

英语考试大纲

I. 考试性质

普通高等学校本科插班生招生考试是由专科毕业生参加的选拔性考试。高等学校根据考生的成绩，按已确定的招生计划，德、智、体全面衡量，择优录取。因此，本科插班生考试应有较高的信度、较高的效度、必要的区分度和适当的难度。

英语是所有报考本科插班生非英语专业考生的必考科目。

II. 考试形式及试卷结构

一、考试形式

闭卷，笔试，考试时间为 120 分钟，试卷满分为 100 分。

二、试卷结构

试卷包括客观性试题和主观性试题。客观性试题由“词汇与语法结构”“阅读理解”和“完形填空”三部分组成，主要考查考生对英语词汇知识、英语语法知识以及英语阅读能力的掌握；主观性试题为英文作文题，主要考查考生的英语应用文写作能力。

1. 试卷结构。

试卷结构

题型	试题内容	题量	赋分
客观性试题	第一部分：词汇与语法结构	30	30
	第二部分：阅读理解	20	40
	第三部分：完形填空	15	15
主观性试题	第四部分：写作	1	15
合计		66	100

2. 题型考查要求。

第一部分 词汇与语法结构（Vocabulary and Structure）（30%）

本部分共 30 小题，每小题 1 分。主要考查考生对英语词汇与语法知识的掌握情况。词汇考查范围按《高职高专教育英语课程教学基本要求（试行）》（教育部高等教育司编，高等教育出版社，2000 年，以下简称《基本要求》）中 A 级要求执行，即 3 400 个一般词汇（详见《基本要求》的附表四——词汇表）；语法结构部分考查考生对《基本要求》中规定的语法知识的掌握与运用（详见《基本要求》的附表三——语法结构表）。

第二部分 阅读理解 (Reading Comprehension) (40%)

本部分共 20 小题，每小题 2 分，包括 4 篇短文，总阅读量（不含试题部分）不少于 1 000 个英文单词。主要考查考生的综合阅读能力，要求考生根据短文的内容完成所附问题：从每小题所给的 4 个答案选项中选出最佳选项。该部分主要考查：①根据上下文猜测某个词或词组的具体含义。②对文中某句话的释义或言外之意的理解。③根据短文内容判断陈述的真伪。④寻找文中重要具体信息（如数字、人名、地名等）。⑤概括短文或段落的中心思想、话题或合适的标题。⑥判断短文作者的态度、观点意图或写作目的。⑦根据短文的内容进行推断。

第三部分 完形填空 (Cloze) (15%)

本部分共 15 小题，每小题 1 分。主要考查考生的语篇理解能力以及对词汇、语法和固定搭配等英语语言知识掌握与应用的能力，属于综合测试题。

在一篇短文中留出 15 个空白处，要求考生阅读短文后，从每题所给的 4 个选项中选出最佳选项，补全短文，使其结构准确、内容连贯、前后照应、意思完整。

第四部分 写作 (Writing) (15%)

本部分满分为 15 分。要求考生根据所给的提示，用英语写一篇约 100 个单词的简短应用文，主要考查考生基本的英语应用文写作能力。考查涉及的应用文主要有信函、简历、申请书、通知、告示、请假条等。

III. 题型示例

Part I Vocabulary and Structure

Directions: Each of the following sentences is provided with four choices. Choose the one that best completes the sentence. Then mark the corresponding letter on the Answer Sheet.

(1) The disease _____ his mind so that he lost his memory.

- | | |
|-------------|--------------|
| A. effected | B. impressed |
| C. affected | D. hurt |

【答案】C

(2) _____ by long and hard practice can you hope to become a good pianist.

- | | |
|-------------|-----------|
| A. Only | B. Unless |
| C. If doing | D. While |

【答案】A

Part II Reading Comprehension

Directions: In this section there are four passages. Each one is followed by five questions or unfinished statements. Beneath each question or unfinished statement, there are four suggested answers marked A, B, C and D. Choose the best answer and mark the corresponding letter on the Answer Sheet.

“Sesame Street”（芝麻街）has been called “the longest street in the world”. That is because the television program by that name can now be seen in so many parts of the world. That program became one of America’s exports soon after it went on the air in New York in 1969.

In the United States more than six million children watch the program regularly. The viewers include more than half of the nation's pre-school children. Although some educators object to certain elements in the program, parents praise it highly. Many teachers also consider it a great help, though some teachers find that problems arise when first graders who have learned from "Sesame Street" are in the same class with children who have not watched the program.

The program uses songs, stories, jokes and pictures to give children a basic understanding of numbers, letters and human relationships. Tests have shown that children have benefited from watching "Sesame Street". Those who watch five times a week learn more than the occasional viewer. In the United States the program is shown at different times during the week in order to increase the number of children who can watch it regularly.

Why has "Sesame Street" been so much more successful than other children's shows? Many reasons have been suggested. People mention the educational theories of its creators, the support by the government and private businesses, and the skillful use of a variety of TV tricks. Perhaps an equally important reason is that mothers watch "Sesame Street" along with their children. This is partly because famous adult stars often appear on "Sesame Street". But the best reason for the success of the program may be that it makes every child watching it feel able to learn. The child finds himself learning, and he wants to learn more.

(1) By "Sesame Street" being called as "the longest street in the world", the author means that _____.

- A. the program has been shown ever since 1969
- B. the program is made in the longest street in New York
- C. the program is now being watched in most parts of the world
- D. the program became one of America's major exports soon after it appeared on TV

【答案】C

(2) The sentence "some educators object to certain elements in the program" (Para. 2) could best be understood as _____.

- A. some educators are critical of the program
- B. some educators think it fit for children in every respect
- C. the program takes the children too much time to watch it
- D. the program causes problems between children who have watched it and those who have not

【答案】A

(3) What kind of methods does the program use, so many children in the United States watch it?

- A. It uses tests to show that it is beneficial to children.
- B. The program is shown at fixed times during the week.
- C. It is arranged for most children to watch it five times a week.
- D. It uses songs, stories and jokes to give them basic knowledge.

【答案】D

(4) Mothers often watch the program along with their children because _____.

- A. they enjoy the program as much as their children
- B. they are attracted by some famous adult stars on the show
- C. they can learn some educational theories from the program
- D. they find their children have benefited from watching the program

【答案】B

(5) According to the author, the reason for the success of the program is all the following EXCEPT _____.

- A. many teachers consider it a great help
- B. famous adult stars often appear in the program
- C. it gets support from the government and private businesses
- D. the creators have good educational theories in making the program

【答案】A

Part III Cloze

Directions: There are 15 blanks in the following passage. For each blank, there are four choices. Choose the best choice and mark the corresponding letter on the Answer Sheet.

The world is pretty complicated today compared with what it was forty years (1) . And it's getting more so all the time. We have to have more and more specially (2) people. We need them to solve the tough problems of science. We need them to find new ways to (3) disease, to design the machines of industry and the labor saving gadgets of the home. And we need them more and more for the ordinary things of everyday life.

It (4) special training to be a good carpenter, or plumber, or car mechanic. Jobs in electronics (5) even greater skills. We (6) a radio repairman had to have a pretty complete kind of training. But it's even tougher to be a television repairman.

Some of you are (7) thinking that's all right (8) technical people. But suppose I want to be an artist, a druggist or a nurse. Suppose I want to go in business for myself. What good will math do me? All right, let's see.

Many artists today are in (9) is called applied art. They use their (10) in advertising, interior decoration, some similar job. But people in (11) who hire the artists for that kind of work say that simple artistic ability is not enough. (12) lots of young people who have that. But not (13) of them know anything about physics, or mechanical thing, or math. (14) a druggist you have to study chemistry. You can't learn chemistry (15) knowing something about algebra.

- (1) A. before B. ago C. time D. pass

【答案】B

- (2) A. teaching B. instructing C. scientific D. trained

【答案】D

- (3) A. suffer B. conquer C. deal D. solve

【答案】B

- (4) A. spends B. takes C. commands D. prepares

【答案】B

- (5) A. require B. acquire C. enquire D. inquire

【答案】 A

- (6) A. are used to think B. used to think
C. used to thinking D. use to thinking

【答案】 B

- (7) A. likely B. probably C. possible D. stubbornly

【答案】 B

- (8) A. by B. to C. for D. from

【答案】 B

- (9) A. case B. reality C. fact D. what

【答案】 C

- (10) A. capacity B. ability C. possibility D. personality

【答案】 B

- (11) A. business B. those C. time D. difficulty

【答案】 A

- (12) A. They are B. It is C. There are D. Theirs is

【答案】 C

- (13) A. enough B. most C. some D. any

【答案】 B

- (14) A. Like B. To be C. Even D. Through

【答案】 B

- (15) A. in spite of B. unless C. without D. more than

【答案】 C

Part IV Writing

Directions: Write a letter asking for information about the entry to a college. The Chinese is for your reference. You should write no less than 100 words on the Composition Sheet.

我高中毕业了，学习了九年英语，听、说、读、写都不错，对计算机课程很感兴趣，希望到贵校深造计算机课程。盼早日回复。

写信人：李力

地址：广州市东风东路 82 号

写信时间：2008 年 5 月 16 日

参考答案：

82 East Dongfeng Road
Guangzhou
May 16, 2008

Dear Sir/Madam,

I have graduated from high school. I have been studying English for nine years and have a good

command of English in listening, speaking, reading and writing skills. I am very interested in computer courses and hope to study them in your college. I would appreciate it very much if you could send me the information about the entry to your college.

Looking forward to your early reply.

Your truly,
Li Li

第一部：必备语法

一、时态、语态

时态、语态需要掌握的要点：

1.表达将来时的形式：

(1)在时间、条件、让步从句中，一般现在时代替将来时，但要注意区别从句的类型，如：

I'll tell him when you will ring again. 我告诉他你什么时候再来电话。(宾语从句)

比较：I'll tell him when you ring again.你再打电话时我告诉他。(状语从句)

(2)在 make sure, make certain, see (to it) 后的 that 从句中，谓语动词用一般现在时代替将来时，如：

See to it that you include in the paper whatever questions they didn't know the answer to last time.

(include 不能用 will include 或其他形式)

2.完成时是时态测试的重点，注意与完成时连用的句型和时间状语：

(1)by/between/up to/till +过去时间、since、by the time/when +表示过去发生情况的从句，主句用过去完成时。

如：We had just had our breakfast when an old man came to the door.

Between 1897 and 1919 at least 29 motion pictures in which artificial beings were portrayed had been produced.

(表示 1919 年时已发生的情况)

(2)by +将来时间、by the time/ when +谓语动词是一般现在时的从句，主句用将来完成时。如：

By the time you arrive in London, we will have stayed in Europe for two weeks.

I hope her health will have improved greatly by the time we come back next year.

(3)by now、since +过去时间、in/during/for/over/the past/last few(或具体数字)years/days/months，主句用现在完成时，但在 it is +具体时间 since/before 这一句型中，主句更多的时候不用完成时。如：

The changes that had taken place in air travel during the last sixty years would have seemed completely impossible to even the most brilliant scientists at the turn of the 19th century.

It is four years since John left school.

(4)在 It is the +序数词/形容词最高级+that 的定语从句中，谓语动词常用现在完成时。如：

It isn't the first time that I have found myself in an embarrassing situation.

(5)在 no sooner...than..., hardly/scarcely...when...句型中，主句常用过去完成时。

3.完成进行时指动作在完成时的基础上还要继续下去。如：

The company has been promising a rise in salary for ages, but nothing has happened.

时态、语态答题思路：

(1)先根据选项的区别点确定考题要点为时态，然后回到题句中寻找给出的或暗示的时间状语，缩小选择范围，进而选出正确答案；

(2)根据谓语动词与句子主语或非谓语动词与其逻辑主语的关系，确定句子是主动语态还是被动语态。

二、不定式

1.不定式做主语

(1)引导逻辑主语的介词：不定式的逻辑主语一般由介词 for 引导,但下列表示人的性格行为特征的形容词做表语时，不定式的逻辑主语则由 of 引导：

absurd, bold, brave, courageous, careful, careless, clever, wise, foolish, silly, stupid, good, nice, kind, thoughtful, considerate, greedy, generous, honest, modest, polite, rude, cruel, selfish, lazy, wicked, wrong。如：

Experts say walking is one of the best ways **for a person** to stay healthy.

It's clever **of you** to have invented such a device.

(2)不定式做主语补足语：

掌握常用不定式做主语补足语的句型。注意不定式表示的动作发生的时间，并采用相应形式。如：

be said / reported / thought / believed / known / supposed + to do sth.

2.不定式做宾语

掌握要求接不定式做宾语的动词：

afford, arrange, attempt, claim, desire, determine, expect, fail, guarantee, endeavor, intend, pledge, pretend, resolve, request, swear, tend, venture。如：

Even though the children **pretended to be** asleep, the nurses were not deceived when they came into the room.

3.不定式做定语

(1)被修饰的名词前有序数词、形容词最高级或 next, last, only, not a, the, very 等限定词时，该名词用不定式做定语。如：the first woman to set foot on the moon 第一个登上月球的女性

(2)如果其动词要求不定式做宾语，相应的名词一般用不定式做定语。如：

tendency to do → tend to do, decision to do → decide to do

This book is an attempt to help you use English and recognize how it is used.

(3)如果其形容词形式要求接不定式做补语，相应的名词一般用不定式做定语。如：

ambition to do “干……的雄心” → be ambitious to do “有雄心干……”

curiosity to do “对……的好奇心” → be curious to do “对……好奇”

ability to do “做... 的能力” → able to do “有能力做... ”

According to Darwin, random changes that enhance a species' **ability to survive** are naturally selected and passed on to succeeding generation.

(4)表示方式、原因、时间、机会、权利等名词用不定式做定语，这些名词包括：

way, method, reason, time, place, chance, occasion, opportunity, evidence, power, right, movement, drive (运动), effort 等。如：I worked so late in the office last night that I hardly had time to catch the last bus.

We appreciate your efforts to bring about a comprehensive solution to the existing problem.

(5)不定代词 something, nothing, little, much, a lot 习惯上用不定式做定语。如：

Though we have made great progress, there is still much to be improved.

4.不定式做状语

不定式做状语主要表示目的、程度、结果、方式。

(1)in order to(do), so as to(do)结构引导目的状语，so as to 不能置于句首。如：

(2)so...as to, such...as to, enough...to, too...to 结构做程度状语。如：

The solution works only for couples who are self-employed, don't have small children and get along well enough to spend most of their time together.

The vocabulary and grammatical differences between British and American English are so trivial and few as hardly to be noticed.

(3)不定式做结果状语只能出现在句子的末尾，表示不愉快的结果，有时用 only 加强语气。

常见的不定式动词有 find, hear, see, be told, form, give, make, produce 等。如：

Greatly agitated, I rushed to the apartment and tried the door, only to find it locked.

(4)not/never too... to, too... not to, but/only too...to, too ready/eager/apt/inclined to 表示肯定意义。如：

I am **only too pleased to hear** from you further. 能再听到你的消息，我太高兴了。

三、动名词

1.必须接动名词做宾语的动词

牢记下列要求接动名词做宾语的动词：

acknowledge, advocate, anticipate, appreciate, avoid, admit, confess, consider, delay, deny, enjoy, escape, excuse, fancy, favor, finish, forgive, imagine, involve, justify, mention, pardon, practice, postpone, recall, recollect, risk, resist, suggest, tolerate。如：

I appreciate having been given the opportunity to study abroad two years ago.

2. 动名词做介词短语

考生尤其要识别下列短语中的 to 是介词，不是不定式符号：

object to, resort to, react to, contribute to, look forward to, be accustomed to, be committed to, be exposed to, be subjected to, be devoted to, be dedicated to, be opposed to, be reconciled to, be contrary to, be (get) used to, come close to, get down to, give oneself up to, prefer...to, see to, set to, take to, in addition to, with regard to, with a view to, on the way to. 如：

四、分词

分词起形容词和副词的作用，在句中做定语或状语。在概念上应清楚：

- 现在分词表示主动，表示动作在进行。
- 过去分词表示被动，表示动作结束了的状态或结果。

1. 分词做定语，弄清现在分词与过去分词的区别

分词短语做定语相当于省略了的定语从句，考生应掌握：

(1) 现在分词与被修饰词之间具有主动意义。如：

It's easy to blame the decline of conversation on the pace of modern life and on the vague changes taking place in our ever-increasing world. (相当于 the changes which take place...)

There was a very interesting remark in a book by an Englishman that I read recently giving what he thought was a reason for this American characteristic. (相当于 which gave...)

How many of us attending, say, a meeting that is irrelevant to us would be interested in the discussion?

(相当于 How many of us who will attend...)

(2) 过去分词与被修饰词之间具有被动意义。如：

Good news was sometimes released prematurely, with the British recapture of the port announced half a day before the defenders actually surrendered. (相当于 ...recapture of the port which had been announced...)

Just as the value of a telephone network increases with each new phone added to the system, so does the value of a computer system increase with each program that turns out. (相当于 ...each new phone which is added to...)

The author gave a detailed description based on his personal observation of nature.

(相当于 ...description which was based on...)

(3) 下列不及物动词也以过去分词形式做定语或表语，但不具有被动意义：

deceased, departed, elapsed, faded, fallen, gone, grown-up, retired, returned, risen, set, vanished, much-travelled, newly arrived, recently come。如：

an escaped prisoner 一个逃犯 a retired worker 一位退休工人

a faded curtain 一个褪了色的窗帘 a newly arrived student 一个新来的学生

2.分词做状语，注意区分分词的一般式与完成式

(1)表示时间，多置于句首，注意如果分词表示的动作的时间先于谓语动词，要用完成式。如：

Having completed one task, we started on another one. (complete 先于 start 之前发生)

(2)表示原因，置于句首句尾均可，根据情况有时要用完成式，有时用一般式。如：

He wasn't asked to take on the chairmanship of the society, being considered insufficiently popular with all members.

There seemed little hope that the explorer, having been deserted in the tropical forest, would find his way through it.

(3)表示伴随、方式，置于句尾，用分词的一般式。如：

Helen borrowed my dictionary the other day saying that she would return it soon.

Anna was reading a piece of science fiction, completely lost to the outside world.

(4)表示结果，置于句尾，用分词的一般式。如：The city found itself in a crisis situation last summer when the air conditioning on dozens of the new buses broke down, them unusable.

(5)表示补充说明(同位)，置于句尾，用分词的一般式。如：The article opens and closes with descriptions of two news reports, each making one major point in contrast with the other.

Ford tried dividing the labor, each worker assigned a separate task.

3.分词的独立主格结构

分词的逻辑主语一般为句子的主语，否则分词短语要有自己的逻辑主语，称为分词独立主格结构。分词独立主格结构只是句子的一个部分。如：

All flights having been canceled because of the snowstorm, we decided to take the train.

Darkness setting in, the young couple lingered on merrymaking.

五、非谓语动词的其他考点

1.接不定式或动名词做宾语都可以，但在意思上有区别的动词的用法

mean to do 想要(做某事)

propose to do 打算(做某事)

<i>mean doing</i> 意味(做某事)	<i>propose doing</i> 建议(做某事)
<i>forget to do</i> 忘记(要做的事)	<i>remember to do</i> 记得(要做某事)
<i>forget doing</i> 忘记(已做的事)	<i>remember doing</i> 记得(已做过的事)
<i>go on to do</i> 继而(做另一件事)	<i>stop to do</i> 停下来去做另一件事
<i>go on doing</i> 继续(做原来的事)	<i>stop doing</i> 停止正在做的事
<i>regret to do</i> (对将要做的事)遗憾	<i>regret doing</i> (对已做过的事)后悔

2.不定式的习惯用法

句型：*cannot help but do* *cannot but do*
cannot choose but do *can do nothing but do*
have no choice/alternative but to do

上述句型的意思接近，即“不得不做”、“不禁做”、“不由自主地做”、“不能不做”、“只能做”。如：

Nobody can help but be fascinated by the world into which he is taken by the science fiction.

When I consider how talented he is as a painter, I cannot help but believe that the public will appreciate his gift.

3.动名词的习惯用法

句型：*be busy/active doing sth.* *have difficulty/trouble/problem doing sth.*
It's no good/use/picnic doing sth. *have a good/great/wonderful time doing sth.*
spend/waste time doing sth. *There is no point/sense/harm/ use doing sth.*
cannot help doing sth. *There is no doing sth.*

I know it isn't important but **I can't help** thinking about it.

Alice was having trouble controlling the children because there were so many of them.

There is no use crying over spilt milk.

4.there be 非谓语动词的用法

(1)做宾语时取决于谓语动词的持续要求。如：

The students expected there to be more reviewing classes before the final exams.(expect 要求接不定式做宾语)

(2)做目的状语或程度状语时用 for there to be，做其他状语用 there being。如：

For there to be successful communication, there must be attentiveness and involvement in the discussion itself by all present. (for there to be... 在句中做目的状语)

It isn't cold enough for there to be a frost tonight, so I can leave Jim's car out quite safely.

(for there to be... 在句中做程度状语)

There being no further questions, we'll stop here today. (there being... 做原因状语)

(3)引导主语用 for there to be。如： It is unusual for there to be no late comers today.

(4)做除 for 外的介词宾语，用 there being。如：

He would always ignore the fact of there being such a contradiction in his inner thought.

六、虚拟语气

1.主从句谓语动词的时态

(1)掌握主从句谓语动词的规范搭配：

	主句	从句
与现在事实相反	would/情态动词过去式+do	were (不分人称)/did
与过去事实相反	would/情态动词过去式+have done	had done
与将来事实相反	would/情态动词过去式+do	should do / were to do

如： If the doctor had been available, the child could not have died.

There is a real possibility that these animals could be frightened, should there be a sudden loud noise.

(2)区分主从句表示的不同时间概念：

主从句谓语动词所指时间不同，这叫做错综时间条件句，动词形式应根据实际情况来调整。如：

Had it not been for the timely investment from the general public, our company would not be so thriving as it is.

(主句与现在事实相反，从句与过去事实相反)

Had Paul received six more votes in the last election, he would be our chairman now.

(主句与现在事实相反，从句与过去事实相反)

(3)识别事实和假设混合句：

Your math instructor would have been happy to give you a make-up examination had you gone and explained that your parents were ill at the time.

(句子前半部分为假设情况，而“父母病了”是事实)

I would have gone to visit him in the hospital had it been at all possible, but I was fully occupied the whole of last week.

(前半部分为假设，后半部分是事实)

2.名词性从句的虚拟形式

名词性从句是指宾语从句、主语从句、表语从句和同位语从句。从句的谓语动词需用(should+)动词原形表示虚拟。考生应熟悉：

(1)下列动词做谓语时，that 宾语从句中的动词用虚拟形式：

desire, advise, recommend, command, direct, order, ask, demand, request, require, insist, maintain, move, propose,

prefer, urge, vote。如：

In the past men generally preferred that their wives work in the home.

I move that he be discharged for his serious mistake.

(2)下列形容词和分词做表语或补语时，that 主语从句中动词用虚拟形式：

advisable, desirable, insistent, preferable, urgent, appropriate, compulsory, crucial, essential, imperative, important, necessary, obligatory, possible, probable, proper, vital, advised, arranged, commanded, demanded, desired, ordered, proposed, recommended, requested, required, suggested。如：

The board deem it urgent that these files should be printed right away.

It is essential that all these figures be checked twice.

(3)下列名词接同位语从句或表语从句时，从句中动词用虚拟形式：

insistence, preference, recommendation, suggestion, proposal, motion, desire, requirement, request, order, necessity, importance, regulation, rule, resolution, understanding。如：

John Wagner's most enduring contribution to the study of Afro-American poetry is his insistence that it be analyzed in a religious, as well as worldly, frame of reference.

They keep telling us it is of utmost importance that our representative be sent to the conference on schedule.

3.含蓄虚拟条件句的谓语动词形式

含蓄虚拟语气是指假设条件不通过 if 从句表达，而是暗含在其他结构中。考生应熟悉：

(1)连词 *but, but that, or, or else*；副词 *otherwise, unfortunately* 等表示转折假设。如：

A safety analysis would have identified the target as a potential danger. Unfortunately, it was never done.

Victor obviously doesn't know what's happened; otherwise he wouldn't have made such a stupid remark.

(2)介词短语暗含假设条件，常用的有：*without, but for, under more favorable conditions* 等。如：

But for the English examination I would have gone to the concert last Sunday.

(3)*intended/meant/hoped/wished/plann* 或 *was/were* + 不定式完成式或 *had intended/meant/planned/hoped/wished* + 不定式一般式暗示虚拟语气。如：I intended to have called on you, but I was busy at that time.

(4)情态动词完成式暗示虚拟语气。如：I should have called to make an airline reservation, but I didn't.

4.常用虚拟形式的句型

(1)从句中动词用过去式或过去完成式表示虚拟的句型：

would rather would as soon as though suppose...

had rather would sooner as if supposing...

If only... It is (high) time that...(从句中动词只用过去式)

如： His wife would rather they didn't talk about the matter any more.

I'd rather you went by train, because I can't bear the idea of your being in an airplane in such bad weather.

If I were in a movie, then it would be about time that I buried my head in my hands for a cry.

My father always talks as though he were addressing a public meeting.

(2) If it were not for... (与现在事实相反)

If it had not been for... (与过去事实相反) 相当于 but for。如：

If it had not been for his help (= but for his help), we would not have succeeded.

(3) If only... 谓语动词视情况选用适当的形式。如：

If only the committee would approve the regulations and put them into effect as soon as possible.

(4) lest/for fear that/in case 从句谓语用(should+)动词原形。如：

The mad man was put in the soft-padded cell lest he injure himself.

(5) whether...or... 有时谓语用 be 的原形，引导让步虚拟从句，这种用法经常采用倒装结构。如：

Church as we use the word refers to all religious institutions, be they Christian, Islamic, Buddhist, Jewish, and so on.

The business of each day, be it selling goods or shipping them, went quite smoothly.

七、情态动词

注意情态动词完成式的用法有两方面的含义：

1. 表示已经发生的情况

(1) must have + 过去分词，表示对已发生情况的肯定推测，译为“（昨天）一定……”。如：

My pain must have been apparent the moment I walked into the room, for the first man I met asked sympathetically: "Are you feeling all right?"

(2) can't/couldn't have + 过去分词，表示对已发生情况的否定推测，译为“（昨天）一定没……”。如：

Mary couldn't have received my letter; otherwise she would have replied before now.

(3) may/might have + 过去分词，表示对已发生的事情做不肯定、可能性很小的推测，或事实上根本没发生，译为“也许……”。如： At Florida Power's Crystal River plant, a potentially serious leakage of radioactive water may have been unknowingly caused by an electrician.

2. 表示虚拟语气

(1) needn't have + 过去分词，表示做了不必做的事，译为“其实没必要……”。如：

As it turned out to be a small house party, we needn't have dressed up so formally.

(2)should /should not have +过去分词,表示应该做某事但实际上未做,或本不应该做但实际上做了,译为“本(不)应该……”。如: I regret having left the work unfinished; I should have planned everything ahead carefully.

(3)ought to have+过去分词,表示动作按理该发生了,但实际上未发生,译为“该……”,与 should 的完成式含义类似。如:

The porter ought to have called the fire-brigade as soon as he saw the fire in the stock, which went up in smoke.

(4)could have+过去分词,表示过去本来可以做但却未做,译为“完全可以……”。如:

What you said is right, but you could have phrased it more tactfully.

(5)may/might have + 过去分词,表示过去可以做但实际未做,译为“(那样)也许会……”。如:

It might have been better to include more punchy statistics and photos of equipment in the introduction to further assist first-time office automation managers.

3.几个情态动词常考的句型

(1)may/might (just) as well “不妨,最好”,与 had better 相近。如:

Since the flight was cancelled, you might as well go by train.

(2)cannot/can't...too... “越……越好,怎么也不过分”。注意这个句型的变体 cannot...over...。如:

You cannot be too careful when you drive a car.

The final chapter covers organizational change and development. This subject cannot be overemphasized.

(3)usedn't 或 didn't use to 为 used to (do)的否定式。

(4)should 除了“应该”一层意思外,大纲还规定要掌握其“竟然”的意思。如:

I didn't expect that he should have behaved like that.

八、形容词、副词及其比较级

1.形容词的句法功能

形容词在句中做定语、表语和主语。考生应注意:

(1)以 “a” 开头的形容词如 alone, alike, asleep, awake 等不能做前置定语,可做表语或后置定语。

(2)某些以副词词缀 “-ly” 结尾的词是形容词,如 friendly, leisurely, lovely 等。

(3)下列动词既是实义动词又是系动词,注意用做系动词时,要求形容词做表语: remain, keep, become, get, grow, go, come, turn, stay, stand, run, prove, seem, appear, look。

2.考比较级时,考生应把握

(1)形容词和副词比较级的形式是否和比较连词对应出现，即是否符合原级比较及比较级的结构。如：

Do you enjoy listening to records? I find records are often as good as, or better than an actual performance.

On the whole, ambitious students are more likely to succeed in their studies than are those with little ambition.

(2)比较的成分是否属于同类事物或同类概念。如：

The number of registered participants in this year's marathon was half that of last year's.

Young readers, more often than not, find the novels of Dickens far more exciting than Thackeray's.

(3)比较级的修饰语如 a little, a lot, the, any, even, far, hardly, lots, much, rather, 还有表示倍数比较的词等，

他们的位置是：修饰语+as...as..., 或修饰语+more...than...。如：

Smoking is so harmful to personal health that it kills seven times more people each year than automobile accidents.

“Do you regret paying five hundred dollars for the painting?” “No, I would gladly have paid twice as much for it.”

(4)下列词和短语不用比较级形式却表示比较概念：

inferior, minor, senior, prior, prefer to, superior, major, junior, preferable, differ from, compared with, in comparison with, different from, rather than. 如：Their watch is superior to all the other watches on the market.

3.最高级形式应注意的问题

比较级形式表示最高级意义时，比较对象的范围应用：

any other + 单数名词

the other + 复数名词

the others

anyone/anything else

上述词是用来将比较级结构转变成最高级意义的关键词语，切不可遗漏，否则会造成逻辑混乱的错误。如不能说：John runs faster than anyone. 注意与汉语表达的不同。

4.有关比较级的特殊句型

(1)not so much...as... 与其说... 不如说...

The chief reason for the population growth isn't so much a rise in birth rates as a fall in death rates as a result of improvements in medical care.

(2)no/not any more...than... 两者一样都不... The heart is no more intelligent than the stomach, for they are both controlled by the brain.

There is no reason they should limit how much vitamin you take, any more than they can limit how much water you drink.

(3)no /not any less...than... 两者一样都She is no less beautiful than her sister.

(4)just as...so....正如... ..,也(用倒装结构)Just as the soil is a part of the earth, so is the atmosphere.

九、平行结构

1.注意比较结构中相比较的内容在语法形式上是否相同。如：

It is better to die on one's feet than to live on one's knees.

Despite the temporary difficulties, the manager prefers increasing the output to decreasing it.

2.其他具有并列或比较意义的短语。

(1)rather than, let alone 虽不是并列连词，但在结构上连接两个语法形式相同的成分。如：

We are taught that a business letter should be written in a formal style rather than in a personal style.

For the new country to survive, let alone for its people to enjoy prosperity, new economic policies will be required.

(2)如果平行的两个成分在形式上是介词短语，而且介词相同，一般说来第二个介词不要省略。如：

At times, more care goes into the composition of newspaper and magazine advertisements than into the writing of the features and editorials.

十、代词

1.与所指代的名词在性、数、格上是否一致

如： Each cigarette a person smokes does some harm, and eventually he may get a serious disease from its effect.

It was during the 1920's that the friendship between the two American writers Hemingway and Fitzgerald reached its highest point.

2.that 的指代作用

that 指代不可数名词和单数可数名词(如是复数，用 those)，后面通常跟有修饰语，如出现在比较结构中的 that of。如： Conversation calls for a willingness to alternate the role of speaker with that of listener, and it calls for occasional “digestive pauses” by both.

No bread eaten by man is so sweet as that earned by his own labor.

3.one 的指代作用

one 指代不确指的单数可数名词，复数为 ones。the one 指代确指的单数可数名词。如：

A good writer is one who can express the commonplace in an uncommon way.

十一、主谓一致问题

1. 主语与谓语之间有定语从句或其他结构修饰，所以距离较远，考生易误认主语。如：

The amount of pressure which the materials are subject to affects the quality of the products.

2. 关系代词做主语的定语从句中，谓语的数要与先行词一致。如：

Despite much research, there are still certain elements in the life cycle of the insect that are not fully understood.

There are many valuable services which the public are willing to pay for, but which do not bring a return in money to the community.

3. 动名词短语、不定式短语、名词性从句做主语，谓语用单数。如：

Buying clothes is often a time-consuming job because those clothes that a person likes are rarely the ones that fit him or her.

To understand the situation completely requires more thought than has been given thus far.

4. 主语带有(together/along)with, such as, as well as, accompanied by, including, rather than 等附加成分，谓语的数不受附加成分的影响。如：

The president of the college, together with the deans, is planning a conference for the purpose of laying down certain regulations.

5. 表示时间、距离、金额、重量、面积、体积、容积等度量的名词短语做主语时，谓语用单数。

6. 某些固定结构中谓语的数：

a great many + 可数名词复数 谓语用复数

many a + 可数名词单数 谓语用单数

a number of + 可数名词复数 谓语用复数

the number of + 可数名词复数 谓语用单数

the majority of + 可数名词复数 谓语用复数

each/every + 可数名词单数 谓语用单数

neither/either of + 可数名词复数 谓语用单数

more than one + 可数名词单数 谓语用单数

one and a half + 可数名词复数 谓语用单数

the greater part of / a large proportion of / 50% of / one third of / plenty of / the rest of

谓语的数与 of 后面的名词一致

十二、倒装结构

1. 下列否定词及含有否定意义的词组修饰状语时，若置于句首，句子的主谓要部分倒装

never, no, neither, not only, hardly, scarcely, little, seldom, rarely, not until, nowhere, at no time, on no account, in no respect, in no sense, by no means, in no way, no longer, no less, no more, no sooner than, under no circumstances, in vain, still less. 如：

Not only is its direct attack on their discipline, it bypasses the essence of what sociologists focus on.

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

2. 以 **only** 修饰状语开头的句子，句子的主谓要部分倒装

Only when you have obtained sufficient data can you come to a sound conclusion.

3. 以下列副词或短语开头的句子，句子的主谓要部分倒装

often, so, well, to such a degree, to such an extent, to such extremes, to such a point, many a time. 如：

So involved with their computers do the children become that leaders at summer computer camps often have to force them to break for sports and games.

4. 以下列副词开头的句子，句子的主谓要全部倒装

(1) 出于修辞需要，表示方向的副词：*out, down, in, up, away, on.* 如：

Down jumped the burglar from the tenth floor when he heard someone shouted at him.

(2) 出于习惯用法：*here, there, now, thus, hence, then.* 如：

Now is your turn. There goes the bell.

5. 让步从句的倒装

(1) *as* 引导让步状语从句，必须采用倒装结构，但不是主谓倒装，而是将被强调的内容置于句首。如：

Much as I have traveled, I have never seen anyone to equal her, in thoroughness, whatever the job.

(2) 出现在句型 *be+主语+其他, come what may* 中。如：

Our civilization has accumulated an incredible amount of knowledge—be it scientific or artistic.

The business of each day, be it selling goods or shipping them, went quite smoothly.

Come what may, I'll be on your side.

6. 比较从句的倒装

as, than 引导的比较从句中，如果主语是名词短语且较长，经常采用倒装结构(不倒装也可以)。注意：这种结构主语一般为名词，如果是代词则不倒装。如：

Hydrogen burns much more cleanly than do other fuels and is easy to produce.

Reading is to the mind as is exercise to the body.

十三、复合句——形容词性(定语)从句

关系代词/副词		先行词	在从句中的作用
关系代词	who	指人	主语
	whom		宾语（可省）
	that	指人或物	主语/宾语（宾语时可省）
	whose		定语
	which	指物	主语/宾语
关系副词	when	表示时间 的名词	时间状语
	where	表示地点 的名词	地点状语
	why	reason	原因状语

1.尤其要注意 whose 的用法

whose 在从句中做定语，修饰名词。所以，如果关系代词后面紧接的是名词，且关系代词又不在从句中做主语或宾语，那么，这个关系代词就应该是 whose。如：

2.介词 + which 的用法

如果从句中主宾成分齐全，考生便可考虑关系代词是否在从句中做状语，而状语通常用介词短语充当，于是可以得知，关系代词前面应有介词，再分析所给的选项，根据与名词的搭配作出正确选择。如：

We are not conscious of the extent to which work provides the psychological satisfaction that can make the difference between a full and an empty life.

3.as 与 which 用作关系代词的区别

- (1)as 与 the same, such, so, as 等关联使用。如：As the forest goes, so goes its animal life.
- (2)as 和 which 都可以引导非限定性定语从句，但 as 在句中的位置比较灵活，可出现在句首、句中、句末，

而 which 只能出现在句末，尤其是当先行词是整个句子时。如：

As is true in all institutions, juries are capable of making mistakes.

As is generally accepted, economic growth is determined by the smooth development of production.

常见的这类结构有：as has been said before, as has been mentioned above, as can be imagined, as is known to all, as has been announced, as can be seen from these figures, as might/could be expected, as is often the case, as has been pointed out, as often happens, as will be shown 等。

4.关系代词 that 与 which 用于引导定语从句的区别

(1)如果关系代词在从句中做宾语，用 that, which 都可以，而且可以省略；

(2)先行词是不定代词 anything, nothing, little, all, everything 时，关系代词用 that；

(3)先行词由形容词最高级或序数词修饰或由 next, last, only, very 修饰时，用 that；

(4)非限定性定语从句只能用 which 引导；

(5)关系代词前面如果有介词，只能用 which。

5.but 做关系代词，用于否定句，相当于 who...not, that...not

这个结构的特点是主句中常有否定词或含有否定意义的词。如：

There are few teachers but know how to use a computer.

There is no complicated problem but can be solved by a computer.

十四、复合句——名词性从句

一个句子起名词的作用，在句中做主语、宾语 / 介词宾语、表语、同位语，那么这个句子就是名词性从句。

1.what/whatever 的用法

考生应把握：what 是关系代词，它起着引导从句并在从句中担当一个成分这两个作用。如：

They lost their way in the forest, and what made matters worse was that night began to fall.

(what 既引导主语从句又在从句中做主语)

Water will continue to be what it is today—next in importance to oxygen.

(what 既引导表语从句又在从句中做表语)

2.whoever 和 whomever 的区别

whoever 和 whomever 相当于 anyone who，用主格与宾格取决于其在从句中做主语还是做宾语。如：

They always give the vacant seats to whoever comes first.

(whoever 在从句中做主语)

3.有关同位语从句的问题

(1)引导词通常为 that, 但有时因名词内容的需要, 也可由 whether 及连接副词 why, when, where, how 引导。that 不表示任何意义, 其他词表示时间、地点、原因等。如:

The problem, where I will have my college education, at home or abroad, remains untouched.

(2)同位语从句有时与先行词隔开, 注意识别。如:

Evidence came up that specific speech sounds are recognized by babies as young as 6 months old.

4.whether 与 if 在引导名词性从句时的区别

(1)主语从句只能用 whether 引导;

(2)whether 一般多用于宾语从句的肯定式, 而 if 引导的从句可以有否定式;

(3)whether or not 可以连在一起用, 而 if or not 则不能, or not 只能放在句末;

(4)whether 可以引导介词宾语从句, if 则不能;

(5)宾语从句提至谓语前面时, 只能用 whether 引导;

(6)在 question, ask 后面一般只用 whether, question 的同位语从句也用 whether 引导;

(7)后接不定式时, 只能用 whether。

5.动词 believe, expect, fancy, imagine, suppose, think 后的宾语从句如为否定式, 一般将否定词转移到主句谓语上。

十五、复合句——副词性(状语)从句

副词在句中起状语作用, 故如果起状语作用的部分为一个句子, 那么该句便是副词性从句, 也称状语从句。

状语从句可细分为: 时间、地点、条件、原因、让步、目的、结果、比较、方式等。

状语从句的测试重点为: 考查考生对主从句之间逻辑意义关系的把握, 看其是否能选择正确的从属连词。

1.条件状语从句的常考知识点

(1)if 与 unless 的用法。

if 和 unless 都是引导条件状语从句的连词, 考生应尤其注意 unless 的用法, 因为它表示反面条件, 相当于 if not “如果不”、“除非”。如:

In debating, one must correct the opponent's facts, deny the relevance of his proof, or deny that what he presents as proof, if relevant, is sufficient.

(2)复合连词 as long as, so long as, as far as, on condition that, in the event that; 动词及分词 provided(that), providing(that), given that, suppose/supposing(that), assuming, say 等引导条件状语从句。如:

You can arrive in Beijing earlier for the meeting provided you don't mind taking the night train.

Assuming he is diligent in his studies at ordinary times, he is sure to pass the test.

In the event that she has not been informed, I will tell her. (如果... ..)

You can go swimming on condition that you don't go too far from the river bank. (如果... ..)

Suppose it rained, we would still go. (假如... ..)

Say it were true, what would you do about it? (假如... ..)

(3)祈使句表示条件。如： Dress warmly, or else you'll catch cold.

Talk to anyone in the drug industry, and you'll soon discover that the science of genetics is the biggest thing to hit drug research since penicillin was discovered.

2.让步状语从句的常考知识点

(1)as 引导让步从句，要求用倒装结构，把强调的部分置于句首。如：

Much as he likes her, he does get irritated with her sometimes.

Humble as it may be, there is no place like home.

(2)while 引导让步从句。如：

Everybody cheats a little, some psychologists say, while others insist that most people are basically honest and some wouldn't cheat under any circumstances.

(3)复合连接词 for all that 和分词 granting/granted(that)引导让步从句。如：

Granted you have made much progress, you should not be conceited.

For all that computers can provide us with great help, they shouldn't be seen as substitutes for fundamental thinking and reasoning skills.

3.时间状语从句的常考知识点

(1)before 表示汉语的“只有/必须... ..才能”。如：

New ideas sometimes have to wait for years before they are fully accepted.

(2)when 引导时间从句时，如果出现在后半句，则表示“这/那时突然”。如：

I have just started back for the house to change my clothes when I heard the voices.

(3)when it comes to 是习惯用法，意为“当谈到... ..时”。如：

Doing your homework is a sure way to improve your test scores, and this is especially true when it comes to classroom tests.

(4)名词短语、介词短语 each /every time, the moment/second/minute, in the time, by the time 起连词作用。如：

I hope her health will have improved greatly by the time we come back next year.

My pain must have been apparent the moment I walked into the room, for the first man I met asked

sympathetically: “Are you feeling all right?”

Mercury’s velocity is so much greater than the Earth’s that it completes more than four revolutions around the Sun in the time it takes the Earth to complete one.

(5)副词 directly, immediately, instantly, now 引导时间从句, 相当于 as soon as。如:

The policemen went into action directly they heard the alarm.

4.原因状语从句的常考知识点

(1)in that 引导原因从句时,有时翻译成“是因为”、“就在于”。如:

Advertising is distinguished from other forms of communication in that the advertiser pays for the message to be delivered.

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

(2)now that 表示“既然”; seeing that, considering 表示“鉴于”、“考虑到”。如:

Now that we have all the material ready, we should begin the new task at once.

He did poorly in the examinations, considering how hard he had tried for them.

Seeing that she is lawfully old enough to get married, I don’t think you can stop her.

其他引导原因状语从句的连接词语还有: for the (simple) reason that, by reason that, on the grounds that, in as much as, in so far as 等。

5.while, whereas 引导对比从句

如: While the teenage population in the United States has declined over the past decade, violent crimes committed by juveniles have sharply increased.

A baby might show fear of an unfamiliar adult, whereas he is likely to smile and reach out to another infant.

6.so...that..., with the result that, so much so that 引导结果状语从句

如: Over the years, a large number of overseas students have studied at that university with the result that it has acquired substantial experience in dealing with them.

He himself believed in freedom, so much so that he would rather die than live without it.

7.in order that, in case, for fear that, lest (用虚拟语气) 引导目的状语从句

如: Give me your telephone number, in case I need your help.

Helen listened carefully in order that she might discover exactly what John wanted.

8.where 作为连接副词的一种用法, 翻译为“在...地方”

如: In Japan, a person’s capabilities are not forced into an inflexible specialty. Where there is willingness and intelligence, there is a place within the company to try and to succeed.

第二部分：必备词组

1. abide by(=be faithful to ; obey)忠于； 遵守。
2. be absent from.... 缺席， 不在
3. absent-minded(=being absent-minded) 心不在焉
4. absorb(=take up the attention of)吸引...的注意力(被动语态)be absorbed in 全神贯注于...近
be engrossed in ; be lost in ; be rapt in ;be concentrated on ; be focused on ; be centered on
5. (be) abundant in(=be rich in; be well supplied with) 富于,富有
6. access(to) (不可数名词) 能接近,进入,了解
7. by accident(=by chance, accidentally)偶然地,意外. Without accident(=safely) 安全地,
8. of one's own accord(=without being asked; willingly; freely)自愿地 ,主 动地

9. in accord with 与...一致 . out of one's accord with 同....不一致
10. with one accord (=with everybody agreeing)一致地
11. in accordance with (=in agreement with) 依照,根据
12. on one's own account 1) 为了某人的缘故, 为了某人自己的利益 2) (=at one's own risk) 自行负责 3) (=by oneself)依靠自己 on account 赊账; on account of 因为; on no account 不论什么原因也不;of ...account 有.....重要性.
13. take...into account(=consider)把...考虑进去
14. give sb. an account of 说明, 解释 (理由)
15. account for (=give an explanation or reason for) 解释, 说明.
16. on account of (=because of) 由于,因为.
17. on no account(=in no case, for no reason)绝不要,无论如何不要(放句首时句 子要倒装)
18. accuse...of...(=charge...with; blame sb. for sth. ; blame sth. on sb. ; complain about) 指控,控告
19. be accustomed to (=be in the habit of, be used to)习惯于.
20. be acquainted with(=to have knowledge of) 了解; (=to have met socially) 熟悉
21. act on 奉行,按照...行动; act as 扮演; act for 代理
22. adapt oneself to(=adjust oneself to) 使自己适应于
23. adapt...(for) (=make sth. Suitable for a new need) 改编, 改写(以适应新的需要)
24. in addition (=besides) 此外, 又, 加之
25. in addition to(=as well as, besides, other than)除...外
26. adhere to (=abide by, conform to, comply with, cling to, insist on, persist in, observe, opinion, belief) 粘附; 坚持, 遵循
27. adjacent(=next to, close to) 毗邻的, 临近的
28. adjust..(to) (=change slightly)调节; 适应;
29. admit of (=be capable of, leave room for) ...的可能, 留有...的余地.
30. in advance (before in time) 预告, 事先.
31. to advantage 有利的,使优点更加突出地.
32. have an advantage over 胜过. have the advantage of 由于...处于有利条件 have the advantage of sb.知道某人所不知道的事

33. take advantage of (=make the best of, utilize, make use of, profit from, harness)利用.
34. agree with 赞同(某人意见) agree to 同意
35. in agreement (with) 同意, 一致
36. ahead of 在...之前, 超过...; ahead of time 提前.
37. in the air 1)不肯定, 不具体. 2)在谣传中.
38. above all (=especially, most important of all) 尤其是, 最重要的.
39. in all (=counting everyone or everything, altogether) 总共, 总计
40. after all 毕竟,到底; (not) at all 一点也不; all at once(=suddenly)突然; once and for all 只此一次; above all 最重要的; first of all 首先; all in all 大体上说; be all in 累极了; all but 几乎.
41. allow for (=take into consideration, take into account) 考虑到, 估计到 .
42. amount to (=to be equal to) 总计, 等于.
43. answer for (undertake responsibility for, be liable for, take charge for) 对...负责.
44. answer to (=conform to) 适合,符合.
45. be anxious about 为...焦急不安; 或 anxious for
46. apologize to sb. for sth. 为...向...道歉
47. appeal to sb. for sth. 为某事向某人呼吁. appeal to sb. 对某人有吸引力
48. apply to sb. for sth. 为...向...申请 ; apply for 申请; apply to 适用.
49. apply to 与...有关;适用
50. approve of (=consent to, be in favor of, favor, agree to, consider good, right) 赞成, approve vt. 批准
51. arise from(=be caused by) 由...引起.
52. arrange for sb.sth. to do sth. 安排...做...
53. arrive on 到达; arrive at 到达某地(小地方);得出,作出; arrive in 到达某地(大地方);
54. be ashamed of (=feel shame, guilt or sorrow because of sth. done) 以... 为羞耻
55. assure sb. of sth. (=try to cause to believe or trust in sth.) 向...保证, 使...确信.
56. attach(to) (=to fix, fasten; join) 缚, 系 ,结
57. make an attempt at doing sth. (to do sth.) 试图做...
58. attend to (=give one's attention, care and thought)注意,照顾;attend on(upon)(=wait upon, serve, look after) 侍候,照料

59. attitude to toward ...对...的态度.看法
60. attribute...to...(=to believe sth. to be the result of...)把..归因于.., 认为..是..的结果
61. on the average (=on average, on an average) 平均
62. (be) aware of (=be conscious of, having knowledge or consciousness)意识到,知道.
63. at the back of (=behind) 在...后面
64. in the back of 在...后部(里面); on the back of 在...后部(外面); be on one's back(=be ill in bed) 卧病不起.
65. at one's back(=supporting or favoring sb.) 支持,维护; have sb. at one's back 有...支持, 有...作后台
66. turn one's back on sb. (=turn away from sb. in an impolite way) 不理睬(某人),背弃,抛弃
67. behind one's back 背着某人(说坏话)
68. be based on upon 基于
69. on the basis of 根据..., 在...基础上
70. beat...at 在...运动项目上打赢
71. begin with 以...开始. to begin with (=first of all) 首先, 第一(经常用于开始语)
72. on behalf of (=as the representative of) 以...名义
73. believe in(=have faith or trust in; consider sth.sb. to be true) 相信,依赖,信仰.
74. benefit (from) 受益,得到好处.
75. for the benefit of 为了...的利益(好处)
76. for the better 好转
77. get the better of (=defeat sb.) 打败, 胜过.
78. by birth 在出生上,论出身,按血统 at birth 在出生时; give birth to 出生
79. blame sb. for sth. 因...责备某人 . blame sth. on sb. 把...推在某人身上
80. in blossom 开花(指树木) be in blossom 开花(强调状态) come into blossom 开花(强调动作)
81. on board 到船上, 在船上, 上火车或飞机
82. boast of (or about) 吹嘘
83. out of breath 喘不过气来
84. in brief(=in as few words as possible)简言之
85. in bulk 成批地,不散装的

86. take the floor 起立发言
87. on business 出差办事.
88. be busy with sth. 于某事 。 be busy doing sth. 忙于做某事
89. last but one 倒数第二.
90. but for (=without) 要不是. 表示假设
91. buy sth. for...money 用多少钱买
92. be capable of 能够, 有能力 be capable of being +过去分词是能够被...的
93. in any case(=for love or money, at any rate, at any price, at any cost , whatever happens; anyhow)无论如何
94. in case (=for fear that) 万一;
95. in case of (=in the event of)如果发生...万一 in the case of 至于..., 就...而言
96. in no case 在任何情况下都不(放句首倒装句)
97. be cautious of 谨防
98. center one's attention on(=focus one's attention on) 把某人的注意力集中在...上
99. be certain of (=be sure of) 有把握, 一定.
100. for certain of (=for sure)肯定地,有把握地
101. by chance(=accidentally, by accident)偶然
102. for a change 换换环境(花样等)
103. charge sb. with ...控告某人犯有...
104. in charge of (=responsible for) 负责(某事) in the charge of ...由...管
105. take charge of (=to be or become responsible for)负责管理(照顾)
106. charge...for 因...索取(费用), charge sb. with sth. 控告某人犯有...
107. round the clock(=all day and all night, usually without stopping) 昼夜不停地
108. comment on 评论
109. commit oneself to 使自己承担... commit sb. to prison 把某人送进监狱; commit one's idea to writing 把某人的想法写下来; commit a matter to a committee 把某事交给委员会讨论
110. in common (和...)有共同之处,共用. be common to sb. 是与某人所共有的
111. keep company with (=be friendly and go out together) 和...要好.
112. compare...with ... 把...与...比较

113. compare...to... 把...比作...
114. by comparison 比较起来
115. in comparison with (=in contrast to) 和...比起来
116. compensate for (=give sth. to make up for) 补偿, 赔偿, 弥补 compensate sb. for sth. 赔偿, 弥补
117. complain of (or about) 抱怨; 诉苦; 控告; complain about 抱怨某人或事情; complain to sb. about sth. (or sb.) 向某人抱怨...; complain (抱怨); complement (补充); compliment (恭维)
118. comply with (=act in accordance with a demand, order, rule etc.) 遵守, 依从
119. conceive of (think of, imagine, consider) 想象, 设想
120. concentrate on (or upon) 集中, 专心
121. be concerned with (=about) 与...有关
122. concern oneself about with 关心
123. in conclusion(=as the last thing)最后一点; at the conclusion of 当...结束时;
124. condemn sb. to 判决
125. on condition that (=if)以...为条件, 假如. in that = because 因为; now that = since 既然 for all that = although 尽管
126. in out of condition (=thoroughly healthy or fit not fit) 健康状况好不好 . in good (bad) condition 处于良好(坏)状态
127. confess(to)(=admit a fault, crime, or sth. wrong)承认, 供认; confess to a crime 承认罪行.
128. confide in (=to talk freely to sb. about one's secret) 对...讲真心话, 依赖
129. in confidence 推心置腹地; with confidence 满怀信心地; have confidence in 对...有信心
130. confidence in sb. sth. 对...的信赖
131. be confident of 有信心; confidential 机密的
132. confine...to... 把...限制在某范围内
133. confirm sb. in 使某人更坚定(信念等)
134. conform to (=be in agreement with, comply with) 符合, 遵照, 遵守; 1) obey 服从; 2) observe; 3) comply with 照...办; 4) keep to 遵循; 5) abide by 服从; 6) stick to 按..做
135. be confronted with(=be brought face to face with) 面对, 面临
136. congratulate sb. on 祝贺

137. in connection with(=with regard to)关于,

138. be conscious of(=be aware of)觉察,知道

139. consent to(=give agreement to permission)同意

140. in consequence (=as a result) 结果

141. in consequence of (=as a consequence of)由于...的结果

第三部分：阅读理解

解题技巧和应试策略：

统考试题的阅读部分中，问题的考查题型可分为细节题、正误判断题、推理题、主旨题、指代释义题和观点态度题，而其中细节题所占的比例最大，其次为正误判断题、主旨题和正误判断题，其余为指代释义题或观点态度题。

一、阅读步骤：

快速浏览文章后的问题，找出**题干中的关键词**，明确需要解决的问题，这样阅读的目的就很明确；然后带着这些问题的关键词句开始阅读，并结合以下三种阅读方法解不同的题型。

略读 (Skimming)：这种阅读方式用于快速浏览，其主要目的就是把握**全文的大意**。要按意群扫视，连贯阅读；要特别注意文章的开始段、结束段、每段的首句和结尾句以及段落之间的连接词语和文章中的信息词，它们往往是**了解文章大意的关键**。这种方法主要用于做**主旨题**。

查读 (Scanning)：这种阅读方式适于寻找具体细节，例如：**事实、数字、人物、原因、年代、方式**等。这种方法主要用于做**细节题**。

细读 (Reading for full understanding)：这种阅读方式适于某些需要**判断或思考**的问题。对于这种问题先要找到它在文章中的相关段落，然后逐句阅读，特别是对与问题有关的**关键词、关键句**要仔细推敲。

二、阅读题目解题原则：

1. 顺序出题原则
2. 逆序做题原则
3. 关键词回归定位
 - 1) 关键词的位置 一般在题干中
 - 2) 回归原位，定位答案所在句
 - 3) 关键词的特点
 - 4) 关键词的内容：
 - ①专有名词
 - ②数字
 - ③比较级和最高级
 - ④加引号词
 - ⑤名词、形容词、动词、副词短语等
 - ⑥其它

三、考题类型：

1. 正误判断题
2. 推断题
3. 主旨题

- 4. 细节题
- 5. 观点态度题
- 6. 指代释义题

（一）正误判断题

1) 命题方式

- ① According to the passage, which of the following is **(NOT) true**?

通过文章可以得出，下面哪项是（不）正确的？

- ② According to the passage, which of the following statements is **Wrong\False**?

通过文章可以得出，下面哪项是错误的表述？

- ③ Which of the following is **right\true\correct**? 下面哪项是正确的？

- ④ Which of the following is **mentioned**? 下面哪项是提到的？

- ⑤ Which of the following is **not mentioned**? 下面哪项是未被提到的？

2) 解题方法

- （1）当题干中没有关键词的时候，应用选项关键回归定位。
- （1）当题干中和选项中都有关键词的时候，题干和选项关键词共同回归定位。
- （3）综合运用多种解题技巧。

淘汰法淘汰原则和方法：

绝对化概念为错、相对化概念为对；

满足生活常识且在原文中找到依据的为对、不满足生活常识的为错；

同义选项保留原则，对立选项排除原则；

积极概念为对、消极概念为错。

（二）推断题

1) 命题方式

- ① From the passage, it can be **inferred** that... 从文章可以推论出什么？
- ② One could **conclude** from the passage that... 从文章可以得出什么结论？
- ③ This passage has probably been **taken** from ... 文章很可能是从什么地方选出的？

- ④ We can **learn from** the passage that... 从文章中我们能**学到**.....
- ⑤ The passage/the author **imply** that... 这篇文章/作者**暗示**的是.....
- ⑥ Which of the following is the author's **view on**...? 下列哪个是作者的**观点**?
- ⑦ The author's **purpose** of writing the passage is... 作者写这篇文章的**目的**是.....

2) 解题方法和注意事项

(1) 推断题的正确答案往往不是原文的照搬或照抄，而是某句话的改写，或某几句话的概括和总结，它推出来的道理，不是字面上的意义，是一个深刻的含义。

(2) 推断题是最难题，往往放在后面来做。

(三) 主旨题

1) 命题方式:

- ① What is the general **topic** of the passage? 这篇文章的**主题**是什么?
- ② The best **title** for this passage is _____. 这篇文章**最佳**的标题是_____
- ③ The **main idea** of this passage is _____. 这篇文章的**主要内容**是_____
- ④ What is the passage/article **about**? 这篇文章是**有关**什么内容的?
- ⑤ What does this passage **mainly discuss**? 这篇文章**主要讨论**的是什么?
- ⑥ The passage **intends to tell us** _____. 这篇文章**试图告诉**我们的是_____

2) 解题方法:

1. 重要句做题法：首段首句，末段末句，二段一句，各段首末句，加起来必定是文章中心思想，基本上可以得出答案，

2. 其它题目做题法： 5 道题目从本质上讲是一致关系的，不是对立关系

3. 题干高频词确定法

3) 注意事项

- (1) 位置不在第一题就最后一题。
- (2) 所有不会做题目都以往主旨题上靠。
- (3) 例证题，推理题，态度题往往可转化成主旨题，此外这些题做题也要看重要句。
- (4) 在主旨题答案中，一般不能出现数字这样细节信息，一般它对文章的主题高度概括。

（四）细节题

1) 命题方式：

文中的时间、地点、人物、数量或事实多为提问的对象（即 **when, where, who, why, how, how many/much,...**），而这些问题的表达常不采用文章中的原话提问，而是使用同义词语等。

2) 解决方法：

- （1）看准题干，查读时注意寻找与题目相关的关键词语，回归定位（答案一般都能在原文中找到）
- （2）利用常识判断
- （3）同义选项排除原则，反义选项保留原则

（五）观点态度题

1) 命题方式：

- ① How does the author **feel about**...? 作者**认为**.....怎么样？
- ② What's the author's **attitude** towards...? 作者对.....是什么**看法或态度**？
- ③ Which of the following can **best describe** the author's **attitude** towards...? 下面哪项**最能描述**作者对.....的**态度**？
- ④ The **tone** of the author is _____. 作者的**语气或态度**是什么？

2) 解题方法：

- （1）对于“作者态度”的题目，要记住它指的是作家的态度，而非文中某个人物的态度，或你的态度。
- （2）**态度题就是文章的主旨题**，首段首句、末段末句，各段首末句。
- （3）特别关注**重要句中的名词，动词形容词，副词的褒贬色彩**。
- （4）态度题和主旨题的选项表现形式不同。
- （5）常见有关态度的词：

- ① **褒义词**：positive（肯定的、积极的），optimistic（乐观的），enthusiastic（热情的），appreciative（欣赏的）useful（有用的），efficient（有效的），objective（客观公正的）cautious（审慎的）等。
- ② **贬义词**：negative（否定的、消极的），pessimistic（悲观的），disgusting（令人厌恶的），critical（批判的），disapprove（不赞成），ironic（讽刺的），subjective（主观的），arbitrary（武断的）等。
- ③ **中性词**：indifferent（漠不关心的），neutral（中立的），compromising（折衷的）等。

（六）指代释义题

1) 命题方式

- ① The word ...(Line..., Para...) most probably **refers to** _____.
- ② In this passage, ... probably **means** _____.
- ③ The word “...” could best be **replaced by** which of the following?
- ④ The word “XXX” can be best **replaced by** _____.
- ⑤ The word “XXX” is **closed to**_____. 意思上最接近哪个词

2) 解题方法

（1）**直接定义**。作者用了生词，然后马上就用一些简单的单词来解释它。这种重述就是直接定义，常见标志有连词 or，而且多用逗号与生词隔开，“refer to”，“mean”等；

（2）**同义暗示法**。作者用了一个生词的时候，一般会在下文用一个同义词来暗示这个单词的意思；

例如：Jane is **punctual**, that is, every day she comes here on time.

简很**准时**，也就是说，她每天都**准时**来这里。

分析：that is 引出对 punctual 的释义，即 on time（准时，按时）。

（3）**反义对比法**。作者通过介绍一个生词的反义词来告诉我们这个生词的意思。因此，表示**转折的联接词** **but, unlike, while, however, on the contrary** 就成了这类题目的标志词；

例如：Mary is **talkative**, but her sister is **reticent**.

玛丽很**健谈**，但她的姐姐**沉默寡言**。

分析：由 **but** 可知，两句话是相反的意思。从 talkative(健谈的)可推出 reticent（沉默寡言的）。

（4）**事例证明法**。诸如 for example, such as 之类的词组。

例如：Select any of these **periodicals**: Times, Newsweek, Reader’s Digest or The New Yorker.

从这些**期刊**中来选择：时代周刊，新闻周报，读者文摘或纽约时报。

分析：根据 Times, Newsweek, Reader’s Digest or The New Yorker 的共同点，可以得出 periodicals 的释义，即周刊，杂志。

（5）常识法

例如：The door was so low that I hit my head on the lintel.

门太低以至于我的头撞到了门梁上。

分析：根据常识我们知道门的上面应该是门梁，由此可知“lintel”的意思。

（6）**代入法**：检查词汇是否正确，代入原文，如果句子意思是正确的，文章通顺，并符合原意，就证明题做的是正确的。

四、做题顺序：

1. 简单的文章的先做：

文章短，选项也短（最简单）

2. 容易题目选做：

细节题

数字题

例证题

因果题

正误判断题

3. 难题目放后做

主旨题

推断题

观点态度题

指代释义题

此处为 13
小题 解题
之 关键 句
（红色画
线部分）。

五、例题讲解

（一）各种题型具体解题思路与分析

1. 细节题

The French Revolution broke out in 1789. At the time France was in a crisis. The government
and people's lives were miserable. King Louis XIV tried to control the national parliament and raise n
But his effort failed. He ordered his troops to Versailles. The people thought that Louis intended to put down the
Revolution by force. On July 14, 1789, they stormed and took the Bastille, where political prisoners were
kept. Ever since that day, July 14 has been the French National Day. Louis tried to flee the country in 1792 to get

此 处 为
12 小 题
解 题 之 关
键 句（蓝
色 画 线 部
分）。

support from Austria and Prussia. However, he was caught and put in prison. In September 1792, the monarchy was abolished. In the same year, Louis was executed. A few months later his wife, Marie also had her head cut off. The Revolution of France had frightened the other kings of Europe. Armies from Austria and Prussia began to march against France. The French raised republican armies to defend the nation. The Revolution went through a period of terror. Thousands of people lost their lives. In the end, power passed to Napoleon Bonaparte.

12. Which did not happen in 1789?

- A. The French Revolution broke out.
- B. The national economy was developing rapidly.
- C. The government wasn't well run.
- D. King Louis XIV was in power.

【题解】此题为细节题。根据题干“not happen in 1789”可以得知此题是对 1789 年所发生事情的考查判断，因此就需要回到原文寻找有关 1789 年所发生的事情的相关信息，文章中没有涉及到的选项就是此题的正确答案。选项 A 在文章的第一句话就提到了；选项 B 表示的是“国家经济迅速发展”，而浏览全文，无法在文章中找到与此相关的信息；选项 C 与原文中的第三句话“The government was badly run...”相对应；选项 D 中的“in power”表示当权，在朝的意思，在原文的第四句话“King Louis XIV tried to control the national parliament...”就已经表明这层含义，因此正确答案为 B 选项。

13. Where were the political prisoners kept?

- A. In Versailles.
- B. In Austria.
- C. In Prussia.
- D. In Bastille.

【题解】此题为细节题。题干用的是特殊疑问词“where”来提问，询问地点。结合题干，回到原文寻找与题干对应的地方。在原文的第八句话“On July 14, 1789, they stormed and took the Bastille, where political prisoners were kept.”中就提到了题干所要考查的地点，也就是原句中 where 引导的定语从句所修饰的词语 Bastille，因此正确答案为 D 选项。

解细节题时，要注意与题干相关的一些从句，比如定语从句，同位语从句，或者非谓语动词结构，因为往往这个时候，它所考查的就是这些句子或结构所要修饰或解释说明的名词。

例 2

Britain and France are separated by the English Channel, a body of water that can be crossed in as few as 20 minutes. But the cultures of the two countries sometimes seem to be miles apart.

此处为
22 小题
解题之关
键句（红
色画线部
分）。

D. both good and harm

40

23. The British are not so friendly to _____ and the French are not so friendly to _____.

A. Germany; America

B. America; Germany

C. Germany; Germany

D. America; America

【题解】此题为细节题。分析题干中的“friendly”这个单词，可以看出此题考查的是英国和法国分别与选项中某个国家的关系不友好。根据原文第四段的最后一句话“the British dislike France’s close relationship with Germany...the French are not happy with Britain’s close links with the US 英国不喜欢法国同德国亲密的关系……，法国对于英国与美国的亲密联系不高兴” 就可以看出此题的正确答案为 A 选项。

解题时，要注意文章中与题干中心词有关的词语或句子，比如文章中的所用的“dislike”，“not happy”所表示的意思就是此题题干所要表述的 “not so friendly”。

2. 推理题与正误判断题

例 3（见例 2 所选文章）

25. What does the last sentence mean?

A. As long as the English Channel exists, no further disagreement will form between France and Britain.

B. The English Channel can prevent anything unfriendly happening in both France and Britain.

C. France and Britain are near neighbors, and this will help balance the relationship between them.

D. The English Channel is the largest enemy between France and Britain.

【题解】此题属于推理题，是对具体某个细节的推理。此题是文章某个句子所隐含的意思的推理判断。虽然只是对具体某句话的理解，但是这也需要在充分理解整篇文章以后才能正确理解该句话在整个文章所隐含的含义，因此在解推理题时，大家一定要注意，无论是对整篇文章意思的推理判断还是对某个具体细节的推理判断，都不能脱离原文，不能凭自己的主观意愿来选择，但是答案也不会原文中明明白白地写出来，只能是隐含其中，也就是“言中所无，意中所有”，否则就不叫推理题了。

通过略读全文，可以看出文章描述的是英法两国既爱又恨的关系。通过这个描述以及文章在第二段第一句话以及尾段第一句话再次提到的两国庆祝友好协议签订 100 周年的事实可以判断出：尽管两国在某些问题上存在分歧和争议，但毕竟两国是一衣带水的邻邦，两国的关系会在争议中找到平衡点，并且两国的关系会有更进一步的发展。文章的最后一句话中 “best thing”以及一问一答，也准确的表述出是有利于两国的关系的是 English Channel。而再考查选项 A 和 B 中的 “no further disagreement”以及 “anything unfriendly”都没有准确而完整的表述出两国的关系，选项 D 是错误的表述，因此正确答案为 C 选项。

例 4

此处为 19 小题 C 选项解题之关键句（红色双横线部分）。

此处为 19 小题 A 选项解题之关键句（红色画线部分）。

此处为 19 小题 D 选项解题之关键句（蓝色波浪线部分）。

此处为 19 小题 B 选项解题之关键句（蓝色波浪线部分）。

In the United States, it is not customary to telephone someone very early in the morning. If you telephone someone very early in the day, while he is shaving or having breakfast, the time of the call shows that the matter is very important and requires immediate attention. The same meaning is attached to telephone calls made after 11:00 p.m. If someone receives a call during sleeping hours, he assumes it's a matter of life or death. The time chosen for the call communicates its importance. In social life, time plays a very important part. In the U.S.A. guests tend to feel they are not highly regarded if the invitation to a dinner party is extended only three or four days before the party date. But it is not true in all countries. In other areas of the world, it may be considered foolish to make an appointment too far in advance because plans which are made for a date more than a week away are often forgotten. The meaning of time differs in different parts of the world. Thus, misunderstandings arise between people from different cultures that treat time differently. Promptness is valued highly in American life. For example, If people are not prompt, they may be regarded as impolite or not fully responsible. In the U.S.A. if a person is 5 minutes late, he would think of keeping a business associate waiting for an hour, it would be too impolite. A person who is 5 minutes late, will say a few words of explanation, though perhaps he will not complete the sentence. (260 words)

19. Which of the following statements is true according to the passage? _____

- A. In the U.S.A guests tend to feel they are highly regarded if the invitation to a dinner party is extended only three or four days before the party date.
- B. There is no misunderstanding arising between people from different cultures about the concept of time.
- C. It may be considered foolish to make an appointment well in advance in the U.S.A..
- D. Promptness is valued highly in American life.

【题解】此题为正误判断题。题干要求是要根据文章的内容，选择选项的表述内容是正确的一个，因此这就要求大家在浏览原文的过程中要找到与四个选项所表述的内容相关的语句。选项 A 根据原文的第七句话可以准确的判定该选项表述的内容与原文不符，因为选项中表述的是“... are highly regarded”，而原文的表述为“are not highly regarded”；选项 B 在原文的第十一句话可以找到出处，可以判定与原文不符，原文的表述为“misunderstanding arise between people...”，而选项 B 的表述为“there is no misunderstanding between people...”；选项 C 根据原文的第 7—9 句话可以判定该选项表述的内容也与原文不符，因为 C 选项表述的意思为“在美国提前预约也许会被视为是愚蠢的事情”，而原文所表述的内容为在世界上的其他地区提前预约会被视为是愚蠢的，第 9 话中的“other areas of the world”是针对第 7 话中的 U.S.A.而言的，因此该选项也排除；D 选项在原文的倒数第四句话有明确的表述，因此正确选项为 D。

20. From the passage we can safely infer that _____.

- A. it's a matter of life or death if you call someone in day time
- B. the meaning of time differs in different parts of the world
- C. it makes no difference in the U.S. whether you are early or late for a business party
- D. if a person is late for a date, he needn't make some explanation

【题解】此题为推理题，是对整篇文章内容的一个推断判定。对于这种题型，我们需要在理解整篇文章内容的基础上来考查选项。选项 A 表述的内容与原文不符，它的意思为“如果在白天打电话给某人是关系生死的事情”。很明显，在文章中所表述的是在早上或晚上给某人打电话才会被认为是关系生死的事情；选项 B 所表述的内容为“在世界上的不同地方时间概念各不相同”，这点在文章的倒数第 6 句话明确表述出来了；根据文章的最后两句话可以判定选项 C 和 D 的表述错误的表述，因此正确答案为 B 选项。

例 5

How men first learnt to invent words is unknown; in other words, the origin of language is a mystery. All we really know is that men, unlike animals, somehow invented certain sounds to express thought and feelings, actions and things, so that they could communicate with each other; and that later they agreed upon certain signs, called letters, which could be combined to present those sounds, and which could be written down. Those sounds, whether spoken or written in letters, we call words.

The power of words, then, lies in their associations—the thing they bring up before our minds. Words become filled with meaning for us by experience; and the longer we live, the more certain words recall to us the glad and sad events of our past; and the more we read and learn, the more the number of words that mean something increases.

Great writers are those who not only have great thoughts but also express these thoughts in words which appeal powerfully to our minds and emotions. This charming and telling use of words is what we call literary style.

Above all, the real poet is a master of words. He can convey his meaning in words which sing like music and which by their position and association can move men to tears. We should therefore learn to choose our words carefully and use them accurately, or they will make our speech silly and vulgar.

25. Which of the following statements about the real poet is NOT true?

- A. He is no more than a master of words.
- B. He can convey his ideas in words which sing like music.
- C. He can move men to tears.

此处为 25 小题 B 和 C 选项解题之关键句（蓝色画线部分）。

此处为 25 小题 D 选项解题之关键句（绿色画线部分）。

此处为 25 小题 A 选项解题之关键句（红色画线部分）。

D. His style is always charming.

【题解】此题为正误判断题。根据题干，可以得知要求是要选择对于真正的诗人的错误表述，因此考查的重点就需要放在文章讲述有关诗人的段落，即文章的最后一段。选项 A 表述的意思为“他只是一个词语大师”，句中的“no more than”相当于“only”，在文章最后一段的第 3 句话中虽然提到了“a master of words”，但是并没有任何的修饰限定词，所以 A 选项表述就是错误；而 B，C，D 选项分别在该段的第 2，4，5 话都提到了，所以正确答案为 A 选项。

做正误判断题要注意，命题者为了制造干扰，往往在错误选项中使用一些表示绝对含义的词汇，把命题推到极端，使其变成荒谬逻辑，比如选项 A 中的“no more than”就是这类词，其余还有“never, every, by no means, only, none, always ...”等，因此，考生在解这类题时，尤其要注意选项中的这些限定词，并且此种选项往往是命题者设下的“陷阱”，一般应该排除。

3. 主旨题、指代释义题与观点态度题

例 6

Paper is one of the most important products ever invented by man. Wide spread use of written language would not have been possible without some cheap and practical material to write on. The invention of paper meant that more people could be educated because more books could be printed and distributed. Together with the printing press, paper provided an extremely important way to communicate knowledge.

How much paper do you use every year? Probably you cannot answer that question quickly. In 1990 the world's use of paper was about one kilogram for each person a year. Now some countries use as much as 50 kilograms of paper for each person a year. Countries like the United States, England and Sweden use more paper than other countries.

Paper, like many other things that we use today, was first made in China. In Egypt and the West, paper was not very commonly used before the year 1400. The Egyptians wrote on a kind of material made of a water plant. Europeans used parchment for many hundreds of year. Parchment was very strong; it was made from the skin of certain young animals. We have learnt of the most important facts of European history from records that were kept on parchment. (208words)

21. What's the meaning for the word "parchment"? _____

A. The skin of young animals.

B. A kind of paper made from the skin of certain young animals.

C. The paper used by European countries.

D. The paper of Egypt.

【题解】此题为词义题。根据解词义题的基本方法，首先就是要查找该词所在的句子以及其前后一两句话。浏览原文，可以找到该词在原文第三段的倒数第二句和第三句话。根据这两句话我们可以得知“parchment”是欧洲人用了几百年的一种纸。该段的倒数第二句话对“parchment”这个词做了详尽解释，“羊皮纸很重，是由某种小动物的皮制成的”，而在选项中 A 表示小动物的皮；B 表示一种由某种小动物制成的纸；C 表示被欧洲国家使用的纸；D 选项表示埃及的纸，因此正确答案为 B 选项。

25. What is the main idea of this short talk? _____

A. More and more paper is being consumed nowadays.

B. Paper enables people to receive education more easily.

C. The invention of paper is of great significance to man.

D. Paper contributes a lot to the keeping of historical records.

【题解】此题为主旨题。浏览全文，可以看出文章一开始就提出了文章的中心思想：“纸是人类的重要发明之一”，然后在第一段就详尽阐述了其重要性表现在哪些地方，在后面的两段通过分别讲述纸的用量以及纸的种类来进一步论述了纸的重要性。结合对原文的分析考查选项，在考查选项时，要注意选择主旨题的答案时，要注意选项的内涵范围不能太大也不能太小。例如此题中：

选项 A 为文章所论述内容的一个方面，即文章的第二段的段落大意，不足以概括本文的主题；.....含义太窄

选项 B 为文章论述纸的重要性的一个细节方面；.....含义太窄

选项 C 含义范围大体与本文相符，所以是答案；.....含义范围相符

选项 D 的含义范围也只是文章的一个细节方面；.....含义太窄

例 7

A characteristic of American culture that has become almost a tradition is to respect the self-made man — the man who has risen to the top through his own efforts, usually beginning by working with his hands. While the leader in business or industry or the college professor occupies a higher social position and commands greater respect in the community than the common laborer or even the skilled factory worker, he may take pains to point out that his father started life in America as a farmer or laborer of some sort.

This attitude toward manual (体力的) labor is now still seen many aspects of American life. One is invited to

此两处为
24, 25 小
题解题之
关键句。
(红色与
蓝色划线
部分)

dinner at a home that is not only comfortably but even luxuriously (豪华地) furnished and in which there is every evidence of the fact the family has been able to afford foreign travel, expensive hobbies, and college education for the children; yet the hostess probably will cook the dinner herself, will serve it herself and will wash dishes afterward, furthermore the dinner will not consist merely of something quickly and easily assembled from contents of various cans and a cake or a pie bought at the nearby bakery. On the contrary, the hostess usually takes pride in careful preparation of special dishes. A professional may talk about washing the car, digging in his flowerbeds, painting the house. His wife may even help with these things, just as he often helps her with the dishwashing. The son who is away at college may wait on table and wash dishes for his living, or during the summer he may work with a construction gang on a highway in order to pay for his education. (291 words)

23. The expression “wait on table” in the second paragraph means “_____”.

- A. work in a furniture shop
- B. keep accounts for a bar
- C. wait to lay the table
- D. serve customers in a restaurant

【题解】此题为词义题。“wait on table”的意思为“为顾客服务”，同时根据下文的“wash dishes for his living 洗碟子谋生”以及选项的排除得出正确答案。选项 A 表示在家具店工作；选项 B 表示为一家酒吧记账；选项 C 表示等着摆餐具；选项 D 表示在饭店为顾客服务。因此正确答案为 D 选项。

24. The author’s attitude towards manual (体力的) labor is _____.

- A. positive
- B. negative
- C. humorous
- D. critical

【题解】此题为观点态度题。议论文中作者的观点是多种多样的，要分析作者的观点就一定要细心捕捉文章中表达或暗示其情感态度的词或短语，并且一定要注意是对什么的态度或观点。

通过浏览全文，可以看出在文章的一开始作者就提出了“A characteristic of American culture that has become almost a tradition is to respect the self-made man 几乎已经成为传统的美国文化特点是尊重自我奋斗的人”，紧接着在文章的第二段的首句又再次提及“This attitude toward manual(体力的)labor is now still seen many aspects of American life. 这种对待体力劳动的态度现在仍然可以在美国人生活中的很多方面看到”，而文章中的 this attitude 就是文章中第一段第一句话所提及的“respect”，因此考查选项 A 表示积极的，选项 B 表示消极的，否定的，选项 C 表示幽默的，选项 D 表示批评的，讽刺的，因此正确答案为 A 选项。

25. Which of the following may serve as the best title of the passage?

- A. A Respectable Self-made Family.
- B. American Attitude toward Manual Labor.

C. Characteristics of American Culture.

D. The Development of Manual Labor.

【题解】主旨题。此题是要求要选恰当的标题，是考查主旨的一种命题方式。对于这种同样的也要注意选项所概括的范围不能太大也不能太小。在这篇文章中，两个段落的首句恰好就是这两个段落的中心句，根据这两个句子可以看出文章讲的就是美国崇尚自我奋斗，尊重体力劳动的文化习惯，也就是对于自我奋斗与体力劳动的一个态度问题。考查选项 A 表示令人尊敬的自力更生的家庭，选项 B 表示美国人对待体力劳动的态度，选项 C 表示美国文化的特点，选项 D 表示体力劳动的发展。通过阅读文章，可以看出 A 和 D 文章并未涉及，而 C 选项文章有所涉及，但重点并不在论述美国文化有哪些特点，因此正确答案为 B 选项。

第四部分：完形填空

一、完形填空简介

完形填空”题是一种旨在考查学生语法和词汇知识综合运用能力的典型题型。它结合了单项选择题和短文填空的优点，既考查词语搭配、近义词辨析、动词时态、句型结构、复合句的关联和习惯用法等，又考查了逻辑推理和事理推断能力。

“完形填空”题要求填入的词主要有：

1. 语法结构所要求的功能词，如连接词、连接代词、连接副词、关系代词、关系副词等。
2. 具有语法变化的普通词，如动词的时态、语态、语气，名词的数，代词的格，形容词和副词的级等。
3. 固定搭配短语或词组中的特定词。
4. 同义词、近义词等易混淆词。
5. 根据上、下文意思及结构必须填入的确定词。

可见，完形填空是一种综合性较强的题型。它的突出特点是起点高、容量大。同学们只有具备了扎实的语言基本功、较好的阅读能力及归纳判断能力，才能适应这一题型。

完形填空题的考查目的：

1. 考查同学们阅读理解能力。
2. 考查同学们语法知识。
3. 考查同学们综合运用英语知识的水平和实践能力。

二、完形填空的解题技巧

前面我们已经分析过，完形填空是在全面理解短文基础上的选择填空。因此做“完形填空”题应遵循下列步骤：

- 1、通读全文，了解大意

做这类题目是，首先应该把文章通读一遍，了解一下文章的大概内容。千万不要读一句填一句，因为“完形填空”题里所给的大多数选项填入单句后都可成立，但从全文看又不可取。

2、瞻前顾后，逐步填空

了解文章大意之后，就可逐步填空。一般来说，文章后面所给的选择答案可分三类：一类是语法正确，而意思不对；另一类是意思正确，而语法错误；第三类是语法正确，意思也正确。在选择答案时，一定要考虑到上下文的意思，还要考虑到句子的结构，习惯用法，固定搭配和词类的功能，尽量使选出的答案及复合语法又符合原文的意思。

3、认真复查，适当调整

填空全部做完以后，应把短文从头到尾再读一遍，检查一下填空以后的文章是否连贯，情节是否合理，语法结构是否正确。一般来说，如果意思连贯，情节合理，语法结构正确，就意味着选答没有问题；如果发现个别填空使文章文理不通，语法结构有问题，就说明选答不正确。对这样的填空应该认真推敲，进行调整。

2.2.1 语法结构

在选用表示语法结构关系的结构词时，即介词，连词，代词，冠词等，应该考虑所做出的选项在语法和结构逻辑上是否恰当。完形填空中也相当一部分是考查语法的试题，主要集中在虚拟语气、定语从句和状语从句及倒装句。

例如：

In recent years, more and more foreigners are involved in the teaching programs of the United States. Both the advantages and the disadvantages 1 using faculty from foreign countries 2 teaching positions have to be 3, of course. It can be said that foreign 4 that makes the faculty member from abroad an asset(财富) also 5 problems of adjustment, both for the university and for the individual.

1. A) with B) for C) of D) at
2. A) in B) on C) for D) within
3. A) thought B) measure C) balanced D) considered
4. A) situation B) circumstance C) background D) condition
5. A) carries B) creates C) emerges D) solves

第一、二题考的就是介词。第一题测试介词所表示的所属关系，也可以通过 take/at/have the advantage of（利用/处于/有...的优势/好处）的结构解出。从本句意思来看，the advantage and the disadvantage 之间应填入 of，意为“聘用外籍教师的利弊”。第二题要求填入一个介词与 teaching position 组成介词短语，修饰 using，答案是 A) in，有的大家误选了 B) on，可能是受汉语“在...岗位上”的影响，但英语中表达这一意思的是 in...position，而不是 on...position。

2.2.2 词汇短语搭配

完形填空中对词的考查以实词为主，如形容词、名词、动词、副词等。其中有相当一部分词汇题中各个选项之间并无大的联系。这类题应从上下文的语义入手，根据各选项单词的意思和结构进行选择。

2.2.3 语篇意义

一篇内容充实，结构合理，行文流畅的短文所依赖的不只是词汇和语法，更多的是篇章技巧。借助于篇章技巧成文，在复现作者的语言时同样可以借助篇章技巧。完形填空毕竟不同于单项选择，作为一个意思连贯，结构完整的语篇，其中篇章技巧的使用是完形填空解题中至关重要的手段。

第五部分：应用文写作

- 1.条理清楚，按照下列老师所列每种应用文的格式把内容写完整。
- 2.可以先用中文把提纲要求包含的信息都写下来，再翻译成英语。这样可以确保不会把应该包括的信息漏掉。
- 3.不要写错误的单词，宁可用简单易懂的单词代替，注意卷面清洁和工整。

一、 祝贺信(Letter of Congratulations):

祝贺信的写作与普通信件没有什么大区别，但应注意：

1. 必须包括对收信人的称谓。
2. 必须包括对收信人的祝贺。
3. 必须包括写信人的姓名。
4. 措词真诚、轻松愉快，切忌言过其实。

常用祝贺信用语

1. Warm congratulations on your success in passing the entrance examination to ... university.
热烈祝贺你考上了.....大学。
2. Please accept our sincere wishes for your... 请接受我们对您.....的衷心祝愿。
3. I extend my best wishes for your success. 衷心祝你成功。
4. May each new year bring you new hope. 愿每个新年都给您带来新的希望。

Sample:

Dear Guojun,

I heard that you graduated with high honors from Southeast University last month. I know that all your family must be very proud of you, and as your friend, I feel the same.

I wish you greater and more brilliant success in your studies and work in the future.

With best wishes.

Yours sincerely,

Qi Zi

二、道歉信(Letter of Apology)

道歉信常用语句

1. Please accept my sincere apologies. 请接受我们诚挚的道歉。
2. Please accept my sincere apologies for the lateness of my birthday greetings.
3. I am sorry I missed your ... 对不起，我错过了你的.....
4. I've to offer you an apology for not coming to your party. 未能参加你的庆祝会，我得向你道歉。
5. Please accept my sincere apologies for... 请接受我对.....诚挚的歉意。

更多例子：

1. 因未能践约赴宴致歉 Unable to keep one's promise

Dear [Miss Nancy],

Much to my regret I was unable to keep my promise to attend your [birthday] party [last Saturday], owing to the fact that my [little son] was suddenly taken ill early [that day].

Hoping to see you soon.

Truly yours,

2. 因迟复来信致歉 Because of answering one's letter late

Dear [David]:

I am afraid that you will think me unpardonably negligent in not having answered your letter dated [7, December] sooner, but when I have told you the reason, I trust you will be convinced that the neglect was excusable. When your letter arrived, I was just in [Hong Kong]. As my family could not forward it to me during

my absence, it has been, therefore, lying on my desk until the moment when I took it up. Now the first thing I have to hasten to do is to write to you these few lines to express my deep regret.

I enjoyed many pleasant sights during my trip. I shall be pleased to give you an account to of them when I see you next.

Yours,

3. 因未能及时还书致歉 Unable to return borrowed book on time

Dear [Kate]:

Excuse me for my long delaying in returning to you your “Robinson Crusoe” which I read through with great interest. I had finished reading the book and was about to return it when [my cousin] came to see me. Never having seen the book, [She] was so interested in it that I had to retain it longer. However, I hope that in view of the additional delight thus afforded by your book, you will overlook my negligence in not returning it sooner.

Thanking you again for the loan.

Sincerely yours,

4. 因遗失借书致歉 Because of losing a borrowed book

Dear [Frank]:

I am terribly sorry to tell you that I have lost the valuable book you were so kind to lend me [last week]. I read it [everyday] and intended to finish it [next month]. [Last night] when I came to my room, it was nowhere to be found. I will try to recover it as soon as possible. If I fail to find it, I will get a new book for you.

But I am afraid it can never take the place of the old one. Old books are like old friends. Once lost, they can never be replaced. They are connected with cherished associations which the new ones can never have. And for this irrecoverable loss, I am to blame. I was so careless with my things. This is a warning to me to be more careful in the future.

Yours truly,

三、慰问信

慰问信应写得真切，注意措辞，对轻病或者小损失，慰问信应写得轻松一些。相反，对严重病情或重大损失，信就应该写得深沉一些。慰问信写时应注意：

1. 写给受伤人的信要简短，中肯。信中不必询问事故发生的过程、原因、见证人等。

2. 慰问信中应写一些被慰问者喜欢或熟悉的事物，如病人的爱好、兴趣等，以使病人得到宽慰。
3. 向朋友问候 A letter of inquiring after someone's health

Dear [John]:

I am extremely sorry to hear that your illness, which we had thought was clearing up, has become more serious, and that you have had to go into hospital. Let us hope that it will be for only a very short time, and that you will soon be out and about again. Everybody here sends his best wishes to you for a quick recovery.

With kind regards,

Yours sincerely,

2. 问候朋友的母亲 Inquiring after the health of a friend's mother

Dear [Mr. Wang],

I felt very sorry indeed when I heard of [your mother]'s illness, and am anxious to know how [she] is of late. Under a separate cover I am sending [her a box of assorted biscuits] with my best regards.

Sincerely yours

3. 祝贺朋友病愈 Congratulations on someone's recovery

Dear [Jane]:

I learn, with very great pleasure, that the illness which has so cruelly caused great anxiety among your relatives and all those who know you has changed for the better and that you are now recovering, for which I therefore desire to congratulate you warmly.

I hope that you will soon be completely restored to health.

Yours sincerely

4. 慰问丧偶的朋友 A letter of inquiring to those who lost their husband or wife

Dear [Mrs. Harper],

I would like to express my sorrow at the recent death of your [husband].

In the long time it was my privilege to enjoy [Professor of Harper]'s friendship. I found [him] a sincere and helpful associate, with whom it was a pleasure [to work].

The knowledge that my thoughts are with you at his time will, I hope, be of some comfort to you.

Truly yours

四、请求信

Example 1.

1903 Huashan Road

Shanghai 200030

July 8, 1995

Dear Sirs,

I wish to enroll your intensive English program before I attend a university in the fall of 1996.

Your sending me application materials at your earliest convenience will be greatly appreciated.

Sincerely yours,

五、布告(Announcement):

布告的写作和便条一样，也比较简单。只要注意以下几点即可：

1. 在正文上方的中间位置应该注明布告的性质。
2. 正文中简单明了地说明布告的事宜。
3. 正文右下方应该注明发布告的单位。
4. 发布告的日期可以省略。

Sample:

Lost and Found

A lady has picked a wrist watch in the shopping center and turned it over to our office. The owner of the wrist watch may come to claim it with his or her identification card.

Lost and Found Office

六、(Notice): 英文通知的写作也可采用不同形式。有的是采用句子的形式予以陈述，而有的则只做以简单的罗列。一般应注意以下几点：

1. 必须包括 notice 字样，而且每个字母都应采用大写。
2. 内容必须包括时间、地点、事宜和通知对象等。表达须准确，措词也要较正式。
3. 必须包括写通知的个人或者单位的称谓，而且一般都放在通知的右下脚。

4. 必须包括写通知的日期。

NOTICE

May 4, 2003

Mr. Wang, the general manager of Shanghai Golden Palm Computer System Limited Company, will give a lecture on Modern Information Management Model at 6:30 p.m. on March 12. The one-and-a-half-hour lecture will be held in the Multi-media Lecture Room. Students of Information Management are invited to attend the lecture.

Information Management Department

七、便条

基本写作格式

便条内容和类型不尽相同，可以灵活变通。但各类便条必须包括以下几个基本要素：1) **Date:** 便条日期2) **Salutation:** 称呼3) **Body:** 正文4) **Signature:** 署名

样例

收条：即收到钱物之后，给交钱或送物人写张字据，说明已经收到某物，可留作证据。条据上需写明钱物名称和数量、立据人及日期。不得涂改。

Jan.23rd,2003Received from Student, Wang Zihao one hundred yuan only for this months tuition fee.

Li ManFor the Finance Office ofForeign Language Institute

欠条：留下字据，表示欠某人某物。条据上需写明钱物名称和数量、立据人及日期。不得涂改。

Sept. 16th, 2002Borrowed from the Foreign Language Department Reference Library three books as follows:A copy of History and Anthology of English Literature by Wu WeirenA copy of A Survey of American Literature by Chang YaoxinA copy of World Literature by Jiang Chengen

Wu Zhuo

For the Office of

Social Science Department

留言：用书面留下要说的话。留言涉及的方面很多，包括约会，通知，请求等任何可用便条留下的口信。

Tuesday Dear Li, As the Spring Festival is drawing near, I'm very glad to invite you to come to a dinner party with several other friends of ours. I'm sure we will have a very happy time and enjoy ourselves thoroughly. Would you like to come on time at 5:00 p.m. today, to Room 6 of Lijing Hotel?

Yours always, Jiayang

请假条：往往指由于生病或特殊情况不能亲自当面请假，用假条的形式告假。所以，请假条大多是病假条。可以自写，也可请他人代写。写假条最重要的是说明原因和请假的期限。

Jan. 10th Dear Ms. Jiang, I am terribly sorry that I shall be unable to attend this morning's two periods of English Class due to a bad cold and high fever. Enclosed is a certificate from the doctor who said I must stay in bed for a few days. I will go back to school as soon as I recover.

Yours respectfully, Tian Ye

常用句子 I shall feel obliged if you will favor me with a call at your earliest convenience. 如您方便，请早日来电，我将不胜感激。

Delighted! Will call at 2 p.m. tomorrow. 来条收悉，定于明天下午两点拜访。

Encl.: Doctors Certificate of Advice. 附：医生证明 I shall be very happy to call at your house at 6:30 this evening. Until then, ...我定于今晚6:30去你家，望等候。

Upon receiving this note, please come to my office. 见条后，请立即来我办公室。

Mr. Li stands in urgent need of your service. 李先生急需你的帮助。

I happen to be in urgent need of 200 yuan. 我因有急事，需要200元。

Your note with an admission ticket enclosed is much appreciated. 留言和一张入场券均已收到，不胜感激。

I'm very grateful to you for your kind invitation, and I'm sure to come to see your concert. 承蒙邀请观看你们的音乐会，我一定按时到场。

Please accept this little gift as a small token of my esteem for you. 奉上这小小的礼物，以表达我对您的崇高

敬意。

结束语 I trust my absence will not cause you any serious inconvenience.望我的缺席不会给你带来太大的不便。

Please favor me with an early reply.敬请早复。

Hoping that the matter will be dealt with as soon as possible.希望能及早处理此事。

Please give an extension of leave for three days.请准予续假三天为盼。

八、简历(resume)

简 历 1

结构要点:

简历是个人经历的书面表达形式,应包含个人信息、教育背景和工作经历。有时还可包含事业目标(objective 或 career objective)、其他经历(activities)、获奖情况(awards)和特长(special skills)等。

举例: Suppose you are going to graduate from the university. Write a resume in about 100 words to apply for a job. Do not use your own name, using "Li Mei" instead.

语言注意点:

简历忌过长或用词空泛,提供的信息应有用、如实,编排须整齐有系统。

举例: Suppose you are Tan Wen, English teacher at Taiyuan Institute of Technology. Write a resume in about 100 words to apply for a new job in another city.

Sample:

Tan Wen

Taiyuan Institute of Technology

Taiyuan, Shanxi Province

telephone: (0351) 6523787

Experience

2000 ~ Present

Working as a lecturer of English at Taiyuan Institute of Technology

Teaching undergraduate (nonEnglish majors) intensive reading, extensive reading, listening, writing

Teaching graduate (nonEnglish majors) writing

Education

1997 ~ 2000 Studying at Shanghai Teacher's University Master of Arts in American Studies

1993 ~ 1997 Studying at Shanxi University Bachelor of Arts in English Language and Literature

1990 ~ 1993 Studying at Mianyang Senior High School

1987 ~ 1990 Studying at Mianyang No. 5 Junior High School

Personal Data

Sex: Female

Date of Birth: June 27, 1976

place of Birth: Mianyang, Sichuan, China

Marital Status: Married, without Child

Health: Excellent

九、申请信

结构要点申请信是向收信人提出某个请求的信件，包含三个部分：

1. 提出请求；
2. 说明原因；
3. 请求回复并表示感谢。

语言注意点申请信开篇应点明主题，语言简练。接着说明做此申请的原因，即自己所具备的申请条件，这一部分需重点明确，论述充分。最后请求回复并表示感谢时，应采用礼貌、诚恳的措辞。

举例：Write a letter in about 100 words to apply for a membership in a community service team. Do not sign your own name at the end of your letter, using “Li Ming” instead.

Dear Sir,

I have heard that a service team which aims to help the old and the handicapped will be organized in our community. I am very interested in it and want to join the team.

I now study in Tongji University and my parents live here. It is known to all that it is a virtue to help others in need. As a college student, I am eager to do something for the society. Helping others is meaningful in that we not only bring others convenience and strength but also gain pleasure and satisfaction ourselves. Therefore, please allow me to join the team. I will certainly try my best.

Yours sincerely,

Li Ming

十、邀请信

摘要：邀请信包括宴会、舞会、晚餐、聚会、婚礼等各种邀请信件，形式上大体分为两种：一种为正规的格式 (formal correspondence)，亦称请柬；一种是非正式格式 (informal correspondence)，即一般的邀请信。邀请信是在形式上不如请柬那样正规，但也是很考究。

邀请信包括宴会、舞会、晚餐、聚会、婚礼等各种邀请信件，形式上大体分为两种：一种为正规的格式 (formal correspondence)，亦称请柬；一种是非正式格式 (informal correspondence)，即一般的邀请信。邀请信是在形式上不如请柬那样正规，但也是很考究。书写时应注意：

邀请信一定要将邀请的时间(年、月、日、钟点)、地点、场合写清楚，不能使接信人存在任何疑虑。

例如：“I’ d like you and Bob to come to Luncheon next Friday.” 这句话中所指的是哪个星期五并不明确，所以应加上具体日期，“I’ d like you and Bob to come to luncheon next Friday, May the fifth.”

1. 邀请朋友共进午餐 Inviting a friend to informal luncheon

Dear [Susan]:

I know you are interested in [oil painting], so I’ m sure you’ ll be interested in [Mr. and Mrs. Lin dun]! They are coming here to supper [next Sunday night, October the twelfth], and we’ d like you and [Walter] to come, too.

[Mr. and Mrs. Lin Dun] are that very charming couple we met in [London] last summer. They have a wonderful collection of [oil paintings of various stages]; and I understand that Mr. Lin Dun is quite an authority on [oil painting]. I’ m sure you and Walter will thoroughly enjoy and evening in their company.

We’ re planning supper at six; that will give us a nice long evening to talk. If I don’ t hear from you before then, I’ ll be expecting you on the [twelfth]!

Affectionately yours,

Li Ming

2. 邀请参加新厂开工典礼 Invitation to opening ceremony of new factory

Dear [Mr. Harrison]:

Our new factory will be commencing production on [April 10] and we should like to invite [you and your wife] to be present at a celebration to mark the occasion.

As you will appreciate this is an important milestone for this organization, and is the result of continued demand for our products, both at home and overseas. We are inviting all those individuals and trust that you will pay us the compliments of accepting.

Please confirm that you will be able to attend by advising us of your time —— we can arrange for you to be met. All arrangements for your stay [overnight on April 10] will, of course, be made by us at our expense.

Yours faithfully,

3. 邀请来家中小住及周末聚会 An invitation for a house and weekend party

Dear [Jane]:

I hope [you and Fred] haven' t any plan for the weekend of [July twenty-fourth] as we' d like you to spend it with us at [Far Acres]. It' s simply beautiful here now, with everything in bloom!

I think we can promise [Fred] some good fishing this year. The fish are biting better than ever! So bring your fishing clothes; and be sure to bring your tennis things, too, because [the Owens] are coming and I' m sure you' ll want to get out on the courts with them.

There' s a very good train [Friday night]; I' ve marked it in red on the timetable. It gets you here about [seven-thirty] which is just in time for dinner. You can get a late train back [Sunday night], or there' s an early express that [Bob] usually takes on [Monday morning].

We hope nothing will prevent you from coming, as we' re looking forward to your visit ... and I know [the Owens] are looking forward to seeing you again, too. Be sure to let us know what train you are taking so that [Bob] can meet you at the station.

Affectionately yours,

4. 邀请参加招待会 An invitation for a reception

Dear [Mr. Smith]:

It would give [me/us] great pleasure to have your presence at a reception in honor of the Chinese delegation.

The reception will be held in the [the City Hall], on [Tuesday, October the fourth]. Cocktails will be served promptly at [six] to be followed b dinner at [eight].

[I/We] sincerely hope you can attend. Let [me/us] know.

Sincerely yours

5. 邀请演讲 Inviting someone to address a meeting

Dear [Dr. Rodger]:

[The English Department of Nankai University] would like to extend to you an invitation to be our guest speaker at the [annual conference] to be held at the [meeting room] at [eight] o' clock, [Saturday morning, December the thirtieth, 1993].

As you know, the department is interested in [the 20th century English literature] Since you are familiar with the field, we know your views will be extremely interesting to us.

You will receive further details later, but we would appreciate having your acceptance soon so we may complete our agenda.

Cordially,

参考范文：

1. 外籍教师 Lynne 任教期满准备回国，学校答应派车送她去机场。她在临行前一天写了张便条提醒办公室李老師：

- 1). 請检查(check on)明天的車是否落实，提醒司机(remind sb. of sth.提醒某人做某事)。
- 2). 她之所以要确定一下，是因为太早不好叫出租车。
- 3). 感谢费心，并感谢一年来的关心。
- 4). 在学校一年来，生活愉快、难忘，很可能再来。
- 5). 留下一些英語书给貴校图书馆，希望对學生有用。

字数：100—120 个词。

Hi, Mr. Li,

Could you please check on the car to take me to the airport? Please remind the car driver of this. I want to be sure of this car, because it will be too early in the morning to call a taxi if the school car doesn't show up. I am sorry to trouble you again. Here I thank you again for all that you have done for me during my stay in your school. I really enjoy teaching here, and will never forget the day I spent with my students. Probably I will come back some day. I leave some English books to your library. I hope they will be useful to your students.

Yours

Lynne

2. 假设你是李华，最近国内一家英文报纸正在讨论北京动物园是否应迁出市区。以下是你所在班级讨论的情况。請你给该报写一封信，反映讨论结果。

赞成迁出：

反对迁出：

- ①游客多，交通堵塞 ②郊区环境好 ①建于 1906 年，中外闻名 ②搬迁易造成动物死亡
- 注意：1). 词数 100 字左右，信的开头已为你写好。
- 2). 可根据内容要点适当增加细节，以使行文连贯。
- 3). 参考词汇：郊区—suburb

June 3 ,2005

Dear Editor ,

Recently, our class have had a heated discussion about whether the Beijing Zoo should be moved out of the city . Some of my classmates are in favor of the move .They say large crowds of tourists to the zoo will result in traffic jams .They also say that once moved, animals will have more space and better living conditions in the suburbs. However, other students are against the idea, saying that the Beijing Zoo, built in 1906, has a history of 100 years, and is well –known at home and abroad. So it should remain where it is. What's more, moving may

cause the death of some animals. To move or not, this is a big decision which has to be made by people in Beijing.

Yours truly,

Li Hua

3. 假设你的英文名为 Jack，是英国诺丁汉大学的中国留学生。你负责为在该校就读的 32 名中国学生筹划圣诞节期间的苏格兰之行，为期 7 天，请你给诺丁汉的 STA（Students' Travel Agency）经理 Phil 发一封电子邮件，联系有关事宜。要点如下：

- (1) 希望能够派车接送； (2) 需要一名说标准英语，并非常熟悉苏格兰的导游；
- (3) 请求告知旅行日程及就餐、旅馆、费用等情况；
- (4) 你的联系方式：电子邮箱地址：Jackwang@yahoo.com.cn 或电话号码：07747745007

注意：(1) 词数：100 词左右；(2) 开头和结尾已为你写出，不计入总词数；

(3) 参考词汇：旅馆住宿 accommodation；旅行日程安排 itinerary；长途客车 coach

Hi, Phil,

I'd like you to organize a trip to Scotland for us. I have here a group of 32 Chinese students studying in Nottingham University, who want to go on a seven-day tour during the Christmas days. I hope we can have a coach which will take us to Scotland and then bring us back to Nottingham. We also need a guide who speaks standard English and knows Scotland well. I would be very grateful if you can work out an itinerary as soon as possible and tell me about our accommodation, meals as well as how much each of us has to pay. If you have any information, please either email me to Jackwang@yahoo.com.cn or call me at 07747745007.

Look forward to your early reply.

Yours Truly,

Jack

4. 加拿大高中生 David 在互联网上登出启事 notice，希望结识一位中国朋友，以便学习中国的语言、文化。假设你是重庆实验中学的李华，请在看到这则启事后，用英文给 David 发出一封电子邮件。主要内容包括：

- ①. 你怎样得知他的愿望 ②. 你愿意成为他的朋友
- ③. 你打算如何帮助他 ④. 你盼望他的回复 注意：词数：100 词左右

Dear David,

I am Li Hua. I am glad to read your notice on the internet and I know you want to make friends with a Chinese in order to learn the Chinese language and culture. I want to be your friend. Now I'd like to introduce myself to you. I was born in Chongqing in 1990, I study in the Experimental Middle School of Chongqing and I am good at English.

I think I can help you to know about China by sending e-mails. What's more, we can have chats on the Internet in Chinese or English and I'll tell you the customs, the festivals, the foods, etc. of the Chinese. I hope we can keep in touch with each other.

I am looking forward to your reply.

Yours,

LiHua

5. 假如你是一名大学生叫李华，对近年来大学毕业生就业情况颇有己见，请根据下面提供的信息向报社写信谈谈你的看法。字数 100 左右。开头已给出。

学生心态 向往城市，不愿下乡。

就业现状 城市人才过剩；农村渴求人才。

就业前景 农村天地广阔，可施展才华。

Dear editor,

I am writing to you to talk about taking up occupations for college graduates. Nowadays many graduates are looking forward to obtaining employment in big cities, not willing to work in the countryside.

As a matter of fact, there are not enough opportunities to satisfy most of the hunters in big cities while in the countryside talented people are badly needed and a lot of posts are waiting for us. Rural areas are a vast world, where you can put your abilities to good use and you'll be able to make greater contributions to the building of new countryside.

Therefore, I believe we can have as bright a future in the country as we have in the city.

Yours,

Li Hua

6. 假如你叫王东，你的叔叔三十年前离开家乡去了美国。不久前，他观看 China Report 节目，得知中国决定加大建设社会主义新农村的力度，感慨万分，于是发了一份 e-mail 给你，询问近来家乡的变化情况。请根据 email 内容和提示要点，给你叔叔做简要回复。E-mail 开头和结尾已经给出。

日期：20-03-2006

发件人：Wanguifu usa@hotmail.com

收件人：Wangdong_88@163.com

主题：T0 Xiaodong

Dear Xiao Dong

How are you doing?

The other day when I was watching China Report CCTV at home, I was excited to learn that the Chinese government is calling on her people to speed up the reconstruction of their countryside. The report at once took my thoughts back to the small village I once lived in.

The houses were old and low. The roads were muddy and narrow. Villagers had to go a long way on foot or by bike in order to do some shopping or see a doctor in town. Because of very small income, villagers lived quite a plain life, even without TV sets or telephones.

How time flies! It is 30 years since I left my home village. It must have changed a lot. Would you please write and tell me something about its changes?

Remember me to your parents!

Yours,

Wang Guifu

附录 1：《高职高专英语》大纲词汇表

说明：本词汇表依据教育部高等教育司《高职高专教育英语课程教学基本要求（试行）》拟定，其中有*号者为 A 级词汇，无标记的为入学需要掌握的词汇和 B 级词汇。

abandon* v. 放弃,遗弃,沉溺

absorb* v. 吸收,使全神贯注

abundant* a. 丰富的,充裕的

absolute* a. 绝对的,完全的

abstract* n. 摘要 a. 抽象的 v. 摘要

access* n. 通路,进入,使用之权

accommodation* n. 住处,膳宿	amend* v 修正, 修订	arouse* v 引起; 唤醒
accompany* v. 陪伴,带有	amuse* v 逗乐; 提供娱乐	artificial* a 人工的; 假的
accomplish* v. 完成	ancestor* n 祖先; 先驱者	aside a 在旁边, 到一边
account n.帐目,报告,估计	anniversary* n 周年(纪念)	aspect n 方面
v. 叙述,解释	annoy* v 使恼怒; 使烦恼	assess* v 评估, 评价
accumulate* v. 积聚,堆积	annual a 每年的; n 年刊	assign* v 指派; 布置; 指定
accurate* a. 准确的,精确的	anticipate* v 预期; 希望	assignment* n(指定的)任务;指
accuse* v. 责备,控告	anxiety* n 忧虑; 渴望	派; 分配
acknowledge* v. 承认,答谢,告知	anxious a 焦虑的; 急切的	assist* n 协助
收到	apartment n 公寓	assistant n 助手 a 副的;助理的
acquire* v. 获得,取得,学到	apparent* a 表面上的; 明显的	associate* v 把...联系在一起;
actually ad. 实际上	appeal to v 呼吁,恳请,吸引,上诉	交往 n 伙伴, 合伙人; a 副的
additional a. 附加的,另外的	appearance* n 出现; 外貌	association* n 协会, 社团;
adequate* a. 足够的,适当的,能胜	appendix* n 附录; 附属物	联合; 联想
任的	appetite* n 食欲,胃口;	assume* v 假定; 承担
admire* v. 钦佩,羡慕,赞赏	欲望,爱好	astonish* v 使惊讶
admission* n.许可,入会费,承认	appetizing*a 开胃的;刺激欲望的	atmosphere n 大气; 气氛
advance n.v. 前进	applause* v 鼓掌; 欢呼	attach v 贴; 使附属; 使依恋
agency* n. 代理,代理处	appliance* n 电器; 装备	attend v 出席; 照料; 专心于
agenda* n. 议事日程	applicant* n 请求(申请)者	attendant* n 服务员 a 陪同的
agent* n.代理人,代理商,特工	application n 申请(表); 应用	authority n[pl.]官方, 当局;
airline n. 航线; 航空公司	appoint* v 任命;约定(时间地点)	当权者; 权力, 权威
alcohol* n. 酒精	appreciate v 重视, 欣赏;	authorize* v 授权, 委任
allowance* n. 津贴	领会; 为.....表示感谢	auto n 汽车
alphabet* n. 字母表	approach* v 靠近; n 接近; 途径;	automatic a 自动的
alter* v 改变	方法	automobile* n 汽车
alternative n.选择之物	appropriate* a 适当的	available a 可利用的,可得到的;
a.二者选其一	approval* n 赞成, 同意; 批准	可取得联系的
ambassador* n 大使	approve* v 赞成, 同意; 批准	avenue* n 林荫道; 大街
ambition* n 雄心; 远大目标	arbitration* n 仲裁, 公断	await*
ambitious* a 雄心勃勃的	arise v 出现; 起源于	awake a 醒着的 v 唤醒

awful* a 可怕的; 极度的	开往...的 v 跳跃, 弹回	circuit* n 电路; 环行
awkward* a 笨拙的; 尴尬的, 棘手的	boundary* n 分界线; 边界	circumstance* n 环境, 条件, 情况
bachelor* n 单身汉; 学士	brilliant* a 光辉灿烂的; 卓越杰出的	claim v 宣称; 提出要求 n 宣称; 索赔
balance* v 使平衡; 称 n 天平; 均衡; 差额	brochure* n 小册子	clarify* v 澄清; 阐明
ball n 舞会	broker* n 经纪人	classic* n[pl]杰作 a 一流的
banquet* n 宴会	budget* v/n 预算	classical a 古典的, 经典的
bare a 赤裸的, 不戴帽的; 光秃秃的; 勉强的 v 露出, 暴露	bulletin* n 告示	classify* v 分类
bargain v 讨价还价 n 交易; 特价商品	bureau* n 局	clause n 条款
barrier* n 障碍 (物)	campaign* n 运动; 战役	clockwise* a/ad 顺时针
battery* n 电池 (组)	candidate n 候选人; 报考者; 申请求职者	coach v 指导 n 长途汽车; 铁路旅客车厢
bear v 忍受; 负担; 结, 生	capacity* n 容量, 容积; 能力	colleague* n 同事
behalf* n 利益	capture* v/n 捕获	collection* n 收藏品; 收集
behave* v(机器)运转; 举止	cashier* n 出纳员	collective* a/n 集体
behavior n(机器)运转; 举止	cast* v 投; 铸造	column* n 柱; 栏; 专栏
beneath prep 在...下面 ad 在下面	casual* a 随便的; 偶然的	combination* n 结合; 化合 (物)
berth* n 卧铺; 泊位, 停泊处	catalogue* n 目录 (册); v 编入目录; 编目分类	comment n/v 注解; 评论
bid* n/v 出价, 投标	cease* v/n 停止	commerce n 商业; 贸易
bind v 捆绑 (扎)	centigrade* a/n 摄氏 (的)	commercial* n 电视广告 a 商业的
blend* v 混合 n 混合物	ceremony n 典礼; 礼节	commission* n 授权, 委托; 佣金, 回扣; 委员会
board n 板; 董事会, 委员会; 伙食 v 上 (车)	certificate n 证 (明) 书; 执照	commit* v 犯, 干; 承诺
bold a 勇敢的; 冒失的; 粗体的	characteristic* a 特有的 n 特性	commodity* n 商品
bond* n 联结; 公债, 债券	charge v 索价; 控告; 充电 n 收费; 控告; 充电, 电荷	commute* n 通勤; 定期往返; 变换
bonus* n 奖金; 额外酬金	chase* v/n 追逐	compact* a 紧密; 坚定; 简洁的
bore* v 使厌烦; 钻, 凿, 挖 n 令人讨厌的人 (事)	check v 检查; 制止 n 检查; 支票	companion n 同伴, 伴侣
bound* a 一定的; 有义务的;	Christian* n 基督教徒; a 基督教的	comparable* a 可相比; 敌得上
		compatible* a 相容; 谐调; 一致

compensate*v 赔偿; 报酬; 弥补	conserve* v 保持	correspond v 与...一致;相当
competent* a 有能力; 胜任	considerable a 相当大;值得考虑	(类似)
competitive* a 竞争	considerate a 体谅; 考虑周到	correspondence* n 通信,函电;相当
complaint* n 抱怨; 怨言; 控诉	consist v 组成; 在于	correspondent* n 通信者;
complex* a 综合; 复杂 n 综合体	constraint* n 强制;拘束;压迫感	通讯员;有业务往来者
complicated* a 复杂; 难懂	consul* n. 领事	corresponding* a 相应的;
component* n 成分; 部件	consulate* n. 领事馆	一致的
compose v 构成; 创作, 谱曲	consult v.商讨,向...请教,查阅	costly a 昂贵;代价高的
composition* n 成分; 作文; 乐曲;	consultant* n. 顾问	council* n 委员会;理事会
compound* a 复合 n 化合物	consume* v. 消耗,花费	counter n 柜台;记数器;v 反对
comprehension n 理解 (力)	consumption* n. 消费 (量)	courteous* a 有礼貌的
comprise*v 包含,由...组成,构成	content n[p]内容,目录;含量	craft* n 手工艺;船;航天器
compromise* n 妥协; 折中办法	a 满意的	creature* n 生物;人
concentrate v 集中; 集合; 浓缩	contest* v/n 竞争,比赛	credit* n 信用贷款;信用;
concern n 关心;关联 v 关心;涉及	context* n 上下文;前后关系	荣誉;赞扬;功劳;学分 v 记入贷方
concerning prep 关于	continual a 连续的	crew* n 全体船(机组)人员
conduct n 行为 v 处理; 传	continuous a 连续不断的	criminal* n 罪犯;a 刑事的
conductor n 导体;指挥;列车员	contract n 合同;v 订合同;使收缩	crisis n 危机;决定性时刻
confess* v 坦白; 承认	contradict* v 同...矛盾(抵触)	critical a 批评的;关键性的
confidential* a 机密	contrary a 相反的;n 相反(事物)	crucial* a 极其重要的;严重的
confine* v 使受到限制	contrast* v/n 对比	crude* a 简陋的;天然的;粗俗的
confirm* v 证实; 确认; 批准	contribute* v 捐献,贡献;投稿	crystal* n 水晶;
conflict* v/n 冲突; 抵触	conversion* n 转变(化,换)	a 清澈透明的;晶体的
conform* v 一致, 符合	convert* v 转变(化)	currency* n 通货;货币;
confront* v 面对; 遭遇; 对抗	convey* v 运(输)送;传达(送)	流通;通用
confuse v 使混乱; 混淆	convince v 使确信(信服)	current n 流;电流;
congress* n 代表大会;	cooperate v 合作;配合	a 当前的;流行的
国会, 议会	coordinate* v 调节,协调	cursor* n 光标
consequence n 结果, 后果	copyright* n 版权;著作权 a 有	curve* n 曲/弧线;v(使)弯曲
consequently ad 因此	版权的	damp* a 潮湿的;n 潮湿
conservative* a/n 保守的 (人)	corporation* n 公司	dash* v/n 飞奔;猛掷;

data*	n 数据;资料	derive*	取得;追溯...的起源	discipline*	纪律;训练
database	数据库	deserve*	应受;值得	//训导;惩罚	
deadline	截止时间; 界限	desirable*	值得向往的;称心的	disclose*	揭开;揭发;露出
dealer*	商人; 贩子	despair*	绝望//绝望	disconnect*	断绝(开);使脱离
debate*	辩论;讨论	despite	不管,尽管	discount*	折扣
decay*	腐烂;衰落	dessert*	甜点	discourage*	使泄气
deceive*	欺骗	destination*	目的地;目标	disgust*	厌恶//使厌恶
decrease	减少(小)	destruction*	破坏;消灭	disgusting*	令人厌恶的
defence / defense*	击败;使落空	detect	察觉;侦察	dismiss	免职,开除;解散
defend	保卫;为...辩护	determination*	决心	disorder	杂乱;骚乱;失调
definite	明确的;肯定的	determine	决心;查明;决定	dispose*	去掉,消除;排列;安排
delegate*	代表;委员//授	device	装置;设备;器具	dispute*	争论//争吵
权;委托;委派		devote	将...奉献;把...专用于	distinct*	截然不同的;
delete*	取消;删除	diagnose*	诊断	清楚的,明白的	
deliberately*	深思熟虑地;	diagram*	图表;简图	distinction*	差别;区分
有目的地		dialect*	方言	distinguish*	区别;分清
delicate	纤细的;清秀的;	differ	不同;与...意见不同	distort*	歪曲;使变形
鲜美的;优美的;易碎的;纤弱的;		digest*	消化//摘要	district*	(地)区,行政区
微妙的;棘手的;灵敏的;精密的		digital*	数字的;用数字显示的	divide	分;分配;隔开;除
delight	使高兴//快乐;	dim*	昏暗的;朦胧的	divorce*	离婚;分离
令人高兴的东西或人		dimension*	尺寸,长(宽,厚,深)	domestic*	本国的;家用的;
democracy*	民主(国家)	度;面积,大小,规模		驯养的	
demonstrate*	论证;演示;示威	dine	就餐	dominate*	支配;统治;管辖
density*	密集;稠密;密度	diplomat*	外交官	draft*	草稿(案)//起草
deny	拒绝给予(要求);否认	direct	笔直的;率直的;直接(地)	dramatic*	引人注目的,给人深
department	部门;系科	//针对;指示;指导,管理		刻印象的;戏剧性的//表演	
departure	出发;离开	direction	方向(位);用法说明	drift	(使)漂流//漂流
dependent*	依靠的	director	指导者,主管;董事;导演	duplicate*	完全相同的;
deposit*	使沉淀;存放;储蓄;	disaster*	灾难	副本的//加倍,复制	
交押金//沉积物;定金;押金		discharge*	离开;放出;卸货	//副本;相同的东西	
depress*	使沮丧;降低	//释放;排除		durable*	持久的,耐用的

duration*	持续;持久	empire*	帝国	exception*	例外
dynamic(al)*	动力的;力学的;充满活力的	enclose	围住;封入;附上	excess*	超越;过量//过量的
earnest*	认真的;诚恳的	endure*	忍受;持久	excessive*	过量的,过度的
ease	容易;安逸,舒适	engage*	(使)从事与/忙于;吸引;占用;雇用;使订婚	exchange	v/n 交换,调度;交谈
//缓和;减轻		engineering	工程(学)	exclude*	把...排除在外,排斥
echo*	回声//共鸣	enhance*	增加;提高	execute*	处死;实施
economic	经济(学)的	enormous*	巨大的	executive*	执行官,行政官
economical	节约的	ensure	保证,担保	//执行的	
effective	有效的	enterprise	企业	exert*	运用,行使;用,尽
efficient	效率高的;有能力的	entertain	使欢乐;招待;考虑	exhaust*	使精疲力竭;耗尽//排气装置;废气
elaborate*	复杂的;精心制作的	enthusiasm*	热情	exhibit	展出//展品
//详尽阐述,发挥;变得复杂		entry	进入;入口;人(物),条目	existence	存在;生存
elderly	年长的	envelope	信封	expectation*	期待;预料
election*	选举	equivalent*	相等的;等值的	expenditure*	消费;费用
electric	电(动)的	//相等物		expert	专家//内行的
electricity	电	era*	时代	export	出口,输出//出口(物)
electronic*	电子的	error	误差	explanation	解释,说明
element	基本组成部分;要素;元素	essential	必不可少的;本质的//本质,要点	explode	(使)爆炸(发)
elementary*	基本的;初级的	estate*	财产;地产	exploit*	剥削;利用;开发(采)
elevator*	电梯	estimate	v/n 估计;评价	explore*	探险;探索
eliminate*	消除;淘汰	evaluate*	估量;评价;鉴定	expose	(使)暴露于
embarrass*	使窘迫(为难)	eventually	终于,最后	exposure*	暴露,曝光
embassy*	大使馆	evidence	根据,证据	express	陈述;体现//快车
emerge*	出现;显露;被知道	evident*	明显的,明白的	extend	延长;扩大;给予
emergency*	紧急情况;不测事件	evil*	邪恶;祸害//邪恶的,坏的	extensive*	广阔的
emotion	情感(绪)	evolution*	演变,进化;进展,发展	extent	程度;范围
emperor*	皇帝	exact	确切的,精确的	external	外部的
emphasis*	强调;重点	examine	检查,调查;考察	extra	额外的事物;另外的收费
emphasize(-se)	强调;着重	exceed*	超过	//额外的;特别的	
				extraordinary*	非常的,非凡的,奇异

的	fiber / fibre* 纤维	function 起作用; 行使职责
extreme 极度的;尽头的//极端	fierce 凶猛的;狂热的;猛烈的	//功能; 职责
facility 设备;便利,容易	figure 数字;轮廓;人物;体型,	fund 资金; 基金; 储备
factor 因素	风姿;插图	fundamental* 基本的//基本原则
faculty* 才能;(大学)系,院;	filter* 过滤//过滤器	furthermore 而且
全体人员	finance* 财政,金融	gain V(钟表)走快; 获得; V/N
fade* (使)褪色;衰退;变微弱	financial* 财政的,金融的	增加; 得益
failure 失败(的人或事);	fine 罚金//处...以罚金//美好的,	gap 缺口; 间隙; 差距
没做到,不履行;失灵,故障	优秀的;纤细的;精制的;晴朗的	garage 车库; 加油站
faint 微弱的,微小的//晕倒,昏阙	fit (使)适合;(使)配合;安装	gay 快乐的; 色彩鲜艳的
fairly 相当;公正地	//适合的;强健的	gene* 遗传基因
faithfully 忠诚地;如实地	fix 固定;安装;决定;	generate* 使产生; 引起
familiar 熟悉的;常见的,	确定;修理;安排	generation 一代; 产生
日常用的	flavour* 风味	generous* 慷慨的; 宽厚的
fancy 想象;猜想;喜爱	flexible 易弯曲的;柔韧的;灵活	genius* 天才; 天才人物
//空想出来的;花俏的;奇特的	的	gentle 和蔼的; 轻柔的; 不陡的
//想象力;;幻想;爱好,迷恋	forbid* 禁止	genuine 真心的; 坦诚的
fare (车船)费	format* 板式//格式化	geometry* 几何(学)
fatal* 命运的,命中注定的,致命	formula* 公式	gesture 姿势; 姿态; 表示
的	forth 向前;往外	gift 天赋; 礼物
fatigue* 疲劳	fortnight* 两星期	glorious* 壮丽的; 光荣的
favor 好感;恩惠,善事	fortunate* 幸运的;侥幸的	glory 光荣; 荣誉
//赞同;偏袒	fortune 运气;财产	glow 广亮//发光
favorable 有利的;顺利的;称赞	foundation* 基础;地基;建立;	govern 统治; 支配
的	基金会;根据	graceful 优雅的; 得体的
fax / facsimile 传真	fountain* 喷泉	gradual* 逐渐的
feasible* 可行的,可用的	framework* 框架;体系	grand*宏伟的; 重大的; 豪华的
feature 特征;相貌	frequency 频率; 频繁	grant 拨款//授予, 准予
feedback* 反馈	frustrate*使受挫; 破坏; 使挫败	graph* 图表
fence* 栅栏,篱笆	fuel* 燃料//加燃料	graphic* 图的; 生动的
festive* 节日的,欢乐的	fulfil(l) 满足; 实现	grateful 感激的

gratitude*	感激	identification*	识别; 身份	inference*	推论
grave	坟墓//庄重的; 严重的	identify	认出; 认为...等同于	inferior*	低下的; 下级的
greet	问候; 接受; 呈现在...前	idle*	虚度//空闲的; 懒散的	infinite*	无限的
grocer*	食品杂货商	illustrate*	阐明; 给...作插图说明	inform	告发; 通知
gross*	总的; 严重的	illustration*	说明; 插图	initial*	开始的//首字母
guidance	指导, 领导	image	像; 映像	initiative*	主动性; 首创精神
guide	导游; 指南	imitation*	模仿	injection*	注射
//指导; 给...导游		immediate	立即的; 直接的;	injury	伤害; 受伤处
gym(-nasium)*	体育馆; 健身房	最接近的		inner*	内心的; 内部的
hardware	五金; 硬件	immigrant*	移民; 侨民	innocent*	无罪的; 幼稚的; 无
hardship	艰难	immigrate*	(从国外) 移来的	害的	
heading*	标题	implication*	含义; 暗示	input	输入; 投入的资金
headline	大字标题; 新闻提要	imply	暗示; 意味着	inquiry/enquiry	打听; 调查
headquarters*	总部; 指挥部	import	进口商品//进口; 输入	insect*	(昆) 虫
hence*	因此; 今后	impose	把...强加于; 征税	insert*	插入; 刊登//嵌入物
heroic*	英雄的; 英勇的	impress	使铭记; 压印	insight*	洞察力, 观点
highlight*	以强光照射; 强调	improvement	改进; 改进之处	inspection*	检查
//最明亮的部分; 最重要部分		incident*	发生的事; 事件	inspire*	鼓舞; 激起; 给灵感
hit	成功而风行一时的事物	incline*	(使) 倾斜 (倾向于) //	install*	安装
hi-tech*	高新技术	斜坡, 斜面		installment*	一期付款
honorable*	诚实的; 尊敬的	inclusive*	包括 (一切) 的	instance*	例子
horizon	地平线; 眼界, 见识	index*	索引; 指标//为...编索引	instant	即刻, 瞬间
horsepower*	马力	indicate*	指示; 表明	//立即的; 紧急的; 速溶的	
hospitable*	好客的	individual*	个别的; 特的//个人	instinct*	本能; 直觉
host	东道主; 目主持人; 一大群	induce*	说服; 劝诱	institute	学会; 研究所; 学院
hostile*	敌对的; 不友善的	industrial	工业的	institution*	设立; 公共机构; 学会
house	给..房子住//商号	industry	勤奋; 工业	instruct	教; 命令; 通知
however	不管怎样//然而	inevitable*	不可避免的	instruction	教学; 指示; 用法说明
humble*	谦逊的; 低下的;	infect*	传染; 感染	instrument	仪器; 工具; 乐器
恭顺的		infectious*	感染的	insult*	v/n 侮辱
identical*	相同的; 相等的	infer*	推论	insurance*	保险 (金, 费)

insure	给保险; 保证	joint	结合处; 关节	light	照亮//轻快的; 愉快的
integrate*	使一体化; (使) 综合	//合资 (联合) 的		litre/liter*	升
intellectual*	知识分子//智力的	journal	杂志; 期刊; 日志	load*	装(载, 货)//负荷; 装载量
intelligence*	智力; 情报	journalist	新闻记者	loan*	贷款; 暂借//借出
intelligent*	明智的	justice	正义; 司法	local	地方的; 当地的; 局部的
intense	强烈的; 热情的	justify	证明...正当 (有理, 正确); 为...辩护	locate	找出; 查明; 把...设置在
interaction*	相互作用	karaoke*	卡拉 OK	log*	原木; 木料
interest	利害关系; 利率	label*标签//贴标签于, 把...称为		logic*	逻辑 (学, 性)
//引起兴趣		labor	劳工; 劳动	logical*	(符合) 逻辑的
interference*	干涉; 妨碍	laboratory/lab	实验室	loose	松的
interior*	内部的; 内地的	lag*	V/N 落后	lorry*	卡车
//内部 (地)		lane*	胡同; 车道	lower	降下; 减弱//下游的
intermediate*	中间的	launch*	发射; 使 (船) 下水; 发动, 发起	magic*	魔术 (法); 有魔力的
interpretation*	解释; 口译	laundry	洗衣房; 待(已)洗的衣物	magnificent*	壮丽 (宏伟) 的
interrupt	打断; 中止	layout*	N 安排; 布局; 陈设	maintain*	维持; 保养; 主张
interval*	间隔; 工间休息	lead	铅	maintenance*	维持; 保养; 主张
investigate*	调查	leaf	薄金属片	majority	大多数
investigation*	调查研究	leak*	渗漏; 泄露//漏洞; 露出量	mall	购物中心
investment*	投资 (额)	lean*	倾斜; 靠; 依靠	management*	管理
invisible*	无形的	leap*	V/N 跳; 飞跃	manual*	手工的; 体力的//手册
invoice*	发票; 发货单	learning	学问; 学习	manufacture	制造//制造业; 产品
involve	牵涉; 使卷入; 包含	leisure	闲暇; 安逸	margin*	页边空白; 边缘//余地
irrevocable*	无法挽回的; 不可撤销的	length	长 (度); 一段	marvelous*	奇迹般的; 惊人的
isolate	使隔离	level	水平面; 等级// (水) 平的	mask*	面具; 口罩; 伪装
issue	颁布, 出版, 发布	liable*	易于; 可能的	//戴面具; 掩饰; 伪装	
// 问题; 发行, 期号		liberation*	解放	mass	众多; 团; 群众; 质量
item	条, 项目; 一则	liberty*	自由; 许可; 冒昧	mature*	成熟 (成年人) 的
itinerary*	旅行指南	licens(c)e*	许可; 执照	// (使) 成熟	
jam	v/n 拥挤; 堵塞; 卡住	//批准; 发许可证		maximize*	使最大化; 充分重视
jeans	牛仔裤			maximum*	最大限度; 顶点
				//最高 (大) 的	

mean	自私的; 卑鄙的	modest	适中/不过分的	neighborhood	地段(区); 四邻; 附近; 邻近地区
means	方法	modification*	修改; 修饰; 减少	nervous	神经紧张的;
mechanical	机械的; 力学的;	modify*	缓和; 修改; 修饰		神经系统的, 神经性的
	呆板的; 手工的	moisture*	潮湿; 湿气	neutral*	中立(性)的
mechanism*	机械装置; 机制	monitor	监听(检测)器	nevertheless	仍然; 不过
medium*	中等的; 适中的	//监听; 监测		newsletter	通讯
	//媒介; 中间; 适中	monument*	纪念碑	nonsense*	胡说; 废话
memo(-randum)*	备忘录	mood*	心情; 语气	normally	通常; 正常地
memorial*	纪念的	moral*	道德(上)的;	note	注意; 记录//笔记; 注
	//纪念堂(碑, 仪式)		有道德的//寓意		解; 票据; 钞票
mental	精神的; 智力的	mortgage*	抵押贷款	novel	新颖的
merchant*	商人; 零售商	motion*	运动; 手势; 提议	nuclear*	核能的; 核心的
mercy*	慈悲; 宽容	//打手势; 示意		numerous*	众多的
mere	纯粹的	motivate*	激起; 激发积极性	nursery	托儿所; 苗圃
merely*	仅仅	motive*	动机; 目的	objection*	反对
merit*	优点	mount	登上; 安放//峰	objective	目标//客观的
microscope*	显微镜	multiple*	复合的; 多重的//倍数	obligation*	义务; 职责
military	军事(用)的	multiply*	增加; 繁殖; 乘; 使相乘	oblige*	迫使; 施恩惠于; 帮...
minimum*	最低的//最低限度; 最	municipal*	都市/市政的		的忙; 使感激
少量		mutual	互相的; 共同的	observe	注意到; 观察; 评论;
minister*	部长; 大臣	mysterious	神秘的; 难理解的		遵守; 奉行
minor*	较小的; 较次要的	mystery	神秘; 神秘事物	occasional*	偶尔的
minority*	少数(派, 民族)	nail*	钉子//钉(牢)	occupation	工作; 职业; 占领
minus*	减(去)//负的; 减去的	nationality	民族; 国籍	occupy	占(用, 领); 使忙碌(从事)
miracle	奇迹; 令人惊奇的人	navigation*	航海/空(术); 领航	occur	被想起; 出现; 发生
miserable*	痛苦/悲惨/可怜的	navy*	海军	odd	古怪/临时/不成对/奇
mission*	使命; 任务; 代表团	necessity*	必要(性); 必需品		数/挂零的
mixture	混合(物)	negative	底片; 负数	offence*	N 冒犯; 得罪; 违反
mode*	方式; 样式	//否定(反面, 消极, 负, 阴性)的		offend	v 冒犯; 使厌恶
moderate*	温和/稳健/有节制/适	neglect	忽视(略); 疏(玩)忽	omit	省略; 遗漏
度的		negotiate*	商定; 谈判		

operator	操作员; 话务员	完全地; 部分地	philosophy*	n 哲学, 主旨	
opponent*	敌手; 对手	passage	通道; 经过; 消逝	physical	a 身体的, 物理的, 物质的, 有形的, 自然的
opposite	在对面//对面的; 对立的//对立面(物)	passion*	激情; 酷暑	pioneer*	n 先驱者, 开拓者
optimal*	最佳的; 最理想的	passive	消极的; 被动的	platform*	n 台平台, 讲台, 站台
oral*	口头的; 口的	passport	护照	plentiful*	a 丰富的, 多的
orient*	东方//定方位 //东方的; 珍贵的	paste*	浆糊//粘贴	plot*	n 计划, 密谋, 情节 v 绘制, 标绘, 计划
orientation*	东方; 方位	Pattern	n. 型、模式、样式、图 案、花样	Plus	a 加号的, 正的 prep 加, 加上
original*	起初的; 独创的	Pause	v / n. 暂停、中止	poll*	n 投票, 计数, 民意测验
outcome	结果	Peculiar	a 奇怪的、古怪的 特殊的、独特的	Pool	n 水池, 联营, 合资经营 v 联营
outlet*	出路; 电源插座	Perceive	v 察觉、感知 认识到、意识到、理解	Pop	n 流行音乐, v 突然出现, 发生
outline	外形; 轮廓; 大纲; 概要//描...的外形; 概述	Perfect	a 完美的, 完满的, 完全的十足的 v 使完美, 改善	porcelain*	n 瓷器
outlook *	观点; 见解; 展望; 前景	Performance	n 演出, 表演 履行, 执行, 表现	portable*	a 便于携带的, 轻便的, 手提式的
output	产量; 输出(功率)	permanent*	a 永久(性)的, 固定的	portion	n 位置, 职位, 职务, 姿态, 见解, 立场*
outstanding	突出的; 杰出的	permissible*	a 可允许的, 可原谅的	pose	n 姿势 v 摆姿势*
overload*	使超载; //超载	permission*	n 允许, 许可	positive	a 确实的, 确信的, 明确的, 肯定的, 断然的, 正极的
overlook*	俯瞰; 看漏; 宽容	persist*	v 坚持不懈, 执意 持续, 存留	possess	v 占有, 拥有
ownership*	所有(权, 制)	Personal	a 个人的, 私人的, 亲自的	possibility	v 可能性
pamphlet*	小册子	Personnel	n 人员, 员工	postage*	n 邮资
panel*	专门小组; 面, 板; 控制仪, 仪表盘	Petrol	n 汽油	poster*	n 海报, 标语
parallel*	可相比拟的事物; 相似处; 平行线; 平行面	phase*	n 阶段, 时期, 面, 方面,	postpone	v 推迟, 延期
parameter*	参数	phenomenon	n 现象, 迹象	potential*	a 潜在的, 可能的 n 潜力, 潜能
parcel*	包裹	philosopher	n 哲学家	pour	v 倒, 倾泻, 流出
parliament*	议会; 国会				
participant*	参加(考)者				
participate	参与				
partly	在一定程度上; 不				

poverty	n 贫穷, 贫困	n 负责人, 校长, 资本, 资金	propose	v 提议, 建议, 推荐, 提名	
power	n 权力, 政权, 力量, 能力, 功率, 动力, 乘方, 电力	principle	n 原理, 原则	prospect	n 前景, 前途, 展望
practical	a 实际、实用的	prior*	a 在前的, 在先的, 比……重要的, 优先的	prospectus*	n 招生简章, 厂商介绍
precaution*	n 预防, 防备,	priority*	n 优先, 在前	prosperity*	n 兴旺, 繁荣
preceding*	a 在先的, 在前的,	procedure	n 程序, 手续, 步骤	prosperous*	a 繁荣的, 昌盛的
precious*	a 珍贵、贵重的	proceed	v 进行, 继续下去	protest*	v/n 抗议, 反对
precise*	a 精确的, 准确的	process	n 过程, 进程, 工序, 加工, 处理	prove	v 证明, 证实, 检验, 鉴定, 结果是, 原来是
predetermine*	v 预先决定	Progress	v / n 前进, 进步, 进展	provided	conj 假如, 若是
preference* n	偏爱, 更加喜爱, 优先权 (～for\to)	procession*	n 队伍, 行列	province	n 省, 领域, 范围
preliminary* a	预备的, 初步的	product	n 产品, 产物, 成积	provision*	n 供应, 准备, 预备, 规定, 供给, 条款
prescribe*	v 指示, 处方	production	n 生产, 产量, 产品, 作品	psychological* a	心理的, 心理学的
prescription*	n 指示, 处方	profession*	n 职业	publication*	n 出版物, 出版, 发行, 公布, 发表
presence* n	出席, 在场, (某物的) 存在	professional* a	职业的, 专业的 n 自由职业者, 专业人员	punctual*	a 准时的, 正点的
preserve* v	保护, 维护	proficient*	a 精通的, 熟练的	purchase	v 买, 购买
Press	v 压, 按, 压榨, 压迫, 催促, 逼迫	profitable	a 可赚钱/有好处/有益的		n 购买的物品
prevail*	v 流行, 盛行, 获胜, 占优势	progressive* a	进步的, 前进的, 先进的	pursue*	v 追赶, 追踪, 追求, 从事
previous	a 先, 前, 以前的,	prohibit	v 禁止, 不准	puzzle	v 使迷惑, 使为难
primary	a 最初的, 初级的, 主要的, 基本的	prompt*	v 促使, 推动		n 难题, 迷惑, 谜
prime*	a 首要的, 主要的, 最好的, 第一流的		a 敏捷的, 及时的	Qualified	a 合格的
	n 青春, 壮年	Proof	n 证据, 证明, 样张, 校样	Qualify	v 证明合格, 使具有资格
primitive*	a 原始的, 早期的, 简单的, 粗糙的	Property	n 财产, 资产, 所有物, 性质, 特性		限制, 限定
principal	a 最重要的, 主要的,	proportion*	n 比例, 部分, 均衡, 相称	Quality	n 质量, 品质, 特性
		proposal	n 提议, 建议	Quantity	n 数量, 大量
				quarantine*	n 检疫

random* a 随便的, 无目的的	可偿还的	represent* v 描述, 表示, 代表,
range* n 幅度, 范围, 距离, 一系列, 山脉	regardless* a 不留心的, 不注意	代理, 象征, 体现
rank* n 地位, 军衔, 社会阶层, 排, 横列, 分等级, 把...分类, 列入	ad 无论如何	representative* n 代表, 代理人 a 典型的, 有代表性的
rarely ad 很少, 难得, 非常地	register n 登记, 注册	reputation* n 名气, 名声, 名望
ratio* n 比, 比率	v 登记, 把...挂号	resemble* v 像, 类似
raw* a 未煮过的, 生的, 未加工过的, 生疏无知的	regulate* v 使有条理/有秩序, 整顿, 调整, 调节	reserve* v 保留, 储备, 预定, 预约
readily ad 容易	regulation* n 规章, 规则, 管理, 控制, 调节, 调整	reset* v 重放, 重调
realistic* a 现实主义的	reinforce* v 增强	residence* n 住宅, 住处
receipt* n 收据, 收条, 收到, 接收	reject v 拒绝, 排斥, 抵制, 驳回, 舍弃, 退掉	resident* n 居民, 定居者 a 居住的
reception n 接待处, 接待, 招待会, 接收, 收到	relate v 叙述, 讲述, 关系, 联系 (to)	Resist v 抵抗, 反抗, 抵制
receptionist* n 招待员	relative a 相对的, 比较的, 有关系的, 相关的	resolution* n 决心, 决定, 坚定, 刚毅, 解决
recognition* n 认出, 识别, 承认	n 亲属, 亲戚	resort* n 胜地
recommendation n 推荐, 建议, 劝告	release* v 释放, 解放发表, 发行	respective* a 各自的, 各个的
reference n 提及, 涉及, 参考, 查阅, 证明书或人, 推荐信或人	reliable a 可靠的	respectively* ad 个别的, 各自的
refine* n 精炼, 精制, 提纯	relief n 减轻, 解除, 救援, 救济	respond v 回答, 答复, 反应, 响应 (to)
reflect v 反射, 反映, 表现, 反省, 考虑, 细想	relieve* v 减轻, 解除, 救援, 救济	response n 回答, 答复, 响应, 反应
reflection* n 映像, 倒影, 沉思, 反省	religious a 宗教的, 虔诚的, 笃信宗教的	responsibility n 责任(心), 职责, 有责任感的, 责任重大的,
refresh* v 使精神振作, 使精力恢复	reluctant* a 不情愿的, 勉强的	responsible a 需负责任的, 有责任感的, 责任重大的,
refreshment* n 点心, 饮料	remark n 评语, 议论, 意见, v 谈论, 评论, 注意到, 察觉	restrain* v 抑制, 遏制, 阻止, 控制
refundable* a 可归还的,	remarkable a 异常的, 非凡的, 显著的, 值得注意的,	restrict v 限制, 约束
	remedy* v 纠正, 补救, 治疗	resume v 重新开始, 恢复
	n 补救方法, 治疗措施, 药品	n 简历
	remote* a 遥远的, 偏僻的, 疏远的	retain* v 保持, 保留
		retreat v 撤退, 退却
		reveal* v 展现, 显示, 揭示, 揭

露, 泄露, 透露	scarcely*ad 几乎不, 简直没有, 勉强	senate* n 参议院, 上院
reverse* v 颠倒, 倒转	strong n 强	senior a 较年长的, 年高的, 地位较高的, 高年级的, 资格较老的
n 相反, 反转, 背后	scare* n 惊恐, 恐慌	sensible* a 明智的, 合情合理的
a 相反的, 倒转的	v 惊吓, 受惊, 使恐惧	sensitive a 敏感的, 神经过敏的, 灵敏的
revise* v 修订, 订正, 校正, 复习	scatter* v 散开, 驱散, 撒播	sequence* n 连续, 接连, 一连串, 次序, 顺序
revolutionary n 革命者	scene n 景色, 景象, 背景, 布景, 舞台, 场面, 一场戏	settle v 安放, 安顿, 定居, 解决, 调停, 料理, 安排
a 革命的, 大变革的	scenery* n 风景, 景色, 舞台布景	settlement* n 解决, 协议, 定居地
reward n 报酬, 奖赏, 赏金	scenic* a 景色好的	severe* a 严厉的, 严格的, 严峻的, 艰难的
v 报答, 酬劳, 奖赏	schedule n 时间表, 日程安排表	shallow* n 阴影, 影子, 暗处, 荫
ridiculous a 可笑的, 荒谬的	v 安排, 安定	shareholder* n 股东
rival* n 竞争对手, 敌手	scheme* n 计划, 方案, 阴谋	shelter* n 掩蔽处, 躲避处, 掩蔽, 保护 v 躲避, 掩蔽, 庇护
a 竞争的 v 与……竞争	system n 系统, 组合, 配合	Shift v 改变, 替换, 移动, 转移, n 转变, 替换, 轮班
roast* v 烤, 炙, 烘	scholarship* n 奖学金, 学问学识	Shortly ad 立刻, 不久, 简短地, 简慢地
rough a 粗糙的, 粗略的, 大致的, 粗暴的, 粗野的	screw* n 螺旋, 螺丝钉	sightseeing* n 观光, 游览
route* n 路, 路线	v 拧紧, 拧	significance* n 意思, 含义, 重要性,
routine* a 例行的, 日常的, 常规的	seal* n 封印, 图章	significant a 相当数量的, 不可忽略的, 重要的
n 惯例, 例行公事	v 密封	意义重大的, 意味深长的
royal* a 王室的, 皇家的	Secondary a 次要的, 从属的, 辅助的, 中级的	simultaneous* a 同时的
sake n 目的, 缘故, 理由	Section* n 章节, 部分, 部门, 截面, 剖面	single a 单独的, 单人的, 单一, 单个的, 未婚的, 独身的
salutation* n 称呼语	secure* a 安全的, 牢固的, 可靠的 v 使安全, 保卫	singular* a 单数的, 非凡的,
satisfactory a 令人满意的	security* n 安全	
saving n 节省, 节约, 存款, 储蓄金	selection* n 选择, 挑选, 选集, 精品选	
scale n 刻度, 标度, 天平, 磅秤, 比例, 规模范围	selective* a 选择的, 有选择能力	
scan v 细看, 审视, 扫描, 浏览	semester* n 学期	
scarce* a 缺乏的, 不足的, 稀少的, 罕见的	seminar* n 学术讨论会	

突出的, 独一的, 唯一的	spectator* n 观众	stock n 备料, 库存, 现货, 股票, 公债
site n 场所, 定点	sphere* n 球体, 范围, 领域	v 储备, 储存
sketch* n 素描, 速写, 略图, 草图, 概述, 纲要	spill* v 使溢出, 使洒落	strategy* n 战略, 策略
v 素描, 速写, 画草图	splendid* a 灿烂的, 壮丽的, 辉煌的, 极好的	strengthen n 力量, 实力
slice* n 薄片, 切片, 部分	split* v 切开, 劈开, 撕裂, 分裂, 分开	stress n 压力, 紧张, 着重, 强调, 重音
v 把……切成片	spoil v 损坏, 破坏, 溺爱, 宠爱	v 强调, 着重
slide* v 使滑动, 使滑行	sponsor* v 主办, 发起, 倡议, 赞助	stretch* v 拉伸, 伸张
n 滑道, 幻灯片, 滑动	n 主办者, 发起者	n 伸张, 扩展
slope* n 斜坡, 斜面, 倾斜, 斜度	staff* n 全体职员, 全体人员, 为……配备人员	Strict a 精确的, 严谨的
v 使倾斜	stain* n 污点, 污迹	Strike n 罢工 v 打, 击, 撞, 罢工, 给……以印象, 使受吸引, 敲响, 报点, 使认为
smart a 漂亮的, 时髦的, 聪明的, 精明的	v 污染, 给……着色	stroke* n 击, 敲, 响, 一举, 一着, 成功的努力, 笔划, 一笔, 中风, 突然发作
smuggle* v 走私	starve* v 使挨饿, 使饿死	structure v 建筑, 建造
snack* n 小吃, 快餐	statistics* n 统计学, 统计数字	n 结构, 构造, 建筑物
sole a 单独的, 唯一的, 仅有的	statue* n 雕塑, 塑像	studio n 工作室, 画室, 演播室, 电影摄影室
solution n 解答, 解决, 溶解, 溶液	status* n 地位, 身份	stuff* n 原料, 材料, 东西, 物品 v 把…塞满, 把…塞进
somewhat ad 稍微, 有点	steady* a 稳的, 稳定的, 不变的, 坚定的, 镇定的	subject n 主题, 题目, 学科, 科目, 主语
sophisticated* a 老于世故的, 老练, 精密的, 尖端的	v 使稳定, 使固定	a 易遭…的, 受…支配的 (to)
souvenir* n 纪念品	steep* a 陡峭的, 陡直的	v 使遭受, 使服从(to)
span* n 一段时间, 跨距, 跨度	stereo* n 立体声	submit* v 使服从, 使屈服, 提交, 呈交
specialist* n 专家	stereotype* n 陈规, 陈见	submission* n 服从, 提交
specialize/sc* v 专营, 专攻, 专门从事, 专门化	stiff* a 硬的, 僵直的, 拘谨的, 生硬的	substance* n 物质, 材料
specific a 明确的, 具体的, 特定的, 特有的	stimulate* v 刺激, 激励	
specification* n 详细说明, 规格, 规范	stipulate* v 规定	
specimen* n 样品, 样本	stir v 搅拌, 搅动, 微动, 移动, 激励, 打动, 惊动, 搅乱, 引动, 煽动	

实质, 本质, 旨要	switch* n 开关, 电闸, 转变,	领域, 范围
substitute n 代用品, 替补	转换 v 转变, 转换	thermometer n 温度计,
v 代替, 接待	Symbol n 象征, 标志, 符号	体温表
Suburb n 市郊, 郊区	Sympathy n 同情, 同情心	thorough a 彻底的, 完全的
Subway n 地铁, 地道	symphony* n 交响乐	thoughtful* a 沉思的, 思考的, 体贴
Sufficient a 足够的, 充分的	symptom* n 症状	的, 关心的
Suitable a 合适的, 适宜的	synthetic* a 合成的, 人造的, 综合性的	threat* n 威胁, 恐吓,
summarize /se v 概括, 作总结	systematic* a 系统的	凶兆, 征兆
summary n 概要, 摘要	tablet* n 药片	threaten* v 威胁, 恐吓, 是…
superficial* a 肤浅的, 浅薄的,	tackle* n 用具 v 解决, 处理	的征兆, 预示危险快要来临
表面的, 外表的	Tag n 标签, 标牌	tip* n 末端, 尖端, 小费
superior* a 上级的, 有优越感的	Tank n 箱, 罐, 槽, 坦克	v 给小费, 轻触, 轻碰
较好的, 优良的, 较多的, 较大的,	tax* n 税款, 负担	tissue* n 组织, 薄纱, 薄纸,
较高的,	v 对…征税	薄的织物
n 上级, 长官	Tear n 眼泪 v 撕碎	tolerate v 容忍, 忍受,
supplement* v 补充, 增补	Technique n 技术, 技能, 技巧, 手艺	容许, 宽恕
n 增补物, 补充物, 增刊, 副刊	Technology n 技术, 工艺	tone* n 腔调, 语气, 音调, 声调,
Suppose v 料想, 猜想,	teller* n 出纳员	气氛, 色调
假定, 认为	temporary a 暂时的, 临时的, 一时的	touch v 触摸, 碰到, 触动, 感动,
surgery* n 外科	tempt* v 吸引, 引诱, 诱惑, 引起…	涉及, 论及
surroundings n 周围的事物, 环境	the interest	n 接触, 碰到, 少许, 一点
survey v/n 俯瞰, 眺望, 测量,	tender* a 温柔的, 嫩的,	tough* a 强壮的, 坚强的, 坚韧
策勘, 全面审视, 调查	平和的, 脆弱的, 敏感的	牢固, 困难的, 艰苦的
suspect* v 怀疑, 疑有	tense a 拉紧的, 紧张的	tour n/v 旅行, 旅游, 观光
n 嫌疑犯, 可疑分子	n 动词的时态	trace* n 足迹, 形迹
suspicion* n 怀疑, 略有所知	terminal* n 终点站, 末端, 终端	v 追踪, 探索
suspicious* a 怀疑的	a 末端的, 终点的, 极限的	track* n 跑道, 小路, 轨道,
swallow v 吞, 咽	territory* n 领土, 版图,	足迹, 踪迹 v 跟踪, 追踪
n 燕子		Trademark n 商标
swing* v 摇摆, 摇荡, 挥动,		transaction* n 交易
转身, 转向 n 秋千, 摇摆, 摆动		transfer v/n 迁移, 转移,

转让, 过户, 调动, 转职	许诺, 保证, 从事	变种, 多种多样
transform* v 使变形, 使转变, 改造, 改善, 改革	undo* v 解开, 松开, 取消, 消除	Various a 不同的, 各种各样的, 不止一个的, 许多的, 多方面的,
transit* n 通行, 运输	undoubtedly ad 无疑, 必定	vary* v 改变, 使变化
transparent* a 透明的, 显然的, 明显的	uneasy a 心神不安的, 忧虑的, 不安宁的, 令人不安的	vehicle* n 交通工具, 车辆, 传播媒介, 工具, 手段
transport v 运输, 运送 n 运输工具, 运输	unexpected a 想不到的, 意外的	venture* n 冒险, 企业 v 冒险, 敢于, 大胆表示
treaty* n 条约, 协定	unfortunately ad 不幸, 可惜的是	verify* v 核实, 查对, 证明, 证实
tremendous* a 巨大的, 极大的, 非常的	Uniform n 制服, 军服 a 相同的, 一律的, 一贯的	version* n 版本, 译本, 译文, 说法, 描述
trial* n 讯问, 审讯, 试用, 试验	unique* a 唯一的, 独特的, 独一无二的	versus* prep 对, 相对
troop* n 军队, 部队, 一群, 一对, 大批	universal* a 普遍的, 全体的, 共同的, 通用的, 万能的	vertical* a 垂直的, 竖的
tube* n 管, 软管, 地铁, 电子管, 显像管	unprecedented* a 空前的, 无前例的	veteran* n 老手, 老兵
tuition* n 学费	urge n 冲动, 强烈的欲望, 迫切的追求, v 鼓励, 激励, 催促, 力劝	veto* n 否决
tune* n 曲调, 曲子, 和谐, 协调, v 调音, 调整	utility* n 功用, 效用, 公用事业	via* prep 经由, 经过, 通过
tunnel* n 隧道, 地道	utilize* v 利用	vice* n 邪恶, 道德败坏 a 代替品, 副的
tutor* n 教师, 导师	vain a 徒劳的, 无效的, 不成功的, 自负的, 爱虚荣的	victim* n 牺牲品, 受害者
twist* v/n 捻, 搓, 扭, 拧, 扭转, 拐弯	valid* a 有效的, 有根据的	video n 录像机 a 电视的, 视频的, 录制的
typewriter n 打字机	validity* n 确实性, 效力	View n 看法, 见解, 观点, 观察, 视域, 眼界, 景色, 风景 v 看待, 估量, 观察, 看
typist n 打字员	valuable a 贵重的, 有价值的 n 贵重物品	virtual* a 事实上的, 实际上的
ultimate* a 最后的, 最终的, 根本的, 基本的	vanish* v 消失, 逐渐消散	virtually ad 实际的, 事实上
Underline v 在...下面划底线, 强调	variable a 易变的, 可变的 n 变量	virtue* n 美德, 德行, 优点, 长处
undertake v 承担, 担任,	Variety n 变化, 多样化, 品种,	visa n 签证

visible a 看得见的, 可见的, 有形的	withdraw* v 收回, 取回, 提取, 撤退, 撤销, 退出, 撤回说的话	on the air (用无线电电视) 播送
vision* n 想象力, 幻想, 幻觉, 视力, 视觉, 目光, 眼力	withdrawal* n 提款, 撤销	above all 首先, 尤其是
visual* a 视觉的, 看得见的, 形 象化的	withstand* v 经受, 承受, 抵住	after all 毕竟, 终究
vital* a 生死攸关的, 致命的, 极 其重要的, 必不可少的, 有生命的, 充满生机的	witness* n 目击者, 见证人, 证据, 证言	all in all 大体而言
vivid* a 鲜艳的, 生动的 栩栩如生的	v 目击, 目睹, 为...证明	all but 几乎, 差不多; 除了...都
Vocabulary n 词汇量, 词汇表	workshop* n 车间, 工场, 作坊, 研 讨会, 讲习班	in all 总共, 合计
volt* n 伏特	worship* n/v 崇拜, 崇敬, 信奉	amount to 总计, 等于
voltage* n 电压	worthwhile* a 值得做的	anything but 绝非
volume* n 卷, 册, 书卷, 体积, 容积, 容量, 音量, 响度	yield n 出产, 产量, 收益	除...之外任何事(物)
vote* n 票, 选票, 投票, 选举, 表决 v 投票, 选举, 表决	v 生产, 出产, 产生, 带来, 让出, 放弃, 屈服, 顺从, 投降	apart from 除...外
voyage* n/v 航海, 航行, 航程	zone* n 地区, 区域, 地带	apply to 适用于
wage n 工资 v 进行, 从事, 开展	have access to 有...的机会, 有...的权利	apply for 申请, 请求
walkman* n 随身听	by chance 偶然, 碰巧	as for/to 至于, 关于
website* n 网址	on account of 因为, 由于	aside from 暂且不谈, 除...之外
weep* v 哭泣, 流泪	take into account 把...考虑进去	associate...with... 把...联系在 一起, 与...交往
welfare n 福利, 福利救济	account for 说明	attend to 专心于, 致力于
whisper* v/n 低语, 耳语, 私语, 密语	accuse ... of ... 指控..., 控告...	back up 倒退; 支持; 备份
widespread a 流传很广的 遍及广大范围的,	adapt oneself to 适应	be absorbed in 专心致志于...
wisdom n 窗户, 窗口	add up to 合计达	bear...in mind 记住(某事)
wit* n 智力, 才智	in addition 另外, 加之	bear on/upon 压迫; 依靠; 与...有 关
	in addition to 除...之外(还)	on behalf of 代表, 为了
	adjust oneself to 适应于	get the better of 战胜, 在...中占 上风
	in advance 预先, 事先	in between 在其间, 在...中间
	gain/have an advantage over 胜过, 优于	give birth to 生...; 造成...的原因
		be to blame 应受谴责, 应负责任
		blame sth on sb/把...归咎于某人
		blame sb for sth 因...而责备某人

blow up	炸毁..., 充气	take care	当心, 注意	confine to	限定; 把...禁闭
be bound to	必定; 一定	carry on	进行	conform to	与...一致, 符合
be about to	刚要, 即将	carry out	执行	be conscious of	有意识的,
be bound for/to	开往(或驶往)...	carry off	拿走, 夺走		自觉的
的		in any case	无论如何, 不管怎样	in consequence	因此, 结果
break away	突然离开、强行逃脱	in case (of)	假如, 如果发生, 防	consist of	组成, 构成
break down	损坏	备		consist in	在于, 存在于
break in	闯入; 插嘴	in no case	无论如何不, 决不	on the contrary	正相反
break off	中止, 中断	take a chance	冒险, 投机	in contrast to	与...相比
break through	突围, 突破	free of charge	免费	convert into	改变, 把...改成;
break up	打碎, 粉碎;	check in	办理登记手续		兑换
终止, 结束		check out	结帐离去,	correspond to	相当, 相类似
in brief	简言之, 简单地说	办妥手续离去		correspond with	与...一致
bring about	导致, 引起	come about	发生, 产生	at all costs	不惜任何代价,
bring forth	产生, 提出	come across (偶然)	遇见		无论何
bring forward	提出, 提议	(或发现)		at the cost of	以...为代价
bring in	引来, 引进, 吸收	come along	在努力点; 进步;	count on/upon	依靠, 指望
bring out	使显出, 出版, 推出	出现; 赶快		cover up	掩盖, 掩饰
bring up	教育, 培育	come through	经历...仍活着	cut cross	抄近路穿过, 对直通过
build up	逐步建立, 增长,	come to	苏醒; 共计, 达到	cut in	插嘴, 打断; 超车抢档
积聚, 增强...的体力		come to the point	回到正题上来	cut out	割去, 删去
burst into tears	突然哭起来	come true	实现, 达到	cut short	中断, 打断
but for	倘没有, 要不是	come up to	等于, 合计	date back to	回溯到, 追溯到
call at	访问(某地)	come up with	提出, 提供	date from	始于
call back	回电话	be committed to	承诺, 交付	deal in	经营
call for	需要	compensate for	弥补, 补偿	in demand	有市场需求的,
call in	召来, 召集	as/so far as ...be concerned	就...而		吃香的
call off	取消	言		in depth	深入地
call on	访问, 拜访	be concerned about	关心, 操心	die down	变弱, 逐渐消失
care about	在乎, 关心	be concerned with	有关, 涉及	die out	消失, 灭绝
care for	照顾, 照料; 喜欢	on condition that	如果	differ in	不同, 相异

differ with	与...意见不同	等同	figure out	计算出, 想出		
make a/the difference	有影响, 起(重要)作用	be essential to	必要的, 必不可少的	fill out/in	填写	
direct to/at	把...对准, 针对, 指示, 管理, 指导	at all events	不管怎样, 无论如何	fill up	填满, 充满	
dispose of	去掉, 丢掉, 消除, 销毁	in any event	不管怎样, 无论如何	be fit for	适合于	
be distinct from	截然不同的	in the event (of/that)	假若, 倘若	fit in	贴合; 使...适合; 相处融洽	
distinguish from	区别, 辨别, 分清	every now and then	时而, 偶尔	fix up	安顿, 修理好	
be divided into	分成	every other	每隔一个	and so forth	等等	
do away with	废除, 去掉	to be exact	确切地说	free of/from	无...的	
do without	没有...也行, 将就	with the exception of	除...之外	for free	免费	
draw in	(汽车或火车)到站	in exchange for	作为对...的交换	get across	讲清楚, 表达清楚	
draw up	起草, 制定, 写出(使)停住	be exposed to	暴露, 面临	get out	离去, 退出(组织等); (消息等)泄露	
draw on	利用, 凭	catch one's eye	引人注目	get over	越过, 克服, 渡过	
draw out	抽出, 取钱; 延长	keep an eye on	留意, 照看	give away	赠送; 泄露	
drop by/in	随便来访	face up to	大胆面对	give in	认输, 让步, 屈服	
drop out	退出, 退学	in the face of	1.不顾, 即使; 2.在...面前	交上, 呈上	give off	释放, 放出
drop off	睡着, 下车, 下降	fall apart	破碎, 崩溃	give out	分发	
due to	由于	fall back	后退, 退却	give way to	被...代替, 对...让步	
bring into effect	使生效, 使起作用	fall back on	依靠, 求助于	go about	四处走动; 着手...,	
come/go into effect	生效, 实施	fall off	跌落, 下降	go against	反对, 不利于	
in effect	实际上, 有效	fall out	1.脱落 2.吵架, 失和	go ahead	开始, 进行	
take effect	生效, 起作用	fall over	跌倒, 倒下	go along with	赞同, 附合, 支持	
elaborate on	详尽阐述, 发挥	be familiar to	(某事)世所周知, 熟悉	go for	去请, 去取	
enter into	开始..., 缔结..., 成为...一部分	by far	最, ...得多	go in for	从事, 爱好	
be equivalent to	相当于, 与...等同	far from	远非, 远离	go into	叙述; 调查, 研究; 从事	
		do a favor	帮忙	go off	爆炸, 发射; 离开	
		in favor of	支持, 赞成	go out	外出; 熄灭	
		feed on	以...为食	go through	穿过; 经受; 审查,	
				go with	和...一起存在, 是...	

的结果; 与...协调, 与...相配	heart and soul 全心全意	leave alone 不管(不理,不干涉)
go without 放弃, 没有...也行	lose heart 丧失勇气,失去信心	leave behind 留下(遗留)
go wrong 出错; 发生故障,	hold back 退缩	leave out 省去(不考虑,离开)
for good 永久地	hold on 抓住(继续,坚持,忍受)	let alone 不打扰,不惊动,更别提
take for granted 认为...是理所当然,	hold on to 拉住(抓牢)	let down 放下,降低,使失望
(因视作当然而)	hold out 伸出	let go 放开,松手
on the grounds of 根据	hold up 举起(提出,抓举,支持住,阻	let in 让...进入,放...进来
guard against 防止,防范	挡)	let out 放出(泄露,出去)
on guard 值班(警戒)	to be honest 说实在的(老实说)	lie in 在于
on one's guard 警戒着	in honor of 为纪念(为向...表	lift off 起飞,发射
get into the habit of 习惯于	示敬意,为庆祝)	line up 排队,使排成一行
in half 成两半	hunger for 渴望	be linked to 连接(联系)
at hand 在手边(在附近,即将到	identify with 视...为一体; 认同	live on 靠...过活(以...为主食)
来)	inferior to 次于	live through 度过,经受住
by hand 用手(以手工,亲手	inform sb of sth 通知某人某事	live up to 实行(达到预期标准,
hand down 把...传下来	inform on/against 告发检举某人	不辜负...的希望)
hand in hand 手拉手地(联合起来,	innocent of 无...罪	live with 寄宿在...家,与...同居
相随)	inside out 彻底(里面翻到外面)	long for 渴望
hand out 分发,散发	isolate...from 把...从...隔离开	in the long run 从长远看来
hand over 交出,移交	be keen on 渴望(喜爱,爱好)	look on 观看,旁观
on hand 在手边(在近处,现有,	keep in mind 记住	look out 留神,注意
在手头上,到场)	keep off 不接近,避开	look over 检查,查看,调查
on (the) one hand 一方面	keep out of 躲开,置身...之外	look through . 看穿
on the other hand 另一方面 ...	keep out 不许入内(阻止,防止,	at a loss 困惑,不知所措
hang on 坚持下去(缠住不放)	keep to 坚持,遵守,信守	make for 有助于(对...有利,促进)
hang up 挂断电话	knock out 敲出(击倒,打破,打落)	make out 辨认出, 看出, 理解, make
have in mind 考虑(想到,打算)	at large 逍遥自在的,笼统地	up 弥补, 虚构, 创造
head for 驶向,走向	at the latest 至迟,最迟	make up for 补偿,弥补
head on 迎面地	lay down 放下(记下,拟定,建造)	make up one's mind 下定决心,
keep one's head 保持冷静	lay out 展开,设计,布置,划定	a matter of (关于...)的问题,大约
lose one's head 不知所措, 丧命,	lead to 导致	as a matter of fact 事实上

by all means 尽一切办法,务必	out of place 不合适的	in question 正在考虑的
by means of 用,凭借	to the point 切题,切中要害	out of question 无疑的
by no means 决不,并没有	on the point of 即将(正要,接近)	out of the question 不可能(根本谈不上)
at the mercy of 在...支配下	pop up 突然出现,冒出来	at any rate 无论如何,至少
at the moment 此刻	out of practice 久不练习,荒疏	react against 反抗; 起反作用
for the moment 暂时,目前	put into practice 实行(实施)	by reason of 由于
the moment (that) 一...就...	in practice 在实践中	refer to...as...把...称做...
no more than 不过,仅仅	preference to/for 偏爱, 喜爱, 优先选择	with/in regard to 对于, 就...而论
move up (使)升级,提升	prevail over 胜过(说服)	regardless of 不顾,不惜
in the name of 以...的名义	previous to 在...之前	in relation to 关于(和...有关,与...有关,相对于)
by nature 本性上,本来,生来	prior to 在...之前	remark on 评论(批评,评论)
in nature 事实上,实质上,究竟	in private 秘密地(私下地)	remember sb to sb 代---向---问好
for nothing 免费, 徒然	in progress 在进行中(在发展中)	with respect to 关于,至于
now and then 时而,不时	in the process of 在...过程中	in respect of 涉及(关于)
now that 既然,由于	in proportion to 与...成比例	respond to 响应(对...起反应)
for once 就这一次	be proud of 以...自豪(以...自负)	rest on 依靠
other than 不同于,除了	provision for/against 准(预)备	restrain from 抑制,制止
the other day 前几天	pull down 拆毁, 拉倒; 拉下, 降低	result in 导致
owe to 把...归功于...	pull in (车)进站; (船)到岸	result from 起因于
of one's own 某人自己的	pull up (使)停下, 减速停车; 拔起	as a result of 作为...的结果
on the part of one/on one's part 就...而言	on purpose 故意,有意	be rich in 在...充足(充裕)
participate in 参与(参加,分享)	put aside 储存,保留	ripe for 时机成熟,准备好
pass away 去世	put down 把...放下; 镇压; 记下	give rise to 引起(使发生,导致)
pay for 偿还,付款	put forward 提出	as a rule 通常,一般说来
pay back 偿付(还击)	put in for 申请	rule out 排除; 不考虑
pay off 偿清(欠款等),贿赂	put in 申请, 插入; 插话	run down 撞倒; 耗尽; 缩减;
pay out 付出(钱),出钱	put off 推迟,拖延	run into 偶然碰见; 遭遇(困难等);
in person 亲自	put out 熄灭	撞在...上 ...
in the first place 起初,首先	put to use 使用,利用	run off 跑掉, 逃掉
in place 在适当的位置	put up with 忍受,容忍	

run out (of) 用完, 用尽, 耗尽	side with 站在...一边, 支持	take in 接受, 吸收, 接纳; 理解, 领会; 欺骗
run over 溢出; 撞倒; 超出	at first sight 乍一看, 初看起来	take on 对...产生好感, 开始喜欢;
run through 跑着穿过; 刺穿; 贯穿	in sight 看得见, 被看到, 在望	形成...的习惯, 开始从事
on a small scale 小规模地	similar to 跟...类似的, 与...同样的	take over 接受, 接管承袭
on schedule 按预定时间	slow down 放慢速度, 减速	take sides 站在一边(袒护)
in season 正当时令(及时)	no sooner...than 一...就, 刚...便	take up 开始从事; 占据;
out of season 过时(不当令)	sort out 把...分类, 整理	taste of 有...味道, 体验, 感到
see off 为...送行	speed up (使)加快速度	tell from 辨别(分辨)
see through 看透(识破)	on the spot 当场, 在现场	in terms of 按照(依据, 用...词句, 用...来, 通过)
see to 负责, 注意, 照料	stand out 突出	thanks to 由于, 多亏
send in 呈报(提出, 递送)	stand up (论点、证据等)站得住脚	that is 就是说, 即
come to one's senses	stand up to 经受(经得住, 对抗)	thirst for 非常想望(迫切要求)
恢复理性, 苏醒过来	for a start 首先	on second thoughts 经重新考虑, 继而一想
in a sense 从某种意义上说	stay up 熬夜	tie up 束紧, 缚牢; 包扎
make sense 讲得通, 有意义	step in 走进(介入, 干预)	at no time 从不, 决不
make sense of 懂得(了解...意义)	step up 提高, 加快, 加紧	at one time 有一时期(一次, 曾经)
separate from 分离	stick to 坚持	at times 有时
set about 开始, 着手	subject to 有...的倾向; 易遭; 易患; 受制于	for the time being 暂时
set aside 撇开(不顾, 取消, 放弃)	sum up 总结, 概括	from time to time 有时, 不时
set back 推迟, 延缓, 阻碍	in sum 总而言之	in no time 立即, 马上
set down 记下, 写下	take by surprise 吃惊; 突然攻	keep track of 与...保持联系
set fire to 使燃烧, 点燃	switch on/off (用开关)开启/关掉	track down 跟踪追捕
set forth 陈述(陈列, 出发, 宣布)	take after 与...相像	try out 试验
settle down 安下心来, 定居	take along (随身带着)	tune in 调谐(调入)
be short of 缺少(不到, 离...不远, cut short 中断(缩短, 简化)	take apart 拆卸, 拆开	turn out 制造, 生产; 证明是
run short of 缺乏(快用完了)	take...as...把...理解(视...为, 把...作为)	turn to 求助于, 转向
show ...around...四处参观	take down 记下, 写下	up to 多达; 直到; 胜任; 取决于
show off 炫耀, 卖弄	take...for...把...认为是, 把...看成是	a variety of 各种各样; 不同种类
show...out 领出去, 拿出给人看		
show up 揭露, 露出, 露面		

in view of 鉴于(考虑到,由于)	once in a while 偶尔,有时
with a view to 为了; 由于	as a whole 整个来说(总体上)
by virtue of 借助,由于	on the whole 总的来说
wait on 服侍	win over 说服,把...争取过来
warm up (使)暖起来; (使)活跃起来;	wind up 结束,结果
(使)作准备活动, (使)热身	wipe out 彻底摧毁,消灭
wash out 冲洗	no wonder (that) 难怪
watch for 留心; 等待	keep one' s word 守信 守约
watch out for 提防, 密切注意	word for word 逐字地
watch over 看守, 照管, 监视	at worst 在最坏的情况下(作为最坏
in a way 在某种程度上	的可能性)
in no way 决不	
no way 不, 决不	
in the way 挡道	
make way 让路, 腾出地方或位置	
make one' s way 前往, 行进, 去	
under way 在进行中	
wear off 磨损 渐渐减少	
wear out 穿破(磨损) 使)疲乏, (使)	
厌倦, (使)耗尽	
just as well 不如做某事也可, 无所	
谓, 也好	
what if 如果...将会怎么样	
while away 消磨(度过)	

附录 2：同义词辨析

advise / persuade / convince / prevail

advise: 劝告, 忠告, 建议。可作及物动词或不及物动词。

persuade: 说服, 劝服。具有“被说服”的意思。

convince: 使相信, 说服。后跟介词 of, 或接 that 从句。指使某人相信或说服某人而产生共识。

prevail: 劝导, 引诱, 劝说。指劝说某人去做某事, 后接介词 on 或动词不定式短语。

alter / convert / transform / shift

alter: 修改，变动。指局部的、表面的小变化。如：alter a suit 改动衣服的尺寸。

convert: 使改变，转变。指从一种形式、用途等转变为另一种。如：convert forests into farmlands 把森林变成耕地。

transform: 使变形，使改观。指事物在形状上的变化。如：transform the society 改变社会。

shift: 强调位置、地点、方向上的变化。如：shift one's position 改变立场。

announce / declare / proclaim / claim

announce: 宣布，发布。强调第一次“宣布，公开声明”，指宣布公众期望或与公众有关的事情，如书籍的出版，物品的发售，人的死亡、结婚，暴风雨和危机的来临等。

proclaim: 公布，声明。指权利机关或政府领导在公共或正式场合向广大群众宣布重大事件，如公布政策、法令、戒严、计划等。

claim: 声称，主张，要求。指自称如何或提出某种要求。

anticipate / expect / hope / await

anticipate: 预料，期望。强调事先有准备的。指以恐惧或高兴的心情等待着所期望或猜想的事情发生。

expect: 预料，指望，期待。指有一定根据地盼望某事会发生或某人回来。

hope: 希望，期望。指热切期望并对获得所期待之物的可能性方面有一定的信心。

await: 期待，等候。指满怀期待地等待，暗含肯定性。

appeal / attract / fascinate / tempt

appeal: 吸引，迷住。搭配为：appeal to sb.。既可指感官上的吸引，也可指情感或理智上的吸引。

attract: 吸引，引起……的注意。强调引起冲动或引起兴趣。如：attract one's attention 吸引某人的注意。

fascinate: 使……着迷。指强烈地吸引，所表达的程度比本组内其他词更深。

tempt: 吸引，吸引……的兴趣。指用诱人的条件使某人做某事。

appreciate / enjoy / relish / cherish

appreciate: 欣赏，赏识，重视。指通过理解和鉴别事情的能力来充分欣赏该事物。

enjoy: 欣赏，享有，喜欢。指由于心理的满足而喜欢、享受某种乐趣或某种权利。

relish: 从……中得到乐趣，享受。尤指对食物的享受。

cherish: 珍视，珍爱。指珍爱某一意念或一种感情而将其深藏心中。

argue / dispute / quarrel / debate

argue: 辩论，争论。指与某人争论，而某人是错误的，使对方信服你是正确的。

dispute: 辩论，争论，对……质疑。指怀疑某事而进行激烈的争辩。

quarrel: 争吵，吵架。指大声争吵、埋怨对方无尽无休。

debate: 争辩，辩论。尤指在公共场合如集会或国会中所进行的辩论。

assure / ensure / insure / reassure

assure: 使某人相信，向某人保证。搭配为：assure sb. of sth. 或 assure sb. that, 如：assure safety of the operation 确保手术成功。

ensure: 保证，确保。常用于：ensure that…或 ensure sth.(如：success, safety, supplies)句型。

insure: 保险，投保。搭配为：insure…against, 如：insure one's house against fire 给房子投保了火险。

reassure: 使安心，使放心。搭配为：reassure sb. about sth.。

agree / consent / comply / approve

agree: 同意，答应。指就做某事取得一致意见。与介词 with 连用，指同意某人、某方或某种见解。有时与介词 to 连用，指同意某事，赞成某一建议、计划、决定或办法。

consent: 同意。指答应某人已经提出或可能要做的事。consent 后接介词 to 或动词不定式。

comply: 同意。comply 后接介词 to。

approve: 赞成。日常用语，指某人、某事是正确的或令人满意的，后接介词 of。

arise / arouse / rise / raise

arise: 产生，出现，发生。强调事物产生的结果，主要用于问题、困难等不好的事情的产生、发生、出现，不及物动词。

arouse: 唤醒，引起，激起，指激起或唤起某人的情感，常接 anger, curiosity, fear, interest, sympathy, suspicion 等体现感情、情绪、心理、态度之类的词。

rise: 升起，上升，上涨，不及物动词。

raise: 举起，提高，及物动词。

ban / prohibit / forbid / restrain

ban: 禁止，查禁。强调由官方颁布命令或法令来禁止，语气最重。如：ban nuclear weapons 禁止核武器。

prohibit: 禁止，阻止。正式用词，指官方以法律条文、文件等形式，在较大范围内禁止人们做某事。搭配为：prohibit sb. from doing sth.。

forbid: 不许，禁止。常用词，多指某人提出要求直接禁止别人做某事。搭配为：forbid sb. to do sth.。

restrain: 抑制，遏制，阻止。多指心理情绪等。如：restrain one's temper 控制脾气。搭配为：restrain sb. from doing sth.。

build / construct / establish / found

build: 建筑，建造。指建造具体有形的建筑物，也指建立制度、国家等。

construct: 建筑，建造，建立。指铁路、桥梁、道路等巨大的工程的修建。多用于书面语。

found: 建立，设立，成立。指创立城市、机关、学校、教堂、寺院、医院等。

compose / consist / comprise / constitute

compose: 由……组成。表示某个整体由几个部分构成，通常采用 be composed of 的搭配形式。

consist: 由……组成。也表示某个整体由几个部分构成，通常采用 consist of 的搭配形式。注意不用于被动句。

comprise: 包括，由……组成，及物动词。如：to comprise 50 states 包括 50 个州。

constitute: 构成，及物动词。表示由几个部分组成某个整体，多用于主动语态。如：seven days constitute a week 7 天构成一个星期。

wicked/bad/evil/ill

wicked: 坏的，邪恶的。指作恶、犯罪的意思，语义较强。

bad: 坏的，不好的。普通用语。

evil: 邪恶的，罪恶的。指道德上的恶。

ill: 坏的，病的。指“不健康的”意思。用在名词前则和 evil 同义，但语气较弱。

confirm / prove / justify / verify

confirm: 证实，肯定，进一步确定。指证实已知的事实、原有的想法。如：confirm one's reservation 确认预定。

prove: 证明。指通过经验或试验证明事务的确切性或原理的可靠性。如：prove your innocence 证明你的清白。

justify: 证明……正当, 证明……有理。如: justify the decision 证明该决定的正确性。

verify: 证实, 核实。主要指对事件的看待、核实、鉴定等。如: verify the figures of a report 核实报告中的数字。

confuse / puzzle / bewilder / perplex

confuse: 使混乱, 混淆。指心中纷乱的思绪使头脑变得混乱。搭配为: confuse...with...。

puzzle: 使迷惑, 困惑。指复杂的事件或难题使人难以理解, 迷惑失措。

bewilder: 迷惑, 困惑。语气最重, 指糊涂到了无法清醒思考的地步。

perplex: 困惑, 难住。正式用语, 除指某事难以理解外, 还有疑虑不安、不知如何决定之意。

cure / heal / remedy / treat

cure: 治疗, 治愈。强调治愈疾病。

heal: 治愈, 复原。多用于治愈外伤或创伤。

remedy: 治疗, 补救。多用于意义较广的克服缺点、消除令人不愉快的事等。

treat: 治疗。治疗活动而不管是否治愈。

damage / destroy / ruin / wreck

damage: 损坏, 多用于物, 指部分地损坏某一事物使其不能发挥正常作用。

destroy: 摧毁, 彻底地毁灭。强调破坏方式有力、粗暴。

ruin: 毁坏, 毁灭。强调受损后的结果, 既可用于具体事物, 也可用于抽象事物。如: ruin one's hopes 毁坏了某人的希望。

wreck: 毁坏使遭难。一般指自然灾害所造成的车、船、房屋等的严重破坏。如: wreck one's car 撞坏了某人的车。

decline / refuse / reject / deny

decline: 拒绝, 谢绝。指有礼貌地拒绝别人的邀请、帮忙或其他行为。

refuse: 拒绝。一般用语, 指肯定地拒绝他人的要求, 语气较强。如: refuse one's bribe 拒绝贿赂。

reject: 拒绝, 抵制。正式用语, 强调当面拒绝所给之物、所请或所提议之事。如: reject one's proposal 拒绝了某人的建议。

deny: 拒绝给予, 否认。拒绝承认、相信、接受或给予某事物。如: deny one's right。

decrease / diminish / lessen / reduce

decrease: 减少，减小。指事物在数量上、程度上逐渐减少的过程。

diminish: 减小，使变弱、降低。指外因使数字或力量不断变小或变弱。

lessen: 减轻，减少。指减轻强度或减缓激烈程度。

reduce: 减少，缩减。既可指事物在数量上和程度上逐步减少，也可指人的地位、状况的下降。

demonstrate / illustrate / translate / interpret

demonstrate: 说明，证实。指以表演、演示等说明事物的运作原理。

illustrate: 说明，阐明。指用事例、插图、比较等具体方法或手段来说明某些事情。

translate: 翻译，解释，说明。指用一种语言把另外一种语言或符号对应的含义加以说明。

interpret: 解释，说明。语气较强，指以专门知识或特殊技能来阐明某些特别困难的事。

disregard / ignore / neglect / overlook

disregard: 不理睬(警告，反对意见等)，不重视，不表示“漠视”的意思。强调主观、有意地忽视或不予理睬等。如：disregard one's warning 不理睬某人的警告。

ignore: 忽视。指故意不理睬，有故意置之不理、不肯考虑的意思。

neglect: 忽视，疏忽。指对自己的职责、义务、家庭等没有给予应有的重视。如：neglect one's duty 玩忽职守。

overlook: 漏看，忽略。指由于匆忙、粗心大意而忽略，尤指监督检查方面的遗漏。如：overlook a printing error 忽略一处印刷错误。

endeavor / attempt / try / manage

endeavor: 设法，努力。强调付出极大努力，克服极大困难才取得成功。

attempt: 试图，企图。正式用语，多指可能失败的尝试。

try: 尽力做，设法做。常用语，指人用一切办法去做某事，也可指努力去尝试。

manage: 设法做。多指努力或尝试争取好的结果。

endure / bear / stand / tolerate

endure: 忍受，忍耐。正式用语。着重强调忍受的持久性。如：endure pain 忍受痛苦。

bear: 忍受。泛指忍受各种程度不同的痛苦或不快、烦恼等。

stand: 忍受，忍耐。多用于否定句。

tolerate: 容忍，忍受。语气较弱，所容忍的事物一般不会带来极大的痛苦。如：tolerate one's rudeness

expose / disclose / reveal / uncover

expose: 暴露，揭露。指揭露坏人坏事、阴谋等，也指具体事物的外露。如：expose one's crime 揭露某人的罪行。

disclose: 揭发，揭示。指原来不为人知的事情公布出来。常指透露新闻或秘密。

reveal: 揭露，暴露。指把某人隐蔽的事物，如缺点、问题等揭露出来，有无意暴露或自行暴露之意。
如：reveal the truth 揭示真相。

uncover: 揭开，揭露，发现。如：uncover the whole plot 揭露了整个阴谋。

extend / expand / stretch / widen

extend: 延伸，扩大。指由于某种原因而使长度、宽度、期望、意义、影响等都超过目前的范围。如：
extend the meeting 将会期延长。

expand: 扩大，展开，使膨胀。指各个方面的扩张或体积上的扩大。如：expand one's scope of knowledge 扩大知识面。

stretch: 拉伸，延长，伸展。指由短变长、由曲变直的伸展。如：stretch one's neck 伸长脖子。

widen: 扩大，加宽。指在平面上横向加大。如：widen one's horizon 拓宽视野。

evaluate / estimate / reckon / appraise

evaluate: 评价，估计。强调评定人或物的价值。如：evaluate property 给财产估价。

estimate: 估计，判断，评价。指人根据自己的知识、经验或认识对某事进行大致估计、评价，估计的结果也许是不正确的。

reckon: 计算，算出，估计，推断。指算出数量、成本等，也指估计、推断某事的大致数量。

appraise: 估计，估价，评价。强调专家的意见，估计的结果是正确的，不容怀疑的。

foster / adopt / cultivate / nurture

foster: 收养，认养。表示收养、认养的含义时，侧重养育，而不强调法律程序或效力。

adopt: 收养。指履行了法律程序后的收养，具有法律效力。

cultivate: 耕作，栽培；培养，陶冶。如：cultivate one's mind 陶冶心性。

nurture: 养育，滋养。指花大量时间和精力培养、养育。

furnish / equip / supply / provide

furnish: 供应，装备。指为某人提供精神或生活上的必需品，以满足其需要。如：furnish the mind with knowledge 用知识充实大脑。

equip: 装备，供给。指为某种工作需要而大量准备必不可少的人力、设备和知识等。如：equip the child with a good education 为孩子提供了良好的教育。

supply: 供给，提供。强调连续不断地向某人或某地提供缺少的或必不可少的商品。如：supply the market with goods 向市场供货。

provide: 供给，提供，指免费提供某人所需的东西。如：provide sb. with sth. 向某人提供某物。

kill / murder / massacre / slaughter

kill: 杀死，杀害。普通用词，泛指杀死人、动物、植物，不带明显的感情色彩。

murder: 谋杀。指用非法手段杀害某人。

massacre: 大屠杀。尤指屠杀手无寸铁、毫无防御能力的人群。

slaughter: 屠杀，屠宰。与 massacre 同义。

limit / restrict / confine / refrain

limit: 限制，限定。指在规定的标准或界限内不准超过。如：limit the spending 限制开支。

restrict: 限制，约束。指行为、活动受到客观条件制约，因而限于一定范围内，常与“to”连用。如 restrict the number of students 限制学生人数。

confine: 限制，禁闭。指将某人某物严格限制在规定范围内，无活动自由，含有“束缚、阻止、禁闭”之意。如 be confined to the house by illness 受患病的限制不能出门。

refrain: 抑止，忍住，制止。指抑制冲动，自动地不做那些想做或愿意做的事，与“from”连用。

picture / imagine / fancy / conceive

picture: 设想，描绘。多指具体事物在脑中形成生动图像。

imagine: 想象。指根据所见所知的事物产生一种新的创造的思想或事物。强调合理的、有创造的、具有一定现实基础的想象。

fancy: 幻想。指根据自己的想象凭空虚构不可信之物。

conceive: 想象，构思。指经过思考和酝酿想出办法或思路，常与“of”搭配。

predict / foretell / forecast / foresee

predict: 预言，预示。指超前说出发生的事件。如：predict the future 预测未来。

foretell: 预言，预测。指预言将要出现的事物。

forecast: 预言，预测。指预报天气，也指对可能发生的事情进行事先预测。

foresee: 先知，预知。指事先预料到要发生某事。如：foresee trouble in the work 料到在工作中会遇到麻烦。

preserve / conserve / reserve / deserve

preserve: 保护，保存。指安全地保存或贮存水果、蔬菜、蛋类等。如：preserve food 保存食物。

conserve: 保存，保护。尤指对自然资源的保护，避免浪费。如：conserve forest 保护森林。

reserve: 保留，留存，贮留。如：reserve a table 预定餐桌。

deserve: 应受到，值得。如：deserve punishment 应该受罚。

pursue / follow / chase / seek

pursue: 追逐，追求。指某人为某一目标全力以赴去奋斗。如：pursue happiness 追求幸福。

follow: 跟随，跟在后。普通用词，指继之而来。如：May follow April. 5月在4月之后。

chase: 追逐。指追赶某物将其驱赶出去。如：chase the dog out of the garden 把狗赶出花园。

seek: 寻找，追求；征求(意见)，请求(帮助)。如：seek one's fame 追求名声。

remember / recall / remind / memorize

remember: 记得，记住。指记住某事，不至于忘记，或某事物自觉不自觉地脑海中闪现。

recall: 回忆，回想。指自愿地对过去进行回想或追忆。搭配为：recall sth. to sb.。

remind: 提醒，使想起。指某事物的出现使某人又想起或联想到某事物。搭配为：remind sb. of sth.。

memorize: 记忆，默记。指有目的地记忆一些东西的内容。

respect / admire / adore / worship

respect: 尊重，指对人的行为、品德、才华、成就等的仰慕、尊重。

admire: 钦佩，赞赏。普通用语，指对优秀人物的崇敬、钦佩，并含有欣赏、爱慕之情，也可指对美好事物的欣赏、赞美。

adore: 崇拜。多用于诗歌中。在现代英语中，表示敬爱、敬意。

worship: 崇拜，敬仰。本词有浓厚宗教色彩。指怀有虔诚崇敬的感情，所崇拜的对象往往可望而不可即。

shrink / contract / compress / condense

shrink: 收缩，退缩。指某物变小或使某物缩小。尤指布浸水之后收缩。

contract: 使收缩。常用词，指某事物在一定条件下(如遇冷、遇水等)收缩、缩紧等。

compress: 压缩，浓缩。指通过积压使事物变小，使文章压缩变得简练等。

condense: 浓缩，凝缩。指人们将某物压缩变小，变浓，变简洁。

stop / cease / halt / pause

stop: 停止。一般用语。指活动停止。

cease: 停止，终止。正式用语。指活动或状态逐渐停止。如 cease fire 停火。

halt: 停住，停止。指运动、行进中突然、果断而有力地停止。

pause: 暂停，中止。指暂时停止，含有再进行下去的意思。

use / employ / apply / utilize

use: 使用。普通用语。指人们为达到目的利用某物做工具或手段，所使用的东西可能是具体的，也可能是抽象的。

employ: 使用，用。正式用语。如：employ force 使用武力。

apply: 运用，使用。指把某物、某种方法或原理等加以应用。

utilize: 利用。正式用语。指将无用的东西或未开发的事物充分地、实际地利用起来，使之有新用途。如：

utilize solar energy 利用太阳能。

ability/capacity/capability/potential

ability: 能力，才能。指某人做某事的能力和才干，特别指后天习得的才干和能力。capacity: 能力，容量。用于人，指接受能力、理解力或全部能力的总和；用于物，指生产能力或容纳能力。

capability: 才能，天资。指先天赋予的在某方面的突出才能。

potential: 潜能，潜力。如：realize one's potential 认识到自己的潜能。

accident/incident/event/occurrence

accident: 事故。指意外发生的事故，如车祸、摔伤等。

incident: 事件，事变。指次要的事件，也指引起国际纠纷或战争的政治性事件。

event: 事件，时事。指历史上的重大事件。

occurrence: 发生，事件。指偶然发生的事件，特别指普通的或家庭中的事件，如：an everyday occurrence

affection/emotion/feeling/passion

affection: 情感，爱。指对某人所怀有的美好的情感，如爱、慈爱。

emotion: 情感，情绪。指强烈而且能感染人的情绪，如喜、怒、哀、乐等。

feeling: 感觉，情绪。指人对外界刺激表现出来的心理状态。如欢乐、忧愁等；有时指生理受到刺激而产生的感觉，如寒冷、疼痛等。

passion: 激情，热情。指强烈的感情，如愤怒、喜爱等。

appliance/equipment/instrument/device

appliance: 器具，设备。指较小的器具，如电炉、电风扇等电器。如：electrical appliances（家电）。

equipment: 设备，装备。指成套的设备。

instrument: 仪器，器械。指精细工作或科学上所用的仪器。

device: 设备，装置。指为专门用途而设计的小型器械。

base/basis/foundation/root

base: 基地，基础。指某一事物的底部、基座等。还可指具体的基地。如：an industrial base 工业基地。

basis: 基础，根据。常用作比喻意义，表示抽象事物的基础、事实、根据等。如：on the basis of 以……为基础。

foundation: 基础。既可指具体有利的事物，也可指抽象事物，强调牢固稳定的基础。

root: 根，根本，根源。如：the root of evil 罪恶的根源。

charge/fare/fee/tuition

charge: 费用，价钱。指对接受服务者收取的费用。

fare: 车费，船费。指乘汽车、火车、飞机等的费用。

fee: 费用(如会费、手续费等)。指接受别人服务应交的费用。

tuition: 学费。专指定期向学校交纳的费用。

error/fault/blunder/slip

error: 错误，差错。指偏离了正确标准、不符合规格等。如：errors in spelling 拼写

fault: 缺点，过失。指人性格上的弱点和行动上的过失，强调责任由谁来承担。

blunder: 错误，大错。指由于无知或愚蠢而犯的较大的错误。

slip: 小错，疏忽，口误。指由于粗心大意而犯的小错。如：a slip of the pen 笔误。

frontier/border/boundary/front line

frontier: 边境，边疆。指一个国家领土靠近边界线的部分，还可指尚待开发的领域。

border: 边界，边境。指沿两国边界的地区。

boundary: 边界，分界线。指两国或两地区之间的分界线。

front line: 前线，第一线。如：in the front line of the against disease 在与疾病斗争的第一线。

journey/trip/voyage/excursion

journey: 旅行，指有目的的长途旅行，艰难的陆上旅程。

trip: 旅行。一般指短途旅行、游玩或出差。

voyage: 旅行。指乘船水路上的旅行，有时指空中或太空旅行。

excursion: 远足，短途旅行。指集体的娱乐性的短途旅行，当天可返回。

mark/sign/signal/symbol

mark: 标记，痕迹。指某物留下的清晰可见的印痕、先天固有的标记或为了便于识别而有意留下的标记。

sign: 符号，标志。指简明而容易观察到的符号或标志，如路标、商店牌号等，也可指某种迹象或征兆。

signal: 信号。指在特定情况下用来发布命令，给以提示或警告的信号，如某种声音、光亮或行动。

symbol: 象征，符号。指作为象征或表达某种深邃意义的特殊事物。

material/stuff/matter/substance

material: 材料，物质。指组成物体的材料。

stuff: 原料，素材。指纺织品、饮料、药物等，也可指写文章所用到的素材和资料。

matter: 物质，物体。指占据一定空间，构成我们周围世界的物质材料的总称，与精神世界相对。

substance: 物质。指具体有形而可触及、可看到的事物或事物的本质和核心的东西。

meeting/gathering/assembly/conference

meeting: 会议。常用词，指两个人或多人的任何会晤或会议。

gathering: 集会。指两人以上的集会、聚会，但多指非正式、无组织的聚会。

assembly: 集会，会议。指许多人参加的有组织、有计划的统一集会。

conference: 讨论会。指重大的且为期数天的政治、军事或学术上的会议等。

misfortune/disaster/calamity/catastrophe

misfortune: 不幸，厄运。普通用词，常用于重大事件，如商业上的损失、船的沉没等。

disaster: 灾难，灾祸。指突然的或巨大的灾难，常伴随巨大的损失，如地震、洪水、火灾、破产等。

calamity: 大灾难。指影响广泛的、悲惨的灾难，常由自然的原因，而不是人为的原因引起。

catastrophe: 大祸。指大灾难，异常的灾祸，语气最强。

occupation/profession/vocation/employment

occupation: 职业，工作。指某人经常做的或训练有素的工作。强调包罗一切的职业，没有任何倾向性。

profession: 职业，工作。指必须接受过专门教育或训练，且具有某种专业知识的工作，如教师、律师、医生等行业。

vocation: 职业，多用于较高层次的文化人之间，也可指奉献性的职业，如教师和护理人员。

employment: 职业，工作。指为别人做工作而领取薪水，含有“雇佣”之意。

offence/crime/sin/guilt

offence: 有罪，犯罪，侮辱。指违背了法律、规章制度或做人的行为准则等。

crime: 罪行，罪恶。泛指犯罪，指违反法律应受到惩罚的行为，特别是刑事犯罪。

sin: 罪过，罪孽。原指人类祖先在创世之初犯下的“原罪”。

guilt: 犯罪，有罪。指违反道德或社会准则的不法行为，应予以承办，但需要有证据加以证明确实属于违法行为。

option/choice/alternative/selection

option: 选择，选举权，选举自由。强调自由选择的权利。如：have no option 没有选择余地。

choice: 选择。指选择的机会。如：have no choice but to do sth. 除……外别无选择。

alternative: 取舍。强调在两者中任选其一。如：the alternative of leaving or staying 选择去留。

selection: 选择，挑选。主要指选择范围大，强调有鉴别的选择。如：make one's selection 进行选择。

outcome/result/effect/consequence

outcome: 结果。指竞赛或悬而未决的事的最后结局。如： the outcome of the election 大选的结果。

result: 结果，效果。可指好的或坏的结局。如： the result of the test 试验结果。

effect: 结果，效果。指由原因直接产生的结果。如： unforeseen effects 无法预见的后果。

consequence: 结果，后果。常指不良的后果。如： be responsible for the consequence 对后果负责。

scene/scenery/view/sight

scene: 景色，场景，指具有一定特征的各种可见的景色，也常指事件或故事发生的地点。

scenery: 风景，景色。指某地的整个自然风景，是风景的总称。

view: 风景，景色。指从某一角度或某一距离看到的景色。

sight: 风景，名胜。指可供观看或游览的名胜风景。

surrounding/environment/circumstance/atmosphere

surrounding: 环境，周围事物。常用作复数，指人、物或地方周围的物质。

environment: 环境。可指自然环境，也可指精神环境。如： protect the environment 保护环境。

circumstance: 环境，情况，形式。强调周边环境对某事物提供的条件或影响。如： in the circumstance 在这种情况下。

atmosphere: 氛围，环境。强调心理上感到的周围情况、环境、气氛。如： an atmosphere of peace 和平的气氛。

virtue/merit/feature/characteristic

virtue: 美德，优点。指一个人身上所表现出来的优秀的品质特征。

merit: 长处，优点；功劳，业绩。强调某人具备而别人没有的特点，也可指某人在某方面取得的突出成绩。

feature: 特征，特色。指外表上能引起人们注意的明显特点或细节。

characteristic: 特点，特征。指某人或某物天生的有别于他人或他物的内在或外表特征。搭配为： be characteristic of 是……的典型特征。