Activity ① Comparative Reading: Career Previewing

Read the passage in both English and Chinese and answer the questions.

Group Discussion:

Key:

1. No, I needn't, because Japanese feel quality service is their duty.
2. The tips you leave should not be less than 15% of your bill otherwise your reservation might not hold up next time.
3. Tipping goes the other way around in china! Restaurant owners will often give free drinks or food to customers as a reward for loyalty.

Activity ② Window on Grammar

Task 1 *Translate the sentences.*

Study the following English sentences and translate the Chinese sentences into English.

Key:

1. I am learning to drive now.
2. The students in Class III are playing basketball.
3. Tom is making a phone call.
4. You are sitting on my chair.
5. We are having a rest these days.

Task 2 Change sentence forms.

Put the following sentences into the interrogative (疑问的) and negative (否定的) forms after the model.

Key:

1. Is Mary teaching her sister how to swim?

Mary is not (isn't) teaching her sister how to swim.

2. Are the students listening to a report?

The students are not (aren't) listening to a report.

3. Are you making a big mistake?

You are not (aren't) making a big mistake.

4. Are we doing the right thing?

We are not (aren't) doing the right thing.

5. Are they watching a football match?

They are not (aren't) watching a football match.

More explanations for the teacher's reference:

一、如何理解现在进行时

顾名思义，现在进行时就是指说话时正在进行的动作或发生的情况。如汉语说的“我在看书”，“他在吃饭”，“火车在行驶”，“秘书在打字”等，在英语中都要用现在进行进来表达，因为它们所涉及的动作在说话的时刻都正在进行。

二、现在进行时的定义

现在进行时主要用于表示目前正在进行的动作，有时也可表示现阶段在进行的动作。如：

The teacher is giving us an English lesson. 老师正在给我们上英语课。

The farmers are getting in their crops. 农民们正在收割庄稼。

We are making preparations for the conference. 我们一直在为会议做准备。

三、现在进行时的构成

现在进行时由“am / is / are + 现在分词”构成。如：

I'm studying at Chuangxin Polytechnic. 我在创新职业技术学院读书。

He is writing on the desk. 他在课桌上写字。

They are talking about their visiting the Great Wall. 他们在谈论游长城的事情。

【说明】动词现在分词的构成方法：

- (1) 一般在动词后加 -ing。如：say—saying, play—playing, think—thinking, study—studying, teach—teaching, blow—blowing, build—building.
- (2) 动词若以 -e 结尾，则去 e 再加 -ing。如：love—loving, make—making, guide—guiding, date—dating.
- (3) 在以单短元音的重读闭音节结尾，且末尾只有一个辅音字母的动词后，双写最后一个辅音字母，再加 -ing。如：begin—beginning, regret—regretting, plan—planning, ban—banning.
- (4) 在以 ie 结尾的动词后，改 ie 为 y，再加 -ing。如：lie—lying, die—dying, tie—tying.
- (5) 在以 -c[k] 结尾的动词后加 -king。如：picnic—picnicking, panic—panicking.

四、现在进行时的用法

1. 表示正在进行

现在进行时除表示说话时正在进行的动作之外，还可表示在短期内临时进行的动作或存在的情况，这种情况通常不会长期如此，并且在说话时刻也不一定正在进行。如：

Don't take that ladder away. Your father's using it. 别把梯子拿起，你父亲在用。

The professor is typing his own letters while his secretary is ill. 秘书生病时，教授自己打他的信。

2. 表示短期内在进行

表示在短期内正在进行的动作或存在的情况，这种情况通常不会长期如此。如：

Her car has broken down. She's going to work by bike. 她的汽车坏了，骑自行车上班。

The professor is typing his own letters while his secretary is ill. 秘书生病时，教授自己打他的信。

3. 表示计划或安排

即表示按计划或安排要发生的将来动作，这类用法在没有明确上下文的情况下，通常会连用一个表示将来时间的状语。如：

Are you working next week? 你下星期工作吗？

We are having a few guests tonight. 今晚我们有几个客人来。

She is buying a new bike soon. 她不久将买一辆新自行车。

We're spending next winter in Australia. 我们将要在澳大利亚度过明年冬天。

用 arrive, come, go, leave, take off 等动词的现在进行时描写行程安排, 也通常含有将来意义。如:

He is arriving tomorrow morning on the 16:40 train. 他乘下午 4:40 的火车明天上午到。

3. 表示屡次发生

现在进行时有时可以与 always, constantly, continually, forever 等表示动作屡次发生的副词连用, 强调动作的不断重复的。如:

He is always losing his keys. 他老是丢钥匙。

He is always thinking of his work. 他老是想到他的工作。

She's constantly changing her mind. 她老是改变主意。

Some students in my class are forever talking. 我班上有些学生老是在说话。

这类用法通常带有一定的情感色彩, 如表示满意、赞扬、责备、不满、厌烦、不以为然等。

五、现在进行时与一般现在时的区别

1. 现在进行时强调目前正在进行的动作, 而一般现在时强调经常性或习惯性的动作。如:

I'm reading a story now. 我在看一个故事。(目前正在干的事情)

I read stories in my spare time. 我有空时看故事。(经常性的行为)

2. 现在进行时强调现阶段一直在进行的动作, 而一般现在时只表动作的重复, 而不表示动作的持续。如:

What are you doing these days? 这几天你在干什么?

They are learning English in the summer holiday. 他们暑假在学英语。

They read English every day. 他们每天读英语。

They play volleyball every Sunday. 他们每周星期天都打排球。

3. 表示短促动作的动词(如 jump, knock, beat, pick, skip 等)的进行时, 表示动作的重复。如:

The girls are jumping over there. 女孩子们在那边跳。

His heart is beating fast. 他的心脏跳得很快。

4. 某些表示希望或想法的动词(如 hope, wonder, want 等)的进行时可以表示

- A. just finish B. am just finishing
C. have just finished D. am just going to finish

8. Ladies and gentlemen, please fasten your seat belts. The plane _____.

- A. takes off B. is taking off
C. has taken off D. took off

9. I have to go to work by taxi because my car _____ at the garage.

- A. will be repaired B. is repaired
C. is being repaired D. has been repaired

10. — Have you got any job offers?

— No. I _____.

- A. waited B. had been waiting
C. have waited D. am waiting

Key:

1. A 现在进行时表示按计划或安排将要发生的动作。如:

What are you doing next Sunday? 下星期天你打算干什么?

I am reading a paper tomorrow. 我明天要读一篇论文。

2. B 由 What's=What is 可知，现在出声音；进而知道“邻居们正在为一个晚会做准备”，所以用现在进行时。再说，已经准备好了或者将做准备，我们不可能听得到声音，问句也就不成立了，排除 A 和 D。

3. C 由 all the T-shirts are sold at half price 可知，这家商店还没有关闭，但准备将要关闭，所以选 C，用现在进行时表示最近的打算。

4. D 指赢大奖以来的, 近阶段正在发生的事, 用现在进行时。

5. A 在 I joined them 之前，就是“过去的过去”，要用过去完成时或过去完成进行时，排除选项 C 和 D；由 now 和“到目前还没有结果”可知，现在仍在进行这项工作，用现在进行时，排除选项 B。

6. C 由 Listen to...可知, 要用现在进行时。

7. B 由 **it won't take long** 可知即将做完了, 用现在进行时表示即将发生的事; 选项 D 表示“正打算做完”, 与句意不符。

8. B 用现在进行时表示马上就要发生的情况(主要表示按计划或安排要发生动作), 如:

I'm leaving tomorrow. 我明天走。

They're getting married next month. 他们下个月结婚。

9. C 由于我不得不坐出租车去上班,说明我的车还正在修理,故现在进行时的被动语态。
10. D 句首的 No 表明现在还没有找到工作,所以空格处应用现在进行时,表示现在还在等待 job offer。

Task 2 Fill in the blanks.

Study the following sentences and fill in blanks with the proper form of the word given in brackets.

- Teenagers _____ (damage) their health because they play computer games too much.
- What's that noise?—Oh, I forgot to tell you. The new machine (test).
- The church tower which _____ (restore) will be open to tourists soon. The work is almost finished.
- I'm not finished with my dinner yet.
—But our friends _____ (wait) for us.
- Joan, what _____ (hold) in your hand?
—Look! It's a birthday gift for my grandma.
- I'll go to the library as soon as I finish what I _____ (do).
- That piece of music sounds quite familiar. Who _____ (play) the piano upstairs?
- The ambulance _____ (carry) wounded people to the nearest hospital.
- Man _____ (fight) a battle against pollution.
- Competitors _____ (offer) lower price.

Key:

- are damaging 此处用现在进行时表示“损害健康”这一情况正在发生。
- is being tested 根据问句的意思可知,机器正在发生声音,故可推知“测试机器正在进行”,故用现在进行时态。
- is being restored 根据句中的...will be open to tourists soon (不久将对游客开放)以及 The work is almost finished (工程差不多快结束了)可知, the church tower 的修复工程还正在进行,故用现在进行时的被动语态。

4. **are waiting** 根据句首的 **but** 可知，选现在进行时比较符合语境。对话的意思是：“我还有没吃完饭。”“但是我们的朋友在等我们了。”
5. **are you holding** 由于答句中的 **look** 用的是祈使句，这说明手里说话者的手里正拿着东西，故空格处应用现在进行时。又如：**Women are fighting for their rights.** 妇女们正在为自身的权利而斗争。
6. **am doing** 句意是：我一完成我做的工作就去图书馆。由于“去图书馆”用的是一般将来时，说明要完成的工作是“现在”正在做的事情，故用现在进行时。又如：**He is studying architecture.** 他在学习建筑。
7. **is playing** 根据 **That piece of music sounds quite familiar**（那首音乐听起来很熟悉）可知，“演奏”正在进行，即应用现在进行时。又如：**She is learning to ride a bicycle.** 她在学骑自行车。
8. **is carrying** 句意是：救护车正在把受伤的人送到最近的医院。可知，“把受伤的人送到医院”正在进行，即应用现在进行时。
9. **is fighting** 句意是：人类正在同污染进行斗争。可知，“斗争”正在进行，即应用现在进行时。
10. **are offering** 句意是：竞争者正在报较低的价格。可知，“报价”正在进行，即应用现在进行时。

U N I T

04

Food

Section 1 Before-class Activities: Getting Things Ready

Activity 1. Practice the Words

Activity 2. Practice the Conversation

Section 2 In-class Activities: Things to Do

Activity 1. Speak Out

Activity 2. Listen Out

Activity 3. Read Up

Activity 4. Write Down

Section 3 After-class Activities: More Things to Do

Activity 1. Comparative Reading: Career Previewing

Activity 2. Window on Grammar

Section 1

Before-class Activities: Getting Things Ready

Activity ① Practice the Words

Task 1 Listen and match.

Key:

- | | | | | |
|-------|-------|------|------|-------|
| 1. f | 2. l | 3. e | 4. j | 5. a |
| 6. h | 7. i | 8. g | 9. c | 10. d |
| 11. k | 12. b | | | |

Task 2 Listen and write.

Listen and write down what you hear.

Scripts & Key:

- | | |
|--------------------|-------------------------|
| 1. knife and fork | 2. beef |
| 3. menu | 4. wine |
| 5. teapot and cups | 6. beef |
| 7. beverage | 8. bowls and chopsticks |
| 9. vegetable | 10. brandy |

2

Section 2

In-class Activities: Things to Do

Activity 1 Speak Out

Task 2 Follow the examples.

Listen and complete the dialogue by choosing the best answers. Then listen again and repeat.

Dialogue 1

(At a restaurant)

A: Good afternoon, Sir. Would you like something to drink?

B: Yes, I'd like a cup of black tea. Jerry, what would you like?

C: I'd prefer 1 a glass of wine.

A: Here is the menu. Do you want to order now?

B: Yes. I'd like spaghetti. It's my 2 all-time favorite.

C: The 3 smoked salmon set for me, please.

A: OK. Do you like to have a salad as well?

B: Oh, yes. What would you recommend?

A: I'd recommend the fruit salad. It's 4 today's special.

B: What do you think?

C: Yeah, why not? I know this restaurant serves very good fruit salad.

A: So you've ordered tea and wine, spaghetti, and salmon with fruit salads. Is that right?

B: That's right. Don't keep us waiting for too long, please.

A: Your drinks, salads and spaghetti will be ready 5 in no time, but the salmon set will take a little while.

Key:

1. a

2. b

3. e

4. d

5. c

Listen and supply the missing words. Then listen again and repeat.

Dialogue 2

A: Hi, Grace! Have you tried any Chinese food?

B: Hi, Wang Ning. Not yet. But I heard 1 Chinese food is very delicious.

A: Yes. There are eight major 2 cuisines in China.

B: That's interesting. So what are 3 the features of Chinese food?

A: Chinese food is well-known for its wonderful color, aroma, and taste.

B: Sounds so appealing! What's your recommendation?

A: Since you are in Guangzhou now, the Cantonese cuisine will be 4 the best choice.

B: Yeah, I think so.

A: I know a Cantonese restaurant. Its baked chicken in salt is so yummy.

B: Wow, I can't wait to try it now.

A: Besides, you can try the Sichuan cuisine in the restaurant just near your hotel. The hot pot there is nice and spicy. It's 5 my favorite.

B: I'll try that next time. Thank you for your recommendations!

A: My pleasure!

Key:

1. Chinese food
2. cuisines
3. the features
4. the best choice
5. my favorite

Task 4 Just do it: Make up your own dialogue.

Make up a similar dialogue with your partner and present it to the class. Use the following as clues.

Situation 1

Talk with your classmates about how to eat healthily.

For your reference:

1. How much do you weigh?

2. I think the best way is to keep a balanced diet and do exercises.
3. It's better for you to eat more vegetables than meat and eat food in low fat.
4. They are junk food.
5. Do you want to be a happier and healthier person?

Situation 2

You are in your friend's house, talking about what to eat for dinner.

For your reference:

1. I can cook beef.
2. But it sounds a little difficult to do.
3. Shall we prepare some vegetables?
4. Are you sure you can cook by yourself?
5. I will prepare a Mexican Spiced Tomato Soup to go with the fish.

Dialogues for the teacher's reference:

Situation 1

A: Ian, how much do you weigh?

B: About 100 kg.

A: Oh, you're overweight.

B: Will you tell me how to lose weight?

A: I think the best way is to keep a balanced diet and do exercises.

B: Do I have to eat no more meat?

A: No, but it's better for you to eat more vegetables than meat and eat food in low fat.

B: How about chocolates, hamburgers and milk shakes?

A: Oh, they are junk food.

B: I like them very much. You know they're very delicious.

A: Yes, I know. But do you want to be a happier and healthier person?

B: OK, thanks a lot. I will do what you say.

Situation 2

A: What shall we have for dinner?

B: What about fish? I know how to steam fish.

A: Great! But it sounds a little difficult to do.

B: A piece of cake for me.

A: Are you serious? Are you sure you can cook by yourself?

B: Just wait for ten minutes.

(*Ten minutes later*)

A: It smells wonderful.

B: Besides, it is also a healthy dish.

A: I have an idea. I will prepare a Mexican spiced tomato soup to go with the fish.

B: Great! Let's do it together.

Activity ② Listen Out

Task 2 *Listen and decide.*

Listen to five short conversations and tell whether the statements are true or false. Write T for true and F for false.

Scripts:

Conversation 1

A: Would you like something to drink, Sir?

B: Champagne, please.

A: And you, Miss?

B: Just mineral water for me, please.

Conversation 2

A: Who made this toast?

B: Shirley.

A: I can't wait to take a bite of it. I'm starving.

B: Me too. But we need to wait for her.

Conversation 3

A: How would you like the beef cooked?

B: Rare, please.

A: And what will your vegetables be, Sir?

B: Mushrooms and carrots, please.

Conversation 4

A: Do you like western food, Joe?

B: I prefer Chinese food.

A: Why?

B: I think it's just yummy.

Conversation 5

A: What's your special recipe, Jessica?

B: Mashed potato.

A: Where did you learn it?

B: I learned it from one of my roommates.

Key:

1. F 2. F 3. F 4. T 5. T

Task 3 Listen and respond.

Listen to the passage and fill in the missing words in the form.

Scripts:

Food plays a very important part in China's traditional festivals. People eat different foods on different festivals. People in northern China eat dumplings on lunar New Year's Eve to wish for good luck for the coming year. On the following Lantern Festival people all over China eat *yuanxiao* to hope for the fullness of life. Then comes the Dragon Boat Festival, when people eat zongzi in memory of the patriotic poet Qu Yuan. On Mid-Autumn Day, people eat moon cakes to express their wishes for family reunion.

Key:

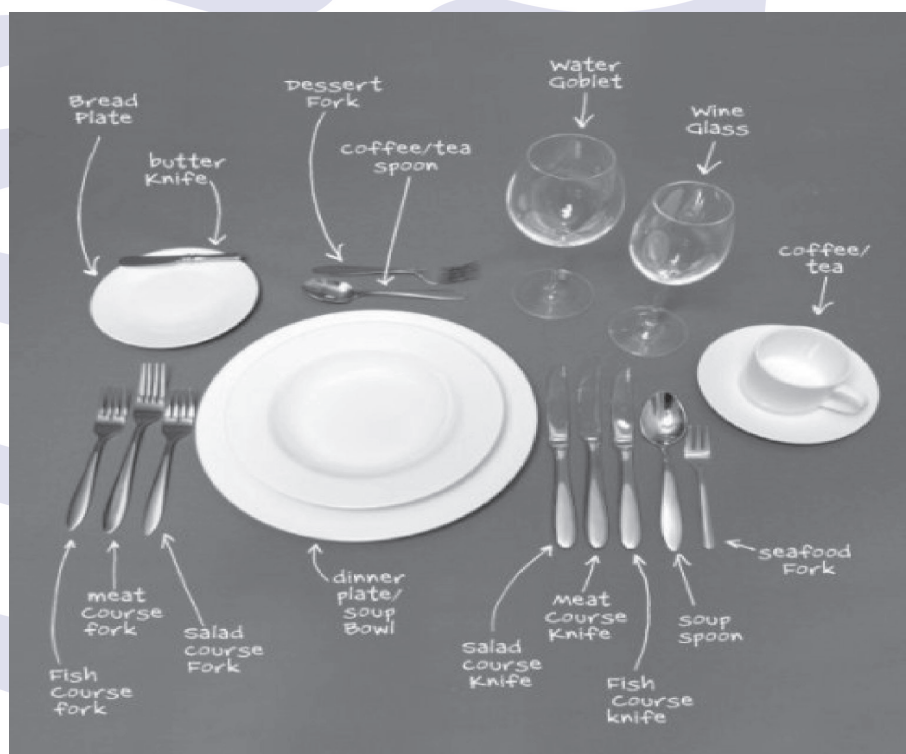
Festival	Food	Meaning
Lunar New Year's Eve	<i>dumplings</i>	<i>good luck</i>
Lantern festival	<i>yuanxiao</i>	<i>fullness</i>

Festival	Food	Meaning
Dragon Boat Festival	<i>zongzi</i>	<i>in memory of Qu Yuan</i>
Mid-Autumn Day	<i>moon cakes</i>	<i>reunion</i>

Activity ③ Read Up

Related Information

1. Some Names of Western-style Food Tableware



2. About the difference between Chinese Food and Western Food

Chinese food is different from Western food by the way we prepare food before cooking. Chinese cut the ingredients in bite size then stir fry or steam the ingredients in short time while Westerners cook the ingredients in big pieces and cut the food on their plates with knives and forks.

There are some ingredients or seasonings in Chinese cuisine which are

seldom used in Western cuisine, like e.g. jelly fish, sea cucumber, shark fins, fish maw, bird's nest, thousand year eggs, bean curd (tofu), oyster sauce, black bean sauce, salty shrimp paste, soy sauce, etc. On the other hand, in Western cuisine herbs like rosemary, dill, sage, oregano, thyme, tarragon etc. are added. You would normally not find these herbs in Chinese food. Chinese add ginger, spring onion, mint, coriander and white pepper. You can hardly find any traditional Chinese food that contains cheese, butter, cream or milk.

Secondly, the Chinese kitchen is a lot wilder than the Western.

It seems that the preparing of Western-style food is more peaceful: What you buy is only the fish lump where you can't distinguish anymore which kind of fish it is, even crab may have been already boiled, what you can do is to put them into the oven or the pan.

But if you take a look into a Chinese kitchen, it seems really wild. Chicken, duck and fish are cut in the kitchen. The kitchen is full of the glint of kitchen knives. Ha-ha! I feel it is like a battle field.

The tableware of Western-style food is knife and fork, the tableware of Chinese food is only two simple small bamboo sticks---Chopsticks. So, I think the tableware of Western-style food is wilder than the tableware of Chinese food.

Thirdly, the way that Chinese and people from occidental countries praise food is different

Chinese who are praising food will generally say: "Your dish is cooked excellently, it just tastes like in the restaurant"; but when Westerners praise food, they will say that it's just tasting like home-made food.

In fact, Chinese food and Western-style food have a lot of similar things, especially Italian food and Chinese food. Because Marco Polo took Chinese pie and noodles to Italy, the Pasta and Pizza appeared in Italy.

3. Proverbs

1. Eat to live, but do not live to eat. 吃饭是为了活着，但活着不是为了吃饭。
2. Big mouthfuls often choke. 贪多嚼不烂。
3. It's difficult to cater to all tastes. 众口难调。
4. Good wine sells itself. 酒香不怕巷子深（好酒自卖）。

5. One's meat is another one's poison. 甲之熊掌乙之砒霜。

Language Study:

1. **begin with:** to start at, open with 以 ... 开始; 从 ... 着手

For example:

His concert began with the National Anthem. 他的音乐会以国歌开始。

On Monday the negotiation process will begin with a draft resolution. 星期一, 谈判进程将以草案开始

2. **make noise:** 弄出响声, 制造噪音

For example:

They get together every Sunday and make noise for a couple of hours. 我们每周日聚会, 花上几个小时制造噪音。

Don't make any noise here. All the persons are studying. 滚开, 别在这儿制造噪音了。所有的人都在学习。

3. **when drinking the soup...:** participle used as adverbial 分词作状语

For example:

Not knowing his address, we couldn't get in touch with her. 因为我们不知道他的地址, 所以我们无法和他取得联系。

When eating fish, you need to use the fish knife and fork. 吃鱼时, 你需要用吃鱼专用刀叉。

4. **no matter:** 无论怎样

For example:

No matter how hard everyone tried to persuade him, he just wouldn't listen. 不管大家怎么劝说, 他高低不听。

No matter from which angle you look, the picture looks like a dancing dragon. 不管你从哪个角度看, 这幅画都像一条起舞的巨龙。

5. **include:** to have as a part 包括

For example:

Is service included in the bill? 账单里包括服务费吗?

Please include me in the list. 请把我加到名单里面。

6. **a variety of:** 各种各样的

For example:

The department store carries a variety of leather shoes. 这家百货商店经售各

种皮鞋。

Strong bones depend on a variety of diet and lifestyle factors. 强健的骨骼依赖于多种饮食和生活方式因素。

7. **It is polite to** cut a piece after you eat one.

It is ... to do ...: This sentence pattern is often used to express one's opinion or to make a suggestion.

For example:

It is not polite to eat with your mouth full. 吃东西时把嘴塞满是不礼貌的。

It is actually easy to study English well if you want to. 如果你想学好英语，英语就很容易学好。

8. **be made of:** 由 制造

For example:

"It appears to be made of cotton," the Man said. “看起来好像是棉花做的，”男人说。

This salad is special and made of rose pedal. 这道沙拉很特别是玫瑰花瓣制作的。

9. **in hand:** 在手里

For example:

He walked to the nearest supermarket, cash in hand. 他手里拿着钱，朝最近的超市走去。

But the matter in hand is not this one at this moment. 不过现在手头上的事情还不是这个。

10. **while:** whereas; when 然而；当

For example:

Their country has plenty of oil, while ours has none. 他们的国家有大量的石油，然而我们国家没有。

They arrived while we were having dinner. 他们到的时候我们正在吃晚饭。

Task 2 Read and think.

Chinese Translation

西餐上菜顺序

西餐往往以开胃品或者一份汤开始。人们在喝汤的时候是不发出声音的，右手边那个最大的勺子就是汤勺。第二道菜通常是海鲜，在吃鱼的时候，不管是整

条鱼还是鱼块，都要使用吃鱼专用的刀叉。

然后是主菜，主菜往往是各种肉类包括牛肉，牛排和烤鸡等等。人们自己可以决定牛肉或鸡肉类是几成熟。不要把所有的肉都切成小块，礼貌的做法是吃一块切一块。不要用刀尖插着肉来吃，要用叉子。

主菜之后是沙拉，沙拉大多是由蔬菜包括生菜，番茄和黄瓜等，配着各种酱汁来吃。如果有沙拉叉子，就用沙拉叉子，如果没有，就用主菜叉。

最后上的是甜品，通常和咖啡或者茶一起上，喝咖啡和茶的时候，端起来放在手里喝，小勺可以放在杯子里，也可以放在咖啡盘里。蛋糕要用甜品叉子，而要用甜品勺吃布丁和冰激凌。

Task 3 Read and judge.

Tell whether the following statements are true or false. Write T for True and F for False.

Key:

1. T 2. F 3. T 4. F 5. T

Task 4 Read and match.

Match column A with column B.

Key:

1. d 2. g 3. h 4. e 5. c
6. a 7. b 8. f

Task 5 Read and complete.

Fill in the blanks with the right words or phrases. Change the form where necessary.

Key:

1. in hand 2. decided 3. such as
4. a variety of 5. while 6. was made of

Activity ④ Write Down

Task 2 Follow the example.

Study the following model for writing an email.

Sample for the teacher's reference:

收件人	199910428@oamail.gdufs.edu.cn
添加抄送 - 添加密送 分别发送	
主题	recent life of college
添附件 超大附件 照片 文档 截屏 表情 音乐 格式	
正文	<p>Dear Jason,</p> <p>How is your first month in your college?</p> <p>You know what, I don't quite like the food on our campus. Some of them taste pretty awful. What's more, I think most of them are junk food. And I worried about the calorie.</p> <p>Our college is in the suburbs. I have no more choices. It's painful.</p> <p>Best wishes,</p> <p>Jane</p>

Task 3 Start to write.

Complete the following email with the given information.

Key:

- | | |
|--------------------------------------|-------------------------|
| 1. Chinese Lunar New Year | 2. preparing a new dish |
| 3. a dessert | 4. good for your health |
| 5. waiting for you to come and taste | |

Sample for the teacher's reference:

From: 282859165@qq.com

To: 597658714@qq.com

Subject: Eating habits of college students

Dear Mr. Chen,

There are the reasons that college students have these bad 1 eating habits (饮食习惯). One of them is a lack of money. College is expensive and students often don't have a lot of money left to live. Many 2 energy-dense foods (高能量食物) are the least expensive. A lack of time also makes it difficult for college students

to eat 3 healthy food (健康食物). Then there are the college cafeterias. Many of these are of the 4 buffet (自助式餐厅) variety, where students can eat whatever they like and eat as much as they want, leading to 5 overeating (饮食过量).

Best wishes,

Mandy

Manager

Key:

1. eating habits
2. energy-dense foods
3. healthy food
4. buffet
5. overeating

Task 4 Write more.

Write an email according to the following situation.

Key:

From: peterwang@126.com

To: andywilson@yahoo.com.cn

Subject: To be Judge of the opening celebration

Dear Mr. Wilson,

It's my honor to inform you that the opening celebration of Grand Garden Inn will be held in Huaihai Road, Shanghai from 3rd to 6th November, 2013. This Inn will mainly serve western food. During the celebration, we arranged a contest. Chefs from several countries will perform. And you are invited to be one of the judges.

We would be grateful if you can come.

Yours sincerely,
Peter Wang
Manager of Grand Garden Inn

More samples for the teacher's reference:

Sample 1

Suppose your English teacher asked you to write an email titled "The Importance of Food". Send it to Jackywang123@qq.com after you finish.

Key:

From: Glorialove@126.com

To: Jackywang123@qq.com

Subject: The Importance of Food

Food is important to health at all stages of life. Healthy diets help children grow develop and do well in school. They enable people of all ages to work effectively and feel their best. Healthy food also can help to reduce the risk diseases, such as heart disease, certain cancers, and diabetes. Foods contain nutrients. These nutrients are essential because the body can't make them and must get them from food.

Yours sincerely,
Gloria

3

Section 3

After-class Activities: More Things to Do

Activity ① Comparative Reading: Career Previewing

Read the passage in both English and Chinese and answer the questions.

Group Discussion:

1. What should we do when we drink something at a western table?

Drink only when there is no food in your mouth. Be sure your lips are not greasy when you drink from your glass.

2. What's the seating plan at a western food table?

The host and hostess often sit at opposite ends of the table. People sitting on the right are the ones who should be honored. On the right side of the host is the first female guest of honor, on the left is the second. On the right side of the hostess is the first male guest of honor, on the left is the second.

Activity ② Window on Grammar

Task 1 Translate the sentences.

Study the following English sentences and translate the Chinese sentences into English.

Key:

1. He had a meeting yesterday afternoon.
2. We didn't play basketball because it rained.
3. She was a middle school student at that time.
4. Did they leave at 3:00?
5. When they were in Beijing, they often walked to the Tian An Men Square.

Task 2 Change sentence forms.

Put the following sentences into the interrogative (疑问的) and negative (否定的) forms after the model.

Key:

1. The meeting didn't begin at 2:30.
Did the meeting begin at 2:30?
2. It didn't rain when we started off.
Did it rain when you started off?
3. Tom didn't help his sister with her homework.
Did Tom help his sister with her homework?
4. They didn't build the bridge in 1998.
Did they build the bridge in 1998?
5. He wasn't here a moment ago.
Was he here a moment ago?

More explanations for the teacher's reference:

一、一般过去时的定义

一般过去时表示过去某一时候或某一段时间所发生了的事情或存在的状态。

常与过去时间 yesterday, this morning, just now, a moment ago, in May, last night / year / week, once upon a time, the other day, in the past 等连用。如:

What did you do yesterday? 昨天你干了什么?

I met Lin Tao this morning. 今天上午我会到了林涛。

I was there a moment ago. 刚才我在那儿。

二、一般过去时的应用

1. 一般过去时表示过去

(1) 表示过去发生的动作或存在的状态:

He bought the computer five years ago. 这电脑是他五年前买的。

It was then a small fishing village. 那时它只是一个小渔村。

(2) 表示过去经常性或习惯性的动作:

We often played together when we were children. 我们小时候常在一起玩。

注: 表示过去习惯性的动词, 也可用 used to 或 would:

He used to go to work by bus. 他过去常乘公共汽车去上班。

2. 一般过去时表示现在

(1) 在宾语从句中，由于时态呼应的关系，可用一般过去时表示现在：

I didn't know you were here. 我不知道你在这儿。(were 实际上指现在)

I didn't know you were so busy. 我没想到你这么忙。(were 实际上指现在)

(2) 表示客气委婉的现在

I wondered if you were free this evening. 不知您今晚是否有空。

I thought you might like some flowers. 我想您也许想要些花。

注：能这样有的动词主要限于 **want, wonder, think, hope, intend** 等少数动词。

(3) 用于某些特殊结构中表示现在

It's time we started. 我们该动身了。

I wish I knew his name. 要是我知道他的名字就好了。

I'd rather you lived closer to us. 我希望你能住得离我们近点。

注：该用法主要用于 **it's time, I wish, I'd rather, if only, as if, as though** 等少数结构后接从句的情形，其中有些结构后面的句子还可用一般过去时表示将来：

I'd rather you come next Monday. 我宁愿你下星期一来。

另外表主观想法的虚拟条件句也用一般过去时表示现在：

If I had the money now I'd buy a car. 假若我现在有钱，我就买辆小汽车。(from www.yygrammar.com)

三、一般过去时对谓语动词的要求

一般过去时的谓语动词要用动词的过去式。动词过去式的构成分规则变化和不规则变化两种形式，不规则变化通常需要逐个记忆，规则变化则遵循以下原则：

(1) 一般在动词后加 **-ed**。如：**play—played, offer—offered, weigh—weighed, destroy—destroyed, sign—signed.**

(2) 在以字母 **e** 结尾的动词后，只加 **-d**。如：**like—liked, provide—provided, hate—hated, date—dated.**

(3) 在以“辅音字母 + **y**”结尾的动词后，则改 **y** 为 **i**，再加 **-ed**。如：**supply—supplied, fly—flew, study—studied.** (from www.yygrammar.com)

(4) 在以单短元音的重读闭音节结尾且，末尾只有一个辅音字母的动词后，双写最后一个辅音字母，再加 **-ed**。如：**plan—planned, refer—referred, regret—regretted, ban—banned.**

四、特别说明

有些动词的过去时，如：expect, hope, intend, plan, wanted 等一般过去时，后接不定式的完成时；或它们的过去完成时接不定式的一般式，都可表示过去未曾实现的意图、打算或希望。如：

I hoped to have been invited to his wedding party. —I had hoped to be invited to his wedding ceremony. 我本希望他来邀请我参加他的婚礼。

I intended to have joined their games. —I had intended to join their games. 我本打算参加他们的比赛。

More exercises:

Task 1 Choose the best answer.

Study the following sentences and choose the best answer for each blank.

- Helen _____ her keys in the office so she had to wait until her husband _____ home.
A. has left; comes B. left; had come
C. had left; came D. had left; would come
- Nancy is not coming tonight.
— But she _____!
A. promises B. promised
C. will promise D. had promised
- You haven't said a word about my new coat, Brenda. Do you like it?
— I'm sorry I _____ anything about it sooner. I certainly think it's pretty on you.
A. wasn't saying B. don't say
C. won't say D. didn't say
- All morning as she waited for the medical report from the doctor, her nervousness _____.
A. has grown B. is growing
C. grew D. had grown
- I thought Jim would say something about his school report, but he _____ it.
A. doesn't mention B. hadn't mentioned
C. didn't mention D. hasn't mentioned

6. I _____ while reading the English textbook. Luckily, my roommate woke me up in time!
- A. had fallen asleep B. have fallen asleep
C. fell asleep D. fall asleep
7. Sales of CDs have greatly increased since the early 1990s, when people _____ to enjoy the advantages of this new technology.
- A. begin B. began
C. have begun D. had begun
8. — I hear Jane has gone to the Holy Island for her holiday.
— Oh, how nice! Do you know when she _____?
- A. was leaving B. had left
C. has left D. left
9. I _____ you not to move my dictionary—now I can't find it.
- A. asked B. ask
C. was asking D. had asked
10. The teacher, with 6 girls and 8 boys of her class, _____ visiting a museum when the earthquake struck.
- A. was B. were
C. had been D. would be

Key:

1. C leave 应发生在 **had to wait** 这个过去动作之前, “过去的过去”用过去完成时; 后一空用一般过去时表示过去将来。
2. B “但她曾经答应要来的”, 过去的许诺, 故用一般过去时。
3. D 用一般过去时, 指“我刚才没急于说”。
4. C 紧张伴随等的过程而产生, 应同时发生, **waited** 是一般过去时, **grow** 也用一般过去时。
5. C 只描述过去所发生的情况, 但没有强调对现在的影响, 用一般过去时。
6. C 描写过去发生的情况用一般过去时。
7. B **when** 引导的是一个非限制性定语从句, **when** 指 20 世纪 90 年代初, 当然用一般过去时。
8. D 因为 **Jane** 已经度假去了, “离开”此地就当然是在此之前的过去某个时间了, 所以用一般过去时, 选 D。另外, **when** 通常都不与完成时连用, 排

除 B 和 C, A 也与语境不符。

9. A 由 now 可知前句的意思是: 我曾经叫你不要搬动我的词典的 (你偏不听)。
“叫”是在过去发生的动作, 用一般过去时。
10. A 由 when the earthquake struck 可知, 要用一般过去时, 排除 C 和 D; 又因为主语是单数 the teacher, 所以只有 A 正确。

Task 2 Fill in the blanks.

Study the following sentences and fill in the blanks with the proper form of the word given in brackets.

- The discussion _____ (come) alive when an interesting topic was brought in.
- She _____ (change) her hairstyle in her hometown before she came to Chongqing for a better job.
- What we used to think _____ (be) impossible now does seem possible.
- It is said that the early European playing-cards _____ (design) for entertainment and education.
- I _____ (live) in London for many years, but I've never regretted my final decision to move back to China. (www.cpsenglish.com)
- Eliza remembers everything exactly as if _____ (happen) yesterday.
- I _____ (go) along the street looking for a place to park when the accident _____ (occur).
- My cousin went to Canada two years ago. He _____ (work) there for a few months and then went to America.
- As the years passed, many occasions—birthdays, awards, graduations — (mark) with Dad's flowers.
- Ouch! You hurt me!
— I am sorry. But I _____ (mean) any harm. I _____ (try) to drive a rat out.

Key:

- came 由 when...was brought in 可知, come 也是过去发生的事, 用一般过去时。句意是: 当引入一个有趣的话题时, 那场讨论又变得活跃起来。
- changed 由 came 可知, 她已来重庆了, 而改变发型是在来重庆之前, 即过

去的过去，按理要用过去完成时，但 **before** 已经表明紧接着发生的先后两个动作，所以也可用一般过去时。

3. **was** 根据句中的 **used to** 可知，空格处应填一般过去时。句意为：我们过去认为不可能的现在都似乎有可能成为现实。

4. **were designed** 解答此题的关键是要抓住 **early** 这一形容词。**early European playing-cards** 的意思是“早期欧洲人玩的扑克牌”，既然是“早期”，肯定就是过去的事了，所以用一般过去时。

5. **lived** 句中 **but** 后的句子告诉我们，说话者现在已搬回了上海，所以他住在伦敦应属于过去的事情，故应用一般过去时。

6. **happened** 根据句中的 **yesterday** 可知，要用一般过去时。

7. **was going; occurred** 第一空用过去进行时，表示过去正在发生的情况；第二空用一般过去时，表示过去突然发生的一件事。

8. **worked** 注意句中的三个动作：去加拿大→在那儿住了几年→然后去了美国。由于前后两个动作作用的都是一般过去时，显然中间的“在那儿住了几年”应用一般过去时。

9. **were marked** 由于句中增加了插入成分 **birthdays, awards, graduations**，使得句子的主语与谓语 **were marked** 分离，从而增加了考生对句子理解的难度。根据句意，空格处应填被动语态；再根据句中的 **passed** 的时态特点可知，空格处也应用一般过去时。

10. **didn't mean; was trying** 对于刚刚发生的情况，要用一般过去时或过去进行时。答语的意思是：对不起。但我不是有意要弄伤你，我是在把一只老鼠赶出去。

U N I T

05

House and Home

Section 1

Before-class Activities: Getting Things Ready

Activity 1. Practice the Words

Activity 2. Practice the Conversation

Section 2

In-class Activities: Things to Do

Activity 1. Speak Out

Activity 2. Listen Out

Activity 3. Read Up

Activity 4. Write Down

Section 3

After-class Activities: More Things to Do

Activity 1. Comparative Reading: Career Previewing

Activity 2. Window on Grammar

Section 1

Before-class Activities: Getting Things Ready

Activity ① Practice the Words

Task 1 *Listen and match.*

Listen and match the words with the pictures. Then listen again and repeat.

Key:

- | | | | | |
|-------|-------|------|------|-------|
| 1. h | 2. a | 3. i | 4. j | 5. l |
| 6. k | 7. g | 8. c | 9. f | 10. b |
| 11. e | 12. d | | | |

Task 2 *Listen and write.*

Listen and write down what you hear.

Scripts & Key:

- | | | | |
|-------------|-------------|------------|----------------|
| 1. garden | 2. window | 3. bedroom | 4. living room |
| 5. bathroom | 6. study | 7. garage | 8. stairs |
| 9. balcony | 10. kitchen | | |

2

Section 2

In-class Activities: Things to Do

Activity ① Speak Out

Task 2 *Follow the examples.*

Listen and complete the dialogue by choosing the best answers. Then listen again and repeat.

Dialogue ①

(At your friends' housewarming party)

A: Hi, Chris. Long time no see! Where do you live now?

B: I live with my parents in London.

A: Oh, how many brothers do you have?

B: I have three brothers, but no sisters. Two of them are older and one is younger. And you?

A: I'm married now and I live with my husband and son in Manchester.

B: How old is your son?

A: He's just five. He now goes to school, so I work part-time and then look after him when he's finished school.

B: You must be really busy then?

A: Yes, far too busy! What do you do for a living?

B: I also work part-time and then help out with the housework at home.

A: Well, it's nice to see you. I'll catch you later.

B: See you.

Key:

1. b

2. a

3. d

4. c

5. e

Listen and supply the missing words. Then listen again and repeat.

Dialogue 2

(Renting an apartment)

A: Good morning! This is the Happiness Real Estate Agency. Can I help you?

B: Hello! Do you have a one-bedroom apartment for rent?

A: Yes, we do. Do you need one with a separate kitchen or just a cooking area in the living room?

B: Well, we'd prefer one with a separate kitchen, the necessary furniture and electrical appliances.

A: No problem, but the rent is a little higher.

B: How much is the rent?

A: 2000 *yuan* per month. And you need to pay two months' rent as a deposit.

B: And how much is the commission?

A: We take half a month's rent as our commission.

B: Can you give us a discount? We are both students.

A: I'm sorry I can't. Do you want to see it?

B: Sure. How about tomorrow morning, at 10:00?

A: OK, see you then.

Key:

1. one-bedroom apartment
2. separate kitchen
3. How much
4. as a deposit
5. give us a discount

Task 3 Have a try: Role-play the dialogues.

Work in pairs or groups. Each plays a part. Read the dialogues loudly until you can learn them by heart. Then act them out.

Task 4 Just do it: Make up your own dialogue.

Make up a similar dialogue with your partner and present it to the class. Use the following as clues.

Situation 1

You want to rent an apartment. You are inquiring a real estate agency (房地产代理) about the information of the apartment.

For your reference:

1. Is the apartment available?
2. It is a one-bedroom apartment.
3. How much is the rent?
4. The rent is...per month.
5. Can I come and see the apartment?

Situation 2

Talk about your home with one of your classmates.

For your reference:

1. Our new apartment is rather nice.
2. I like it because ...
3. How many rooms has it got?
4. There are three bedrooms, a large living-room, a kitchen and 2 bathrooms.
5. How much is this apartment worth?

Dialogues for the teacher's reference:**Situation 1**

A: Hello, this is 88935161.

B: Yes, I'm calling about the ad for the one-bedroom apartment. Is it still available?

A: Yes, it's still available.

B: How much is the rent?

A: 1200 *yuan* per month. And you need to pay three months' rent as a deposit.

B: It seems to be close to the bus stop, doesn't it?

A: Yes, and the subway station is only two blocks away.

B: Can I come over and take a look at the apartment?

A: Sure. Do you know how to get there?

B: Yes, I'll be there in about half an hour.

Situation 2

A: Well, your new apartment is rather nice.

A: I like it because it is so convenient, only 15 minutes' walk to the city center.

B: It certainly is. How many rooms has it got?

A: There are three bedrooms, a large living-room, a kitchen and 2 bathrooms.

B: How much is this apartment worth?

A: It's 800 thousand yuan.

B: That's expensive indeed.

Activity ② Listen Out

Task 2 Listen and decide.

Listen to five short conversations and tell whether the statements are true or false. Write T for true and F for false.

Scripts:

Conversation 1

A: It's very hot in here.

B: Well, the problem is that the air-conditioning isn't good enough.

A: I guess so. May I use the bathroom?

B: Sure.

Conversation 2

A: I'd like to show you my new house, Tom.

B: Thanks, Mandy. It'll be wonderful if it's not too much trouble.

A: Not at all. Come this way.

B: Oh, it's so beautiful!

Conversation 3

A: Tracy, what a nice apartment!

B: Yes, I like it very much.

A: It's so convenient, isn't it?

B: Yes, it's near my company.

Conversation 4

A: Jack, how many rooms does your apartment have?

B: Three.

A: How are you going to decorate your apartment?

B: My wife would like to make that decision.

Conversation 5

A: Lucy, your house is very beautiful!

B: Thank you. All the furniture is bought online.

A: Oh really? You must have saved much money.

B: It's a good bargain.

Key:

1. F 2. F 3. T 4. F 5. T

Task 3 Listen and respond.

Listen to the passage and tick (✓) in the right box.

Scripts:

I'm going to move in a one-bedroom apartment. There is a well-furnished kitchen where I can enjoy cooking. A comfortable sofa and a round table are in the living room. Since there is no study, my bookshelves and desk have to be put in the living room. I want to have an armchair in my big balcony so that I can enjoy the sunshine in the morning. Keeping some green plants in the bathroom will be a good idea.

Key:

My New Apartment

bedroom	kitchen	living room	study	basement	balcony	bathroom
✓	✓	✓			✓	✓

Activity ③ Read Up

Related Information

1. The main types of houses in England

England has many types of homes. In the large cities, people often live in apartments, which are called flats. In most towns, there are streets of houses joined together in long rows. They are called terraced houses.

The main types of houses in England are:

- Detached (a house not joined to another house)
- Semi-detached (two houses joined together)
- Terrace (several houses joined together)
- Flats (apartments)



2. Proverbs

There is no place like home. 没有什么地方能像家里一样。

Better at home than a mile away from it. 在家万般好，出门时时难。

Every one seeks his own house. 家是自己的好。

East or west, home is the best. 金窝银窝，不如自家的狗窝。

Language Study

1. **live in:** to inhabit 住在

For example:

He finds country life preferable to that of living in the city. 他感到在乡村生活比在城市更好。

He lived in the house all through his life. 他毕生都是住那栋房子。

2. **traditional:** following older methods and ideas rather than modern or different ones 传统的

For example:

It's a garden in the traditional Victorian style. 这是一个传统的维多利亚风格的花园。

She preferred the traditional teaching methods. 她更喜欢传统的教学方法。

3. **typical:** having the distinctive qualities of a particular type 典型的，有代表性的

For example:

We had some typical Chinese food. 我们点了一些最具中国代表性的食物。

The picture is typical of its kind. 这幅画是这类绘画中的代表。

4. **welcome:** to receive someone, as into one's house 欢迎；迎接

For example:

She welcomed us warmly in the reception room. 她在会客室里热情地接待了我们。

When the soldier arrived home, all the villagers came out and welcomed him. 那位士兵回到家时，村民们纷纷出来迎接他。

5. **recreation:** a form of amusement and enjoyment; way of spending free time 休闲；娱乐

For example:

Some films combine education with recreation. 有些影片把教育同娱乐融合在一起。

Our city needs more facilities for recreation. 我们城市需要更多的娱乐设施。

6. **step into:** to walk into 走进；踏入

For example:

Step in to the house while you're waiting. 你既然在等候，那就请进屋去吧。

She stepped into the room and sat down in a sofa. 她走进屋子在沙发上坐下。

7. **nearby**: not far away 在附近

For example:

His brothers were married and settled down nearby. 他的兄弟们都结婚了，住在附近。

I wonder if there is a convenience store nearby. 不知道这附近有没有便利商店？

8. **wing**: part of building that projects from the main part 侧厅；耳房

For example:

The house was enlarged with a new wing. 增建的厢房使房屋扩大了。

What are exhibited in the west wing of the gallery? 美术馆的西厅展出什么？

9. **smell**: to give out a smell 散发气味

For example:

The flowers smell sweet. 花朵散发芳香。

The cat smelt of fish. 猫身上有鱼味。

10. **remind**: to tell or cause sb. to remember a fact, or to do sth. 使想起

For example:

If my father forgets it, I hope you would remind him. 如果我父亲忘了的话，希望你能提醒他一下。

This reminds me of what we did together during our holidays. 这使我想起我们在假日里一起做的事

11. **such as**: for example 例如

For example:

We have different pies, such as apple, cherry, and strawberry pies. 我们有不同的派，例如苹果、樱桃和草莓派。

I know many of them, such as John, Peter, and Tom. 我认识他们当中的很多人，例如约翰、彼得和汤姆。

Task 2 Read and think.

Chinese Translation

我的家

我生活在北方一个小城镇的幸福家庭里，家里有7口人：爷爷奶奶，爸爸妈妈，我，还有两个小妹妹。和大多数的农村传统家庭一样，我们全家住在一起。

我的家是一栋砖木结构的两层小楼，有一个典型的北方农村小院。一楼是客厅、餐厅和厨房，所有的卧室都在二楼。

中间的大堂是客厅，是接待客人以及家人平时娱乐休闲的地方。走入客厅，映入眼帘的是客厅中间的火炉。冬天我们全家经常围着火炉一起聊家常，家里的小狗常常躺在旁边打盹。

院子的东边是厨房，它是奶奶的“工作场所”。奶奶喜欢给全家人做饭，而我们也都喜欢奶奶做的饭菜。厨房里总是弥漫着一股辣椒的味道，这种味道让我想起奶奶的家乡——四川。

院子是小孩们嬉戏的乐园，每天放学后我们都会在院子里和小狗玩耍，一起玩像躲迷藏之类的游戏。

这就是我的家，可以说说你的家吗？

Task 3 Read and judge.

Tell whether the following statements are true or false. Write T for True and F for False.

Key:

1. T 2. T 3. F 4. F 5. T

Task 4 Read and match.

Match column A with column B.

Key:

1. b 2. d 3. e 4. f 5. h
6. a 7. c 8. g

Task 5 Read and complete.

Fill in the blanks with the right words or phrases. Change the form where necessary.

Key:

1. reminds...of 2. play with
3. Every time 4. such as
5. is typical of 6. smells of

Activity ④ Write Down

Task 2 Follow the example.

Study the following model for writing a rental advertisement.

Sample 1

To Let

Cheung Sha Wan, New Kowloon.

HK\$40,000/month.

3 bedrooms and 1 bathroom. Fully furnished apartment, ocean view.

Call John 5555-1234

Sample 2

To Rent

Baiyun District, Guangzhou.

¥3,800/month.

3 bedrooms and 2 bathrooms. Furnitures and electrical appliances provided.

Call Li Bai 020-66666666

Task 3 Start to write.

Complete the following poster with the given information.

Key:

- | | |
|----------------------------|----------------------------------|
| 1. To Let | 2. ¥1200/month |
| 3. 3 bedrooms, 2 bathrooms | 4. 2 months' rent as the deposit |
| 5. No Pets. | |

More samples for the teacher's reference:

Sample 1

1. _____ (出租)

Futian District, Shenzhen. 2. _____ (月租金 2800 元). 3. _____ (两房一厅). 4. _____ (3 个月押金). 5. _____ (可以养宠物). If you are interested, call Wang Jie at 8321 6968.

Key:

1. To Let
2. ¥2800/month
3. 2 bedrooms with a living room
4. 3 months' rent as the deposit
5. Pets allow

Sample 2

1_____ (别墅出租)
Futian District, Shenzhen. 2_____ (月租金 20,500 元) . 4 bedrooms
with large living and dining areas, 3_____ (带独立花园) . 4_____
(半年押金) . 5_____ (不可以抽烟) . If you like it, call Wang Jie at 8321
6968.

Key:

1. House for Rent
2. ¥20,500/month
3. private garden
4. 6 months' rent as the deposit
5. No smoking

Task 4 Write more.

Fill out the following form with the information about the kind of house you want to rent.

Key:

To Rent
Address: B-602, Chengxing, Tianhe District, Guangzhou
Bedroom(s): 2
Monthly rental rate: ¥1500
Contact Information: 020-88776531

More samples for the teacher's reference:

Sample 1

	To Rent
District: City of Westminster/London	
Bedroom(s): 2	
Weekly rental rate: £ 320	
Contact Information: 07419212876	

Sample 2

	To Rent
Location: Liverpool Street/London	
Furniture: Furniture and electrical appliances provided	
Weekly rental rate: £ 170	
Contact Information: 07419315886	

3

Section 3

After-class Activities: More Things to Do

Activity ① Comparative Reading: Career Previewing

Read the passage in both English and Chinese and answer the questions.

Group Discussion:

1. What do you think of American houses?

American houses usually have private kitchens, a living room and sometimes separate areas for eating and watching television. A house usually has its own mailbox, a yard with plants or perhaps a lawn, and a place to store garbage out of sight.

2. What's your dream house like?

I'm now living in a small house with my parents. Life for us is hard but happy. I must study hard so that I can buy a big new house some day. I call it a dream house. It has three floors with five bedrooms, three bathrooms, two big dining rooms and two living rooms. When my friends come to visit me, I will have enough bedrooms for them. We'll have a good time. Besides that, we will have a swimming pool behind the house and a garden in front of the house. In the morning, my parents can do some exercise in the garden. The air must be very fresh. When we feel tired, we can have a swim in the swimming pool. Life will be easy for us. I'll study harder than before so that the dream can come true.

Activity ② Window on Grammar

Task 1 *Translate the sentences.*

Study the following English sentences and translate the Chinese sentences into English.

Key:

1. I'm delighted that you have recovered from your bad cold.
2. He has worked in this company for five years.
3. We haven't received any news from him.
4. They will pay you as soon as they have received your goods.
5. It is the best film I've ever seen.

Task 2 *Correct mistakes.*

Correct the errors in the following sentences.

Key:

1. has—has been

2. since five years—for five years/since five years ago
3. ever wrote—has ever written
4. has been—was
5. haven't had—didn't have
last week—recently

More explanations for the teacher's reference:

一、如何理解现在完成时

现在完成时是英语中一个很重要的时态，也是很容易弄错的一个时态。首先，我们来看看“现在完成时”该如何理解。你可能会根据字面意思将其理解为：现在完成时就是表示现在已经完成的动作。但是，这样的理解是很不全面的理解，甚至是很危险的！因为这样的理解将来误导你混淆现在完成时与一般过去的区别。

现在完成时有两个主要用法：一是已完成用法，也叫影响性用法。该用法的现在完成时表示一个过去发生的动作在过去已经完成，并且这个过去发生并完成的动作对现在有影响或结果，同时说话强调的或感兴趣的就是这个影响或结果，如汉语说“他已离开这个城市了”，其中的“离开”肯定发生了，它对现在的影响或结果就是“他现在已不在这个城市了”；又如汉语说“有人把窗户打破了”，显然“打破窗户”这一动作发生在过去，并且在过去已经完成了，但说话人强调的重点是打破窗户对现在的影响——窗户现在仍是破的。

现在完成时的另一个用法叫未完成用法，也叫持续性用法。该用法的现在完成时表示一个过去发生的动作或开始的状语在过去并未完成或结束，而是一直持续到现在，并且有可能继续下去（也可能到此结束），如汉语说“他在我们教书已有 30 年了”，显然“他在我们学校教书”是从 30 年前开始，并且一直教到现在，已经持续了 30 年；又如汉语说“自上个星期以来他一直很忙”，显然“忙”是从上个星期开始的，并且这一“忙”就一直忙到现在。

二、现在完成时构成与用法

现在完成时由“have / has + 过去分词”构成。如：He has seen the film several times. 这部电影他已看了好几次。I have known her for a long time. 我认识她很长时间了。

句中的 has seen 和 have known 均为现在完成时，第一句属影响性用法，其影响是“他对电影内容非常熟悉了”；第二句属持续性用法，指“认识她”已持续了很长一段时间。

三、现在完成时实例分析

1. 影响性用法实例分析

I have lost my pen. 我把钢笔丢了。

根据句意可知,“丢钢笔”这个动作发生在过去,同时也在过去已经完成,但这个过去发生和完成的动作对现在有影响——我现在无钢笔用,或我得去买支新的。

We have finished the work. 我们已把工作干完了。

显然“完成工作”这个动作发生在过去,同时也在过去已经完成,但这个过去发生和完成的动作对现在有影响——我们可以休息了,或可以回家了,或可以做别的事了。

2. 持续性用法实例分析

I've waited a week for your answer. 等你的答复我已等了一个星期。

根据句意可知,“等”这个动作发生在过去,但它在过去并没有完成,而是一直等到现在,已持续了一个星期。

We have lived here quite a number of years. 我们在这里住了很多年了。

根据句意可知,“住在这儿”是从过去开始的,但它在过去并没有完成,而是一直等到现在,已持续了好几年。

四、现在完成时与一般过去时的区别

对于过去发生并已完成的动作,不管你是用一般过去时还是用过去完成时,它对现在都是有影响的,它们的不同之处在于,说话者是否强调这个影响——如果强调对现在的影响,就用现在完成时;如果不强调对现在的影响,而是强调动作发生的过去时间,就用一般过去时。体会下面的句子:**I've washed the car.** 我已经洗过车了。**I washed the car.** 我洗了车子。

第一句用的是现在完成时,它强调的是洗车对现在的影响——车现在是干净的;第二句用的是过去完成时,它不强调洗车对现在的影响,只表明车在过去洗过,至于它现在是否干净说话人并不关心。

The lift has broken down. 电梯坏了。**The lift broke down.** 电梯坏了。第一句用的是现在完成时,它强调的是电梯坏对现在的影响——我们不得不走楼梯,或我们得请人来修电梯;第二句用的是过去完成时,它不强调电梯坏对现在的影响,只表明电梯在过去曾经坏过,至于它现在是否能用说话人并不关心。

Tom has had a bad car crash. 汤姆发生了严重的车祸。(他可能仍在住院。)

Tom had a bad crash. 汤姆发生过严重车祸。(他现在很可能已经出院了。)

第一句用的是现在完成时，它强调的是出车祸对现在的影响——汤姆可能现在仍在住院；第二句用的是一般过去时，它不强调出车祸对现在的影响，只表明汤姆在过去曾经出过车祸，至于他现在是否已经出院之类的相关说话人并不关心。

五、现在完成时与现在进行时的区别

现在完成时强调动作持续到现在或刚结束；而现在进行时只强调目前的状态。如：

They have talked for about two hours. 他们谈了大约两个小时。（强调动作的持续）

They are talking. 他们在谈话。（强调目前的状态）

The students have done their homework. 孩子们已做完了家庭作业。

The students are doing their homework. 孩子们在做家庭作业。

另外，现在进行时还可表示将来意义。如：

He has left the city. 他已离开这个城市。（其结果是——他不在这个城市）

He is leaving the city. 他要离开这个城市。（现在进行时表示将来）

We have invited him here to speak, so we'd better go to his lecture. 我们邀请他来这儿讲演，所以我们最好去听讲。

We are inviting him here to speak, so we'd better go to his lecture. 我们打算邀请他来这儿讲演，所以我们最好去听讲。

六、现在完成时用法重要补充

1. 现在完成表示重复性

即表示从过去某个时间直到现在的这个时间范围内不断重复发生的动作或情况，并且有这个不断重复的动作可能继续下去，也可能到现在就结束。如：

How often have you seen her? 你隔多少见她一次？

My father has always gone to work by bike. 我父亲一向骑车上班。

2. 现在完成表示将来

现在完成时有时可用于时间或条件状语从句中代替一般现在时，但表示的是将来意义。

Don't get off until the bus has stopped. 等车停稳之后再下车。

You can go out if you have finished your homework. 如果你做完了作业，你就可以出去。

这两句中的现在完成时也可换成一般现在时，即分别改为 **stops** 和 **finish**，

但语气没有用现在完成时那样强调。但这样替换的场合通常只限于某些终止性动词，若从句谓语为延续性动词，则不可以这样替换。如下面这句中的现在完成时就不能换成一般现在时：**When you have rested, I'll show you the garden.** 等你休息好之后，我领你看我们的花园。

七、have been to 与 have gone to

have been to 表示曾经去过某地，但现在不在那儿；**have gone to** 表示现在已去某地，现在不在这儿。如：**Have you ever been to Greece?** 你去过希腊吗？**The Smiths have gone to Canada for a holiday.** 史密斯全家都到加拿大度假去了。

与表示次数的 **once, twice, three times** 等连用时，只能用 **have been to**，不能用 **have gone to**。如：**She has been to Europe twice.** 她到欧洲去过两次。另外，**have been to** 除可后接地点表示去过某地外，有时还可以接表示活动的名词，表示去参加过某种活动，或接动词原形（尤其是动词 **see**），表示去做过某事。如：**She's just been to a party.** 她刚参加一个晚会回来。**He has never been to see me since I have been ill.** 我生病以来他从未来看过我。

八、与现在完成时连用的典型词语

1. since

since 表示“自从……以来”时，无论是用作介词、连词还是副词，**since** 都通常要与现在完成时连用。如：

I've had nothing to eat since lunchtime. 从午饭时间到现在我什么都没吃。

We've lost a lot of custom since our prices went up. 自从提价以后，我们失去了许多顾客的生意。

I met him last autumn and haven't seen him ever since. 我去年秋天碰见过他，打那以后就一直没有见过他。

第一句中的 **since** 为介词，其后接名词作宾语，句子时态为现在完成时 **have had**；第三句中的 **since** 为连词，引导时间状语从句，主句时态为现在完成时 **have lost**；第三句中的 **since** 为副词，其后不接任何词语，句子时态为现在完成时 **haven't seen**。

但是，当 **since** 从句的主句表示时间长度时，主句谓语通常用一般现在时代替现在完成时。如：**It's a long time since they left.** 他们走后很久了。**It is ten years since he left here.** 他离开这儿已 10 年了。

由于主句表示的是时间长度 **a long time** 和 **ten years**，所以主句谓语中的现

在完成时 **has been** 也可换成一般现在时 **is**。虽然两种时态都可以用，但在口语中人们通常还是喜欢用比较简单的一般现在时。

2. in the last five years

类似于 **in the last five years** 的时间状语，它若表示从现在算起的过去一段时间内，通常要与现在完成时连用。如：**The house has changed hands three times in the last two years.** 在过去两年中，这栋房子已转手三次。

3. in the past five years

类似于 **in the past five years** 的时间状语，它表示从现在算起的过去一段时间，因此通常要与现在完成时连用。如：

I've seen little of her in the past few weeks. 近几周我很少见到她。

We've planted thousands of trees in the past five years. 过去五年我们种了成千上万棵树。

4. over the years

over the years 的意思是“这些年来”“经过这么多年之后”“最近几年”，通常表示的是从现在算起的过去几年，因此通常与现在完成时连用。如：

She's brought us so much happiness over the years. 这些年来，她给我们带来了不少的幸福。

We've had a few arguments over the years, but in general we get on very well. 最近几年来，我们争吵过几次，但总的说来，我们相处得很好。

5. so far

当 **so far** 表示“到目前为止”时，它指的是从过去某时持续到现在的一段时间，因此通常与现在完成时连用。如：

So far 500 people have died in the earthquake. 到现在为止，已有 500 人在地震中丧生。

So far the work has been easy, but things may change. 到目前为止，这工作很容易，但情况可能有变化。

但是，当 **so far** 表示“到这种程度或范围”时，则不一定与现在完成时连用，而是可以根据情况选用时态。如：

I can only help him so far. 我只能帮他到这种程度。

6. up to now

up to now 的意思是“到现在为止”，指从过去持续到现在的一段时间，通常与现在完成时连用。如：

Up to now he's been quiet. 他直到此刻仍保持沉默。

C. are reaching D. had reached

7. The first use of atomic weapons was in 1945, and their power _____ increased enormously ever since.

A. is B. was
C. has been D. had been

8. Years ago we didn't know this, but recent science _____ that people who don't sleep well soon get ill.

A. showed B. has shown
C. will show D. is showing

9. The coffee is wonderful! It doesn't taste like anything I _____ before.

A. was having B. have
C. have ever had D. had ever had

10. My brother is an actor. He _____ in several film so far.

A. appears B. appeared
C. has appeared D. is appearing

Key:

1. D 现在完成时表示过去发生的动作对现在的影响：问话人的目的是想知道眼镜在哪里。又如：

—Have you waited long? 你等了很久吗？

—No, I just arrived five minutes ago. 没等多久，我刚到五分钟。

2. A 由 recently 和 by now 可知用现在完成时。又如：

I've been on rather too many planes and trains recently. 近来我乘飞机和火车次数太多了。

We haven't seen enough of Ray and Barbara recently. 近来，我们没怎么看见雷和巴巴拉。

3. D 到目前为止成为朋友八年，用现在完成时；在那次晚会相识成为朋友之前已经见过几次面，用过去完成时。又如：

I have had this car for ten years. 这辆车我已经买了十年了。

I haven't seen Tom for two years. 我已经有两年没见到汤姆了。

I've lived in Central London for six years now, so I'm used to the noise. 到目前为止，我已在伦敦中区住了 6 年，已经习惯于那里的喧闹声了。

4. C 由 For about four years 可知，要用现在完成时，排除 A 和 D；与时间段连

用,不可用 **get married**, 要用 **be married**。又如:

I've worn glasses for ten years. 我戴眼镜已经十年了。

The Browns have lived here for five years. 布朗家在这儿已经住了5年了。

5. A 信息句为一般现在时, 根据后句中 **all day long** 判断, 这显然是强调播新闻对现在的影响, 故选现在完成时。又如:

We have waited all day. 我们等了整整一天了。

I haven't seen her all day. 我一整天都没看见她。

I've had a headache all day. 我整天都感到头痛。

6. A 因为 **that is** 意为“换句话说, 即 (=in other words, which means)”, 而前句中的谓语 **has set** 是现在完成时, 后一句的谓语动词也应用现在完成时, 排除 C 和 D; 又因主语 **the sales** 是复数, 选出正确答案 A。
7. C 因为 **ever since** 的意思是“从那时 (1945 年) 起一直到现在”, 表示从过去某一时刻起一直延续到现在的动作或状态, 要用现在完成时, 现在完成时由 “**have /has+ 过去分词**” 构成, 所以选 C。
8. B 由表示对照的 **Years ago** 和 **recent** 可知, “以前不知”, 但 “现在已经证明了”, 所以用现在完成时。
9. C 与 **before** 连用, 用现在完成时。再说, 此处没有一个过去时间或动作比较, 是不能用过去完成时的。
10. C 因 **so far** (到目前为止) 通常与现在完成时连用。

Task 2 Fill in the blanks.

Study the following sentences and fill in blanks with the proper form of the word given in brackets.

- The country life he was used to _____ (change) greatly since 2012.
- Although medical science _____ (achieve) control over several dangerous diseases, what worries us is that some of them are returning.
- I'm going to leave at the end of this month.
— I don't think you should do that until _____ (find) another job.
- This machine _____ (work). It hasn't worked for years.
- My friend, who _____ (serve) on the International Olympic Committee all his life, is retiring next month. (www.yywords.com)
- I _____ (live) in London for many years, but I've never regretted my final decision to move back to China.

7. We _____ (meet) our new neighbors yet, so we don't know their names.
8. Danny _____ (work) hard for long to realize his dream and now he is popular.
9. We live day by day, but in the great things, the time of days and weeks _____ (be) so small that a day is unimportant.
10. — _____ you _____ (show) him around the museum yet?
— Yes. We had a great time there.

Key:

1. **has changed** since 2012 这类时间状语通常与现在完成时连用。主句主语是 **the country life**, 句中 **he was used to** 是省略了关系代词 **that** 的定语从句。
2. **has achieved** 用现在完成时表示结果或对现在的影响。又如: **The streets have been swept free of leaves.** 街上的落叶已打扫干净。
3. **you've found** 句中 **I'm going to** 表示打算或意图, 因此要用现在完成时暗示对方应该“先找到新工作, 然后再辞职”。注: 用一般现在时也可以。
4. **doesn't work** 此处讲的是机器目前的状况, 故用一般现在时。此题所利用的干扰时态是其后的现在完成时。
5. **has served** 由于是下个月将要退休, 说明现在还在职, 再根据句中的 **all his life** 可知要用现在完成时。
6. **lived** 句中 **but** 后的句子告诉我们, 说话者现在已搬回了上海, 所以他住在伦敦应属于过去的事情, 故应用一般过去时。
7. **haven't met** 后文我们还不知道邻居的名字, 这说明我们还没有见面, 故用现在完成时。
8. **has worked** 表示从过去一直持续到现在的一段时间, 要用现在完成时。
9. **is** 句子主语为 **the time**, 故用谓语要用单数; 再根据句子前后的时态 **live** 和 **is**, 可知此处宜用一般现在时, 不用现在完成时。
10. **Have; shown** 根据问句中的 **yet** 可知, 所谈论的事情发生在最近的过去, 且问话者很关心这个过去发生的事情对现在的影响和结果, 所以用现在完成时。注意: 不要受答语中过去式谓语 **had** 的影响。

U N I T

06

Directions

Section 1

Before-class Activities: Getting Things Ready

Activity 1. Practice the Words

Activity 2. Practice the Conversation

Section 2

In-class Activities: Things to Do

Activity 1. Speak Out

Activity 2. Listen Out

Activity 3. Read Up

Activity 4. Write Down

Section 3

After-class Activities: More Things to Do

Activity 1. Comparative Reading: Career Previewing

Activity 2. Window on Grammar

Section 1

Before-class Activities: Getting Things Ready

Activity ① Practice the Words

Task 1 *Listen and match.*

Listen and match the expressions with the pictures. Then listen and repeat.

Scripts:

- | | |
|-----------------------|-------------------------------|
| 1. in the north of | 2. in the east |
| 3. on the left side | 4. in front of |
| 5. No Through Traffic | 6. straight ahead |
| 7. reading a map | 8. at the next traffic lights |
| 9. opposite | 10. taking the subway |
| 11. next to | 12. at the corner of |

Key:

- | | | | | |
|-------|-------|------|-------|-------|
| 1. e | 2. f | 3. i | 4. d | 5. j |
| 6. b | 7. a | 8. k | 9. c. | 10. g |
| 11. l | 12. h | | | |

Task 2 *Listen and write.*

Listen and write down what you hear.

Scripts & Key:

- | | |
|-----------------------|-------------------------------|
| 1. in the north of | 2. taking the subway |
| 3. in front of | 4. next to |
| 5. opposite | 6. at the corner of |
| 7. No Through Traffic | 8. at the next traffic lights |
| 9. straight ahead | 10. in the east |

2

Section 2

In-class Activities: Things to Do

Activity ① Speak Out

Task 2 Follow the examples.

Listen and complete the dialogue by choosing the best answers. Then listen again and repeat.

Dialogue
①

(Two Foreigners turn to you for help on the street.)

A: Excuse me, I'm new here. Can you tell me where I am on this map?

B: We're here, near the Yuexiu Park, a famous scenic spot in Guangzhou.

A: I think I'm lost. How can I go from here to the Guangzhou Railway Station?

B: Head straight up the street about two blocks, then turn left. You will find it on your right.

A: Thank you so much!

B: You're welcome.

C: Excuse me. I wonder if you could help me. I'm looking for the Canton Tower.

B: You can take the Subway Line Three and get off at the Canton Tower Station.

C: Oh, I see. But how can I get to the nearest subway station?

B: The nearest station is Yuexiu Park Station. It is on the opposite side of this street. You won't miss it.

C: Thank you so much for your help!

B: It's my pleasure.

Key:

1. c

2. e

3. a

4. d

5. b

Listen and supply the missing words. Then listen again and repeat.

Dialogue 2

(At an information desk)

A: Good morning. What can I do for you?

B: Good morning. Do you have a tourist map?

A: Yes. Do you want one in Chinese or in English?

B: English, please. By the way, would you please tell me the way to the Museum?

A: Sure. Just walk along this street and then turn right at the traffic lights. The Museum will be right in front of you.

B: Thank you. Would you please recommend some local attractions?

A: Of course. The Opera House is not far away from the Museum.

B: Really? I'm a big fan of operas. How can I get there?

A: Go straight along the main road when you get out of the Museum and walk for two blocks. You'll see the Opera House on your left.

B: Thank you very much.

A: You're welcome. Enjoy yourself!

Key:

1. a tourist map
2. walk along
3. in front of
4. not far away
5. on your left

Task 4 Just do it: Make up your own dialogue.

Make up a similar dialogue with your partner and present it to the class. Use the following as clues.

Dialogues for the teacher's reference:

Situation 1

A: Hi, Alice! How can I get to your house from the school?

B: Turn right when you get out of the school gate. Then, go down the street

until you see a post-office, then turn left.

A: I see. Turn left at the post-office.

B: Right. Next, you walk straight along the street for about two blocks. You will find my house next to a supermarket.

A: Oh, wait for a moment. I have to write it down, otherwise I'm afraid I'll get lost.

B: Don't worry. It's only a ten-minute walk. You won't miss it.

A: I hope so. If I have any trouble in finding the way to your house, I will call you for help.

B: No problem. See you later.

A: See you.

Situation 2

A: Hi, Michael! Welcome to my hometown. Here is a tourist map of my hometown. Let me introduce my hometown to you.

B: Wonderful! Where are we on the map now?

A: We're here at the railway station. Next to the railway station, you will find a beautiful park.

B: I really want to go to the park to relax after a long journey on the train.

A: No problem. You see, two blocks away from the park, you can see a library, which is recently built.

B: Aha, we can read some books there together. I like reading so much.

A: You're right. And opposite the library, you'll find a museum.

B: Oh, there're so many places of interests in your hometown. I can't wait to see them.

A: I hope you'll have a pleasant stay here. Let's go.

Activity ② Listen Out

Task 2 Listen and decide.

Listen to five short conversations and tell whether the statements are true or false. Write T for true and F for false.

Scripts:

Conversation 1

A: Excuse me. Can you tell me how to get to the nearest parking lot?

B: Go straight ahead along this road. Drive past the lawns. You'll see the parking lot on your right.

A: Is it next to the supermarket?

B: Yes, it is.

Conversation 2

A: Excuse me, sir. Where is the swimming pool?

B: It's just opposite Guest Building No. 1. You can't miss it.

A: Thank you very much.

B: You're welcome. Enjoy your stay.

Conversation 3

A: Good morning. I've got an appointment with Sandy Yang. My name is Harry Linden from the ABC Company.

B: Welcome to our company, Mr. Linden. Do you know where Sandy Yang's office is?

A: No, would you please give me some directions?

B: It's on the second floor. When you come out of the elevator, turn right. It's the second door on the left.

Conversation 4

A: Hi, Linda. I've got a map of our campus for you. You won't get lost any more. Can you find our dormitory building on the map?

B: Yes. It's here, in front of the sports ground. Where is the Teaching Building? I know it is opposite the Office Building. But I cannot find it on the map.

A: Let me see. Aha, it's here, next to the Laboratory Building.

B: Oh, it's really far away from our Dormitory Building. I think I need to buy a bike.

Conversation 5

A: Welcome to the HDC Corporation. How may I help you?

B: Good morning. I have an appointment with Mr. Jack Chen in the Sales Department.

A: So you're Mr. Dobson. Mr. Chen is expecting you in the coffee room on the third floor of the next building.

B: Thanks.

Key:

1. F 2. T 3. F 4. F 5. T

Task 3 Listen and respond.

Listen to the passage and tell what A to E stands for on the map.

Scripts:

Good morning, everyone! Welcome to our Happy Life Community. Let me show you around our Community. Now we are on the Garden Road. On your left, you can see two modern buildings, the Library and the Book Shop. On your right hand, there're two shops, the Clothes Shop and the Pet Shop. As we come to the first turning, you can see the sports center on your left hand and on your right hand, the Police Office and the Bank. Let's move on to the second turning. Here we can see three buildings on your left hand. They are the KFC, the Supermarket and the Video Shop. The Supermarket is between the KFC and the Video Shop. What are the two buildings on your right side? They are the Hotel and the Museum. Now let's turn to the Fifth Street. I'm sure you will enjoy your stay in our community.

Key:

A: Pet Shop B: Sports Center C: Bank D: Supermarket E: Museum

Activity ③ Read Up

Related Information

1. The definition and category of signs:

Signs: signs are anything from a simplest way finding or information “marker”

to the technically sophisticated communication of a message. Public signs can be divided into six categories according to their language style:

- (1) Directive Public Signs (指示性公示语): Such as First Aid (急救), Travel Service (旅游服务), Ticket Office (售票处);
- (2) Informatory Public Signs (提示性公示语): Such as Wet Paint (油漆未干), Out of Stock (此货暂缺), Under Repair (正在维修), Reserved (保留车位);
- (3) Cautionary Public Signs (警示性公示语): Such as Handle with Care (小心轻放), Caution! Wet Floor (小心地滑), School Ahead (前方有学校), Falling Rocks (当心滚石);
- (4) Restrictive Public Signs (限制性公示语): Such as Disabled Only (残疾人专用), Restricted Height 3M (限高 3 米);
- (5) Mandatory Public Signs (强制性公示语): Such as Vendors Prohibited (禁止摆卖), Overtaking Prohibited (禁止超车), No Littering (请勿乱丢垃圾);
- (6) Public Slogans (宣传性公示语): Such as New Beijing, Great Olympics (新北京, 新奥运), Thrilling Games, Harmonious Asia (激情盛会、和谐亚洲), Better city, Better Life (城市, 让生活更美好)。

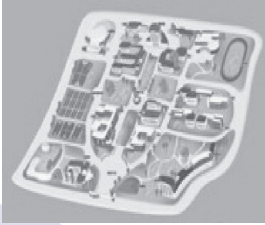

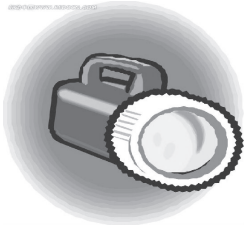











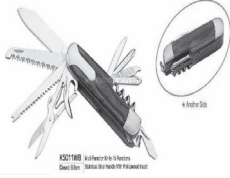
2. Difference between British English and American English in Public Signs

Differences between British English and American English in Public Signs

Examples	British English	American English
地铁	Underground	Subway
邮资已付	Post-free	Postpaid
药房	Chemist's Shop	Pharmacy
脚下留神	Mind Your Step	Watch Your Step
垃圾箱	Rubbish Bin	Garbage Can
外语学院	Faculty of Foreign Languages	School of Foreign Languages
面包店	Bakery	Baker's Shop
请勿疲劳驾驶	Tiredness Kills, Take a Break	Stay Alert, Stay Alive

3. Tips for camping

1) Camping Checklists:

		
Map	Compass	flashlight
		
GPS	Tent	Digital Camera
		
Rain Gear	Blanket	First-Aid Kit
		
Tableware	Waterproof Matches	Mobile Phone
		
Whistle	Bottled Water	Pocketknife

2) In case of emergency

- a. Call loudly! 大声呼叫!
- b. Make a call! 打个电话!
- c. Light fire! 点火!
- d. Wave your red coats! 挥动你的红外套!
- e. Shout for help one by one! 大声地一个个地呼叫!
- f. Blow a whistle! 吹哨子!
- g. Stay with your friends and follow the orders! 和同伴在一起，听从指挥!

(3) Other Camping Tips

- If you're making summer reservations, try to make them as far in advance as possible. Popular campgrounds tend to get booked early for weekends and holidays.
- Locate your tent on high ground. Scan the campsite and pick the area that sits up from the rest. You don't want to wake up, even in a dry tent, and step out into a lake.
- Itemize your gear and all the essentials that you use while camping. Depending on when and where you like to camp and what you like to do, the list will be ever changing. But most importantly use it.
- When camping during a thunderstorm. Stay away from trees and any metal. Keep a low profile, if you are out in the open, and spread out from each other so that you are not all one target to lightning. Avoid ridges and high areas, which will be more prone to lightning strikes, and low areas, which will be more prone to flooding.
- Start the fire by building a small teepee of dry sticks or twigs, and igniting it with a match. As the fire gets going, add larger pieces of wood. You can also use a fire starter log.
- After meals do a thorough job of cleaning the dishes and the eating area, and put all trash in appropriate containers.
- Use a camping supply list to make sure you have everything you need to make an enjoyable camping experience.
- Remove your shoes before entering the tent. This helps keep the tent floor and sleeping bags clean. You can also keep a door mat outside the tent opening.

- Make camp cooking easy.
- Clean your campsite before leaving. Make it as clean as you would want it if you were arriving that day. The next camper will appreciate it.

4. Proverbs

Where there is a will, there is a way. 有志者事竟成。

All roads lead to Rome. 条条大路通罗马。

When in Rome, do as the Romans do. 入乡随俗。

He who does not advance loses ground. 逆水行舟，不进则退。

Living without an aim is like sailing without a compass. 生活没有目标就像航海没有罗盘。

Travel east or travel west, a man's own home is still the best. 走东闯西，最好还是家里。

Travel broadens the mind. 旅游开阔眼界。

Read ten thousand books, travel ten thousand miles. 读万卷书，行万里路。

Language Study:

1. **public:** *n.* people in general considered as a whole 大众

a. not private, open to or concerning the people as a whole 公共的

For example:

Changing public perception may take some time. 改变公众的看法需要一些时间。

The town gardens are open to the public from the sunrise to the sunset every day. 市立公园每天从早到晚对公众开放。

2. **indicate:** *v.* to be a signal for or a symptom of 指示；表明

For example:

His hesitation indicates unwillingness. 他的犹豫表明不愿意。

A signpost indicates the right road for us. 一个路标为我们指明了正确的路。

3. **inform:** *v.* to give knowledge of some fact, state or affairs, or event to 通知；告知

For example:

If you see something suspicious, inform the police at once. 你要是看到什么可疑的东西就马上通知警察。

I wasn't informed of the decision until it was too late. 等到我得知这项决定时，已经太迟了。

4. **function:** *n.* what something is used for 功能

For example:

The function of the ear is to listen. 耳的功能是听。

What is his function on the committee? 他在委员会里担任什么职务？

5. **divide:** *v.* to separate into parts or portions 划分

For example:

Divide the cake into equal parts. 把蛋糕分成等份。

These basic standards can be divided into four categories. 这些基本标准可以分为四个范畴。

6. **obey:** *v.* to be obedient to 服从；遵守

For example:

We should obey the law. 我们应当遵守法律。

Dogs can be trained to obey orders. 狗可以训练得听从命令。

7. **refer to:** *v.* 指的是；涉及；参考

For example:

Don't refer to this matter again, please. 请不要再提这件事了。

The rule refers only to special cases. 这条规则只涉及一些特殊的情况。

8. **in order to:** prep. for; so as to 为了

For example:

We started early in order to arrive before dark. 为了在天黑前到达，我们很早就动身了。

In order to do this you have to build up confidence. 为了做到这一点，你一定要建立起自信。

9. **according to:** prep. according as 根据；取决于

For example:

We will decide whether to go or not according to circumstances. 我们去或不去，都将视情况而定。

Each man will be paid according to his ability. 每个人将根据他的能力获得报酬。

10. **take action:** 采取行动

For example:

We have to take action to stop them. 我们得采取行动来制止他们。

You have to take action and deal with problems as they arise. 你必须在问题出现的时候及时采取行动处理问题。

11. **get into trouble:** 陷入困境；惹上麻烦

For example:

Nobody likes to get into trouble. 没有谁愿意惹麻烦。

Even an experienced climber can get into trouble. 哪怕是个有经验的登山者也有可能陷入困境。

Task 2 Read and think.

Chinese Translation.










公共标识

公共标识是指在公共场所给公众的生活提供信息的文字和图片，其目的是为了公众提供信息、指示、建议和警示。因此，公共标识随处可见。根据公共标识的功能，我们大致可以将其分为三类：

1. 指示性公共标识主要用于给公众提供信息。这一类公共标识几乎运用于所有的公共场所。如“广州地铁”、“出口”、“入口”、“掉头”、“单行道”。
2. 限制性公共标识告诉人们哪些行为是可取的，哪些是不可取的。以下是一些限制性标识语的例子：“限速 60 公里每小时”、“请保持安静”。
3. 强制性公共标识用于强制公众采取某种行为。公众如果不想惹麻烦，则必须服从这些公共标识的命令。以下是一些强制性标识语的例子：“禁止吸烟”、“禁止停车”、“禁止带宠物入内”、“禁止左转弯”。

以下是各种不同的公共标识：

		
(右转)	(禁止左转)	(禁止停车)
		

(掉头)	(禁止鸣笛)	(限速 60 公里每小时)
		
(人行横道)	(保持安静)	(禁止拍照)
		
(禁止宠物)	(入口)	(出口)
		
(十字交叉路口)	(单行道)	(广州地铁)

Task 3 Read and judge.

Tell whether the following statements are true or false. Write T for True and F for False.

Key:

1. T 2. F 3. T 4. F 5. T

Task 4 Read and match.

Match column A with column B.

Key:

1. d 2. g 3. h 4. e 5. c
6. a 7. b 8. f

Task 5 Read and complete.

Fill in the blanks with the right words or phrases. Change the form where necessary.

Key:

- | | | |
|--------------------|----------------|-----------------|
| 1. be divided into | 2. obey | 3. public |
| 4. refer to | 5. In order to | 6. according to |

Activity 4 Write Down**Task 2 Follow the example.**

Study the following models for writing a letter.

More samples for the teacher's reference:

Sample 1

April 5th, 2015

Dear Mum and Dad,

It is difficult to believe but I have already been here for over four months! During the first few weeks I often found myself thinking of home and family. I guess you could say that I had a serious case of "homesickness". The longer I am here, however, the more I am enjoying my life and studies on the campus.

Even though I am very happy here, I still think of each of you often and appreciate so much that you have been doing for me. How are you at home? I hope you are both keeping well. See that Dad smokes less so that he can enjoy better health.

I feel very excited at the thought that in another week I shall be with you again on holiday. I can't say how much I want to see you again.

Your grateful son,
Rich

Sample 2

March 23rd, 2010

Dear Sir/Madame,

I've learnt from *Guangzhou Daily* that the Organizing Committee is calling on volunteers to send their applications for the Asian Games in Guangzhou in the year 2010.

As a college student and citizen of Guangzhou, I believe that I have the responsibility to work for the Games. I like sports, and have a very good command of English and I am skilled at communication. I'm sure I am highly qualified for the job.

I hope there will be some training in English for sports, etiquette and Chinese culture. I will try my best to do my work well.

I look forward to the news of being accepted.

Sincerely yours,
Alex Young

Sample 3

December 5th, 2015

Dear John,

I'm very glad to hear that you have passed the entrance examination and been accepted by a very famous university. I feel very proud of you and I believe you really deserve the honor since you have been working so hard.

As you have mentioned in the letter, there are both some similarities and differences between the college life and the life in high school. On the one hand, you have to go on working hard as there are a lot of subjects for you to learn. On the other hand, in high school, teachers will probably tell you what to learn and how to learn in details and will also monitor your learning performance, while in college, teachers work like tour guides and you have to find out your own way to acquire knowledge and solve problems.

For you, I think to be optimistic is very important. If you hope to adapt yourself to this new environment, you'd better be positive no matter what difficulties you will experience in your college life. May you adapt yourself to the college life as soon as possible!

Truly yours,
Carl

Task 3 Start to write.

Complete the following letter with the given information.

Key:

1. let me introduce myself
2. I grew up there
3. I'm attending/studying at a university
4. work part time
5. hanging out with friends in my spare time

More samples for the teacher's reference:

Sample 1

Complete the following letter with the given information.

Dear Mr. and Mrs. Smith,

Recently we have the renovation of our newly bought house done, and therefore we would like to 1_____ (举办乔迁聚会) on October 20th, 2014. 2_____ (我很高兴邀请你们) to the party and have dinner together.

I am sure that 3_____ (你们会对这个聚会很满意的). First, I remember that both of you are seafood lovers, so I will prepare lobsters and fishes as the main course. Second, I also reserved bottles of Italian premium white wine for us to enjoy at that moment. Enclosed is 4_____ (聚会的其他安排事项). We do hope you can come because 5_____ (没有了你们的出席, 这个聚会就不完整了)!

The party will begin at 7:00 p.m. and we hope you can make it. If not, please 6_____ (给我们回信) before October 15th, 2014.

Best wishes for both of you.

Sincerely yours,

Li Ming

Key:

1. hold a house-warming party
2. It would be a great pleasure to invite you
3. you will find the party satisfactory

4. other arrangements of the party
5. the party would not be complete without you
6. drop us a line

Sample 2

Complete the following letter with the given information.

Dear sir,

I am writing in response to your advertisement in today's Guangzhou Daily. I wish very much to be considered for the position referred to.

I think that I _____ (能够胜任) to perform the duties outlined in your advertisement, for my education and experience are both in line with the requirements for the job you offer. I am twenty-two years of age, and will 2 _____ (今年夏天毕业, 获得经济学学士学位)

During my school years, I have held 3 _____ (在一家贸易公司担任销售员), where my performance is highly appreciated. Your advertisement indicates to me that the job opening in your company is exactly what I am looking for. 4 _____ (这是我想要接受的挑战).

If you feel that I might be qualified for the post, I should welcome an interview any time at your convenience. 5 _____ (随函附上我的简历和近照).

Yours faithfully,
Zhang Hua

Key:

1. I am competent
2. graduate with a bachelor's degree in Economics this summer
3. a job as a salesman in a trade company
4. It is the kind of challenge I'd like to meet
5. Enclosed you will find my resume and a recent photo of myself

Task 4 Write more.

Write a letter to an e-pal about your daily life at college.

Key:

Dear Linda,

I hope everything is going well with you. I have been pretty busy these days since I have just begun my school life. So today I would like to share my college life with you.

Now I am a freshman and everything is new to me. New teachers, new classmates and fresh friends are around me. I get along well with my roommates who are from different cities of China. We always go to class together, watch movies and chat before we go to bed.

Our college is very large and beautiful. The grand library, teaching buildings and wide playground are very attracting to me. I always do some exercise after classes in the afternoon, such as playing basketball, jogging and swimming. In addition, I take part in some associations in our college. You know, I like singing and dancing very much, so now I am a member of the art ensemble and I learn a lot from the training there.

College life is so colorful and I enjoy different activities here. I study hard and play hard. What about your college life? I am looking forward to hear from you. Best wishes!

Yours sincerely,
Rose

More samples for the teacher's reference:

Sample 1

Write a letter to one of the excellent graduates of your college and invite him to give a lecture to the students of your college.

Key:

Dear Wang Yong,

I heard that you had been promoted to the Manager of the Sales Department of your company only after working for one year. I really feel very happy for you. Please accept my sincere congratulation firstly.

Then I cordially invite you to our college to give a lecture, in which you can share some experience of success, as well as other useful methods during our daily study and life. I think it will be helpful for the college students who

are going to find a job after graduation.

I do hope you can make it. Best wishes for you!

Sincerely Yours,
Linlin

Sample 2

Write a letter to apply for a bank loan to support your study in college

Key:

To whom it may concern,

I am a freshman of Guangdong Vocational Institute of Public Administration, majoring in E-Commerce. I am writing in the hope that I may get a bank loan to support my study for the following four years.

My parents are both farmers, so it's very hard for them to support me through the college educations. To make matters worse, my mother has suddenly fallen ill and has to have a big operation. Therefore, I have no other choice but to apply a RMB 20, 000 bank loan.

I promise that the loan would be used properly. Meanwhile, I'll try my best to work hard both in the study and my future career in order to pay back the loan. I would be greatly obliged if my application is granted. And I am looking forward to hearing from you soon.

Sincerely yours,
Li Ying

3

Section 3

After-class Activities: More Things to Do

Activity ① Comparative Reading: Career Previewing

Read the passage in both English and Chinese and answer the questions.

Group Discussion:

1. How many ways of getting around in China are mentioned in the passage?
What are they?
Four. They are: by air, by rail, by road and by water.
2. Please describe one of your unforgettable traveling experiences to your partner.
Open.

Activity ② Window on Grammar

Task 1 *Translate the sentences.*

Study the following English sentences and translate the Chinese sentences into English.

Key:

1. I like to drink a cup of milk in the morning.
2. She went on talking for an hour.
3. Catherine has graduated from the school.
4. I am watching an English film.
5. We have many things to do.

Task 2 Fill in the blanks.

Fill in the following blanks with the proper forms of the verbs given in brackets.

Key:

- | | | |
|-------------|--------------------|------------|
| 1. swimming | 2. to say | 3. Working |
| 4. worked | 5. Playing/To play | 6. to see |
| 7. to write | | |

More explanations for the teacher's reference:

一、非限定动词的时态

一般说来，如果非限定动词所表示的动作和谓语动词所表示的动作之后发生，就用不定式的一般式；如果与谓语动词所表示的动作同时进行，我们就用现在分词的一般式或不定式的进行式；如果在谓语动词所表示的动作之前发生，就用现在分词、不定式或动名词的完成式（特殊情况下，也可用动名词的一般式）。如：

He told me to clean the blackboard. 他叫我擦黑板。

When I came in, he pretended to be reading. 我进来时，他假装在看书。

He sat there, playing games. 他坐在那里玩游戏。

He seems to have studied English before. 他好像以前在英国读过书。

Having been there many times, she knows the place quite well. 由于他去过那里几次了，她非常熟悉那个地方。

I'm sorry for having kept her waiting. 对不起让你久等了。

注：不定式完成式还可以表示过去没有实现的打算或愿望。如：

I intended to have come to see you, but I was too busy then. 我本打算来看你的，可我当时太忙了。

I was to have started work last week, but I caught a bad cold. 我本来打算上星期就开始工作的，可我患了重感冒。

二、非限定动词的语态

当非限定动词与其逻辑主语是主动关系，用主动式；是被动关系，用被动式。

The meeting to be held tomorrow is very important. 明天举行的会议非常重要。

The house being built there will be our new library. 那边在建的房子将是我们的新图书馆。

Having been asked to stay, I couldn't leave. 已经要求我留下来，所以我就只好离

开了。

注意，过去分词没有被动语态。

三、非限定动词的否定式

非限定动词的否定式通常是就在非限定动词之前加 **not** 或 **never**。如：

Try not to make a noise. 尽量别弄出声来。

He told the children not to play in the street. 他叫孩子们不要在街上玩耍。

He apologized for his not being able to arrive on time. 他因没能按时到来而道歉。

I told him not to make a mess in the kitchen. 我叫他不要把厨房弄得乱七八糟。

Not having finished his work, he could not leave the office. 由于工作没干完他不能离开办公室。

Not having met him, I cannot tell you what he is like. 我没有见过他，所以说不出他的模样。

Not having received his letter, she decided to write to him again. 她没收到他的信，就决定再给他写一封。

当前面有逻辑主语时，要放在逻辑主语与非限定动词之间。如：

I'm surprised at your not having noticed. 我对你没有注意到感到惊奇。

Jenny's not having been trained as a dancer is her one regret. 詹尼未被培养成一名舞蹈演员，是她的一件憾事。

四、非限定动词的语法功能

1、不定式的语法功能

主语：**To catch the train is impossible.** 要赶上那趟火车是不可能的了。

宾语：**They need to look at a map.** 他们需要查看地图。

表语：**My work is to clean the classroom.** 我的工作是清洁教室。

定语：**I have lots of work to do.** 我有许多事要做。

状语：**I'm sorry to trouble you.** 很抱歉打扰你了。

宾补：**He told me to close the door.** 他叫我去关门。

2、动名词的语法功能

主语：**Reading is a pleasure.** 阅读是件快乐的事。

宾语：**I enjoy reading.** 我喜欢阅读。

定语: He's in the reading room. 他在阅览室。

表语: The book is very interesting. 那本书很有趣。

定语: It's an interesting book. 这是本有趣的书。

状语: He sat there, reading a newspaper. 他坐在那里看报。

宾补: I saw him standing there. 我看见他站在那里。

表语: They were excited at the news. 听到这个消息非常激动。

定语: There're few minutes left. 没几分钟剩下了。

状语: Seen from the hill, our school looks beautiful. 从山上看我校很美。

宾补: I saw him beaten by Tom. 我看见他被汤姆打了 (www.yygrammar.com)。

Task 1 Choose the best answer.

Study the following sentences and choose the best answer for each blank.

- I send you 100 dollars today, the rest _____ in a year.
A. follows B. followed
C. to follow D. being followed
- _____ from other continents for millions of years, Australia has many plants and animals not found in any other country in the world.
A. Being separated B. Having separated
C. Having been separated D. To be separated
- The repairs cost a lot, but it's money well _____.
A. to spend B. spent
C. being spent D. spending
- The prize of the game show is \$ 30000 and an all expenses _____ vacation to China.
A. paying B. paid
C. to be paid D. being paid
- When _____ help, one often says, "Thank you." Or "It's kind of you."
A. offering B. to offer
C. to be offered D. offered

6. The storm left, _____ a lot of damage to this area.
 A. caused B. to have caused
 C. to cause D. having caused
7. More and more people are signing up for Yoga classes nowadays, advantage of the health and relaxation benefits.
 A. taking B. taken
 C. having taken D. having been taken
8. While watching television, _____.
 A. the door bell rang B. the doorbell rings
 C. we heard the doorbell ring D. we heard the doorbell rings
9. He glanced over at her, _____ that though she was tiny, she seemed very well put together.
 A. noting B. noted
 C. to note D. having noted
10. Daddy didn't mind what we were doing, as long as we were together, fun.
 A. had B. have
 C. to have D. having

Key:

1. C 动词不定式表示未来的动作。
2. C 因为 Australia 与 separate 是被动关系, 且 separate 发生在谓语动词 has 之前, 所以用现在分词的完成被动式作原因状语。
3. B 因 money 与 spend 是被动关系, 所以用过去分词。
4. B 因 all expenses 与 pay 是被动关系, 故用过去分词。注意句中的 an 不是修饰 expenses, 而是修饰 vacation。
5. D 因一个人说“谢谢”, 应当是他被提供了帮助, 所以要用过去分词, When offered help... = When he is offered help...
6. D 因 The storm 与 cause 是主动关系, 排除选项 A; 不定式作状语, 前面通常不用逗号, 排除 B 和 C; 因暴风雨给这个地区“造成损失”是在“结束”之前, 所以用完成式。
7. A 因 people 与 take advantage of 是主动关系, 排除选项 B 和 D; take 不会发生在谓语 are signing up 之前, 不用完成式, 排除 C。

8. C 因为 **watching** 的逻辑主语一定是 **we**, 排除选项 A 和 B; 又因在 **hear** 后作宾语补足语的是省略了 **to** 的不定式, 所以选项 D 中的 **rings** 是错误的。
9. A 因为 **he** 与 **note** 是主谓关系, 且 **note** 与谓语动词 **glanced** 的动作同时发生, 所以用现在分词的一般式作伴随状语。
10. D 用现在分词表伴随情况。

Task 2 Fill in the blanks.

Study the following sentences and fill in the blanks with the proper form of the word given in brackets.

1. "Can the project be finished as planned?" "Sure, _____ (get) it completed in time, we'll work two more hours a day."
2. _____ (find out) more about university courses, call (920) 746-3789.
3. It was unbelievable that the fans waited outside the gym for three hours just (have) a look at the sports stars.
4. Oil prices have risen by 32 percent since the start of the year, _____ (reach) a record US \$ 57.65 a barrel on April 4.
5. He hurried to the station only _____ (find) that the train had left.
6. I couldn't do my homework with all that noise _____ (go on).
7. You should understand the traffic rule by now. You've had it _____ (explain) often enough.
8. "You can't catch me!" Janet shouted, _____ (run) away.
9. It's necessary to be prepared for a job interview; _____ (have) the answers ready will be of great help.
10. _____ (lose) in the mountains for a week, the two students were finally saved by the local police.

Key:

1. to get 作目的状语只能用动词不定式。
2. To find out 作目的状语要用动词不定式。
3. to have “看看体育明星”是“在体育馆外等三个小时”的目的, 作目的状语只能用动词不定式。
4. reaching 伴随着谓语动词的发生而产生的自然结果, 用现在分词作结果状语。
5. to find 因为 **only to do** 是习语, 意为“结果却, 不料”, **hurried** 和 **find** 是

先后发生的两个动作。

6. **going on** 作 **with** 的宾语的补足语要用非谓语动词；与谓语动作同时发生用现在分词作宾语补足语。
7. **explained** 宾语 **it** 与 **explain** 是被动关系，用过去分词作宾补，**have sth done** 意为“请人做某事”。
8. **running** 现在分词作伴随状语。
9. **Having** 动名词短语用作主语。
10. **Lost** 因表示“迷路于”是 **lose oneself in**，题中没有 **oneself**，所以 **the two students** 与 **lose** 是被动关系，应该用过去分词作状语。

U N I T

07

Clothing

Section 1

Before-class Activities: Getting Things Ready

Activity 1. Practice the Words

Activity 2. Practice the Conversation

Section 2

In-class Activities: Things to Do

Activity 1. Speak Out

Activity 2. Listen Out

Activity 3. Read Up

Activity 4. Write Down

Section 3

After-class Activities: More Things to Do

Activity 1. Comparative Reading: Career Previewing

Activity 2. Window on Grammar

Section 1

Before-class Activities: Getting Things Ready

Activity ① Practice the Words

Task 1 *Listen and match.*

Listen and match the words with the pictures. Then listen again and repeat.

Scripts:

- | | | |
|---------------|-----------|------------|
| 1. hat | 2. shorts | 3. handbag |
| 4. skirt | 5. belt | 6. coat |
| 7. shirt | 8. gloves | 9. shoes |
| 10. stockings | 11. scarf | 12. dress |

Key:

- | | | | | |
|-------|-------|-------|------|-------|
| 1. k | 2. j | 3. c. | 4. l | 5. g |
| 6. h | 7. e | 8. f | 9. d | 10. i |
| 11. a | 12. b | | | |

Task 2 *Listen and write.*

Listen and write down what you hear.

Scripts & Key:

- | | | |
|----------|------------|--------------|
| 1. shoes | 2. hat | 3. stockings |
| 4. dress | 5. coat | 6. gloves |
| 7. skirt | 8. handbag | 9. shirt |
| 10. cap | | |

2

Section 2

In-class Activities: Things to Do

Activity ① Speak Out

Task 2 Follow the examples.

Listen and complete the dialogue by choosing the best answers. Then listen again and repeat.

Dialogue
①

Scripts:

A: You look really nice in that outfit. When did you buy it?

B: Thank you. I bought it the other day.

A: Where did you get it?

B: I got it from the Macy's.

A: Really? I often go shopping there. Maybe we can go together some day.

B: That'd be wonderful! You look so trendy in those ankle-high boots. Are they new?

A: Thanks. Yes, and they're my birthday gifts from my mother.

B: Wow, sounds so nice and so warm! I really like the fashionable style. And they're so colorful!

A: Yes, indeed. By the way, which do you prefer, high-heel shoes or casual shoes?

B: Well, it really depends. You see, high-heel shoes help people look more elegant and casual shoes are more comfortable.

A: I can't agree more. And I think casual shoes are more suitable for students.

B: That's right.

Key:

1. e 2. d 3. a 4. c 5. b

Listen and supply the missing words. Then listen again and repeat.

Dialogue 2

Scripts:

A: Hey, Jake. Are you ready for your study abroad? I hear you're going to stay there for a whole year!

B: Not really. I still have to buy some clothes.

A: What's the weather like there?

B: It's really hot in the summer, so I'm going to buy some shorts, sandals, and a few T-shirts.

A: What about the rest of the year?

B: The fall is warm until November, so I'm going to buy some jeans and a few casual shirts.

A: Will you need any warm clothes for the winter?

B: The weather doesn't get too cold, so I'm going to buy a couple of warm sweaters and a jacket.

A: That's a good idea. Are you going to take anything else?

B: I'm going to take some nice slacks and a good pair of walking shoes because I plan on walking to and from school everyday.

A: Do you need any clothes for formal occasions?

B: Oh, yeah. Thank you for reminding me. I'll take a suit, some dress shirts, and a couple of crazy ties.

Key:

1. Are you ready
2. What's the weather like
3. What about
4. a couple of
5. formal occasions

Task 4 Just do it: Make up your own dialogue.

Make up a similar dialogue with your partner and present it to the class. Use the following as clues.

Dialogues for the teacher's reference:

Situation 1

- A: I'm just so confused!
 B: What happened?
 A: I don't know what to wear for my photo shoot!
 B: Well, you look good in bright colors.
 A: How about this yellow dress?
 B: It fits you well. You look good in yellow.

Situation 2

- A: I need to find something to wear for tonight.
 B: Anything special?
 A: I'm going to a party tonight. How about this blouse and these jeans?
 B: They go well together. But what kind of party is it?
 A: A party for our business partners.
 B: Hmm, then jeans may be too casual. You can try these pants.
 A: What do you think of the brown ones?
 B: Well, I think the gray ones are much better, they fit you well.
 A: Good, I will try those.

Activity ② Listen Out

Task 2 Listen and decide.

Listen to five short conversations and tell whether the statements are true or false. Write T for true and F for false.

Scripts:

Conversation 1

- A: Do you like this shirt and these jeans?

B: I think the shirt looks nice, but the jeans are too casual for a party.

A: Then how about these pants?

B: Yeah, they go well, and the colors are perfect.

Conversation 2

A: I want to look thinner, what should I wear?

B: You can wear straight skirts, shirts with sleeves.

A: What colors look best on me?

B: Dark colors will make you look slimmer.

Conversation 3

A: Who are those men over there?

B: The man wearing black pants and a light sweater is Mike, the Sales Manager.

A: Who's the woman behind him, the one wearing a silk dress and fancy jewelries?

B: That's Cindy, she's the secretary of the General Manager.

Conversation 4

A: What a cold day!

B: Yeah, would you like a warm sweater?

A: Well, I'd like to buy a cardigan.

B: I think a cardigan doesn't keep you warm enough. This polo-neck sweater is comfortable and it's great for the cold weather.

Conversation 5

A: I'd like to return these boots. They are too tight.

B: Would you like to try larger ones?

A: No, I don't like the style, either.

B: Well, show me your receipt and I will give you the refund.

Key:

1. T 2. T 3. F 4. F 5. T

Task 3 Listen and respond.

Listen to the passage and tick (✓) in the right box.

Scripts:

Every person needs to dress appropriately in different seasons. In winter when it is cold and snows sometimes, we often wear hats, scarves, gloves, and snow boots. In spring when it rains most of the time in some places, umbrellas, raincoats and rain boots are needed. Then in summer when it is burning hot, it is better to wear shorts, T-shirts, and sandals. Swimsuits, sun hats, and sunglasses are also necessary when we go to the beach. When autumn comes, it turns cool, so sweaters, jackets, long pants, long-sleeved shirts, and warm shoes are great for this golden season.

Key:

Seasons and Clothing

	Winter	Spring	Summer	Fall
umbrellas		✓		
sweaters				✓
shorts			✓	
gloves	✓			
raincoats		✓		
sandals			✓	
scarves	✓			

Activity ③ Read Up

Related Information

1. Ancient Chinese Clothing

The original ancient Chinese clothing was referred to as the Han Chinese clothing. The outfit was called the Han Fu. With the coming of various dynasties, the Han Fu underwent a lot of modifications. Primarily, there were three variations of ancient Chinese garments:

- Bian Fu (弁服): A two-piece ceremonial costume, consisting of a tunic top extending to the knees, and worn with ankle length skirt or trousers.
- Chang Pao (长袍): This is a one-piece ankle length tunic dress.
- Shen Yi (深衣): A combination of the first two, a Shen Yi is a two-piece top and trouser/skirt outfit that has been sewn together to make a one-piece garment.

2. Clothing Style

	Common Styles	Features	Related brand
1	Mori girl style (森女风)	cotton fabric (棉麻面料) warm-toned (暖色调) lace (蕾丝) embroidery (刺绣) Doll Collar (娃娃领)	NICE CLAUP Snidel Dip Drops Fredy Repit
2	Bohemian style (波西米亚风)	longuette (长裙) ornament (配饰) long gown (长衫) sandal (凉鞋)	Monsoon KENZO GOELIA
3	Punk style (朋克风格)	metal and Black leather (金属和黑色皮革) asymmetric cut (不对称裁剪) in silk stockings (中长丝袜) Dr. Martens footwear (马丁博士靴)	IRON FIST Emily the Strange ABBEEY DAWN
4	Preppy style (学院风)	polo shirt (polo 衫) cardigon (开襟羊毛衫) blazer suit blazer (西装) duffel coat (达尔夫外套) pea coat (水手外套)	Ralph Lauren LACOSTE Tommy Hifiger
5	Korean style (韩版风格)	high waist line (高腰线) vest fashion (背心时尚) Korean accessories (哈韩配饰) chiffon (雪纺)	SPAO E-LAND BASIC HOUSE

	Common Styles	Features	Related brand
6	European and American Style (欧美风格)	black and white (黑白色调) khaki color (卡其色调) vest (马甲) scarf (围巾) hat (帽子)	ZARA H&M ESPRIT ONLY
7	OL style (职业女性风格)	office worker (上班族) overskirt (套裙) simple and decent (简约得体) bright colors (色彩明快)	PORTS MY TENO VERO MODA
8	Street style (街头风格)	baseball cap (棒球帽) T-shirt (T恤) human skull (骷髅) rivet (铆钉) denim (牛仔)	Stussy EVISU izzue
9	Minimalist style (简约风格)	minimalism (极简主义) single color (单一色系) simple and elegant (简洁典雅) practical and comfortable (实用舒适)	JIL SANDER NICOLE FARHI YSL

3. Parts of Clothing

- **sleeve:** a part of a garment for covering (part of) an arm. 袖子

For example:

It was a short-sleeved/long-sleeved dress. 这是短袖 / 长袖连衣裙。

- **cuff:** the end of a sleeve. 袖口

For example:

The cuffs of his shirt are dirty. 他的衬衫袖口很脏。

- **collar:** a part of a garment, etc, that fits round the neck. 衣领; 领子

For example:

He turned up the collar of his coat to keep his neck warm. 他把外套领子竖起来使脖子暖和一些。

- **lapel:** the part of the front of a coat or jacket that is folded back below the neck on each side towards the shoulders. (外衣或夹克的)翻领
- **hem:** the edge of a piece of cloth when turned under and sewn down, esp the lower edge of a skirt or dress. (裙子或衣服的)褶边
- **fly, files:** the front opening of a pair of trousers, with a band of cloth on one side to cover the zip or buttons. (裤子前边拉链或钮扣的)遮盖布

For example:

Your flies are undone. 你裤子的拉链没拉上(或钮扣没扣好)。

- **pocket:** a small bag added to or forming part of an article of clothing, etc, for carrying things in. 衣袋; 口袋

For example:

The money was in his left-hand trouser pocket. 钱放在他左边的裤袋里。

(来源:《朗文多功能分类词典》)

4. Idioms

1) Hat 帽子

I never thought that he was such a bad hat. (坏蛋, 不老实、不道德的人)

He was talking through his hat. He was even not there when it happened. (说大话, 说蠢话)

2) Shirt 衬衣

We should keep our shirt on no matter what they would say. (保持冷静, 不要冲动)

In a business like this you can make a lot of money, but you can also lose your shirt. (倾家荡产)

3) Sleeve 衣袖

Janny's never made her own decision. She always hangs on her mother's sleeve. (依赖某人; 同从某人)

Hearing the news, the boy laughed in his sleeves. (窃笑; 暗自高兴)

He rolled up his sleeves when he came to know he had fallen behind his classmates. (准备大干一场)

4) Pocket 口袋

When you get a family you get a lot chances to dip into your pocket. (付钱, 花钱)

Under those circumstances, I had to put my pride in my pocket. (忍辱负重)

5) Gloves 手套

It is interesting to watch the couple fighting with the gloves on. (温文尔雅地争论)

The blouse fits me like a glove. (完全适合)

She is one of those who have an iron hand in a velvet glove. (外柔内刚; 笑里藏刀)

6) Coat 大衣

You must cut your coat according to your cloth and buy the cheap house that you can afford. (量入为出)

7) Belt 腰带

When the food ran out we had to pull in our belt. (勒紧裤带; 忍饥挨饿)

8) Linen 内衣

I don't want to wash my dirty linen in the public. (家丑外扬; 揭人隐私)

9) Pants 短裤

Peter was a typical fancy pant at the time. (有女人气的男子; 纨绔子弟)

10) Skirts 裙子

The only shortcoming of Sam is that he likes a bit of skirt. (喜欢和妇女作伴)

11) Trousers (男) 长裤

When her husband was out she wore the trousers. (掌权; 当家)

Don't believe any trousers. (相信男人)

12) Socks 短袜

If he is hoping to gain promotion he will have to pull his socks up. (鼓劲; 下更大决心)

13) Stockings 长袜

She is a total blue stocking, and she sticks to books all day and all night. (才女, 女学究)

14) Boots 靴子

When he was late for work he got the boot from the boss. (被开除; 被解雇)

15) Shoe 鞋子

The scholar is common as an old shoe. (平易近人; 虚怀若谷)

It's difficult to find someone to fill in the old king's shoes. (胜任地接替某人的职务)

(摘自《译谐译趣》)

Language Study

1. **traditional:** *adj.* having existed for a long time without changing 传统的; 习俗的

For example:

Weaving and knitting are traditional cottage industries. 编织和针织是传统的家庭手工业。

traditional teaching methods 传统教学方法

traditional Indian music 传统印度音乐

2. **costume:** *n.* the clothes worn by people at a particular time in history, or in a particular country (某历史时期或某国的) 服装, 装束

For example:

men and women in eighteenth-century costumes ... 身穿 18 世纪服装的男女

Women still wear their traditional costumes there. 那里的女人们还是身着传统装束。

3. **play an important role:** to be important in making changes happen 起重要作用

For example:

Mandela played an important role in ending apartheid in South Africa. 曼德拉在结束南非种族隔离的运动中起了重要作用。

China plays an important role in Hong Kong's economy. 中国大陆在香港经济中起重要的作用。

4. **at home and abroad:** 国内外, 海内外

For example:

Xinhua News Agency enjoys great popularity both at home and abroad. 新华社在国内外都很有名气。

That country is beset with difficulties at home and abroad. 那个国家目前内外交困。

5. **occasion:** *n.* an important social event or ceremony 重要的社交活动(仪式)

For example:

I'm saving this bottle of champagne for a special occasion. 我要把这瓶香槟酒留到特殊场合用。

The opening of the new library turned out to be quite an occasion. 新图书

馆的开馆典礼最终成为一次令人难忘的盛事。

6. **become known as:** to be famous as 作为 ... 闻名

For example:

Virginia became known as the birthplace of several US presidents. 弗吉尼亚作为几位美国总统的出生地而出名。

Mark Twin became known as a children-story writer. 马克·吐温作为儿童故事作家而闻名。

7. **popularize:** *v.* to make a lot of people interested in 使受喜爱；使受欢迎

For example:

Irving Brokaw popularized figure skating in the US. 欧文·布罗考在美国引发了花样滑冰热潮。

Microsoft is engineering scale sale activity to popularize the new edition of Windows. 微软正在策划大规模营销活动，推广新版视窗软件。

8. **originate from:** to come into existence by 来自……，源于……

For example:

All theories originate from practice and in turn serve practice. 任何理论都来源于实践，反过来为实践服务。

His book originated from a short story. 他的书是根据一个短篇小说撰写的。

9. **prevail:** *v.* exist or happen generally; be widespread 普遍存在；普遍发生；盛行；流行

For example:

Justice will prevail. 正义会取胜。

The use of horses for ploughing still prevails among the poorer farmers. 用马耕作的现象在贫苦农民中仍然十分普遍。

10. **fusion:** *n.* the combination or joining together of separate things, ideas, or groups 融合；合成

For example:

Her work is a fusion of several different styles of music. 她的作品融合了几种不同风格的音乐。

The painting highlights the fusion of different cultures. 这幅画强调了不同文化的融合。

11. **come into vogue:** 流行起来，风靡一时

For example:

Short skirts have come into vogue just now. 短裙目前非常流行。

What will come into vogue in the web? 网上可能会流行什么?

12. **found:** to set up/establish 建立; 创立

For example:

The business, founded by Dawn and Nigel, suffered financial setbacks. 唐和奈杰尔创办的企业在资金上遇到了一些问题。

The Independent Labor Party was founded in Bradford on January 13rd, 1893. 独立工党 1893 年 1 月 13 日在布拉德福德成立。

Task 2 Read and think.

Chinese Translation:

著名的中国服装

作为中华文明的重要部分,传统服装对中国历史和文化有着举足轻重的影响。虽然流行趋势不断变化,但是有几款服装时至今日仍名扬海内外。

唐装: 传统的中式夹克, 源于清朝晚期, 常见于正式场合和节庆活动。通常是立领, 衣前盘扣。唐装颜色多样, 最常见的有红色、藏青色、金色、黑色和绿色。



唐装



汉服

汉服: 有记载的汉服历史已逾 3000 年, 传说黄帝就曾着汉服。之所以称之为“汉服”是因为这一服饰在汉朝得到了改进和普及。汉服通常都是长袍的式样, 交叉领, 右领盖住左领, 袖口宽松, 没有衣扣, 只有一根腰带。

旗袍: 典型的中式服装, 以展示优雅为特色。起源于满族女性服装, 盛行于 20 世纪 30 年代。其特点是立领, 腰部收紧, 盘扣, 两侧开缝。旗袍通常选用丝绸、棉布或织锦缎。它仍然备受现代女性推崇。



旗袍

中山装：融合了中西服装的特色，因孙中山而流行。其特点是翻领，有四个带盖口袋。自 1949 年新中国成立到 20 世纪 80 年代，中山装都是主流的服装样式。当下国家领导人仍然在出席一些重要的场合时着中山装。



中山装

Task 3 Read and judge.

Tell whether the following statements are true or false. Write T for True and F for False.

Key:

1. T 2. F 3. T 4. F 5. F

Task 4 Read and match.

Match column A with column B.

Key:

1. d 2. f 3. h 4. g 5. b
6. a 7. e 8. c

Task 5 Read and complete.

Fill in the blanks with the right words or phrases. Change the form where necessary.

Key:

- | | |
|------------------------------|---------------|
| 1. play an important role in | 2. showed off |
| 3. became known as | 4. evolve |
| 5. originated from | 6. merge with |

Activity ④ Write Down

Task 2 Follow the example.

Study the following model for writing a thank-you letter.

More samples for the teacher's reference:

Sample 1

Nov. 30th, 2014

Dear Molly,

I'm writing to extend my sincere gratitude to you for the Christmas gift. I look great in the pashmina scarf.

This beautiful, gorgeous and fashionable scarf is the perfect finishing touch to almost any outfit. It is the perfect fashion accessory for any season, event or occasion. It is super soft and comfortable, and can provide real warmth on a chilly evening.

Thanks again for the great gift.

Yours Sincerely,
Felicia

Sample 2

Aug. 20th, 2014

Dear Monica,

Thanks for your thoughtful advice. I have been looking for a pair of jeans that would be appropriate for my mother. The jeans you recommended fit the bill perfectly.

Most of today's women's casual pants are low riders. I wanted a pair of pants that fit at the waist and these do. They are incredibly durable and comfortable and I ordered another pair. The supplier was prompt in delivery.

I was so happy with these jeans.

Yours Sincerely,
Eva

Task 3 Start to write.**Complete the following thank-you letter with the given information.****More samples for the teacher's reference:****Sample 1**

July 8th, 2014

Dear Selena,

I really appreciate 1. _____ (你送给我女儿的可爱的礼物).

The 2. _____ (泳装的颜色和款式) is adorable, and 3. _____ (做工精良). It fits the American Girl Dolls well. The dolls 4. _____ (看上去很时尚) in the suit and get played with a lot. My daughter is taking swimming lessons and loves taking them to the pool.

5. _____ (再次感谢你送的可爱的礼物。)

Yours Faithfully,

Alisa

Key:

1. your cute gift for my daughter
2. color and pattern of the swimsuit
3. it is well made
4. look pretty stylish
5. Thanks again for the lovely gift.

Sample 2

May 11th, 2014

Dear Amanda,

Many sincere thanks for your accompanying me yesterday, what's more, your 1. _____ (关于买凉鞋的内行的意见) really helped a lot.

Recently, I've 2. _____ (试穿了很多双凉鞋), most were heavy and oddly shaped. The pair I bought yesterday is 3. _____ (轻便并且很合脚). They are excellent shoes for walking and swimming. I especially like them for the summer as they are 4. _____ (比运动鞋和跑鞋凉快). I love these shoes. I can hike, beach, and 5. _____ (与裙子搭配).

Great shoes! Thanks for you thoughtful advice.

Yours Faithfully,

Wendy

Key:

1. expert advice about buying sandals
2. tried dozens of sandals
3. light weight and actually fits the feet
4. cooler than sneakers or running shoes
5. wear with a skirt

Task 4 Write more.

Write a thank-you letter.

Key:

Oct. 16th, 2014

Dear Amy,

Thank you for being so thoughtful with the gift. The sneakers are super comfortable and great to wear on long walks. I have stopped walking out for several days because my feet hurt in my cross-trainers. Now I am able to walk out for 1 1/2 hours in the sneakers with no pain or burning. They are just what I expect to get.

I'm a big fan of shoes and I really love them. They are light weight, cool and attractive. What's more, they really help with support and balance.

I actually appreciate your generous gift.

Yours Truly,

Cathy

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Section 3

After-class Activities: More Things to Do

Activity ① Comparative Reading: Career Previewing

Read the passage in both English and Chinese and answer the questions.

Group Discussion:

1. What colors are preferred in a group discussion?
Darker colors, because in a group discussion, these colors help you to project more authority.
2. If you attend a wedding ceremony, what colors can attract clients?
Some romantic colors like pink or peach will serve this purpose.
3. Why is it necessary for us to dress differently on different occasions?
Different colors have different meanings just as different occasions are for different purposes. So dressing the right color for the right occasion is not only necessary but also important for business achievements.

Activity ② Window on Grammar

Task 1 Translate the sentences.

Study the following English sentences and translate the Chinese sentences into English.

Key:

1. What you saw was true.
2. He sent her three letters.
3. I don't understand why you did so.

4. The picture on the wall is mine.
5. When they were in the countryside, they often went fishing.

Task 2 Identify sentence elements.

Name the underlined parts in the following sentences after the model.

Key:

1. 定语
2. 状语
3. 宾语
4. 谓语
5. 主语

More explanations for the teacher's reference:

一、英语句子的成分

根据英语词汇在英语句子中的地位和作用,英语句子的成分可分为主语、谓语、宾语、宾语补足语、表语、定语、状语、同位语及独立成分等。其中,主语和谓语是句子的主要成分,一般情况下,一个句子不能缺少这两种成分。

1. 主语:表示句子所要说明或描述的人或事物,一般由名词、代词或相当于名词的词组或句子充当,置于句首。如:

It's getting cold. 天冷起来了。

Now everything is ready. 现在一切都准备好了。

The teacher is very kind to us. 老师对我们很好。

2. 谓语:说明或描述主语的动作、状态或特征,由动词或动词短语充当,位于主语之后。如:

Mother bought me a VCR. 妈给我买了一台录像机。

We have finished our work already. 我们已经完成了工作。

3. 表语:表示主语的身份、性质、状态和特征,一般由名词、形容词、或相当于名词、形容词的词、短语或句子充当,位于系动词之后,与系动词一起构成句子的谓语。如:

Be careful! 小心!

He looks very angry. 他看上去很生气。

His job is looking after sheep. 他的任务是看羊。

4. 宾语:指动作所涉及的人或事物,一般由名词、代词或相当于名词的词组或句子充当,位于动词之后。如:

He wrote many plays. 他写了许多剧本。

She loves swimming. 她喜欢游泳。

5. 宾语补足语: 用来对宾语进行补充和说明, 一般由名词、非谓语动词、形容词等充当。如:

He told us to stay. 他叫我们留下。

I've never seen her dancing. 我从未看见过她跳舞。

I found it difficult to refuse him. 我感到很难拒绝他。

6. 定语: 对名词或代词进行修饰、限制或说明, 一般由形容词、名词、代词、数词、介词短语、非谓语动词及句子等充当, 位置可在所修饰的词之前, 也可在所修饰的词之后 (详见形容词一章)。如:

It's an interesting story. 那是一个有趣的故事。

Do you have time to help us? 你有时间帮助我们吗?

Who is the woman being operated on? 正在动手术的女人是谁?

7. 状语: 用于修饰动词、形容词、副词、短语或整个句子等, 一般由副词、介词短语、非谓语动词短语或句子充当。如:

We like English very much. 我们非常喜欢英语。

Her uncle lives in Canada. 她叔叔住在加拿大。

She was lying in bed reading. 她躺在床上看书。

United we stand, divided we fall. 团结则存, 分裂则亡。(from www.yygrammar.com)

8. 同位语: 若两个语法单位指同一个人或事物, 并且, 句法功能也一样, 那么, 后一项称为前一项的同位语。如:

This is my friend Harry. 这是我的朋友哈利。

We students should study hard. 我们学生应该努力学习。

9. 独立成分: 与句子其他成分没有通常的语法关系, 如插入语、感叹语、呼语等, 一般用逗号将它与句子隔开。如:

He's a nice person, to be sure. 肯定他是一个好人。

Strange to say, he did pass his exam after all. 说也奇怪, 考试他竟然通过了。

二、简单句的五种基本句型

1. 主语 + 不及动词

My head aches. 我头疼。

Everybody laughed. 大家都笑了。

2. 主语 + 系动词 + 表语

English is very easy. 英语很容易。

He looks tired. 他看上去是累了。

3. 主语 + 及物动词 + 直接宾语

She likes the flowers. 她喜欢这些花。

Dad bought a car. 父亲买了辆汽车。

4. 主语 + 及物动词 + 间接宾语 + 直接宾语

He told her the news. 他把这消息告诉了她。

He gave me an apple. 他给了我一只苹果。

5. 主语 + 及物动词 + 宾语 + 宾语补语

He told me to stay home. 他叫我呆在家里。

The smell made him sick. 这气味使他恶心。

说明：上述各例都简化到了最低限度，在此基础上，我们可以加上一些修饰成分使句子变得更复杂，表达更丰富的内容。如：

In fact, English is very easy to teach. 事实上，英语很容易教。

She likes the flowers very much. 她非常喜欢这些花。

He told her the news on the home. 他把回家的路上这消息告诉了她。

More exercises:

Task 1 Choose the best answer.

Study the following sentences and choose the best answer for each blank.

1. — What are you reading, Jane?

— Some books on _____ education, I'm now interested in _____ education of young people.

A. an; the

B. /; the

C. the; an

D. an; /

2. — You were out when I dropped in at your house yesterday.

— Oh, I _____ for a friend from Beijing at the railway station.

A. was waiting

B. had waited

C. am waiting

D. have waited

3. — Little Jim has been eating sweets all day.

— It's no _____ he is not hungry

A. matter

B. doubt

C. problem

D. wonder

4. Comrade Wang _____ be in Shanghai—I saw him in the company only a few minutes ago.
A. mustn't
B. can't
C. may not
D. isn't able to
5. It was not until I got home _____ I found my wallet missing.
A. that
B. when
C. where
D. which
6. The number of the people present at the concert _____ much smaller than expected. There _____ many tickets left.
A. was; was
B. were; was
C. were; were
D. was; were
7. _____ you stepped into the lab with your shoes on? You're supposed to take them off before you enter it. I told you so!
A. How come
B. How dare
C. How about
D. How long
8. They made no effort to hide their amusement _____ I produced a packet of sweets from my pocket.
A. however
B. whatever
C. whichever
D. whenever
9. _____ her work has been good, but this essay is dreadful
A. In a word
B. In general
C. In particular
D. In total
10. We should _____ ourselves assiduously and faithfully to the duties of our profession.
A. devote
B. spend
C. offer
D. provide

Key:

1. B 第一个 **education** 意为“教育；教育学”，为不可数名词，因此不用冠词；而第二个 **education** 表示特指，意为“年轻人的教育”，因此用定冠词，故答案为 B。
2. A 根据上句中的时间状语的提示可知谓语动词是指过去某时正在发生的事情，因此用过去进行时态，故答案为 A。

3. D 上句“小吉姆整天在吃糖果”是“他不饿”的原因，因此答案为 D。no wonder 意为“难怪，不足为怪。”
4. B 情态动词 must 表推测时只能用于肯定句。在否定句中用 can't 代替 must。can't 为“不可能”；may not 意为“可能不”；be able to 表示经过努力或克服了困难之后做成了某事的能力，意为“能，会”。句中的破折号起解释说明的作用。“我几分钟前在公司见过他”，因此“不可能在上海”，故答案为 B。
5. A 强调句的基本结构由“It is / was + 被强调部分 + that / who + 句子其余部分”组成，如果被强调的是人用 that 或 who；其他用 that。句意为：到了家我才发现我的钱包不见了。
6. D the number of 修饰可数名词复数作主语时，后面的谓语动词用单数形式；There be 必须与后面的主语在人称和数上保持一致。tickets 为复数名词，因此用 were。故答案为 D。
7. A how come 意为“怎么”；how dare 意为“怎敢”；how about 意为“怎么样”；how long 意为“多久”。根据语境“怎么穿着鞋进了实验室？进来之前你该脱掉。我早告诉过你”可知答案为 A。
8. D 此题考查 whenever 引导的时间状语从句。句意为“每当我从衣袋里拿出一包糖果的时候，他们毫不掩饰他们觉得好笑”。
9. B in a word 意为“总之”；in general 意为“一般地；大体上；通常”；in particular 意为“特别”；in total 意为“整个地；总共”。根据句意“总的说来，她的作品不错，不过这篇文章糟透了”答案为 B。
10. A devote...to 为习惯用语，意为“把……献给；把……专用于”。句意为“我们应当勤奋地而且忠诚地献身于我们的职责。”

Task 2 Fill in the blanks.

Study the following sentences and fill in blanks with the proper form of the word given in brackets.

1. She returned home from the office, only _____ (find) the door open and something missing.
2. The Anti- Japanese War _____ (break out) in 1937 and it _____ (last) eight years.
3. This bird is really lovely, and I've never seen a _____ (fine) one.
4. That car nearly hit me; I _____ (kill).

5. "Have you ever eaten snails?" "No, and I hope I _____ (will)."
6. She wrote a famous book, and so _____ (win) a place in history.
7. I'll have to change my clothes before I go out — I don't want _____ (see) like this.
8. It has been raining for a day, but even though it hadn't rained, we _____ (get) there by tomorrow.
9. The little time we have together we try _____ (spend) wisely.
10. She took her son, ran out of the house, _____ (put) him in the car and drove quickly to the nearest doctor's office.

Key:

1. **to find** 作结果状语时, 不定式常表示没有预料到的情况或结果, 即预料之外; 而分词常表示一种自然而然的结果, 即预料之中。根据语境“发现门开着, 有东西丢了”是他没想到的, 因此可知应用不定式。又因句子的主语 **he** 与动词 **find** 是逻辑上的主谓关系, 故用主动语态。
2. **broke out; lasted** **break out** 和 **last** 都是不及物动词, 都不能用于被动语态。句意为“抗日战争 1937 年爆发, 持续了八年。”
3. **finer** **I've never seen a finer one** 的实际意思是 **This is the finest one I've ever seen.**
4. **might have been killed** 表示过去可能发生而实际上未发生的事, 用 **might+ 动词完成式**。若只是推测过去可能的事, 则可用 **may [might] + 动词完成式**, 如 **He may [might] have gone.** 他可能已经走了。
5. **never will** 根据句意, 填空处应用将来时态 (实为将来时态的省略式); 另外注意, 频度副词本来通常置于助动词之后, 但是若省略主要动词, 即当频度副词和助动词置于句末时, 应将频度副词置于助动词之前。
6. **won** **and so won a place...** 可视为 **and so he won a place...** 之省略。
7. **to be seen** **want** 表示“想要”时, 其后通常接不定式, 又由于主语与 **see** 之间含有被动关系, 故用被动式。
8. **can't get** **we can't get there by tomorrow** 为客观事实, 故宜用陈述语气。
9. **to spend** 该句的正常词序为 **We try to spend the little time we have together wisely.**
10. **put** 句中四个动词为并列谓语, 应时态一致。

U N I T

08

Health

Section 1

Before-class Activities: Getting Things Ready

Activity 1. Practice the Words

Activity 2. Practice the Conversation

Section 2

In-class Activities: Things to Do

Activity 1. Speak Out

Activity 2. Listen Out

Activity 3. Read Up

Activity 4. Write Down

Section 3

After-class Activities: More Things to Do

Activity 1. Comparative Reading: Career Previewing

Activity 2. Window on Grammar

Section 1

Before-class Activities: Getting Things Ready

Activity ① Practice the Words

Task 1 *Listen and match.*

Listen and match the words with the pictures. Then listen again and repeat.

Key:

- | | | | | |
|-------|-------|------|------|-------|
| 1. i | 2. k | 3. d | 4. l | 5. f |
| 6. g | 7. a | 8. c | 9. h | 10. e |
| 11. b | 12. j | | | |

Task 2 *Listen and write.*

Listen and write down what you hear.

Scripts & Key:

- | | |
|--------------------|------------------------|
| 1. headache | 2. ambulance |
| 3. fever | 4. waiting room |
| 5. taking medicine | 6. having an injection |
| 7. backache | 8. stomachache |
| 9. operating room | 10. heart attack |

2

Section 2

In-class Activities: Things to Do

Activity ① Speak Out

Task 2 Follow the examples.

Listen and complete the dialogue by choosing the best answers. Then listen again and repeat.

Dialogue ①

(In a doctor's office)

A: What's your complaint?

B: I feel tired all the time.

A: Do you sleep well?

B: I'm afraid not. Our bedroom is too noisy.

A: I see. Do you have any other problems?

B: I have stomachaches from time to time.

A: I'm afraid you're eating too much junk food. Do you often go to the McDonald's and KFC?

B: Very often, doctor. I'm just too crazy about eating meat.

A: So that's the problem. You should try to keep a balanced diet. You'd better eat more fruit and vegetables.

B: Should I take some medicine like sleeping pills and so on?

A: No, you don't need any medicine at all. What you need is more physical exercises.

B: So eating more fruit and vegetables and doing more exercises is all I want.

A: Exactly! And tell your roommates to keep quiet late at night.

B: Thank you for your advice.

Key:

1. a 2. d 3. c 4. b 5. e

Listen and supply the missing words. Then listen again and repeat.

Dialogue 2

(Talking about exercising)

A: Come and join our barbecue party after work!

B: I can't, thanks. I have an appointment with my friends. We're going to the gym.

A: It seems you often go to the gym these days. Are you a member of the club?

B: Actually I'm trying to lose weight these days.

A: No wonder. You look much slimmer than before.

B: I practice yoga and do aerobic exercises every week.

A: That's great! Now tell me what you eat everyday.

B: I'm on a diet and have been eating some light foods, vegetables and fruits.

A: That's good for you. You should also live a regular life, too. Go to bed early and get up early. Don't stay up too late.

B: Thank you for reminding me. I wish I could stick to it.

A: I'm sure you can.

Key:

1. c 2. d 3. b 4. e 5. a

Task 4 Just do it: Make up your own dialogue.

Make up a similar dialogue with your partner and present it to the class. Use the following as clues.

Dialogues for the teacher's reference:

Situation 1

A: Do you like exercising?

B: Yes, I do. I've been exercising since my doctor suggested me to.

A: Good health is the basis of happiness. By the way, what sports do you go in for?

B: Jogging is my favorite sport; it is convenient. What's your favorite sport?

A: In fact, I'm also a jogging lover. Jogging is an ideal sport. You can do it any time, anywhere.

B: Yes, that's right. Shall we do it together after class in the afternoon?

A: Good idea! Let's meet on the sports ground.

Situation 2

A: How do you like sports?

B: Actually, I think sports benefit us in many respects. When doing sports, we get the chance to train almost all parts of our bodies.

A: Yes. There is no doubt that proper sports keep us fit. And sports can enrich our life.

B: That's exactly the way I feel. Sports not only help us live a well-balanced life but also get more chances to move closer to nature.

A: Yes, so it is of great significance to exercise in a reasonable and appropriate way.

B: You're right. We also develop friendship in sports while building up a healthy body.

Activity ② Listen Out

Task 2 Listen and decide.

Listen to five short conversations and tell whether the statements are true or false. Write T for true and F for false.

Scripts:

Conversation 1

A: Good morning, Mr. Brown. What's wrong with you?

B: I have a bad headache. I have been writing a book and trying to finish it before the deadline.

A: You must not work so hard. You'd better have a good rest and do some exercises.

B: Thank you for your advice.

Conversation 2

A: Good morning. This is Doctor Jones's clinic. Can I help you?

B: Yes. This is Mary Smith. I'd like to make an appointment with the doctor.

A: Doctor Jones's schedule is full till Thursday.

B: Then can you make it Friday for me?

A: OK.

Conversation 3

A: This is Jane Smith. My husband wants to see the dentist now.

B: I'm sorry. The doctor is busy now. What's wrong with him?

A: He's suffering bitterly from toothaches.

B: It's 9:30 now. Would 11:00 be all right?

A: OK. Thank you.

Conversation 4

A: Prof Jackson. I'm afraid I have to go to see a doctor as I've caught a serious cold. I'd like to have one day off.

B: That's fine.

A: Thank you for your permission.

B: Remember to bring back the doctor's certificate.

A: OK.

Conversation 5

A: Hello, how are you feeling today, Mr. Green?

B: Things are going well for me, Dr. Smith.

A: So are you here for your annual physical examination?

B: Yes, I need a physical examination for my new health insurance.

Key:

1. T

2. F

3. F

4. T

5. T

Task 3 Listen and respond.

Listen to the passage and tick (✓) in the right box.

Script:

First aid is a kind of help given to someone who suddenly falls ill or gets injured before a doctor can be found. The best way to treat a sprained ankle is to put some ice on your ankle. If you get a nosebleed, gently let your head back to stop the bleeding. To treat a burn, you may hold the burnt part under cold running water. To treat a choke, you should make him or her spit by patting him/her on the back.

Key:

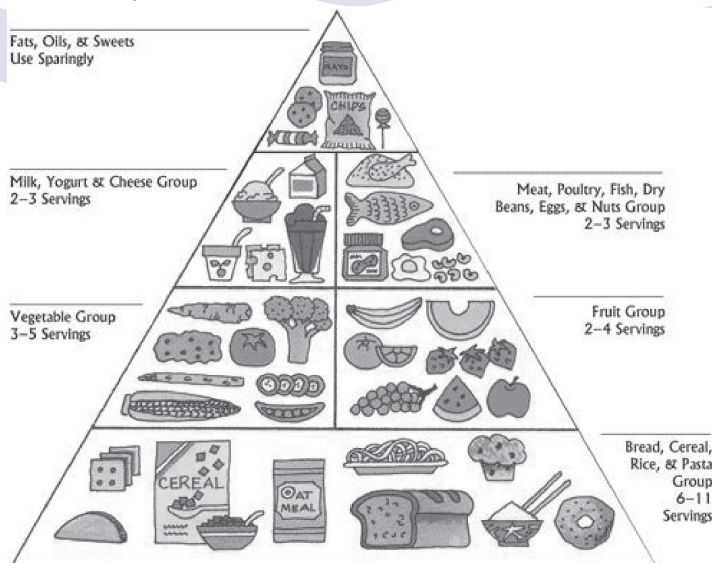
First Aid

	sit down and tilt head for ward	hold it under cold running water	put some ice on it	pat on the back
a sprained ankle			✓	
a nosebleed	✓			
a burn		✓		
a choke				✓

Activity 3 Read Up

Related Information

1. Food Guide Pyramid



The food pyramid can help you choose from a variety of foods so you get the nutrients you need, and the suggested serving sizes can help you control the amount of calories, fat, saturated fat, cholesterol, sugar or sodium in your diet.

Eating right helps us stay healthy. There are 6 food groups in the pyramid. The five main food groups are grains, fruits, vegetables, protein, and milk. We should eat foods from each of these groups, which gives us different vitamins and minerals every day. The sixth food group is fats and sweets. These foods taste good, but they are not good for us. We should eat less of them.

Use the Food Pyramid to guide your choices

- Choose low-fat dairy and lean meat
- Limit saturated fat to 10% of your calories
- Base fat intake on calorie needs

If we want to be healthy, we should eat a balanced diet which contains three different kinds of foods. They are energy-giving foods, body-building foods and protective foods. Energy-giving foods help you work and play all day. They are rice, noodles, nuts, butter, etc. Body-building foods make strong bones and muscles and they are meat, fish and tofu. Protective foods help a person digest food and keep the body healthy. They are fresh fruit and vegetables.

An example of a balanced diet

Meal	Main kind of food
rice	energy-giving
steamed perch(清蒸鱼)	body-building
stir-fried beans with bamboo shoots (竹笋扁豆)	protective
stir-fried tomato with eggs (西红柿炒 鸡蛋)	protective and body-building
stir-fried beef with chicken and peanuts (宫保鸡丁)	energy-giving and body-building
spicy tofu (麻辣豆腐)	body-building
spinach soup (菠菜汤)	protective

2. An introduction of some foods

Carrots 胡萝卜

This vegetable protects and keeps the outer skin layer and results preventing premature aging. The components of carrot correspond to Vitamin A.

Tomatoes 西红柿

Tomatoes are a remarkable vegetable for your skin as it is high in vitamin A, vitamin C, and potassium.

Sweet Potatoes 红薯

Sweet potato contains lots of vitamin A. This vitamin is very important as it is considered to be anti-wrinkling agent. Include it into your diet and your skin will become smother and cleaner.

Nonfat Yogurt 脱脂酸奶

If you wish to have your teeth cavity-free and white-teeth smile nonfat yogurt should be included in your diet. Its bonus contains in calcium, it is high in it.

3. Proverbs

An apple a day keeps the doctor away. 一日一苹果，医生远离我。

The first wealth is health. 健康是人生第一财富。

By the side of sickness health becomes sweet. 生病方知健康好。

A good wife and health are man's best wealth. 贤妻与健康是男人的至宝。

Diet cures more than doctors. 药补不如食补。

Leave off with an appetite. 只吃七分饱，健康长寿宝。

Language Study

1. **contain:** to have or hold within itself 包含；含有

For example:

What does that box contain? 那个盒子里面装的是什么？

Whisky contains a high percentage of alcohol. 威士忌所含酒精的百分比很高。

2. **a variety of:** all kind of; 种种；各种

For example:

The shop is selling a variety of tools. 商店出售各种各样的工具。

The gloom reflects a variety of worries. 这份抑郁是种种忧虑的写照。

3. **ensure:** to make sure; to guarantee 确保; 保证; 担保

For example:

Please ensure that all the lights are switched off at night. 夜间请务必将所有的灯关掉。

The book ensured his success. 这本书确定了他的成就。

4. **healthy:** *adj.*

1) having a good health 健康的; 健壮的

For example:

a healthy child, animal, tree 健康的孩子、健壮的动物、茁壮的树木

2) likely to produce good health 可能对健康有益的

For example:

a healthy climate, lifestyle, diet 宜于健康的气候、生活方式、饮食

5. **balanced:** keeping or showing a balance 保持平衡的; 显示平衡的

For example:

He has a healthy and balanced diet. 他有健康和均衡的饮食

There are highly sensitive and delicately balanced ecosystems in the forest. 森林里有高度敏感、灵敏平衡的各种生态系统。

6. **give up:** to abandon an attempt to do sth. 放弃做某事的尝试

For example:

She gave up her job to join her husband's campaign. 她辞了工作以参加丈夫的竞选活动。

We had to give up the castle to the enemy. 我们只得把城堡拱手让给了敌人。

7. **enjoy:** to get pleasure from 享受 ... 的乐趣

For example:

I enjoyed playing cricket. 我喜欢打板球。

I hope you enjoy your holiday. 祝你假期玩得愉快。

8. **in proportion to:** being relative to sth. 相对于某事物来说; 与某物成比例

For example:

His short legs were not in proportion to his long body. 他的短腿和他的身长不成比例。

This door is narrow in proportion to its height. 这扇门就其高度的比例而言窄了些。

9. **in general terms:** generally speaking 概括地，笼统地

For example:

He only talked about it in general terms and didn't go into details. 他只泛泛而谈，没有细说。

In general terms, what are you prepared to do? 总的来说，你们打算干什么？

10. **improve:** (to cause sth. to) become better 改善，改进

For example:

The primary aim of this course is to improve your spoken English. 这门课的主要目的是提高英语会话能力。

He said he was going to improve his football. 他说他要提高足球技术。

11. **certain:** specific but not named or stated 某一（不指明的或不说出来的）

For example:

Certain passages were excised from the book. 书中某些段落已删去。

Many animals breed only at certain times of the year. 很多动物只在一年的某个时候交配繁殖。

12. **aim:** to direct one's effort 努力；力争

For example:

I don't aim to hurt you. 我并没打算伤害你。

Businesses will have to aim at long-term growth. 企业必须以长期增长为目标。

13. **salty:** containing or tasting of salt 含盐的；咸的；辛辣的

For example:

Salty food makes one thirsty. 咸的食物令人口渴。

The soup had a very salty taste. 汤的味道很咸。

Task 2 Read and think.

Chinese Translation

如何吃得健康

没有一种食物包含了所有你需要的营养和纤维，所以摄取不同的食物非常重要。平衡摄取主要的几类食品能确保你的身体得到所有它需要保持健康。这五类主要食品是：

- 淀粉类食物
- 水果和蔬菜

- 乳制品
- 肉，鱼和其他非乳蛋白食物（如豆类）
- 脂肪和糖

淀粉类食物量大，容易填饱肚子。水果和蔬菜是许多营养物质的来源。牛奶和乳制品，比如：奶酪和酸奶，都是重要的蛋白质来源。红肉、鱼类、大豆、鸡蛋和坚果都是重要的非乳蛋白质来源。蛋糕和布丁含有很高的脂肪和糖分。定量的脂肪虽然对身体有好处，但是如果摄入太多，就会超重。

一般来说，如果你想改善膳食，那么有一些食物应该摄取多一些，而有一些食物应该摄取少一些。下表给出了一些例子：

多吃一些	少吃一些
瘦肉	高脂肪食物
水果蔬菜	含盐多的食物
高纤维食物	甜食
低脂乳制品	高脂乳制品
淀粉类食物	

Task 3 Read and judge.

Tell whether the following statements are true or false. Write T for True and F for False.

Key:

1. T 2. F 3. T 4. F 5. F

Task 4 Read and match.

Match column A with column B.

Key:

1. c 2. g 3. h 4. b 5. f
6. a 7. d 8. e

Task 5 Read and complete.

Fill in the blanks with the right words or phrases. Change the form where necessary.

Key:

1. a variety of 2. in proportion to

- | | |
|--------------|-----------|
| 3. giving up | 4. aim to |
| 5. enjoyed | 6. ensure |

Activity ④ Write Down

Task 2 Follow the example.

Study the following model for writing a note of sick leave.

More samples for the teacher's reference:

Sample 1

Jan. 4th, 2016

Mr. Zhang,

I'm terribly sorry that I failed to meet you in your office yesterday afternoon. One of my friends got injured in a car accident, so I had to send him to hospital and looked after him all night. I should have called to tell you, but I was rather busy then. Do please forgive me.

Thanks!

Tian Yun

Sample 2

Oct. 15th, 2015

Mr. Yang,

I beg to apply for 7day's leave of absence from 16th to 21st instant, both days inclusive, for I'll return home to see my mother, who is now badly ill.

To support my application, I submit the doctor's certificate of advice received from my brother.

I should be very much obliged if you will grant my application. Regarding the lessons to be missed during my absence, I will do my best to make them up as soon as I get back from leave.

Yours respectfully,

John Kark

Task 3 Start to write.

Complete the following letter with the given information.

More samples for the teacher's reference:

Sample 1

1_____ (2015 年 6 月 24 日)

Dear Mr. Wang,

I'd like to 2_____ (申请请假三天), starting from today to 26th, March, for I'm still 3_____ (躺在床上) with the flu (流感) and unable to get up. The doctor advised me to stay in bed for three days, so I'm really sorry that I can't attend your classes.

Regarding the lessons to be missed during my absence, I will do my best to make them up as soon as I get back from leave. I enclose 4_____ (医生证明), and I shall be very much obliged if you 5_____ (准我的假)

Key:

1. June 24th, 2015
2. apply for a three-day leave
3. lying in bed
4. a medical certificate
5. grant me the leave

Sample 2

May 22nd, 2015

Dear Mr. Wang,

I would like to know if I could ask for 1_____ (病假) for one day today. Last night I have experienced 2_____ (严重的牙痛), which deprived me of my sleep during the whole night. This morning I called my 3_____ (牙医) and he urged me to come to his practice for immediate 4_____ (治疗) of my teeth. He told me that the situation could worsen, should infection occur.

Concerning my lessons, as today is as not as busy as the other weekdays, I think a one-day leave may be the best solution. I 5_____ (道歉) the inconvenience (不便之处) my absence may cause.

Thanks!

John Smith

Key:

1. a sick leave of absence
2. a serious toothache
3. dentist
4. treatment
5. apologize for

Task 4 Write more.

Fill out the following form with your own information.

Key for reference:

LEAVE APPLICATION FORM

NAME John Smith		DEPARTMENT Personnel Department	
REASONS FOR LEAVE a bad headache			
DURATION OF LEAVE	FROM		TO
	DATE	21st	22nd
	TIME		8:00
		17:00	
		TOTAL	
		2 DAYS	
		16 HOURS	
<u>John Smith</u> Applicant Signature		<u>Black Green</u> Ratifier	
<u>May 20th ,2014</u> Date		<u>May 20th ,2014</u> Date	
FOR ADM/HR USE ONLY			
<input type="checkbox"/> ANNUAL LEAVE		<input checked="" type="checkbox"/> SICK LEAVE	
<input type="checkbox"/> MARRIAGE LEAVE		<input type="checkbox"/> MOURNING LEAVE	
<input type="checkbox"/> MATERNITY LEAVE		<input type="checkbox"/> PERSONAL LEAVE	
<input type="checkbox"/> PATERNITY LEAVE		<input type="checkbox"/> OTHERS	

More samples for the teacher's reference:

Sample 1

LEAVE APPLICATION FORM

Employee Name: _____ (Surname / Given Name) Employee Number: _____

Office Location: _____

Employee Type ☐ Full-time Permanent ☐ Part-time ☐ Temporary

Please fill in as appropriate:

Leave Type	Starting Date				Ending Date				No. of Working Days
	DD	MM	YY	AM/PM	DD	MM	YY	AM/PM	
Annual Leave									
Sick Leave*									
No Pay Leave*									
Maternity Leave*									
Paternity Leave*									
Bereavement Leave*									
Education Leave*									
Marriage Leave*									
Compensation Leave									

* Supporting documents should be submitted to the Human Resources Department with this form.

Accumulated/Entitled Annual/Sick Leave# _____ Days

Leave Applied _____ Days

Leave Balance _____ Days

Check By HR Department:

Employee Signature _____ Date _____

Approval by Practice Leader/ Immediate Supervisor _____ Date _____

Approval by MD _____ Date _____

For your reference:

No Pay Leave 无薪假

Bereavement Leave 丧假

Education Leave 学习假

Compensation Leave 补休假

Accumulated/Entitled Annual/Sick Leave 目前可使用年假 / 病假

Leave Applied 本次申请休假日总数

Leave Balance 此后可使用带薪休假日总数

MD (managing director) 总经理

Key:**LEAVE APPLICATION FORM**Employee Name: Yojee Liu (Surname / Given Name) Employee Number:

Office Location:

Employee Type ☐ Full-time Permanent ☐ Part-time ☒ Temporary

Please fill in as appropriate:

Leave Type	Starting Date				Ending Date				No. of Working Days
	DD	MM	YY	AM/PM	DD	MM	YY	AM/PM	
Annual Leave									
Sick Leave*									
No Pay Leave*	26	11	2011	AM	31	11	2011	PM	5
Maternity Leave*									
Paternity Leave*									
Bereavement Leave*									
Education Leave*									
Marriage Leave*									
Compensation Leave	2	1	2012	AM	2	1	2012	PM	1

* Supporting documents should be submitted to the Human Resources Department with this form.

Accumulated/Entitled Annual/Sick Leave# _____ 0 _____ Days

Leave Applied _____ 6 _____ Days

Leave Balance _____ 0 _____ Days

Check By HR Department:

Employee Signature _____ *Yojee Liu* _____ Date November 25th, 2013

Approval by Practice Leader/ Immediate Supervisor *John Green*

Date November 25th, 2013

Approval by MD _____ *Mary Smith* _____ Date November 25th, 2013

Sample 2

Leave Application

Name _____ Department _____

Position _____ Date joined _____

From ____ month ____ day ____ o'clock

To ____ month ____ day ____ o'clock

Total ____ day(s) ____ hour(s)

Type of Leave			
Sick Leave	<input type="checkbox"/> Full-pay ____ day(s) ____ hour(s)	<input type="checkbox"/> Annual ____ day(s) ____ hour(s) Leave	
	<input type="checkbox"/> Half-pay ____ day(s) ____ hour(s)	<input type="checkbox"/> Maternity ____ day(s) ____ hour(s) Leave	
	<input type="checkbox"/> No-pay ____ day(s) ____ hour(s)	<input type="checkbox"/> Marriage ____ day(s) ____ hour(s) Leave	
Personal Leave	<input type="checkbox"/> Full-pay ____ hour(s)	Others _____	
	<input type="checkbox"/> No-pay ____ day(s) ____ hour(s)	____ day(s) ____ hour(s)	

To be filled in by HR Department

Annual Leave (yearly)	Total Day(s)	Day(s) Taken	Day(s) Applied for This Time	Day(s) Left
Full-pay Sick Leave (yearly)	Total Day(s)	Day(s) Taken	Day(s) Applied for This Time	Day(s) Left

To be filled in by HR Department				
Full-pay Personal Leave (monthly)	Total Hour(s)	Hour(s) Taken	Hour(s) Applied for This Time	Hour(s) Left

Remarks:

- Original certification bill must be attached for some types of leave, including Sick Leave, Maternity Leave and Marriage Leave.
- Marriage Leave is available within one year after marriage license is valid during his/her employment in our company.
- Above-2-day leave should be approved by GM; the application of manager or above should be approved by GM.

Staff Signature _____ Date _____

Dept. Mgr. (Dir.) _____ Date _____

A/HR Dir. _____ Date _____

GM _____ Date _____

For your reference:

Full Pay Leave 全薪假

Half Pay Leave 半薪假

Personal leave 事假

Full Pay sick Leave 带薪病假

Full Pay personal Leave 带薪事假

GM 总经理

Key:

Leave Application

Name Yojee Liu

Department Administrative department

Position supervisor

Date joined June 11th, 2014

From 6 month 12th day 8 o'clock

To 6 month 14th day 17 o'clock

Total 2 day(s) 16 hour(s)

Type of Leave			
Sick Leave	<input checked="" type="checkbox"/> Full-pay	2__ day(s) 16__ hour(s)	<input type="checkbox"/> Annual Leave ____ day(s) ____ hour(s)
	<input type="checkbox"/> Half-pay	____ day(s) ____ hour(s)	<input type="checkbox"/> Maternity Leave ____ day(s) ____ hour(s)
	<input type="checkbox"/> No-pay	____ day(s) ____ hour(s)	<input type="checkbox"/> Marriage Leave ____ day(s) ____ hour(s)
Personal Leave	<input type="checkbox"/> Full-pay	____ hour(s)	Others _____ ____ day(s) ____ hour(s)
	<input type="checkbox"/> No-pay	____ day(s) ____ hour(s)	

To be filled in by HR Department

Annual Leave (yearly)	Total Day(s)	Day(s) Taken	Day(s) Applied for This Time	Day(s) Left
	15	0	0	15
Full-pay Sick Leave (yearly)	Total Day(s)	Day(s) Taken	Day(s) Applied for This Time	Day(s) Left
	8	0	2	6
Full-pay Personal Leave (monthly)	Total Hour(s)	Hour(s) Taken	Hour(s) Applied for This Time	Hour(s) Left
	8	0	0	8

Remarks:

- Original certification bill must be attached for some types of leave, including Sick Leave, Maternity Leave and Marriage Leave.
- Marriage Leave is available within one year after marriage license is valid during his/her employment in our company.
- Above-2-day leave should be approved by GM; the application of manager or above should be approved by GM.

Staff Signature Yojee Liu

Date June 11th, 2004

Dept. Mgr. (Dir.) John Green

Date June 11th, 2004

A/HR Dir. Mary Smith

Date June 11th, 2004

GM Henry Smith

Date June 11th, 2004

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Section 3

After-class Activities: More Things to Do

Activity ① Comparative Reading: Career Previewing

Read the passage in both English and Chinese and answer the questions.

健康愉快的生活

科学家们发现辛勤工作的名人寿命比普通人的要长。职业妇女比家庭妇女健康。有证据表明,失业者比在业人员健康状况差。调查也表明失业率每增长 1%,死亡率相应增长 2%。所有这些都表明:工作有利于健康。

为什么工作对健康有好处?因为工作使人忙碌,不会寂寞、孤独。研究表明,人们感到不满,焦虑和孤独时,他们什么都没有做。相反,忙于工作的人感到最快乐。那些喜欢他们的工作并取得很高成就的人觉得他们努力工作的时候是最幸福的。工作起到人与现实之间的桥梁。通过工作,人们彼此接触。通过集体活动,人们得到友谊和温暖。这有利于健康。失去工作就意味着失去一切。它影响人的精神,使人容易得病。

此外,工作给人以充实感和成就感。工作使人感到自身的价值和社会地位。当一位作家完成了他的著作,一位医生为病人做完了手术,教师看到学生的成长,他们都有说不出的幸福。

Activity ② Window on Grammar

Task 1 *Translate the sentences.*

Study the following English sentences and translate the Chinese sentences into English.

Key:

1. My father said to me, "You should study hard."

2. "Will you give me a hand?" asked a lady.
3. She told her mother that she wanted to study abroad.
4. Jack asked Susan if / whether she would like to travel with him.
5. The manager said we should work overtime today.

Task 2 Change sentence forms

Change the following direct speech (直接语气) into indirect speech (间接语气).

Key:

1. She said that she was very happy to help me.
2. He asked me if / whether I liked playing football.
3. My sister asked me how I liked the film.
4. The captain ordered us to be quiet.
5. They told the child that the earth goes round the sun.
6. He asked Lucy where she went.

More explanations for the teacher's reference:

一、直接引语变间接引语：如何变人称

引述别人的话有两种方式：一是使用引号引出人家的原话，这叫做直接引语；一是用自己的话把人家的话转述出来，这叫做间接引语。例如：

John said, "I'm going to London with my father."

约翰说：“我要和父亲到伦敦去。”（引号内是直接引语）

John said that he was going to London with his father.

约翰说，他要和他父亲去伦敦。（宾语从句是间接引语）

有一句顺口溜“一随主。二随宾，第三人称不更新”。“一随主”是指在直接引语变间接引语时，如果从句中的主语是第一人称或被第一人称所修饰。从句中的人称要按照主句中主语的人称变化，如：

She said. "My brother wants to go with me." → She said her brother wanted to go with her.

“二随宾”是指直接引语变间接引语时，若从句中的主语及宾语是第二人称。或被第二人称所修饰。从句中的人称要跟引号外的主句的宾语一致。如果引号外的主句没有宾语。也可以用第一人称，如：

He said to Kate. "How is your sister now?" → He asked Kate how her sister was

then。

“第三人称不更新”是指直接引语变间接引语时。如果从句中的主语及宾语是第三人称或被第三人称所修饰从句中的人称一般不需要变化如：

Mr. Smith said: "Jack is a good worker." → Mr. Smith said Jack was a good worker。

二、直接引语变间接引语：如何变时态

直接引语在改为间接引语时、时态需要做相应的调整。

现在时它需改为过去时态；过去时态改为完成时；过去完成时则保留原来的时态。如：

- 1) She said. "I have lost a pen." → She said she had lost a pen.
- 2) She said. "We hope so." → She said they hoped so.
- 3) She said. "He will go to see his friend." → She said he would go to see his friend。

但要注意在以下几种情况下。在直接引语变为间接引语时，时态一般不变化。

① 直接引语是客观真理。

"The earth moves around the sun and the moon moves around the earth, the teacher told me. → The teacher told me the earth moves around the sun and the moon moves around the earth。

② 直接引语是过去进行时，时态不变。如：

Jack said. "John, where were you going when I met you in the street?" → Jack asked John where he was going when he met him in the street。

③ 直接引语中有具体的过去某年、某月、某日作状语，变为间接引语时，时态不变。如：

Xiao Wang said. "I was born on April 20, 1980." → Xiao Wang said he was born on April 20, 1980。

④ 直接引语如果是一般现在时。表示一种反复出现或习惯性的动作，变间接引语，时态不变。如：

He said, "I get up at six every morning." → He said he gets up at six every morning。

⑤ 如果直接引语中的情态动词没有过去时的形式（例：ought to, had better, used to）和已经是过去时的形式时，（例：could, should, would, might）不再变。如：

Peter said. "You had better come have today." → Peter said I had better go there that day.

三、直接引语变间接引语：如何变状语

直接引语变为间接引语时，有些时间状语，地点状语，指示代词和动词也要作相应的变动。

	直接引语	间接引语
时间状语	now 现在	then 那时；当时
时间状语	today 今天	that day 那天
时间状语	tonight 今晚	that night 那天晚上
时间状语	this week 本周	that week 上周
时间状语	yesterday 昨天	the day before 前一天
时间状语	the day before yesterday 前天	two days before 前两天
时间状语	three days ago 三天以前	three days before 前三天
时间状语	last week 上周	the last week 前一周
时间状语	tomorrow 明天	the next day / the following day 第二天
时间状语	next week 下周	the next week 第二个星期
时间状语	next month 下个月	the following month 第二个月
时间状语	this morning 这个早晨	that morning 那个早晨
时间状语	ago/last 以前 / 最后	before 之前
指示代词	this 这	that 那
指示代词	these 这些	those 那些
地点状语	here 这里	there 那里
动词	come 来	go 去
动词	bring 带来	take 带去

注：直接引语转换成间接引语时的变化应视实际情况而定。假如就在当天转述，today, yesterday, tomorrow 等就不需改变；如果在当地转述，here 也不必改为 there, come 也不必改为 go。另外，直接引语中有具体的过去某年、某月、某日作状语，变为间接引语时，时态不变。

四、直接引语变间接引语：如何变句型

①直接引语如果是陈述句，间接引语应改为由 that 引导的宾语从句。如：

She said, "Our bus will arrive in five minutes." → She said that their bus would arrive in five minutes.

② 直接引语如果是反意疑问句，选择疑问句或一般疑问句，间接引语应改为由 **whether** 或 **if** 引导的宾语从句。如：He said, "Can you swim, John?" → He asked John if he could swim.

"You have finished the homework, haven't you?" my mother asked. → My mother asked me whether I had finished the homework.

"Do you go to school by bus or by bike?" → He asked me if I went to school by bus or by bike.

③ 直接引语如果是特殊问句，间接引语应该改为由疑问代词或疑问副词引导的宾语从句（宾语从句必须用陈述句语序）。

She asked me, "When do they have their dinner?" → She asked me when they had their dinner.

④ 直接引语如果是祈使句，间接引语应改为 "tell(ask, order, beg 等) sb.(not) to do sth." 句型。如：

"Don't make any noise," she said to the children. → She told (ordered) the children not to make any noise.

"Bring me a cup of tea, please," said she. → She asked him to bring her a cup of tea.

⑤ 直接引语如果是 "Let's" 开头的祈使句，变为间接引语时，通常用 "suggest + 动名词（或从句）。" 如：

He said, "Let's go to the film." → He suggested going to the film. 或 He suggested that they should go to see the film.

More exercises:

Task 1 Choose the best answer.

Study the following sentences and their change of speech. Choose the best answer for each blank.

- The boy wanted to ride his bicycle in the street, but his mother told him _____.
A. not to B. not to do C. not do it D. do not to
- Mrs. Smith warned her daughter _____ after drinking.
A. never to drive B. to never drive

谓语动词要求用及物动词，常见的用于此句式的谓语动词有 **tell**, **warn**, **ask** 等。**to** 后面省去了相同的不定式部分。

2. A **warn** 要求用不定式作宾补，故可排除 C 和 D。**never** 是否定词，应放在不定式符号 **to** 前面。
3. D 宾语从句要求使用陈述句语序，而非一般疑问句语序。
4. D A、C 不符合宾语从句的语序，可排除。英语中常用 **it** 代替不明身份的或心目中的人，故答案为 D。
5. A 如果主句是祈使句或主句的谓语动词是现在时或将来时，宾语从句谓语动词可根据句意的需要而用任何一种时态。本题 **recently** 暗示从句中应用现在完成时态，故答案为 A。
6. A 本题的句意是：记者说当他看见飞碟时，它正从东向西飞过。从句要用过去进行时态，答案为 A。当主句谓语动词是过去时，从句谓语动词一般用过去的某种时态（如一般过去时，过去进行时，过去完成时等）。但如果宾语从句表达的是客观事实、真理、自然现象等时，从句谓语通常用一般现在时。如：**The teacher said that the sun rises in the east and sets in the west.**
7. D 宾语从句的动作先于 **learned** 的动作，故宾语从句谓语动词要用过去完成时态，后面又有一段时间状语，从而判定答案为 D。
8. D 间接引语要用陈述语序，主句动词为 **asked**，则从句应改为过去完成时态。
9. B 若直接引语是两个并列的陈述句，要注意在第二个宾语从句前加连词 **that**。在此种情况下，引导第一个宾语从句的 **that** 有时可以省略，但引导第二个宾语从句的 **that** 通常不省略。
10. C 直接引语中有具体的过去某年、某月、某日作状语，变为间接引语时，时态不变。

Task 2 Correct the mistakes in the following sentences.

1. He said that he is going to London.
2. Tom said they had finished the job yesterday.
3. She asked me don't smoke in the room.
4. They asked that he was there.
5. I asked you where was he going.
6. The teacher told us not talk any more.
7. The doctor said to his wife, Not wait for me.

8. He asked me who I am.
9. Mary said that she would see you tomorrow.
10. Mother asked what was the matter.

Key:

1. is → was
2. yesterday → the day before
3. don't → not to
4. that → if
5. was he → he was
6. not 后面加 to
7. Not → Don't
8. am → was
9. tomorrow → the next day
10. was the matter → the matter was