

新托业听力阅读考试 800 分精讲班

新托业语法

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托业考试核心语法	
1	名词和冠词
2	动词的种类 主动与被动
3	主谓一致 时态与虚拟语气
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Unit1 1 名词和冠词

01 可数名词和不可数名词

A. 可数名词

单数可数名词+不定冠 a/an, 复数形式加-(e)s

- *To request extra cards for other members of your household, call our automated service line.*
- *The electronics company has recruited staff from several of its competitors.*

B. 不可数名词

不可数名词是指不能以数目来计算, 例如表示概念、情感或者物质材料的名词。

- 不可数名词视为单数名词
 - *The equipment you ordered is scheduled to be delivered on August 26.*
- 不可数名词不与 a/an 连用
 - *They helped needy people by the provision of clothing , food, and shelter.*
- 考试常见的不可数名词

advertising	advice	clothing	employment
equipment	furniture	homework	knowledge
information	machinery	money	merchandise
pollution	recreation	scenery	stationery
traffic	luggage	baggage	

02 名词的功能和位置

名词在句中可用作主语、宾语和补语

A. 用作主语

Prevention of an illness is preferable of treatment after it occurs.

B. 用作动词的宾语

Bell Manufacturing, Inc., designs products that meet the needs of **different clients**.

C. 限定词（冠词）+名词

The majority of magazine subscribers prefer looking at photographs of celebrities.

D. 介词+名词

The post office requires one form of identification from anyone picking up registered mail.

E. 形容词物主代词（所有格）+名词

The mediator in the labor dispute was replaced when his neutrality was called into question.

F. 名词+关系代词

All applicants who were interviewed for the announcer position at the BBC broadcasting station will receive an e-mail response within the following three weeks.

03 语义易混淆的名词

一般名词	表人名词	一般名词	表人名词
agency	agent	supervision	supervisor
attendance	attendant	illustration	illustrator
consultation	consultant	employment	employee
donation	donor	advice	advisor

accounting	accountant	direction	director
一般名词	表人名词	一般名词	表人名词
writing	writer	photograph	photographer
assistance	assistant	performance	performer
application	applicant	subscription	subscriber
engineering	engineer	membership	member
participation	participant	benefit	beneficiary
translation	translator	research	researcher

- For directory assistance, please press 301 and the operation/ **operator** will assist you.
- Close supervisor/ **supervision** is needed when pilot trainees take the controls for the first time.
- Our service representations/ **representatives** will be on call to answer your questions that you might have.

单词形态相近但意思不同

commitment	承诺；献身	permit	允许
committee	委员会	permission	许可
percent	百分之一	expectancy	预期，期望
percentage	百分比	expectation	预料，预计
interest	兴趣	utility	效用，功用
interests	利益	utilization	利用，应用
complexity	复杂性	segment	部分
complex	复杂的	segmentation	分割
product	产品	meaning	意思，意义
production	生产	means	手段，方法
productivity	生产率		
produce	农产品		

单词形态相近但意思不同

communion	沟通；教会	objective	目标
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community	社区	objectivity	客观性
communication	交流	objection	反对

- As a member of the admissions commitment/ **committee**, I am not permitted to discuss your file until a final decision has been made.
- The chairman wanted to recognize the factory division that had demonstrated the highest product/ **productivity** over the past three years.

04 名词+名词= 复合名词

复合名词是由两个或两个以上的名词组成的新名词。通常情况下,在两个名词中,前一个名词有形容词意义,几乎不用复数形式。但也有另外如“-s 型名词+名词”的复合名词,比如 saving account, 这类复合名词变复数只要将后一个名词变为复数即可,即 savings accounts。

名词+名词	
Advertising company	Apartment complex
Application form	Application fee
Assembly line	Attendance record
Baggage allowance	Communication skill
Company policy	Construction site
Consumer loan	Customer satisfaction
Face value	Fringe benefits
Gender discrimination	Hotel reservation
Information desk	Job performance
Membership fee	Job performance
Performance appraisal	Office furniture
Performance appraisal	Product availability
Product recognition	Production schedule
Profit margin	Promissory note
Safety precautions	Service desk
-s 型名词+名词	
Awards ceremony	Communications satellite
Customs official	Customs regulations

Earnings growth	Economics professor
Benefits package	Public relations office
Overseas trip	Savings account
Sales department	Sports complex
Sales manager	Sales target

05 不定冠词 a(n) vs. 定冠词 the

不定冠词 a(n)	原义是“一”，指不特定的单一。
	可数名词前要加不定冠词。
	不定冠词 a 用于辅音音素开头的单词前，不定冠词 an 用于元音音素开头的单词前。
定冠词 the	通常情况下，规定的，特定的，被修饰的名词前用定冠词 the。
	表示最高级的形容词前使用定冠词。
	序数词前用定冠词：the+序数词（first, second, third 等）。
	Some of / most of / all of / many of / half of / several + the + 名词。

06 以下情况不用冠词

学科	In an economics (x) → in economics
	In an accounting (x) → in accounting
交通方式	By a car (x) → by car = in a car
	By the plane (x) → by plane = on the plane
通讯方式	By a fax (x) → by fax
	By the phone (x) → by phone = over the phone

07 习惯用法

A. 不用不定冠词而用定冠词 the 的习惯表达方式	
In the way of	在.....方面
In the distance	在远处
On the contrary	于此相反，正相反
On the whole	大体上，基本上

B. 不用冠词的习惯表达方式	
For safekeeping 安全起见	In haste 急速地
In error 错误地	In detail 详细地
In order to 为了	Until further notice
Take advantage of 利用	Take care of 照顾

C. 必须用冠词的习惯表达方式	
As a result of 结果	As a symbol of 作为...象征
As a whole 总体上	At a distance 在远处
Come to an end 结束	All of a sudden 突然
In an effort to 努力做...	In an attempt to 试图做
In a hurry 匆忙	In the middle of 在...中间
In the potential 潜在	Reach an agreement 达成协议

Unit2 2 动词的种类

01 There + 系动词+副词短语

A. There be 动词+主语+副词短语
There is a book on the table.
B. There + 其他系动词+主语
There still remains a group of unemployed whom the unions do not help

02 主语+系动词+表语

表示“状态”的系动词 Appear, seem, feel, smell, sound, taste, remain, stay, lie, hold 等
It remains to be seen whether the operation was successful.
She sounded great on the phone.
表示“转变”的系动词 become, run, go, come, fall, grow, turn, get 等。
The weather became warmer.
Pollution from cars has become a major problem.

03 主语+及物动词+宾语

正确表达	错误表达	正确表达	错误表达
Assess	Assess to	Disclose	Disclose about
Accompany	Accompany with	Discuss	Discuss about
Approach	Approach to	Exceed	Exceed at
Approve	Approve for	Express	Express about
Check	check for	Investigate	Investigate into
join	Join into	Reach	Reach to
marry	Marry with	Regret	Regret for
mention	Mention about	Require	Require to
overcome	Overcome with	Resemble	Resemble with
provide	Provide with		

A. 容易被当成不及物动词的及物动词			
Most coordinators require to / require their clients to provide a detailed list of assets and liabilities well before the final filing date.			
B. 相当于及物动词的动词短语			
Account for	Add to	Agree on(with)	Arrive at
Deal with	Head for	Interfere with	Listen to
React to	Reply to	Respond to	Return to
Speak to (with)	Talk to	Sympathize with	

04 主语+双宾动词+间接宾语+直接宾语

A. 主语+give+直接宾语+ to + 间接宾语
My father gave a book to me for my birthday.
B. 主语+buy+直接宾语+for+间接宾语
I will buy a book for you.
John made a bookcase for Jennifer.
C. 主语+ask+直接宾语+of+间接宾语
He asked a favor of me.

05 主语+及物动词+宾语+宾语补语

A. 宾语+宾语补语的五种类型	
Appoint/call/select+宾语+名词	They appointed him chairman.
Drive/paint/keep/find+宾语+形容词	You have to keep the food fresh.
Allow/compel/forbid/instruct/invite/tell/permit/urge/cause+ 宾语+不定式	John allowed us to go home early.
Catch/find/keep+宾语+现在分词	We are very sorry to have kept you waiting.
Get/hear/make/have/keep+宾语+过去分词 The purpose of this report is to make it easier for your service department to keep us informed of product problems.	

B. 使役动词的五个句型	
Make/let+宾语+动词原形	Mr. Wang made his son clean his room.
Have +宾语（人）+动词原形	I had the plumber repair the leak.
Help +宾语+动词原形/不定式	My sister helped me wash my car.
Get+宾语（人）+不定式	The students got the teacher to dismiss class early.
Have/get + 宾语（物）+过去分词	John had his watch repaired (by someone)

C. 宾语补语前面使用 as	
主动语态	被动语态
regard ...asbe regarded as ...
Think of ...as...	...be thought of as ...
consider...as...	...be considered as ...
Look upon... as...	...be looked upon as ...
cite...as...	...be cited as ...
He considered that building as sublime?	
His work is highly regarded as very good by art experts.	

06 在祈使句中使用动词原形

用于表达命令、请求、劝告、警告、禁止等的句子叫祈使句。通常省略主语 you ，以动词原形开头。通常动词都位于句子开头，但有时也位于介词短语或从句之后。
Before deciding on a price, make sure that the consultant is clear about your business.

07 情态动词

A. 情态动词+动词原形
Must, have to , should, may, might , can , could 等情态动词之后接动词原形。
From Monday , all morning shifts will started /start promptly at 7:30 a.m.

The Sun Star Hotel's facilities, which include several restaurants and conference rooms, can easily accommodation/ accommodate a large tour group.	
B. may 和 might 的用法	
恭请的请求	May I borrow your calculator?
正式的许可	You may leave the room.
低于 50%的可能性	He may be at the library.
	He might be at the bank.
可能性	Altering a passport in any way may make it invalid.
	With the extra free time, they might do more volunteer work.
可能性已经做过	They may have called when she was in Los Angeles.
这样做比较好	If there's nothing more to do, we may as well go to bed.
C. must 和 have to 的用法	
强烈的必要性	I must go to class today.
静止	You must not open that door.
确认, 确信	John must be sick.
对过去事情的肯定推测 (95%的可能性)	John must have been sick yesterday.
必要性	I have to go to class today.
	I had to go to class yesterday.
不必要性	I don't have to go to class today.
	I didn't have to go to class yesterday.
D. would 和 used to 的用法	
恭敬的请求	Would you mind if I left early?
喜好, 优先考虑	I would rather go to the TOEIC class than stay home.
	I would rather have gone to the park.
过去反复出现的动作	When I was a child, I would visit my grandparents every weekend.
Want 的委婉表达	I would like an apple, please.
未能实现的愿望	I would have liked a cookie, but there were none in the house.
过去常常做某事	I used to visit my grandparents every weekend.
过去做而现在做不了	I used to live in the United States. Now I live in China.

Unit2 3 主动与被动

01 被动语态的构成

时态	主语			过去分词
		单数	复数	
一般现在时	The car / cars	is	are	designed.
现在完成时	The car / cars	has been	have been	designed.
一般过去时	The car / cars	was	were	designed.
过去完成时	The car / cars	had been	had been	designed.
一般将来时	The car / cars	will be	will be	designed.
将来完成时	The car / cars	will have been	will have been	designed.
现在进行时	The car / cars	is being	are being	designed.
过去进行时	The car / cars	were being	were being	designed.

02 被动语态和主动语态的区别

A. 主语是事物时的被动语态
After being delivered to the recycling plant, the aluminum cans were washed and then crushed before being melted.
B. 主语是人时的主动语态
Mrs. Goldman predicted that the wheat harvest would be reduced dramatically due to the strong typhoon that ruined the crop during the rainy season.
C. 主语是人时的被动语态
According to the latest directive, no employee will be required to work more than 8 hours a day.

03 不能用于被动语态的动词

seem	Notice	Remain	Wish
Lie	Arrive	Look	Rise
Happen	Disappear	Function	occur
Unfortunately, your dissatisfaction seemed to be focused outside the scope of our original guarantees for this equipment.			

04 不及物动词+介词=及物动词

主动语态	被动语态
Account for	Be accounted for by
Attend to	Be attended to by
Deal with	Be dealt with by
Focus on	Be focused on by
Laugh at	Be laughed at by
Look after	Be looked after by
Rely on	Be relied on by

05 be+ed 形容词+介词

A. 使用介词 at 的常见表达		
Be alarmed	+ at	
Be amazed		
Be amused		
Be annoyed		
Be disappointed		
Be grieved		
Be relieved		

B. 使用介词 in 的常见表达		
Be absorbed	+ in	
Be involved		
Be indulged		

Be interested	
Be engaged	
Be located	

C. 使用介词 with 的常见表达	
Be bored	<div>新东方在线</div> <div>www.koolearn.com</div> <div>网络课堂电子教材系列</div> <div>+ with</div>
Be contented	
Be covered	
Be crowded	
Be exhausted	
Be fatigued	
Be gratified	
Be worn out	

Unit3 4 主谓一致

01 单数名词+单数谓语/复数名词+复数谓语

A. 使用单数谓语的主语	
不可数名词	+ 单数谓语
One of the (所有格) + 复数名词	
Each/Every + 单数名词	
The number of (数字) + 复数名词	
以复数形式出现的国家、机关、团体名称	
专有名词 (-s 结尾的企业名称等)	
None of the + 复数名词	

例句

- The furniture you ordered is scheduled to be delivered on August 26.
- One of my friends is there.
- Each book and magazine is listed in the card catalogue.
- The number of students in the class is twenty.
- The United States is located on the North American Continent.
- None of the girls is here.

B. 使用复数谓语的主语	
The + 形容词 (表示一类人)	+ 复数谓语
Some (of) + 复数名词	
A lot of + 复数名词	
A number of (很多) + 复数名词	
Two-thirds + 复数名词	

例句

- The wealthy usually do not consider themselves to be rich enough.
- Some of the books are good for children.
- A lot of his friends are here.

- A number of students are late for the TOEIC class.
- Nearly two-thirds of Americans are overweight.

02 主语+介词短语+谓语

主语后面的介词短语中出现的名词并不属于句子的主语成分,丝毫不影响主语和谓语的一致。

- Nurses at the Intensive Care Unit needs to monitor the vital signs of the patient every hour.
- The manufacturer of these disposable cameras guarantees that the quality of materials will last well over a year.

03 先行词+关系代词+谓语

关系代词在定语从句中作主语时,其后的谓语应与先行词的单复数保持一致。

- 单数名词+关系代词(作主语)+单数谓语
- John Smith wants to grow up and be a politician who makes his country more prosperous.
- 复数名词+关系代词(作主语)+复数谓语
- Peter works closely with sales people who manage orders from production to delivery.

04 指示代词、不定代词与名词的一致

名词前有指示代词、不定代词时,人称和数的一致规则如下。

- 单数指示代词(this/that)+名词单数
- 复数指示代词(these/those)+名词复数
- The company made a huge profit *this* / *these* year thanks to the aggressive advertising campaign.
- Please fill in the applicable spaces on *this* / *these* travel-expense report.
- 不定代词(many / several / all / some)+名词复数
- 不定代词(another / other)+名词单数
- All monthly statement / *statements* should be handed in on time.

Unit3 5 时态与虚拟语气

01 一般现在时

A.规律性的习惯或一般性的习惯用一般现在时。
➤The office manager purchases supplies once every three months.
B. 有 usually 或 generally 这样的频度副词出现时使用一般现在时。
➤Saving and checking accounts usually earn interest if the customer maintains a minimum balance.
C. 表达一般性的常识或真理时要用一般现在时。

02 一般过去时

Last + 时间	Late night / late week / last Wednesday / last month / last year
表时间的名词短语+ago	A week ago / a month ago / several days ago / many years ago / ten years ago
Previous+ 周、月、年	Previous week / previous month / previous year
On / in + 表示过去的日期、年份	On March 7 / in 1965
表示过去时间的副词（短语）	Yesterday / at that time / those days

- Last week, the building commissioner formally approves / *approved* the construction plan.
- Susan has joined / *joined* Evergreen College's teaching staff three months ago after working several years in her field.

03 一般将来时

Tomorrow / next week
until+未来某时刻
within the next three weeks 未来三周内
as if + 未来某时刻 从某时起
two weeks from now 即日起两周内
At the end of this quarter, our company will hold more than 96 software patents.
The general manager will be out of the office until next Monday, so the assistant manager will answer routine inquiries.

04 现在完成时 (have + 过去分词)

表示一段时间的副词短语	In the past year(s)
	For the past two years
	For the last two months
	Over the last three years
	During the last year
	Throughout the year
其他副词或副词短语	Recently / lately / just / already / since
	So far / up to now / up to the present

- The demand for exports risen / *has risen* steadily throughout the year, which led to a corresponding increase in our gross annual profit.
- The new regional director for pharmaceutical sales has already decided to introduce new antibiotics in selected cities in England.

05 过去完成时 (had + 过去分词)

在过去所发生的两个事件中，先发生的事用过去完成时表示。

- John had already left by the time Peter got there.
- Our competitors believed that the products they have developed / *had developed* were able to surpass the standards we set for durability and design.

06 将来完成时 (will have + 过去分词)

将来完成时表示过去或现在发生的动作会在将来的某个时间点完成，或影响会一直持续到那个时候。

- Dr. Sheila Marcial will have served on the Board of West Coast College for 20 years by the time she retires.

07 主句与从句的时态一致

如果主句的时态是一般过去时，那么一般来说由从属连词所引导的从句也应该使用表示过去的几个时态。

- Even before the warning was issued, Mr. Lee claimed responsibility for approving the purchase of the faulty equipment.
- When the company was restructuring its automobile division, the management had to solve many problems with the labor union.

08 时态不一致的特殊用法

A.时间状语从句与条件状语从句	
→ 用现在时代替将来时	
时间和条件从属连词+主语+谓语（现在时）	主语+谓语(将来时)
从句	主句

- When you will finish /*finish* the training course, a certificate of attendance will be sent to your address.
- If the software industry will collapse/ *collapse*, many small firms will go bankrupt.

B. 主句中有表提议、主张、要求、命令等的动词→ that 从句中的动词用原形		
主语	Suggest / propose (提议)	That + 主语+ (should) +动词原形
	Insist / urge (主张)	
	Ask / demand / require/ (要求)	

- The property custodian has requested that any overdue equipment be returned by the end of the week.
- He suggested that she spent /*spend* the weekend with him.

C.表示“重要的；必需的；义务的”等含义的形容词→that 从句中的动词用原形		
It is	Difficult / mandatory / vital	That + 主语+ (should) +动词原形
	Imperative / compulsory /	
	Important / necessary / essential	

- It is necessary that the contract is finalized /*be finalized* at least one week before the project begins.

09 虚拟语气在虚拟条件中的用法

虚拟语气是在虚拟条件句中可以表示与现在事实相反的情况、与过去事实相反的情况、或表示将来的某事实现的可能性不大。	
假定与现在的事实相反，或者现在发生的可能性比较小。	If + 主语+ 动词过去式， 主语+would / could / might +动词原形
	If more families lived near subway stations , they would use their private vehicle less often.
假定与过去的事实相反	If + 主语+ had+过去分词， 主语+would / could / might + have+过去分词
	If the office manager had been told that the fax machine was not working properly, she could have called the repair company earlier
对将来的事能否实现表示强烈的怀疑	If + 主语+ 动词过去式/ were to +动词原形/ should+动词原形， 主语+will/can/may/would / could / might +动词原形
	If the president should not attend a meeting today, we will cancel the meeting.
在时间关系复杂的条件句中，发生在过去的事情一直影响到现在	If + 主语+ had+过去分词(与过去的事实相反)
	If + 主语+would / could / might + have+ 动词原形(与现在的事实相反)
	If it had not snowed last night, the road would not be slippery now.
	If I had eaten breakfast several hours ago, I would not be hungry now.
	If John had followed my advice, he wouldn't be in such a difficult situation now.

10 特殊虚拟语气

除了 if 从句，以下句型也能表示虚拟语气	
A. 与现在或将来的事实相反	Without + 名词
	But for + 名词+ 主语+ would/should/could/might+动词原形
	Were it not for + 名词
B. 与过去的事实相反	Without + 名词
	But for + 名词+ 主语+ would/should/could/might+动词原形
	Had it not been+ 名词

- Without Andrew Dottin's exceptional effort and expertise, we would never have succeeded in winning the prize.

11 if 的省略

在虚拟语气中，如果省略了 if，则剩下的部分要使用倒装语序。	
A. 与现在或将来的事实相反	If + 主语+动词过去时 → 过去式+主语
	Were I you , I would ask her for a date.
B. 与过去的事实相反	If + 主语+had+ 过去分词 → had + 主语+过去分词
	Had the engine parts been delivered earlier , we might have been able to finish the job on time.

Unit4 6 不定式

01 可以接不定式做宾语的动词

ask	He asked to come with us.
agree	They agreed to help us.
care	I don't care to see that movie.
hope	I hope to see you.
learn	He learn to play the piano.
prepare	We prepared to welcome them.
manage	She managed to finish her work early.
decide	I have decided to leave on Monday.
plan	I am planning to have a party.
deserve	She deserves to win the prize.
promise	I promised not to be late.
expect	I expect to enter graduate school in the fall.
refuse	I refuse to believe his story.
fail	She fail to return the book to the library on time.
struggle	I struggle to stay awake.
hesitate	Don't hesitate to ask for my help.
want	I want to tell you something.
arrange	I'll arrange to meet you at the airport.
consent	She finally consented to marry him.

02 动词+宾语+不定式

advise	He advised me to wait until tomorrow.
encourage	He encouraged me to try again.
allow	He allowed me to use his bicycle.
expect	I expect you to be here on time.
invite	John invited Jenny to come to his party.
ask	I asked Kimberly to help John.

Order	The judge ordered him to pay a fine.
remind	He reminded me to lock the door.
force	He forced me to tell the truth.
tell	The doctor told me to take these pills.
warn	I warn you not to drive too fast.
Instruct	He instructed them to be careful.

03 be+形容词+不定式

Be able to do	I will be able to overcome my present problem.
Be glad to do	I was glad to learn about mathematics.
Be unable to do	He is still unable to express himself in English.
Be willing to do	He was willing to take the responsibility.
Be liable to do	Children are more liable to get an infection.
Be likely to do	It is likely to rain.
Be eager to do	I am eager to learn how to drive a car.
Be easy to do	It is not easy to forecast the weather.
Be reluctant to do	I am reluctant to help him.
Be sorry to do	We were sorry to hear that the bad news.

04 名词+不定式

Time to do	It's time to eat dinner.
Right to do	We have a right to bear arms.
Decision to do	They made a decision to wait.
Permission to do	She has permission to carry pepper spray.
Opportunity to do	He waited for an opportunity to speak.
Ability to do	I envy your ability to work so fast.

05 形式主语 it

不定式作主语时，如果主语太长，可以将主语部分放到句子最后，用 it 作形式主语。				
It +	系动词+	difficult +	for 宾语+	不定式
		possible +	不定式的逻辑主语	真正的主语
形式主语		necessary +		
		Important +		

- It is necessary for us to take measures to deal with the new situation.

06 不定式的副词性用法

不定式可以像副词一样修饰形容词、动词以及副词，表示目的、结果、原因等。	
A. 目的：为了.....，为了.....的目的	
The document was revised to clarify ambiguous points.	
B. 结果：结果.....；成为.....	
He lift a stone only to hit himself.	
C. 原因：由于.....，因为.....	
I am sorry to bother you.	

Unit4 7 动名词

01 动名词作主语

动名词和不定式都可以作主语，但是托业考试中经常考查动名词做主语的情况
Swimming is a popular form of recreation, an important international sport, and a healthful exercise.
Setting manageable goals is an important step toward creating and maintaining a budget.

02 介词接动名词作宾语

介词之后如果要接动词作宾语，应用其动名词形式。	
By / without / after / of +	动名词
Before taking over the company's automobile division, Mr. Smith was in charge of corporate planning.	

03 接动名词作宾语的动词

以下动词接动名词作宾语			
avoid	consider	discontinue	enjoy
keep	finish	recommend	postpone
practice	suggest	dislike	mind

- He avoided answering my question.
- I will consider going with you.
- He discontinued speaking.

04 既可以接动名词也可以接不定式作宾语的动词

A. 接动名词作宾语 和 接不定式作宾语时 意义不同的动词	
表示过去的动作或状态 一直影响到现在	stop / try / remember / forget + 动名词
表示动作将在未来发生	stop / try / remember / forget + 不定式

- I stopped smoking. 我停止了抽烟。
- I stopped to smoke. 我停下来去抽烟。

B. 接动名词作宾语和接不定式作宾语是意义相同

开始→ start / begin	讨厌→ hate / dislike / can't bear / can't stand
继续→ continue	喜欢→ like / prefer

- According to a recent opinion poll, most consumers prefer to maintain / maintaining a reliable old car rather than buying a new car.

05 go + 动名词

表示“去参加或进行某项娱乐、活动”时，用 go+动名词

go boating	go bowling	go camping	go dancing
go hiking	go jogging	go running	go sailing
go shopping	go skiing	go sledding	Go snorkeling

- If you're not too busy this weekend, we should go shopping and try to find a nice birthday present for Brad.

06 固定短语+动名词

以介词结尾的固定短语之后接动词的话，应用其动名词形式

A. 以介词 to 结尾的固定短语

Be / become accustomed to	Look forward to
Be/ become used to	Object to
Be opposed to	With a view to

- They look forward to finding out more about the architectural plans of the building.

B. 其他以介词结尾的固定短语

Be aware of	have difficulty in
In spite of	have trouble / a hard time in
Prevent / prohibit from	Complain about

- The subway train was overcrowded, so I had difficulty in getting on the subway train.
- The airline industry has been prevented from expanding into emerging markets by government regulations.

C. 接动名词的特殊情况

Spend + 时间/金钱+ 动名词

- John spends most of his time studying TOEIC.

waste + 时间/金钱+ 动名词

- I wasted a lot of time watching TV.

Sit + 地点+ 动名词

- John sat at his desk writing a letter.

stand + 地点+ 动名词

- I stood there wondering what to do next.

lie + 地点+ 动名词

- She is lying in bed reading a novel.

Find + 名词/代词+动名词

- When I walked into my office, I found Peter using my phone.

Unit4 8 分词

01 分词的种类

A. 不及物动词的分词

- 现在分词：意思是“正在进行着的”，可改成定语从句。
- Swimming boys (= boys who are swimming)
- 过去分词：意思是“进行完了的”，表示动作的完成或一种状态。
- Fallen leaves (=leaves which have fallen)

B. 及物动词的分词

- 现在分词：意思是“使人...的，让人...的”，表示主动或使动的意思。
- an exciting game=(a game which excites the onlooker)
- 过去分词：意思是“被...的，受到...的”，表示被动意义。
- an excited audience = (an audience that is excited)

02 感情动词的现在分词和过去分词

一般来讲，主语是人用过去分词，主语是物用现在分词。

动词	现在分词	过去分词
amaze	amazing	amazed
astonish	astonishing	astonished
fascinate	fascinating	fascinated
frighten	frightening	frightened
overwhelm	overwhelming	overwhelmed

03 分词作状语

A. 分词做状语的用法

时间→ when / while / as / since / after
When I arrived at the station, I found the train just going out.
→ Arriving at the station, I found the train just going out.

理由→ as / since / because
As I was tired, I went to bed early.
→ Being tired, I went to bed early.

条件→ if
If I had known of your arrival, I would have met you.
→ Having known of your arrival, I would have met you.

伴随状况→ while
While she smiled brightly, she extended her hand.
→ Smiling brightly, she extended her hand.

04 分词做状语的多重使用方法

A. “连词 + 分词” 作状语

When they handle fresh meat and vegetables, catering staff must follow the established food safety guidelines.
→ When handing fresh meat and vegetables, catering staff must follow the established food safety guidelines.

B. 主语不同的情况

当主句的主语和分词的逻辑主语不一致时，分词的逻辑主语不能省略。

If the weather permits, we are going on a picnic tomorrow as scheduled.
→ The weather permitting, we are going on a picnic tomorrow as scheduled.

C. 过去分词作状语

分词作状语，若分词表示的动作与主语是被动关系，则可以用过去分析的三种形式：done, being done 和 having been done。

Because they were faced with petroleum shortages, engineers in the United States stepped up their efforts to develop more efficient heating systems.
--

→ (Being) faced with petroleum shortages, engineers in the United States stepped up their efforts to develop more efficient heating systems.
--

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Unit5 9 形容词

01 修饰名词的形容词

A. 一般形容词+名词

Potential customer	Professional attire
Immediate supervisor	Promissory note
Local supporter	Persuasive argument

- The company posted impress / impressive profile last year because of the aggressive advertising campaign.

B. 分词形容词 + 名词

Attached schedule	Designated hotel
Damaged luggage	Limited warranty
Update manual	Proposed project

- At an automation / automated wine refinery, a machine fills bottles with wine and weighs the bottle before capping them.

C. 形容词 + and + 形容词 + 名词

fresh and innovative idea
experienced and dynamic instructor
bold and original marketing plan
informative and interesting lecture
dedicated and talented employee
Inaccurate and questionable information

D. 副词 + 形容词 + 名词

conveniently placed store
entirely reliable product
fully operational factory
strictly prohibited rules
bitterly disappointed candidate
quite impressive earning figures

E. 冠词 + 形容词 + 名词

an introductory chapter
A certified technician
A renowned engineer
A rich source of information
A tentative agreement

- According to the recent report, polluted air from industry is the majority / *major* source of global warning.

F. 限定词 + 形容词 + 名词

many construction-related industries
many experienced workers
any associated charges

02 形容词作表语

A. 系动词 + 形容词

be available	look empty
remain silent	seem helpful

- Because of the recession, the government remain readily / *ready* to lower interest rate to stimulate the economy.

B. be 动词 + 形容词 + 介词

be available for	be aware of
be capable of	be cognizant of
be comparable to	be confident of

- I am not fully satisfied with the standard of your work.
- Manufacturing companies spend millions of dollars trying to convince customers that their products are superior to those of other companies.

03 复合形容词

- The contract stipulates a two-week paid vacation will be offered to every employee.
- The clerk recommended a two-room suite but we couldn't afford it.

04 易混淆的形容词

Industrial 工业的	Successful 成功的
Industrious 刻苦的	Successive 连续的
Comprehensive 全面的	Economic 经济的
Comprehensible 易于了解的	Economical 节约的
Arguable 可论证的	Considerable 相当可观的
Argumentative 爱争论的	Considerate 考虑周到的
Responsible 负责的	Numerical 数字的
Responsive 反应热烈的	Numerous 无数的
Healthy 健康的	Persuasive 有说服力的
Healthful 有益健康的	Persuadable 容易说服的

Unit5 10 副词

01 副词的功能和位置

除名词外，副词几乎可以修饰其他所有词性的词。托业考试中对副词的考查主要是副词修饰动词或形容词的情况。

A. 动词后

- When you speak clearly, your customer can understand clearly.

B. 助动词 + 副词 + 动词原形

- The prices of the finished products will slightly increase due to the price increase in raw materials.

C. have + 副词 + 过去分词

- Residential property values have recently increased more than ten percent.

D. Be 动词 + 副词 + 过去分词

- When the camera doesn't work, first check if the batteries are properly inserted.

E. 副词 + 形容词

- Remodeling the head office was really expensive, but the result was well worth the expense.

F. 动词 + as + 副词 + as

- In order to be competitive, we need to use our time as efficiently as possible.

02 修饰整个句子的副词

下面是托业考试中曾经出现的修饰整个句子的副词。

Apparently	Clearly	
Increasingly	More importantly	

presumably	recently
regrettably	unfortunately

- Recently, the Wilson family has begun to operate a chain of restaurants and organic food markets in the area.

03 修饰数词的副词

Almost, approximately, about, nearly 等副词

- Chemical products account for approximately two-thirds of our exports.
- It seems like yesterday, but it's actually nearly ten years since we first met.

04 already, yet, still

A. already
Have / had + already + 过去分词
be 动词 + already + 过去分词
already + 动词

- Several of the employees have already been laid off because of the recession.

B. yet
Haven't + 过去分词 + yet
Have + yet + to do

- My order hasn't arrived yet.

C. still
Still + 实义动词
Still + 助动词 + 实义动词
Be 动词 + still + 动词的 ing 形式

- Company employees are still putting in many hours of overtime to catch up on paperwork and are not being compensated for their work.

05 just , now ,soon , finally

A. Just: 通常与完成时一起使用

- I have just finished reading The Perfect Plan by James Johnson.

B. Now: 通常与现在时一起使用

- We are able to process your order because the materials you requested are now in stock.

C. soon :通常与将来时态一起使用

- According to the weather forecast, the weather will improve soon.

D. finally : 通常用于完成时或被动语态

- Because the contract has finally been approved, staff members and managers must report to work immediately.

06 加-ly 后语义变化的副词

high (高的, 高等的) → highly (很, 非常)
hard (坚固的, 困难的) → hardly (几乎不)
short (短的, 矮的) → shortly (简略的)
late (迟到的, 晚的) → lately (最近)
near (近的) → nearly (几乎)
close (近的) → closely (密切的)

07 hardly , seldom, scarcely, barely

句子若有否定意义的副词, 就不需要再用 not。

否定副词出现在句首, 句子要倒装, 例如: seldom + 助动词+ 主语 + 谓语 ...

Hardly / seldom / scarcely / barely
Hardly ever ;

- There are barely enough employees to cover shifts during the vacation season.

08 频率副词

A. 频率副词的位置
Be 动词 + 频率副词
助动词+频率副词 + 实意动词
频率副词+实意动词
B. 常出现的频率副词
Always / ever / frequently / generally / hardly / never / occasionally
Often / once / rarely / scarcely / seldom / sometimes / usually

- Our company's arts department can usually arrange advertising posters within 48 hours for our customers.

C. 表次数的频率副词
everyday / weekly / bi-weekly
monthly / annually / semi-annually

- The agreement will be renewed annually.

09 too much , much too , enough , very , much

A. too much +名词
Drinking too much fruit juice can contribute to obesity and the development of cavities.
B. much too + 形容词 /副词
California feel that taxes ,especially federal taxes , are much too high.
C. much to one's + 抽象名词
Much to my surprise, the steps involved in posting new information and deleting old news were simple.
D. 形容词+ enough + (不定式)
That doctor is very popular among his patients because he is kind enough to help them overcome any problems whether they are rich or poor.
E. very
We are very pleased to welcome Louis Smith , Human Resource Director of Industry, to answer all your questions.
F. much
Even though they may look very much alike, there are some distinguishing features that you can identify.

Unit5 11 比较级

01 原形比较

A. be 动词 + as + 形容词 + as
The reviewers agreed that the data presented in the report was as reliable as other data they tested.
B. 实意动词 + as + 副词 + as
The existing treatment facility enables us to process wastes water as efficiently as possible.
C. almost / nearly / just 修饰形容词或副词原级
John is just as qualified as the other candidates for that position.

02 比较级

A. 形容词/ 副词的比较级+ **than**

- Given the high price of gasoline lately , renting a car is not cheaper than taking the train.

B. **more + 形容词/ 副词 + than**

- Ever since the office switched from carpeted floors to linoleum floors, the janitors have been able to clean the office more easily than before.

03 最高级

A. **The + 形容词 / 副词 + est**

- To cease smoking is the easiest thing I ever did.

B. **the most + 形容词/ 副词**

- That was the most boring movie I've ever seen.

04 与 **the** 一起使用的比较级

A. **The + 比较级, the + 比较级**

- The closer you live to a city, the more expensive your home insurance premiums will be.

B. of the two + 名词, 主语+动词+the + 比较级

- Of the two candidates, John is the better qualified for that job.

05 拉丁式比较级

Inferior to 次于	Junior to 身份地位低于
Posterior to 晚于	Prefer to 更喜欢
Senior to 身份地位高于	Superior to 优于

- He pointed out that the former was inferior to the latter in some respects.
- You should be arrive at least one hour prior to boarding.

06 强调比较级和最高级的副词

Much / by far / a lot / even / far / still / a little

- This year's college football game was far more exciting to watch than last year's.
- Attendance figures of the new employees at the staff meeting are much higher than expected.

07 比较级固定短语

No longer than	No sooner...than
No more than	Rather than
No later than	Would rather...than
Other than	At the latest

- As announced this morning's meeting, this year's appraisal forms have to be filled out and returned to the personal department no later than June 30.

08 不规则的比较级形式

原级	比较级	最高级
Good / well	better	best
Bad / ill	worse	worst
Many / much	more	most
little	less	least

- I like your interpretation better than mine.

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Unit6 12 代词

01 代词的格

代词	人称	主格	所有格	宾格	名词性物主代词	反身代词
单数	第一人称	I	My	me	mine	myself
	第二人称	you	your	you	yours	yourself
	第三人称	he	his	him	his	himself
	第三人称	she	her	her	hers	herself
	第三人称	it	its	it	its	itself
复数	第一人称	we	our	us	ours	ourselves
	第二人称	you	your	you	yours	yourselves
	第三人称	they	their	them	theirs	themselves

02 主格

注意不要在主语后重复使用不必要的主格代词。牢记一个句子只有一个主句。

- In the final report , the author she(→去掉, 不加) has stated that she would be interested in writing another mystery novel.

03 宾格

及物动词或双宾语动词后用 宾格代词

- Our new Service Hotline is now operating continuously, so we can provide yours / you with technical assistance any time of the day.

04 所有格

名词前用形容词性物主代词

- In the event that you cannot appear in court , make sure that you / your lawyer has all the relevant documents.

- My associates and I would like to express its / *our* gratitude for your support in our tree-planting project.

05 代词的数要与其指代的名词一致

若其指代的名词是单数，那么代词也是用单数；

若其指代的名词是复数，那么代词也是用复数；

代词	主格		宾格		所有格	
	单数	复数	单数	复数	单数	复数
事物	It	they	it	them	its	their
人	she/he	they	Her / him	them	Her/ his	their

- The firm wished to announce the addition of Mr. Jennings to their / *its* administrative staff.

06 反身代词

A. 反身用法

- Heaven helps those who help themselves.

B. 强调用法

- Mr. Smith usually repairs his car himself.

C. 固定短语（介词+反身代词）

- She prefers to travel throughout the world by herself rather than with a tour group.

07 that / those

A. that / those of (正确) , this / these of (不用)

- Because of Ms. Black's valuable sales experience and that of her associates, the manager put them on the marketing outreach team.

B. those who (...的人们)

- For those who are looking forward to seeing the mysterious artifacts found in a Nevada cave, our museum is open from 10 a.m. to 3 p.m. daily.

08 不定代词

A. one, another, the other, the others, some one, the other
两者，其中一个用 one，另外一个 the other.
三者间，其中一个是 one，另外一个 another.
三者以上时，其中一个是 one，其实统称 the others.
三者以上时，其中一个是 one，其他不确指的一个称为 another.
多数中的一部分是 some，其余部分统称 the others.
B. another 和 other 的区别
another+单数名词
other +复数名词

C. 习惯表达方式

- Each other / one another / one after the other
- One after another / A is one thing and B is another.

09 most

A. most 作形容词 **most people** 大多数人。

- Almost / Most employees have been working at the company for a minimum of five years.

B. most 作代词 “**most of the + 名词**”结构中，**most** 为代词

- Most of the candidates for the opening position.

10 some-, any-, no- 的用法

A. 肯定句中用 **some-**

- It is a good car but I am looking for something cheaper.

B. 疑问句、否定句、条件句中用 **any-**

- We regret that we do not have anything you requested in stock at the moment.

C. 否定句用 **no one, nobody, nothing**

- She knocked on the door but nobody answered.

Unit6 13 关系代词

01 关系代词的格

先行词	主格	所有格	宾格
人	who	whose	whom
物	which	Whose/of which	which
人、物	that	--	that

A. who 先行词是人用 **who** 或者 **that**, **which** 的先行词是物

- The man who lives across the street is a good neighbor.
- San Francisco is a city which attracts a lot of tourists.

B. that 先行词是人或物用 **that**

- Our sales department will be unable to process purchase orders that are not complete.

C. 非限定性定语从句和限定性定语从句的区别

- 非限定性定语从句
- My brother, who lives in New York came to visit me this week.
- 限定性定语从句
- My brother who lives in New York came to visit me this week.

D. 关系代词 that 不能用于非限定性定语从句

- My brother, that / who lives in New York came to visit me this week.

02 关系代词的格的区分

A. 先行词+主格关系代词 + 动词

- Employees who wish to use the company's fitness facilities must register at the reception desk.

B. 先行词+所有格关系代词 + 名词

- Awards will be granted to non-profit organizations whose programs benefit the residents of the local community.

C. 先行词+ 宾格关系代词 + 主语 + 动词

- The business magazines which I bought were expensive.

03 连接代词 what 的用法

A. 关系代词型的 what (what = the thing + which)

- If you desire to get some additional information about what was discussed at the meeting, please contact our office during business hours.

B. 引导名词从句，主要是主语从句、宾语从句、表语从句

- What he said was unbelievable.
- I don't understand what John is talking about.

04 关系副词

先行词	关系副词	介词+关系代词
时间和日期	when	at / in / on which
场所	where	at / in / on which
理由	why	for which
方法	how	in which

A when

- I'll never forget the day when I met you.
- = I'll never forget the day on which I met you.

B where

- The building where he lives is very cold.
- = The building in which he lives is very cold.

05 复合关系词

A. whoever 不管是谁

- Whoever wants to come is welcome.
- = Anyone who wants to come is welcome.

B. whichever 不管是哪一个

- There are ten flights San Francisco every day. We can take whichever fits in best with our schedule.
- = There are ten flights San Francisco every day. We can take anything that fits in best with our schedule.

C. whatever 不论是什么

- He always says whatever comes to his mind.
- = He always says anything that comes to his mind.

D. whenever 不论何时

- You may leave whenever you want.
- = You may leave any time that you want.

E. wherever 不论何地

- You can go wherever you want to go.
- = You can go anyplace that you want to go.

F. however 不管什么方法

- The students may dress however they please.
- = The students may dress any way that they please.

06 先行词和从句谓语数的一致

A. 单数先行词 + 关系代词 + 单数动词

- Small businesses prefer a system that has salespeople working on commission.

B. 复数先行词 + 关系代词 + 复数动词

- The supervisor showed a noticeable dislike for employees who were late.

07 关系代词的省略

先行词 + 关系代词 + be 动词 + 现在分词 / 过去分词

- 可同时省略

- Any employee (who is) interested in obtaining information about pension plans should speak with Ms. Smith in Human Resources.

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Unit7 14 介词

01 in 通常用于不确定的、广泛的、概括性的时间和空间前。

A. 时间

- In + 年、世纪、年代
- In 2006 | in the 19th century | in the 1970s
- In + 月份、季节
- In January | in the summer
- In + 一天的某段时间
- In the morning / afternoon / evening

B. 场所

- In + 有广阔空间的场所
- In the world | in the universe
- In + 四大洋、七大洲
- In the Pacific | in Asia
- In + 国家、州、城市
- In china | in California | in Seoul
- In + 周边、边缘场所
- In the neighborhood (of)... | in the suburbs (of)...

C. 其他

- In + 语言
- In Spanish | in Chinese
- In + 报纸、杂志
- In the newspaper | 注意 on TV , on the radio

- In + 学科、专门领域、产业部门
- In science | in chemical engineering
- In + 部门
- In the accounting department

D. 固定短语			
In one's opinion	In front of	In the future	
In the middle of	In the meantime	In the rear of	
In danger of	In the end	In general	
In detail	In particular	In line	
In person	In part	In a row	
In time	In the past		
In season	In session	In stock	In print
Out of season	Out of session	Out of stock	Out of print

02 on 介词 on 除用在场所之前或固定短语中外，可用在确定性时间前

A. 时间、日期

- on + 具体日期时间
- on October 8 | on the morning of October 8 | on that day
- on + 星期
- on Friday | on Saturday

B. 场所、空间

- on + 街道
- on Wall Street
- on + 场所（强调接触、在表面上）
- on the wall | on the floor
- on the ceiling | on the cover

C. 固定短语		
On foot	On a business trip	On vacation
On sale	On the market	On schedule
On a diet	On duty	On leave
On a map	On air	On the other hand
On purpose	On strike	On top of
On the way	On time 准时	
	In time 及时	

03 at 表示特定的、限定的、具体的、狭隘的时间和场所

A. 时间场所

- At 7:30 | at noon | at midnight | at the beginning
- at + 具体地址
- at 123 Wilson Street
- at + 具体场所
- at the station | at the airport | at the door | at work

B. 固定短语		
At best	At first	At last
At least	At most	At the moment
At risk	At table	At present
At random	At times	At the same time
At a low price	At rest	At work
At all time		

04 for 常用于构成固定短语“for + 名词/名词短语”，意为“为了...”

For free | For good | for rent | for sale

- Membership is open to all for free.

05 by 表示方式时与 in, on, with 不同, 不能与冠词一起使用

A. 交通及通信方式

- By taxi | by car | by plane | by check | by credit card

B. by + 动词: 以...的方式来...

- Higher interest rates will decrease profits by raising borrowing costs.

C. by chance :偶然 , 意外地

- I met him by chance while walking on the street.

D. 强调比较级、最高级的 by far: 到目前为止

- She is by far the best female executive in the company.

06 by 与 until by 指特定时间前动作结束; until 指动作状态一直持续到某时

A. by = no later than

- The work must be done by (= no later than) the end of the week.
- By 6 a.m. things had cleared up enough for the team to survey the damage caused by the sudden thunderstorm.

B. until

- The corner store is open until midnight.
- Business analysts expect that economic recovery and the upward trend in spending is likely to continue until next year.

07 despite / in spite of

Despite 和 in spite of 意为“不顾...”, 后接名词或名词短语

- Despite campaigns about the dangers of excessive drinking, most countries still see a steady increase in the number of alcoholics.

08 because of / due to / thanks to / owing to

+ 名词 / 名词短语 表示 因为.....

- Northwest Airlines offered to compensate passengers who missed flight 777 because of over-booking problems.
- Due to the heavy traffic along the main road, the workshop administrator was more than thirty minutes late.

09 except

Except for+ 名词/名词短语	表示 除.....之外
Except that + 从句	
Aside from + 名词/ 名词短语	

- Delivery is free for all dishes on the menu except for the items noted below.
- All assembly-line workers except the night-shift staff should report to the conference room immediately for equipment training.

Barring + 名词/名词短语	表示 没有.....的话
without+名词/名词短语	
But for + 名词/ 名词短语	

- Barring an extreme fluctuation in the exchange rate, the current foreign car prices will remain in effect until the end of the year.

10 between 与 among

A. between:两者之间

Between A and B | between two + 复数名词

- Although good health depends on a number of factors , in general , there is a close correlation between the wealth of a country and the health status of its people.

B. among : 在...之中 (三者以上), **among + 复数名词**

- The teacher is popular among students because he has a sense of humor.

11 +时间的介词

A for + 一段时间

- Dr. Allison has trained all the nurses at the Detroit Medical Hospital for the past two years.

B during + the + 特定的一段时间

- It is necessary for company executive members to attend many meetings and conferences during the workday.

C. over : 在...期间

- Over the last few years

D. throughout: ...期间, 整个...期间

- The Health Board announced its intention of performing at least 50 surprise inspections of juice bars throughout the year.

E. within + 一段时间及场所: 在...期间内, 在...场所里

- Within ten days

12 表示“方向”的介词

A. to : 往.....

Go to+ 场所

return + 宾语 + to + 场所

send + 宾语 + to + 场所

report + 宾语 + to + 场所

- Please report the survey results directly to the personnel department by next Tuesday.

B. For + 宾语 : 朝向...

leave for + 目的地

depart for + 目的地

start for + 目的地

bound for + 目的地

- He left for London last night.
- This train is bound for New York.

C. Towards : 往.....

- Let's go towards the coast.

D. From A to B : 从 A 到 B

- I walk from the station to the library every day.

13 under

A. 在...下面, 在...的管理、统治下

- Under the new management, Yorkshire Garments will establish facilities in Asia and the Pacific.

B. 正在进行当中

- Under construction
- Under discussion

14 of

介词 of 的功能之一是用在连接名词

- The construction of the business center will be delayed because of financial problems.
- Despite the lack of advertisement available on these products, there has been an incredible growth in sales over the past five years.

15 关于

Concerning	+ 名词/名词短语
Regarding	
Regard to	
With respect to	
With reference to	

- I' writing to thank you for talking to me yesterday regarding the issue between Page Bookstore an Justin Corporation.
- Eric has written an insightful memo concerning the third quarter report.

Unit7 15 连词

01 并列连词 -- (for, and, nor, but, or, yet, so)

A 并列连词

- Our company engineers have been predicting an increase in the demand, for more steel is being used in constructing newer buildings.
- John doesn't give up easily, nor does Peter.

B. 并列连词的作用

- 连接单词
 - Automobile sales are usually up during summer and winter seasons.
- 连接短语
 - Many bed-and-breakfast will provide an evening meal if it is ordered the previous night or before noon on the day it is required.
- 连接句子
 - The Meadow Opera canceled its Friday performance, so we must make alternative arrangements for entertaining the visiting delegation.

C. 由多个词组成的并列连词

either A or B | **neither A nor B**

both A and B | **not only A but (also) B** | **A as well as B**

- You can reserve tickets either at the box office or through our Web site.
- I regret to inform you that neither Ms. Brown nor I will be able to attend the annual conference.

02 从属连词

A. 表时间的从属连词

When | While | as | before | after | until | as soon as | whenever

- Mr. Smith was the president of the company when it went bankrupt.

B. 表条件的从属连词

If | unless | in case | provided that

- The condominium units will be ready for occupancy by April if the owner are able to secure a business permit by the end of March.

C. 表原因的从属连词

Because | since | as | now that

- The economy added 10,000 jobs in the second quarter as stronger domestic demand encouraged companies to hire more workers.

D. 表让步和对比的从属连词

Although / though | while | even if / even though

- Although he is young and relatively inexperienced, John is just as reliable as other candidates.

03 可引导名词性从句的连词 **that, if, whether**

A That

That + 主语 + 动词 【作主语】

主语 + 及物动词 + that + 主语 + 动词 【作宾语】

主语 + 系动词 (be 动词) + that + 主语 + 动词 【作表语】

- Health club policy states that children under fourteen must be accompanied by a paying guardian or parents.

B. If / whether

表示不确定名词从句中所陈述的内容。

条件状语从句中不用 **whether**

- There are some concerns as to whether Mr. Black's training team can train all employees by the end of the month.

04 引导时间和条件状语从句的从属连词

A 引导时间状语从句的从属连词

When | as soon as | until | before/after | since | once | as | while

- Profits from exports increased by over 10 percent while Mr. Kim was serving as sales manager.

B. 引导条件状语从句的从属连词

If | unless | so long as | in case | provided that | on condition that

- Unless the items are packed with extreme care, they will get broken in transit.

05 目的状语从句和结果状语从句

A 目的状语从句

So that + 主语 + may / can :

= in order to + 动词原形;

- Research articles intended for publication must include descriptive statistics so that an informed reader may interpret and evaluate the finding accurately.

B 结果状语从句

So + 形容词/ 副词 + that | such + a(n) + 名词 + that

06 意义相同的连词和介词

A 表原因的连词

Because / since / as / now that + 从句 (主语+ 谓语)

Because of / due to / owing to / thanks to + 名词/ 名词短语

- The receptionist was late for work today because of / **because** the main road was blocked by a fallen tree.

B. 表让步的连词

Although / though / even though + 从句 （主语+动词）

Despite / in spite of + 名词 / 名词短语

- Despite / **Although** I have spoken through e-mail with Ms. Robinson a couple of times, I have never seen her in person.

C. 表时间的连词

While + 从句 （主语+动词） / 分词结构

during + 名词 / 名词短语

- People on board should remain seated during / **while** the bus is in motion.

07 既可以作连词也可以作介词的词

A 作连词

After / before / since / until + 从句 （主语 + 谓语）

- A lower price will not be possible **until** *production volumes increase substantially*.

B. 作介词

After / before / since / until + 名词（短语） / 动名词

- Please be advised that the deadline for submission will be extend **until** *the end of March*.