

## 19 插本英语考前必看（上）

### Tim 老师教你单项看到这些就能选

（上：单项 下：作文）

#### 1. 看到“together with”就选单数！

【真题】Professor Wang, together with his colleagues, \_\_\_\_\_ working on the project day and night.

A. are                      B. is                      C. will                      D. to

答案：B。

正式解释：谨记 together with 的主语是前面的人，且几乎都考单数。类似常考词还有 with, along with 和 as well as。

#### 2. 看到“非谓语的主语”，主动就选 to do 或 ing，被动就选 ed 过去分词！

【真题】\_\_\_\_\_ from the outer space, the earth looks like a blue ball.

A. See                      B. Seeing                      C. To see                      D. Seen

答案：D。

正式解释：此类题只需看逻辑主语（为方便可直接理解为题目主语）和动词的关系即可。题中逻辑主语 the earth，与 see 是被动关系，所以用过去分词 seen 表被动；若表主动或进行用 ing；若表目的或将来用 to do；若有完成时就翻译成“已经……”，看是否合句意。

#### 3. 看到“否定词或 only 放句首”就选倒装！

【真题】Only in this way \_\_\_\_\_ the plan successfully.

A. we can carry out                      B. we can agree on  
C. can we agree on                      D. can we carry out

答案：D。

正式解释：否定词或 only 位于句首常引起倒装。倒装即把句子变为疑问语序，也就是先助动词再到主语。选项正常语序本是 we can carry out，倒装后为 can we carry out。

常考倒装否定词还有 seldom, never, hardly, rarely, scarcely, little, few, not until, neither, nor, no sooner，看到这些词放句首，几乎就考倒装！

#### 4. 看到“it is/was...”或“is/was it...”就选强调句！

【真题】It was in 1949 \_\_\_\_\_ the People's Republic of China was founded.

A. when                      B. while                      C. as                      D. that

答案：D。

正式解释：看到 it is 或 it was 开头立刻怀疑是否考强调。只要把 it is/was...that/who 去掉，若剩下的仍然能成为一个正常句子就是考强调。一旦确定考强调，谨记强调的是人类就选 who，强调的是非人类就选 that，别无他选。不管强调的是时间、地点还是理由，只要是非人类都选 that。

#### 5. 看到“by”就选完成时！

【真题】By the time I got home, my mother \_\_\_\_\_ to bed.

A. went                      B. was getting                      C. had gone                      D. has gone

答案：C。

正式解释：看到 by+时间，就考完成时。by+现在时间，选现在完成 have done；by+过去时

间, 选过去完成 had done; by+将来时间, 选将来完成 will have done。此外, 看到 so+far 就选现在完成时。

**6. 看到“if”和“would/should/could/might”同时出现就选过去虚拟！**

【真题】\_\_\_\_\_, you would have seen your favorite movie star.

- A. If you arrived earlier                      B. If you had arrived earlier  
C. Unless you arrived earlier                D. Unless you had arrived earlier

答案: B。

正式解释：看到 if 几乎就考虚拟，而且几乎都考过去虚拟。对过去虚拟，从句用 had done，主句用 would/should/could+have done。if 引导的句子是从句，剩下的就是主句。能和 if 替换的词有 without, otherwise 和 but for。

### 7. 看到“insist、command、suggest”就选动词原形！

【真题】Tim suggested that the meeting                    till next week.

- A. is postponed                      B. has been postponed  
C. was postponed                  D. be postponed

答案: D。

正式解释：这类词后面都用 **should+do** 且 **should** 可以省略。看到这类题时只需在每个选项前都加上 **should** 即可得出答案，因为 **should** 后面的动词用原形。

8. 看到“从句空格前有逗号”，代替人就选 **who**，代替事或物就选 **which**！

【真题】He takes a walk everyday, is good for his health.

- A. that                      B. what                      C. which                      D. when

答案: C。

正式解释：非限定性定语从句常用 **which** 引导，表人用 **who**，表事或物用 **which**，表时间用 **when**，表地点用 **where**，表所属关系用 **whose**。

### 9. 看到“从句语序题”就选陈述语序！

【真题】 Could you tell us \_\_\_\_\_ ?

- A. if your mother does                      B. what does your mother do  
C. your mother does what                  D. what your mother does

答案: D。

正式解释：这类题考的是从句的另一个考点，语序。从句都用陈述语序，先主语再到动词，即从句=引导词+主语+谓语。

10. 看到“倍数”就选先倍数再 as 那个!

【真题】Our factory produced                      bicycles in 2018 as the year before.

- A. as many as twice                      B. twice more than  
C. as twice many                          D. twice as many

答案: D。

正式解释：考 as 型的倍数表达，谨记先出现倍数然后紧跟 as+原形的就是答案。此外注意 many 和 few 修饰可数名词，much 和 little 修饰不可数名词。

### 11. 看到“if”和“will”就选主将从现！

【真题】If people \_\_\_\_\_ overanxious about remembering something, they will forget it.

- A. will be                      B. would be                      C. were                      D. are

答案：D。

正式解释：主将从现，主句用一般将来时，从句用一般现在时。

### 12. 看到 otherwise, but for, without, or 就用过去虚拟 would+have done！

【真题】We missed the last train to London, or we \_\_\_\_\_ more museums the day before yesterday.

- A. had been visited                      B. would have visited  
C. would visit                      D. had visited

答案：B。

正式解释：otherwise, but for, without, or 相当于一个条件从句，因此后面的句子用主句虚拟规则；几乎都考过去虚拟。

### 13. 看到反义疑问句，就用“前肯后否，前否后肯”！

【真题】Your parents don't believe what you said about your future, \_\_\_\_\_?

- A. did they                      B. do they                      C. didn't they                      D. don't they

答案：B。

正式解释：反义疑问句，前面句子肯定后面就否定，前面句子否定后面就肯定，注意时态。

### 14. 看到 the+比较级就选“the+比较级+主语+谓语”！

【真题】The more the salesman explained, \_\_\_\_\_.

- A. the more I became bored                      B. I became more bored  
C. the more bored I became                      D. I became bored more

答案：C。

正式解释：the more the more 比较级，more 只是“比较级”的替代品，其真正表达为“the+比较级+主语+谓语”。

### 15. 看到 enough 就用“enough money to do”和“tall enough to do”选答案！

【真题】The teenager is \_\_\_\_\_ to be a member of the basketball team.

- A. very tall                      B. tall enough                      C. too tall                      D. enough tall

【真题】She is old enough \_\_\_\_\_ on her own.

- A. live                      B. to live                      C. living                      D. be living

答案：上 B 下 B。

正式解释：形容词+enough，enough+名词，enough to do 足够……做……

### 16. 看到从句空格前是 news, fear, dream, reason, idea 或 thought, 就选 that！

【真题】He was very excited to read the news \_\_\_\_\_ Tim had won the Nobel Prize for Chaben.

Ha~ha~ha~

- A. which                      B. what                      C. how                      D. that

答案：D。

正式解释：本题考的是同位语从句，判断方式为空格后的从句对空格前的词进行内容说明，常用 that 引导。

**17. 看到 need, worth 和 require, 后面的动词就选 ing 形式, 无需再加被动!**

【真题】I think you should buy this novel. It is really worth\_\_\_\_\_.

- A. reading                      B. being read                      C. read                      D. to read

答案: A。

正式解释: 此为动词主动表被动的形式, 这些词后直接加 ing 形式即可表示被动, 无需像常规被动一样变为 be done 形式。

**18. 看到情态动词+have done 就想到“本来……”或“过去一定……”!**

【真题】——Where is my cell phone? I can't find it.

——Well, you \_\_\_\_\_ have put it somewhere.

- A. should                      B. must                      C. ought to                      D. would

答案: B。

正式解释: would/should/ought to/could+have done 表是“本来会/应该/应该/能……”, 否定直接在情态动词后加 not; must have done 过去一定……, 注意否定为 can't have done 过去不可能……

**19. 看到 find 或 found 就选 ing 或 done 或形容词!**

【真题】When I found the seller\_\_\_\_\_, I went to another shop to buy things.

- A. cheating                      B. cheat                      C. to cheat                      D. be cheated

答案: A。

正式解释: find sb/sth+doing, 表进行  
find sb/sth+done, 表被动  
find sb/sth+形容词, 表状态

**20. 看到形容词排序题就按中文习惯选!**

【真题】Where is the \_\_\_\_\_ writing desk?

- A. charming round small                      B. round small charming  
C. charming small round                      D. small round charming

答案: C。

正式解释: 没时间解释了, 快上车鸭!

**套路检测:**

1. There are two major problems linked with atomic power plants, \_\_\_\_\_the first concerns nuclear waste.

- A. of which                      B. of the two                      C. of them                      D. of the plants

2. By the end of next year, I \_\_\_\_\_ enough money to buy a house.

- A. will save                      B. have saved                      C. must save                      D. will have saved

3. She insisted that the seats \_\_\_\_\_ in advance.

- A. booked                      B. be booked                      C. are booked                      D. were to book

4. Seldom \_\_\_\_\_ any mistakes during my past few years of working.

- A. would I make                      B. did I make                      C. I did make                      D. shall I make

5. It was after he got what he had desired \_\_\_\_\_ he realized it was not so important.

- A. that                      B. when                      C. since                      D. as

6. I didn't hear \_\_\_\_\_ because there was too much noise where I was sitting.

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**答案：** 1-5 ADBBA    6-10 BDACB  
11-15DCDDA    16-20 BDBDA  
往下看还有可供轻松套用的作文句型。

**Tim 老师提醒大家：**

语法千万条，得分第一条。  
佛脚都不抱，英语两行泪。

以上技巧主要便于基础一般却又不想学插本英语的同学在毫不费力的情况下尽可能多地在考试中多拿几分，切勿用“正式的语法观”对待。

## 19 插本英语考前必看（下）

### Tim 老师教你作文轻松套句型

（上：单项 下：作文）

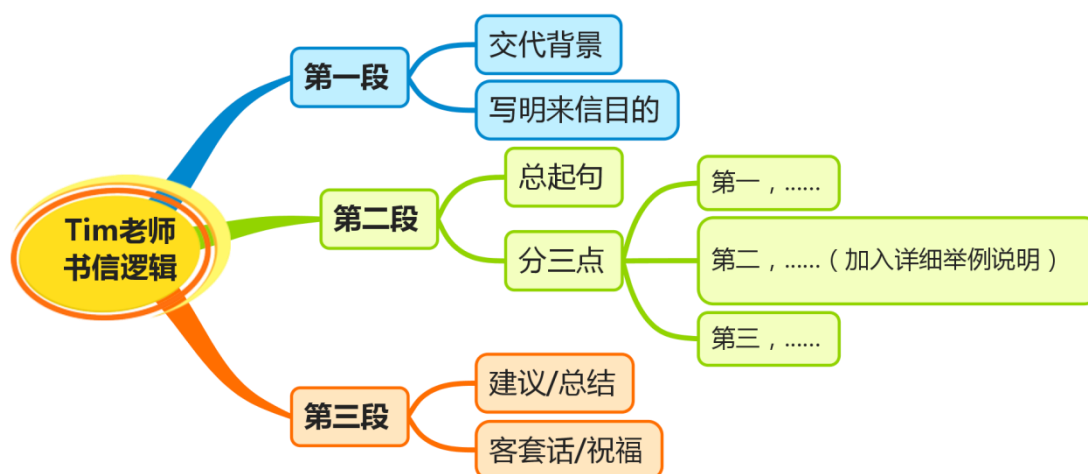
#### 重点复习 3 个书信：

道歉信+感谢信+祝贺信

以防万一准备非书信：

每个 1 篇模板即可

#### 书信写作逻辑三段论：



#### 每篇 3 句逻辑句型（书信+非书信）：

##### 1. 道歉信

第一段：

I am writing to show my heartfelt apology to you for my failure to+道歉缘由

我写这封信是为了表达我诚挚的歉意，因为我没能……

第二段：

I feel awfully sorry about it and want you to know what happened. In the first place, +理由 1.

In the second place, +理由 2. Last but not least, 理由 3.

为此我感到非常内疚，所以想告诉你实情。第一，第二，最后，……

第三段：

I sincerely hope you can understand my situation and accept my apologies.

我真心希望你能理解我的处境并接受我的道歉。

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## 2. 感谢信

第一段:

I am writing to show my heartfelt thanks to you for+感谢的事

我写信是来是对.....表示衷心感谢的。

第二段:

I would like to take this opportunity to express to you my deep appreciation for the kind assistance you rendered me. I still remember that+列举具体帮助的事

因为你给我的帮助,我想借这个机会表达我的感激之情,我仍然记得你(列举具体帮助的事)

第三段:

My appreciation to you for your generous help is beyond words. I wish I could repay it one day.

我对你的感激之情无以言表,我希望有一天能回报你。

## 3. 祝贺信

第一段:

I am writing to offer my sincerest congratulations to you for+祝贺的事

我写这封信是为了表达我对你.....诚挚的祝贺。

第二段:

In my view, you work hard and besides that, you are a very intelligent person. This success is a reward which you richly deserve.

在我看来,你很努力也很聪明,成功是你应得的。

第三段:

I wish you greater success in your study and I am looking forward to good news from you soon.

我祝愿你在学习上取得更大的成功,盼望收到你的新的消息。

## 4. 申请信

第一段:

I am Li Ming, who is a student from XX University.

I am writing to apply for the position of+岗位

我是李明,我是 XX 大学的学生。我写这封信是为了申请 XX 岗位。

第二段:

I have a good understanding of+擅长的东西

我很了解.....

I work hard and I can get along well with others.

我努力工作,与人相处融洽。

第三段:

I hope you will be kind enough to consider my application favorably.

我希望您能考虑我的申请。



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## 5. 请假条

第一段:

I am writing this letter to ask for leave from this Monday to Friday.

我写这封信是为了请假，从本周一到周五。

第二段:

In particular, I would like to explain my reasons for asking the favor. In the first place, 理由 1.

What's more, 理由 2. Last but not least, 理由 3.

具体来说，我想解释的原因如下：第一，此外，最后。

第三段:

I feel very sorry for any inconvenience caused by my absence. And I will try to make it up as soon as I return back.

因为我的缺席造成的不便我很抱歉，等我回来我会尽力弥补。

## 6. 通知

第一段:

On behalf of the+机构名称, I am now making an announcement to the person who will be concerned.

代表 XX 机构，我现在给有关人员发一个通知。

第二段:

In particular, the event is about to take place in+地点, starting from 几点 to 几点

具体来说，这个活动是在（地点）从（时间）到（时间）。

The main topic of this event is+主题名称, which is going to be discussed among the meeting participants.

这次活动的主题是 XX，将在会上讨论。

第三段:

All the participants are expected to attend the activity timely and thank you for your cooperation.

所有参会者都要准时参加，谢谢合作。

## 7. 简历

I graduated from XX University majoring in XX. I am well equipped with the relevant knowledge and skills.

我毕业于 XX 大学 XX 专业，我有足够的专业知识和技能。

I am a good team player and I have the ability to work well with others.

我是一个很好的团队工作者，能很好地与人合作。

I have positive work attitude and would be willing and able to work hard without supervision.

我有积极的工作态度，愿意和能够在没有监督的情况下勤奋地工作。

I am able to work under high pressure and time limitation.

我能够在高压力和时间限制下进行工作。

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### 建议信

第一段:

I am writing to express my views on+话题

我写信是想表达我对.....的看法。

第二段:

I think it would be more beneficial if you could+建议 1

我认为如果你能.....将会更好。

If I were you, I would+建议 2

如果我是你，我会.....

第三段:

I would be delighted if you could consider my suggestions.

如果你能考虑我的建议，我将非常开心。

### 投诉信

第一段:

I am writing this letter to complain about your+投诉缘由

我写这封信是为了投诉你们的.....

第二段:

My complaint comes from three points as follows.

投诉有以下三点。

In the first place, \_\_\_\_\_ (投诉的第一个方面)。

What's worse, \_\_\_\_\_ (投诉的第二个方面)。

Last but not least, \_\_\_\_\_ (投诉的第三个方面)。

第三段:

I would be grateful if you could take some effective measures to deal with the issue as soon as possible.

如果您能尽快采取措施，我将不胜感激。

### 邀请信

第一段:

I'm Li Ming, who is...and I am writing to invite you to+邀请事宜

我是李明，来自.....，我写信来是想邀请您.....

(好朋友间无需自我介绍)

第二段:

More detailed information is as below, the event is scheduled to take place from 几点 to 几点 on 星期几 in 地点.

详细信息如下，我们的活动几点开始，几点结束，星期几，在哪里。

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第三段:

I would be very much encouraged if you could take the invitation into consideration.

如果您能考虑应邀前来，我将深受鼓舞。

**Tim 老师提醒大家:**

题目千万条，作文第一条。

不先写作文，英语两行泪。

建议同学们考试都先写作文再做其他题型，因为时间紧急的情况下，选择题还能蒙 B，但作文只能懵 B。

祝大家本次插本都能金榜题名，喜提全日制本科！