



“十二五”普通高等教育本科国家级规划教材

创新大学英语

INNOVATION COLLEGE ENGLISH

自主学习用书 第二册

SELF-ACCESS LEARNING BOOK

总 主 编 傅勇林
主 审 易 红
本册主编 孙 颖 沈一新 王方路
副 主 编 金 艾 白 云 郭 竟
编 者 张露蓓 付华权 蒋 婧 迟维佳
饶光炯 尹思婧

第二版



华东师范大学出版社

图书在版编目 (CIP) 数据

创新大学英语第2册自主学习用书 / 孙颖, 沈一新, 王方路主编. — 2版. — 上海: 华东师范大学出版社, 2015.12

(创新大学英语)

ISBN 978-7-5675-4591-5

I. ①创… II. ①孙…②沈…③王… III. ①英语—高等学校—教学参考资料 IV. ①H31

中国版本图书馆CIP数据核字(2016)第013446号

创新大学英语 自主学习用书 第二册 (第2版)

总 主 编 傅勇林

主 审 易 红

主 编 孙 颖 沈一新 王方路

策 划 四川创图文化传播有限公司

项目编辑 姚 望

审读编辑 李贵莲

装帧设计 创图文化

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

网 址 www.ecnupress.com.cn

电 话 021-60821666 行政传真 021-62572105

客服电话 021-60821624

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

印 刷 者 成都市海翔印务有限公司

开 本 889 × 1194 16开

印 张 15.75

字 数 357千字

版 次 2016年7月第1版

印 次 2016年7月第1次

书 号 ISBN 978-7-5675-4591-5/H · 865

定 价 39.90元

出 版 人 王 焰

(如发现本版图书有印订质量问题, 请寄回本社市场部调换)

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Unit 1

A Way to Success





Part One Reading

Section One Intensive Reading

▶ Word Study

1. estimate

- **n.** 1) an approximate calculation of a quantity or value 估算; 估价
e.g. A conservative estimate puts annual sales at around \$100 million.
保守估计每年的销售额约1亿。
You had better countercheck last estimate.
你最好复核一下上次的估价。
2) a judgment about a person or situation which you make based on the available evidence
评价, 评估
e.g. The committee lacked a correct estimate of his ability.
该委员会对他的能力缺乏正确的评价。
I hadn't been far wrong in my estimate of his capabilities.
我对他能力的判断并不太离谱。
- **v.** to form an idea of the cost, size, value, etc. of something, but without calculating it exactly
估计, 估算; 评价
e.g. I estimate the damage at 8,000 yuan.
我估计那项损失达8,000元。
Try to estimate how many steps it will take to get to a close object.
估计一下需要多少步才能到达一个近距离目标。
【短语】 **cost estimate** 成本估算
rough estimate 粗略估计
best estimate 最佳估计

2. minor

- **adj.** not very large, important or serious 少数的; 不太重要的; 不太严重的
e.g. She is known in Italy for a number of minor roles in films.
她因担任电影中一些配角而闻名意大利。
These might seem like minor issues, but the results can be surprising.
这些看起来可能是小问题, 但是后果却可能是惊人的。
Sarah has been plagued continually by a series of minor illnesses since her mid teens.



自从十四五岁起萨拉就一直小病不断。

- **n.** 1) a person who is under the age at which you legally become an adult and are responsible for your actions 未成年人

e.g. It is illegal to sell cigarettes to minors.

向未成年人出售香烟是违法的。

This film contains material unsuitable for minors.

这部电影包含不适合未成年人的信息。

- 2) a subject that you study at university in addition to your major 辅修, 选修

e.g. Computer Science is his minor subject.

计算机科学是他的辅修科目。

【扩展】**minority** *n.* 少数民族; 少数派

e.g. Yes, there are some people who oppose this rule, but they are in the minority.

的确, 对这个结果仍有一些人反对, 但是他们只是少数。

The fund provides capital and guidance to minority businesses.

这项基金向那些少数民族企业提供资金、进行指导。

【反义词】**major** *adj.* 主要的; 重要的 *n.* 主修科目 *vi.* 主修

3. campaign

- **n.** 1) (~ **against/for sth.**) a series of planned activities that are intended to achieve a particular social, commercial or political aim 运动, 活动

e.g. During his election campaign he promised to put the economy back on its feet.

竞选活动期间, 他许诺要致力于恢复经济。

Police have launched a campaign to crack down on drug dealers.

警方发动了缉毒行动。

- 2) a series of attacks and battles that are intended to achieve a particular military aim during a war 战役

e.g. The army is looking for new recruits for the campaign.

军队正在为这次战役招募新兵。

They captured more than ten thousand prisoners and large quantities of arms in that campaign.

他们在那次战役中俘获了一万多战俘和大量武器。

- **v.** (~ **against/for sth.**) to carry out a planned set of activities over a period of time in order to achieve their aim 发起运动, 开展活动

e.g. We are campaigning for law reform.

我们正从事法律改革运动。

She spent her life campaigning for women's rights.

她毕生致力于女权运动。



【短语】 **advertising campaign** 广告活动
election campaign 竞选运动；选举活动
marketing campaign 营销活动
political campaign 竞选；政治运动
sales campaign 促销活动；推销业务
publicity campaign 宣传运动

4. proclaim

- **v.** 1) to show sth. clearly or be a sign of sth. 明确表示，清楚表明
e.g. His manners proclaim him a scholar.
从他的举止可以看出他是一个学者。
Nor did governments rush to proclaim their educational duty.
政府也不急于表明他们的教育责任。
- 2) to publicly and officially tell people about sth. important 宣布，声明
e.g. The new government in Venezuela set up its own army and proclaimed its independence.
委内瑞拉新政府建立了自己的军队并宣布独立。
Britain proudly proclaims that it is a nation of animal lovers.
英国自豪地宣称它是个热爱动物的国家。

5. detriment

- **n.** the act of causing harm or damage 损害，伤害
e.g. He works long hours, to the detriment of his health.
他长时间的工作，损害了健康。
This tax cannot be introduced without detriment to the economy.
这一税制一旦实行，必然会危害国民经济。
- 【扩展】 **detrimental** *adj.* harmful 不利的；有害的
e.g. Many foods are suspected of being detrimental to health because of the additives they contain.
许多食物因含有添加剂被怀疑有害健康。

6. scratch

- **n.** small shallow cuts 划痕，擦痕
e.g. The seven-year-old was found crying with scratches on his face and neck.
那个7岁的孩子被找到时正在哭，脸上和颈上都有划伤。
- **v.** 1) to rub your skin with your nails, usually because it is itching 挠痒
e.g. Scratch my back for me, will you.
帮我挠挠背，好嘛？
He was scratching at the bites on his arm.



他正在挠胳膊上的包。

2) to cut or damage your skin slightly with something sharp 划伤, 擦伤

e.g. The branches tore at my jacket and scratched my hands and face.

那些树枝挂了我的夹克, 划破了我的双手和脸。

I'm afraid I've scratched your car.

我恐怕擦刮了你的车。

from scratch 从零开始, 白手起家; 从头做起

e.g. Should you start from scratch?

你是否应该从零开始?

Building a home from scratch can be both exciting and challenging.

白手起家既激动人心又具有挑战性。

【短语】**scratch one's head** 绞尽脑汁思考

up to scratch 达到标准

without a scratch 一点儿也没受伤, 安然无恙

scratch the surface 只做了肤浅的研究; 不深刻, 不周详

7. ease

➤ **n.** 1) the state of being very comfortable and able to live as you want, without any worries or problems 舒适, 安逸

e.g. She lived a life of ease.

她过着悠闲自在的生活。

Yet I feel at ease here and free to be myself.

但是我在这里感到轻松自由, 并且有种找到了自我的感觉。

2) lack of difficulty 容易, 方便

e.g. She gave up smoking with ease.

她轻松地戒了烟。

The original text is here for ease of reference.

谨附原文以便查考。

➤ **v.** to make or become less severe, difficult, unpleasant, painful 减轻; 减低; 缓解

e.g. Day by day, tensions between the two parties eased.

慢慢地, 双方之间的紧张缓解了。

I gave him some brandy to ease the pain.

我给了他一些白兰地以减轻疼痛。

【短语】**with ease** 轻易地

at ease 放松的; 自在的

for ease of 为便于

ill at ease 不舒适; 不自在

8. original

➤ **adj.** 1) new and interesting in a way that is different from anything that has existed before 新颖的, 独创的



e.g. This is a truly original approach.

这是一个全新的方法

It is one of the most original works of imagination in the language.

这是用这种语言创作的最具想象力的原创作品之一。

2) existing at the beginning of a particular period, process or activity 起初的, 原来的

e.g. The original plan was to go by bus.

起初的计划是乘公交车去。

Of the original ten, four or so remain.

在原有的十个中, 留下约四个左右。

3) painted, written, etc. by the artist rather than copied 原物的, 原作的

e.g. The original manuscript has been lost; this is a copy.

原稿已失, 这是副本。

This is a mark that discriminates the original from the copy.

这个标志可以区别原作与复制品。

➤ **n. 原件; 原作**

e.g. When you have filled in the questionnaire, copy it and send the original to your employer.

填好问卷调查表之后, 复印并将原件交给你的雇主。

【扩展】**originality n. 原创性**

e.g. He was capable of writing things of startling originality.

他能写出有惊人原创性的作品。

【辨析】**creative, original, imaginative**

这组词都有“有创造力的”的意思, 其区别是:

creative 侧重指具有把本来不存在的事物创造出来的能力。

original 强调具有与众不同, 有独到之处的创造能力。

imaginative 指想象大异于现实, 近乎或等于虚构。强调富有幻想能力。

9. hazard

➤ **v. 1) to make a suggestion about something which is only a guess and which you know might be wrong 冒失地提出, 冒险猜测**

e.g. I would hazard a guess that they'll do fairly well in the next election.

我大胆猜测, 他们在下次选举中将会有不俗的表现。

If I might hazard a guess, I'd say she was about 30.

要是让我猜的话, 我说她大概30岁。

2) to put sb. or sth. into a situation which might be dangerous for them 使冒风险; 使处于危险中

e.g. Careless drivers hazard other people's lives as well as their own.

粗心大意的驾驶者是拿他人和自己的生命在冒险。



- **n.** sth. that could be dangerous to you, your health or safety, or your plans or reputation 危险
e.g. Wet roads are a hazard to drivers.

道路湿滑会对司机构成危险。

A new report suggests that chewing gum may be a health hazard.

一份新的报告指出，嚼口香糖可能给健康带来危害。

【扩展】**hazardous** *adj.* 有危险的；冒险的

e.g. They have no way to dispose of the hazardous waste they produce.

他们没法处理那些他们制造的有害废弃物。

10. reflection

- **n.** 1) careful thought about a particular subject 深思

e.g. I think the causes of this accident require mature reflection.

我认为需要深刻地反省这次事故的原因。

After days of reflection she decided to write back.

经过几天的认真思考，她决定回信。

- 2) an image that you can see in a mirror or in glass or water 映像、影像

e.g. Meg stared at her reflection in the bedroom mirror.

梅格端详着自己映在卧室镜子中的影像。

She stopped at the window, looked out into the darkness, at the reflection of the bookshelves, and at her own.

她站在窗前，望着漆黑的玻璃，里面反射出书架和她自己的影子。

- 3) a sign that shows the state or nature of something 反映，体现

e.g. Any given culture is a reflection of the politics and economics of a given society.

特定的文化是特定社会的政治和经济的反映。

Inhibition in adulthood seems to be a reflection of a person's experiences as a child.

成年期的压抑似乎是一个人童年经历的一种反映。

【短语】**on/upon reflection** 经再三考虑，深思熟虑之后

【扩展】**reflect** *v.* 反映；反射

e.g. The newspaper report seems to reflect the view of most members of Congress.

这篇新闻报导似乎反映了国会多数议员的观点。

The sun reflected off the snow-covered mountains.

阳光从被雪覆盖的山峦反射回来。

reflective *adj.* 反射的；反映的；沉思的

e.g. On dark nights, children should wear reflective safety clothing.

在漆黑的夜晚，儿童应该穿反光安全服。

The German government's support of the U.S. is not entirely reflective of German public opinion.

德国政府对美国的支持并没有完全反映德国的民意。



► Difficult Sentences

1. When I was satisfied that I'd come up with a reasonable number, I poked my head into the front of the car, tapped my grandmother on the shoulder, and proudly proclaimed, "At two minutes per puff, you've taken nine years off your life!" (*Para.2*)

【译文】心满意足地得出了一个合理的数字后，我把头伸到车子前座，拍了拍祖母的肩膀，骄傲地宣称，“以每抽一口烟缩短两分钟寿命来算，你的寿命已减少了九年！”

Notes:

2. While my grandmother sat crying, my grandfather, who had been driving in silence, pulled over onto the shoulder of the highway. (*Para.3*)

【译文】祖母坐在那儿哭泣的时候，原本一直默默开车的祖父把车停在了路边。

Notes:

3. You can seduce yourself with your gifts if you're not careful, and if you do, it'll probably be to the detriment of your choices. (*Para.4*)

【译文】一不小心，天赋就可能诱使你们误入歧途，进而危害到你们的选择。

Notes:



4. I'd never seen or heard of anything that grew that fast, and the idea of building an online bookstore with millions of titles — something that simply couldn't exist in the physical world — was very exciting to me. (Para.5)

【译文】我从未见过或听过什么东西增长速度如此之快。我想创建涵盖几百万图书的网上书店——它在实体世界根本无法存在——这个想法令我兴奋不已。

【解析】此句是and连接的并列句，其主干为I'd never seen or heard of anything and the idea was very exciting to me，破折号之间的部分是building an online bookstore with millions of titles的同位语。that grew that fast和that simply couldn't exist in the physical world都是由that引导的定语从句，分别修饰先行词anything和something.

Notes:

5. Seen in that light, it really was a difficult choice, but ultimately, I decided I had to give it a shot. (Para.6)

【译文】如此一来，真是很难抉择。但最终我还是决定试一试。

Notes:

6. And I suspected I would always be haunted by a decision to not try at all. (Para.6)

【译文】我想我可能会一直为自己作出根本不去尝试的决定而耿耿于怀。

Notes:

7. Tomorrow, in a very real sense, your life — the life you author from scratch on your own — begins. (Para.7)

【译文】明天，我说的是真正意义上的明天，你们的生活——由你们自己从头书写的生活——即将开始。

Notes:



8. I will hazard a prediction. (*Para. 17*)

【译文】我大胆预言一下。

Notes:

9. When you are 80 years old, and in a quiet moment of reflection narrating for only yourself the most personal version of your life story, the telling that will be most compact and meaningful will be the series of choices you have made. (*Para. 17*)

【译文】等你们80岁时，静忆往昔，追述唯自己才能体会的人生故事，其中最充实、最有意义的部分将是你们做出的一系列选择。

Notes:

Section Two Extensive Reading

▶ Task I

The English and other colonists who came to America voluntarily came for different reasons, but virtually all could be boiled down to one essential point: they wanted to improve their lives. Behind that self-evident fact was the additional idea that they had different backgrounds and different motivations. Many thought they could make a better living. They dreamed of finding gold or silver, or of a life that would reward them in ways that were impossible in their circumstances at home. Some felt oppressed by political conditions — required obedience to king or duke or other landlord — which they found intolerable. Some came for religious freedom, to be able to practice their faith as they wished. Some were moderately prosperous, and saw the New World as an opportunity for investment which would allow them to move up a few notches (等级) on the economic scale.

The decision to emigrate was also often determined by conditions in England and elsewhere — during times of strife (冲突) or economic hardship, the impetus (动力) for emigration was stronger than in good, stable times. In general the very well-to-do did not emigrate because they had everything to lose and could gain only at great risk. The very poor did not come at first because they had nothing to offer



— no skills, no money for passage, etc. Later many poor people came against their will — some were prisoners who were offered a chance to go to America in lieu of a long sentence, and others came as indentured servants (契约佣工), some sold into that temporary form of servitude (奴隶状态) by parents or families. Both convicts and indentured servants had a chance to succeed because labor was dear (since it was in short supply) in America and they were valued far more than they might have been at home.

(305 words)

1. Directions: Choose the best answer to each of the questions or unfinished statements after reading the passage.

- 1) Those who came to America voluntarily did so mainly for _____ reasons.
 A) political B) economic C) religious D) all of the above
- 2) Which of the following is true about the emigrants?
 A) They were very rich people.
 B) They were too poor to offer anything else except themselves.
 C) Many poor people were unwilling to go there, but they had no choice.
 D) They were all hopeful of making a fortune there.
- 3) It can be inferred from the second paragraph that when a lot of people tried to emigrate to North America, the economic conditions in England must have been _____.
 A) in depression B) prosperous
 C) normal D) on the verge of a collapse
- 4) In the second paragraph the underlined part probably means “_____”.
 A) in understanding some words B) in place of a period of imprisonment
 C) as a punishment for their crime D) as a favor to release them
- 5) The passage is mainly about _____.
 A) the various motives for early colonists emigrating to North America
 B) the different living conditions of immigrants in North America
 C) why North America was regarded as a hopeful land
 D) the common economic target in emigrating to North America

2. Directions: Answer the questions or complete the statements in the fewest possible words.

- 1) The main purpose of most emigrants to North America was essentially to _____.
- 2) What does it mean by “to move up a few notches on the economic scale”?
 _____.
- 3) Why did poor people emigrate to America later?
 _____.
- 4) What do you think the prospects would be for those who went to America against their will?
 _____.
- 5) The impetus for emigration was mainly concerned with _____, _____, and _____.



► Task II

In 1803, the United States negotiated the purchase of the Louisiana Territory from France for \$15 million. With a stroke of a pen America doubled in size, making it one of the largest nations in the world. The sale included over 600 million acres at a cost of less than 3 cents an acre in what today is the better part of 13 states between the Mississippi River and the Rocky Mountains. For President Thomas Jefferson, it was a diplomatic and political triumph. In one fell swoop the purchase of Louisiana ended the threat of war with France and opened up the land west of the Mississippi to settlement. By any measure, the purchase of Louisiana was the most important action of Jefferson's two terms as president. Jefferson knew that acquiring the very heart of the American continent would prove to be the key to the future of the United States.

Initially, Jefferson told his Minister to France, Robert Livingston, to offer Napoleon \$2 million for a small tract of land on the lower Mississippi. There, Americans could build their own seaport. Impatient from a lack of news, Jefferson sent James Monroe to Paris to offer \$10 million for New Orleans and West Florida. Almost at the same time and unknown to Jefferson, France had offered all Louisiana to Livingston for \$15 million.

Though the transaction was quickly sealed, there were those who objected to the purchase on the grounds that the Constitution did not provide for purchasing territory. However, Jefferson temporarily set aside his idealism to tell his supporters in Congress that "what is practical must often control what is pure theory." The majority agreed. Jefferson later admitted that he had stretched his power "till it cracked" in order to buy Louisiana, the largest single land purchase in American history.

(300 words)

1. Directions: Choose the best answer to each of the questions or unfinished statements after reading the passage.

- 1) What is the passage mainly about?
 - A) The United States' Constitution.
 - B) The largest single land purchase in the world.
 - C) Jefferson's most important action in the purchase of Louisiana.
 - D) Jefferson's important actions during his two terms as President.
- 2) In the first paragraph, "the very heart of the American continent" refers to _____.
 - A) the Louisiana territory
 - B) the Mississippi River
 - C) the Rocky Mountain
 - D) the United States
- 3) With whom did the United States negotiate the sale of Louisiana?
 - A) Jefferson.
 - B) Napoleon.
 - C) Robert Livingston.
 - D) Citizens of New Orleans.



bring harmony and closeness to the family and relationships. Shopping daily for fresh food is essential for all Chinese cooking. Unlike the fast food society of the US, the Chinese select live seafood, fresh meats and seasonal fruits and vegetables from the local market to ensure freshness. This means swimming fish, snappy crabs, and squawking chickens. Even prepared foods such as dim sum or BBQ duck for to-go orders must gleam, glisten, and steam as if just taken out of the oven.

B) Chinese people in general are not as concerned about nutrition as people in Western cultures. They are more concerned with the food's texture, flavor, color, and aroma (香味). These are the crucial points for good Chinese cooking. Chinese daily meals consist of four food groups: grains, vegetables, fruit, and meat. Because of lactose (乳糖) intolerance, Chinese do not consume large amounts of dairy products. Instead, Chinese substitute these with soymilk and tofu, which also contain large amounts of protein and calcium. Vegetables, fruits, and meats are usually fresh. Some exceptions include preserved vegetables such as snow cabbage or mustard greens, preserved eggs, or salted and dried fish. Other exceptions include snack items such as beef jerky, cuttlefish jerky, sweet and sour preserved plums, or dehydrated mango slices. Canned or frozen foods are seldom eaten. Western desserts such as cookies, cakes, pies, and ice cream are eaten only on special occasions such as birthdays and weddings. After dinner, families usually eat seasonal fruit as dessert. Chinese desserts such as red bean soup, sweet white lotus's seed soup, or steamed papaya soup are served every so often as a special treat on a hot summer's night.

C) Chinese hardly waste any section of the animal and have found ways to cook nearly every part. Chinese culture believes that "yi xing bu xing," which means by using any shape or part of the animal, the same part of the human body can be replenished (补充) and strengthened. For example, shark fin soup and bird's nest soup (bird's saliva) is served to replenish strength and increase appetite; crocodile meat strengthens the bronchia, dehydrated tiger testicle increases stamina (精力) for men, while monkey brains add wisdom. These foods are considered to be delicacies and tonics (滋补品). Shark fin soup or bird's nest soup is often served at special occasions such as at a Chinese banquet dinner. The other items are rarely prepared.

The Chinese Banquet

D) The Chinese banquet dinner usually occurs on special occasions like holidays, weddings, graduations, birthdays, or having a special visitor in town. It's an event for family and friends to get together for fellowship and laughter. There are usually 10 guests that sit around each table. The banquet dinner involves 10 to 12 dishes including appetizers like jellyfish salad or vinegar pork shank, and soups like shark fin, bird's nest, or fish lining. Main courses served at the banquet include lobster, crab, steamed fish, shrimp, abalone, sea cucumbers, quail, crocodile meat, duck, lamb, beef, chicken, and seasonal vegetable dishes and fresh fruit or sweet soup for dessert.

Regional Cuisine

E) There are many different cuisines in China. Each province has its own special style of cooking. There is Beijing cuisine, Hunan or Hubei cuisine, Shanghai cuisine, Sichuan cuisine, Cantonese cuisine, Hakka cuisine, etc. The most well-known cuisines are Szechwan and Cantonese. The Szechwan cuisine has the spiciest dishes. They use a lot of chili paste, red pepper, and hot oil in their food. The most famous Szechwan dishes are hot chili eggplant, twice-cooked pork, Szechwan beef, Ma Po Tofu, and



Kung Pau Chicken. These dishes are all very spicy and delicious.

F) The Cantonese cuisine is the most well-known cuisine in the Chinese community. In fact, in China, they say, “Eating is in Canton.” Cantonese people are known to be quite particular and have high expectations about their food. All the vegetables, poultry, and ingredients have to be fresh. The timing of the cooking is very crucial. Dishes must not be overcooked, and the texture of the food has to be just right with the freshness and tenderness still remaining. For this reason, Cantonese food is very popular. Soup is also essential in Cantonese cuisine. It consists of different ingredients and herbs and is boiled to a rich and tasty soup before it is served. There are many kinds of soup and each one has its own function or purpose. Cantonese women believe that “to win a man’s heart, she must first learn how to cook a good pot of soup”.

Yin Yang Foods

G) As mentioned before, due to geographical and climate differences in China, each area has its own way of cooking and different eating habits. Northern China has cold weather, and therefore people there eat more hot and spicy foods such as chilies, onions, and garlic. They believe these foods will increase blood circulation and help get rid of the coldness. Generally people from the south like to eat more mild and cooling foods because of the warmer climate. These foods reduce the hotness. This theory is called balancing “yin and yang”.

H) Chinese culture believes there is a positive energy and a negative energy in the universe. “Yin” represents negative energy and “yang” represents positive energy. They have to be equally balanced to create a harmonious and healthy state, otherwise, conflict and disease will be created. There are elements that belong to both “yin” and “yang”, meaning some elements of yin fall within yang and some elements of yang fall within yin. This importance of balancing forces has been a part of Chinese thought for thousands of years. It has become a basic guideline for social, political, medical, and dietary usage.

I) Foods belonging to the yin (also known as “cold” food) are bitter melon, winter melon, Chinese green, mustard green, water cress, Napa cabbage, bean sprout, soybean, mung bean, tulip, water chestnut, cilantro, oranges, watermelon, bananas, coconut, cucumber, beer, pop, ice cream, ice chips, grass jelly, clams, and oysters. These foods cannot be eaten excessively and are thought to cause stomach-aches, diarrhea, dizziness, weakness, and coldness in the body if done so.

J) Foods that belong to the yang (also known as “hot” food) are chili pepper, garlic, onion, curry, cabbage, eggplant, taro, pineapple, mango, cherry, peanuts, beef, turkey, shrimp, crab, French fries, fried chicken, and pizza. Excessive intake of these foods are thought to cause skin rashes, hives, pimples, nose bleeds, gas, indigestion, constipation, redness in the eyes, and sore throat. Both food groups need to be balanced evenly, not taken excessively or deficiently in order to create a harmonious and healthy state.

(1146 words)

- 1) Chinese people believe that onions and garlic can keep people away from problems related to cold weather.
- 2) Chinese people prefer fresh vegetables to preserved ones.
- 3) In Chinese people’s opinion, having nice food can contribute to the happiness of a group of people.



- 4) Different soups in Cantonese cuisine serve different functions.
- 5) If you have skin rashes, you may have eaten too much “hot” food.
- 6) Chinese people eat certain parts of animals in the hope that the same part of their bodies can be improved.
- 7) The idea of “yin and yang” is deeply rooted in almost every aspect of Chinese people’s life.
- 8) Different provinces have offered the world their unique ways of cooking.
- 9) A banquet dinner is usually held among families and friends for celebration.
- 10) Eating too many banana can cause health problems due to their cold nature.



Part Two Writing

General Writing

▶ Writing Skills

Diction

Diction basically means the choice and use of words, especially with regard to appropriateness, exactness or effectiveness. A basic knowledge of diction may be of help to the student who wants to write something idiomatic or interesting. It’s important to make clear the difference between the **formal** and **informal** words, **general** and **specific** words.

Formal and Informal Words

Formal words mainly appear in formal writing. They are preferred in theoretical works, political and legal documents, formal lectures, news reports, academic debates and speeches. Informal expressions are simple and useful and they are frequently used in informal situations as between family members and friends, or in an informal restaurant, etc.

Examples

Formal words	Informal words
tolerate	put up with
submit	give
quarrel	fight, argue
accumulate	build up, collect

Choice of words depends greatly on your audience — the people who are going to read your writing. Formal language is serious. Informal language, on the other hand, is more like spoken language. It's relaxed and conversational.

General and Specific Words

Most ideas have a number of alternate words that the writer can select to suit his purposes. Specific words make writing clear, exact, vivid and striking, for they are more informative and expressive than general words.

General	<i>In summer, the weather in Chongqing can be very miserable.</i>
Specific	<i>In summer, the weather in Chongqing is hot and humid.</i>

General	<i>He is a good man.</i>
Specific	<i>He is a generous, dependable and honest man.</i>

But general and specific are relative terms. "Professionals" is a general word when compared with "teachers", "doctors", "workers", "scientists", etc. in which "doctors" is a specific word. But "doctors" becomes a general word when compared with "physicians" and "surgeons".

Practice

1. Directions: Read the following job application letters and see how they differ. Decide which one is appropriate in response to a "Help Wanted" advertisement.

1)

Dear Ms. Johnson:

I am writing in response to your newspaper advertisement, which stated you were looking for a part-time baby-sitter. I have had extensive experience with young children. I was a camp counselor for three years and was in charge of my church nursery each Sunday for the past two summers. I also have three younger siblings I watch on a regular basis.

I am currently available to work Monday, Wednesday, and Friday from after school until 8 p.m. If you would also like me to work on weekends, we can discuss that when I come in for an interview. I am looking forward to your reply.

2)

Hey Ms. Johnson:

I spotted your ad in the paper about somebody watching your kids. I am used to being around kids thanks to my own brothers and sisters, plus working at camp and church. I can be there most weekdays if you need me. The weekends I'm not sure about yet. But let's talk, anyway!

Give me a call!



2. Directions: Revise each of the following sentences by using more specific words.

Model:

- *His writing is excellent.*
- *His writing is clear and clean.*

1) The woman leaves me with a good impression.

2) He has a big house.

3) We had fun at the beach.

4) The students in my class ought to read more books.

5) They are waiting impatiently for the bus at the bus stop.

Practical Writing

Introduction

Arrival/Departure Record

An Arrival/Departure Record shows the date you arrive at a foreign country and your authorized period of stay. You must present the completed Arrival Card with your passport and Customs Declaration to the immigration officer when you arrive. And you must keep the Departure Card in your possession until you leave the country.

Format of an Arrival/Departure Record

An Arrival/Departure Record typically includes the following items: family name; first name; sex; date of birth; nationality; passport number; country where you live; city where visa was issued; date issued; address while in the country, etc.





Sample

U.S. Department of Justice Immigration and Naturalization Service		OMB 1115-0077
Admission Number		<i>Welcome to the United States</i>
449230239 09		
I-94 Arrival/Departure Record - Instructions		
This form must be completed by all persons except U.S. Citizens, returning resident aliens, aliens with immigrant visas, and Canadian Citizens visiting or in transit. Type or print legibly with pen in ALL CAPITAL LETTERS. Use English. Do not write on the back of this form.		
This form is in two parts. Please complete both the Arrival Record (Items 1 through 13) and the Departure Record (Items 14 through 17).		
When all items are completed, present this form to the U.S. Immigration and Naturalization Service Inspector.		
Item 7 If you are entering the United States by land, enter LAND in this space. If you are entering the United States by ship, enter SEA in this space.		
Form I-94 (04-15-86)		
Admission Number		
449230239 09		
Immigration and Naturalization Service		
I-94 Arrival Record		
1 Family Name 2 First (Given) Name 4 Country of Citizenship 6 Passport Number 8 Country Where You Live 10 City Where Visa Was Issued 12 Address While in the United States (Number and Street) 13 City and State 3 Birth Date (Day/Mo/Yr) 5 Sex (Male or Female) 7 Airline and Flight Number 9 City Where You Boarded 11 Date Issued (Day/Mo/Yr)		
Departure Number		
449230239 09		
Immigration and Naturalization Service		
I-94 Departure Record		
14 Family Name 15 First (Given) Name 17 Country of Citizenship 16 Birth Date (Day/Mo/Yr)		
See Other Side		STAPLE HERE



Word Bank

Family Name	姓	Passport Number	护照号	Date Issued	签发日期
First Name	名	Airline & Flight Number	航空公司及班机号	Address While In The Country	前往国家的住址
Date of Birth	生日	Country of Origin/ Country Where You Live	居住国	Departure Number	离境号码
Sex (Male/Female)	性别 (男/女)	City Where You Boarded	登机城市	Immigration and Naturalization Service	移民局
Nationality	国籍	City Where Visa Was Issued	签证签发地	I-94 Departure Record	I-94 离境记录



Writing Task

Directions: You are required to fill in an Arrival/Departure Record according to your own information.

