

大学英语三级考试语法复习要点

一、动词的时态和语态

1. 动词的时态

1.1 一般现在时

1.1.1 在下列从句中，主句如用一般将来时，从句用一般现在时代替一般将来时

1) 由 when, until, the moment, as soon as, after, the next time 和 if, unless, in case, whether, as long as, once, however, provided that, supposing 等连词引导的时间状语和条件状语从句中。

e.g. If she **doesn't** tell him the truth now, he'll simply keep on asking her until she **does**.

He will call you up the moment he **finishes** the work.

You won't pass the exam unless you **study** harder.

2) 在定语从句中，如，Be quick, or the train will have left by the time we **get** to the station

3) 名词性的 **wh-**, **that-** 从句中，如：They will be thankful for whatever help you **offer** him.

4) 让步状语从句（从句用一般现在时，主句用一般将来时）：

e.g. Whether the weather **is** good or bad,...

No matter whether you **agree** or not...

However carefully you **drive**...

1.1.2 表示客观事实和真理的句子任何时候都用一般现在时。

e.g. In the past many people didn't believe that the earth **is** round.

1.1.3 在某些常用的句中表示在一个具体的现在时间所发生的动作或存在的状态。

e.g. Here he **comes**.

There **goes** the bell.

1.2 一般过去时

1) 当提及过去存在的人或物时，即使句中没有表明过去的时间状语，该句的谓语动词也应该用一般过去时。

e.g. Dickens **was** a great English writer.

When **did** you write the story?

2) 在表示时间或条件的状语从句中代替过去将来时。

e.g. They said they would let us know if they **heard** any news about him.

I decided to go to the library as soon as I **finished** what I was doing.

1.3 一般将来时：表示将来打算进行或期待发生的动作或存在的状态。表示将来的谓语结构有：

shall/will do

be going to do

be about to do：表示动作“正要”，“刚要”发生，不与表示将来的时间状语连用。

be to do：表示按“日程”将要发生的动作，或用来征询意见。

be doing (come, go, arrive, drive, fly, leave, start, plan)

will be doing：常表示预计即将发生或势必发生的动作，它含有已经安排好的意思。

e.g. We must hurry. The film **is about to** start.

George **is arriving** on the four o'clock train this afternoon.

There **is to be** a test at the end of this term.

Are we to go now?

Don't worry. I expect I **ll be seeing** him tomorrow. Then I can tell him about it.

试比较：I **will be seeing** him about it tomorrow.

I **ll see** him about it tomorrow. (未事先安排好)

1.4 现在进行时

该时态可以同频度副词，如：**always, forever, constantly** 连用，带有情感色彩，如赞扬或厌烦等。

e.g. He **is always asking** the same question.

试比较：He **is always coming** late.

He **always comes** late.

1.5 现在完成时

1) 在含有 **the first/ second time / superlative degree +n** 句型中,通常用现在完成时

e.g. This is the **first time** they **have traveled** by air.

This is the **most interesting** novel I **have ever read**.

2) 由连词 **since** 引出状语从句时,主句一般都用现在完成时,有时用现在完成进行时,从句用一般过去时。

句型: S+**have/has V-ed2/been V-ing** since s + **V-ed1**

e.g. I **have not heard** from her since we **graduated** from university.

He **has been working** in this school since he **came** here.

3) 用于时间状语从句或条件状语从句表示将来完成的动作。

e.g. I will return your book on Monday **if I have read** it..

I will let you know **after I have talked** with him.

The students will go home **as soon as they have finished** the exams.

Check it out **when you have finished** it.

4) 现在完成时经常与不确定的过去时间状语连用,如: already, just, yet, before, recently, lately 等;也可同表示频度的时间状语连用,如: often, ever, never, twice, 等;还可同表示一段时间的时间状语连用,如: for, since, in(for) the last/past ten years, these ten days, up to now, so far 等。

5) **go, come, return, buy, become, join, borrow** 等瞬间动词不能和表示延续的时间状语连用。要表示有关的意思时应该用 **have** 的完成时或 **be** 的完成时。

e.g. They **have been back** for more than a month.

不能说: They **have come back** for more than a month.

He **has had** the bike for two years.

不能说: He **has bought** the bike for two years.

1.6 现在完成进行时

强调一个动作从过去开始一直持续到现在,没有中断过,并将继续下去。

e.g. He **has been doing** his homework all the morning but **hasn't finished** it yet.

1.7 过去完成时

这是一个相对的时态，只有与过去时或过去某个动作相比较时才能用。

- 1) 在含有 **when, before, after, until, as soon as** 等引起的时间状语的主从句中，若主从句谓语均表过去的动作，则动作在先用过去完成时。

e.g. When I **had finished** my homework, I **went out** for a walk.

They **had left** before I **returned**.

- 2) 在含有 **hardly, scarcely, barely, no sooner** 等词的主从复合句中，从句谓语一般用过去完成时，主句用一般过去时。

e.g. No sooner **had** I **arrived** at the school than the bell **rang**.

Hardly **had** he **finished** his speech when the audience **started** cheering.

- 3) 含有 **by the end of + 过去时间的介词短语** 的句子中，谓语动词应用过去完成时。

e.g. She **had finished** her design **by the end of last month**.

- 4) 有些动词,如 **intend, hope, plan, mean, think** 等的过去完成时表示过去未曾实现的希望、打算或意图。

e.g. I **had hoped** that she would answer my letter.

She **had intended** to go to the cinema last night, but she was busy then.

1.8 过去完成进行时

表示过去某时或某动作之前的动作或状态一直持续到过去某个时候，没有中断过。

e.g. He **had been working** in the office for two years before she **got** a raise.

1.9 将来完成时：表示将来某时之前已完成的动作。

e.g. **By the end of this month**, we surely **will have found** a satisfactory solution to the problem.

The conference **will have lasted** a full week **by the time it ends**.

2. 被动语态

在不知道或没有必要说明动作的执行者是谁时，或者为了突出或强调动作承受者时，就用被动语态。

e.g. My bike **was stolen** last night.

The plan **has been made**.

结构：be+V-ed2

2.1 各种时态的被动语态

	主动语态	被动语态
一般现在时	V(s)	is/am/are+V-ed2
一般过去时	V-ed1	was/were+V-ed2
一般将来时	shall/will+V	shall/will+be+V-ed2
现在完成时	have/has+V-ed2	have/has+been+V-ed2
过去完成时	had +V-ed2	had+been V-ed2
现在进行时	Is/am/are+V-ing	is/am/are+being+V-ed2
过去进行时	was/were+V-ing	was/were+being+V-ed2

2.2 含有情态动词的被动语态结构：情态动词+be+V-ed2

e.g. All that **can be done** has been done.

The work **must be done** at once.

3.时态的呼应

在主从复合句中，主要是在宾语从句中，时态常受主句谓语动词时态的影响，从句的时态要做一些必要的调整，这种现象叫**时态的呼应**。关于主、从句时态的呼应，应注意以下两点：

1) 如果主句的谓语动词是**现在时或将来时**，宾语从句的谓语动词可以是**各种时态**。

e.g. I don't approve of **what he did**.

Will you tell us **how you managed to overcome the difficulties?**

2) 如果主句的谓语动词是**过去时态**，从句应该用**相应的过去时态**，但如果从句表示一个**客观真理**，则从句用**一般现在时**。

e.g. that the teacher **was** in the classroom..

 that the teacher **was talking** with the students.

She **told** me that the teacher **had been** in the classroom for half an hour.

 that she **was born** in 1980.

 that the teacher **would leave** the classroom soon.

that the earth **goes round** the sun.

4. 情态动词+完成体

1) 情态动词为现在时，表示对过去事情的推测，把握性大。

must + have + V-ed2 一定已经（把握性大的推测）

can + have + V-ed2 可能已经（把握性较弱）

may + have + V-ed2 也许已经（把握性最弱）

cannot + have + V-ed2 一定没有（否定推测）

2) 情态动词“may, can”的过去时，表示对过去事情的推测，可能性小点；
或表示本来可以完成或发生而实际并未完成或发生的事情。

could + have + V-ed2 表示可能已经或本来可以完成，但事实上并没有实现的事情。

might + have + V-ed2 表示也许已经，或者对本来也许发生而实际并未发生的事情表示“感叹”或“遗憾”，并含有“劝告”、“责备”的语气。

should / ought to + have + V-ed2 本来应该做而实际并未做

should not/oughtn't to have V-ed2 本来不应该做而实际做了的

needn't have + V-ed2 表示本来不必要做的事情已经做了。

didn't need + toV 表示没有必要做，实际上也没有做。

e.g. You **can't have seen** her in the office last Friday; she's been out of town for two weeks.

With all this work on hand, he **shouldn't have gone** to the cinema last night

You **needn't have done** all those calculations! We have a computer to do that sort of thing.

He **may/might have heard** the news yesterday.

The dictionary has disappeared. Who **could have taken** it?

二、非谓语动词

非谓语动词包括不定式、动名词、和分词三种形式，它们的功能如下：

	主语	表语	宾语	宾补	定语	状语	否定式	逻辑主语
不定式	✓	✓	✓	✓	✓	✓	not+ toV	for/of sb.
分词		✓		✓	✓	✓	not+V--ing/V-ed	
动名词	✓	✓	✓		✓		not+V-ing	sb's

1. 不定式。表示未来的、具体的、一次性的行为。

1.1 作主语

句型：To V is+adj/n.

It is +adj/n+.to V

e.g. **It is important (hard, easy, necessary) for sb to do sth.**

It is kind (foolish, nice, wise, unwise, clever, silly, wrong, right, stupid, careless, considerate, rude, impolite, naughty) of you to do sth.

It is a pity (a shame, an honour, a pleasure) to do sth.

It takes/ took sb. some time to do sth.

To talk with him is a great pleasure.

It is a great pleasure to talk with him.

It is necessary for us to learn English well.

It is very thoughtful of you to have arranged all this.

1.2 作表语，表示具体的、将来的动作。

句型：S+系动词+toV

e.g. His job today is **to clean the room**.

The best way to **do** in the present situation is **wait and see**.(当主语部分含有 do 的某种形式时，to 可省)

试比较：Her wish is **to become a teacher**.

I am **to go on with the work.**

1.3 作宾语。

句型：S + Vt + to V

1) 下列动词后只能用不定式作宾语：**hope, wish, expect, want, offer, promise, refuse, decide, pretend, afford, agree, attempt, fail, intend, learn, manage, plan**
e.g. We ***expect*** **to organize a youth club.**

He ***promised*** **to come back on time.**

2) 在 **show, tell, teach, know, find out, decide, wonder, advise, discuss** 等动词后, 常用一个带 **wh-words** 的不定式作宾语 / 宾补, 构成 **V+wh-words+to V...**
e.g. ***Show*** me **how to do it.**

I don't ***know*** **where to put it.**

3) 若作宾语的不定式有补足语时, 先用先行词 **it** 作形式宾语而将正直的宾语不定式后移置补足语之后。

句型：S + Vt (**think, consider, find, make**) + it + O.C(adj/ n) + to do

e.g. I ***find*** **it** difficult **to follow the professor** for I haven't prepared for the class.

We ***think*** **it** necessary **to learn English well.**

I ***find*** **it** a pleasure **to talk with you.**

1.4 作宾补。

1) 不定式在句中作宾补时, 可带不定式符号 **to**, 也可不带。下列动词：**see, watch, notice, observe, hear, feel, listen to, look at, make, have, let** 等后的不定式作宾补时, **to** 必须省去。

句型：Vt + O + to V Vt + O + V

e.g. He wanted you **to call him back** at noon.

The coach ***made*** the players **practise** every day.

I don't ***notice*** you **enter.**

但这种句子变为被动语态时, “**to**” 必须还原。

e.g. The players ***were made*** **to practise** every day.

2) **be said/ be reported/ be known/ be thought/ be believed/ seem/ happen/ appear/ prove** 等常以 **to V** 或 **to be** 作主补。

e.g. He ***is said*** **to be from a poor peasant family.**

He ***is said to have gone abroad.***

3) 下列句型中不定式不带”to”

had better +V/ would rather +V...than..+ V/ do...except/but +V/ had rather +V/
cannot but +V

e.g. He said he would ***do*** anything ***except cook.***

He can ***do*** nothing ***but wait.***

1.5 作定语。不定式作定语一般放在被修饰词后，表示一个将来的动作。

句型： n. + to V

1) 不定式与其所修饰的词之间往往有动宾关系。如果该不定式是不及物动词，其后应有必要的介词。

e.g. I have a lot of questions ***to ask.***

Robert has a large family ***to support***

Give me a sheet of paper ***to write on.***

There is nothing ***to worry about.***

试比较： Do you have anything ***to be taken*** to your son?

Do you have anything ***to do*** ?

2) 有些名词后常跟不定式作定语。此类常见名词有： way, right, chance, ambition, ability, attempt, promise, tendency, wish, desire, decision 等。

e.g. His ***attempt to solve the problem*** turned out to be a failure.

Is that the best ***way to solve the problem?***

3) **only, last, next** 以及形容词最高级和序数词修饰名词时，常用不定式。

e.g. He is always the ***first one to come to school.***

I don't think he is the ***best man to do the job.***

1.6 不定式作状语

1) 不定式后置表示原因，不定式说明产生该形容词表示的情绪的原因，不定式修饰某些形容词表示范围、情况，这类形容词有： clever, comfortable, difficult, easy, foolish, right, wrong 等。

句型： be + adj/V-ed2 + to V

e.g. The question is ***difficult to answer.***

Alice is **easy to get along with**. (不定式与主语是动宾关系，不定式是不及物动词时，要带介词，介词后不能再带宾语)

2) 不定式后置表示结果。不定式修饰动词、形容词和副词表示结果时后置，常用下列句型：

adj/adv.+ enough + to V

so + adj/adv. + as to + V

such +(adj) + n. + as to V

too + adj /adv + to V

only + to V (意想不到的结果)

e.g. Would you be kind **enough to open the window**?

The rain was **so heavy as to make our picnic impossible**.

I was **too excited to go to sleep** last night.

We arrived at the station **only to find** the train had left.

3) 不定式前置表示目的（应用逗号隔开），常用下列句型：

To V/ In order to V, S + V

e.g. **To become a teacher in a university**, it is necessary to have at least a master's degree.

In order to catch up with the advanced nations, we must make still great efforts.

4) 不定式后置表示目的，常用下列句型：

S + V...to V/in order to V/ so as to V

e.g. He got up early **to/in order to/so as to read English** for a while in the morning.

1.7 不定式的否定式。

句型：not to V

e.g. I'm going to start now in order **not to miss the beginning**.

Take care **not to catch a cold**.

1.8 不定式的时态

一 般 体	to do
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进 行 体	to be doing
完 成 体	to have done

1) **一般体**：不定式表示的动作与谓语的动作是同时发生的，或是在其后发生的。

e.g. He is said **to leave** tomorrow.

The students are learning **to sing an English song**.

2) **进行体**：不定式表示的动作与谓语动词的动作是同时发生的，而且正在进行着。

e.g. The teacher seems **to be getting along quite well** with the students.

He is said **to be writing a letter now**.

3) **完成体**：表示不定式的动作发生在谓语动作之前。若用在 intended, hoped, meant, planned, should/would like, expected, hoped, promised, wanted 等词后，表示过去没有实现的愿望、期待或计划等。

e.g. He is said **to have come** here yesterday.

I am sorry **to have kept** you waiting.

I would like **to have gone** with her, but I was too busy then.

1.9 不定式的语态

一 般 体	to be done
完 成 体	to have been done

当不定式的逻辑主语与不定式的动词动作有被动关系时，常用不定式的被动语态。

to be translated into English next year.

e. g. This book is reported

to have been translated into English last year.

The next thing **to be done** is to make a plan.

He is said **to have been sent abroad**.

2. 分词

分词有两种：现在分词和过去分词。它们兼有动词、形容词和副词的特征。

构成：现在分词由动词原形+ing 构成，过去分词由动词原形+ed 构成。

区别：现在分词表示主动、正在进行的意思；过去分词表示被动、完成的意思。

试比较：I heard *someone* opening the door .

I heard *the door* opened.

China is a developing country.

Japan is a developed country.

2.1 作表语。现在分词作表语说明主语所具有的特征或性质；过去分词作表语说明主语所处的状态。

句型：S + 系动词 + V-ing/V-ed2

e.g. The lecture was boring.

His students were bored.

2.2 作宾补。现在分词作宾补，表示和宾语之间是主动关系，而且动作正在进行；过去分词作宾补，与宾语之间是被动关系，表示已完成的动作。常用分词作宾补的动词有：see, hear, notice, look at, watch, find, smell, feel, keep, set, have, make, leave, start 等。

句型：S + Vt +O + V-ing/V-ed2

e.g. I saw two *men* planting trees.

I found *trees* planted in lines.

He was surprised to find *his room* thoroughly cleaned.

He was surprised to find *someone* cleaning the room.

试比较：have/has /get+ sth done

have/has + sb + do sth(经常)/doing sth..（正在进行或让某人连续较长时间地做某事）

e.g. He has the letter typed.

He had his leg broken in an accident.

His father has his son write a composition every week.

His father has his son writing a composition now.

现在分词和不定式都可以作宾补，现在分词强调动作正在进行，不定式表

示动作已完成，指事情发生的全过程。

句型：see/watch/hear sb.do sth./doing sth.

e.g. Do you **hear** anyone **knocking** at the door?

Yes, I do. I **heard** him **knock** three times.

I **saw** him **get off the bus and go away**.

I **saw** him **coming** slowly to me.

2.3 作定语。

1) 单个分词作定语一般前置，在意思上相当于一个定语从句。分词与其修饰语之间是主动关系时用现在分词，是被动关系时则用过去分词。

句型：V-ing/V-ed2 + n

e.g. I am reading a very **interesting** book.

Must all the **written** exercises be done?

单个过去分词作定语，有时也可放在被修饰词之后。

e.g. The guests **invited** are all here.

The experience **gained** will be of great value.

2) 分词短语作定语时放在它所修饰的名词之后，功能相当于定语从句。

句型：n. + V-ing phrase / n. + V-ed2 phrase

e.g. The problem **bothering us**(=which is bothering) is the lack of money.

They lived in a room **facing**(=that faced) **the south**.

These are goods **imported from Japan** (=that were imported from Japan).

Is this the book **recommended by our teacher**?

2.4 作状语。分词作状语表示原因、条件、时间、让步、伴随情况、结果等。

2.4.1 分词作状语放句首时常表示：原因、条件、时间或让步，放在句末常表示伴随或结果。现在分词作状语有主动意思，过去分词作状语有被动意思。分词作状语多用在书面语中，口语中多用状语从句。

句型：V-ing, S + V + O + 其他成分, S+V+O+...,V-ing

V-ed2, S + V + O + 其他成分, S+V+O+...,V-ed2

e.g. **When compared with** the size of the whole earth, the highest mountain does not seem high at all. (表示时间)

Hearing the news, we jumped with joy.

Don't read **while eating**. (表示时间，放后面需加连词)

Not knowing how to do it, he went to his father for help. (表示原因)

Being short of manpower, we'll try to finish the work in time.= Though we are short of manpower. (表示让步)

They stood there for an hour, **watching the game**. (表示伴随)

All of us returned home **exhausted**. (表示伴随)

It rained for two weeks on end, completely **ruining our holiday**. (表示结果)

Given the opportunity, he might have become a good writer. (表示条件)

Given more time, we can do it better. (表示条件)

2.4.2 分词作状语时，它的逻辑上的主语一般应与句子的主语一致，若与句子的主语不一致时，分词应有自己的逻辑主语，构成分词的独立结构，独立结构有时可以用 **with, without** 引导。

句型：N.+ V-ing, S+V+O 其他成分

N+V-ed2, S+V+O+其他成分

With +n.+V-ing/V-ed2,...

e.g. **His work finished**, he went straight home.. (时间)

All things considered, the planned trip will have to be called off. (条件)

It being Sunday today, we can have a good rest. (原因)

Weather permitting, we will go mountainclimbing tomorrow. (条件)

Sometimes many people spoke at once, **with nobody stopping them**. (伴随)

With the test finished, we began to analyze the result. (时间)

2.4.3 分词作状语与不定式作状语的区别

1) 表语后一般用不定式作状语，不用分词作状语。

e.g. He was excited **to hear the news**.

2) 分词一般作方式、伴随、时间、条件、让步、程度、原因等状语；不定式一般只作目的、结果、原因等，不能作时间、让步、程度、伴随和方式状语。不定式作原因状语，一般放在句末，分词作原因状语，一般放在句首。

e.g. They felt sorry **to hear the news**.

Being too excited, he could not say a word.

2.5 分词的否定式。在分词前加 not.

e.g. **Not having been there**, I don't know the place.

2.6 分词的时态和语态

现在分词有时态和语态的变化，而过去分词则无形式变化。当现在分词所表示的动作发生在谓语动词所表示的动作之前，用现在分词的完成时，在句中主要作状语，表示时间、原因。在表示一个被动动作时，如果这个动作正在进行或与谓语动词所表示的动作同时进行，这时现在分词要用被动态的一般式。如果一个被动动作发生在谓语动作之前，用分词的完成被动式。现在分词的时态与语态的变化构成：

	主 动 式	被 动 式
一 般 体	doing	being done
完 成 体	having done	having been done

e.g. **Having been given such a good chance**, he planned to learn more.

Having been told many times, he still didn't know how to do it.

Having finished his work, he went home.

The computer works very fast, **handling data** at the speed of light.

The building **being built now** is our lab.

The problem **being discussed** is of great importance.

3. 动名词

3.1. 作主语，置于句首或用 it 作为形式主语，把真正的主语置于句末，表示一个一般性的动作。

e.g. **Reading aloud** is very important in learning English.

在 **use, good, pity, worth, worthwhile, tiring, useless** 等名词或形容词作表语时，常用 it 作形式主语，把动名词后置，构成 **It is no use / no good / useless / worthwhile / dangerous + V-ing**, 或 **There be + no + V-ing**

e.g. **It is no use buying books without reading them.**

There is no joking about such matters.

3.2 动名词和不定式在句中作主语的区别

1) 动名词表示抽象的一般性行为，通常不与特定的动作执行者联系在一起；不定式表示具体的一次性行为，常与特定的执行者联系在一起。

e.g. Living in this big city has its disadvantage.(指一般情况，对许多人而言)

To live in this big city is what Mr. Black hopes for.(对布莱克而言)

2) 在句型“主+系+表”中，若表语为不定式，主语应用不定式；表语用动名词，主语也应用动名词。

e.g. To see is to believe.

Seeing is believing.

3.3. 作宾语。

1) 只能用动名词作宾语的动词有：avoid, enjoy, consider, endure, finish, mind, practise, postpone, risk, suggest, advise, propose, allow, permit, anticipate, encourage, admit, appreciate, delay, escape, excuse, keep, mention, miss, prevent, quit, recall, recommend, resent, resist, tolerate, understand, fancy, deny, imagine, favor, reject, cannot help, put off, give up, look forward to 等。

e.g. I can't understand your reading the boring novel.

You should practise speaking English more.

He avoided giving me a definite answer

如果宾语带有补足语时，通常用先行词 **it** 作形式宾语，把动名词放在句末。

句型：S + Vt + it + no use/no good./a pleasure + V-ing

I thought ***it no use arguing with him.***

2) 在动词 **need, want, require, deserve** 等词后面可用动名词的主动形式，或不定式的被动形式作宾语，表示被动含义。

句型：sth need/require/want/deserve + V-ing/ to be V-ed2

e.g. The new instrument doesn't want cleaning/to be cleaned.

The matter ***needs looking into/to be looked into.***

3) 有些动词后既可接不定式，也可接动名词，意思不同，注意辨别。如：
stop to do sth/stop doing sth., remember to do sth/remember doing sth,
forget to do sth/forget doing sth, regret to do sth/regret doing sth, try to do
sth/ try doing sth, mean to do sth/ mean doing sth. , go on to do sth/ go on doing
sth

e.g. I regret **to tell you about it**.

I regret **telling you about it**.

Don't forget **to give my regards** to them.

I shall never forget **hearing him play Chopin**.

He tried **using another method**.

Success means **working hard**.

I didn't mean **to make you angry**.

4) 在 **like, dislike, hate, prefer, love** 等词后用不定式, 表示具体的特定的行为, 用动名词表示一般的抽象的行为, 习惯、爱好。

e.g. I like **reading books**, but I don't like **to read this book**.

5) 在 **advise, allow, encourage, permit** 等词后面, 用动名词作宾语, 用不定式作宾补。

句型: allow/advise/encourage/permit + V-ing/ sb to V.

e.g. Mr. Smith doesn't permit **going to sleep** in class.

Mr. Smith doesn't permit his students **to sleep in class**.

6) 在介词后用动名词作宾语。如: be busy doing sth, spend time doing sth, lose no time doing sth, have trouble/difficulty/problem doing sth. There be no need/no point in doing sth, insist on doing, feel like doing sth. be worth doing 等。

e.g. There is no point in **looking up every new word**.

They are busy **preparing for the exam**.

I am sorry for **giving you so much trouble**.

3.4 作表语。不定式和动名词作表语说明主语的具体内容, 主表可以颠倒。不定式常表示具体的一次性的动作, 而动名词表示一般情况。分词作表语表示主语的性质、特征。

句型: S + be + V-ing

e.g. His hobby is **collecting stamps**.

试比较: My job today is **to teach the use of**

My job is **teaching English**.

The situation is **encouraging**.

Her job was washing clothes.

She was washing clothes.

3.5 作定语。不定式、分词和动名词都可以作定语，但位置不同，不定式作定语表示未来的行为，放在修饰词后面，和修饰的名词有动宾关系；分词作定语表示所修饰的名词发出的动作，有逻辑上的主谓关系；动名词作定语放在修饰语前，表示它所修饰的名词的作用和用途。

e.g. a sleeping car the house to be built

a sleeping child the house being built

the house built

3.6 动名词的逻辑主语。物主代词和名词所有格都可以作动名词的逻辑主语，构成动名词的复合结构。（作主语时，逻辑主语只用所有格，若作宾语，逻辑主语也可用宾格,当逻辑主语为无生命的名词时，只作宾格）

e.g. Their coming to help was a great encouragement to us.

I would appreciate your keeping it a secret.

The old man looked forward to his daughter's coming.

I don't mind HsiaoLi/him going.

Is there any hope of Hsiao Lin's group winning the red banner?

3.7 动名词的否定形式

动名词的否定形式只需在其前加 “not ”

e.g. John regretted not having worked harder.

3.8 动名词的时态和语态

	主动形式	被动形式
一般体	doing	being done
完成体	having done	having been done

1) 动名词的一般体

通常表示一般性动作，即不是明确地在过去、现在、将来发生的动作，或是表示与谓语所表示的动作同时发生的动作。

e.g. He took a great delight in helping others.

2) 动名词的完成体。

表示动名词的动作发生在谓语动词的动作之前。

e.g. I regretted not **having taken your advice**.

The students' **having done the work** so well made us very happy.

3) 动名词的被动语态

当动名词的逻辑主语为动名词动作的承受者时，动名词用被动形式。

e.g. I appreciate **being invited** to your party.

He dislikes **being interrupted** in his speech.

She is afraid of **being left** alone.

如果动名词的动作发生在谓语动作之前，有时需要用动名词的完成被动形式。

e.g. I don't remember **having ever been given a chance** to try this method.

三、虚拟语气

虚拟语气是动词的一种特殊形式，它表示一种假设的情况或主观愿望，即动词所表示的动作或状态并非事实或不可能实现。下面简要介绍一下虚拟语气的主要用法。

1. 非真实条件句

用于通常由 if 引导的条件句中，表示一种与事实相反或实现的可能性极小的情况。

假设类型	if 条件句	主句
与现在事实相反	were/V-ed1	should/would/could/might+V
与过去事实相反	had V-ed2	should/would/could/might+have+V-ed2
将来不太可能的事	were toV/should V V-ed1	should/would/could/might+V

e.g. If he **were** here, everything **would be** all right.

I **could have done** better if I **had been** more careful.

If it **were to rain** next Sunday, the match **would be postponed**.

If we **should fail** again, we **wouldn't lose heart**.

2. 错综时间条件句

指虚拟条件从句和主句中动作发生在不同的时间，因此条件从句和主句中的谓语动词要根据各自的时间来确定正确形式。

e.g. If it **had not been** for your help, I **would be** in trouble now.

If you **had taken** your medicine yesterday, you **would be** well now.

If Tom **intended** to start out this morning, he **would have got** everything ready last night.

3. 含蓄虚拟条件句

指句子表面上没有通常使用的 if 等引起的条件句，但是在句中通过介词、形容词、动词、分词、不定式、定语从句、祈使句或上下文等表示虚拟条件。

常用的此类词有：**with, without, but for, or, otherwise, but...and..., in the absence of** 等。

e.g. I lost your phone number, **otherwise I would have called** you long before.

He must have had an accident, **or he would have been** here then.

Howard **would have stopped** to speak with them **but** they appeared to be in a hurry.

It **would be** a pity for you **to miss the show**.

Without/ But for your help, I **would not have succeeded**.

4. 省略 if 构成倒装的条件句

非真实条件句中，若谓语含有 were, had, should 时，可以省略 if，把 were, had, should 提到主语前，构成倒装句。

e.g. **Had he worked harder**, he **would have got** through the exams.

Should it rain tomorrow, our picnic **would be cancelled**.

Were I you, I **would get up** early every morning.

5. wish 后宾语从句中的虚拟语气

无论 wish 为何种时态，后面从句须用虚拟。

	宾语从句
与过去事实相反	had +V-ed2
与现在事实相反	were/V-ed1

将来没有把握或不太可能实现的愿望

would/could/might+V

e.g. We wish we **had paid** more attention to our pronunciation.

I wish I **had** a car.

I wish he **would try** again.

6. **if only** 后用虚拟语气，表示强烈不满、遗憾等口气，常译为“要是...就好了”。谓语动词用一般过去时表示现在没有实现的愿望；用过去完成时表示过去没有实现的愿望。

句型：if only + V-ed1/were

had V-ed2

e.g. Look at the terrible situation I am in! If only I **had followed** your advice.

If only he **were** here!

7. **would rather/would sooner/would as soon**（宁愿）后的从句中用虚拟语气。谓语动词用一般过去时，表示现在或将来的愿望；用过去完成时表示过去的愿望。

句型：would rather/would sooner/would as soon + V-ed1

had+V-ed2

e.g. She **would rather** we **hadn't done** that.

To be frank, I'd **rather** you **were not involved in the case**.

I **would sooner** that you **started** the work at once.

8. 在 **It is /was (high, about)time that...**结构中，**that** 从句中谓语动词用过去时表示虚拟语气，意思是“是...的时候了”。

句型：It is/ was (high, about) time that V-ed1

e.g. It is **time** that you **started** working.

It's already 5 o'clock now. Don't you think it's **about time** we **went** home.

9. **as if/as though** 引导的方式状语从句或表语从句中，有时用虚拟语气。从句动作发生在主句动作之前，表示与事实相反，谓语动词用 **had+V-ed2**；从句动作与主句动作同时发生，表示与事实相反，谓语动词用一般过去时。但如果主句动词是感官动词，并且所述情况实现可能性大，也可用陈述语

气。

句型：as if/as though + S + **V-ed1**

S + **had V-ed2**

look/ seem/smell, etc + as if/as though + S + **V**

e.g. He talks **as if** he **knew** all about it.

He talked **as if** he **had done** all the work himself, but in fact Tom and I did most of it.

She acted **as though** nothing **had happened**.

It **looks as if** it **is going to rain**.

10. 在 **for fear that**, **in case**(万一), **lest** (以免) 引导的目的状语从句中, 或 **whether...or...**引导的从句中, 用虚拟。

句型: **for fear that/ in case/ lest** + S + **(should)+ V**

whether +S+ **V+ or +V**

e.g. The sports meeting will be put off **in case** it **rain/should rain**.

Whether it **rain or shine**, we will start as planned tomorrow.

He ran away **for fear that/ lest** he **be caught**.

11 在一些表示建议、意见、要求、请求、命令、劝告、需要等动词后的宾语从句中, 用动词原形或 **should+V** 表示虚拟语气。这类动词有: suggest, advise, propose, recommend, move, vote, prefer, ask, beg, demand, request, require, desire, insist, maintain, order, command, appoint, arrange, decide, urge, resolve, allow, indicate, grant, determine 等。

句型: **V+ that S+ (should) + V**

e.g. We **desire** that the tour leader **inform** us immediately of any change in plans.

Someone **suggests** that we **hold** a speech contest.

The teacher **required** that every student **be** on time.

12. 由以上动词构成的 **It is +V-ed2(suggested, proposed, ordered, desired, recommended, demanded, requested, required,etc)+that...**结构中, **that** 从句用动词原形或 **should+V** 表示虚拟。

句型: **It is +V-ed2+ that S+ (should) V**

e.g. It **was proposed** that this matter **be considered** at the meeting.

It **is demanded** that all the staff members **attend** the meeting.

13. 形容词构成的 **It is + adj.+that...**结构中，**that** 从句的谓语用动词原形或 **should+V** 表示虚拟语气。这些形容词有：**necessary, essential, important, vital, imperative, crucial, desirable, appropriate, advisable, natural, preferable, best, better, surprising, strange, urgent, anxious, eager, impossible, insistent, improper, proper** 等。

句型：It is + adj. +that S + (should) +V

e.g. It is **important** that enough money **be collected** to find the project.

It is **necessary** that the work **be done** at once.

It is **natural** that he **think** so.

14. **advice, demand, order, necessity, decision, proposal, suggestion, recommendation, requirement, desire, motion, agreement** 等名词有关的主语从句、表语从句及同位语从句中要用虚拟语气，谓语动词用 **should+V** 或用 **V**.

句型：n.+ that(同位语从句)... **(should) + V**

n + is + that(表语从句)...**(should) + V**

e.g. We are all for your **proposal** that the discussion **be put off**.

Your **advice** that she **wait** till next week is reasonable.

His **suggestion** was that everyone **have** a dictionary.

四、一致关系

(一) 主谓一致

1. 语法一致

1.1 当主语是单数，而后面跟有 **with, along with, together with, accompanied by, as much as, as well as, no less than, rather than, more than, like, unlike, but, except, besides, in addition to, including, instead of** 等短语时，谓语动词仍用单数。

e.g. **Xiao Wang**, as well as two of her roommates, **was invited** to the party

I, rather than you, **am** responsible for all this.

Tom together with his family **has been** to London.

1.2 若主语为 **a kind/sort/type/form of, an amount of, a portion of, a series of, a species of, a set of, a wide range of** 等+名词时，谓语动词一律用单数形式。

e.g. **A series of** problems **has arisen** in this city as a result of the development in industry.

A good **set of** tires **is** supposed to last at least 20 thousands miles.

1.3 若主语为 **either/ neither of** +复数名词或代词时，谓语动词用单数。

e.g. **Either** of the boys **is** good enough.

Neither of them **was** present at the meeting.

1.4 在“**one of** +复数名词+定语从句”结构中，定语从句的谓语动词用复数形式；但在“**the only one of** + 复数名词+ 定语从句”结构中，谓语动词用单数形式。

e.g. Mr. Smith is **one** of those people who **have lost** their families in the War.

She is the **only one** of us who **is** to be assigned to a university.

1.5 由 **and** 或 **both...and...** 连接的两个或两个以上的人或物作主语时，谓语动词用复数。但如果 **and** 连接的两个主语指的是同一个人或物，或指的是同一概念时谓语动词用单数,此结构的特征是 **and** 后的名词前无冠词。

e.g. Bread **and butter** **is** on sale.

The bread **and the butter** **are** on sale.

My best student **and friend** **has been sent** to America.

The writer **and editor** **is** going to the meeting in person.

2. 概念一致

2.1 集合名词作主语时，若其含义为一个整体，谓语动词用单数；若其含义为构成该整体的各个成员，则谓语动词用复数。常用的集体名词有：**army, audience, club, committee, crew, family, group, jury, majority, staff, team, class, crowd, public, party, company, band, board, crew, firm, troop** 等。

e.g. The **committee** **have been arguing** among themselves for hours.

The **committee** **was set up** in 1990.

His *family* **isn't** very large.

His *family* **are** all music lovers.

2.2 当表示时间、距离、重量、度量、面积、价值等的复数名词作主语时，谓语动词通常用单数。

e.g. *Five thousand dollars* **is** a large sum.

Fifty miles **is** not a great distance.

2.3 若下列短语 **all, plenty, most, half, part, none, the rest, the remainder, 80%, lots + of** 单数名词 / 不可数名词时，谓语动词用单数；若 **of + 复数名词** 时，谓语动词一般用复数形式。如果没法确定，看后面的表语。

e.g. The rest of the *apple* **is** rotten.

The rest of the *apples* **are** rotten.

Most of the class **are** *girls*.

3. 就近原则

3.1 由并列连词 **or, either...or, neither...nor, not only...but also...** 连接两个主语，句中谓语动词的单复数由最靠近它的那个名词的数决定。

e.g. Not only the workers but also the *general manager* **has** to abide by the regulations.

Either the manager or *his assistants* **are** to go.

3.2 **each/every...and each/every, no ...and no...** 等后用单数谓语。(each 和 every 后面的名词为单数)

句型: each/every/no + n.(sing.) + (each/every/no) n.(sing.) + **V(sing)**

e.g. *Each teacher and student* **is** in favor of the plan.

Each boy and each girl **is** encouraged to take part in the sports meet.

Every success and failure **contributes** to an individual's growth and maturity.

3.3 **many a / more than one + 单数名词, 或 a(n)/ one...and a half** 后谓语动词用单数。

e.g. *Many a student* **is** looking forward to finding a prosperous job after graduation.

More than one sentence **is** necessary to illustrate the usage of this word.

3.4 动词不定式、动名词、从句作主语时，谓语动词用单数。

e.g. *Doing the job* **is** quite difficult for a beginner.

To become doctors is their ambition.

What he said was true.

3.5 由 **any, some, no, every** 和 **body, one, thing** 等构成的复合不定代词在句中作主语，谓语动词用单数。

e.g. *Everyone is* here.

Something unhappy **happens** to them..

3.6. 国家、机构、书刊、事件等名称作主语时，谓语动词用单数。

e.g. *The United Nations was founded* in 1945.

His “ *Selected Poems*” **was published** in 1978.

3.7 有些名词虽以 **s** 结尾，但表示的却是单数意思，谓语动词用单数形式。这些名词有：**means, news, electronics, politics, mathematics, physics, works** 等。

e.g. *News* of victories **keeps** pouring in.

Physics is more interesting than maths.

3.8 当 **the + adj.** 表示一类人或事物作主语时，谓语动词可视具体情况用单数或复数形式。

e.g. *The young are* full of vigor.

The public demands an official enquiry.

The public are generous in their contributions to the flood victims.

3.9 **the number of + n(pl) + V(sing), a number of + n(pl) + V.**

e.g. *A number of cars are parked* there.

The number of students in the class **is limited** to 50.

3.10. **Chinese, English, French, Japanese** 等词指语言时，用单数；指人民时，用复数。

e.g. *Chinese is* a difficult language.

The Chinese are kind and friendly..

(二) 代词一致

1. 代词应与所指代的名词在人称、性、数上保持一致，下表列出了通常情况下一些代词所能指代的名词。

代词	所能指代的名词
He, him, himself, his	单数阳性名词，如：Tom, boy, actor 等
	单数通性名词，如：student, doctor 等
She, her, herself, hers	单数阴性名词，woman, girl Mary 等
We, us, our, ours, ourselves	
They, them, their, theirs, themselves	复数意义的名词，如：the Smiths, students
It, its, itself	单数的动植物及无生命名词

e.g. **Tom** told me that **he** had **his** watch stolen.

Some students wanted to invite **their** parents to the graduation ceremony.

I should have thought of it **myself**.

2. 下列代词作主语或修饰主语时，代词一般用单数：

somebody/one/thing, anybody/one/thing, nobody/one/thing,
everybody/one/thing, . each, either

e.g. **Every dog** has **its** day.

Everything they do has **its** fault.

3. **one** 作主语时，代词可用 **one, one's**, 也可用 **he, him, his ,etc.**

e.g. **One** must devote **oneself (himself)** to **one's (his)** country.

4. **either...or** 或 **neither... nor** 连接两个单数名词时，代词用单数；连接现两个复数名词时，代词用复数。如果连接的两个名词一为单数一为复数，或一为阳性一为阴性，代词与邻近的名词一致。

e.g. Will David or **Lucy** hand in **her** paper?

Either the teacher or **the students** show **their** enthusiasm for this suggestion.

5. 集体名词用主语时，相应代词应就其所指意义而确定。

e.g. The **committee** decides to improve **its** efficiency.

The **committee** haven't yet agreed on this issue and **they** are going to discuss it tomorrow.

6. 当代词作名词的同位语时，代词和名词的单复数形式应保持一致。

e.g. **They** drivers should obey the traffic rules.

We teachers should be strict with students.

7. **and** 连接两个单数名词时，代词用复数形式。

e.g. **The boy and the girl** went into the classroom with **their** books in **their** arms.

Peter and John have **their** own hobbies.

五、倒装语序

1. 当句首状语为否定词或带有否定意义的词时，如：**never, not, seldom, little, hardly, scarcely, rarely, nowhere, no longer, at no time, by no means, in no case, under no circumstance, not until..., not only... but also..., no sooner...than..., hardly... when..., scarcely... when...**等，句子要部分倒装。

e.g. **Hardly** had they **got** to the bus stop **when** the bus suddenly pushed away.

Seldom **does** she go to the cinema.

Not until he came **did** I know the news

Under no circumstance **should** we do anything that will benefit ourselves but harm the interests of the state.

Not only **did** she speak more correctly, but he spoke more fluently.

2. 当 **neither** 或 **nor** 表示“也不”，**so** 表示“也”时，它们引导的句子需要倒装。

e.g. He likes to read novels, **so do** I.

He did not fear new ideas, **nor did** he fear the future.

We don't need air conditioning, **nor can** we afford it.

3. **only**+状语放在句首时，句子需要部分倒装。

e.g. **Only in this way** **can** you solve the problem.

Only under special circumstances **are** freshmen permitted to take make-up tests.

Only when I did it by myself, **did** I know how difficult it was.

4. 当句首为一些频度状语，如：**often, once, many a time** 以及程度状语，如：**to such an extent/ a degree, to such a point** 等时，句子须用部分倒装。

e.g. *Many a time* has the old man mentioned his miserable past before me.

To such an extent was he excited that he couldn't go to sleep that night.

5. 由连词 **as, no matter how, however** 等引导的让步状语从句中，常采用部分倒装，把表语提前。

句型：**adj/n. + as + S + be(=Though +S+be+adj/n.)**

no matter how/however+adj/adv+S+V

e.g. *Busy as* he was, he always found time to study.

Object as you may, he will not change his mind.

No matter how hard he tried, he could not solve the problem.

Boy as he is, he can make out many complicated problems.(=Though he is a boy,...)

6. 句首为表示地点、方向、时间的状语如：**here, there, now, then, often, up, down, in, out, away** 等，谓语动词为不及物动词时，需要用完全倒装句。主语一般用名词，谓语动词是 **come, go, fly, jump, rush** 等表示位置移动的动作动词。但当主语是代词时，不用倒装。

e.g. *Now comes* your turn.

Down jumped the burglar from the tenth floor when the policeman rushed into the room.

试比较：Here **comes** the manager.

Here he **comes**.

7. 在 **so...that...** 句型中，若表示强调，可把 **so** 及它所修饰的词（形容词、副词、分词）提到句首。

句型：**so + adj./adv. + be + S+...that...**

e.g. *So beautiful was* the scenery that they all held their breath.

So great is solar energy that it can be widely used in industry.

8. 表示虚拟语气的条件状语从句中，如省略连词 **if**，该句需要用部分倒装，即把助动词 **were, had, should** 提到句首。

e.g. *Had* you been more careful, such spelling mistakes might have been avoided.

Should he come tomorrow, he would help us with our work.

9. 当句首为介词短语作状语时，采用全部倒装或部分倒装。

e.g. *In this chapter will be found* a partial answer.

In vain did we try to persuade her to give up her plan.

10. V-ing/V-ed2 +词组+be+S+...

e.g. *Standing at the gate was* a friend mine.

Written on the label is the model of the washing machine.

11. as + be/do/did + S (and so too).

e.g. She is tall, *as are* his parents.

六、连词和从句

1. 定语从句

1.1 引导定语从句的关系词有：

关系代词：who, whom, whose, which, that, as

关系副词：when, where, why(只在句中作状语，其先行词总是表示时间、地点、理由的名词)

1.2 限制性和非限制性定语从句

限制性定语从句是主句中先行词不可缺少的一部分，如果省去，主句的意义就不完整或不明确，因此，它与主句的关系十分密切，不用逗号与主句分开；非限制性定语从句只是对主句中的先行词作附加说明，如果省去，主句意思仍明确，它与主句用逗号分开，可译成独立的句子，不能用 **that** 引导，即使作宾语也不可省略。

e.g. Don't you know the people **who live next door**?

He refused to tell me the reason **why he did it**.

The problem, **which is complicated**, has been solved.

We have put off the meeting till next week, **when we won't be so busy**.

1.3 只用关系词 **that**

当定语从句修饰的先行词是不定代词，如：**all, something, anything, nothing, everything, little, much** 等时，连接词只能用 **that**；当先行词被 **all, no, some, any, only, few, little, much, very, first, last** 等词修饰时，连接词只能用 **that**；当先行词被序数词、形容词最高级修饰时，连接词只能用 **that**。

e.g. You can take **any** seat **that** is free..

This is the **very** film **that** I want to see.

That is the **only** thing **that** we can do now.

That is **all that** I want to say.

1.4 只用关系词 **which**

在非限制性定语从句中，指物或指前面整个句子的意思时，只能用 **which**,

e.g. He changed his mind, **which** made me very angry.

1.5 定语从句中“介词+连接词”的用法

在定语从句中，若连接词所替代的先行词在从句中作介词的宾语，按英语习惯，通常把介词前置，构成：“介词+**which/whom**；介词+**which/whose** + 名词；名词+**of+ which**”等结构。在这种结构中选择介词时，要掌握两种情况：一是要注意与前面主句中先行词的搭配；二是要注意与从句中词组的搭配。

e.g. The goals for which he had fought all his life no longer seemed important to him.

We need a chairman in whom everyone has confidence.

This is Peter in whose house I've lived for five years.

We study in a big room, the windows of which open to the park.

Her brothers, both of whom work in Scotland, ring her up every week.

1.6 **where** 和 **in which** 的比较

若定语从句修饰的那个表示地点的先行词前面已有介词，关系副词用 **where**，若没有介词，则用 **where/in which** 皆可。

e.g. He will visit the place where/in which Luxun was born.

He works **in** the factory where his father once worked

1.7 关系代词和关系副词的区别

关系代词在从句中作主语、宾语、定语；关系副词在从句中只能作状语。

试比较: The company **which** we visited the day before yesterday is not far from here.

We shall go to the factory **where** your father has worked for many years.

1.8 **which** 和 **as** 在定语从句中的用法

在限制性定语从句中, 先行词是指示代词 **such** 或 **same** 时, 只用 **as**; 先行词被指示形容词 **such** 或 **same** 修饰时, 通常用 **as**, 构成 **such...as** 和 **the same ...as** 结构, **as** 可以指人或物。

e.g. I have **the same** trouble **as** you have..

Let's discuss only **such** questions **as** concerned everyone of us.

This book is not **such as** I expected.

在非限制性定语从句中, **as** 和 **which** 都可以代替整个主句, 但 **which** 引导的从句只能放在主句之后, 如: He admires Mrs. White, **which** surprises me. 而 **as** 引导的从句位置较灵活, 位于主句前后均可, 意为“正如...一样”。常用的句型有: **as is well known**, **as is often the case**, **as has been stated above** 等。

e.g. **As** is known to the world, Mark Twain is a great American writer.

The British are not so familiar with different cultures and other ways of doing things, **as** is often the case in other countries.

试比较: He failed in this exam, **which** proves that he wasn't working hard enough.

2. 状语从句

2.1 时间状语从句

1) **when, as, while**

When 可指一段时间, 也可指一点时间, 既可表示短暂性动作, 也可表示延续性动作。**As** 表示的动作与主句同时发生, 与延续性动词连用, 意为“随着”。而 **while** 只能表示持续性的动作或状态。当主句意为“正要...时”或“正在...时”, 状语从句经常用 **when** 引导, 这时解释为“**at the same time**”。

e.g. **When** Tom returns, I'll give him the key.

I went out for a walk, **when** I met John.

While there is life there is hope.

2) 在测试中, **before** 经常用在下面两种情况

强调从句动作发生之前，主句动作已经发生，可译为“未...就已经...”，“趁还没有...就...”。

e.g. A man escaped from the prison last night. It was a long time **before** the guards discovered what had happened.

主句用将来时态，从句用一般现在时，这时，before 可译为“要过多久才能...”

e.g. Scientists say it may be five or ten years **before** it is possible to test this medicine on human patients.

3) **till, until** 主句为肯定式，则谓语动词是表示延续性的动作，意为“一直到...为止”，主句为否定句，则谓语动词表示非延续性的动作，意为“直到...才...”。注意常用的两个句型：

强调句型：It was not until...that...

倒装句型：Not until... do/did +S...

e.g.1) **It was not until** I had investigated the matter **that** I had some idea of it.

2) **Not until** people lose friendship **do** they know its value.

4) 在“**no sooner...than, hardly/scarcely/barely)...when**”引导的时间状语从句中，主句用过去完成时，从句用过去时。如果这些连接词放在句首时，主谓部分倒装。

e.g. **No sooner** *had* she *walked* out of the classroom **than** she *realized* her mistake.

I **had hardly reached** home **when** the telephone *rang*.

5) **as soon as, the moment, the minute, the second, the instant** 等表示“一...就...”

e.g. Jack stopped talking **the moment** he heard Jane's voice at the door.

6) **since, ever since, every/each time(=whenever)**

e.g. They have been friends **ever since** they met at school.

I'll lend you my cassette recorder **every/each time** you want it.

2.2 地点状语从句

引入地点状语从句的连词有 **where** 和 **wherever**

e.g. The teacher started **where** he stopped yesterday.

John went **wherever** he could find a job.

2.3 条件状语从句

常用 **if, unless, providing/provided that, given that, as/so long as, on condition that, supposing/suppose that, in the event that, in case** 等引导。

e.g. I'll accept any job **as long as** I don't have to get up early.

In case you need anything else, please let me know.

You will fail **unless** you study harder.

Suppose/Supposing it rains, shall we have the match as scheduled?

祈使句 + **and** 也可表示条件句。

e.g. **Turn** on TV or open a magazine **and** you will often see advertisement showing happy, balanced families.

2.4 原因状语从句

引导原因状语从句的常用连接词有：**because**(直接原因,通常放句末), **since**,(已知的原因), **as, in that**(因为, 在于, 常用于两事物之间的比较), **now that**(既然, 与 **since** 同义, 但它只表示已经完成的动作), **not that...but that...**(相当录于 **not because...but because...**), **seeing that, considering that**(由于, 用于书面语)。

e.g. **Since** the weather has improved, the game will be held as planned.

Now that we have finished the course, we shall start doing more revision work.

Considering that he's been learning English only a year, he speaks it very well.

Criticism and self-criticism is necessary **in that** it helps us to find and correct our mistakes.

Seeing that they are just beginners, they are doing quite a good job.

2.5 目的状语从句

目的状语从句常由 **so that, in order that** 引导, 从句中常用情态动词 **can/could, may/might**。 **lest, for fear that, in case** 也可引导目的状语从句, 从句中常含有虚拟语气 (**should do**)。

e.g. We climbed high **so that** we **might** get a better view.

We must hurry off **lest** we (**should**) **be** late for school.

I checked all the results time and again **for fear that** there (**should**) **be** any mistakes.

2.6 结果状语从句

结果状语从句经常由 **so that, so...that, such...that, that** 引导。

句型： such+adj+n.(u.n), such+a+adj+n.(c.n), such+adj.+n.(pl.), so+adj/adv,
so+adj+a+n.(c.n)

e.g. I was **so** tired **that** I could hardly keep my eyes open.

★So tired was I **that** I could hardly keep my eyes open.)

He is **such** a lovely boy **that** everyone likes him.

He is **so** lovely a boy **that** everyone likes him.

I was caught in a shower, **so that** all my clothes got wet.

试比较： He got up early **so that** he caught the train.

He got up early **so that** he could catch the train.

2.7 让步状语从句

引导让步状语从句的连接词有：**although, though, even if, even though, as, while, whether...or..., whenever, whatever, however, whoever, no matter+wh-word.**

e.g. **Whether** you be a student **or** a teacher, you are required to obey the regulations of the school.

Whoever(**No matter who**) you (may) be, you have no right to do such a thing.

While I admit his good points, I can see his shortcomings.

使用让步状语从句的某些从属连词时注意以下几点：

1) **though/although** 不可以与连词 **but** 连用

2) **as** 引导须将形容词 / 副词放在句首

e.g. Much **as** I would like to help, I have other work I must do.

3) **however/no matter how** 引导的从句中

however/ no matter how 后须接形容词或副词。

e.g. **However/No matter how hard** I tried, I could not solve this problem.

2.8 方式状语从句

由 **as, just as, the way, in the same way as, as if/ as though** 引导。

e.g. Do **as** the teacher told you to .

He speaks French **as if** he were a Frenchman.

2.9 比较状语从句

由 **as...as..., more than, the more...the more, ...more and more** 等引导。.

e.g. **The more** learned a man is, **the more** modest he is.

The harder you work, **the greater progress** you will make.

He studies **harder than** any other student in the class.

The weather in Wuhan is **hotter than** that in Ningbo.

倍数的表达方式: ...times as adj/ adv as, times more than...

e.g. This box is four **times as heavy as** that one.

This box is three **times heavier than** that one.

最高级: **the**+形容词最高级+**in/of** 用于三个以上的人或事物之间的比较。**in** 是表示在某个范围内的比较, 而 **of** 则表示在同类的人或事物之间的比较。形容词的最高级前通常要加定冠词。

e.g. **Of** all things in the world, people are **the most precious**.

He is by far **the most active** student **in** our class.

3.名词性从句

包括主语、表语、宾语和同位语从句, 它们可以由下列连词引导:

从属连词: **that, whether, if**

连接代词: **who, whom, whose, what(ever), which(ever)**

连接副词: **when, where, why, how, how much, how long, etc.**

3.1 主语从句

句型: **subject clause+v....**

It be +....+ subject clause.

It be said/reported that....

It turn(ed) out/seems/ appears that....

It be strange/ (im)possible/likely/certain that...

e.g. **What he is doing** is very important.

How he worked out the question is not clear.

It is strange that she did not come yesterday.

It is a pity that she can't go with us.

3.2 宾语从句

句型: **Vt + object clause**

e.g. Do you know **who invented this?**

Could you tell me **where the post office is?**

I was surprised at **what he said.**

They said **(that) they could do it ahead of schedule.**

注意: 宾语从句后有宾语补足语时, 将宾语从句移置句末。

e.g. We thought **it a pity that the match should have been cancelled.**

I'll see to **it that everything is ready in time.**

3.3 表语从句

句型: **S + link-verb + predicative clause**

e.g. The reason is **that we haven't raised enough money.**

That is **what we want to know.**

3.4 同位语从句

句型: **n. + appositive clause**

e.g. He expressed his **hope that he would visit China again.**

We were very excited at the **news that our Chinese athletes won many gold medals.**

3.5 that 引导的名词性从句

that 本身无词义, 在从句中不充当任何成分, 只起连接作用, 引导宾语从句可以省略, 引导表语从句或同位语从句不可以省略。

e.g. **That** she's still alive is sheer luck.

We understand **(that)** he has some trouble.

The reason why he has been a success is **that** he never gives up. .

I had no idea **that** you were here.

某些介词后可直接跟 **that** 引导的宾语从句。如: **in that, besides that, but that, except that** 等。

e.g. She knew nothing about his journey **except that** he was likely to be away for two weeks.

He would have come with us **but that** he had no time.

3.6 what 引导的名词性从句。

e.g. **What** you said is right.

That's **what** we ought to do.

I don't know **what** he wants.

3.7. whether/if 引导的名词性从句

whether(...or not) 可引导主语从句、宾语从句和表语从句；而 **if** 只能引导宾语从句和主语从句，引导主语从句时，不能放在句首，不能引导介词宾语从句。

e.g. I wonder **whether/if** you can help me.

Whether she likes the present is not clear to me. (不能用 if)

但可说：It is not clear **if/whether she likes the present.**

It all depends on **whether they will support us.** (不能用 if)

I don't care **whether or not she will apologize to me.**

I don't care **if she will apologize to me or not.**(if 后不能紧接 or not)

3.8 whoever, whatever, whichever 引导的名词性从句

e.g. **Whoever breaks the law** will be punished.

3.9 such that 引导的从句

e.g. The damage was **such that** it would cost much money to repair.(such 用以预指后文，在句中作表语)

3.10 **doubt** 后接肯定的宾语从句，用 **whether/if** 引导，接否定的宾语从句，用 **that** 引导。

e.g. I don't doubt **that he will succeed.**

I doubt **whether/if he will succeed.**

七、强调句型

用 “**It is/was+被强调成分+that/who...**” 句型表示强调，当被强调成分是人时，可以用 **that** 或 **who** 引导分句，当被强调成分是事物时，只能用 **that** 引导分句。

e.g. **It was** he **who/that** told me the news.

It was because it rained heavily **that** they didn't go to the mountain.

八、反义疑问句

1. 情态动词为 **ought to** 时，附加疑问句中用 **should**.

e.g. I **ought to** complain, **shouldn't I**?

2. 在陈述句部分如果出现 **seldom, hardly, scarcely, rarely** 等词时，附加问句部分要用肯定形式。

e.g. He was **hardly** able to understand it, **was he**?

They **seldom** go to the cinema, **do they**?

3. 在前半部分含有祈使语气的反义疑问句中，附加问句的谓语中要用 **will, shall**.

e.g. Let's meet at the station, **shall we**?

Have a little more tea, **will you**?

4. 当反义疑问句的陈述部分是带有宾语从句的复合句时，附加问句的谓语动词和主语与主句保持一致，不与从句保持一致。

e.g. They believed what we said, **didn't they**?

You can hardly agree that this is the best way out, **can you**?

但是，如果主句的主语是 **I**，谓语是 **believe, imagine, suppose** 等词，后面又有一个 **that** 引导的从句时，在附加问句中谓语动词及主语应和从句保持一致。

e.g. I don't think that they will help us, **will they**?

I suppose the meeting will be cancelled, **won't it**?

5. 含有感叹语气的反义疑问句中，附加问句的谓语一般用系动词 **be** 的一般现在时的否定形式。

e.g. What a lovely car, **isn't it**?

What a handsome young man, **isn't he**?

6. 当陈述句部分的主语是 **anyone, everyone, everybody, no one, nobody** 等表示人的不定代词时，附加问句中的主语用 **they**；如果是 **anything, everything**,

nothing, something 等表示物的不定代词时，附加问句中的主语用 **it**.

e.g. Everyone wants to have a try, **don't they?**

Something has gone wrong with his watch, **hasn't it?**

九、形容词和副词

1. 有几个形容词修饰一个名词时，一般的排列是：限定词（冠词、指示代词、所有格）→数字→描写性的词（表特征或性质的词）→大小、长度或形状的词→年龄或新旧的词→颜色的词→来源的词→质地的词→用途或类别的词→名词

e.g. She has a very valuable big gold watch.

the man's first two interesting little red French oil paintings

2. 被 **as, how/however, so, too** 修饰的形容词放在不定冠词前。但要注意 **such** 的用法为：1) **such + a(an) + adj + c.n(sing)**; 2) **such + adj + u.n/c.n(pl.)**

e.g. He is not **so big** a fool as you think....

She is **as clever** a girl as you 're ever likely to meet.

He is **too old** a man for the job.

However tiring a day she may have, she never loses her good humor.

3. 程度副词、频度副词一般放在情态动词、助动词或系动词之后，实义动词之前。如：**almost, ever, frequently, nearly, never, just, often, usually, hardly, always** 等。

e.g. He is **always** ready to help others.

He **always** comes late.

4. 几个副词在一起时的词序：程度→状态→地点→时间。

e. g. They played fairly well there yesterday.

5. **enough** 放在被修饰的名词之前或之后，形容词或副词之后。

e.g. I couldn't find a **large enough** coat, and so I took this one.

I wanted to buy a bike, but I didn't have **enough money./money enough**.

6. 几个常见副词的意义和用法

fairly, quite 和 **rather**,它们表示的程度：**fairly** 最弱，**quite** 较强，**rather** 最强。不定冠词可以放在 **rather** 之前或之后，但只能放在 **fairly** 之前，**quite** 之后。

e.g. The film is **fairly** /**quite** / **rather** good.

This is **rather** a silly book/a **rather** silly book.

This is a **fairly** interesting lecture.

I took **quite** a long walk this morning.

7. **high, highly; late, lately; most, mostly, hardly, hard, near, nearly, just, justly** 等词的用法

e.g. The plane flew **high** above.

This book is **highly** interesting.(=very)

He arrived **late**.

I haven't seen him **lately**.(=recently)

Which one do you like **most**? (=in the greatest degree)

My friends are **mostly** engineers.(=mainly)

8. **already, yet** 的用法

already 一般用于肯定句，用于疑问句中，表达惊奇的含义。**Yet** 用于否定句或疑问句中

e.g. I have **already** finished my work.

I haven't finished my work **yet**

Have you finished your composition **yet**? You have only a few more minutes.

Have you finished your composition **already**? You are very speedy..

9. 形容词修饰不定代词后置

e.g. I have **something important** to tell you.

十、限定词

1. 定冠词

下列情况下要用定冠词

1.1 姓名的复数形式加定冠词表示“一家人”。

e.g. **The Johnsons** arrived at two o'clock this afternoon.

1.2 江河海洋、山脉群岛、方向、雨、雪、风、乐器等名词前加 **the**.

e.g. I love **the mountains** but I hate **the sea**.

He practices playing **the piano** every day.

1.3 当 **same, only, sole** 作定语时，前面加 **the**.

e.g. I am **the sole** child of my parents.

1.4 身体部位的名称作介词宾语时前面加 **the**.

e.g. The old lady patted him on **the shoulder**.

1.5 形容词最高级前加 **the**，但如果有物主代词，不加 **the**.

e.g. It is **our** busiest day.

1.6 在 **one of, most of, many of, some of, either of, none of** 后面的名词前加 **the**.

e.g. **Most of the workers** wanted to go on strikes.

1.7 **by** 与计量单之间加 **the**.

e.g. Meat is sold **by the pound**

You can pay the rent **by the month**.

You will be paid **by the hour**.

常见的有：**by the gallon, by the dozen, by the yard, by the day, by the week, by the year** 等。

1.8 用于指世上独一无二的东西，如：**the moon, the sun, the earth** 等。

1.9 当 **cinema, theatre, radio** 等名词用于表示“看电影、看戏、听无线电”时，一般要用 **the**.

e.g. We went to **the cinema** last night.

I heard the news on **the radio**.

1.10 特指某一对象，尤其是上文已提到，或有后置定语修饰的。

e.g. I took **an exam** last month. **The exam** was very difficult.

Do you know **the man** standing there?

1.11 合成名词前要用定冠词

e.g. **the United States, the People's Republic of China**

2. 不定代词

2.1 **that** 和 **those** 常用来代替前面提及的名词，以避免重复。

e.g. The **population** of China is four times as large as **that** of the United States.

These **machines** are better than **those** we turned out last year.

2.2 **every** 和 **each** 都是“每一个”的意思。**Every** 只能作形容词，**each** 可作形容词和代词。

e.g. **Every** one of them was wrong.

Each of them was wrong.

2.3. **none** 和 **no** 都表示“没有人或物”的意思。**none** 的用法相当于名词，后接 **Of** 短语，它可以指代可数名词和不可数名词；**no** 相当于形容词，在句中只作定语。

e.g. I like **none** of the books.

None of them has got a bike.

That is **none** of my business.

No man is born wise.

2.4. **other, another, else, rest** 的区别。**other** 用作名词时，有数和格的变化，可与定冠词连用；用作形容词时，修饰复数名词。而 **another** 只能替代和修饰单数可数名词，不可与定冠词连用。**Other** 别的，另外的；**the other** 是两者中的另一个；**the others** 是两部分中的另外一部分；**another** 一般指两者以外的另一个。

e.g. **One** of the criminals was killed. **The others** were sentenced to 18 years in prison.

I have two brothers. **One** is a teacher. **The other** is a worker.

Show me **another**, please.

There are many students in the classroom. **Some** are doing their exercises, **others** are reading their books.

else 用在不定代词或疑问代词之后

e.g. Do you want anything **else**?

What **else** do you want to know?

rest 有时可与 **others** 通用，但在 **of** 前以及代替不可数名词时只能用 **rest**
e.g. **the rest of my life,** **the rest of the day.**

2.5 one 通常可用来替代已出现过的可数名词或以可数名词为中心的整个名词短语；当 **one** 不带任何前置修饰语时，其意义通常是类指的。

e.g. This coat is too small for me. Could you show me a bigger **one**?

I like red roses instead of yellow **ones**.

2.6 不定代词作代词使用时的三种形式：

(each, every, either, neither, no, none, all, both, some, any, one, other, another, little, few, many, much, some-, any-, every-的合成代词)

(1) 单独作代词

(2) 跟复数代词宾格作代词——+of+ 复数代词宾格

(3) 跟名词作代词——+of+ 限定词 (my/the 等) + 不可数名词 / 可数名词复数。

e.g. **Every one** was occupied.

Every one of them was wrong.

Every one of the rooms was occupied.

Either day is OK.

Either of you could do it.

Either of the children is quite capable for looking after the baby.

None of my friends live near here.

2.7 all 与 whole 的用法区别

whole 用于单数可数名词前，冠词 / 单数指示代词 / 所有格之后。**All** 用于不可数名词或可数名词复数前，定冠词 / 指示代词 / 所有格之后。

e.g. The **whole** class went to the lecture.

This **whole** week has passed quickly.

My counselor gave me **all** the advice I needed.

All those examples were very interesting.

2.8 amount 与 number 的用法区别

amount 用于不可数名词，**number** 用于可数名词。

e.g. Your grades depend on the **amount** of **work** you put into your studies.

The **number** of the **college students** is increasing quickly.

3. “-s 属格” 表示所属关系，可用于：

3.1 表示人、人名、职称、集体、高等动物等名词之后。

e.g. our corporation's business scope

the elephant's trunk

3.2 表示国家、城市、地区、天体等名词之后。

e.g. the sun's rotation

3.3 表示时间、重量、价格、距离、长度的名词之后。

e.g. a moment's rest

the decade's changes

4. “of-属格”

4.1 “of-属格” 常用于修饰无生命的名词。

e.g. the contributions of science and technology

4.2 跟有后置定语的名词多用 “of-属格” 可表示其所有关系，

试比较：the people's support

the support of the people across the world.

4.3 **the** + 形容词或分词表示一类人或物时，也应用 “of-属格” 表示其所有关系。

e.g. improve the livelihood of the poor.

4.4 在表示类别时，只能用 “S-属格”

e.g. children's books

men's suits

4.5 在表示同位关系时，在以 **the** 开头不用逗号分开表示同位关系的结构中通常用 “of-属格”

e.g. the City of New York

the five of us

翻译技巧

翻译是跨语言、跨文化、跨社会的交际活动。翻译的过程不仅是语言转换过程，而且是反映不同社会特征的文化转换过程，译者需要采用增词、减词、引申、并句、分句等技巧。

一、翻译总的原则

1. 表达应建立在理解的基础上。
2. 翻译时既要忠实于原文，又要符合汉语的习惯。
3. 翻译不可太拘泥于原文的形式。

二、翻译技巧

1. 词法翻译

1.1 增词译法

为使译文在语法、语言形式上符合译文习惯和在文化背景、词语联想方面与原文一致起来，使得译文在与原文在内容、形式和精神等三方面都对等起来，需在原文的基础上添加必要的词、词组、分句或完整句。

e.g. 1) They were **frank** and **candid** with each other in a relaxed way.

译文：他们相互之间**开诚布公、直言不讳**而且气氛十分轻松。

2) After the football match, he's got an important meeting.

译文：在**观看**足球比赛之后，他有一个重要的会议**要参加**。（增加动词）

3) Suppose the preparatory work should not be completed.

译文：准备工作完成不了，**那可怎么办**？

4) His diligence, earnestness, carefulness and brilliance make him praised by all.

译文：他勤勉、踏实、细心、才华过人，**凡此种种**都使他受到众人的夸奖。

5) Our rushing is understandable, but costly.

译文：人们的忙碌是可以理解的，但是**为此付出的代价**却是昂贵的。

6) We have made some achievements, and we must guard against complacency.

译文：我们取得了一些成就，但要防止**自满情绪**。

试比较：1) 他喜欢指出别人的缺点，但用意是好的。

译文：He likes to point out other people's shortcomings, but **he** means well. (增加主

语)

2)屋里准有人，我听见有人声。

译文：There must be someone in the room, **for** I heard a voice. (增加连接词)

3)阳光灿烂，晴空万里。

译文：The sun is bright, **and** the sky is clear. (增加连接词)

4)施恩勿记，受恩勿忘。

译文：**If you** confer a benefit, never remember **it**, **if you** receive one, remember **it** always.

说明：增词译法在英译汉中主要是添加原文中虽无形式却意在其中的成分；在汉译英中一般是增添原文中为了语言简洁而被省去的成分如，主语、宾语、物主代词、连接词、介词等

1.2 减词译法

就是把原文中需要的译文中不需要的词、词组等在翻译时加以省略，以适应译文语法和习惯表达法的需要。

e.g. 1) **One** must make painstaking effort before **one** could succeed in mastering a foreign language.(省略主语)

译文：要掌握一门外语，非下苦功不可。

2)Modesty helps **a** person to make progress **whereas** conceit makes **a** person lag behind.

译文：虚心使人进步，骄傲使人落后。(省略结构词)

3)**In his** speech he laid special stress on raising the quality of the products.

译文：他在讲话中特别强调了提高产品质量。(省略物主代词)

4)**It is** better to do well than to say well.

译文：说得好不如做得好。

5) I can finish the work **so long as you** give me time. (省略连词)

译文：给我时间，我就能完成这项工作。

试比较：1)这架电视机真是价廉物美。

译文：This TV set is really cheap(**in price**) and fine(**in quality**).

2) 中国足球的落后状态必须改变。

译文：The **(state of)** backwardness of the Chinese football must be changed.

1.3 转性译法

在翻译过程中经常需要根据译文的习惯进行词性转换，如：把原文中的名词转换为动词，把原文中的副词转换为介词，等等。

e.g. 1) The government called for the **establishment** of more technical schools.

译文：政府号召**建立**更多的技术学校。（名词转为动词）

2) Millions of the people in the mountainous areas are finally **off** poverty.

译文：千百万山区人终于**摆脱**了贫穷。（介词转为动词）

3) The student is not **content** with his progress.

译文：这位学生不**满足**于已取得的成绩。（形容词转为动词）

4) He **objected** that the plan is not practical.

译文：他**反对**的理由是：这个计划不现实。（动词转为名词）

5) Hospitals are getting more **efficient** these days.

译文：近日来，医院的**效率**越来越高了。（形容词转为名词）

试比较：1) 她用**期待**的目光看着我。

译文：She looked at me **expectantly**.（形容词转为副词）

2) 他这个人最爱说话了。

译文：He is a great **talker**.（动词转为名词）

3) 我永远**支持**你。

译文：I am always **with** you.（动词转为介词）

4) 那人**满意地**点了点头。

译文：The man nodded with **satisfaction**.（副词转为名词）

说明：英译汉时，需要经常把英语中的名词和介词转换成汉语的动词；而汉译英时，往往把汉语中的动词转换成英语中的名词或介词。

1.4 词与短语的重复（换形译法）

1) You should do whatever you are asked to .

译文：让你**做什么**，你就应该**做什么**。

2) We thank you very much for the warm hospitality accorded to our trade group during this visit to your country and for the close cooperation in the business discussions.

译文：我们非常**感谢你们**在我贸易小组访问贵国期间给予的盛情款待，**感谢你们**在业务洽谈中给予的密切合作。

3) You say he works hard; so he does.

译文：你说他**很努力**，对他确实**很努力**。

4) Her father is a famous professor, but I can't find any scholarly pretence in him.

译文：**她父亲**是一位有名望的教授，但我没有从**她父亲**的身上看到故作姿态的学者派头。

5) I hope that the discussion will not last too long, for it will only waste time.

我希望讨论不要太久，太久了只会浪费时间。

试比较：1) 我不喜欢抽烟，**抽烟**对身体没好处。

译文：I don't like smoking; **it** is no good to health.

2) 昨天，我买了一本《钢铁是怎样炼成的》，**这本书**在中国相当受欢迎。

译文：Yesterday I bought a copy of How the Steel Was Tempered. **It** is rather popular in China.

3) 大国有**大国**的问题，小国有**小国**的有利条件。

译文：A big nation has **its** problems; a small nation has **its** advantages.

4) 篇文章中可能有些错误，我希望你把**错误**指出来。

译文：There might be some mistakes in the article, and I hope you point **them** out.

5) 你要觉得合适就干，**不合适就别干**。你自个儿看着办吧。

译文：Go ahead if you think the job suits you and **don't if not**. It's all up to you to decide.

6) 许多家用电器都是在中国制造的。**这些家用电器**性能可靠，操作方便。

译文：A lot of home appliances are made in China. **They** are reliable in performance and easy in operation.

1.5 词义的引伸

1) They have their **smiles and tears**.

译文：他们有欢乐又有悲伤。

2) I was not one to let my **heart** rule my **head**.

译文：我不是那种让**感情统治理智**的人。

3) It is regrettable that our appeal remains a **dead letter**.

译文：遗憾的是，我们的呼吁**没有得到响应**。

4) Such conduct is known in all **languages** as piracy.

译文：这种行为是**各国**公认的强盗行为。

1.6 具体译法

在翻译中有时需要把原文中抽象或者比较抽象的单词、词组、成语或者句子用具体或者比较具体的单词、词组、成语或者句子来进行翻译。

e.g. 1) All the people were exasperated by his **fault-finding**.

译文：大家都被他那种**吹毛求疵的做法**激怒了。

2) Her **jealousy** is the cause of her failure.

译文：她的**嫉妒心理**是她失败的根源。

3) John's **lightheartedness**, however, did not last long.

译文：然而，约翰那种**轻松愉快的心境**没有持续多久。

4) Your **dejection** will do no good to your health.

译文：你的**沮丧情绪**于你的身体不利。

试比较：1) 他每天要处理许多**棘手的问题**。

译文：He has many **hot potatoes** to handle every day.

2) 你不要过早**乐观**，真正的困难还在后头呢。

译文：Don't count your **chickens** before they are hatched.

1.7 抽象译法

为了译文的忠实和通顺，我们往往把原文中带有具体意义或具体形象的单词、词组、成语和句子，进行抽象化处理。

e.g. 1) I was practically **on my knees** but he still refused.

译文：我几乎是**苦苦哀求**，但他仍然拒绝。

2) The matter was finally settled **under the table**.

译文：事情终于**私下**解决了。

3) He earns scarcely enough to keep **body and soul** together.

译文：他挣的钱几乎难以维持生活。

4) I have no **head** for music.

译文：我没有音乐天赋。

试比较：1) 这消息让我出了一身冷汗。

译文：I was **extremely terrified** by that news.

2) 他万万没有想到在他前进的道路上竟会出现这么多拦路虎！

译文：He had never expected that so many **obstacles** would stand in his way.

3) 好朋友应该是雪中送炭。

译文：A real good friend should be one **offering timely help**.

二、句法翻译

2.1 换序译法

英语和汉语在语法结构上有着许多差别。翻译时需要根据译文的语言习惯，对原文的词序进行调整，使译文做到最大程度上的通顺。

e.g. 1) **It is no use** gathering a lot of facts and data without making a thorough study and scientific analysis of them.

译文：搜集大量事实和数据而不进行仔细研究和科学分析是毫无用处的。（主语从句换序）

2) Send me a message **in case you have any difficulty**.

译文：万一有什么困难，请给我一个信。（状语从句换序）

3) **Cheerful, efficient and warm-hearted**, they will do everything to make your journey smooth and comfortable.

译文：他们乐观、能干、热情，总是想方设法使你一路上顺利舒服。（状语移位，并转变为谓语）

4) For this reason, our company explained solemnly to your company many times in February last year.

译文：我公司为此于去年二月郑重地多次向贵公司表示。

（英语原文的词序：目的状语、主语、谓语、方式状语、指涉状语、频度状语、时间状语；汉语的词序：主语、目的状语、时间状语、方式状

语、频度状语、指涉状语、谓语。)

5) In recent years increasing attention has been paid to the economic benefit **in the production of our factory.**

近年来, 我厂生产越来越注重经济效益。

试比较: 1) 发生了这样的事不是你的错。

译文: It's not your fault **that this has happened.**

2) 她认真热情, 一字不漏地记下了所说的话。

译文: **Conscientious and eager**, she took down what was said, **careful not to miss a word.**(× She was conscientious and eager and, without missing a word, took down what was said.)

3) 会议没能取得一致意见就结束了。

译文: The meeting ended **in disagreement.**(× The meeting didn't achieve agreement and ended).(状语换序)

4) 这本参考书提供了大量的练习和问题。

译文: Abundant exercises and problems are provided **in this reference book.**

2.2 断句译法

e.g.1) It is certain that man will eventually solve the riddle of UFO

译文: 人类最后必将解开不明飞行物之谜。// 这一点是可以肯定的。(拆开名词从句)

2) It is very easy to bring some books from the bookstores and libraries, but to learn the knowledge in the books and put the knowledge into practice is by no means an easy job.

译文: 从书店和图书馆带一些书回来是轻而易举的。// 然而, 从书中学得知识并把这些知识运用到实践中去就决不是那么简单的事情。(拆开并列句)

3) There is now a single accepted pronunciation for the vast majority of words in ordinary polite use, deviation from which is regarded either as a provincialism or as a vulgarity.

译文: 现今日常社交所用的大多数读音已有了一个公认的统一的标准。// 不符合这个标准, 就被称为方言或粗俗发音了。(拆开定语从句)

试比较： 1) 拿我们这些人来说，很多人每年都有一些进步。

译文：Take for example those of us present here. Many of us make some progress each year.(比方句，常分译)

2) 与会者对这个问题的观点差别太大，以致发生了争吵，一时会场的气氛紧张起来。

译文：The opinions of attendants were far from unanimous about this issue so that some of them began to quarrel with each other. The atmosphere at the meeting became tense at the moment.

2.3 转句译法

e.g. 1) He had a **sound** feeling that idiom was the backbone of a language and he was all for the racy phrases.

译文：他感到习语是语言的主要支柱，因此特别主张用生动的短语，**他的想法是非常正确的。**(定语转句)

2) I would not do so **in your place**.

译文：如果我处于你的位置，我不会那样做。(状语转句)

3) **The sharp divergence of opinion in the General Assembly** makes it difficult to adopt a meaningful resolution.

译文：大会上意见分歧很大，以致难以通过一项有实际意义的决议。(主语转句)

4) **All this considered**, I think you'd better leave this to me.

译文：如果把这一切加以考虑，最好这事由我来办。(独立结构转句)

5) He had a disconcerting habit of expressing **contradictory ideas in rapid succession**.

译文：他有一种令人难堪的习惯，想法前后矛盾，变化多端。

试比较： 1) 美国学校的教育制度，在许多方面与我们的不同。

译文：**American schools have an education system** which differs in many respects from ours.

2) 他**像大海捞针一样**在茫茫黑夜里寻找金色的梦。

译文：He searched for his golden dream in the pitch dark of the night. **It was just like**

fishing for a needle in the ocean. (状语转句)

2.4 合句译法

e.g. 1) She is very busy at home. She has to take care of the children and do the kitchen work.

译文：她在家很忙，又要看好房子，又要下厨。

2) She went back home to take care of her husband. He was seriously ill.

译文：她回家去照顾病重的丈夫。

3) They sat down in the waiting-room to do some reading. People came to and fro there.

译文：他们在人来人往的候车室里坐下来看点书。

4) The facts are more prosaic than the legend. He was in no sense an innovator.

译文：事实并不如传说那样神乎其神，他根本不是什么发明家。

试比较： 1) 请你方考虑，今后货物一经订妥，就不可撤销，我们认为，这样才有助于更好的合作。

译文：We should like to have your consideration that, in the future, orders once placed are not to be cancelled afterwards, which, we think, will be conducive to better cooperation.

2) 最后两个字是特别用力的。大家都不懂“这个”是什么。

译文：He laid special stress on the word “this”, but nobody appeared to understand what he meant.

2.5 转态译法

在翻译过程中把原文中的被动语态转换成主动语态，或把原文中的主动语态转换成被动语态。

e.g. 1) It is well known that printing was introduced into Europe from Chinese many years ago.

译文：大家知道，印刷术是许多年前从中国传入欧洲的。（补充主语“大家”）

2) The issue has not yet thoroughly explored.

译文：人们迄今对这一问题尚未进行过彻底的探索。（补充主语“人们”）

3) Attention should be paid to the effective measures to prevent air pollution.

译文：应当注意采取有效措施防止空气污染。（译成无主句）

4) New Zealand had no knowledge of this and had not been consulted on these reported plans.

译文：新西兰不知道这件事，也没有人同它商讨过这些传闻的计划。（补充主语“有人”）

5) He was asked not to be late again by the teacher.

译文：老师要他不要再迟到。（原文中的主语在译文中作宾语）

6) We were given a warm welcome in the U.S.A.

译文：在美国我们受到热烈欢迎。

试比较： 1) 有问题要及时加以解决。

译文：Problems should be resolved in good time.（汉语的无主句译成被动语态）

2) 热烈欢迎世界各地客商来此进一步加强合作，建立和发展贸易关系。

译文：Customers from various countries and regions are warmly welcome to establish and develop business contacts.

3) 据说核电站正在筹建中。

译文：Nuclear power plants are said to be under preparation for construction.

Or It is said that nuclear power plants are under preparation for construction.

说明：关于转态译法，要注意两点：一是英译汉时汉语译文可以采用主动语态，但不一定要有主语，而汉译英时汉语原文中的无主句译成英语后必须添加主语；另一点要注意的是有些英语被动句在翻译成汉语时仍以被动语态出现，但避开用“被”字，而根据具体的上下文用“受”、“为”、“由”等表示被动概念。

2.6 正反译法

e.g. 1) I do think that it is **beyond** his power to fulfill the task.

译文：我的确认为要完成这项任务是他力所不及的。

2) Do you know why she is always trying to **avoid** you?

译文：你知道她为什么老是不想见到你？

3) **Stop** talking nonsense!

译文：别胡说八道！

4) We must **never** stop taking an optimistic view of life.

译文：我们对生活要**永远**抱乐观态度。

5)He returned home **with no hope** on his face.

译文：他满脸**灰心绝望**地回到了家。

试比较：1)她**光着脚**走进了房间。

译文：She came into the room **with no shoes on**.

2)我们**还没**到达机场，飞机就已经起飞了。

译文：The plane had taken off **before** we arrived at the airport.

3) 他提前三天到达**是我们没想到的**。

译文：His arrival three days in advance is **beyond our expectation**.