**20190704 Unit 1B 课后练习 语法**

**短文P118 (2016年4月填词补文来源) (2018年4月完形补文来源)**

English plays an important role in the workplace and when used in the correct and appropriate manner, it can help boost a career or a business. Some may need or want to study business English before they start their careers. Those who are already working have the opportunity to see what they can and cannot do effectively in English in their current job.

A valuable skill to have in business is how to negotiate. You need to know what you want, as well as how to bargain and make concessions. Being able to deal with a conflict and knowing how to end negotiations can make a big difference to the outcome.

Workplace English learning will encourage professional and efficient communication, which translates as good service to customers and business partners or suppliers, which can only be a positive for any business.

英语在工作场所中起着重要作用，当以正确和适当的方式使用时，它可以帮助促进职业或生意。有些人可能需要或想要在开始职业生涯之前学习商务英语。那些已经在工作的人有机会在他们目前的工作中看到他们能够和不能用英语有效地做些什么。

在商业中有一项宝贵的技能是如何谈判。你需要知道你想要什么，以及如何讨价还价和做出让步。能够处理冲突并知道如何结束谈判可以对结果产生重大影响。

职场英语学习将鼓励专业和有效的交流，这将为客户和商业伙伴或供应商提供良好的服务，这对任何企业都是有利的。

**(201604 填词补文)**

English plays an important role in the workplace. When used in the correct and proper \_\_\_\_, it can help to promote a career or a business. Some may \_\_\_\_ or want to study business English \_\_\_\_ they start their careers. Those who are already working have the \_\_\_\_ to see what they can and cannot do \_\_\_\_ in English in their current job.

Business English provides you with valuable skills needed for your work. For example, you will learn \_\_\_\_ to negotiate. Being able to deal with **a** \_\_\_\_ and knowing how to bargain and \_\_\_\_ an agreement can make a \_\_\_\_ difference to the outcome.

Business English learning encourages professional and efficient communication, and promotes service to customers and business partners, \_\_\_\_ is a great advantage for any business.

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| --- | --- | --- |
| A. big 大adj | E. reach达到v | I. way道路,方法n |
| B. need需要,想要v.n | F. which | J. how |
| C. what | G. conflict冲突矛盾n. | K. small小adj |
| D. before在…前prep. conj | H. effectively有效地adv | L. opportunity机会n |

先把熟悉的词义和词性写出来。利用词性结合短语来答题。先答有把握的题。

1. in the correct and proper way 用正确和适合的方式。the后面接名词或名词短语

2. Some may need or want to study business English 一些人可能需要或者想要需商务英语。may后面接动词原形

3. before they start their careers 在他们开始职业生涯前

4. have the opportunity to see… 有机会看到…。the后面接名词

5. what they can and cannot do effectively in English 他们能用或者不能用英语所有效做的事

6. learn how to negotiate 学会如何谈判

7. deal with a conflict 处理冲突。a后面接名词

8. reach an agreement 达成协议。固定搭配，直接记

9. make a big difference 产生很大的不同。修饰名词用形容词

10. Business English learning encourages professional and efficient communication, and promotes service to customers and business partners, which is a great advantage for any business. 引导用逗号隔开的从句，一般用which，不用what

**(201804 完形补文)**

**Workplace English Learning**

English *plays* (play) an important role in the workplace. When \_used\_\_\_ (use) correctly and appropriately, it will be \_\_helpful\_\_ (help) in developing a career or a business. Some may need or want to study business English before they start **their** \_careers\_\_\_ (career). Those who are **already** \_\_working\_\_ (work) have the opportunity to see what they can and cannot do \_effectively\_\_\_ (effective) with English in their current job.

A \_\_valuable\_\_ (value) skill to have in business is how to negotiate. You need to know what you want, as well as how to bargain and make concessions (让步). Being able to deal with a conflict and \_knowing\_\_\_ (know) how to end negotiations can make a big \_\_difference\_\_ (different) to the outcome.

Workplace English learning will encourage \_professional\_\_\_ (profession) and efficient communication. It can better serve customers, business partners and \_suppliers\_\_\_ (supplier), and will be a positive push for any business.

1. when used correctly and appropriately 当正确和适当地使用时。when的省略形式，主动用doing, 被动用过去分词，这里是“被使用”，被动，填used

2. it will be helpful (help) 它将会很有用

3. start their careers (career) 开始他们的职业生涯。their后接名词，这里考名词复数

4. are already working (work) 已经在工作。be + 动词有两种考法，被动（过去分词）和进行时（doing）,这里不是被动，不能填worked, 需用working

5. what they can and cannot do effectively (effective) with English 他们用英语能有效地做或不能做的事。修饰动词用副词

6. a valuable (value) skill 一项宝贵的技能。修饰名词用形容词

7. Being able to deal with a conflict and knowing (know) how to end negotiations 能够处理冲突并知道如何结束谈判。这里是and所连接的两个doing短语的并列。另外，当动词短语在句子里做主语，需用ing形式

8. make a big difference (different) 造成很大不同。a后面接名词。make a difference是词组，造成不同、产生影响

9. professional (profession) and efficient communication 专业和有效的沟通。and所连接的两个形容词professional和efficient都修饰名词communication

10. customers, business partners and suppliers (supplier) 客户、商业伙伴和供应商。and所连接的并列名词，这里考名词复数

**短文P119**

Philip Randolph, the great African-American champion of labor and civil rights, led confrontations with three very popular presidents. Mr. Randolph called for a march on Washington by thousands of African-Americans on July 1, 1941, if President Roosevelt would not take action to end discrimination in defense industries during World War II. Mr. Randolph was born in Florida. After much delay, the president met with Randolph, and one week later opened many defense jobs to black workers. A few years later, in 1948, Mr. Randolph threatened mass civil disobedience if president Truman did not end segregation against African-Americans in the military. On July 26, Truman approved the order that integrated the armed services. The last confrontation was with John F. Kennedy, who sought to stop the 1963 civil rights march on Washington. The march featured the Reverend Martin Luther King’s unforgettable “I Have a Dream” speech.

菲利普·伦道夫, 他是劳动和公民权利的伟大的非裔美国人的捍卫者，领导了与三位非常受欢迎的总统的对抗。伦道夫呼吁：如果罗斯福总统不采取行动结束二战期间的国防工业的歧视，那么成千上万的非洲裔美国人在1941年7月1日的华盛顿游行。伦道夫出生在佛罗里达州。耽搁很久以后，总统会见了伦道夫。一周以后，向黑人工人开放了很多国防工作。几年以后的1948年，伦道夫威胁说如果杜鲁门总统在军事方面没有消除种族隔离, 要进行大规模的非暴力反抗。7月26日，杜鲁门批准了在军队中取消隔离的命令，最后一次对抗是和约翰·肯尼迪, 当时约翰·肯尼迪正试图阻止1963年在华盛顿举行的民权游行。游行的主角是马丁路德金的令人难忘的“我有一个梦”演讲。

**练习**

1. \_\_\_\_ (lead) confrontations with three very popular presidents

2. led confrontations with three very \_\_\_\_ presidents

3. led confrontations with three very popular \_\_\_\_ (president)

4. Mr. Randolph \_\_\_\_ (call) for a march … on July 1, 1941

5. Mr. Randolph called for a \_\_\_\_

6. if President Roosevelt would not take \_\_\_\_ (act)

7. take action to end \_\_\_\_ (discriminate) in defense industries

8. Mr. Randolph was \_\_\_\_ (bear) in Florida.

9. the president \_\_\_\_ (meet) with Randolph.

10. opened many defense \_\_\_\_ (job) to black workers

11. opened many defense jobs to black \_\_\_\_ (work)

12. in 1948, Mr. Randolph \_\_\_\_ (threat) mass civil disobedience

13. Truman \_\_\_\_ (approve) the order

14. The last \_\_\_\_ (confront) was with John F. Kennedy.

15. who \_\_\_\_ (seek) to stop the 1963 civil rights march

16. Martin Luther King’s \_\_\_\_ (forgettable) “I Have a Dream” speech

**解析**

1. led (lead) confrontations with three very popular presidents 领导了与三位非常受欢迎的总统的对抗。考动词过去式，lead-led-led领导

2. led confrontations with three very popular presidents 领导了与三位非常受欢迎的总统的对抗。修饰名词presidents用形容词popular. 另外，very后面通常加形容词，偶尔加副词。

3. led confrontations with three very popular presidents (president) 领导了与三位非常受欢迎的总统的对抗。前面有three, 这里用名词复数presidents

4. Mr. Randolph called (call) for a march … on July 1, 1941 伦道夫号召1941年7月1日举行示威游行。考动词过去式called

5. Mr. Randolph called for a march 伦道夫号召示威游行。a后面接名词

6. if President Roosevelt would not take action (act) 如果罗斯福总统不采取行动。词组take action采取行动

7. take action to end discrimination (discriminate) in defense industries 采取行动结束国防工业的(种族)歧视。

8. Mr. Randolph was born (bear) in Florida. 伦道夫出生于佛罗里达。be born 出生

9. the president met (meet) with Randolph. 总统会见了伦道夫。考动词过去式，meet-met-met

10. opened many defense jobs (job) to black workers 向黑人工人开放了很多国防工作。many后面接名词复数

11. opened many defense jobs to black workers (work) 向黑人工人开放了很多国防工作。工人worker, 这里需用复数workers

12. in 1948, Mr. Randolph threatened (threat) mass civil disobedience 1948年，伦道夫威胁进行大规模的非暴力反抗。缺动词，这里用动词threaten的过去式threatened

13. Truman approved (approve) the order 杜鲁门批准了这项命令。考动词的过去式

14. The last confrontation (confront) was with John F. Kennedy. 最后一次对抗是和约翰·肯尼迪。the后面接名词或名词短语，这里用名词confrontation对抗

15. who sought (seek) to stop the 1963 civil rights march 试图阻止1963年在华盛顿举行的民权游行。考动词的过去式seek-sought-sought

16. Martin Luther King’s unforgettable (forgettable) “I Have a Dream” speech 马丁路德金的令人难忘的“我有一个梦”演讲。考反义词