

● 请把英文单词和它的中文意思连起来。

1. resource      n. 资源
2. element      n. 元素
3. appreciate      v. 珍惜, 感激
4. landfill      n. 垃圾填埋场
5. appointment      n. 约定
6. attitude      n. 态度
7. colleague      n. 同事
8. punctuality      n. 守时
9. annoy      v. 惹恼
10. electricity      n. 电
11. situation      n. 情况
12. opportunity      n. 机会
13. appreciate      v. 珍惜, 感激

14. potluck	n. 百乐餐
15. direction	n. 方向
16. caption	n. 文字说明
17. authority	n. 当局
18. punctuality	n. 守时
19. community	n. 社区
20. electricity	n. 电

● 短语译成中文

1. be smart about 聪明地, 巧妙地
2. take action 采取行动
3. make a commitment to 向...承诺
4. break records 打破记录
5. long for 渴望
6. have to do with 与...有关

7. in advance 提前

8. feel free to 可以随时...; 随便

9. get caught in 陷于

10. it is time for 该是...的时候了

- Task 2 : 句子译成中文 ( 2'\*5=10' ) 复习范围如下 (考其中 5 个)

1. Your suggestions may sound nice, but there are many problems in putting them into practice.

你的建议可能听起来不错, 但将它们付诸实践还有很多问题。

2. Having different opinions is not wrong. We just have to work as a team.

有不同意见没有错。 我们只需要团队合作。

3. Understanding a new culture starts with learning a new language.

了解一种新的文化始于学习一种新的语言。

4. One of the problems that they have to solve has to do with water pollution.

他们必须解决的问题之一就是水污染。

5. Most young students I come across overseas have part-time jobs.

我在国外遇到的大多数年轻学生都有兼职工作。

6. Not showing a smiling face can be seen as being unfriendly to others.

不露出笑脸可以被看作是对别人不友好。

7. Here are some useful tips that should work for getting over this social faux pas.

这里有一些有用的提示，可以用来克服这种社交失礼

8. Therefore it's in autumn that people tend to think of a way

in which they celebrate the harvest.\

因此，人们往往在秋天想到庆祝丰收的方式。

9. Our school put up a big poster, picturing students performing in after-class activities.

我们学校张贴了一张大海报，描绘了在课外活动中表演的学生。

10. Don't just sit quiet and expect the other students to stand up and answer the questions.

不要只是安静地坐着，期待其他学生站起来回答问题。

## Field Trip Report

Report to: Mr./Ms. (1) Wang Xiaolin

Report from: Mr. /Ms. (2) Li Junie

Date: (3) December 24, 2017

Trip destination: (4) JUK Factory

Trip period: from December 4,2017 to (5) December 8,2017

Participants: Li Junjie & His team members

### Summary

In order to know more about water pollution problems, we have visited JUK Factory for a week. We have already known the principle sources of water pollution. During our stay at JUK Factory, engineers from JUK Factory have introduced to us several kinds of methods of waste water treatment. This visit is of great value for our research work

题要求完成一份现场考察报告。现场考察报告是商务信函中的一种,主要用于向上级汇报公司留档,内容 包含发件人、写件人、报告时间、目的地、行程时间、参与人员、总结等信息。考生要将表格中缺失的信息填写完整。文字力求简洁,清晰易懂,无需客套话、委婉语等。首先,考生须根据各要点的逻辑

关系词整写作顺序,直入主题. 列出最重要的信息;其次,应针对  
要点简要展开论述。要点扩展应注意两点:其一,反馈内容要求  
具体;其二,扩展 内容应符合商务实际。

## Guest Experience Card

We value your feedback

Name: (1) Zhang Jianlin

Email address: (2) zhang1999@ 163.com

Date of visit: (3) June 15, 2017

Time of visit: (4) 11:30 a.m.

Did our Team Members exceed your expectation? Yes If yes, please  
provide their names: (5) John Chen

Comments

The hotel staff are very friendly and attentive, providing good service for  
customers heart and soul, especially an employee named John Chen.

Meanwhile The hotel room is clean and tidy. There's always a wide selection of delicious meals in the restaurant to choose from. Therefore, I had a good experience here. But the hotel is far away from the center of the city. It is suggested that the hotel should be equipped with a shuttle bus from the hotel to the subway station for guests' convenience

Thank you for choosing our hotel.

If you would like to talk to us about your experience today

Please contact the Guest Services Department at 1-888-601-1616

题要求完成一张顾客意见反馈表。顾客意见反  
馈表是商务信函中的一种,主要用于向顾客发放,进  
行调查 并征求建议,对公司产品或服务评价与反  
馈,内容包含顾客信息、反馈时间、建议等信息。考  
生要将表格中缺失的 信息填写完整,文字力求简  
洁,清晰易懂,无需客套话、委婉语等。首先,考生须



根据各要点的逻辑关系调整写作顺序,直入主题,  
列出最重要的信息;其次,应针对要点简要展开论述。  
要点扩展应注意两点:其一,反馈内容要求具体;其  
二,扩展内容应符合商务实际。