1. Hope to 和hope that

hope to + 动词原型

hope that + 从句

回答：I hope so .too

单词：

Reservations

Luggage

Canyon峡谷

in order to 为了

spicy 辛辣的

词组：

Took a tour of….参观某地

Lasts持续

I hope our money lasts希望我们的钱够用

***Bon voyage!一路平安***

用Will提议或主动做某事

如：will they show us our room?

We’ll drive to the hotel

Will you get the bag

I’ll dive you to the airport

Try的使用

Try+不定式

表示试图做某事，如： try to buy

Try+动名词

表示第一次做某事，如：Maybe I’ll try swmming on my vacation

Remember的使用

Remember+不定式：

表示记得去履行一项职责,如：I always remember to call my mother on Sunday.

Remember+动名词

表示记得过去做过某事，如 I remember calling the neighbors

Stop的使用

Stop+不定式，表示停止当前动作，开始另一个动作

如：I stop to eat when I got hungry(我饿了，停下来吃东西)

Stop+动名词，表示中止一个动作

如：I stop eating when I felt sick.(我感觉恶心，停止了吃东西)

in order to 的使用

使用 **in order to +** 基本动词表达目的。如果 **in order to +** 从句位于句子主句之前，使用逗号；如果位于主句之后，则不必使用逗号。

|  |  |
| --- | --- |
| ***In order to reserve****our room, I called the hotel.* | （为了预订房间，我们打电话到酒店。） |
| *I called the hotel****in order to reserve****our room.* |
| 你可以完全省略 **in order**，只用 **to**。事实上，**to** 使用更加普遍，在英语口语中尤其如此。 | |
|  | |

Courtney went early***to avoid***the crowds.

你也可以使用 **so that +** 从句表达目的。如果位于主句之前，则在 **so that** 从句之后使用逗号，如果位于主句之后则不必使用逗号。

|  |  |
| --- | --- |
| *I turned off my phone****so that I could relax****.* | （我关了手机，以便能够休息。） |
| ***So that I could relax****, I turned off my phone.* |

# 5级

## 第一单元

### 1

#### 单词

Terminal 航站楼

Boarding pass 登机牌

Pack 收拾行李

Luggage 行李

VISA 签证

Domestic国内的

Frequently频繁的

Around 大约 around tree o’clock 大约3点

#### 语法

##### 现在完成时

Have + 过去分词

I have printed my boarding pass

She have lost her ticked

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **完整形式** | | **缩写形式** | | |
| 主格 + have | 过去分词 | 主格 + have | 过去分词 | |
| I have You have | worked. | **I've You've** | worked. | |
| He has She has | worked. | **He's She's** | worked. | |
| It has | rained. | **It's** | rained. | |
| We have You have They have | worked. | **We've You've They've** | worked. |  |

##### 句子

1. Which airline do you fly out of?你在哪个机场起飞
2. When are you returning?你什么时候返回
3. What’s times your flight?你的航班是什么时间
4. What’s the airline?哪家航空公司
5. When are you leaving for Minbai?你什么时候动身去孟买

On the 15th,returning on the 23rd 15号去，23号回

### 2

#### 单词

**Delay**延期，推迟

**Depart**离开出发

**Scheduled**预定。。。。。

**Inconvenience**不便，麻烦

**Unattended**无人照顾的

Aisle 通道、走道、侧廊

Baggage claim 行李认领牌

Departure 离开出发

#### 句子

1. are you checking any bags today?你要托运行李吗
2. one bag to check and one bag to carry on
3. your flight has been delayed 你的航班晚点了
4. it’s now scheduled to depart at 6 p.m现在预定下午6点出发
5. have you left your bag unattended?你会将你的行李置于无人看管状态吗？
6. Your flight will depart **from** gate b25 你的航班将于B25登机口出发
7. The flight boards at 5:30

### 3

#### 单词

Limousine 大型豪华轿车

Shuttle 穿梭班机，公共汽车

Express train 快速列车

limousine bus机场大巴

best bet 最好的办法

#### 句子

1. You basically have three options你主要有三个选择
2. There are also buses to downtown也有去市中心的巴士车
3. Would a taxi be the fastest.
4. The best choice for you is …
5. You best bet is to take the express train
6. A rental car would be the cheapest option

#### 语法

谈论发生在过去某个不确定的时间的事情时，使用**现在完成时**。

### 4

#### 单词

Custom 海关

Culture shock文化冲击

Immigration 外来移民

Jet lag时差

**Wombats**袋熊

**Wilderness**荒地

## 第二单元

### 1

#### 单词

Turtle海龟

Lizard蜥蜴

Parrot鹦鹉

Intelligent聪明的

Nail 指甲

Diet节食

Inches英寸

#### 句子

It was about six inches long with a long mouth

### 2

#### 单词

Brochures 小册子

Animal in the wild野生动物

**Whales**鲸鱼

Penguins企鹅

**Seals**海豹

Zebras斑马

Lions 狮子

Elephants 大象

**Dolphin**海豚

**Cheetah**猎豹

**Sloth** 树懒

Least 最少的

Entertaining令人愉快的

Unlikely不太可能，没希望的

**Antarctica**南极洲

#### 语法

与大部分有两个或更多音节的形容词，用**most** 或 **least +** 形容词，形容词不变

#### 句子

I’m planning a trip with my family我在计划和家人一起旅行

Where are you thinking of going 你想去什么地方

It’s down to two options 现在只剩下两个选择

Both place have amazing animal两个地方都有有趣的动物

### 3

#### 单词

Package tours包办旅行

**Coral reefs**珊瑚礁

**Volcano**火山

**Recommend**建议

**Rainforest** 热带雨林

**Glacier**冰川冰河

Island 岛

#### 句子

How many of you are there? 你们几个人

How much would it all be? 这些要多少钱

I’m thinking about taking a trip我正考虑去旅游

Where are you thinking of going你准备去哪？

I’m thinking of going in December我准备12月去

Are you thinking more of glaciers and volcanoes你更想去看冰川还是火山

Volcanoes! What would you recommend?火山！你有什么建议

I’d recommend that you go to Hawaii. 我建议你去夏威夷

### 4

#### 单词

Equipment设备，仪器

Especially特别尤其

Mountain flower山花

Freezing cold寒冷彻骨

Trail足迹小径

Stream溪流小溪

**Bush**灌木

**Backpacking**徒步旅行

Redwood红木杉树

**Oak**橡树

**Pine**松树

**Pacific ocean**太平洋

#### 句子

Be sure to stay on the trails

## 第三单元

### 1

#### 单词

**Lip gross**润唇膏

Movie theater电影院

Stomach胃

Ache疼痛

At first起初

In the beginning 起初

**In the end** 最后

After that之后

**Later** 之后

#### 语法

##### 过去进行时

表示过去发生，并持续了一段时间的动作或事件

注意，过去进行时常用于提供故事的背景信息，如：

So I was driving my car. Then I saw the accident

Be动词的过去时 +动词的ing 形式

给别人讲述一个故事时，背景部分用过去进行时

Let me tell you something about how I met the guy. I was sitting in the movie thearter

#### 句子

You know how suddenly things just come out of nowhere你知道有时事情发生的很突然

### 2

#### 单词

Close friends关系非常好的朋友

Old friends 认识很长时间的朋友

Relatives 亲戚，亲属

Co-worker\ colleague同事

**Acquaintance**了解一点的人

**Instrument** 乐器

#### 语法

##### 含有过去进行时的when从句

一般用含有过去进行时的WHEN从句表示某个动作被打断

I was writing an email when the phone rang

I was taking a shower when someone knocked the door

### 3

#### 单词

Surprisingly令人惊讶的是

Grateful感激的

Unexpected意想不到的

Positive积极的

Promotion 升职

Embarrass尴尬

Seemed似乎

#### 语法（副词）

副词：形容动词和形容词的单词

副词尝尝用于句子的开头，在这种情况下，副词定下了全句的基调

Surprisingly, john didn’t get the job

许多形容词+ly即可变为副词

Fortunate – fortunately

如果词尾为y的形容词，变副词时需要去y加ily，如：

Lucky – luckily

如果词尾为l，变副词时再加一个ly即可，此时l为双写,如：

Grateful – gratefully

#### 句子

Everyone seemed so embarrassed.每个人看起来都很尴尬

### 4

#### 单词

**Disaster**灾难

**Pothole**坑洞

Ambulance救护车

Badly hurt 严重受伤

**Swerve**转向

Broken arm 手臂骨折

Electricity电流

**Snack** 零食

Went out 熄灭

**Bark** 狗叫

#### 句子

I end up on the sidewalk最后我摔倒在人行横道上

I was in a hurry我当时很着急

It fell on three people 掉在了3个人身上

What bad luck! 太倒霉了

I bet 我肯定

#### 语法

含过去进行时的while从句

While Oscar was watching TV, Frank cleaned the kitchen

## 第四单元

### 1

#### 单词

Seafood海鲜

Specialty 特色菜，招牌菜

Reasonable合理的

Unreasonable 不合理

Reservation预约

Indoor or outdoor seating室内座椅还是露天座椅

Steak牛排

Authentic正宗的，真正的

Reputation名声，名誉

Reviews 评价

Wide广泛地

Variety 多样（名词）

**Patio** 露台天井

Free parking免费停车

**Vegetarian** 素食者，素食的

**Available**空闲的，有效的

Popular流行的，大众的

Located 位于，处于

Located at

Reserved保留预约（动词）

#### 句子

They serve authentic Chinese food他们提供正宗的中国菜

The restaurant has a great reputation.这家餐厅有很好的名声

The reviews of the restaurant are excellent 这家餐厅的评价非常好

The menu has wide variety of choices 菜单有非常多的选择

The prices are very reasonable 价格非常合理

What’s the specialty of the restaurant? 这家餐厅的特色菜是什么

Do you think the prices are reasonable?你觉得价格合理吗

I’d like to make a reservation.我想做个预约

Eight-thirty will work.8点半可以

And how many people will that be?那么有几位客人

The name on the reservation is mf预约人名字叫mf

Do you offer free parking你们提供免费停车吗

### 2

#### 单词

**Goats** cheese 山羊乳奶酪

Olives橄榄

Mushroom蘑菇

Main course主菜

Entree主 菜

Wild salmon野生三文鱼

Strawberry 草莓

Vanilla香草

Vanilla icecream香草冰激凌

Starter前菜

Appetizer开胃菜

Oysters生蚝

Shrimp cocktail鸡尾冷虾

**Roasted** 烤的（对肉）

Bake烤（对面）

**Sorbet** 果汁冰球

Salmon 鲑鱼

**Ceasar** salad凯撒沙拉

**Sirloin**牛肉里脊

#### 句子

What the name is it under?预定在谁的名下

It’s under the name mf预定人时mf

The reservation is for two people这预定了两个人的位子

We’d like a nice, quiet table我们想要个好且安静的餐位

roasted chicken with vegetables 烤鸡配蔬菜

#### 语法

您不能肯定是否得到某样东西时，在问题中用**any**。

Do you have any oysters this evening? 你们这里今晚有生蚝吗？

Do you have any lemon sorbet? 你们有柠檬果冰吗？

在否定句中用any表示没有某物

No, we don’t have any salad this evening 我们今晚没有沙拉

We don’t have any shrimp cocktail today我们今天没有鸡尾冷虾

### 3

#### 单词

Sirloin steak西冷牛排

Medium中间的，中等的

Medium rare 四分熟

French fries薯条

**Sour cream** 酸奶油

chef's salad厨师特制沙拉

dressing 调味料

side dish 配菜

**tiramisu** 特拉米苏

**liter** 公升

#### 句子

#### 语法

肯定句中用some

We have some fresh oysters.today

可以用some进行请求或提供

Can I have some water, please?

Would you like some bread?

#### 单词

Bacon 培根

**Sausages** 香肠。腊肠

#### 句子

What can I get you?

Could I have mushroom soup to start ?

Certainly. And for your main course?

#### 语法

不可数名词要加以计数，必须添加a cup of或two liters of 这样的短语

A cup of soup

Two cups of soup

A lot of 除外，它可以搭配可数和不可数，表示某物数量庞大

The garden salad has a lot of tomatoes.花园沙拉里有很多西红柿

Is there a lot of bacon in the soup. 汤里面熏猪肉多吗

使用a few 搭配可数名词，谈论少量

I can only eat a few oysters.

使用 **many** 搭配可数名词的复数形式，谈论很大的数量，或与否定形式连用，谈论很少的数量

They have many different kind of ice cream 他们有许多种不同的冰激凌

There aren’t many strawberries in this fruit salad.

使用a little搭配不可数名词，表示数量少

The soap has a little sour cream on top.汤上面有一点酸奶

Would you like a little milk with your coffee.咖啡要加点牛奶吗

否定句中使用much搭配不可数名词，表示数量少

I don’t want much milk, just a little please

### 4

#### 单词

Tip 小费

Check结账

Grill烤

To go 外带

#### 句子

How big a tip should we leave? 我们该给多少小费

The service was really good, so let’s leave 20%. 这里服务很好，那么我们给20%吧

Would you like take that home with you? 你想把这些带回家吗？

I’d like the rest of my steak to go.我想把我吃剩的牛排打包

Would you care for a dessert or coffee? 你想来点甜品或咖啡吗？

No, just the check please.不用了，把订单给我就行了，谢谢

I’ll pay for the meal.我来付饭钱

You leave the tip.你付小费

How much should I leave for the tip?我应该付多少小费

Could I have the bill please?请把账单给我好吗？

We’re ready for our check.我们可以付账了

Do you take credit cards?你们接受信用卡吗

Would you care for anything else? 您还要来点什么吗？

Can I take the rest of my meal to go? 剩下的菜我可以打包带走吗？

## 第五单元

#### 1、2

##### 单词

Viewer观众

Action movie动作片

Horror恐怖片

Thriller惊悚片，惊险小说

Soundtrack电影配乐

Fiction小说

Comedy喜剧

Documentary记录片，记录的

Romance浪漫故事

Western西部片 西方的，西方人

Science fiction科幻小说

Bioengineering生物工程学

Entertaining 令人愉快的

Entertainment娱乐，消遣

Shakespeare莎士比亚

Dull 呆板，迟钝

Drama 戏剧

Director导演

Effects 效果 影响

Special effect 特效

Historical 历史的

Historical drama历史剧

Costume 服装

Plot 情节

Ridiculous 荒谬可笑的

Some of the best 最好的一些

Avatar 阿凡达

Of all time 有史以来

Describe描述 形容

Take place发生

Stars 担任主角

Character 角色

##### 句子

I don’t usually like romances. 我通常不喜欢爱情剧

I think a soundtrack is very important to movie. 我认为电影配乐对电影来说非常重要

She plays one of the most interesting characters in the film.她在这电影中扮演一位非常有趣的角色

Jenney Lindstrom directed fifteen movies during his long career. She is an incredible director.

Jenney Lindstrom在他漫长的职业生涯里拍摄了15部电影，他是一位了不起的导演

The special effects in ‘ ’ are terrible 某某影片的特效非常差劲

I love the costumes in historical dramas.我喜欢历史题材影片中的服装

The plot of the horror movie is ridiculous.恐怖片的情节荒谬可笑

I love the soundtrack of ‘ ’ 我喜欢某某电影的原声音乐

do you understand the plot of ‘ ’ 你明白某电影的情节吗？

The star of the film is Tom hanks 这影片的主角是汤姆汉克斯

Amelie is one of the greatest characters of all time. Amelie是有史以来最伟大的人物之一。

What did you think of the movie? 你觉得这电影怎么样？

Who directed it? 谁导演的

It stars Tom Hanks。主演是汤姆汉克斯

Where does the film take place?故事发生在哪

##### 语法

用think that 提出观点

I think that Brad Pitt is a great actor. 我认为Brad Pitt是一位优秀的演员

Do you think that I should watch this horror movie? 你认为我应该看这部恐怖电影吗？

用**one of the +** 最高级 **+**复数名词表达某物是某一组的以一部分，是无法超越的。

‘The Birds’ has one of the most exciting plots I’ve ever seen.

用**some of the +** 最高级 **+**复数名词来表达未被超过的一组中的两个或更多个东西。

‘Avatar’ has some of the greatest special effect ever.

Movie和film相同，但film更正式一些

你可以使用短语 **all-time favorite**，谈论你最爱的电影。

My all-time favorite movie is \*\*\* 我最喜爱的电影是\*\*\*

#### 3

##### 单词

Shoot 拍摄

Bad acting 拙劣的表演

Black and white黑白片

Special effect 特效

Brilliant卓越的，优秀的

Subtitles字幕

Actress女演员

Original原创的，新意

Westerns 西部片

Remake翻拍版

Comedic喜剧的

**Wizard** 男巫

Opinion观点 主张

Popcorn 爆米花

Everest珠穆朗玛峰

##### 句子

It’s not very original并不是很有独创性

Western are always the same.西部片都一个样

In my opinion, he’s a terrible action.在我看来，他是个糟糕的演员

Which movie do you want to see? 你想看哪部电影

What’s it called? 影片叫什么名字

Do you think it’ll be good?你觉得会很好看吗

##### 语法

###### 现在时被动语态 be +过去分词

The husband is played by Frank 丈夫由FRANK扮演

The wife is played by Oscar

一般常见句型是 主语 + 动词 + 宾语 如：

Ai Jones directed this fantastic film

但，如果宾语比主语重要，宾语可以前置，这成为被动语态

This fantastic film is directed by Ai Jones

例句：

The film is directed by ABC.

The costumes are designed by ABC.

The main character is played by Bruce Willis

如果主语的人或物大家都知道，主语可以省略。比如下面句子，我们无需提到是译者翻译了字幕

The subtitle is translated into five languages.

#### 4

##### 单词

Dreadful 可怕的，糟透的

Good against evil 善与恶的交锋

Producer制片人，生产者

Different from 与。。不同

##### 句子

##### 语法

###### 过去时被动语态

The pie was baked by Frank

The pie wasn’t eaten by Frank

如果你把焦点放在一个过去的动作，而不是完成的人，用过去被动式。与现在被动式相同，除了助动词**be用过去式**

The special effects were created by twenty three people.

The bank manager was shot by the bad guy.

如果完成了事情的人不重要或未知，by+人从句可以省略

## 第六单元

### 1

#### 单词

Sandals 拖鞋

Baggy jeans 宽松牛仔裤

Wax 腊

Baseball cap 棒球帽

Makeup 化妆品

Plastic handbag塑胶手袋

Outfit 一套服装

Polyester涤纶

Jacket外套

Nasty 下流的，令人不愉快的

Pet hate特别讨厌的人或物

Disgusting令人厌恶的

Necklace项链

Tie 领带

Far too 太。。。

Too critical 太挑剔

Trends 趋势

In style 流行

Personal 个人的

Tight 紧身的

Autumn 秋天

Stylish时髦的

In style 时髦

Fashionable 流行的，时髦的

Out of style 过时

Dreadful 糟糕的

Unfashionable 过时的，不时髦的

Classic 经典的

Loose 宽松的

Tight 紧贴的

Fake 假货 （名词）

Real 真货

Formal 正式的

Casual休闲的，非正式的

Informal 非正式的

#### 句子

He’s far too old wearing those baggy jeans and that baseball cap 他太老，不适合穿宽松牛仔裤和棒球帽

It’s my pet hate.那是我最讨厌的

Not everybody cares much about fashion as you do不是所有人都向你一样关心时尚

People think that fashion is all about following the season’s trends.人们以为时尚就是追逐本季的趋势

That’s skirt looks great on you. 这裙子你穿着非常好看

#### 语法

Too many 搭配可数名词，表示太多…….

She has 100 hats. That’s too many hats! 她有100顶帽子，这帽子太多了

There are too many baggy jeans in the stores now 商场现在有太多的帽子

使用too much 搭配不可数名词，表示太多

She’s wearing too much makeup.她化了太浓的妆

They’re wearing too much fur.他们穿了太多的皮草

使用enough 搭配复数可数名词或不可数名词，表示足够的数量

I have enough handbags I don’t need any more.我的手提袋已经够多了，不需要了

We’ve done enough shopping. Let’s go home. 我买的东西够多了，咱们回家吧

使用not enough 搭配任意名词，表示有的东西少于需要

I don’t have enough money to buy that dress.我钱不够，买不了那条裙子

人们通常用带有 **far too** 和**way too**的表达批评别人，以强调反对。

The dress looks way to baggy.

She’s wearing far too many necklace.

### 2

#### 单词

Trendy 时髦的，流行的

Look for 寻找

Keep up with赶得上 和某某保持联系

Try on 试穿。。。

Self-expression 表现自我

#### 句子

I don’t wear real fur, only fake. 我不穿真皮草，只穿仿制的

She prefer classic to trendy style.她喜欢经典而不是时髦款式

Do you prefer loose or tight jeans.你更喜欢宽松的还是紧身的牛仔裤

Our office clothing is formal. But Fridays are casual.我们的办公室服装很正式，但周五比较休闲

Is it in style or out of style right now.这个现在有没有过时。

In the morning, Frank put his tie on. 早上，弗兰克系上自己的领带。

In the morning, Oscar also puts on his tie.

Let’s look for some classic jean.

I can’t keep up with the trends. 我跟不上潮流

I try on fourteen baseball caps.

I try fourteen baseball caps on .

But this isn’t about what designers say is in style. 但并不是设计师说的就是流行的

It’s Going to be important this season.

I’ll try on that shirt with these pants. 我要试试那件裙子和那条裤子

#### 语法

Prefer A to B 意思是在A和B中更喜欢A

She prefers classic to trendy style.

### 3

#### 单词

Sew 缝

Particular特别的

Valentino 华伦天奴（意大利奢侈品）

Fabulous 极好的

Thinner 较瘦的

#### 句子

This style is really hot right now.

I love the design of this suit. 我喜欢这件套装的设计

This is my favorite brand of jeans.这是我最喜欢的牛仔裤品牌

The skirt will look great on you. 这裙子会很适合你

What size are you? 你穿什么号的

How do you like my hair? 你觉得我的头发怎么样

I’m not sure about this tie. 我不确定这条领带是否合适

I wouldn’t worry about it. The color looks good with you. 要我就不担心。这个颜色和你的西服很配

Maybe I should wear this one instead. 也许我该用这条替代

Your outfit makes you look thin.

My business is fashion. People think fashion is all about following this season’s trends. But it isn’t about what designer say is in style. It’s all about find your own style. Fashion is personal. It’s about expressing yourself. Having fun.

#### 语法

### 4

##### 单词

Leather 皮革制品

Natural fabrics 天然面料

Silk 丝绸

Cotton 棉

Woolens 毛织品

Navy blue海军蓝

Beige 米黄色

Grey 灰色

Newest 最新的

Coolest 最酷的

Latest 最新的，最近的

Wardrobe 衣柜

Wool 羊毛，毛线，毛织物

Egypt 埃及

Egyptian 埃及的

##### 句子

Pop in any time 有时间过来

Mary is carrying a stylish, beige, leather handbag. 玛丽拿着一只时尚的米黄色皮制手提袋

Your baseball cap is way too nasty, small and old.

How about your new, grey, Italian, wool suit?

##### 语法

描述中使用形容词超过一个时，一般按照观点、大小、年龄、颜色、来源、材料的顺序依次排列

另一种表达喜好的方法是使用表达 **would rather**。注意，**I would** 常常缩写成 **I'd**。

I’d rather wear light color in the summer.

I’d rather wear wool clothes than cotton in the winter.

# 6级

## 第一单元

### 1.

#### 单词

Clever 聪明的

Cleverly 聪明地

Reliable 可信任的，可靠的

Unreliable 不可信的

Outgoing 友好的，喜欢交际的

Honest 诚实的

Dishonest 不诚实的

Organized 有条理的

Disorganized 紊乱的，缺乏条理的

Ambitious 野心勃勃的

Unambitious 无抱负的

In the past 在过去

Opposite 相反的

Past 过去，过去的

In general 总之，总体而言

Deadline 截止日期

Work on it 正在努力（改进）

Getting better.

#### 句子

That’s one year of feeding animal. 整年都要喂动物

I’m the opposite. 我正好相反

I’m gonna find him a real job. 我要给他找份真正的工作

Sometimes she arrives on time, sometimes she’s late 她有时准时有时迟到

Max never late to work. Max工作从来不迟到

She know where everything is. She’s very organized. 她知道所有东西的位置，她十分有条理

He managed the project very cleverly. 他聪明的管理着这个项目。

How long has she been on your team. 她在你的团队多久了

In general. How’s he going? 总体而言，他表现怎么样

Can you give me some detail? 你能告诉我一些细节吗？

How could she improve? 她能够怎样改进。

He’s often disorganized. But he’s working on it.

#### 语法

1. Fast、hard、good 都是例外。Fast、hard形容词和副词形式一样，不加ly。Good的副词形式是well

He’s a fast learner.

He learns fast.

He’s a good guy.

I work well with the team.

1. 用for 或since 表达持续

如：

用for谈论一段时间

Dave met with us for an hour.

Laura will work in Munich for four years.

用since谈论强调从过去某一时间点起至今的一段时间

Lindsey and Carol have worked here since Wednesday.

He’s been our customer since last year.

### 2

#### 单词

Job cuts 裁员

Confirm 承认

Confidential 机密的

#### 句子

I can confirm that the company will move to india.

Wow. Is this information confidential?

Yes, please don’t talk about it outside the company.

Do you expect any job cuts. 你预期会裁员吗

The deal is final. 这是最终结果

#### 语法

间接引语（现在时）

Frank says that Oscar needs to clean the kitchen.

Oscar says Frank should be more carefull.

#### 课文

Well. I’m meeting my team tomorrow, And I’m wondering what to say. Some people already know we are buying another computer company.

That’s doesn’t surprise me. News travels fast.

Sally says that some employees are worried about losing their jobs.

Well, They shouldn’t worry. The deal is final. And it’ll be good for the company. Sales will increase. And there will be no job cuts.

That’s Good news. What can I tell sally and harry.

It’s best to be honest. They probably know l lot already. You can confirm that we are buying sunset computers. If I were you. I’d tell them that we’ll going to be a stronger company. And they shouldn’t worry. The outlook’s good. we don’t expect any job cuts.

great.

But, Todd, you have to tell them that information is confidential. It cannot leave the office.

### 3

#### 单词

Agenda 议事日程

Items 项目、名目

new hires 新的雇佣

short time 短时

for personal reason由于个人原因

visitors 参观者

clean up 清理干净

update 升级

employee reviews 员工评估

company update 公司的最新情况

#### 句子

Let’s make her feel welcome

We have six new hires.

Lisa told me that we have six new hires.

My vacation is in two weeks.我的假期在两周之后

We only have a short time, so let’s get started.

Any question before we continue?

good morning. Glad you’re all here.

Has everyone look at the agenda?

There are seven items on the agenda.

We don’t have much time.

So let’s move quickly.

#### 语法

**间接陈述句 - 过去时**

**不让人觉得转述的话发生在现在或非常重要时用过去时**

**Cody said that there are some visitors here today.**

也可以使用 **told** + person **+ that** 转告说话内容

Cody told me that there are some visitors here today.

Cody told me that he wants to our team meeting.

**间接疑问句 - 过去时**

**How’s the team doing?**

**Cody asks that how the team is doing.**

**Where are you meeting?**

**Cody asks that where we are meeting.**

#### 课文

Thanks for coming guys. I know that you’re really busy. Have you look at the agenda?

Yes. only three items.

Yes. New hires, office visits, company update. We only have a short time. So, let’s get started.

First, new hires. Simon just hired a new chief engineer. She’s from China. Her name’s amy Ling. Simon said that this is her first time in U.S. so, let’s make her feel welcome. Jessica in HR is leaving the company.

Really? Why?

It’s for personal reasons. Next: Office visits. J told me that we have some important visitors in the office next week. You know what that mean.

We have to clean up our desks.

Any question before we continue?

Um….can we talk about company update. That’s what’s really important.

Yes. We’re getting to that..

### 4

#### 单词

Big news重大消息

Snack table 单人小餐桌

Subject line 主题行

to summarize 总结而言

summary 总结

budget 预算

**action items （会议上的）行动决议**

#### 句子

What is that going to mean for us. 那对我们将意味着什么

Are there any more questions?

So, to summarize. 总结而言

Are there any further question.大家还有问题吗

Remember, there is one action item: confirm your team sales.

记住，这有一条决议：确认你的团队销售额

Is anyone taking note? 有人在记笔记吗？

#### 语法

**'Anyone' 和 'anything'**

|  |
| --- |
| 当你谈论的东西的数目并不重要或不易识别时，在否定句和问句中用不定代词**anyone** 和**anything** 。 |

Don’t tell anyone about this.

Does anyone has questions?

I don’t have anything to report.

Mike. Do you want to say anything?

#### 课文

## 第二单元

### 1

#### 单词

Vomit 呕吐(vt,vi)

Diarrhea 腹泻(n)

Fever 发热、感冒

Cough(vt.vi.n) 咳嗽

sore foot脚疼

Stomach 胃

Dizzy头晕

Nauseous 令人呕吐的

Receptionist 接待员

#### 句子

I’m been vomiting all night 我昨天吐了一晚上

What seem to be the problem? 出了什么问题？

How long has this been going on ? 这样持续多久了？

How have you been feeling? 你感觉怎么样

I’ve been having problems sleeping。 我睡觉不太好

Could you make it then? 你这个时间可以吗

I want to make an appointment to see the doctor. 我想预约个时间看医生

The doctor has some time at 1 o’clock.

#### 语法

**1 使用以下医疗词汇，搭配动词 have 描述生病症状。**

I have fever.

He has diarrhea

She has a bad cough. 她咳嗽的很厉害

**2 使用 sore 一词表示身体某个部位疼痛。**

I have a sore throat. 我嗓子疼

**3 使用后缀 -ache 表示身体某个部位疼痛。该后缀并不适用于所有身体部位，只适用于head、stomach、back 和 tooth。**

He has a headache

I have a stomachache 我胃疼

**4 使用以下医疗词汇，搭配动词 be 或 feel 使用。**

I***'m dizzy***. I***feel dizzy***.

She***'s nauseous***. She***feels******nauseous***.

**5 如果是呕吐，使用动词 to vomit。**

I've been***vomiting***for about an hour.

**6用现在完成进行时谈论一种在过去开始一直延续到现在的病症或病。用 I have been + 动词 + -ing结构。**

I have been vomiting a lot.

I have been having problems sleeping.

**用for增加有关时间的信息**

I have been feeling bad for the last two days.

**医生也可能使用现在完成进行时提问**

How long has this been going on?

How long have you been feeling like this?

#### 课文

Pam. Are you ok?

No, I feel terrible.

What’s up?

I’ve been vomiting all night.

Oh…you pool thing. You need to call a doctor.

I know.

Hey. I have to go. But I’ll call you later to see how you are.

Hello? My name is pam James. I’m a patient of Doctor Brennan’s

Oh yes. Ms.Pam. How can I help you?

I’m sick. I want to make an appointment to see the doctor today.

What seems to be the problem?

I’ve been vomiting and I have diarrhea.

I’m very sorry to hear that. How long has this been going on?

All night. It’s started about three in the morning.

Oh dear. Will you be able to get to the doctor’s office okay?

Yeah, I think so.

Okay. Let me just have a look here.

The doctor has some time at 1 o’clock. Could you make it then?

Is there anything earlier?

No. I’m sorry. The doctor is really busy today.

Okay. One o’clock is fine.

Great. We’ll see you at 1 o’clock. Take care.

### 2

#### 单词

Blood pressure 血压

Symptoms 症状

Stomach flu 肠胃炎 感冒

Prescription 处方，药方

Medicine 药

Liquids 液体

Nurse 护士

Appetite 胃口

Slight 轻微的

Unusual 不寻常的

Plain white rice 白米饭

Runny nose 流鼻涕

#### 句子

How are you feeling?

He’s had the same symptoms for three days.

I’ve been waiting for my prescription since 12 p.m.

She’s had the flu for a week.

I’ve been having trouble sleeping for two weeks.

You do have a slight fever. 你确实有点发烧

Did you eat anything unusual yesterday?

I’m going to write you a prescription.

How long have you been feeling like this?

I got really sick in the middle of the night.

I’ll write you a prescription for some medicine.

#### 语法

**含有for和since的现在完成进行时**

Frank has been working hard for two days. 奥斯卡2天里一直努力工作

Oscar has been working hard since yesterday. 弗兰克从昨天开始一直努力工作

**用含现在完成进行时的 for 指在过去开始一直到现在的一段时间。**

I have been feeling bad for a few days.

I have been waiting for the nurse for 20 minutes.

**使用 since 搭配现在完成进行时，强调某事开始的时间点。**

I have been feeling nauseous since Tuesday.

I have been having problem sleeping since last Friday.

I have waiting for the nurse since I arrived.

**注意，在使用 since 时，分句顺序可以变换。如果 since 引导的分句位于句首，请在该分句之后加上逗号。**

**Since I got home, I have been feeling terrible.**

**I have been feeling terrible since I got home.**

#### 课文

Good afternoon.

Good afternoon, doctor.

How are you feeling?

Not so great.

I’m sorry to hear that. How long have you been feeling bad?

Um…since yesterday. But I got really sick in the middle of the night.

Well. You do have a slight fever. But that’s nothing to worry about. And your blood pressure is good. Did you eat anything unusual yesterday.

I don’t think so. I had pizza for lunch and I didn’t eat dinner.

Well. Base on the symptoms you’ve describe. I think that you have a stomach flu. It’s been going around.

Yeah. That’s what I thought.

I’m going to write you a prescription for medicine to help your stomach and stop the diarrhea.

Okay.

Stay in bed and drink plenty of liquids. If you don’t feel better after 24 hours, I want you to call the nurse.

Okay.

And, uh, when you have an appetite again. Take it easy. I’d recommend plain white rice and maybe some yoghurt.

Ok, doctor, Thank you.

Take care.

### 3

#### 单词

Fill a prescription 配药、抓药

Pick up medication 取药

Insurance 保险

Dosage 剂量

Tablets 药片

Plain food 清淡的食物

Scramble 炒 攀登

Spicy 辣的

Nausea 恶心 (n)

Capsules 胶囊

Medications 药物，药物治疗

Pharmacy 药房

Pharmacist 药剂师

Currently 目前地

Teaspoon茶匙

Syrups 糖浆剂

Sleepy 欲睡的

Drowsiness 发困

Side effect 副作用

**loss of appetite 食欲不振**

**cause 引起**

**Maximum 最高的。最多的**

**Per day 每一天**

Suitable 适当的(adj)

#### 句子

I’d like to fill a prescription.

Does my insurance cover this?

Are you allergic to any other medicines?

She filled a prescription for her medication.

She takes these pills for nausea and vomiting.她吃这些治疗恶心和呕吐的药

The pharmacist asked if I’m allergic to any medication.

Hello. I’m here to pick up my medication.

I hope my insurance will cover this.

The dosage is three tablets twice a day.

Are you currently taking any other medication?

The medicine comes in tablets. Take two every day. 胶囊包装，每天两颗

Take one teaspoon, after meal. 饭后服用一茶匙

The side of this medicine is that it may cause drowsiness.

Side effect may include loss of appetite. 副作用可能包括食欲不振

Maximum dosage: four capsules per day. 最大用量： 每天4粒

Suitable for: adult and children over 12 years old. 适用： 成人和12岁以上儿童

#### 语法

**使用下列词汇谈论你的药物。谈论在家用药时，使用 medicine 搭配动词 take。当你去药房时，使用更正式的词汇medication。**

You forgot take your medicine.

I’m here to pick up my medication

**药物有各种不同形式。pill 一词常用于指固体药物。Capsules 和 tablets 是两种最常见的药物形状。服药的动作使用动词take。**

I have to take three pills a day.

My medicine comes in tablets

She takes four capsules a day.

**由于处方药有时由保险支付或有折扣，你可能会问药剂师你的医疗计划是否支付某种药品。使用动词 cover，询问你要承担的费用。**

Does my insurance cover this medicine?

#### 课文

Next please.

I like to fill a prescription.

What’s your last name?

James. My first name is Pan. Does my insurance cover this.

Yes, It does.

I’ll be right back.

Are you allergic to any other medication.

No.

Ok. So this will stop the diarrhea. The dosage is two tablets every six hours.

Okay.

It’s better if you take it with some plain food, like rice or scramble egg. Nothing spicy.

Understand.

And this is for nauseous and the vomiting. Take two capsules twice a days and three days

I hope you feel better.

Thank you.

### 4

#### 单词

Bruise 擦伤

Rib 肋骨

Sprain 扭伤

Wrist 手腕

Crutches 拐杖

Slipped 打滑的 打滑

Attic 阁楼、顶楼

Shoulder 肩膀

Volleyball 排球

Strangest 最奇怪的

Unconscious 无意识的

Teammate 队友

#### 句子

I have a bruise on my arm.

I have a sprained wrist.

I have a broken leg.

I was running for a bus where I sprained my ankle.

I’m a patient of Doctor smith’s.

I’m a Doctor smith’s patient.

#### 语法

在描述过去的动作或事情时，你可以结合使用不同时态来解释发生了什么，现在对你有什么影响。

***I was walking***down the street when***I slipped***and***fell***down, and ***broke***my leg.***I haven't been sleeping***since***it happened***because of the pain.***It***really***hurts***!

***I was walking***down the street …（一个动作从过去开始还没有结束，这时另一个动作又发生了。）

when I***slipped***and***fell******down***（这一动作中断了第一个动作。）

… and***broke***my leg. （这是之后发生的事情。）

***I haven't been sleeping***… （该动作从过去开始并一直延续到现在。）

… since***it happened***. （这告知我们'I haven't been sleeping.’的起始点。）

***It***really***hurts***! （这告诉我们他现在感觉怎么样。）

**带省略号和'of' 的所有格形容词**

|  |  |
| --- | --- |
| I'm a patient of Dr. Brennan**'s**. | 我是 Brennan 医生的病人。 |
| I'm Dr. Brennan's patient. | 我是 Brennan 医生的病人。 |

**'of' 表示所有格**

**He’s a friend of my father.**

**He’s my father’s friend.**

#### 课文

Jake, what happened?

I fell down some stairs.

What?! How did you do that?

I don’t know. I just ……fell.

Really? Why don’t you tell her the whole story.

I don’t know what you are talk about.

Come on. Tell me what happened.

Well... I was walking down some stairs. And I wasn’t paying attention.

Actually, you were paying attention. But not to the stairs.

Okay. What does that mean?

He was paying attention to a very attractive young woman, who was walking up the stairs as he was walking down the stairs.

I think the stairs were wet, or something.

Anyway. He fell down the stairs and broken his leg.

Oh, Jake. That’s awful.

Yeah. I bruised three ribs and sprained my right wrist.

I bruised three ribs and sprained my right wrist.

Come over here.

When did this happen.

Oh…two days ago.

And how are you coping with the crutches?

Crutches? No problem at all.

## 第三单元

### 1

#### 单词

Addicted 成瘾的

Quit 停止

Gambling 赌博

Overweight 超重

Insomnia 失眠

Marital 婚姻的

Stressful紧张，有压力的

Financial 经济的，金融的，财政的

#### 句子

He’s addicted to cigarettes. 他有烟瘾

She has financial problems. 她碰到一些经济上的问题

I have a problem sleeping. I have insomnia. 我睡不着觉，我患有失眠症

They have marital problems. 他们有婚姻问题。

His job is very stressful.

#### 语法

**谈论问题**

|  |
| --- |
| 在确定一个问题后，你可能想详细加以解释。以下是一些帮助你进行解释的表达。 |

I have insomnia. The problem is that I can’t stop thinking about my work.

She can’t quit smoke. One big problem is that her husband smokes too.

That可省略，而不会造成意义的改变

He is very overweight. The problem is she eats too much chocolate.

#### 课文

I need coffee.

What?! You want a hot coffee, now? Sarah, it’s like 115 degree outside.

I know. I’m addicted.

Are you serious? You know,

You really should quit drinking coffee.

But I need it ,Anyway, What’s the problem with you? It’s Just a cup of coffee.

Sarah, When you drink coffee, you smoke.

No I don’t.

Mark. I stopped smoking.

### 2

#### 单词

Stink 臭味(n)，发出臭味(vi) ，使发出臭味(vt)

Break the habit 改掉坏习惯

Ought to 应该…..

Addiction 上瘾，沉溺，癖好

Fewer较少的

Diet 饮食，食物，节食

#### 句子

Frank ought to lock his bedroom door. 弗兰克应该把他的房门锁住

Oscar had better run fast. 奥斯卡最好跑快点

#### 语法

**情态动词 'ought to'和'had better'**

你可以使用情态动词 **ought to** 和 **had better** 来给予个人建议。**Had better** 语气强于**ought to**，在提出强烈的建议时使用。

He’s very overweight. He ought to lose some weight.

Your health is very poor. You had better quit smoking.

**had better** 的否定是 **had better not**。**ought to** 的否定是 **ought not to**，但很少使用。

You had better no start smoking. It’s a terrible habit.

She has terrible insomnia. She ought not to drink coffee in the evening.

**提出强烈建议**

**make sure to get enough sleep.**

**Make sure not to drink coffee.at night.**

**Be sure to exercise every week.**

**Be sure not to eat too much fast food.**

**Don’t start smoking.**

**You ought to give up gambling.**

**You had better stop smoking.**

**You had better not to talk with him. he’s angry**

**Make sure to drink less coffee.**

**You ought to think about working less.**

#### 课文

I don’t know why I ever start it. I mean, smoking, makes your hands stink. Mark is always thinking about my health. That’s one reason I decided to come on this trip. I thought if I could go two weeks, in a car with mark, without smoking. I definitely break the habit. I should give up smoking. I really should.

You want to stop?

Do you have to do that?

We’re getting gas?

We should get gas.

### 3

#### 单词

Tardiness 迟到、延缓、迟缓

Regardless 不管、不顾、不注意（adj）

Solution 解决方案

Possibility 可能性

Appreciate 欣赏

Flexibility 灵活性

Emphasize 强调

Occasional 偶尔的

Sloppy 粗心的

Argumentative 好辩的

Offensive 无理的

Flexible 灵活的

Instruction 指令

Not meeting deadline 没有如期完成

But regardless 但是，不管怎样

Practical joke 恶作剧

Transportation 交通工具。运输

#### 句子

He’s not working well with the team.

She was warned about not being flexible enough.

She spoke to me about my tardiness.

I have to stop being disorganized.

Sorry! I wasn’t following instructions.

Not meeting deadlines is unacceptable.

Being argumentative at work is not a good thing.

He was fired for being offensive.

I work with a guy. He never meets deadlines.

This is something we have to deal with.

We have to figure out a solution for this.

Another possibility would be for me to work late.

Let’s see how it goes.

#### 语法

带WHO的从句

Frank is someone who enjoys a cup of coffee.

Oscar is someone who enjoys practical joke.

**'who' 引导的关系从句**

用关系从句连接两个句子。关系从句使您的写作和讲话更流利，并帮助您避免重复。关系代词 **who** 用来指人。

We have a lot of engineers who work late.

在例子中，主句**We have a lot of engineers** 是一个完整的句子。关系从句**who work late**不是一个完整的句子，故不能独立成句。

#### 课文

I asked you here to talk about your occasional tardiness.

Okay.

You see, it’s becoming a bit of a problem. Sometimes you are as much as an hour late.

I know.

So what’s going on?

I’m really sorry. I’m been meaning to talk to you about this.

Okay. So What’s the story?

Well, as you now, my wife just got a new job.

And it’s now me who drives the kids to school every evening. That’s what’s making me late.

I know how that is. I have two kids of my own. But regardless, we have to figure out a solution to this.

I agree.

Another possibility would be for you to stay an hour later in the evenings. We have a lot of engineers who work late. They often have questions for us. You could deal with them.

Would that work for you?

Yeah, that would work. That would definitely work. Thanks, Todd, I appreciate your flexibility on this.

Let’s try a couple of weeks. And see how it goes.

Okay.

And I want to emphasize that we value your work. This isn’t a big deal.

Thanks Todd.

I asked you here to talk about your occasional tardiness.

Okay.

You see. It’s becoming a bit of problem. Sometimes you’re as much as an hour late.

I know.

So what’s going on?

Yeah. I’m been meaning to talk to you about this.

Okay. What’s the story?

As you know, my wife just got a new job. and it’s now me who drives the kids to school. That’s what’s making me late.

I know how that is. I have two kids of my own. But regardless, we have to figure out a solution to this.

Okay.

And another possibility would be for you to stay an hour later in the evenings. We have l lot of engineer who work late. They often have questions for us. You could deal with them.

Would that work for you?

Yes. That would work. That would definitely work. Thanks. I appreciate your flexibility.

Let’s try a couple of weeks. And see how it goes.

And I have to emphasize that we value your work. This isn’t a big deal.

### 4

#### 单词

First rate 第一流的，头等的

Morale 士气

Incompetent 无能力的（adj） 无能力者

Communication 交流、通讯(n)

Radical 激进的（adj） 基础，激进分子（n）

Announcement公告，宣告（n）

Middle management 中层管理人员

Staff 职员

Replace 取代 更换

Poor 欠佳

Fierce 激烈的

Industry 产业、工业、行业

Mismanagement 管理不善、处置失当

Lack 缺乏、不足

Innovation 革新、创新（n）

Latest 最新的、最新的、最迟的

Due to 由于

Innovative 创新的

Lack of innovation 缺乏创新性

Similar 相似的

#### 句子

Business is bad, and employee morale is low

Communication between management and staff is poor.

There is a continuing problem of employee theft in the company.

The company’s costs are going up and up.

Competition is fierce in our industry.

Because of the mismanagement, the company is in trouble.

The company’s biggest problem is a lack of innovation.

We don’t have the money to buy the latest technology.

Mismanagement is problem that’s hurting us.

One solution could be that we hire a new manager.

Another possibility would be to have a team meeting.

I really think that the only solution is to replace

#### 语法

**That 引导的关系从句**

I work for a company. The company has lots of problems.

I work for a company that has lots of problems.

#### 课文

Pam! Just the person I wanted to talk to.

Hey. Simon. What’s up?

Well. I’m curious about something. How long did you work at sunset computer.

Um. Three years. Why?

You read the announcement about us buying them, right.

Uh, Yeah.

I wanted to get your thoughts on a few things.

Sure. Go ahead.

So, I’ve been working with the engineers over at Sunset, and I think that they’re first rate. They really know what they are doing. But I have a lot of trouble with the middle management.

I’m really not surprised to hear that.

Why?

Well, when I was there, employee morale was very low. Some of the managers were incompetent. And the communication between management and staff was terrible.

Really?

Yeah. And things got worse after the CEO left.

I can imagine.

Simon, can I be honest with you?

Of course.

The lower-level staff at sunset is great and so are the products. But I really think the only solution is to replace the management team.

That’s pretty radical.

Yes, but it’s the only way to solve the problem.

I appreciate you honesty. I’m going to think about this.i

## 第四单元

### 1

#### 单词

Intonation 声调、语调

Lasted 持续

Religion 宗教，宗教信仰

Agree on…

#### 句子

The event lasted all weekend, didn’t it?

They can’t serve customers in Asia, can they?

I’m sorry, but could you repeat that?

What do you mean?

I’m not sure I understand.

Sorry, what was that?

So glad you could come.

I’d like to introduce you to Ben.

**It’s great to see you in person.很高兴见到您本人**

Can I get you something to drink? Water?

He won’t talk about money with people he doesn’t know.

She feels uncomfortable talking about her religion.

I enjoy talking about food and travel;

#### 语法

**反意疑问句**

Frank really loves his flower, doesn’t he?

Oscar enjoys helping Frank in the garden, doesn’t he?

**用一个否定的反义疑问句跟在一个肯定句后。大多数否定的反义疑问句由do + not + 代词构成。注意，该动词常被缩写。**

You work in marketing, don’t you?

You got a degree in engineering, didn’t you?

**如果句中有动词be, ，或类似can 或 have的助动词，在反义疑问句中用该动词。**

You are the new sales manager, aren’t you?

He was late, wasn’t he?

You can speak Arabic, aren’t you?

You have got five years’experience in sales, haven’t you?

#### 课文

### 2

#### 单词

Off to 出发去

Well planned 策划的很好

Familiar 熟悉的

Bakery 面包店

#### 句子

This event is very well-planned.

So, what do you do for a living? 那么，你是做什么的

I’m with Crump and Company. Where are you? 我在Crump and Company工作，你在哪里工作？

Are you taking any time off this summer? 你这个夏天打算休假吗

Are you here with family? 你和家人一起来的吗

Haven’t we met somewhere before?

We met somewhere before, haven’t we?

Are you from around here? 你是这附近的人吗？

I knew you looked familiar. 我觉得你很面熟

Have you always lived in the area?

I was the manager at \*\* bakery, are familiar with it?

Did you ever work with 某某？

#### 语法

#### 课文

### 3

#### 单词

Efficient 有效率的

Inefficient 无效率的

Appropriate 适当的，恰当的

Inappropriate 不合适的

Electrician 电工，电器技师

Executive行政的，经营的

Soda 汽水

#### 句子

I’ve been traveling a lot. That’s unusual. 我一直出差很多，这很不寻常

It’s impossible for me to come on Monday. 我周一不可能过来

\*\* is so impolite. \*\*非常不礼貌

Money is an inappropriate gift. 钱非常不适合作为礼物

The program seems very inefficient. 该计划看起来非常没效率

We provide printing services to small company for 15 years.

我们为中小企业提供印刷服务已经15年

We are located downtown, next to Restaurant Blanca.

I’m sorry to interrupt, but I’d like to introduce Sue.

Oh. You’re not interrupting, we just finished.

I hate to disturb you, but would you like a drink.

It’s no interruption.

#### 语法

#### 课文

So you going to need computers.

Maybe we could help you with that.

Like I said before, I sell computers. I sell computer parts and computer software.

We even fix computers.

We’re better than other companies.

We’re actually the best. The best in town.

Maybe we could help you with the computers.

If you’d like to call. You could always say you are a friend of \*\*\*.

Sorry to disturb you.

Are you in a middle of something?

No.

Cause I can come back later.

Oh.no no . we just finished.

You know. I just love these. They taste so good. Did you make them?

No. they’re from a local restaurant.

Umm, you haven’t got their phone number, by any chance?

You see, I’m having this party next week. So it’s would be lovely to have them.

Uh, If I call them. Can I just give them your name? You’re, uh…?

### 4

#### 单词

Networking 交际，社交

However 然而

Place an order 下订单

Healthcare 医疗保健，健康服务

#### 句子

I’m thinking it was an interesting evening.

I guess that the networking event was fun. 我认为这场社交活动很有意思。

Sandra seemed interested. Sandra 似乎很感兴趣。

I think that Mr. Soledad will call me. 我觉得 Soledad 先生会打电话给我。

Maybe I’ll make some new contacts. 也许我们会结交更多朋友

I’ll probably have another event next month.

#### 语法

**与否定反意疑问句相同，肯定反意疑问句用于确认某事真假或征求同意。**

**跟在否定句后的肯定的反意疑问句，绝大多数由do + 代词构成。注意，该动词常被缩写。**

You don’t remember his name, do you?

She don’t like the food, did she?

**如果句 be中含有动词，或诸如can 或 have的助动词，在反义疑问句中用该动词。**

Tom isn’t the CEO, is he?

They weren’t at the event, were they?

We can’t go next week, can we?

Martha hasn’t hired any new people, has he？

**表达犹豫的观点**

用如**guess**, **seem**或**think**类的动词和**maybe**或**probably** 类的副词表达一种试探性意见。注意这些词强调表述的试探性的发音。

#### 课文

## 第五单元

### 1

#### 单词

Purpose 目的，用途

Layoffs 裁员

Expense 开支、代价

Market share 市场占有率

Revenue 收益，税收

Region 地区、范围、部门

Strength 长处

As a result 结果

Overall全部的adj，全部地adv

Risen 升高

Consequently因此，结果，所以

Profits 利润

Assure 保证，担保 vt

Looking at 着眼于

Increase 增加

Decrease 减少

Slightly 轻微的

Sales 销售额

Competitor竞争者

Efficiency效率

Significantly 大大地 意味深长的

#### 句子

The purpose of the meeting is to …..

Thank you for the warm welcome.

What company has the biggest market share? 那个公司市场占有率最大

Our revenue increased by 10 percent last month. 我们上个月的收益增长了10%

Profits are up by 15 percent. 利润上涨了百分之15

Because of the strong competition, profits are down.

Profits are down because of the strong competition.

Our market share has been flat.我们的市场份额平稳

Our market share has decreased significantly. 我们的市场份额大幅下降

#### 语法

**特殊不定式短语**

特殊不定式短语可由名词或名词短语 **+ be** 组成。

This meeting is an opportunity to give you some answers.

We’re not looking at layoffs to save money.

**名词短语 + be + 不定式**

**The purpose of today’s meeting is to give you a company update.**

**表达原因与结果**

使用 **due to** 和 **because of** 描述从句。这些表达是从属子句的一部分。注意，当从属子句在独立分句前出现，它们之间要用逗号隔开

**Because of** our purchase of sunset computers, they have some question.

They have some question **because of** our purchase of sunset computer.

**Due to** the purchase of sunset computers, our market share has increased.

Our market share has increased **due to** the purchase of sunset computer.

**使用 as a result 和 consequently 描述结果。这些表达在表述原因之后的句子里出现。注意这些表达后接逗号。**

Sales in Europe have decreased slightly. As a result, revenue there fell by 8 percent.

Our costs have risen. Consequently, our profits are going to decrease.slightly.

**谈论上升和下降**

使用现在完成时谈论一段时间以来直到现在发生的变化。使用介词 **to** 表示结果。使用介词 **by** 表示数额。

Our market share***has increased to***23 percent. 我们的市场份额增加到了百分之二十三。

Profits***have decreased by***15 percent. 利润下降了百分之十五

**如果没有变化，可以使用形容词 flat。**

Sales has been flat.销量平稳

**使用一般过去时谈论过去一段时间来的结果或数额。**

Revenue fell by 8% last year

Our market share rose to 35% last quarter

**使用 nearly，slightly 和 significantly 等副词表达不那么精确的信息。**

Price rose by nearly 20 percent.

Sales have decreased slightly.

Revenue has increased significantly.

#### 课文

The purpose of the meeting is to give you an update about IXW’s purchase of sunset computer. I know you have a lot of question. Well, now is the time for answers.

Let’s start with good news. Due to the purchase of sunset. Our market share in Asia has increased to 25 percent. And our revenue from the region has increased to nearly 25 percent. This is mainly because of sunset’s strength is in China and Korea.

However, sales in Europe has decreased slightly. As a result, revenue there fell by 5 percent, while sales in North and South America have been flat. Overall, revenue has increased to 5 percent, but our costs have also risen. Consequently, our profits are going to decrease slightly.

Let me assure you, we’re not looking at layoffs to save money. But it is possible that we will delay some projects. In the next few weeks, You will be working with your managers to find opportunities to cut expenses. Does anyone have any question?

### 2

#### 单词

Database 数据库

Developers 开发人员

Release 发布 (n)

Accounting 会计

Hiring freeze 冻结招聘

As 作为

Confirm 确认 (vt)

Just to confirm

#### 句子

He was hired as developer six month ago.

He does great job as project manager.

#### 语法

**含有 'think'和'believe'的从句**

使用动词 **think** 和 **believe** 表达观点。注意，观点位于 **that** 从句，紧随动词之后。

I think that Joan did a good job.

Simon believes that we can save half a million dollars.

单词 **that** 可以省略，意思不会有改变。

I think Joan did a good job.

Simon believes we can save half a million dollars.

回答是或否的时，用 **so** 替代 **that** 从句，以避免重复整个短语。

Do you think that Joan did a good job?

Yes, I think so.

No, I don’t think so.

**表达观点**

表达观点有很多方法。比如说，你可以使用 **in my opinion** 和 **it's my feeling (that)** 这样的表达。

In my opinion, we could delay the software release.

It’s his feeling that we need to cut costs.

Her feeling is that we need to delay the release.

**请求重复、澄清和确认**

**请求重复**

**I’m sorry, could you repeat that?**

**I’m sorry, but I didn’t catch that.**

**I’m sorry, would you mind repeating that.**

**请求澄清**

**Do you mean that you think it’s a great idea?**

**Are you saying that we should stop the project?**

**请求确认**

**So, you think he should be fired?**

**So, just to confirm, you believe that it’s too expensive?**

#### 课文

So, where do we start?

Joanna wants ideas for cutting costs.

Uh…first thing I can think of is delaying some projects.

Which ones?

Right now we’re planing to build a new database.

That’s a huge project.

In my opinion, we don’t need it right now.

We can wait six month.

How much will that save?

I believe we can save half a million dollars.

Half a million? That’s fantastic.

Yes. We won’t have to hire new developer or a project manager.

Okay, what else?

We could delay the release of our new accounting software next year.

No we can’t do that. I have already promised our best customers that it’s coming in about a year.

How many of your people are leaving in the next six months?

Two that I know of.

You thinking of hire freeze right?

Yes, that’s better than layoffs.

Okay. I can lose one developer. But I still need to hire one new person for the Kingston project.

That’s an important project. Let me think about it, okay?

### 3

#### 单词

Discussion 讨论（n）

Lay anyone off 解雇他人

Propose 打算，提议

Savings 存款，储蓄

Save 节省

Lease 租约

#### 句子

We’re proposing that we delay the project.

That sounds reasonable.

I suggest that we have a hiring freezing.

We have to look at some different options.

#### 语法

**动词变为名词**

一些动词加上后缀后可变为名词。一些能把动词变为名词的后缀是：**-ion**, **-ing**, **-al**, **-ism**, **-ness**, **-ist**和 **-ity**。

Discuss discussion

Suggest suggestion

Hire聘请 hiring雇佣

Save节省 savings储蓄

Propose提议 proposal方案

有些名词看起来与他们的动词非常不同。如，**think** 的名词和该动词的过去式完全一样：

Think认为 thought想法

另一方面，有些名词与其动词形式相同。

Delay delay

Start start

Lay off layoff

**'propose' 和 'suggest' 后的从句**

用**propose** 和 **suggest** 动词提出建议。注意，两个动词后常接一个**that** 从句。

I propose that we delay the database project.

I suggest that we hire a new project manager.

**that** 可以省略，没有意义的变化

I propose we delay the database project.

I suggest we hire a new project manager.

两个动词 **propose** 和 **suggest** 说明可能性的概念，并且强调说话人即将要讲的内容。注意两个动词之后始终使用不带 to 的不定式，而且并不遵循主谓一致的规则。也就是说，**he**、**she** 或 **it** 后面的动词不需要加 **-s**。

I propose that he delay the project.

I suggest that she lay off some staff.

#### 课文

### 4

#### 单词

Real estate 不动产，房地产

Real estate agent 地产经纪人

Obvious 明显的，显而易见的

Location 地点，位置

Concerns 担忧

Such as 比如

Advantage 优势，利益

Convenient 方便 adj

Convenience 方便 n

List 列出

Public transportation 公共交通工具

Disadvantage 不利条件

#### 句子

We can discuss the pros and cons of each place.

We’re paying way too much in this neighborhood

How do you think the staff will react?

You’re worried about what to say to your team.

in other word, we make them see that it’s a good thing.

It’s become obvious that we need to cut expenses

How did he react when you told him?

I’m concerned about…..

Not going to be

We can discuss the pros and cons.

The advantage is obvious.

We talk about its good points.

What are the advantage and disadvantage of the moving?

One advantage is that we can find a cheaper place.

One con is that the staff loves this building.

Are there more advantages or disadvantages?

#### 语法

**表达担心与忧虑**

用动词 **worry** 表达担忧。该动词后常跟**about +** 名词或一个**that**从句。

|  |  |
| --- | --- |
| *I****worry about work****when I get home at night.* | 我晚上回到家时还担心工作。 |

I***worry that***we will not finish the project on time. 我担心我们不能按时完成项目。

你可以用形容词**worried** 和**concerned** 来表达担心。这些形容词后也跟 **about +** 名词, 或一个**that**从句。

I'm***concerned about***moving all the equipment. 我担心如何搬运所有设备。

He's***worried that***the staff will react badly. 他担心员工会反应过激。

表达担心的另一种方法是**have + concern**。该表达后也接**about +** 名词, 或一个**that** 从句。

He***has***some***concerns about***the staff. 他有点担心公司员工。

We have some***concerns that***the move will be difficult. 我们有点担心这次搬迁会遇到困难。

#### 课文