**自考《英语（二）》串讲**

**第一部分：课程介绍**

**一、课程的基本内容**

本课程在完成“英语（一）”课程内容基础上，培养学生掌握系统的英语语言知识，包括正确的英语语音知识、系统的英语语法知识和一定的词汇量(4500)，并熟悉英语语言的表达方式。

**二、命题**

“英语（二）”命题按照标准化测试要求设计。命题的广度和难度依据本大纲规定的知识范围和能力要求确定。**部分命题素材取自《英语（二）自学教程》。统考以阅读和写作为主，听、说不做统考要求。**

考试题包括客观性试题和主观性试题，分别占卷面总分的55%和45%。试卷由七部分组成，包括：阅读判断、阅读选择、概括段落大意和补全句子、填句补文、填词补文、完形补文以及短文写作。现对试卷内容及结构分别说明如下：

**第一部分 阅读判断**

该部分要求考生能够理解文中明确表达的概念或细节，推断隐含表达的内容，理解全文主旨和作者所持观点态度；能够根据上下文推测生词意义，理解句间关系和语篇结构。**该部分短文选自英语国家大众读物及旅游手册、操作说明等真实语料**，根据语言难度作适当调整，对无法猜测而又影响理解的关键词，用汉语注明词义。**所选短文题材覆盖广泛，涉及叙述、说明、议论等不同体裁。**

该部分要求考生在读懂1篇350词左右短文的基础上，对给出的10个句子所表达的信息作出判断，有的信息是正确的，有的是错误的，有的文中没有提到。

该部分共10小题。每小题1分，共计10分。

**特别提示：与以往《英语（二）》的阅读理解设题形式相比，该题更注重文章中的细节。与四六级06年改革后的新题型中快速阅读的最初形式类似（Yes，No, Not given）。**

**第二部分 阅读选择**

该部分要求考生：理解文章主旨和要义；把握文章的基本结构；理解文中说明要点的事实和细节；作出简单推理和判断；根据上下文推断生词的释义；领会作者的意图、观点和态度。

该部分选用1篇长度350词左右的短文，题材包括人文、科技、经济、环境、卫生等热点话题，文中会适当给出个别生词的中文释义。短文后设有5个题目，要求考生从每题后4个备选项中选出最佳选项。

该部分共5小题。每小题2分，共计10分。

**特别提示：与以往《英语（二）》的阅读理解设题形式基本相同。**

**第三部分 概括段落大意和补全句子**

该部分包括1篇短文（400词左右）和2项任务：概括段落大意和补全句子。其中概括段落大意部分旨在考查考生宏观把握文章结构、概括段落大意和提取关键信息的能力。任务设有5或6个概括句或小标题，**这些标题或文字分别是对文章各段落的概括和阐述**，其中**1个为干扰项**，要求考生根据文章内容选出最恰当的段落大意或小标题。补全句子部分主要考查考生**定位查找关键信息**的能力。该任务设有5或6个不完整的句子和6或7个备选项**（1个干扰项）**，所填内容一般为名词短语、动宾短语、形容词结构、非谓语形式或简短的从句等，要求考生把符合题意的选项填入空格，完成每个句子。

该部分共10小题。每小题1分，共计10分。

**特别提示：与以往《英语（二）》的阅读理解设题形式，更注重读者的概括总结能力。补全句子部分需特别关注句子的结构特征。**

**第四部分 填句补文**

该部分主要考查考生对文章语段特征（如连贯性和一致性等）的识辨能力以及把握文章结构的能力。要求考生从整体上把握文章的逻辑结构和内容上的联系，理解句子之间、段落之间的关系，并具备运用语法知识分析理解长难句的能力。

该部分选用1篇总长度约400词的短文，**所选材料多是观点鲜明、条理清楚的说明文或议论文**。要求考生在理解文章整体结构以及段落之间、单句之间关系的基础上，**从所给的6个备选项中选出对应的5项（1个干扰项）**。

该部分共5小题。每小题2分，共计10分。

**特别提示：所需填的句子起着承上启下的作用，故应特别关注空格处的句子与前后句之间的衔接关系。**

**第五部分 填词补文**

该部分考查考生对文章及语篇中词汇的理解能力。所选短文一般为250～300词，题材涉及科普知识、社会热点等。短文中留出10个词汇的空格，要求考生从所给12个备选单词中选择符合上下文语境的词汇填入相应空白处，使短文意思通顺、表达正确，**2个非正确选项具有强干扰性**。考查的词汇主要涉及名词、动词、形容词、副词等。短文首句不设置空格，两个空格之间会有一定间隔，以保证考生对篇章的正确理解。

该部分共10小题。每小题1.5分，共计15分。

**特别提示：类似于四六级考试中的阅读理解的第一部分选词填空（即15选10），更注重句子结构的分析。**

**第六部分 完形补文**

该部分考查考生综合理解和运用语言的能力。要求考生准确掌握词语拼写，熟练掌握派生、屈折变化等构词方法；具备语篇分析能力，能够通过上下文意义和文章结构对具体词语的意义、词性、时体和情态等方面的应用作出有效分析。**短文选自英语国家大众报纸杂志，内容涉及传记、社会文化、日常知识、科普常识等常见话题。**

该部分要求考生在通读l篇约150词短文（被删除10个单词）的基础上，将与空白处对应的提示词转换成适当的词汇形式填入文中，使短文意义完整、语法正确。

该部分共10小题。每小题1.5分，共计15分。

**特别提示：类似于以往考试中的词性转换的形式，注重句子成分的分析，同时注意上下文的连贯性。**

**第七部分 短文写作**

该部分考查考生的书面表达能力。要求考生根据所给情境写出不少于150词（不计算标点符号）的文章。提供情境的形式有**图画、图表、文字**等。考生需要就具体或一般性抽象话题进行描述、阐释或说明，用词恰当，表达通顺；能正确反映客观情况，表达自己的观点：能准确使用所学语言知识，根据写作要求清楚、有条理、连贯地表达自己的意思。

该部分1个题目，30分。

**特别提示：新增考项。特别注重考生的词汇的应用能力和基本句型表达能力。特别关注各种体裁作文的格式及常用句型，全面提高语言表达能力。**

**三、考试**

本课程的考试采用闭卷方式，统考采用笔试。考试时间为150分钟。试卷满分为100分，60分及格。本课程考试采用统一设计的答题卡。**考生必须将所有试题的答案按要求填涂和书写在答题卡对应的位置。**

**四、教材**

本课程考试为英语水平考试，主要按照设定的标准考查考生的语言能力。必读书目为全国高等教育自学考试公共课《英语（二）自学教程》。考试命题虽不完全基于该教材，但它提供了本课程考试的内容和要求，是学习者和考生掌握英语和通过本考试的重要载体。

**第二部分：各题型详解**

以大纲样题和三套自测题为例讲解

**第一部分：阅读判断**（第1～10题，每题1分，共10分）

下面的短文后列出了10个句子，请根据短文的内容对每个句子作出判断：如果该句提供的是正确信息，选择A；如果该句提供的是错误信息，选择B；如果该句的信息文中没有提及，选择C，并在答题卡相应位置上将答案选项涂黑。

**Passage 1 （选自大纲样题）**

**When We Are Asleep**

① Everyone dreams, but some people never recall their dreams, or do so very rarely. Other people always wake up with vivid recollections（回忆）of their dreams, though they forget them very quickly. In an average night of eight hours’ sleep, an average adult will dream for around one hundred minutes, probably having three to five dreams, each lasting from ten to thirty minutes.

② Scientists can detect when someone is having a dream by using an instrument which measures the electrical waves in the brain. During dreaming, these waves move more quickly. Breathing and pulse rate also increase, and there are rapid eye movements under the eye lids, just as though the dreamer were really looking at some moving objects. These signs of dreaming have been detected in all mammals studied, including dogs, monkeys, cats, and elephants, and also some birds and reptiles（爬行动物). This period of sleep is called the “D” state. Babies experience the “D” state for around 50% of their sleep; the period reduces to around 25% by the age of 10.

③ Dreams take the form of stories, but they may be strange and with incidents not closely connected, which make little sense. Dreams are seldom without people in them and they are usually about people we know. One estimate says that two-thirds of the “cast” of our dream dramas are friends and relations. Vision seems an essential part of dreams, except for people blind from birth. Sound and touch are senses also often aroused, but smell and taste are not frequently involved. In “normal” dreams, the dreamer may be taking part, or be only an observer. But he or she cannot control what happens in the dream.

④ However, the dreamer does have control over one type of dream. This type of dream is called a “lucid” （清醒的) dream. Not everyone is a lucid dreamer. Some people are occasional lucid dreamers. Others can dream lucidly more or less all the time. In a lucid dream, the dreamer knows that he is dreaming.

1. Some people dream but cannot remember their dreams.

A. True B. False C. Not Given

【答案】A

【解析】根据第一段的第一句话Everyone dreams, but some people never recall their dreams, or do so very rarely.可知，该说法正确。注意题干表述是对原文某些句子的同义转述，如cannot代替了never，remember代替了recall。

2. In an average night of eight hours’ sleep, males dream longer than females.

A. True B. False C. Not Given

【答案】C

【解析】根据题干中的in an average night of eight hours’ sleep可以快速定位在第一段的第三句话：In an average night of eight hours’ sleep, an average adult will dream for around one hundred minutes, probably having three to five dreams, each lasting from ten to thirty minutes.这里没有对男性和女性做梦的时间进行对比，故应该选择“没有提及”。

3. When we dream, there is less movement of electrical waves in our brains.

A. True B. False C. Not Given

【答案】B

【解析】根据题干中的electrical waves in our brains 可以快速定位在第二段的前两句话：Scientists can detect when someone is having a dream by using an instrument which measures the electrical waves in the brain. During dreaming, these waves move **more quickly**.

4. Without the help of instruments, scientists cannot tell whether someone is dreaming or not.

A. True B. False C. Not Given

【答案】B

【解析】根据题干中的instruments可以定位在第二段，前三句话：Scientists can detect when someone is having a dream by using an instrument which measures the electrical waves in the brain. During dreaming, these waves move more quickly. Breathing and pulse rate also increase, and there are rapid eye movements under the eye lids, just as though the dreamer were really looking at some moving objects.此处列举了科学家判断人是否做梦时的依据。这里明确指出需要借助仪器的是检测脑电波，而观察呼吸、心跳和眼动，不一定要借助仪器。因此，并不是没有仪器，科学家就无法判断一个人是否做梦。

5. Only mammals have dreams when they are asleep.

A. True B. False C. Not Given

【答案】B

【解析】根据题干中的mammals可以定位在第二段的第四句话These signs of dreaming have been detected in all mammals studied, including dogs, monkeys, cats, and elephants, and also some birds and reptiles（爬行动物).从句子结构and also…可以判断also后的birds和reptiles不属于mammals的范围，这三个名词并列。

**小贴士：过于绝对的说法往往是错误的，如含有only, all, any, must, always, completely, entirely等的句子要仔细斟酌。**

6. Babies dream less than older children.

A. True B. False C. Not Given

【答案】B

【解析】根据题干中的babies可以定位在第二段的最后两句话：This period of sleep is called the “D” state. Babies experience the “D” state for around 50% of their sleep; the period reduces to around 25% by the age of 10.此处this period of sleep…和上句，即These signs of dreaming have been detected in all mammals studied, including dogs, monkeys, cats, and elephants, and also some birds and reptiles.中的主语these signs of dreaming是顺承关系，故this period of sleep就是dreaming，“D” state就是“做梦的时候”。最后一句讲到婴儿睡眠时间的50%都是“D” state，到了10岁后就下降到了25%。很显然，婴儿做梦比较大的孩子要多而不是less。

7. Most dreams involve the people we played with when we were young.

A. True B. False C. Not Given

【答案】C

【解析】本题是关于梦境的内容，可以定位在第三段前半部分Dreams take the form of stories, but they may be strange and with incidents not closely connected, which make little sense. Dreams are seldom without people in them and they are usually about people we know. One estimate says that two-thirds of the “cast” of our dream dramas are friends and relations.这里提到梦里的人大多是我们认识的人，大约2/3的人是朋友或亲戚，没有提到是我们一起从小玩大的朋友。

8. Now we can detect what dreamers dream about by using modern equipment.

A. True B. False C. Not Given

【答案】C

【解析】第三段讲到梦的形式及梦中的人物和梦的呈现方式（vision视觉，sound听觉，touch触觉），故第三段主要讲梦的内容是什么，但没有涉及这些结论是如何获得的。

9. We do not often have the sense of taste in dreams.

A. True B. False C. Not Given

【答案】A

【解析】根据题干中的taste可以定位在第三段的倒数第三句Sound and touch（听觉和触觉） are senses also often aroused, but smell and taste（嗅觉和味觉） are not frequently involved.本题中的often和原文中的frequently属同义替换。

10. Some people can be conscious that they are dreaming in their dreams.

A. True B. False C. Not Given

【答案】A

【解析】根据题干中的conscious可以定位在第四段However, the dreamer does have control over one type of dream. This type of dream is called a “lucid” （清醒的) dream. Not everyone is a lucid dreamer. Some people are occasional lucid dreamers. Others can dream lucidly more or less all the time. In a lucid dream, the dreamer knows that he is dreaming.

**小贴士：千万不要受自己主观臆测的影响，要根据文章确定对错及“未提及”。**

**Passage 2 （选自Self-Assessment 1）**

**Work Is a Service**

① Young people may ask themselves questions like this when they apply for employment: “What are my working hours? What are my extra benefits besides wages? What holidays will I have off? Will I have enough time to hang out with my friends or pursue my hobbies?” With questions like these, however, when we focus on our leisure hours instead of our working hours, we may be prevented from seeing a much greater opportunity.

② Good work attitudes, habits, and skills are learned through successful work experiences. Let me illustrate. On the ranch（牧场） where I grew up, the cows had to be milked before dawn every day. When I was just 10 years old, I would enter our barnyard where there were about 10 to 12 cows waiting for me to let them into the milking barn. My mother and father used to say out loud to the cows, “Good morning. It’s good to see you!” I have to confess that as a young boy I didn’t feel quite the same way toward the cows.

③ After each cow was milked, I poured the milk from the pail into a l0-gallon can. Each can weighed about 80 pounds when full. It made me stretch my young muscles as I carried them to the road for the dairy to pick up.

④ My father and mother quite frequently helped me with milking the cows. I remember my father and mother continued to milk until they were in their late 80s. But Father didn’t milk the cows because he had to; he milked them because they needed to be milked. There is a difference. To him, these animals were not just cows – they were Big Blackie and Bossie and Sally and Betsy. He wanted them to be content. He always said that contented cows give good milk. To my father, milking cows – as unsophisticated as it may seem – was not an extra burden; it was an opportunity. Milking was not a job for him; it was a service.

⑤ This philosophy is something that helped me as I grew up. It helped me to find out that all honest work is honorable. Within a few years I realized that routinely performing these chores actually began to give me a sense of confidence and empowerment. I took pride in my work. We control our own attitudes towards work. Self-confidence and empowerment can serve us well – in the classroom or on Wall Street.

⑥ Instead of thinking of our daily work as an extra burden, we should think of it as an opportunity. That’s just the way my father taught me to feel about the cows. Those teachings have remained with me all my life, and I continue to visit the ranch and its memories as often as possible.

1. Young people may be more concerned about leisure time when applying for jobs.

A. True B. False C. Not Given

【答案】A

【解析】根据同一顺序的原则定位在第一段，该段提到了应聘者提出的几个问题“What are my working hours? What are my extra benefits besides wages? What holidays will I have off? Will I have enough time to hang out with my friends or pursue my hobbies?”同时根据最后一句的概括With questions like these, however, when we **focus on our leisure hours** instead of our working hours, we may be prevented from seeing a much greater opportunity.可知该题干正确。

2. Good work attitudes, habits, and skills are learned at school.

A. True B. False C. Not Given

【答案】B

【解析】根据题干中的work attitudes, habits, skills可以定位在第二段的第一句Good work attitudes, habits, and skills are learned through successful work experiences.可知好的工作态度、习惯和技术来自工作经历而不是在学校可以学到。

3. Before going to school, the author had to milk all the cows in the morning.

A. True B. False C. Not Given

【答案】B

【解析】根据题干中的milk cows可以定位在第二段的中间When I was just 10 years old, I would enter our barnyardwhere there were about **10 to 12 cows waiting for me to let them into the milking barn**. My mother and father used to say out loud to the cows, “Good morning. It’s good to see you!”可知作者需要给10到12只奶牛挤奶，其余由他父母挤奶。

**小贴士：过于绝对的说法往往是错误的，如含有only, all, any, must, always, completely, entirely等的句子要仔细斟酌。**

4. Unlike his parents, the young boy seemed not to be glad to see the cows every morning.

A. True B. False C. Not Given

【答案】A

【解析】根据题干中的morning可以定位在第二段的最后，根据第二段的最后两句My mother and father used to say out loud to the cows, “Good morning. It’s good to see you!” I have to confess that as a young boy I didn’t feel quite the same way toward the cows.

5. After each cow was milked, the author would carry the milk to the market.

A. True B. False C. Not Given

【答案】B

【解析】根据题干中的after each cow was milked可以定位在第三段：After each cow was milked, I poured the milk from the pailinto a l0-gallon can. Each can weighed about 80 pounds when full. It made me stretch my young muscles as I carried them to the road for the dairy to pick up.可知作者是将牛奶桶提到路边等待牛奶场的人来接货，而不是运到集市上去卖。

6. The author always milked the cows alone in the barnyard.

A. True B. False C. Not Given

【答案】B

【解析】根据题干中的milk the cows可以定位在第四段的第一句My father and mother quite frequently helped me with milking the cows.。另外，根据本句中含有过于绝对的词always，可以判断错误的可能性较大。

7. To his father, milking cows was a complicated job.

A. True B. False C. Not Given

【答案】B

【解析】根据题干中的to his father可以定位在第四段的最后一句To my father, milking cows – as unsophisticated as it may seem – was not an extra burden; it was an opportunity. Milking was not a job for him; it was a service.

1. The author’s father milked the cows because they needed to be milked.

A. True B. False C. Not Given

【答案】A

【解析】根据题干中的father和milked定位在第四段，根据第四段的第三句But Father didn’t milk the cows because he had to; he milked them because they needed to be milked.

9. The author came to like the job of milking and took pride in it.

A. True B. False C. Not Given

【答案】A

【解析】根据同一顺序的原则定位在第五段。第五段讲了作者对生活和工作态度的转变：他认识到每种诚实的工作都是高尚的all honest work is honorable。题干中内容虽然没有直接显示出，但可以推测出来。

1. Self-confidence and empowerment acquired at work will benefit people throughout their lives.

A. True B. False C. Not Given

【答案】A

【解析】根据题干中的self-confidence and empowerment可以定位在第五段。根据第五段的最后一句Self-confidence and empowerment can serve us well – in the classroom or on Wall Street.

**Passage 3 （选自Self-Assessment 2）**

**Lucky’s Greatest Treasure**

① Mary and her husband Jim had a dog named “Lucky.” Lucky was a real character. Whenever Mary and Jim had company come for a weekend visit, they would warn their friends not to leave their luggage open because Lucky would help himself to whatever struck his fancy. Inevitably, someone would forget and something would come up missing.

② Mary or Jim would go to Lucky’s toy box in the basement and there the treasure would be, amid all of Lucky’s other favorite toys. Lucky always stored his finds in his toy box.

③ It happened that Mary found out she had breast cancer. Something told her she was going, to die of this disease. She scheduled a double mastectomy（乳房切除术）, fear riding her shoulders.

④ The night before she was to go to the hospital, she hugged Lucky closely in her arms. A thought struck her – what would happen to Lucky? Although the three-year-old dog liked Jim, he was Mary’s dog through and through. “If I die, Lucky will be abandoned,” Mary thought, “He won’t understand that I didn’t want to leave him.” The thought made her sadder than that of her own death.

⑤ The double mastectomy was harder on Mary than her doctors had anticipated and Mary was hospitalized for over two weeks. Jim faithfully took Lucky for his evening walk, but the little dog just hung down, whining（哀鸣）and miserable.

⑥ Finally the day came for Mary to leave the hospital. When she arrived home, Mary was so exhausted that she couldn’t even make it up the steps to her bedroom. Jim made his wife comfortable on the couch and left her to nap.

⑦ Lucky stood watching Mary but he didn’t come to her when she called. It made Mary sad but sleep soon overcame her and she dozed.

⑧ When Mary woke, for a second she couldn’t understand what was wrong. She couldn’t move her head and her body felt heavy and hot. But panic soon gave way to laughter when Mary realized the problem. She was covered, literally blanketed, with every treasure Lucky owned!

⑨ While she had slept, the sad dog had made trip after trip to the basement bringing his beloved mistress all his favorite things in life. He had covered her with his love.

⑩ Mary forgot about dying. Instead, she and Lucky began living again, walking further and further together every day.

⑾ It’s been 12 years now and Mary is still cancer-free. Lucky? He still steals treasures and stores them secretly in his toy box, but Mary remains his greatest treasure.

1. Lucky is Mary and her husband’s pet dog.

A. True B. False C. Not Given

【答案】A

【解析】根据第一段第一句Mary and her husband Jim had a dog named “Lucky.”可知该说法正确。

2. Whenever they had friends visit them, the couple would warn Lucky not to take their friends’ luggage away.

A. True B. False C. Not Given

【答案】B

【解析】根据第一段第三句Whenever Mary and Jim had company come for a weekend visit, they would warn their friends not to leave their luggage open because Lucky would help himself to whatever struck his fancy.可知是告诫朋友们不要把行李打开。

3. Mary and her husband’s friends knew Lucky well so their belongings never went missing.

A. True B. False C. Not Given

【答案】B

【解析】根据第一段的最后一句话Inevitably, someone would forget and something would come up missing，该句提到有的朋友会忘记盖上行李箱，结果他们的东西就会不见了。

4. Lucky’s toy box was placed in the basement.

A. True B. False C. Not Given

【答案】A

【解析】根据题干中的关键词basement定位在第二段第一句的前半句Mary or Jim would go to Lucky’s toy box in the basement…。

5. Mary’s husband warned that he would abandon Lucky after her death.

A. True B. False C. Not Given

【答案】C

【解析】根据第四段可知玛丽非常担心她死了小狗很可能会被遗弃，但文章没有提及玛丽的丈夫吉姆会遗弃小狗。

6. Mary stayed in the hospital for two months because the surgery was harder than doctors had anticipated.

A. True B. False C. Not Given

【答案】B

【解析】根据题干中的hospital定位在第五段。根据第五段第一句话The double mastectomy was harder on Mary than her doctors had anticipated and Mary was hospitalized for over two weeks.可知玛丽在医院呆了两星期。

7. When Mary arrived home from hospital, Jim made her lie in bed immediately.

A. True B. False C. Not Given

【答案】B

【解析】根据同一顺序的原则及arrive home from hospital定位在第六段：Finally the day came for Mary to leave the hospital. When she arrived home, Mary was so exhausted that she couldn’t even make it up the steps to her bedroom. Jim made his wife comfortable on the couch and left her to nap.可以看出玛丽连抬腿上楼到卧室的力气都没有了，吉姆只好让她睡在沙发上而不是床上。

8. When Mary woke, she couldn’t move a bit because she caught a cold and fell ill.

A. True B. False C. Not Given

【答案】B

【解析】根据Mary woke定位在第八段When Mary woke, for a second she couldn’t understand what was wrong. She couldn’t move her head and her body felt heavy and hot. But panic soon gave way to laughter when Mary realized the problem. She was covered, literally blanketed, with every treasure Lucky owned! 由此可知她不能动不是因为感冒而是身上压了很多东西。

9. Lucky covered Mary with love by placing all his treasures on her body.

A. True B. False C. Not Given

【答案】A

【解析】根据同一顺序的原则定位在第九段：While she had slept, the sad dog had made trip after trip to the basement bringing his beloved mistress all his favorite things in life. He had covered her with his love.。

10. Mary has been cancer-free for 12 years, and remains Lucky’s greatest treasure.

A. True B. False C. Not Given

【答案】A

【解析】根据12 years定位在最后一段：It’s been 12 years now and Mary is still cancer-free. Lucky? He still steals treasures and stores them secretly in his toy box, but Mary remains his greatest treasure.。

**第二部分：阅读选择（第11～15题，每题2分，共10分）**

阅读下面短文，请从短文后所给各题的4个选项(A、B、C、D)中选出1个最佳选项，并在答题卡相应位置上将该项涂黑。

**Passage 1 （选自大纲样题）**

**Tap Dancing（踢踏舞）**

① Most of the arts in America are a combination of ideas and influences from many sources. Tap dancing certainly fits in this category. It is truly an American art, but it has been influenced by English and Irish dance steps as well as steps from Africa.

② Some historians argue that tap dancing was **first done** by slaves on Southern plantations in North America, and that originally steps were done wearing soft-soled shoes. Irish step dancing, which also involves intricate（复杂的）foot patterns, contributed the movement of the free leg to one side and the swing of the elbows outward. Wooden clog shoes were worn as tap dancing evolved, but for a long time the steps were done flat-footed.

③ Tap dancing **developed into the form** we recognize today **in the early 20th century.** Metal taps were added to dance shoes, and a number of new techniques were perfected. **One of the most important** was the change from the flat-footed step to dancing on the balls of the feet. This is commonly **attributed to** dancer Bill Robinson. Another was the “cramp roll,” in which the dancer would rapidly move from **the ball of the right foot** to the ball of the left, and then to the heel of each foot. This separation of the steps into distinct areas of the foot, an innovation by dancer John Bubbles, allowed dancers to **improvise** even more new patterns. Slides across the floor and movements up and down stairs further **enlivened** tap. So did relaxed arm and shoulder movements. Challenges became a common part of dance routines, with dancers competing very hard to outperform（胜过）each other with new and difficult steps.

④ Many dancers excelled at tap and contributed to its development. Besides Bill Robinson and John Bubbles, well-known tappers have included Sammy Davis, Jr., Fred Astaire, Eleanor Powell, Gregory Hines, and Savion Glover.

11. This text is mainly about \_\_\_\_\_\_\_.

A. famous tap dancers B. tap dancing on Southern plantations

C. tap shoes  D. the development of tap dancing

【答案】D

【解析】主旨大意题。通读全文可知本文主要讲了踢踏舞的发展过程。

12. The phrase “attributed to” (Line 4, Para. 3) means \_\_\_\_\_\_\_.

A. credited to B. described

C. turned to D. stated as a question

【答案】A

【解析】词义理解题。可以用代入法。credit… to…=attribute… to…=owe…to…

13. The “cramp roll” (Line 4, Para. 3) was invented by \_\_\_\_\_\_\_.

A. Fred Astaire B. Bill Robinson

C. Savion Glover D. John Bubbles

【答案】D

【解析】事实细节题。根据第三段的中间部分Another was the “**cramp roll**,” in which the dancer would rapidly move from the ball of the right foot（右脚的大脚趾球）to the ball of the left, and then to the heel of each foot. This separation of the steps into distinct areas of the foot, **an innovation by dancer John Bubbles**, allowed dancers to improvise even more new patterns.

14. One of the most important elements of tap dancing is \_\_\_\_\_\_\_.

A.intricatefootwork

B. smooth, flowing motions

C. dancing in rhythm with a partner

D. wearing wooden shoes

【答案】A

【解析】事实细节题。根据one of the most important…定位在第三段第三句：One of the most important was the change from the flat-footed step to dancing on the balls of the feet.

15. Names are mentioned in this text in order to \_\_\_\_\_\_\_.

A. tell about the lives of famous tap dancers

B. connect tap with jazz music

C. show the influence of women on tap dance

D. give credit to famous tap dancers

【答案】D

【解析】推理判断题。该题要求考生根据最后一段，推测作者的写作意图。最后一段Many dancers excelled at tap and contributed to its development. Besides Bill Robinson and John Bubbles, well-known tappers have included Sammy Davis Jr., Fred Astaire, Eleanor Powell, Gregory Hines, and Savion Glover.。

11. This text is mainly about \_\_\_\_\_\_\_.

A. famous tap dancers B. tap dancing on Southern plantations

C. tap shoes  D. the development of tap dancing

【答案】D

【解析】主旨大意题。通读全文可知本文主要讲了踢踏舞的发展过程。**（参考第二三段的黑体词）**

**小贴士：和以前的阅读理解基本相同。**

**Passage 2 （选自Self-Assessment 2）**

**Student Loans**

① Federal Student Aid is an office of the US Department of Education that provides student loans for education beyond high school. The US government clearly understands the importance of post-secondary education in positively impacting the nation. It therefore ensures that each eligiblestudent in the United States is able to receive financial assistance for higher education.

② Although parents can opt for private funding through sources like banks and other finance institutions, the rates of interest can be prohibitively high in most cases. On the other hand, the interest rates of federally funded student loans are much less in comparison. It is therefore imperative that parents take all steps necessary to apply for student loans available through the federal government.

③ Federal Student Aid is actively involved in educating students and their families on the exact procedure to obtain student loans. Once the applications are received, it processes them by the millions before the start of each academic year. It also pays out billions of dollars through schools to fund the education of students who have applied for financial aid.

④ The first step in applying for financial aid is to fill and submit the FAFSA or Free Application for Federal Student Aid. The name of the student should be entered exactly the way it is written on the student’s social security card. The format used is “first name”, “middle initial”, and “last name”. Since the analysis bureau will be linking up the FAFSA with the social security number, the names should match precisely for the application to be approved. A mismatch in the names could result in the application being sent back for correction. This would cause a delay and end up pushing the applicant to the back of the line. Since most financial aid is provided on a first-come-first-served basis, it is important to be at the head of the line. Even a minor error on the FAFSA can result in a loss of thousands of dollars in financial aid.

⑤ Therefore, it is important that families have all the proper income and tax records ready before applying for financial aid. This will help avoid submitting inconsistent, incomplete or mistaken information while filling out the FAFSA forms.

⑥ The CSS PROFILE is the FAFSA equivalent that is most often required for aid through private universities. It could be a little more complicated than filling out the FAFSA form. Going through the entire process with the help of a certified college planner would be a good idea.

⑦ No matter what their credit rating, parents should still submit their applications for financial aid. Learning about the different options available to them is the first step in the process. Doing it right will enhance their chances of getting student loans for their children’s higher education.

11. Federal Student Aid provides student loans for \_\_\_\_\_\_\_.

A. high school education

B. secondary education

C. higher education

D. pre-secondary education

【答案】 C

【解析】事实细节题。根据Federal Student Aid provides student loans 定位在第一段第一句Federal Student Aid is an office of the US Department of Education that provides student loans for education beyond high school.

12. Federally funded loans are preferred to private funding for\_\_\_\_\_\_\_.

A. their easy accessibility

B. their high reliability

C. their lower interest rates

D. their wide availability

【答案】C

【解析】事实细节题。根据federally funded loans和private funding定位在第二段。根据前两句Although parents can opt for private funding through sources like banks and other finance institutions, the rates of interest can be prohibitively high in most cases. **On the other hand**, the interest rates of federally funded student loans are much less in comparison.。

13. Federal Student Aid educates students on \_\_\_\_\_\_\_.

A. how to apply to ideal universities

B. how to obtain student loans

C. how to process the applications

D. how to meet their financial needs

【答案】B

【解析】事实细节题。根据federal Student Aid定位在第二段。由第一句话Federal Student Aid is actively involved in educating students and their families **on the exact procedure to obtain student loans**.可知答案为B。

14. The first step in applying for financial aid is to \_\_\_\_\_\_\_.

A. fill out and submit application forms

B. apply for a social security number

C. enter the applicant name in the right format

D. submit all the proper income and tax records

【答案】A

【解析】事实细节题。根据first step定位在第四段第一句：The first step in applying for financial aid is to fill and submit the FAFSA or Free Application for Federal Student Aid.，由此可知答案为A。

15. To succeed in applying for student loans, you are advised to \_\_\_\_\_\_\_.

A. enhance academic performance

B. resort to a certified college planner

C. avoid submitting a CSS PROFILE**资料**

D. turn in income and tax records afterwards

【答案】B

【解析】推理判断题。根据同一顺序的原则定位在第五段及之后的内容，具体参考第六段最后一句：Going through the entire process with the help of a certified college planner would be a good idea。由此可以看出，有资格证书的学院规划师可以提供全程帮助，故选B。另外根据第五段第一句Therefore, it is important that families have all the proper income and tax records ready before applying for financial aid. 可知D选项的错误在于afterwards一词，应改成in advance。

**Passage 3 （选自Self-Assessment 3）**

**Why Lack of Sleep Could Be Making You Fatter**

① Sleepless nights don’t just ruin your mood the next day – they could also damage your waistline**胸围**. According to new research in the August issue of the American Journal of Clinical Nutrition**临床营养**, sleep deprivation can cause people to pack on extra pounds.

② Researchers at the New York Obesity Nutrition Research Centre at St. Luke’s-Roosevelt Hospital found that sleep-deprived people seem to burn the same number of calories as the well-rested, but they consume about 300 more calories a day. Given that it takes just 3,500 calories to add a pound to your body, those calories can quickly turn into extra weight.

③ But there are several other reasons that sleep loss could lead to weight gain, says sleep disorder specialist Michael Breus. When we get too little shut-eye, our metabolism（新陈代谢）slows down to conserve energy. That slowdown triggers the release of the hormone cortisol（荷尔蒙皮质醇）, which increases appetite. Your body thinks it needs more energy, so it asks for more food．

④ In a vicious cycle, sleep loss also causes our bodies to release more ghrelin, another hormone that signals hunger, and less leptin**瘦素，瘦蛋白**, the hormone that tells your stomach that it’s full. With your hormones no longer working in the normal way, your body wants more food and lacks the sensitivity to know when to stop eating. Not to mention that being awake more hours gives you more time to snack.

⑤ “The later you’re up at night, the greater the likelihood that you’re going to eat,” Breus says, and “you’re more likely to eat high-fat, high-carb**碳水化合物** foods.”

⑥ One other contributing factor to such weight gain is that the body burns the most calories during REM sleep, a deeply restful phase. Less sleep means less time in REM.

⑦ For optimal health, experts say you should try to get 7.5 hours of sleep a night. If you have trouble sleeping, stick to a nightly routine, exercise during the day, banish worries to a journal, and keep pre-bedtime activities relaxing.

11. This passage is mainly about \_\_\_\_\_\_\_.

A. the influence of sleep loss on weight

B. the effect of sleep deprivation on mood

C. the release of the hormone cortisol

D. the implications of a new research finding

【答案】A

【解析】主旨大意题。根据文章标题“为何缺少睡眠会使人变胖”就可以看出，sleep和weight是文章的关键词。

12. Sleep-deprived people consume more calories, which will \_\_\_\_\_\_\_.

A. make them energetic

B. turn into extra pounds

C. damage their mood

D. Cause them to feel sleepy

【答案】B

【解析】事实细节题。根据sleep-deprived people定位在第二段：**Researchers** at the New York Obesity Nutrition Research Centre at St. Luke’s-Roosevelt Hospital **found that sleep-deprived people seem to burn the same number of calories as the well-rested, but they consume about 300 more calories a day.** Given that it takes just 3,500 calories to add a pound to your body, **those calories can quickly turn into extra weight.**，即每天多消耗的300卡的热量会转变为额外的体重，可知答案为B。

1. According to Michael Breus, sleep loss can \_\_\_\_\_\_\_.

A. decrease people’s appetite

B. slow down energy conservation

C. trigger the need for more food

D. lead to a vicious cycle

【答案】C

【解析】事实细节题。根据Michael Breus定位在第三段：But there are several other reasons that sleep loss could lead to weight gain, says sleep disorder specialist **Michael Breus**. When we get too little shut-eye, our metabolism（新陈代谢）slows down to conserve energy. That slowdown **trigger**s the release of the hormone cortisol（荷尔蒙皮质醇）, which increases appetite. Your body thinks it needs more energy, so **it asks for more food**．即当我们的眼睛休息不够的时候，为了保持能量新陈代谢会变慢。这种减速会引发荷尔蒙皮质醇的释放，从而增加食欲，由此可知答案为C。

1. The word “optimal” in paragraph 7 is closest in meaning to \_\_\_\_\_\_\_.

A. best

B. positive

C. optional

D. appropriate

【答案】A

【解析】词义理解题。根据题干定位在第七段。本段主要讲了人要尽量保持7.5个小时的睡眠时间，并为失眠者提供了一些有助睡眠的方法。四个选项意思分别是最佳的、积极的、选择的、合适的，显然A最恰当。

15. To attack sleep troubles, you can \_\_\_\_\_\_\_.

A. exercise regularly at night

B. do more pre-bedtime activities

C. keep a journal at night

D. follow a set routine every night

【答案】D

【解析】事实细节题。根据sleep troubles定位在文章的最后一句：If you have trouble sleeping, **stick to a nightly routine**, exercise during the day, banish worries to a journal, and keep pre-bedtime activities relaxing.

11. This passage is mainly about \_\_\_\_\_\_\_.

A. the influence of sleep loss on weight

B. the effect of sleep deprivation on mood

C. the release of the hormone cortisol

D. the implications of a new research finding

【答案】A

【解析】主旨大意题。根据文章标题“为何缺少睡眠会使人变胖”就可以看出，sleep和weight是文章的关键词。

**第三部分：概括段落大意和补全句子（第16～25题，每题1分，共1 0分）**

阅读下面短文，请完成短文后的2项测试任务：(1)从第16～20题后所给的6个选项中为第①一⑤段每段选择1个正确的小标题；(2)从第21～25题后所给的6个选项中选择5个正确选项，分别完成每个句子，并在答题卡相应位置上将答案选项涂黑。

**Passage 1 （选自大纲样题）**

**The Weight Experiment**

*Nicola Walters has been taking part in experiments in Scotland to discover why humans gain and lose weight. Being locked in a small room called a ‘calorimeter’*（热量测量室）*is one way to find out．*

**①** The signs above the two rooms read simply ‘Chamber One’ and ‘Chamber Two’. These are the calorimeters: 4m by 2m white-walled rooms where human volunteers are locked up in the name of science. Outside these rooms another sign reads ‘Please do not enter—work in progress’ and in front of the rooms advanced machinery registers every move the volunteers make. Each day, meals measured to the last gram are passed through a hole in the wall of the calorimeter to the resident volunteer.

**②** Nicola Walters is one of twenty volunteers who, over the past eight months, have spent varying periods inside the calorimeter. Tall and slim, Nicola does not have a weight problem, but thought the strict diet might help with her training and fitness programme. A self-employed community dance worker, she was able to fit the experiment in around her work. She saw an advertisement for volunteers at her local gym and as she is interested in the whole area of diet and exercise, she thought she would help out.

**③** The experiment on Nicola involved her spending one day on a fixed diet at home and the next in the room. This sequence was repeated four times over six weeks. She arrived at the calorimeter at 8:30 am on each of the four mornings and from then on everything she ate or drank was carefully measured. Her every move was noted too, her daily exercise routine timed to the last second. At regular intervals, after eating, she filled in forms about how hungry she felt and samples were taken for analysis.

**④** The scientists help volunteers impose a kind of order on the long days they face in the room. ‘The first time, I only took one video and a book, but it was OK because I watched TV the rest of the time,’ says Nicola. And twice a day she used the exercise bike. She pedaled（踩踏板) for half an hour, watched by researchers to make sure she didn’t go too fast.

**⑤** It seems that some foods encourage you to eat more, while others satisfy you quickly. Volunteers are already showing that high-fat diets are less likely to make you feel full. Believing that they may now know what encourages people to overeat, the researchers are about to start testing a high-protein weight-loss diet. Volunteers are required and Nicola has signed up for further sessions.

|  |
| --- |
| A. What does the calorimeter look like inside?  B. What programme was designed for the experiment?  C. What is a calorimeter?  D. What kind of foods are to people’s taste?  E. How do the volunteers kill the time?  F. Why did Nicola join in the experiments? |

**Task l**

16. Paragraph **①**

17. Paragraph **②**

18. Paragraph **③**

19. Paragraph **④**

20. Paragraph **⑤**

16. Paragraph **①**

【答案】C

【解析】第一段主要讲了实验所需要的设备和条件，前面的内容主要针对calorimeter做了相关描述。

17. Paragraph **②**

【答案】F

【解析】第二段主要介绍了Nicola自愿参加这一实验的意图和目的，虽然没有超重问题，但出于对饮食调节和身材的保持，她选择加入这一项目。

18. Paragraph **③**

【答案】B

【解析】该段的第一句话是主题句The experiment on Nicola involved her spending one day on a fixed diet at home and the next in the room.即：实验所涉及的内容、具体的要求和环节。

19. Paragraph **④**

【答案】E

【解析】段首句往往是主题句，首句说明科学家帮助志愿者设定一个日程表来打发在密室里的时间。后面介绍了看电视、看录像、看书、骑单车等活动。

20. Paragraph **⑤**

【答案】D

【解析】第五段的首句出现了foods一词，从剩余的两个选项A和D中很明显就能选出D。第五段主要介绍了什么食物适合人的胃口。

**小贴士：本部分考查学生的概括能力，读懂首句是关键，因为首句往往是主题句。**

**Task 2**

21. The machinery outside the calorimeters records everything \_\_\_\_\_\_\_.

22. Nicola Walters had time for the experiments \_\_\_\_\_\_\_.

23. Volunteers have to get prepared for the time in the calorimeter \_\_\_\_\_\_\_.

24. The experiments show that high-fat diets \_\_\_\_\_\_\_.

25. Researchers watched Nicola pedaling \_\_\_\_\_\_\_.

|  |
| --- |
| A. the volunteers do.  B. because she does not have a weight problem.  C. because the life there can be very boring.  D. make people overeat.  E. because she was her own boss.  F. so as to control the speed. |

21. The machinery outside the calorimeters records everything \_\_\_\_\_\_\_.

【答案】A

【解析】根据题干中的关键词calorimeters和record定位在第一段。从第一段第三句话尤其是后半句Outside these rooms another sign reads ‘Please do not enter—work in progress’ and in front of the rooms **advanced machinery registers every move the volunteers make**.可知答案为A。此处record和register属同义替换。

22. Nicola Walters had time for the experiments \_\_\_\_\_\_\_.

【答案】E

【解析】根据题干中的关键词Nicola Walters定位在第二段，关键句是第二段的第三句话**A self-employed community dance worker**, she was able to fit the experiment in around her work.

23. Volunteers have to get prepared for the time in the calorimeter \_\_\_\_\_\_\_.

【答案】C

【解析】根据题干中的关键词volunteers及同一顺序的原则定位在第四段。该段主要讲了密室里的生活很枯燥。同时根据句子结构分析可知此处需填从句，故从B和C中选择。

24. The experiments show that high-fat diets \_\_\_\_\_\_\_.

【答案】D

【解析】根据第五段第二三句话Volunteers are already showing that high-fat diets**高脂膳食** are less likely to make you feel full. Believing that they may now know what encourages people to overeat, …

25. Researchers watched Nicola pedaling \_\_\_\_\_\_\_.

【答案】F

【解析】根据题干中的关键词researchers，Nicola及pedaling定位在第四段的最后一句She pedaled（踩踏板) for half an hour, watched by researchers to make sure she didn’t go too fast.

**小贴士：根据题干中的关键词回到原文中快速进行定位是取得高分的诀窍，同时要观察题干的结构及备选答案的结构以快速缩小范围。**

**Passage 2 （选自Self-Assessment 1）**

**Five Reasons to Celebrate Mistakes**

**①** Mistakes have a way of focusing our attention and putting crucial problems right in our face. Mistakes light a path for us. When we own up to our mistakes, we often know exactly what’s working and what we can do to fix it.

**②** There is one sure way to avoid mistakes and that’s to avoid life. The writer who never finishes a book will never have to worry about getting negative reviews. The comedian who never performs in front of an audience is sure to avoid telling jokes that **fall flat失败，达不到预期效果**. When we are comfortable with making mistakes, we’re more likely to take risks and tackle projects. Celebrating mistakes involves wisdom. Effective people don’t set goals with the idea of making mistakes. Instead, they aim to reach those goals while accepting the risk of error.

**③** Imagine working at a company that has no standards – where mistakes are not distinguished from successes and no one is held accountable for errors. We could turn in the most careless and the crudest**未加工的，肤浅的** pieces of work we’d ever done, and they would get treated the same as our best work. We’d never be able to count on having the supplies we needed because no one would complain when vendors**供应商，商贩** failed to deliver. Projects could go permanently unfinished and no one would say anything. In an atmosphere where there’s no difference between failure and success, the word “mistake” would be without meaning. Mistakes can happen only when people are truly committed to making things work.

**④** The word “mistake” derives meaning only by comparison to what we desire. Noticing and admitting our mistakes reminds us of what we really want to have, do, and be. **Mistakes offer us an opportunity to practice truth telling**. With this act come the rewards of honesty and frankness, including self-knowledge**自知之明** and the capacity for change. As we tell the truth about our mistakes, we can benefit by releasing shame and blame. Fixing mistakes and preventing them from happening again are key goals.

**⑤** Mistakes are usually more instructive than successes – and often far more interesting. The lessons we learn from making mistakes often stick with us for a lifetime. We can translate those lessons into new values and behaviors that make a profound difference. With all these potential benefits from mistakes, we have plenty of reasons to celebrate them.

**Task l**

|  |
| --- |
| A. Mistakes encourage taking risks  B. Mistakes practice telling truth  C. Mistakes make powerful teachers  D. Mistakes are as important as successes  E. Mistakes focus our attention  F. Mistakes make things work |

16. Paragraph **①**

17. Paragraph **②**

18. Paragraph **③**

19. Paragraph **④**

20. Paragraph **⑤**

:

16. Paragraph **①**

【答案】E

【解析】第一段首句给出了相关信息Mistakes have a way of **focusing our attention** and putting crucial problems right in our face.故选E。

17. Paragraph **②**

【答案】A

【解析】第二段通过事例讲到人应该不惧怕犯错误，才能改正错误，让自己进步。A项中的关键词encourage taking risks符合本段语境，故选A。

18. Paragraph **③**

【答案】F

【解析】第三段通过在公司工作的情况，指出没有正确与错误标准的公司不会有任何进步和发展。所以结尾总结出只有在人们推动事情有所进展的时候，错误才会发现。与F含义相符。

19. Paragraph **④**

【答案】B

【解析】第四段是对“错误”的意义的论述，承认错误可以让我们知道自己真正所想，可以给我们机会说出真相。这样的话我们就可以得到诚恳和坦率、自身知识的提高和改变的能力，又讲到了说出错误的种种好处。再结合第四段的第三句Mistakes offer us an opportunity to practice truth telling.可知B项符合本段主旨。

20. Paragraph **⑤**

【答案】D

【解析】第五段通过mistake和success的比较，阐述出错误的重要性，所以可以判断出错误与成功一样，都具有很重要的意义。故选D。

**Task 2**

21. We often know through mistakes what’s going wrong and \_\_\_\_\_\_\_.

22. If a writer never finishes his book, he will never have to \_\_\_\_\_\_\_.

23. Effective people aim to reach their goals while \_\_\_\_\_\_\_.

24. People can make mistakes only when they are truly \_\_\_\_\_\_\_.

25. We can learn some lessons from making mistakes, which often \_\_\_\_\_\_\_.

|  |
| --- |
| A. stick with us for a lifetime  B. what we can do to fix it  C. committed to making things work  D. accepting the risk of error  E. worry about being criticized  F. committed to making things work |

**注：该题命题疏忽，C和F完全一样。**

21. We often know through mistakes what’s going wrong and \_\_\_\_\_\_\_.

【答案】B

【解析】根据第一段的最后一句：When we own up to our mistakes, we often know exactly what’s working and what we can do to fix it.可知选B。

小提示：可根据句子结构来缩小可选答案，根据题干的结构可知and前后为平行结构，只有B相符。

22. If a writer never finishes his book, he will never have to \_\_\_\_\_\_\_.

【答案】E

【解析】根据writer, finish book定位在第二段的第二句话The writer who never finishes a book will never have to worry about getting negative reviews.，其中getting negative reviews和选项E中的being criticized属同义替换。小提示：可根据句子结构来缩小可选答案，根据题干的结构可知本题选择动词原形开头的A或E。

23. Effective people aim to reach their goals while \_\_\_\_\_\_\_.

【答案】D

【解析】根据题干中的关键词effective people定位在第二段最后两句：Effective people don’t set goals with the idea of making mistakes. Instead, they aim to reach those goals while accepting the risk of error.可知答案为D。

小提示：可根据句子结构来缩小可选答案，本句要填入空格的部分是连词while之后的内容，可以用整个句子；也可以是分词形式，即while从句省略和主句相同的主语和be部分。选项中没有整个句子，故只能在C、D或F中选择。

24. People can make mistakes only when they are truly \_\_\_\_\_\_\_.

【答案】C/F

【解析】根据顺序原则定位在第三段。根据第三段最后一句话Mistakes can happen only when people are truly committed to making things work.这句话指出只有人们在真正投入到工作中让事情有所进展的时候，错误才会出现，故选择C/F。

小提示：可根据句子结构来缩小可选答案，本句要填入空格的部分在they are后，故要在C、D或F中选择。

25. We can learn some lessons from making mistakes, which often \_\_\_\_\_\_\_.

【答案】A

【解析】根据题干中的关键词learn lessons定位在最后一段。从最后一段第二句话The lessons we learn from making mistakes often stick with us for a lifetime.可知答案为A。

小提示：可根据句子结构来缩小可选答案，本句要填入空格的部分在定语从句中作谓语，故在A或E中选择。

**第四部分：填句补文（第26～30题，每题2分，共1 0分）**

下面的短文有5处空白，短文后有6个句子，其中5个取自短文，请根据短文内容将其分别放回原有位置，以恢复文章原貌，并在答题卡相应位置上将答案选项涂黑。

**Passage 1 （选自大纲样题）**

**Teaching Children to Spend Pocket Money Wisely（选自Unit 6，Text A）**

① School-going children need pocket money for food, stationery and bus fares. Parents **give** pocket money to their children in different **ways**. Some give a lump sum at the beginning of a month or a week. Others prefer to give pocket money on a daily basis. 26 On the other hand, the children’s **spend**ing habits may **affect** how pocket money is **give**n.

② Pocket money given on a daily basis is sometimes termed as “food money”. Children usually use the pocket money to buy food during recess（休息） and also at lunch hour if they have school activities in the afternoon. They learn how to manage **small** sums of money. 27 Some parents choose this method of allocating pocket money in order to **prevent** their children from overspending, hoping that in time they can be trusted with larger sums of money.

③ Giving pocket money on a daily basis places responsibilities of budgeting on the parents, instead of the child. The child may spend every single cent of the daily pocket money by overindulging in junk food as they know they will get another sum of money the next day. This results in children being shortsighted in their spending. The thought of saving money never crossed their minds. 28 Others spend more than they are given. They borrow from their siblings or their classmates when they feel like indulging themselves. Then they may ask for money to pay off their debts. This habit of borrowing causes them to depend on others to solve their problems. In such instances, the purpose of rationing is defeated.

④ Children need to learn how to budget their money. The key to doing this is to differentiate between needs and wants. 29 This habit, when inculcated since young, stands them in good stead when they start working and earning their own money. It enables them to resist the temptation of “buy now and pay later” schemes.

Formation of any habit starts at a tender age. There is no better way to teach children to manage money than to start with their pocket t money. They need to learn the importance of budgeting right from kindergarten days. 30 When children learn to spend within their means, they are able to manage their finances well later in their lives.

A. It is a good idea to start with daily pocket money and move on to monthly pocket money.

B. The way in which pocket money is given affects how money is spent or saved.

C. Buy the necessary first, and indulge ourselves only if there is money left.

D. As the money is limited, they have to control their spending.

E. Parents who earn daily wages may also opt for this due to financial constraints.

F. They may develop the mentality（心态，意识） that money is meant to be spent.

26. 【答案】B

【解析】根据空格前出现的way和give，后面出现的give，spend和affect，这些都是解题线索，应引起考生的注意，这是答题的关键。前面提到父母给孩子零花钱的不同方式，后面提到孩子的花钱习惯影响父母给他们零花钱的方式。只有B（给零花钱的方式影响花钱和攒钱的方式）才能更好地衔接上下文。

27. 【答案】D

【解析】第二段主要讲父母每天给孩子一次零花钱对孩子的影响。They learn how to manage **small** sums of money. 27 Some parents choose this method of allocating pocket money in order to **prevent** their children from overspending,…空格前提到孩子如何花手中有限的钱，后面提到一些父母使用这种方法来控制孩子的过度消费，可知应选D。注意D中的limited和空格前的small呼应，control和空格后的prevent呼应，体现了内容的一致性。

28. 【答案】F

【解析】第三段主要讲这种提供零花钱的方式对孩子的花钱习惯带来的负面影响。The thought of saving money never crossed their minds. 28 Others spend more than they are given.空格前提到这种方式使孩子从来没有想过要攒钱，后面提到一些孩子会过度消费，甚至借钱。只有F提到了“孩子会养成一种钱就是用来花的观念”。另外F项中的they may develop…和下文的they may ask for…结构上一致。

29. 【答案】C

【解析】第四段主要讲述了孩子养成规划开支习惯的重要性。The key to doing this is to differentiate between needs and wants. 29 This habit, when inculcated（灌输） since young, stands them in good stead when they start working…空格前讲到学会规划开支的关键是区分需求和需要。C项（先购买必须的，只有当钱有结余时才去享受）是对前句的进一步解释。

30. 【答案】A

【解析】最后一段是对全文的总结，讲述了从小养成理财习惯的重要性。They need to learn the importance of budgeting right from kindergarten days. 30 When children learn to spend within their means, they are able to manage their finances well later in their lives.空格前指出从幼儿园时就要学会规划零花钱的重要性，后面的内容指出从小养成理财习惯有益于未来个人的财务管理，空格中应该就是这种方法—从每天的零花钱开始攒起，慢慢到每月的零花钱。

**小贴士：所填的句子起着承上启下的作用，看懂上下句是解题的关键，同时注意看上下句中的关键词，会有呼应现象。还要注意观察同段的句子结构等细节内容。**

**Passage 2 （选自Self-Assessment 2）**

**Mistakes Are a Must on the Road to Success**

① When Kamprad was a teenager, he became interested in a pro-Nazi group run by a Swedish fascist activist by the name of Per Engdahl. He not only attended group meetings but also raised funds and recruited members to the group between 1942 and 1945. It is unknown when Kamprad quit the group. 26 This part of Kamprad’s past remained hidden until 1994，when Engdahl’s personal letters were made public after his death.

② “This is part of my life I bitterly regret,” said Kamprad. “After a couple of meetings in pure Nazi style, I quit.” In a letter he wrote to employees titled “The Greatest Mistake of My Life,” Kamprad apologized to IKEA宜家家居（瑞典公司）employees of Jewish heritage and asked for their forgiveness. 27 Following its publication, Kamprad said in an interview, “Now I have told all I can. Can one ever get forgiveness for such stupidity?”

③ 28 “That was the biggest blunder I’ve made in my entire life, and I regret it deeply,” he said “I have said sorry, many times, but it has left an unremovable mark on my conscience that continually haunts me and perhaps it’s best this way.” Joining the Nazi group would be a mistake that he would be paying for on a personal level 就个人角度来说for the rest of his life. 29 He was criticized and he was attacked in the media, but sales at IKEA continued to increase. His popularity actually rose following the incident because of the honesty with which he dealt with the after-effect后果.

④ Experience has taught Kamprad that not only could the business world be forgiving of his mistakes, but that it was those very mistakes that could end up moving mountains. 30 Working in Almhult, Gillis Lundgren, a new employee, had been standing beside a car with a colleague, trying to figure out how to get a bulky庞大的 wooden table into the back of it. Finally, against company policy, Lundgren said, “Oh God, then, let’s pull off the legs and put them underneath.” It was with that simple statement that IKEA would reorient itself towards the flat design production for which it has become famous today.

⑤ “IKEA is not completely perfect,” said Kamprad. “We are going the right way to becoming it, for sure, but we are not there yet.”

A. Kamprad had made a crucial mistake in sympathizing with Nazi’s in his teenage years-

B. However, he remained friends with Engdahl well into the 1950s.

C. However, professionally, Kamprad had been left relatively unharmed. .

D. Indeed, the success of IKEA can be traced back to a simple mistake in 1956.

E. Kamprad was arrested soon after the war was ended.

F. He also devoted two chapters to the incident in his 1998 book, “The History of IKEA.”

26. 【答案】B

【解析】根据第一段最后一句的信息，直到1994年，由于Engdahl的私人信件被公开，Kamprad的那段过去才被发现。Engdahl之前都没有提到过，可以推断空格处的句子会对这个人的情况有所介绍。而且空格前后都有表示时间的短语，故选择B。

27. 【答案】F

【解析】根据空格处后面一句中的开头following its publication可知，这里的its是对前一句中某个词的替代；再根据句意，应该是有书被出版，故选择F。

28. 【答案】A

【解析】根据后面一句提到That was the biggest blunder I’ve made in my entire life，可以看出这里的that是对前一句的指代，根据文意，那个巨大的错误应该是指他青年时期对纳粹的同情。故选择A。

29. 【答案】C

【解析】第三段前半部分讲了Kamprad所犯的错误和他的懊悔。而后半段讲了宜家的销售成绩却因为他的诚实应对不减反升。由此可以看出空格处的句子应该是有转折意味、承上启下的句子，故答案为C。而且C项中的professionally和前句中的on a personal level是对立的，空格后讲到He was criticized and he was attacked in the media。

30. 【答案】D

【解析】第四段追溯了宜家如何改变设计方向的历史，故选择D。

**Passage 3 （选自Self-Assessment 3）**

**The Rise of the Toilet Texter**

① We know where some of you are reading this.

② A recently released survey of the mobile phone habits of Americans, going where few other surveys care to go, has found that 75 percent of the ordinary people have used their mobile devices while on the toilet. 26

③ The survey of l,000 people by the marketing agency 11mark found that private contemplation沉思，冥想 has given way to toilet-time talking, texting, shopping, using apps（应用软件，application的缩写）, or just surfing the Web, by both sexes and most ages. 27

④ It gets weirder. One-quarter of Americans say they will not go to the bathroom without their devices. While 63 percent have answered calls, 41 percent have called someone else while enthroned. Sixteen percent in the 28-to-35 group, the youngest sample surveyed, have made purchases there. A mere 8 percent of the oldest group has felt such retail urgency. Understandably, given their infrequent chances at privacy, people with children are more likely to talk on the phone than are the childless. 28

⑤ Hope you are sitting down for this: 20 percent of males have at one time joined a conference call from the toilet. Thirteen percent of American women have participated in meetings from the toilet. 29 Be grateful that location-based tracking is not yet so prevalent. Be worried about the rise of video on mobile devices. Ignore all background noises. Really.

⑥ This is, in a sense, an evidence to our collective passion for communication and contact over all other needs, and a lesson in how quickly ideas of decorum（礼貌得体） adjust to the times. 30 If someone is making or taking calls while on the toilet, they are most likely using a BlackBerry. Using an app or playing on Facebook most often is done on an iPhone. In general, Android owners are more likely than owners of other phones to use them on the toilet.

A. It is also a decent read on brand-related habits.

B. That is every fifth male co-worker, and every eighth female colleague.

C. Among those 65 and older, however, only 47 percent have used their mobile devices on the toilet.

D. Married people are far more likely than the single to text.

E. Single people are far more likely than the mated to text.

F. Among those aged 28 to 35, the figure is 91 percent.

26. 【答案】F

【解析】综合比较五个选项只有C或F可能入选。根据常识可知，使用手机的大多数为年轻人，所以这个统计数字应是面向年轻人的，由此可以判断F最符合，答案为F。

27. 【答案】C

【解析】第三段还是在用一些研究数据表明在厕所使用手机的现象。最后指出这种现象存在于男女老幼之中，因此本空可以考虑选入C项，即老年中使用手机的还是占少数。

28. 【答案】E

【解析】第四段提到了有了孩子的家庭中，在打电话上花费的时间比没有孩子的要多。由此我们可以判断出单身的人比有了配偶的人花在短信上的时间要多。因此选E。

29. 【答案】B

【解析】第五段前两句Hope you are sitting down for this: 20 percent of males have at one time joined a conference call from the toilet. Thirteen percent of American women have participated in meetings from the toilet.讲到20%的男性有过一次参加从厕所打来的电话会议的经历，13%的女性曾经参加过从厕所打来的电话会议的经历。所以本段的关键词是male和female，由此可以推出B项最符合。

30. 【答案】A

【解析】第五段空格后面列举了人们在卫生间里利用蓝莓手机打电话，用苹果手机浏览网页，使用安卓的人还是最多的。这些信息与A项中的decent read和habit相关联。答案为A。

**第五部分：填词补文（第31～40题，每题1.5分，共15分）**

下面的短文有10处空白，短文后列出12个词，其中，10个取自短文，请根据短文内容将其分别放回原有位置，以恢复文章原貌，并在答题卡相应位置上将答案选项涂黑。

分析句子成分，根据所缺的成分确定词类，这样可以大大缩小范围，提高效率和正确率。现在把句子成分和词类进行匹配：

（1）缺主语用名词或动名词。例如：

Diligence can make up for a lack of intelligence.

Learning a foreign language well is important for us.

（2）缺谓语用动词。例如：

He is helping the little girl with her English now.

Great changes have taken place in China since the introduction of the reform and opening policy.

Her topic was complex, but she simplified it in a way that we could all understand.

（3）缺宾语用名词。例如：

Any policy that creates unemployment will meet with strong resistance.

The test measures language learners’ achievement in reading English novels.

（4）缺表语用形容词或名词。联系动词包括be（am, is, are），变化词（become, get, turn, go, fall），保持动词（keep, stay, remain），感官动词（look, sound, taste, smell, feel）等。例如：

It is very lovely.

She was frightened when she heard about the accident.

The traffic light has turned yellow, so you’d better wait a while.

If you don’t put the meat in the fridge in hot summer, it will go bad soon.

Everything has fallen quiet at the disappointing news.

He decided that he would keep single his whole life.

To stay healthy, we’d better have proper exercises every day.

The cloth feels very soft.

He is a worker while his wife is an actress.

（5）缺定语应该考虑形容词，其次是名词。例如：

an interesting story （此处补充-ing / -ed的区别）

a huge mistake

a careful student

death / birth / marriage /divorce rate

（6）缺状语用副词，副词可以用来修饰动词、形容词、副词或整个句子。例如：

He is walking very slowly.

Learning a foreign language well is extremely important to people working in joint ventures.

Undoubtedly, Taiwan is part of China.

Unluckily, he was badly injured in the accident.

（7）非谓语动词

分词请务必搞清楚现在分词和过去分词的区别：前者表示主动，后者表示被动；前者表示动作正在进行，后者表示动作已经完成。例如：

the exploiting class**剥削阶级** / the exploited class

developing countries / developed countries

When he came to, he found himself lying in hospital.

When he got off the bus, he found his wallet stolen.

There was so much noise that the speaker couldn’t make himself heard.

Finishing / Having finished his homework, he decided to see a film.

Finished / Having been finished, his homework got an A.

Weather / Time permitting, we will go for an outing this weekend.

The blind man guided by the boy, they slowly went across the street.

不定式包括两种形式：to do sth.，do sth.

常接do sth.作宾补的动词有：一感(feel)，二听(listen to, hear)，三让(let, make, have)，四看(see, notice, watch, look at)，半帮助(help)。例如：

I heard him singing the song just now. （注意区分：I heard him sing the song.）

（8）介词后接名词或动名词构成介宾结构。例如：

pay for one’s education

suffer from cancer

look forward to hearing from sb.

He left without saying goodbye.

**Passage 1 （选自大纲样题）**

|  |
| --- |
| A. required E. increase I. decision  B. rose F. began J. easy  C. pulled G. interests K. struggle  D. extra H. primarily L. currently |

**解题方法：把词分类**

|  |  |  |  |
| --- | --- | --- | --- |
| 动词 | 名词 | 形容词 | 副词 |
| A. required | E. increase | D. extra | H. primarily |
| B. rose | G. interests | J. easy | L. currently |
| C. pulled | I. decision |  |  |
| E. increase | K. struggle |  |  |
| F. began |  |  |  |
| K. struggle（引申为：困难，艰巨的任务） |  |  |  |

动词 名词 形容词 副词

A. required E. increase D. extra H. primarily

B. rose G. interests J. easy L. currently

C. pulled I. decision

E. increase K. struggle

F. began

K. struggle（引申为：困难，艰巨的任务）

**Teach Your Kids at Home**

As most kids went back to school at the beginning of the semester in the fall, a small but growing army of parents just said no to school. Some people like Jean Forbes thought their children needed 31 **D** attention. Forbes is a former actress whose current career is teaching her two sons. Her son Allen is dyslexic（有诵读困难的）. She 32 **C**  him out of public school six years ago because she felt teachers weren’t helping him enough.

Other parents want to give their kids the chance to follow their 33 **G** rather than a textbook. Outside Los Angeles, Nancy Kinsey’s kids are studying bats right now. They study everything from their diet to their wing span（翼展） to the specifics of their natural habitat. They have even built a bat house in the backyard, and this task 34 **A** many hours of practical math problems.

There are also parents who choose home schooling to solve what they think is a short-term problem and find a long-term challenge. Eric and Joyce Burgess 35 **F** home schooling nearly a decade ago after their son Eric Jr. had a disastrous year at a famous high school. It was a(n) 36 **K** at first; neither is a professional teacher. But as Eric Jr.’s confidence 37 **B** at home, so did Joyce’s, and she now teaches her other kids at home as well.

While there are no national statistics, researchers who study home schooling estimate that 1.5 million youngsters are currently being taught 38 **H** by their mothers and fathers. That’s five times the number of homeschoolers just a decade ago and bigger than the nation’s largest public-school system of New York City. The 39 **E**  is especially remarkable（非凡的，卓越的，不寻常的） in an era of two-income families, since it requires one parent to stay home at some financial sacrifice.

Despite all the advantages of home schooling, it is not a(n) 40 **J** job. Home schooling is not something you should rush into; it is a commitment that has to be followed through.

**小贴士：把词分类，然后根据所缺的句子成分去分析所需的词类，可以大大缩小备选范围，从而提高正确率。**

**Passage 2 （选自Self-Assessment 2）**

|  |
| --- |
| A. wonders E. always I. already  B. doubt F. successful J. treasure  C. come G. careful K. praise  D. begins H. single L. offers |

**解题方法：把词分类**

**动词 名词 形容词 副词**

A. wonders A. wonders F. careful E. always

B. doubt B. doubt G. careful I. already

C. come J. treasure H. single

D. begins K. praise

J. treasure L. offers

K. praise

L. offers

**The Power of Positive Words in the Family**

1 As a writer and psychotherapist (心理医师), I have been using words carefully most of my life. While counseling a husband and wife, I notice that a (31)\_\_\_H\_\_\_ word can stir their emotions and take their conversation to a dark place that they both know is negative.

2 World peace (32)\_\_\_D\_\_\_ with peace in the family. As a therapist治疗师, I’ve heard many adults recite hurtful words they heard decades ago from a parent or a brother or sister. Care in speaking to children requires a degree of self-possession, the ability to see past the blind emotion of the moment to the needs of the child. Good words (33) \_\_\_C\_\_\_ from that greater vision.

3 For example, words of extreme praise can do (34) \_\_\_A\_\_\_ for the injured ego (自我) of a child or spouse. Sometimes it’s helpful to give words to what is usually left unspoken. “I appreciate what you did for me. I’m happy that you’re with me.” Simple, direct and heart-felt words of (35) \_\_\_K\_\_\_, appreciation and gratitude often go unsaid, when they could be a handy便利的，手边的 means of healing. Words hurt and words heal.

4 Every day (36) \_\_\_L\_\_\_ opportunities to say words of encouragement and recognition. No matter how strong or (37) \_\_\_F\_\_\_ we are, we all need such words. But often they may seem unnecessary. My rule is: if the thought occurs to me to say something supportive, I say it. You can never speak too often in praise and appreciation. You can also receive that praise, when it comes, gracefully – with words. “Thank you for saying that. I need to hear that.”

5 A friend of our family, an intelligent, progressive Catholic priest, (38) \_\_\_E\_\_\_ praises our children to the skies. He is very extreme in his language, and everyone knows he overdoes it with his praise. But we all love to see him, and we (39) \_\_\_J\_\_\_ his friendship. We don’t need realism and moderation（适度）from such a friend.

6 Everywhere today, marriage partners and children are in distress在困境中. I have no (40) \_\_\_B\_\_\_ that one simple solution would be to offer them words of support. When used with care, language can be therapeutic治疗的，有益于健康的. Even, and maybe especially, when a person is being difficult and aggressive, words of understanding and affirmation, realistic and felt, can often help.

**Passage 3 （选自Self-Assessment 3）**

|  |
| --- |
| A. socially E. terrifying C. capacity  B. victims F. quality J. dropped  C. approach G. raised K. interview  D. expansion H. soared L. companion |

**解题方法：把词分类**

**动词 名词 形容词 副词**

C. approach B. victims E. terrifying A. socially

G. raised C. approach

H. soared D. expansion

J. dropped F. quality

K. interview I. capacity

K. interview

L. companion（同伴，朋友，在这里引申为“成对的物品之一”）

**The Price of Progress**

1 “We’ve become the (31)\_\_\_B\_\_\_ of our own success,” Dr. Jackson said of the public health mission that cleared cities of congested拥挤不堪的 slums. “By living far from where we work, we reduced crowding and improved the (32) \_\_\_F\_\_\_ of our air and water, which drove down rates of infectious disease.” But as people have moved farther and farther from where they work, shop and socialize, the rates of chronic diseases have (33) \_\_\_G\_\_\_.

2 Public transportation has not kept pace with the (34) \_\_\_D\_\_\_ of suburbs and exurbs（远郊）. Nor are there enough sidewalks, nearby parks and safe places to walk, cycle or play outdoors in many, if not most, towns. Parents spend hours in cars getting to and from work; children are bused or driven to and from school; and those who can’t drive must depend on others o take them everywhere or risk becoming (35) \_\_\_A\_\_\_ isolated.

3 In 1974, 66 percent of all children walked or biked to school. By 2000, that number had (36) \_\_\_J\_\_\_ to 13 percent. “Children who grow up in suburbia（郊区） can’t meet their life needs without getting a ride somewhere,” Dr. Jackson said. “The average teen in suburbia says it’s boring.”

4 His new book, “Designing Healthy Communities,” a(n) (37) \_\_\_L\_\_\_ piece to a coming public television series即将播出的电视系列片, says: “When there is nearly nothing within walking distance to interest a young person and it is near-lethal to bicycle, he or she must give up autonomy – a(n) (38) \_\_\_I\_\_\_ every creature must develop just as much as strength and endurance.” He book was written with Stacy Sinclair, director of education at the Media Policy centre in Santa Monica, Calif.

5 “We’ve engineered physical activity out of children’s lives,” Dr. Jackson said in a(n) \_\_\_K\_\_\_. “Only a quarter of the children in California can pass a basic fitness test, and two in seven volunteers for the military can’t get in because they’re not in good enough physical condition.”

6 The health consequences, he said, are (40) \_\_\_E\_\_\_. Not only are Americans of all ages fatter than ever, but also growing numbers of children are developing diseases once seen only in adults: Type 2 diabetes（糖尿病），heart disease and fatty livers（脂肪肝）.

**第六部分：完形补文（第41～50题，每题1.5分，共15分）**

下面的短文有10处空白，每处空白后的括号内有一个词，请根据短文内容将其正确的形式填入文中，以恢复文章原貌，并将答案写在答题卡相应的位置上。

本题的做题方法基本和上一题型思路一致，分析句子成分是关键。现主要讲**构词法**。

英语单词的构成有一定的规律，这种规律称为构词法。掌握构词法知识对我们更好地理解词义、认识新词和扩大词汇量有重要意义。

构词法主要有三种：派生法、合成法和转换法。

**一、派生法**

在一个词的词根前面或后面加上某个词缀来产生新词，这种构词法称为派生法。词缀分为前缀和后缀。

**（一）后缀**：许多名词、形容词、副词和动词是由词根加后缀构成的。

1.构成名词的常用后缀有：

（1）-er, -or, -ist, -ee, -ian, -ese, -ant等用于构成表示人或物的名称。

如:writer, translator, trainee, employee, scientist, physicist, musician, physician, Italian, Asian, Chinese, assistant等。

（2）-ance, -ence, -(a)tion, -sion, -al, -ing, -ity, -ment, -th, -ty, -ure, -ship等用于构成表示行为、性质、状态等的抽象名词。

如：acceptance, assistance, dependence, confidence, repetition, preparation, discussion, division, arrival, survival（务必区分survivor和survival）, approval, disapproval, building, reality, simplicity, ability, rapidity, regularity, argument, warmth, length, growth, safety, leadership, failure, pressure, friendship等。

（3）其他名词后缀：-hood, -ness, -ology, -phy。

如：childhood, neighborhood（附近，街坊）, motherhood（母性，母亲身份）, kindness, happiness, sadness, biology, psychology, philosophy, geography

2. 构成形容词的常用后缀有：-able, -ible, -al, -ful, -less, -ish, -ive, -ous, -an, -ic, -ly, -y, -ant, -ent, -ary, -en等。

如：available, suitable, valuable（注意联想invaluable, valueless, priceless）, responsible, natural, national, powerful, helpful, faithful, successful, fearless, useless, helpless, selfless, selfish, childish, decisive, famous, continuous, African, American, European, scientific, historic, friendly, lively, thirsty, noisy, pleasant, dependent, consistent（一贯的）, imaginary, golden, wooden等。

3. 构成动词的常用后缀有：-ise/ize, -en, -ify等。

如：modernize, realize, widen, strengthen, beautify, modify（修饰）等。

4. 构成副词的后缀有：-ly, -ward(s), -wise。例如：completely, rarely, truly, simply, backward(s), forward(s), clockwise, likewise同样地

补充：绝大部分形容词变为副词时直接加ly，但也有特例。

关于形容词变副词现强调以下几点：

（1）形容词是“-le”结尾的，先去掉e，然后直接加y。例如：simply, possibly, subtly。

（2）形容词是“辅音字母加y”结尾的，先把y变成i，然后再加ly。例如：luckily, heavily。

（3）形容词是“l”结尾的，直接加ly。例如：finally, eventually, successfully。

（4）true – truly

**（二）前缀**

1. 表示相反意义的前缀有：un-, dis, -in, -im, -ir, -il, -de等。

如：unhappy, unreasonable, uncomfortable, uncover（揭露）, unload（卸货）, dislike（注意比较unlike）, dishonest, disagree, informal, inaccurate, inactive, imbalanced, impossible, immobile, irregular, irresponsible, illegal, illogical, devalue（贬值）等。

1. 表示其他意思的前缀有：

anti-: 表示“反”，“反对” antisocial 反社会的

anto-: 表示“自己的” autobiography 自传

bi-: 表示“二” bicycle 自行车；bilingual 双语的

bio-: 表示“生物的” biology 生物学；biochemical 生化的

co-: 表示“共同” cooperate 合作；co-existence 共存，共处

counter-: 表示“相反”，“反对” counterattack 反击

de-: 表示“除去”，表示否定 decompose 分解；defrost 除霜

en-: 表示“使”，“使处于……状态” enable, enrich, enlarge, endanger

inter-: 表示“在……之间”，“互相” international 国际的；interpersonal 人际的

kilo-: 表示“千” kilometer 公里，kilogram公斤

mal-: 表示“错误”，“坏” malfunction 出故障，失灵；malnutrition 营养不良；

maltreat / mistreat虐待

mid-: 表示“中间” midnight 午夜；midday 中午

mini-: 表示“极小的”，“极短的” minibus 小型公共汽车，面包车；miniskirt 超短裙

mis-: 表示“错误的” misunderstand 误解；mistake

non-: 表示否定 nonstop 不停的；non-defective 没有缺陷的；non-smoker非烟民

post-: 表示“后”，“以后” postwar 战后的；postdoctor 博士后

pre-: 表示“在……之前” preview 预习；predict 预言

re-: 表示“再”，“重新” rewrite 重写；review 复习；retell 复述

sub-: 表示“在……下面” subway 地铁；submarine 潜水艇

super-: 表示“超级的” superman; supermarket

tele-: 表示“远距离的” telephone; telescope 望远镜；telegram 电报

tri-: 表示“三” tricycle

under-: 表示“在……之下”，“不足” underestimate; understatement

**二、合成法**

如：output, by-product, duty-free, undergo, overthrow 推翻

**三、转换法**

词形不变，单词的词性发生转变。如：dream, look, back等。

**特别强调：易混淆或拼错的重要单词及其变化形式：**

mystery-mysterious

misery-miserable

benefit-beneficial

influence-influential

prepare-preparation-preparatory

repeat-repetition-repetitive

compete-competition-competitive-competitor

**长、宽、高类形容词的派生词**

long-length-lengthen

deep-depth-deepen

strong-strength-strengthen

wide-width-widen

broad-breadth-broaden

high-height-heighten

weak-weakness-weaken

short-shortness-shorten

**Passage 1 （选自大纲样题）**

**The Environment: Our Responsibility**

1 These days it is *impossible* (possible) to open a newspaper without reading about the damage we are doing to the environment. The earth is being 41 **threatened**  (threaten) and the future looks bad. What can each of us do?

2 We cannot clean up our 42 **polluted**  (pollute) rivers and seas overnight. Nor can we stop the 43 **disappearance** (appearance) of plants and animals. But we can stop adding to the problem while 44 **scientists**  (science) search for answers, and laws are passed in nature’s 45 **defense/defence** (defend). It may not be easy to change your lifestyle 46 **completely** (complete) but some steps are easy to take: cut down the amount of 47 **driving** (drive) you do, or use as little plastic as possible. It is also easy to save energy, which also reduces housing 48 **bills** (bill). We must all make a personal 49 **decision** (decide) to work for the future of our planet if we want to 50 **ensure** (sure) a better world for our grandchildren.

**小贴士：类似于以往考试中的词性转换的形式，注重句子结构的分析，分析句子成分是正确答题的关键。**

**Passage 2 （选自Self-Assessment 1）**

**Careful Use of Words**

1 Words are powerful and can be very (0)damaging (damage) when used carelessly. They have the power to evoke potent emotions and they can help inspire, (41)encourage (courage) and motivate people. They can transform the world that we live in and in a crisis they can be your strongest ally同盟者，助手 or your most damaging opponent.

2 One should always be very (42) careful (care) when using words, but this is especially so in the midst of a crisis. Who can forget when, during the middle of the largest oil spill in US history, the Chief Executive of BP, Tony Hayward, said “I’d like my life back”? When a crisis breaks, a company needs to be (43) particularly (particular) careful in framing its response. While attempting to assert control it also needs to be aware of the (44) implication (implicate) of the response and what it may mean in the future. Framed properly, a (45) trained (train) spokesperson can use their language to calm nerves during a very anxious time and can give the public an (46) impression (impress) that the company is in control and working hard to resolve the crisis.

3 The language in all crisis (47) communication (communicate) materials沟通材料 should be carefully managed and reviewed. Have all professional expressions and academic language been removed and adapted? The language should be simple and self-explanatory. Are the communication materials (48) respectful (respect) of all audiences including stakeholders利益相关者, employees, media and the general public? Are words the best method to explain what happened? It may be useful to have a graphic形象的，图表的 (49)designer (design) /photographer available to allow you to communicate clearly what happened in a simple and (50) logical (logic) way. Can your press release be converted into 140 characters or less for Twitter? It’s unlikely – prepare alternative strategies to allow you to engage via social media channels.

4 A serious crisis can destroy companies and/or individuals. However, proper preparation combined with an appropriate response can actually help improve the reputation of both. Language is a powerful weapon and should be treated as such in all communications.

**Passage 3 （选自Self-Assessment 2）**

**Crude Oil**

1 Although crude oil is still (O)vastly (vast) available in the earth’s crust地壳, it is not a/an (41)infinite (finite) resource. At some point it will eventually be (42) exhausted耗尽的 (exhaust).（注exhaustive意为详尽的，彻底的） The demand for crude oil has increased by gigantic proportions. However, (43)discovering (discovery) of new oil fields and **investing** in the oil industry have helped keep up with the (44) increasing (increase) demand for oil. The crucial question is, how long will the oil resources last?

2 (45) Advanced (advance) technology has made drilling oil more (46) effective (effect) and efficient. With the aid of new methods it is possible to draw almost 65% of the oil **as opposed to**与…相比 the old methods. Better infrastructure基础设施 and more (47) investment (invest) have also made the drilling of oil wells more effective. Currently most (48) transportation (transport) is dependent on oil and many industries are born out of or lean on byproducts of petroleum石油. Although alternative sources of energy are now (49) applied (apply), like solar and wind energy, it is still a long way to be completely (50) independent (dependent) of crude oil.

**Passage 4 （选自Self-Assessment 3）**

**Body Image**

1 Nowadays, a large number of people are (0) encouraged (courage) to be dissatisfied with their bodies by plastic surgeons整形外科医生, diet plans, and diet pills – all of which foster that (41) dissatisfaction (satisfaction) to make a profit. However, in my opinion, to build a positive body image requires a (42) balanced (balance) diet and (43) healthy (health) lifestyle.

2 In daily life, to eat more fruits and vegetable than meat will help us keep fit. The best way to keep ourselves in shape is to do some (44) vigorous (vigor) exercise every day. Instead of feeling self-conscious and (45) shameful 可耻的，丢脸的/ ashamed羞愧的，惭愧的(shame), or believing your body is a shame of personal (46) failure (fail) and that you are not as attractive as everyone else, you should have a real and clear (47) perception (perceive) of your body parts, appreciate your body for the way it is, and feel (48) comfortable (comfort) and confident.

3 When we love ourselves rather than covet垂涎，觊觎 and pine for渴望 (49) impossible (possible) standards, we are happier, healthier and ultimately more (50)fulfilled (fulfill).（注：fulfilling令人满意的，令人高兴的）

**第七部分：短文写作（第51题，30分）**

**一、基本写作步骤**

1．审题

所谓审题，就是审清作文的要求和所给的材料，如图表说明、关键词、段首句、提纲等等。审题是写作的第一步，也是文章成功的关键所在之一。在考试之中，由于时间仓促，心情紧张，匆忙审题，造成离题万里的现象屡见不鲜。因此可以说能否审清题意是作文、乃至考试成败的关键。在平时进行写作练习的时候，就要有意识地养成认真审题，仔细研究的良好习惯。

弄清作文要求之后，就要确定文章的主题思想。主题思想明确、深刻，才能确保文章言之有物，顺理成章。围绕主题去构思、写作文章，才能思路清晰，不致节外生枝离题万里。

2．提纲

提纲有利于作者理清思路。尤其在考场上，根据提纲写作，能写出层次分明，逻辑性强，表意清晰的好文章，可避免考试时由于情绪紧张而造成的不应有的失误。

提纲有多种类型，可详可略，写作时也可根据自己的经验和特点编写适合于自己的提纲。常见的提纲种类有罗列式提纲、主题式提纲、句子式提纲。所谓罗列式提纲，就是根据题目和所给材料，围绕中心思想，罗列一系列相关的词、短语或句子。主题式提纲比较简略，只写出文章的主题思想即可，写作时依据主题思想，围绕重点，进行扩充和展开。句子式提纲比较详细，顾名思义，就是用句子把文章的主要观点写出来。

3．成文

文章的组织结构：一定要按所列提纲写。一般分为开头、正文、结尾3部分

（1）开头；如引语法、主题句法、提问法、事例法、描述法等。

常用句式：

① There is an old /popular saying /proverb which says /goes…..

② Nowadays more and more people are beginning to be aware of the importance/ seriousness of …

③There are different opinions among people as to …Some believe … Others, however, disagree with it. They think…

④….has been playing an increasingly important role in our day-to-day life. It has brought us a of benefits but has created some serious problems as well.

⑤ One of our ancient philosophers said, …..Chinese people have always been holding this idea to be one of their standards of morality.

(2) 主体： 要注意启承转合，常用句型：

① On the contrary, there are some people in favor of ……. They believe …..Moreover, they think…..

② There are many ways to ….. First, \_\_\_\_\_. Second \_\_\_\_\_. Finally, \_\_\_\_\_\_.

③ Confronted with\_\_\_\_\_\_, we should take a series of effective measures to \_\_\_\_\_. For one thing, \_\_\_\_. For another, \_\_\_\_\_\_. Finally, \_\_\_\_\_\_\_. (也可用于结尾)

④ Although the popular belief is a fact, a current study(survey/investigation) indicates that...

(3) 结尾

总结文章的主要内容，或者提出希望或展望未来，或者对文章提出的观点进行反问，启发读者思考。如：An open China has realized the importance of business. Why should we give up this opportunity and rely on agriculture?

常用句型：

① From what has been discussed /mentioned above, we may conclude that…

② Therefore, it is not difficult to draw /come to the conclusion that….

③ Only in this way/ in doing so, can sth. be really ….

④ Given the reasons /consideration I have just outlined/ discussed/ presented, I strongly recommend that …..

无论是何种类型，英语（二）作文基本上是三段式作文，根据不同的类型，三段的写法不同。所用的模式也不同。

**二、各类型作文的写法和常用句型**

（一）图表 / 看图作文

1. 写作模式：描述图表/图画—分析图表/图画—总结全文（也可以展望未来或发出倡议或表明自己的态度）

2. 常用句型：

（1）表示说明的开篇句式：

As we can see from the chart / graph / table/ picture…

The chart/graph/ table displays/ illustrates/ describes/ indicates/ points out that …

It is clear/ apparent from the chart/ table/ graph that…

The figures/ statistics in the chart reflect/ show/ reveal that …

The table/chart /graph shows (that) …

According to the table/chart /graph, …

As is shown in the table/chart /graph, …

As can be seen from the table/chart/ graph/picture, …

It can be seen from the figures/statistics that …

We can see from the figures/statistics that …

As we can see in this picture, …

This picture shows that …

（2）描述图表的句式：

A takes up/ occupies/ accounts for 20% of the total population/ output/ income/ expenditure/ consumption.

On the top of the list is…, which accounts for 60%.

On the bottom is …, which takes up 20%.

Compared with A, B has a higher percentage.

A is second to B. （A仅次于B。）

There was a very slight/ small/ slow/gradual/ steady/ marked/ large/ sharp/ rapid/ sudden/ dramatic rise/ increase/ drop/ decrease/ decline/ fall/ reduction in 2008.

The number of…declines/rises by …% from… to…

The number of… remains steady/ stable/ the same…

The price leveled off.

（3）表明个人观点的句式

As has been shown above, we can safely say that …

As far as I am concerned, …

To the best of my knowledge, …

As to me, ….

In my view / opinion, …

（4）表示总结概括的句式

In conclusion / In summary / In a word / In a nutshell / In brief, …

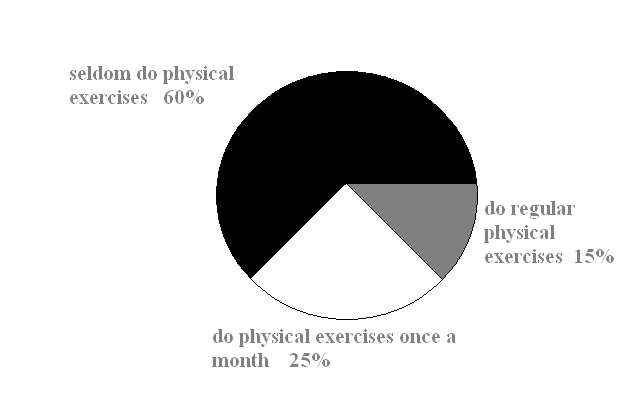
3. 例文：

**Directions:** For this part, you are allowed thirty minutes to write a composition on the topic *How Are Working People Doing Physical Exercises?* You should write 150 words or so and base your composition on the chart and the outline given below.

1. 描述下列图表所表达的信息;

2. 谈谈你对此现象的看法.

3．根据此现象提出建议



***Sample writing:***

As we can see from the chart, on the top of the list is the number of working people seldom doing physical exercises, which accounts for 60%. What follows are working people doing exercises once a month at a percentage of 25%. On the bottom is the number of people doing regular exercises, which takes up only 15%.

Although more and more working people are realizing the importance of physical exercises, they cannot spare their limited time to do some exercises because of the heavy burden of supporting their families on their shoulders. Apart from that, their daily lives at the office cannot provide them with the exercise their body needs. Lack of physical exercises is one of the main contributing factors to poor health among the working people.

In order to stay healthy and concentrate on their work more efficiently, all people, especially working people should take some physical exercises. Society should encourage people to take exercises regularly. The problem of insufficient exercises among working people should be solved as soon as possible. (174 words)

（二）对立观点型作文

1. 写作模式：引出话题—摆出两种观点—我的观点

2. 常用句型：

（1）点明主题的常用句型

The issue of whether… or not has been widely argued/ debated about.

…has become a hot topic among people

When it comes to …, people will have a heated discussion.

（2）具体介绍两种对立观点的常用句式

Some people suggest/ hold the opinion that… But / However/ Nevertheless/ other people hold a different point of view.

Some people are inclined to think that…On the contrary, there are many people who won’t agree, and they claim…

（3）陈述自己观点的常用句式

In my eyes/ view/ As to me/ To the best of my knowledge/ As far as I am concerned…

I’m in favor of…/ I am on the side of/ My favor goes to the former/ latter opinion to some extent. The main reason is that… Furthermore…

There is probably some truth in both arguments, but I prefer …to…

In my opinion, both sides are partly right. When we… we should take into consideration all aspects of the problem and then make the right decision.

Considering one after another, I stand on the side of the latter opinion.

As to me, I prefer the former one.

3. 例文：

**Directions:** For this part, you are allowed thirty minutes to write a composition on the topic *Do “Lucky Numbers” Really Bring Good Luck?* You should write 150 words or so and you should　base your composition the outline below.

1. 有些人认为某些数字会带来好运。

2. 有些人认为运气与数字无关。

3. 我认为……

***Sample writing:***

Do “Lucky Numbers” Really Bring Good Luck?

When it comes to whether lucky numbers can bring good luck, people will have a heated discussion. It’s very common to see that some people will spend a large sum of money on numbers like “6” or “8” when buying phone numbers or plate numbers for their cars without any reluctance.

Some people take it for granted that some lucky numbers can bring them good luck. For instance, the so-called lucky number “8” is widely used now because it is sounded like “getting rich” in Chinese and is believed to bring good fortune. On the contrary, there are many people who won’t agree, and they claim that numbers have nothing to do with luck. They regard numbers simply as mathematic symbols for counting. They are anything but a mystery. They laugh at those who think numbers can bring good luck.

I’m in favor of the latter opinion. I think our society is very modern now. We mustn’t count on the so-called lucky numbers to fulfill our wishes. Whether we can have good luck depends on ourselves. If we work hard, good luck will come to us. (186 words)

（三）现象分析型作文

1. 原因分析型作文

（1）写作模式：引出现象—分析引起现象的原因—我的观点

（2）常用句型：

① 引出现象的句式：

With the rapid development of …, many formerly unimaginable things come into reality. The phenomenon of … is an example.

With …, … has become an increasingly serious problem in society.

With the increase of population, *housing shortage is* *becoming a* more and more *serious problem* *in large cities*.

② 引出原因的句式

There are many factors that may account for it, and the following are the most typical ones.

There is probably a variety of reasons for the dramatic increase/decline in … First… Second…Finally…

Why did …? For one thing…, for another… Perhaps the primary reason is …

The change is chiefly caused by the fact that…

The failure mainly comes from several factors that…

We can regard … as a result of…

A number of factors could account for /contribute to /lead to/ result in…

…, partly because …, partly because…

2. 后果分析型作文

（1）写作模式：引出现象—分析该现象的后果或影响—解决方法或我的观点

（2）常用句型：

引出后果或影响的句式

There are a number of terrible consequences of … Perhaps the most serious one is ….

It will have/produce/bring about a far-reaching/profound effect/influence/impact on…

The effect / influence / consequence of … is not only limited to… but also

This leaves some serious consequences of…

It may cause /create/ bring/ result in/ lead to/ give rise to a set of problems.

3. 例文：

**Directions:** For this part, you are allowed thirty minutes to write a composition on the topic *On Fake Commodities*

You should write 150 words or so and you should　base your composition the outline below.

1．假冒伪劣商品充斥于各个角落

2. 假冒伪劣商品的原因和危害

3．怎样杜绝假冒伪劣商品

***Sample writing:***

**On Fake Commodities**

Today, there are many fake commodities sold in the market. Some can do great harm to us. Why there are so many fake commodities?

There are always two reasons, I think. First, the factories spend less time and less money in producing the fake commodities than the good ones. In this way, they can make a greater profit. Second, the fake commodities are always cheaper and many people like to buy them. As a result, the fake commodities became more and more widely spread. It’s very obvious that fake commodities are harmful. For example, there is a man just catching a cold. If the man takes some fake medicine, perhaps he will get worse, or even die. He is so poor just because he has bought some fake commodities. The fake commodities do harm to the people, at the same time, they do harm to society.

Many factories selling good commodities will go bankrupt in a short time, which will cause many workers out of work.

There are many ways to eliminate fake commodities but the following ones may be effective. First, the laws of the protection of consumers should be enforced to severely punish those who produce or sell fake commodities. Second, consumers should be taught how to tell good commodities from fake ones. Third, they should be advised to protect their own interests and not to be led astray by false advertisements. In a word, the whole society should pay close attention to the problem of fake commodities and launch a campaign against them. Only in this way will fake commodities be possibly eliminated from the market in the future. (272 words)

（四）评论型作文

1. 写作模式：引出需要评论的话（一定要直接或间接引用原话）—分析该引语的内涵—我的观点（可以适当引用名人名言或谚语，最好照应开头部分）

2. 常用句型：

（1）引述的句式

As a proverb goes, “…”

An old saying goes like this, “…”

Lincoln once remarked, “…”

（2）分析引语的句式

From this saying, we can see / know / conclude that…

This saying / statement tells us / reveals / shows / points out that …

3. 例文

**Directions:** For this part. You are allowed 30 minutes to write a short essay entitled *The Way to Success* by commenting on Abraham Lincoln’s famous remark, “Give me six hours to chop down a tree, and I will spend the first four sharpening the axe.” You should write at least 150 words but no more than 200 words.

***Sample writing:***

**The Way to Success**

Abraham Lincoln once observed, “Give me six hours to chop down a tree, and I will spend the first four sharpening the axe.” As far as I’m concerned, this remark can be interpreted as follows: If you want to successfully achieve a certain goal, you must be well prepared for it at first. A good preparation involves sufficient learning, good strategies and a healthy mentality.

To be well prepared, you must first equip yourself with the required knowledge and skills. Only in this way can you move smoothly in all kinds of tough and complex situations. In the process of preparation, you will formulate good strategies which can contribute to reducing the potential mistakes, thus leading to higher efficiency. Finally, you must learn to cultivate a healthy mentality. You must be fully prepared for the possible setbacks you may encounter and devote yourself wholeheartedly to whatever goal you pursue.

In a word, success comes to those who are well prepared for it. The way to get prepared is also a way to improve yourself. By sparing no effort to “sharpen your axe”, you will successfully arrive at your destination. (189 words)

（五）应用文

1. 信函类

（1）写作模式：简单表明写信的目的—具体阐述写信的意图—自己的希望及信笺结尾套语

（2）常用句式：

① 申请信

I am writing to apply for the post of … advertised in …

Immediately I saw your advertisement in the paper for …, I felt it was just the kind of post for which I have the qualifications and for which I have been looking for some time.

I feel I have the necessary qualifications and experiences needed for the position of… advertised in the paper.

I hope I may be granted an interview, when I can explain my qualification more fully.

I would like to apply for admission to your college.

I should like to further my studies in …department of your university.

My major interests are…., and I understand your university has a good program in those fields.

② 邀请信及答复

Thank you for your letter of …

It is a pleasure for me to invite you on behalf of ….to accept…

It is with the greatest pleasure that I write to cordially（诚挚地）invite you to attend the meeting.

It is very kind of you to ask us for dinner this coming Saturday evening. But, to our deep regret, we cannot accept it.

③ 批评、抱怨、投诉信

I am writing to complain about….

I think it’s high time you realized…

I must tell you that unless you do something about the situation I will be forced to take legal action.

To be frank, I am not prepared to put up with the situation any more.

④ 感谢信

Thank you so much for ….

I warmly appreciate your hospitality.

I don’t know to thank you for your kindness to me.

With deepest gratitude I write you here few lines.

I am writing to thank you, on behalf of my wife and on my own behalf, for the lovely time we had at your party last night.

⑤ 道歉信

I am awfully sorry that I cannot …

I am very sorry for my rudeness /thoughtlessness / bad manners.

I feel sorry for my failure to …

I am writing to express my sincere apology for my …

I regret to inform you that I am unable to …

I believe you can understand that I have not intended to hurt you.

I feel guilty for what I have done to you.

⑥ 其它类型信函开头及结尾：

I am writing to you with reference to ….

Thanks so much for your letter, which arrived….

I would like to know some information on …

I would be grateful if you could /would ….

It will be appreciated if you can /could ….

I look forward to hearing from you.

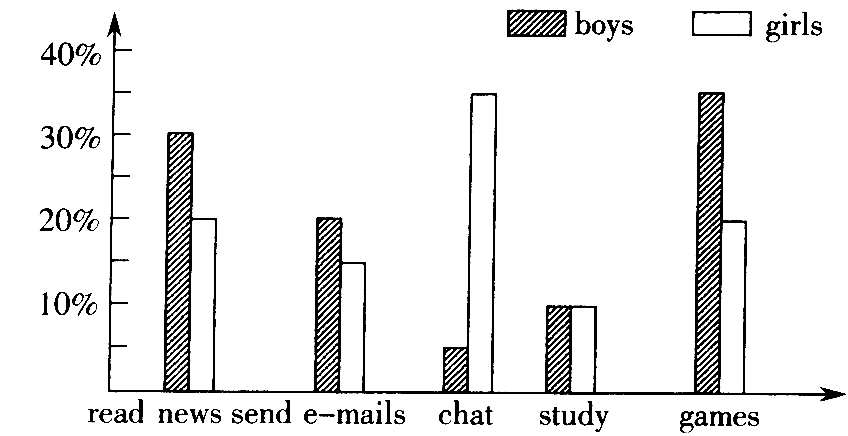
I hope you can write back to me at your earliest convenience.

Best regards.

Best wishes for you.

3. 例文

假如你是Jim Lee，你最近对你所在班的60名同学（男女各半）进行了上网目的的调查。现在调查结果（如下表所示）用英语给某报社的编辑写一封信报告此事，以引起舆论的关注。



注意： 1.报告应包括图表所示的内容；

2.叙述调查结果时要避免重复使用百分比；

3.叙述过程中要适当添加评语；

4.词数：150左右。

***Sample writing:***

Dear Editor,

I’m very honored to write this letter to you about a survey I have recently made among 30 boys and 30 girls in my class about their purposes of getting on the Internet. The girl’s favorite is chatting, and the portion of those fond of chatting is 35%. On the contrary, very few boys like chatting on the internet, accounting for less than 5%. What the boys like doing most is playing games and reading news is just next to that. Both boys and girls like reading news and sending e-mails on the Internet. Maybe they think it’s the most convenient way to get the latest information. In order to keep themselves well informed about the development of the world affairs, they have taken advantage of the internet. What we should pay attention to is that only a very small part of the boy and girl students, use Internet as a tool to study despite its great convenience and promptness. As far as I am concerned, students should make good use of the internet to serve them both in their life and study, especially in the latter perspective. What do you think about it?

I’m really looking forward to getting your reply. Best regards for you.

Yours sincerely,

Jim Lee

(215 words)

2. 演讲类

**Directions:** Write *A Campaign Speech* in no less than 150 words based on the outline below.

　　1 你认为自己具备是什么条件(能力，性格，爱好)可以胜任学生会主席工作，

　　2 如果当选你将会为本校同学做什么？

***Sample Writing:***

Dear brothers and sisters,

May I have your attention please? Today I am very honored to stand here to have the chance of running for the president of the students’ union. I am a junior in the English Department. Since I came into the university, I have always been the monitor of my class. I have done a very good job for my classmates, and my classmates and my teachers all think highly of me. I am good at communication and I have very strong organizing abilities. Most importantly, I’m very willing to help others and can derive great pleasure from offering a helping hand to others. Moreover, I have a variety of hobbies, for example, basketball, football, pingpong, etc. I am sure that I am qualified for this position. If I become the president, I will try my best to do well. I will organize some suitable activities for you. You will never be disappointed in choosing me as president since I will do many things for you to meet your demands. I will greatly appreciate it if you will give me a chance, and I will never let you down.

Thank you for your attention.

(197 words)

3. 通知类（一般了解）

通知的文体是考试中常见的一种文体也是对学生写作能力的一个必要的要求。通知是一种安排活动或布置工作时使用的文体，包括了口头通知和书面通知。口头通知是当面向有关人员口授有关活动的信息， 而书面通知是以布告的形式把事情通知给有关人员。通知的要素是时间，地点，对象，事件具体内容，注意事项等。通知的语言应该是简洁明了，直截了当。还应该注意要有一定的逻辑顺序。

注意：

（1）口头通知在开头一般都会以如下形式出现：

Ladies and gentlemen

Boys and girls

May I have your attention, please?

I have something important to tell you.

结尾时会以以下句子结束：

That’s all. Thank you.

（2）书面通知在正文之前的正中位置写 Notice 字样。

在结尾要注明通知的发布人和发布日期。

例1：广播通知：

你校学生会将为来访的美国朋友举办一个晚会，要在学校广播中宣布此事，并欢迎大家参加。为使美国朋友能听懂，请你用英语写一篇广播通知。要点如下：

宗旨：欢迎来访的美国朋友

组织者：学生会

时间：7月 13 日（星期六）晚上7:30

活动内容：音乐，跳舞，唱歌，游戏，交换小礼品（请包装好，签名并在包装外面写上几个祝愿词）

May I have your attention, please? I have an announcement to make. The Students’ Union is going to hold a party on Saturday evening, July 13, to welcome our friends from the United States. The party will be held in the roof garden of the Main Building. It will begin at 7:30 PM. There will be music, dancing, singing, games and exchange of gifts. You may bring along a small gift for this purpose. Remember to wrap it up, sign your name and write a few words of good wishes.

Don’t forget: 7:30, Saturday evening, roof garden, Main Building. It’s sure to be a lot of fun. Everybody is welcome.

例2：下面是有关英语演讲比赛的信息,请根据此用英语写一则通知.

活动：英语演讲比赛

目的：提高英语口语

组织者：学生会

参加范围：高中学生

报名时间：5月25日以前

报名地点：学生会办公室

比赛时间：6月9日 下午4:00

比赛地点：教学楼五楼礼堂

评奖：前五名优胜者获奖

Notice

We are going to have an English-speaking contest for senior students so as to improve our oral English. It will be held in the auditorium on the 5th floor in the teaching building 4:00pm, June 9th. Those who want to take part in the contest are supposed to come to sign up at the office of the Students’ Union before May 25th.

All the senior students are welcome to join in the contest. The first five winners will be given prizes. Please try our best and get ready in time.

Wish you success!

The Students’ Union

**结 尾**

以上是本次《英语（二）》串讲的内容，请同学们在听串讲课程时，把重点放在改版后试卷上的七大题型的做题方法上。如果觉得自己基础比较薄弱，建议同学们听一下我们的精讲课程。鉴于本考试七个部分大部分都是全新题型，同学们平时在学习教材的过程中要有意识地往新题型上靠拢，多联想、多思考相关题型的解题方法。教材上课文可能会在考试中入选，请同学们在认真听精讲课所讲解的单词及语言点的基础上结合串讲所分析的七大题型的做题方法，真正理解考试各题型的精髓所在，一定要把课上所学的理论应用于实践。同时要练习常见体裁的写作，积累常用词汇和句型，大致掌握常见模板，并辅以一定的写作练习。相信在我们的共同努力下，同学们一定会取得自己满意的成绩。

预祝大家考试成功！