

Unit 2

Mini-Review

I Spot Dictation (10%) (para11-18, U2 I-Class-Reading)

What does it take to write letters that 1) _____ spirits and warm hearts? Only a willingness to express our appreciation. The most successful practitioners include what I call the four "S's" of note writing.

1) They are 2) _____. No one wants false praise.

2) They are usually 3) _____. If you can't say what you want to say in three sentences, you're probably straining.

3) They are 4) _____. Complimenting a business colleague by telling him "good speech" is too vague; "great story about Warren Buffet's investment strategy" is 5) _____.

4) They are 6) _____. This gives them the freshness and enthusiasm that will 7) _____ in the reader's mind long afterward.

It's difficult to be spontaneous when you have to hunt for letter-writing materials, so I keep paper, envelopes and stamps close at hand, even when I travel. Fancy 8) _____ isn't necessary; it's the thought that 9) _____.

So, who around you deserves a note of thanks or approval? A neighbor, your librarian, a relative, your mayor, your mate, a teacher, your doctor? You don't need to be 10) _____. If you need a reason, look for a 11) _____, the anniversary of a special event you shared, or a birthday or holiday. For the last 25 years, for example, I've prepared an annual Christmas letter for long-distance friends, and I often add a handwritten word of thanks or congratulations. 12) _____ some success or good fortune that has happened during the year seems particularly appropriate considering the spirit of the Christmas season.

Be generous with your praise. Superlatives like "greatest", "smartest", "prettiest" make us all feel good. 13) _____.

II Sentences Completion(10%)

- 1 He's always been i_____ (激起...的兴趣或好奇心) by legendary stories.
- 2 Some governments across the world have done v_____ (几乎, 实际上) nothing to combat the threat of coronavirus.
- 3 There was s_____ (自发的) applause at the end of at the end of our group talent show.
- 4 8 Life as a whole is better if you go slowly, and take the time to s_____ (品尝) it, appreciate every moment.
- 5 Kobe Bryant (科比-布莱恩特) is widely a_____ (承认, 认可) to be the best player in the world.
6. Robinson's photographs are c_____ (具有...特点) by the intense contrasts of dark and light areas, and the consequent loss of detail.
7. The article I told you about is in the left c_____. (栏, 列)
8. This company is one of the largest e_____ of its kind. (企业)
9. He doesn't talk too much, and what he has to say is p_____ and to the point. (准确的)
10. We all need a b_____ (鼓励) from time to time, and a few lines of praise have been known to turn around a day, even a life.

[11] What does it take to write letters that 1) lift spirits and warm hearts? Only a willingness to express our appreciation. The most successful practitioners include what I call the four "S's" of note writing.

[12] 1) They are 2) sincere. No one wants false praise.

[13] 2) They are usually 3) short. If you can't say what you want to say in three sentences, you're probably straining.

[14] 3) They are 4) specific. Complimenting a business colleague by telling him "good speech" is too vague; "great story about Warren Buffet's investment strategy" is 5) precise.

[15] 4) They are 6) spontaneous. This gives them the freshness and enthusiasm that will 7) linger in the reader's mind long afterward.

[16] It's difficult to be spontaneous when you have to hunt for letter-writing materials, so I keep paper, envelopes and stamps close at hand, even when I travel. Fancy 8) stationery isn't necessary; it's the thought that 9) counts.

[17] So, who around you deserves a note of thanks or approval? A neighbor, your librarian, a relative, your mayor, your mate, a teacher, your doctor? You don't need to be 10) poetic. If you need a reason, look for a 11) milestone, the anniversary of a special event you shared, or a birthday or holiday. For the last 25 years, for example, I've prepared an annual Christmas letter for long-distance friends, and I often add a handwritten word of thanks or congratulations. 12) Acknowledging some success or good fortune that has happened during the year seems particularly appropriate considering the spirit of the Christmas season.

[18] Be generous with your praise. Superlatives like "greatest", "smartest", "prettiest" make us all feel good. 13) Even if your praise is a little ahead of reality, remember that expectations are often the parents of dreams fulfilled.

Key

I Spot Dictation (10%) (U2 I-C-R)

II Sentences Completion.(10%)

1 intrigued; 2 virtually; 3 spontaneous; 4 savor ; 5 acknowledged
6 characterized 7 column 8 enterprises 9 precise 10. boost