#### 图书在版编目(CIP)数据

大学英语读写译教程学生用书.1/王大伟总主编.一上海: 华东师范大学出版社,2009

应用型本科院校规划教材

ISBN 978 - 7 - 5617 - 7029 - 0

Ⅰ.大··· Ⅱ.王··· Ⅲ.①英语-阅读教学-高等学校-教材②英语-写作-高等学校-教材③英语-翻译-高等学校-教材 Ⅳ. H31

中国版本图书馆 CIP 数据核字(2009)第 068929 号

## 大学英语读写译教程 1·学生用书

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出版发行 华东师范大学出版社

社 址 上海市中山北路 3663 号 邮编 200062

电话总机 021-62450163 转各部门 行政传真 021-62572105

客服电话 021-62865537(兼传真)

门市(邮购)电话 021-62869887

门市地址 上海市中山北路 3663 号华东师范大学校内先锋路口

网 址 www.ecnupress.com.cn

印刷者 苏州永新印刷包装有限公司

开 本 787×1092 16 开

印 张 11.75

字 数 247 千字

版 次 2009年7月第1版

印 次 2009年7月第1次

书 号 ISBN 978 - 7 - 5617 - 7029 - 0/H ⋅ 452

定 价 19.80元

出版人王焰

(如发现本版图书有印订质量问题,请寄回本社客服中心调换或电话 021-62865537 联系)

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Unit 3	What Makes Email Different?	Here Are a Few Tips about Email Safety	Advertisement	Emails
Unit 4 To Spank or Not to Spank? Mode		Modern British Families	Newest topic: sports	Notice
Unit 5 Business Telephone Etiquette for Success		Telemarketing	Critical analysis	Messages
Unit 6 Blockbuster		Titanic	Business words	Posters
Unit 7 Hard Work and Success		Prepare for Your First Day at Work	Organisation	Speech (1)
Unit 8 Do Animals Have Feelings?		Animals for Adoption	Reading for fun	For or Against
Unit 9	How to Plan a Meeting	Beware, Globe-Trotting Meeters!	Business words	Minutes
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# Unit College Life



# Pre-reading Tasks

	Directions: Freshmen are first-year students at a college or university. They tend to
be	confused and sometimes overwhelmed in the first few weeks of school. Identify problems
be	low that usually happen to freshmen (Y).

- ( ) Not opening your minds
- ( ) Skipping class
- ( ) Too much fun at the expense of grades
- ( ) Homesickness
- ( ) Not studying enough
- ( ) Hard to find your own things
- ( ) A sense of not belonging
- ( ) Hard to find the right class room
- ( ) Hard to get food at the cafeteria
- ( ) Shy about going to parties and social activities
- ( ) Hard to find full-time employment

# Directions: Identify what you believe to be the most effective ways to solve freshmen's problems (Y).

- ( ) Go to the orientations for new comers
- ( ) Go home as often as possible
- ( ) Get to know your roommates and others in your residence hall
- ( ) Borrow money from your roommates
- ( ) Find the ideal place to study
- ( ) Get to know at least one professor well each semester
- ( ) Attend class regularly
- ( ) Get involved in at least one out-of-class activity
- ( ) Get to know your resident assistant or student counselor
- ( ) Find a full-time job

# 3 Directions:

- 1. Talk with your partner about what you feel in the new college environment.
- 2. Work in pairs to discuss effective ways to overcome difficulties in the first few weeks of college life.

# Text A

Word Tips

adjustment /ə'dʒʌstmənt/

 $stressful\ /stresfəl/$ 

adjust /ə'dʒʌst/

tip /tip/

flexible /'fleksəbl/

regular / 'reqjʊlə/

schedule / skedzul, fedju:l/

counselor / kaunsələ/

n. 调整,适应 adaptation to new conditions

adj. 有压力的 causing stress

v. 调整,适应 to become suited to new conditions

n. 小提示 small but useful piece of practical advice

adj. 随机应变的 adaptable

adj. 有规律的 happening repeatedly at times or places which are the same

n. 计划表 programme of work to be done

n. 顾问 adviser

# College Freshman: How to Get Over Homesickness

Whether you are a freshman or a senior, studying abroad or going to college in your hometown, it's natural to have a period of adjustment when you leave home. Experiencing new things and meeting different people can be exciting and stressful at the same time. Sometimes, it can make you feel a deep desire to return to the people and situations you know best.



The good news is that homesickness goes away eventually. As you gradually get used to your new surroundings, you will grow more comfortable. You will also gain a sense of confidence and independence by knowing that you can learn to adjust. Here are some tips to make your adjustment easier.

Accept that things will be different; being different is not bad or wrong. Growing up means learning to be flexible in different situations, so this is the process of preparing you for a wonderful future.

15

10

1

Focus on what you are gaining. Instead of thinking about everything you are missing, focus on what you are gaining by being away. Think about all the new experiences you can share with friends and family when you return.

Get involved. Join a club, a study group, or find a part-time job that will get you involved with other people. Knowing that you will see the same faces and interact on a regular schedule helps a lot.

Talk about your feelings. Homesickness is natural. It does not mean you are weak, only that you have experienced love and security in your home life. And that is a good thing. If you find you are having trouble, talk to a friend, a roommate, or a campus counselor. It is important to admit your feelings rather than keep them inside. You are certainly not the first student to experience homesickness, and by sharing with others what you are going through, you will find even more ways to start to adjust.



20

# Comprehension

- I. Content Questions: Decide which of the following statements are True (Y), False (N), or Not Given (NG).
- 1. ( ) Only freshmen have to adjust themselves to the new study environment.
- 2. ( ) New things bring people both excitement and pressure.
- 3. ( ) Returning to the people and situations you know best is the best way to overcome homesickness.
- 4. ( ) Learning the new language and customs of the new environment is a good way to overcome homesickness.
- 5. ( ) Being adaptable to the new situation means you have grown up.
- II. Group Work: Break into small groups and discuss the following questions. The teacher may ask you to repeat your group's answers to the class.
- 1. How can you avoid missing your family or high school life?
- 2. What could be the right attitude towards the different things you encounter in the new environment?
- 3. How can you get involved during the new college semester?
- 4. Why does talking about your feelings help to overcome your homesickness?



# Language Practice

Study the words and phrases in the box. We have a number of exercises to help you learn how to use them.

Words and Phrases to Drill				
counselor	freshman	flexible	eventually	
go through	involve	abroad	schedule	
regular	adjust	stressful	tip	
senior	focus on	homesick	surroundings	
interact	grow up	confidence	independence	

Vocabulary
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<ol> <li>box. Change the form where necessary.</li> <li>Even the closest and strongest of interpersonal relationships must finally come to an enecessary.</li> <li>Since I left home, I have learned to be more adaptable.</li> <li>He's amazingly cheerful considering all that he's experienced.</li> <li>It's important for a college newcomer to avoid trouble.</li> <li>This hotel, standing in an elegant and graceful environment, is distinguished from its k.</li> <li>A child has the right to become an adult in a healthful, caring environment, where caring is applied to circumstances rather than to persons.</li> <li>Word Formation: Fill in each blank with the right form of the word given in the bracket.</li> <li>When a boy leaves college and begins to earn money, he can live a life of (independent)</li> <li>For my own part, being careful about my appearance keeps me (confidence and the interpretation of the confidence in your working hours? (flexible)</li> <li>They feel that all the in nature has a purpose. (regular)</li> </ol>				
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7.	The goods that our shop purchased prices. (adjust)	before the	e price	are still for sale at low
8.	There should be a lot more b	etween the	social services	and local doctors. (interact)
<b>IV</b> .	Consult a dictionary for the meanings blanks with appropriate phrasal verbs		_	
	go back on go over go on with go agains		-	_
	He the advice of his collection			
	your goals and don't be af		-	
	The contract comes into effect toda	-		
	You have to the poet's wo			
	You will be more comfortable with	-		
0.	Robbie met with his boss to the Spring Festival.	_ a new p	ian for prome	oring digital cameras during
7	• •	res before	it can be put	into practice
	<ul><li>7. The plan must several stages before it can be put into practice.</li><li>8. Professor David convinced me to my studies.</li></ul>			
٧.	Extended Words and Expressions: The Find items in Column A equivalent to		•	sions related to campus life.
	Column A			Column B
	1. academic year		Α.	课外活动
	2. abroad student		В.	系主任
	3. extracurricular activities		С.	智商
	4. student council		D.	留学生
	5. department chairman		Ε.	大学二年级学生
	6. graduate student		F.	职业大学
	7. research fellow		G.	社会实践
	8. social practice		Н.	学年
	9. intelligence quotient		Ι.	研究员
	10. undergraduate		J .	寄宿生
	11. sophomore		K.	论文导师
	12. boarder		L.	实习生
	13. Vocational University		M.	大学肄业生
	14. supervisor		N.	研究生

15. intern

O. 学生会

#### N Cloze

Choose the appropriate words and expressions to fill in the blanks in the passage below. Change the form where necessary.

 $_{1}$  life in middle school, college life may be a most relaxing period. But it doesn't mean that we can waste time. Life is  $_{2}$  and time is swift. Once the sands have run out of a person's hourglass, they cannot be replaced. So if you want to make your college life happier, then making good use of time is one of the  $_{3}$  ways.

Life should be enriched with knowledge and  $\underline{4}$ . Being addicted to computer games or  $\underline{5}$  is a waste of life. You can go to the  $\underline{6}$  sometimes, and searching the Internet is also an  $\underline{7}$  method. As the world will not stand still, we should get more information to avoid being  $\underline{8}$  about modern situations and current affairs.

Another way is to join a club. In a club you can make friends. The more friends, the better. What's more, you can learn a lot 9 books. For example, getting to know how to develop and 10 relationships, and improving your ability to 11 with each other. You can reap a lot of 12 and joy from a club.

freedom
library
colorful
short
happiness
outside of
effective
communicate
practical
compare with
deal with
ignorant
benefit
dream

In fact, there are many ways of making your college life  $\underline{13}$ . However, do what you should do. Discipline and  $\underline{14}$  always follow each other. No discipline, no freedom, and much less 15.

## **▼** Translation

- I. Translate the following sentences into English.
- 1. 在当前阶段,高校辅导员队伍正由严格的教育管理向教育服务转换。(university counselor)
- 2. 为了能和孩子们保持经常联系,我们装上了电脑,并且申请了电子邮件和在线聊天服务。 (regular communication)
- 3. 因为他的太太病了,他必须调整他的作息来配合她。(adjust his schedule)

- 4. 本厂的优质商品畅销国内外。(at home and abroad)
- 5. 他渴望假日是由他的思乡病引起的。(homesickness)
- 6. 我必须集中精力学习,为下个月的入学考试做好准备。(focus on)
- 7. 动物园里的动物不同于生活在自然环境中的动物。(natural surroundings)
- 8. 如果人们愿意灵活一些,保持开放的头脑,并不断学习,他们将在这变化的世界中变得越来越富有。(*flexible*)
- II. Simultaneous Interpretation: Now the Chinese sentences are played back without stopping. Translate them into English orally at almost the same moment you hear them.

# Text B

dorm /dɔːm/	n. 宿舍 a building of rooms for students to sleep in	
prospect /'prospekt/	n. 前景 outlook; a possibility that sth. will happen	
in the twinkling of an eye	转眼之间 very quickly	
$internalize \ / in \ ^l t \ \text{s.in} \ \partial_l la \ iz \ /$	v. 使内在化 to makean internal or integral part of yours	
well-rounded / 'wel 'raundid/	adj. 全面的 having a variety of abilities and experiences; comprehensive	
extra-curricular /ekstrə/kərɪkjələ/	课外的 after-class; outside the regular academic curriculum	
excel /ık'sel/	v. 擅长 to be excellent (at doing sth.)	
naïve /na:i:v/	adj. 天真的 lack of experience of life; innocent	
trick /trɪk/	v. 欺骗,戏弄 to make sb. believe sth. that is not true; deceive	
prey /preɪ/	n. 猎物;牺牲者 an animal hunted for food; a person who is the aim of an attack	

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# How to Make the Most of Your College Years?

College is the entry point to being an adult — first of all, you leave home. You start living on your own, with people your own age, in a dorm. You experience managing your money — paying bills and rent. It's an exciting prospect, but college is much more than that as well. Your four years of college may pass by in the twinkling of an eye and it is therefore very important that you make the most of your experience.

Here are some ways that you can live every minute of your college years:

- 1. Go to Class First and foremost, you are in school to study. Make sure you always keep that in mind and remember to attend all classes. Being absent means you are also losing out on what you paid for at the start of the semester, and you are wasting what you spent on books and other school materials.
- 2. Listen and Take Part in Class Of course, being just physically present is not the same as actually participating in class. When you make the effort to listen and answer in the class discussions, you are already internalizing the lesson, making it easier for you when you review for exams. Manage your college textbooks, buy textbooks, or if you have less financial resources, then sell or rent out old textbooks.
- 3. Learn How to Manage Your Time The most successful student is not the one that buries his head in books or spends the most time in the library it is the ones who are well—rounded, taking part in school activities and organizations and at the same time maintaining good performance in school. To be able to study and join extra-curricular activities, you have to be good at managing your time to fit them all in your schedule.
- 4. Grow and Expand Every day is a chance for you to learn something new, try out a new thing and meet someone new. College is a great chance for this as you are still young, without responsibilities other than your own self, and surrounded by young people your age. Aim to discover a new hobby or sport, and excel in it.
- 5. Watch Your Finances Students, it seems, are always struggling because you are not anymore under your parents' house, you have to pay for all your bills yourself. As a student, you can only take part-time work. But you can be wise about how you spend what little money you have by buying used books, by applying for financial aid and by reducing the bills you have to pay (i.e. cell phone bills).
- 6. Protect Yourself and Your Health Don't be a naïve student, trusting all around you and being tricked or falling prey to criminals. Be smart about the people you spend time with and you trust. Also, keep yourself healthy if you are sick,

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your grades and performance in school suffer as well.

Any student would want to be able to look back at their college years and remember it as the time of their life. The only way to do so is to make the most of your college experience and learn and grow not just intellectually, but also emotionally.

#### **Notes to the Text**

In most western countries, college years usually consist of four years as in China. A first year college student is usually called a freshman, indicating the new comer is the "fresh blood" of the new environment. A second year student is called a sophomore, which sounds very similar to "suffer more" — the second year students usually have to take the most curriculum courses. In the third year, a student is referred to as a junior, and in the last year a senior.

# Comprehension

- I. Multiple Choices: Read the text and choose the best answer to each question or unfinished statement.
- 1. How can one avoid passing his four years of college as if in the twinkling of an eye?
  - A. By leaving home and living on one's own.
  - B. By managing one's money well.
  - C. By taking advantage of one's experiences.
  - D. By seeking an exciting future.
- 2. A college student shall always attend all classes, otherwise he will .
  - A. waste his tuition fees.
  - B. get nothing from his effort in choosing school materials.
  - C. lose the money he invested in the textbooks.
  - D. all of the above
- 3. According to the author, the most successful student is the one who . .
  - A. knows how to manage his time wisely
  - B. maintains good performance in school
  - C. spends the most time in the library
  - D. takes part in all kinds of school activities
- 4. It is suggested that college students should to make ends meet.
  - A. claim every expense from their parents
  - B. take a full-time job
  - C. sell all the textbooks when they need to pay the rent
  - D. spend less on unnecessary things
- 5. According to the author, which of the following is NOT to be done in college?

- A. To try out something new. B. To meet new people and always trust them.
- C. To develop a new hobby. D. To learn a new sport and excel in it.
- II. Text Comprehension: Fill in the blanks in the diagram with the information you have read. The first letter of the word or phrase in a blank has been given to you.

To make the most of your college years, you should follow these tips:

Co to alors	Keep it in mind and attend classes	
Go to class	Don't l what you paid for	
Tiston and to slave	I the lesson	
Listen and t class	Get textbooks for the semester	
I am ham to me	Study well	
Learn how to m your time	Take part in e activities	
	Learn something new	
Grow and expand	Discover a new h or sport	
	E in it	
	Take p work	
Wedsh and Singular	Buy used books	
Watch your finance	Apply for f	
	Reduce bills, like your c bill	
Duetost verneelf and vern h	Don't be n	
Protect yourself and your h	Be smart	

- 1. Your four years of college may pass by in the twinkling of an eye and it is therefore very important that you make the most of your experience.
- 2. Of course, being just physically present is not the same as actually participating in class.
- 3. To be able to study and join extra curricular activities, you have to be good at managing your time to fit them all in your schedule.

- 4. College is a great chance for learning something new as you are still young, without responsibilities other than your own self, and surrounded by young people your age.
- 5. Students, it seems, are always struggling because you are not anymore under your parents' house, you have to pay for all your bills yourself.

## **Oral Practice**

Discussion: Work in pairs or groups and complete the following tasks.

- 1. Work in pairs to discuss the question: After reading the text, do you think the tips listed in the six sub-tiles are important for succeeding in college?
- 2. Work in pairs to discuss the question: Have you encountered any difficulties or problems in college? Share them with your partner.

Some possibilities are listed below as examples, and you can add to the list,

- I have difficulty choosing which courses to take.
- I've heard it's hard to pass examinations in college.
- I had a toothache last week, but I don't know where to find a dentist.

...

Work in groups to discuss ways to solve the above difficulties or concerns. Then a representative of the group is chosen to share your wisdom with the whole class.

#### Example:

— I have difficulty choosing which courses to take.

Possible solutions:

- 1) Read the academic plan of your major to see which courses are compulsory (必修的).
- 2) Talk to your roommates and classmates to find out their choices.
- 3) Consult your teachers.



# **Language Practice**

I . Fill in the blanks with words or phrases given in the box. Change the form where necessary.
fit in prospect finance twinkling internalize well-rounded extra-curricular excel physical schedule absent prey naïve
1. It is very important that college students should be both psychologically and
healthy.
2. My boss hates me because I embarrassed her at the meeting. I don't think I am ever
going to have any in this company.
3. Tom is the apple of Mr. Lee's eye because he is the most student in the class.
4. During the first three months of entering the new company, Lindsey thought of only one thing: to as soon as possible and become a delightful member of the office.
5. He once had a dream in which his son over him in playing chess.
6. Jim actually won the lucky draw but failed to collect his reward because he was
at that time.
7. It is very unsafe for young ladies to walk alone at night in suburban areas for they may
easily fall to criminals.
8. Playing online games is a method to enrich one's life, but it is not right to
do it all day long.
9. To make the idea your own, you need to understand it first and then it.
10. That woman's mood can change in the of an eye.
II. Paragraph Translation: Translate the following paragraph from Chinese into English. 据预测,今年英国毕业生的职位会增加 10.2%。这是众多毕业生的福音——可是,当你申请大学毕业后的第一份工作时,你确定自己拥有招聘广告上列出的所有相关技能吗如果拖到整理简历时候再开始学习技能,就太晚啦。专家表示,从开学第一天起,学生就该把大学看做职业生涯的开始,想想自己未来毕业时需要的技能,然后每年都学习一些,才能更容易地找到工作。

■ Simultaneous Interpretation: Now the Chinese paragraph is played back without stopping. Translate them into oral English at almost the same moment you hear them.

# Text C

#### **How Will the Internet Impact University Qualifications?**

(A)

Will learners soon dictate(支配) their learning qualifications? That option could soon be coming our way if universities follow the research of Philip Duchastel, Nova Southeastern University. He says that university education needs to adapt to the new eLearning technology in a number of ways.

(B)

Instead of the traditional approach, he proposes a new learning model that includes:

- Students who define their own learning goals and outcomes
- · A move away from common (course) learning goals to acceptance of diverse outcomes
- Students who produce their own researched hypotheses (假设) rather than rewritten course content
  - Evaluation tasks that ask students to apply their learning
- Students required to demonstrate they can build learning teams [collaborative(集体的) learning] instead of (competitive) individual learning
- Universities actively encouraging global internet communities (virtual scientific communities) beyond their own walls

(**C**)

Duchastel says this proposed model is best suited to online education. An online model of learning based around discovery learning removes the responsibility on course leaders or tutors(导师) to define what is legitimate(合法合理的) knowledge and approved sources. The students, working in collaborative teams, would have to provide the evidence that their arguments (presentations of information) come from legitimate sources. They would also have to argue logically that their conclusions were logical, given the evidence they had gathered.

#### 1. What are the checks and balances?

(D)

Surprisingly, there are several checks and balances inherent in this model of learning.

First, there is the learning team. The online environment allows some quite rigorous debate to take place because there is no body language involved to reduce the impact of frank criticism, unless it's taking place in a video format (like Skype groups). Team members will understand that allowing someone to come up with poor research will damage their case. They will want to challenge and analyze the research themselves, and will follow up anything that could be suspected.

(E)

Second, the students' evidence of success is not so much on the amount of content or evidence they have gathered, but the conclusions they have drawn from the evidence or research. Any tutor worth their degree will be able to sit through a presentation and discern whether the evidence is sufficient and whether the conclusions drawn are valid. Very little marking involved.

#### 2. How will the tutor's role change?

(F)

Tutors would become brainstorm leaders and guides when learning groups were stuck. They would teach critical thinking skills rather than facts that students could find out anyway. Their weekly (online or face-to-face) tutorials could be model presentations of the tutor's own research, and their teaching goals would be to show how they applied scientific method to ascertaining the credibility of the evidence.

#### 3. Is online research credible?

(G)

The concern over credibility of research and information is a valid one. We only have to look at the victims of online hoaxes (恶作剧) to know that if everything looks legitimate we are likely to accept that it is. Online we have to quickly ascertain what is purely for entertainment and what is worth considering. Critical thinking is a skill most needed by students, online or off.

#### 4. Does critical thinking rule out intuition(直觉)?

(H)

Intuition is a human quality that deserves more trust in the way we evaluate knowledge. It can make us feel uncomfortable, because we rarely want to disbelieve old knowledge or be forced to take on new knowledge that lies contrary to what we 'know to be true'. However, the greatest advances in science have come from the scientists, explorers and astronomers who trusted their intuition and refused to be bound by old knowledge. They took a very little new knowledge (observation) and allowed their intuition to move them forward into what might be.

#### 5. Where are universities going online?

(I)

The Internet can provide us with ways of interconnecting to further our knowledge and universities are showing definite signs of realising this potential. 'Online Nation', a 2006 report by Elaine Allen and Jeff Seaman, looked at 'Five Years of Growth in Online

Learning'. The authors say that in the US about one-third of higher education institutions account for three-quarters of all online enrolments. "Future growth will come predominately from these and similar institutions as they add new programs and grow existing ones."

(J)

These figures indicate that the early adopters of online (eLearning) have become the industry giants among universities. The investigation did not get deep enough to uncover how these online courses are being delivered — are they merely old textbooks to be read online or downloaded.

6. How must online course change?

(K)

Online courses are more likely to need strategies that hook students in because the tutor is not physically there to motivate. Instead the learners must become active partners in the learning process rather than empty—vessels—that—must—be—filled.

(L)

Maybe the success of education in decades to come will come, not from textbooks (on or offline), but in the critical thinking skills that students are taught combined with the encouragement of their intuition.

#### **Exercise 1. Matching**

Read the passage with ten statements after it. Each statement contains information given in one of the paragraphs. Match each statement (marked with a number) with a paragraph (marked with a letter). You may choose a paragraph more than once.

- 1. Students need to prove that their findings were logical by providing relevant evidence.
- 2. About 75% of the students of online learning programs are likely to be going to the same advanced education institutions.
- 3. Critical thinking is essential in deciding what to believe online.
- 4. However more information or evidence a student could gather may not earn him or her more credits.
- 5. In the past, it was usually upon the tutors to decide what to learn.
- 6. A researcher Philip Duchastel proposes that universities should take up a new learning model.
- 7. Tutors should no longer focus on facts, rather they put more emphasis on teaching thinking methods.
- 8. People tend to ignore intuition when new information contradicts what they already know.
- 9. It may be difficult to motivate participation in online courses. Therefore, certain strategies should be adopted to attract students.

10. It can be concluded that the first batch of universities that adopted eLearning have already become successful.

#### **Exercise 2. Paraphrase**

- 1. An online model of learning based around discovery learning removes the responsibility on course leaders or tutors to define what is legitimate knowledge and approved sources.
- 2. Maybe the success of education in decades to come will come, not from textbooks (on or offline), but in the critical thinking skills that students are taught combined with the encouragement of their intuition.

# Language in Use

### **Reading Out Task**

Read the following passage out and learn it by heart.

Three passions, simple but overwhelmingly strong, have governed my life: the longing for love, the search for knowledge, and unbearable pity for the suffering of mankind. These passions, like great winds, have blown me hither and thither, in a wayward course, over a deep ocean of anguish, reaching to the very verge of despair.

Bertrand Russell

## **Comprehensive Task**

Read the following short passage and do the exercises.

1. Read the article. Then answer the questions that follow it.

#### **COVER STORY**

By treating employees well, these firms are thriving by Geoff Colvin

It had to happen: Globalization's pressure is turning the screws on (对……施加压力) even the best U. S. companies, making it tougher than ever for them to treat employees well.

The good news is that some companies are doing it anyway. Extraordinary by definition, America's 100 Best Companies to Work For have pushed their employee-pleasing ways further than ever in the past year, blazing a trail (开路,带头) for all organizations wanting to thrive in today's economic world.

It's obvious why being a great employer is getting so hard. Globalizing everything creates merciless cost pressures no one can avoid. But for the best, that's an opportunity. They're still finding ways to differentiate themselves. Many of them have the good fortune to be in businesses that can escape at least some of globalization's pressures.



But while those companies may largely escape global competition, they still have to beat hundreds of domestic competitors in attracting the best employees. How do they do it? Partly it's skill at finding staff-friendly ideas that don't cost much. More companies are offering personal-concierge (旅馆服务人员) services, take-home meals, and free or subsidized (补贴的) lunches. Such benefits do make a difference, and they're a lot less expensive than health insurance. But those are tactics anyone can match. Winning requires something more: a sense of purpose. Employees get deep satisfaction, and become devoted to their employer, from feeling that what they do is good and right.

Powerful as those factors are, they aren't the only elements in a great place to work. Two that have never changed and never will are worth citing: trust and recognition. Employees treasure the freedom to do their job as they think best, and great employers trust them. As for recognition, it's probably the fattest pitch (重要的部分) managers miss. Telling employees they're doing a great job costs nothing but counts big. And it's so easy to do more. Bottom line: Being a great place to work pays.

- 1) Why is it getting hard nowadays to be a great employer according to the passage?
- 2) What are some of the America's 100 Best Companies to Work For doing to attract the best employees?
- 3) What are the two elements that have never changed and never will in a great place to work?

#### 2. Find words and phrases in the article to match the following expressions.

- 1) to put more pressure on someone to do something (paragraph 1).
- 2) to be the first to do something new and important (paragraph 1).
- 3) to make something become generally accepted all over the world (paragraph 2).
- 4) to show a difference between things (paragraph 2).
- 5) a particular method or plan for achieving something (paragraph 3).

#### Career Skills

#### Talking about your job

Work is a frequent topic of conversation. Can you give a clear definition and description of your own job? What are your feelings about your job? The expressions on the right are useful for describing what you do and expressing your feelings about your job.

#### **Useful expressions**

I work at ... as a(n) ... I love/enjoy/dislike my job/work.

My job is to ... It's interesting/exciting/boring/

My job entails/involves ... tiring/important/rewarding/
I'm responsible for ... hard/satisfying/great/frustrating ...
I'm in charge of ... I feel/get ... because/when ...
I work for/under ... There are times when I feel ...
I report to ... because ...
I'm busy all the time ...

 Work in pairs talking about the following positions and occupations and complete the following table.

Occupation	Duties	Your feelings
CEO		
Project manager		
Salesperson		
Secretary		
Copywriter		

2. Do you have a preference for a particular occupation as your future career? Write a short passage specifying responsibilities and duties involved in the occupation you like and your feelings about it.

## **Grammar**

#### 代词 Pronouns

代词是代替名词或名词词组的词类。英语中的代词根据其意义和语法作用可分为:人称代词、物主代词、指示代词、反身代词、相互代词、疑问代词、关系代词、连接代词和不定代词九种。

#### 代词分类

分	类	范	例
人称	主 格	单数 I, you, he/she/it	复数 we, you, they
代词	宾 格	单数 me, you, him/her/it	复数 us, you, them

续 表

分	<b>大</b>	范	例		
物主	形容词性	单数 my, your, his/her/its	复数 our, your, their		
代词	名词性	单数 mine, yours, his/hers/its	复数 ours, yours, theirs		
指示代词		单数 this, that	复数 these, those		
反身代词		单数 myself, yourself, himself/herself/itself 复数 ourselves, yourselves, themselves			
相互代词		each other, one another			
疑问代词		what, which, who, whom, whose			
关系代词		who, which, that, whom, whose			
连接代词		who, which, what, whoever, whichever, whatever			
不	定代词	肯定 all, each, some, any, one, both, either, much, many, another, other, most, somebody, everybody, anybody, something, everything, anything 否定 no one, none, neither, few, little, nobody, nothing			

### 常用不定代词的区别

不定代词	区别	范例		
either/neither	either 表示两者中任何一个; neither 两者都不。	He has a book in either hand. Jack liked neither of the two cars.		
(a) little/ (a )few	(a) little 修饰不可数名词;(a) few 修饰可数名词的复数形式。	I have little interest in the lottery. Few like what he says.		
every /each	every 不可单独使用,强调整体; each 可单独使用,强调个体。	Every student was present.  Give a registration package to each.		
both/all	表示"两者都"时用 both;表示"两者以上"时用 all。	Both sides of the road were treed. Grasp all, lose all.		
the other/ another	the other 特指两者中的另一个; another 表示"另一个"。	He is waiting on the other side. Please give me another chance.		
much /many	much 修饰不可数名词; many 修饰可数名词的复数形式。	I haven't much free time left. Jack has many shortcomings.		
none/ no one				
someone/some one	no one, someone, everyone, anyone 只指人,不可接 of 结构; none, some one, every	Everyone should obey the traffic rules.		
everyone /every one	one, any one 指人或物,可以接 of 结构。	None of us is responsible for the accident.		
anyone/any one				

## **Exercise**

Choose the best answer from the four choices.

1.	We have two	TV sets,	but we still	can't	watch	anything	because	functions
	properly.							
	A. nothing	B. no	one	C.	neithe	er	D. none	

2.	2. All my classmates have passed the PE exam except					
	A. John and I	B. John	and me C.	I and John	D. me and John	
3. He said that he had to do with the accident,				he accident, so he	should not be questioned.	
	A. nothing	B. anyth	ning C.	something	D. everything	
4.	There are	new v	vords in the nov	vel so I had no diff	ficulty following the plot.	
	A. a little	B. little	C.	a few	D. few	
5.	5. Do you think possible for so many people to be taken in?					
	A. this	B. that	C.	there	D. it	
6.	6. —Do you speak Chinese or Japanese?					
	—I don't speak of them.					
	A. none	B. all	C.	neither	D. either	
7.	7. What has happened to him? He is quite beside					
	A. him	B. me	C.	himself	D. itself	
8.	The doctor advi	sed Barba	ara strongly tha	at she should take	a holiday, but	
	didn't help.					
	A. it	B. she	C.	which	D. he	
9.	. If you need to book a round—trip ticket, you'll have to pay thousand.					
	A. more	B. other	C.	the other	D. another	
10.	We have made		a rule to pra	ctice oral English	whenever and wherever	
	possible.					
	A. it; its	B. it; it	C.	that; it	D. it; /	

# Writing

# **Why Attend College**

#### Directions

The expository essay is written to explain or inform. There is a variety of ways to organize an expository essay, depending on your purpose. Topics can be explained by illustration, process, classification and division, comparison and contrast, an analysis of their causes and effects, or definition.

#### Features of expository writing:

- Often, though not always, the present tense is used in expository writing to describe or explain the facts or objective reality.
- Objective writing is often appropriate and more forceful than subjective statements. To indicate objectivity, the passive voice is sometimes used.
- The description or explanation should be clear, brief, specific and logical.