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Unit 1

Transportation



No roads of flowers lead to glory.

-La Fontaine

There is no royal road to science, and only those who do not dread the fatiguing climb of its steep paths have a chance of gaining its numinous summits.

-Karl Marx



Warm-up Questions

- 1 How do you usually commute to school? Why?
- 2 How was the means of public transportation changed over the last half century?
- 3 Do you think traffic congestion will be eased in the future or will it become worse? Give your reasons.

Part I Listening and Speaking

Dialogue 1

Kate and her friend Jane are talking about car sharing.

Kate: Jane, how do you commute to work every day?

Jane: My colleague Nancy comes to pick me up every morning. We are sharing a car.

Kate: Car sharing? But why?

Jane: I don't want to take the crowded subway any longer.

Kate: Why don't you buy a car yourself?

Jane: Well, you know, car pooling is very popular now. It can deal with the increas-

ing fuel cost and is more environmentally friendly than driving private cars.

Kate: Sounds good. You are leading a low carbon lifestyle now. But it's hard to find

a suitable person to share a car.

Jane: That's a problem. If you are not cautious enough, security problems might be

involved.

Kate: Exactly! After all, no such laws at present protect car sharing.

Listen and Answer

This section is to test your ability to understand short dialogues. There are 5 recorded dialogues in it. After each dialogue, there is a recorded question. Both the dialogues and questions will be spoken only once. When you hear a question, you should decide on the correct answer from the 4 choices marked A, B, C and D given below.

- 1. A. At a hotel.
 - C. At the customs.
- 2. A. Because he gets up late.
 - C. Because of the traffic jam.

- B. At the railway station.
- D. At the police station.
- B. Because of the traffic accident.
- D. Because his car breaks down midway.



- 3. A. Go to a meeting with her.
 - C. Go aboard together with her.
- 4. A. He is booking a ticket for traveling.
 - C. He is booking a ticket for a movie.
- 5. A. Catherine is going to visit Bob.
- B. Buy an air ticket for her. D. Drive her to the airport.
- B. He is booking a ticket for a concert.
- D. He is booking a ticket for a show.
- B. Bob has something else to do after 5:15 p.m..
- C. Catherine is going to take a bus instead of subway.
- D. Catherine is going to take subway during peak hours.

Dialogue 2

Daniel, a new colleague of Miao Qing, is asking him about the public transportation in Beijing.

Hello, Miao Qing. I cannot figure out how to go to the railway station. The complex public transportation network in Beijing makes me confused sometimes.

Well, that's not so confusing actually. I think you can take subway. That is Miao: the fastest means of transportation in the city. Running at intervals of 3 to 5 minutes, it's quite convenient.

Daniel: But I have to transfer twice if I take the subway.

Miao. Why not take a taxi then?

Daniel: Taxis are far more expensive and with all the traffic jams, they often get to the destination not much faster than a regular bus.

Miao: That's true. By the way, there is BRT right in front of our building.

Daniel: You mean the Bus Rapid Transit?

Yes. That's it. Miao:

Daniel: Great! I'll get there by the BRT then.

Listen and Answer

This section is to test your ability to understand short conversations. There are 2 recorded conversations in it. After each conversation, there are some recorded questions. Both the conversations and questions will be spoken twice. When you hear a question, you should decide on the correct answer from the 4 choices marked A, B, C and D given below.





EP.	© Conversation 1			
1.	A.	She is a teacher.	В.	She is a student.
	C.	She is a housewife.	D.	She is a singer.

- 2. A. Two yuan. B. Zero yuan.
 - C. Six yuan. D. Three yuan.

Conversation 2

1. A. By bus.	B. By plane.	C. By ship.	D. By train.
2. A. Five days.	B. One day.	C. Seven days.	D. Three days
3. A. Excited.	B. Happy.	C. Sad.	D. Frightened

(Listen and Complete

This section is to test your ability to comprehend short passages. You will hear a recorded passage. After that you will hear 5 questions. Both the passage and the questions will be read three times. When you hear a question, you should complete the answer to it with a word or a short phrase. You should write your answers on the blanks (in no more than 3 words).

1.	How about the road accidents in big cities recently?
	In recent years, the number of road accidents has been in big cities.
2.	What are the causes of traffic accidents?
	Driving after drinking, running the red light, the drag-racing, as well as the awful
	weather or all may lead to traffic accidents.
3.	Why is it urgent that we do something to reduce traffic accidents and make our roads safe?
	Because traffic accidents may cause great losses both to the country and to
4.	What should the government do in order to cut down the accident rate?
	The government should to improve road conditions.
5.	How can most traffic accidents be avoided?
	Most traffic accidents can be avoided if the driver pays attention to surroundings and if
	the are not ignored.

Work in Pairs

- 1 Suppose your family is going to visit your grandparents who live far away during the Spring Festival. Discuss with your family members how to get to your grandpa's home.
- 2 Discuss with your partner about the advantages of riding a bicycle.
- 3 Talk about the possible solutions to traffic congestion with your partner.



Useful Expressions

Expressions for transportation

- & Which line should I take?
- * Are there any landmarks nearby?
- * Do they have a student discount?
- Excuse me, where is the nearest gas station?
- ♦ I'd like to fill the gas up.
- * My car is restricted driving today.
- * Please get ready for your arrival.
- You don't have to pay an additional fare to change trains.
- In a crosswalk, pedestrians have the right of the way.
- The traffic was bumper-to-bumper all the way home.
- ♦ Never drunk drive! Always buckle up!

Expressions for traffic accidents

- * I've been involved in a head-on collision.
- The victim was hit by a car and fell unconscious.
- I blew a tire midway. /I got a flat on my
 way here.
- The driver next to me fell asleep and sideswiped me.

- I'll have to give you a ticket. Can I check your driver's license?
- * Do you remember the license plate number of the hit-and-run car?

Words about traffic signs

- ◈ Emergency Exit 安全出口
- ♦ Flight Connections 转机处
- ◈ Keep Space! 保持车距
- ◈ Icv Pavement 路面结冰
- ◈ Strictly No Parking 严禁停车
- ♦ Foggy Section 多雾路段
- ◈ Road Closed 道路封闭
- ♦ Road Construction 道路施工
- ♦ Vehicle By-pass 车辆绕行
- ◈ Limited Height 限制高度
- ♦ Limited Width 限制宽度
- ◈ Slippery Road, Be Careful! 小心路滑
- ♦ Steep Descent, Slow Down! 陡坡慢行
- ◈ Non-motor Vehicle Only 非机动车专用
- ◈ Oversize Vehicle to Right 大型车靠右
- 参 Speed Limit of 48 km/h 限速每小时48千米
- ❖ Pedestrian Crossing Ahead 注意前方人行 横道

Vocabulary

congestion [kənˈdʒestʃən] n. 阻塞,拥挤

v. & n. 通勤,乘车上下班;减刑

cautious ['kɔːʃəs] adj. 小心的,谨慎的

 carbon ['kɑːbən] n. 碳

environmentally [ɪnˌvaɪrənˈmentli] adv. 有关环境方面;环境地



interval ['ɪntəv∂l]	n.	间隔,间距;休息时间
destination [¡destɪˈneɪ∫ən]	n.	目的地,终点
stuck [stak]	adj.	不能动的,被卡住的
congested [kən'dʒestɪd]	adj.	拥挤的
surrounding [səˈraʊndɪŋ]	adj.	周围的
	n.	环境,周围的事物
pedestrian [pɪˈdestrɪən]	n.	行人
	adj.	徒步的
<pre>bumper ['bnmpə(r)]</pre>	n.	缓冲挡
car pooling/sharing		拼车
drag-racing		飙车
BRT(Bus Rapid Transit)		快速公交

Part II

Reading

Passage 1



Traffic Jam—a Global Issue

The urban traffic is getting increasingly crowded nowadays throughout the world, especially at rush hours. Americans call it "traffic jam". This phrase is commonly used when people talk about traffic that does not move. Many countries' large cities are now suffering a lot from this global issue.

Traffic jam has been an age-old headache in Beijing. The scene of long queues of vehicles worming their way inch by inch while discharging gray fumes into the air gives all of us a really bad mood. In recent years, the rapid increase of automobiles seems to be overwhelming in Beijing as people's incomes increase while prices of automobiles decrease. Consequently, with automobiles going up by 10 percent annually and roads being extended by only 2 percent, traffic congestion becomes an urgent problem in the city.



Not just in Beijing, the problem of traffic jam is also quite typical nowadays in many American big cities. The Annual Urban Mobility Report from the Texas Transportation Institute finds in the average American city, people traveled 90 percent more miles by car in 2008 than they did in 2000. And rush hour drivers are now wasting an average of 62 hours a year stuck in traffic. It's not total travel time, just the extra time spent going slow or going nowhere because of traffic congestion. The study says the worst traffic is in Los Angeles where, on average, a rush hour driver loses 136 hours a year to traffic jams. That's more than three work weeks. Actually people living in some other parts of the world, like London and Paris, encounter situations much like this every day.

There's a combination of factors that lead to traffic jams, the amount of people, the amount of roadway and automobiles, accidents caused by incautious or fast driving and so on. The most efficient way to combat traffic congestion is to provide efficient public transport such as buses and subway. Meanwhile, car pooling is also a good idea. It means people share their car with workmates, so they can ride together instead of in separate cars. To encourage car pooling, in some cities, like Tokyo and New York, some diamond signs are put up on specific lanes, which tell "High Occupancy Vehicle (HOV) Lanes". Besides, to avoid travel during peak hours is another effective measure to relieve traffic congestion. In April 2010, the Traffic Management Bureau of Beijing released a report on the monitoring of this measure. 800,000 people avoided peak hours' traveling. As a result, compared with March, the speed of traffic during peak travel times has increased by 4.4%. Last but not least, trying to avoid traffic accidents by obeying all the traffic regulations when driving can also aid to relieve the traffic jams.

Texas: (美国)得克萨斯州

Los Angeles: 洛杉矶



Read and Comprehend

1.		According to the passage, what are the causes of traffic jams in Beijing? How about the American traffic condition in rush hours at present according to the annual Urban Mobility Report? What are the factors that lead to traffic jams mentioned in the passage?								
	(2)									
	(3)									
	(4)	What does the diam								
	(5)	According to the a	uthor, how to	relieve the tra	ffic congestion	1?				
	Rea	ad and Complete								
2.	Con	Complete the following sentences according to the text.								
	(1)		queues of vehi-	cles	while	gives all of us a				
	(2)	really bad mood. With automobiles congestion become			extended by	only 2 percent, traffic				
	(3)		that lead to		the amount of	people, the amount of				
	(4)	The Beijing Traffi peak traffic hours.		Bureau	on the	monitoring of avoiding				
	(5)	1 1 1	affic accidents	by obeying all	the traffic re	gulations when driving				
3.	Fill	in blanks with the	proper words	given below,	and change th	e form if necessary.				
1		encounter	decrease	relieve	incautious	regulation				
ı		issue	urgent	congestion	release	global				
	(1)	They have publish	ed a lot of new	books on inte	rnational					
	(2)	Serious pollution n	nay cause	warmi	ng.					
	(3)	These	are intended	to prevent acci	dents.					
	(4)	I an o	old friend when	I was travelin	g in Rome.					



	(5)	He was	from p	rison after	serving his se	entence.	
	(6)	This medic	ine will greatly _		your headacl	he.	
	(7)	He is	in his cho	oice of wo	rds so that nob	oody may be offende	d.
	(8)	There is al	ways traffic	i1	n that street, e	especially in rush ho	urs.
	(9)	To protect	the environment	, it's nece	essary to	the amount o	of fuel used.
	(10) I'm afraid	we have to put of	f our appoi	ntment for I ha	ve something	to do.
C	Rea	ad and Tra	nslate				
4.	Tra	inslate the	following sente	nces into	English.		
	(1)	现今人们越	这来越依赖计算机	L协助工作	了。(increasin	ngly)	
	(2)	被告男子被	7判无罪而获释。	(discharg	ge)		
	(3)	多种因素致	(使她决定放弃。	(a combin	nation of)		
	(4)	现在至少有	五分之一的老年	三人患上了	高血压。(suff	er from)	
	(5)	最后而又很	!重要的一点是,	要和我们值	呆持联系。(las	st but not least)	
5.	Tra	inslate the	following sente	nces into	Chinese.		
		Incautious	or fast driving in	heavy tra	ffic can be a ca	use of disaster. Sim	ilarly, losing
	tem	per in slow	traffic is also go	ing to get	you in trouble	. So if you are caug	ht in traffic,
	try	to act cool t	o avoid further p	roblems.	It's a good idea	to gather the latest	traffic infor-
	mat	tion through	a GPS navigation	n system i	if available, or	mobile devices like	cell phones.
	Acc	ording to th	e information th	ey offer,	figure out a r	oute where there a	re no traffic
	jam	s, accidents	and construction	ns. This n	nay save you a	lot of time on the w	ay.



Vocabulary

Vocabulary		
increasingly [ɪnˈkriːsɪŋlɪ]	adv.	逐渐地,渐增地
scene [si:n]	n.	场景;情景
queue [kjuː]	n.	长队,行列
	v .	排队
worm [ws:m]	v .	慢慢移动
	n.	虫,蠕虫
inch [Intf]	n.	英寸,少量
discharge [dis'tfa:d3]	v. & n .	释放;解雇,解除
fume [fju:m]	n.	烟
	v .	熏,冒烟
decrease [dr'kri:s]	v. & n .	减少,降低
mobility [məʊˈbɪlɪti]	n.	移动;变动性
<pre>institute ['Institju:t]</pre>	n.	协会,学会;学院
encounter [ɪnˈkaʊntə(r)]	v.	遭遇;偶然碰到
overwhelming [ˌəʊvəˈwelmɪŋ]	adj.	势不可当的,压倒的
combination [ˌkɒmbɪˈneɪ∫ən]	n.	结合,联合;联合体
incautious [ɪnˈkɔːʃəs]	adj.	不小心的;轻率的
$\textbf{efficient} \; \big\lceil {_{\text{I}}} ^{\text{!}} f_{\text{!}} \mathcal{J} \text{ent} \big\rceil$	adj.	效率高的;胜任的
occupancy ['pkjupənsı]	n.	占有率;占有;占领
lane [leɪn]	n.	行车道;小巷,小路
diamond ['darəmənd]	n.	菱形;钻石
bureau ['bjυərəυ]	n.	局;办事处
relieve [rɪ'liːv]	v.	减轻;解除
on average		平均

Passage 2

What If an Automobile Accident Unfortunately Happens?

Despite significant safety improvements in automobile and in the design of roads, accidents still remain quite common. It is likely that every person may be involved in at least one automobile accident during his or her lifetime. Here are some suggestions about what you should do after an automobile accident in case of litigation.



Above all, you'd better have the police come to the scene as soon as possible, since the report they conduct about the accident can be quite useful in a lawsuit or in an insurance claim investigation. Meanwhile, You should also take notes yourself. Because memory fades over time, taking notes is an effective way to supplement your memory about the details of the accident. These notes should take down important facts, such as the time and date, the people involved, information of the witnesses, the weather and road conditions, things happened just before the accident, and how the accident occurred. Having an accurate account of the accident will help a lawyer sue the driver at fault.

Without sobering thinking and careful analysis, you'd better avoid making any admission of liability since anything you say to the police or the other driver could be used to establish fault in a lawsuit or in negotiations with an insurance company. Also, refuse to talk about who is to blame for. You may think you are in the wrong at first and then learn that the other driver is as much or more to blame than you are. Generally speaking, the driver that was careless is the person responsible for the accident. In a rear-end collision, for instance, the driver that rearends another car is usually at fault. If the other driver was at fault, you may be entitled to compensation for your personal injuries, car damage and other expenses.

If you plan to pursue a lawsuit, do not delay. There are time limits, so act quickly. In that case, call an attorney before you take actions. He can help you to determine how much liability the other driver involved in the traffic accident should bear, how to guarantee you get the greatest compensation and so on.

However, not every automobile accident will result in litigation. Where nobody is injured or injuries are minor, it may be possible to settle the case in private. The greater the damage or injury that results from an automobile accident, the more likely the litigation will follow.

sobering:清醒的,冷静的



1. This is a short summary about What If an Automobile Accident Unfortunately Happens. After reading it, you are required to complete the information by filling in the blanks in no more than 3 words in the table below.

It is likely that every person may be involved in at least one automobile accident during his or her lifetime. Therefore, it's necessary to know some important tips about what we should do after an accident.

In the first place, you'd better have the police (1) ______ as soon as possible and take notes yourself, which is an effective way to (2) ______ about the details of the accident. Besides, without calm thinking and careful analysis, avoid (3) _____ of liability since your words could be used to establish fault in a lawsuit. If you plan to pursue a lawsuit, do not delay. There are (4) _____, so act quickly. In that case, call an attorney before you take actions. He can help to guarantee your (5) _____.

2. The following is a list of terms related to passage 2. You are required to find the items equivalent to those given in Chinese in the table below.

A—a chain collision H-rear-end collision B—u-turn I—zebra stripes C—traffic lights J—speeding D—hit-and-run K—driving without license E—keep in line L—milestone F—no passing M—no turns G—drunk driving N—guide post **Examples**: (F)禁止通行 (G)醉酒驾车 (1) ()禁止调头)调头 ((2) ()路标 ()里程碑 (3) ()红绿灯 ()斑马线 (4) ()肇事逃逸 ()超速驾驶 (5) ()连环撞车 ()追尾事故

Vocabulary

automobile [iɔ:tə'məʊbɪl]n.机动车;汽车litigation [lɪtɪ'geɪʃən]n.诉讼,起诉lawsuit ['lɔ:s(j)u:t]n.诉讼,控诉investigation [ɪnˌvestɪ'qeɪʃən]n.调查





<pre>supplement ['snpliment]</pre>	v .	补充,增补
	n .	补充物
accurate [ˈækjʊrɪət]	adj.	准确的,精确的
admission [əd'mı∫ən]	n .	承认;许可
negotiation [nɪˌgəʊʃɪ'eɪ∫ən]	n .	谈判,协商
rear-end ['rɪərend]	adj.	在尾端的
collision [kəˈlɪʒən]	n .	碰撞,冲突
entitle [ɪn'taɪtl]	v .	使有权利;取名为

Improve Your Vocabulary

addition—additional negotiate—negotiation—negotiator caution—cautious—incautious occupy—occupation collide—collision overwhelm—overwhelming—overwhelmed common—commonly provide—provider confuse—confused—confusing relieve—relief title—entitle expense-expensive extend—extensive—extensively transportation—transport investigate—investigation urgent—urgency litigate—litigation

There are 10 incomplete sentences here. You should fill in each blank with the proper form of the word given in the brackets.

(1) The contract is still under (neg	onate).
(2) He tries his best to be a good(provide).
(3) Please state your name, age and	(occupy).
(4) As the bus turned the corner, it	(collide) with a van.
(5) I'll give you some Chinese medicine to _	(relief) your pain.
(6) Passengers have to pay (additio	n) charges for their extra luggage.
(7) The politicians are usually very	(caution) in their choice of words.
(8) Wonderful composition comes from	(extend) reading in daily life.
(9) I know your mind must have been	(overwhelm) with confusion.
(10) A survey showed people were	(confuse) about what they should eat to stay
healthy.	



Part III

Grammar

Participle (分词)(I)

分词包括现在分词和过去分词。

1. 现在分词与过去分词的区别

(1) 现在分词表主动,强调动作正在进行;过去分词表被动,强调动作已经完成。例如:

boiling water / boiled water

changing situation / changed situation

developing country / developed country

rising sun / risen sun

falling leaves / fallen leaves

freezing water / frozen water

(2) 现在分词表"事物令人……";过去分词表"人对事物感到……"。例如:

amusing story / amused audience

boring speech / bored students

annoying news / annoyed parents

disappointing results / disappointed people

tiring work / tired old man

puzzling word / puzzled pupils

shocking news / shocked people

interesting place / interested students

embarrassing environment / embarrassed actor

2. 分词的语法功能

(1) 及物动词的过去分词在 be 动词后,相当于形容词,说明主语的状态,作主语补足语。 例如:

Most of the European countries are highly developed.

The window is broken.

Susan is married.

The car is damaged.

Schools are closed on weekends.

All the windows are shut.



注意

- ① 这里的"be+动词过去分词"被称为"系表结构",过去分词充当形容词,作表语。
- ② 过去分词除用来修饰人以外,还用来修饰表示神态的名词,说明主语的心理状态。例如:

His terrified look in his eyes showed that there must be something horrible in the cave.

She cried in a frightened voice and then she told me what he had done to her.

(2) 分词作宾语补足语

① 用于感官动词(see, hear, feel, notice, find, watch...)后。例如:

I saw her stealing in the supermarket yesterday.

My boss was glad to see the report typed out.

He heard her singing in the next room just now.

He heard the door shut.

Do you smell something burning?

We watched the boys playing football the whole afternoon.

I saw him get on the bus and leave.

注意 在"感官动词+宾语+宾补"结构中,宾补只有两种情况:强调情境用 doing,强调动作全过程用 do。

② 用于使役动词(keep, get, catch, leave, set, make ...)后。例如:

He had his horse running on the grassland the whole afternoon.

He kept his eyes shut.

Can you get the clock going again?

I can't get the car started.

③ 在动词 like, want, wish, order 结构中过去分词作宾语补足语。例如:

I want the work (to be) finished.

She doesn't like her report discussed in private.

注意 不定式的被动语态作宾补,其中的 to be 常常省略。

(3) 分词作状语,例如:

Wandering through the square, he caught sight of a second-hand clothes shop.

Taken round the factory, we were impressed by its excellent management.

While / When looking through his term paper, I noticed a few grammatical mistakes.

Thinking he might be at home, I telephoned him.



Tired out, they stopped to have a rest.

(When) Walking across the street, you should look to the left first, and then to the right.

Given more time, I would have done the job much better.

She sat in sofa, watching TV and enjoying her tea.

He closed his book, satisfied, with a smile on his face.

He stood at the bus stop, waiting for the bus.

上面的几个例句都是属于这种情况:两个或两个以上动作同时发生,一个是主要动作,作谓语动词,其他都是次要动作,以现在分词作伴随状语的形式出现。

注意

① 现在分词被动式作定语含有进行和被动两层含义,而过去分词作定语表示动作 在谓语动词前已完成。例如:

The building being built will be our library.

The building built last year is twenty storeys high.

② 用作时间状语时,现在分词被动式和完成被动式均可与过去分词互换使用,意义相同,只不过"having been +过去分词"更强调分词的动作发生在谓语动词之前。例如:

Being asked by the examiner, I felt nervous.

Having been built/ Built in the 17th, the temple was attractive.

③ 用作原因状语时,现在分词被动式和完成被动式也可互换使用,但更趋向用过去分词。例如:

Being interested / Interested in the phenomenon, he made a deep study of it.

Having been written / Written in haste, the composition was full of mistakes.

④ 用作条件和让步状语时,一般用过去分词,不用现在分词被动式。例如:

Heated, water changes into steam.

Once learned, it will never be forgotten.

⑤ 用作伴随状语时,通常用过去分词,不用现在分词被动式。例如:

The children watched the ants carrying the leaves, amazed.

They returned home, exhausted.

注意 不定式被动式作定语表示将要发生的动作,例如:

The building to be built next year will be our library.



() Exercises about Grammar

1.	Fill	in the blanks with the proper forms of the given verbs.					
	(1)	(disappoint) at his final exam, he sighed.					
	(2)	(inspire) by what our manager said, we work harder than before.					
	(3)	I noticed a (puzzle) expression in her eyes.					
	(4)	It is not a good habit to read in a (move) car.					
	(5)	On the picture are a (rise) sun and some (fly) birds.					
	(6)	(know) nothing happened, I felt a great weight (take) off my					
	(7)	heart. I found many cars and trucks (park) outside his shop.					
		His question set all of the students (think).					
	(9)	English is a language widely (speak) by one fourth of the people in the world.					
	(10	(leave) in charge of the work, he did a very good job.					
2.	Con	nplete the sentences according to the Chinese given in the brackets.					
	(1)	The six blind men sat by the roadside all day,(为大象的					
		事争吵着).					
	(2)	He hurried home,(边走边向后看).					
	(3)	(正在写作业), I heard someone knocking at the door					
	(4)	(感到不舒服), she asked for 3 days' leave.					
	(5)	(被他为我所做的一切深深感动), I gave him a gift to					
		express my gratitude.					
	(6)	(与他第一次见面),I knew we would be friends.					
	(7)						
	(8)						
		came homeless.					
	(9)	He returned home,(发现他的家被盗).					
	(10)English is a language(被世界上很多人所广					
		泛使用).					
3.	Tra	nslate the following sentences into English.					
	(1)	用酒来做,肉就更好吃了。					



(2) 很多人没来,会议就推迟了。
(3) 这里有很多专门为学生们写的参考书。
(4) 他们边走边说边笑。
(5) 我看见他们上车走了。
(6) 这是一个被大多数人所接受的理论。
(7) 在导游的带领下,我们参观了当地的几个景点。
(8) 一进教室,老师看见学生们都站着等着他。
(9) 这篇散文用浅显的英语写成,很容易懂。

Part IV Applied Writing

(10) 付完税之后,他发现自己的钱所剩无几。

Minutes (会议记录)

会议记录是由负责记录的人员对会议进行情况及会上发言和决定事宜所做的记载。会议记录要准确、真实、清楚、完整。记录是详细还是简略,要根据情况而定。一般说来,决议、建议、问题和发言人的观点、论据材料等可记录得详细、具体。对一般情况的说明,可抓住要点,记大概意思。

会议记录一般由两部分组成:会议的组织情况和主要内容。

会议的组织情况包括:(1)会议名称。(2)会议的日期、时间及地点。(3)出席者、列席者和缺席者。(4)主持人。(5)记录人。

会议的内容包括:(1) 主持人的讲话、报告或汇报情况。(2) 讨论内容。(3) 与会人员的发言。(4) 会议决议。



Useful Expressions

- * The minutes of the third meeting held on... were read and approved.
- & Matters arising from the last minutes.
- A meeting of the Executive Committee of Hope Project Association was held in...
 on...
- ♦ It was unanimously agree...
- * The decision was deferred to the next meeting, pending further information.
- * With the consent of the meeting, the chairman made a speech and proposed that...
- * ... seconded the motion, which was then put to the meeting and carried unanimously.

1. There are two samples. Please read them carefully and put them into Chinese.

• Sample 1

Minutes

A manager's meeting was held on Tuesday, January 9, 2013 at 10 a.m. at the meeting hall of Shanghai Office.

Presiding: Simon Smith

Present: Peter Kent, Ming Lee, Marry White, Lily Yang

Recorder: Jane Goldman

The chief items at the meeting:

- 1. After the meeting was declared open, Mr. Smith's report on the state of the company's business was read by the secretary.
- 2. The attendants discussed how to expand business in China.
- 3. Ms. Lee proposed that two branch offices be established in Suzhou and Changzhou. The motion was seconded by Mr. White.
- 4. Mr. Yang presented his idea on the cutting down on lunch allowance which was opposed by Ms. Lee and Mr. White. The chairman decided to discuss the problem later.
- 5. The chairman made a brief explanation of the 2010's plan of the company. Each branch office was assigned a turnover about \$ 4,000,000 for this year.

The meeting was closed at 11:30 a.m...



• Sample 2

Minutes	
Date:	21 sept., 2013
Place:	Room 301
Attendance:	Jon White, Douglas Carver, Elizabeth Green, Jack Porter
Absentee:	Melissa Johnson
Presiding Officer:	Jon White
Recorder:	George Bush

Chief Executive' Report:

- —Recommends that if we were not able to find a new facility by the end of this month, the organization should stay where in the current location over the winter. After brief discussion, Board agreed.
- —Staff member, Jackson Browne, and Swan Kent attended the National Practitioner's network meeting in Atlanta last month and gave a brief extemporaneous (即席的) presentation. Both are invited to get back next month to give a longer presentation about our organization. After brief discussion, Board congratulated Jon White, their manager, and asked him to pass on their congratulations to Jackson and Swan as well.

Finance Committee report provided by Chair, Elizabeth Green:

—Elizabeth Green explained that consultant, Susan Johns, reviewed the organization's bookkeeping procedures and found them to be satisfactory, in preparation for the upcoming yearly financial audit.

Presiding Officer (Signature) Recorder (Signature)

2. Write a minutes according to the information given below.

贸易协会第四次执行委员会会议于2013年5月8日星期三上午9:00在会议室举行。

出席人员:主席怀特先生,杨丽女士,刘东先生,约翰·格林先生,欧文·迈克先生,秘书王强

缺席人员:玛丽·布朗女士

记录人:赵然

- 1. 宣读和通过 2012 年 4 月 21 日第三次执行委员会会议的记录。
- 2. 上次会议的执行情况。秘书通报秦露女士任公共关系办公室负责人,2012年6月2



日正式上任。

- 3. 募捐活动。经过深入探讨,本协会准备在8月举办一次盛大演出。演出预备募捐20万人民币。杨丽和欧文·迈克先生负责组建一个委员会,以管理募捐工作。下次会议提交工作方案。
- 4. 其他事宜。秘书通报 BAI 公司为本协会捐书 600 本。主席将代表协会写信致谢。
- 5. 下次会议的时间、地点。主管宣布下次会议定于2013年6月15日下午2:30,在会议室召开。
- 6. 上午 11:00 会议结束。

Words for reference:

执行委员会: executive committee

公共关系办公室: Public Relations Office

行使权利: assume one's duty

募捐活动: fund-arising Campaign

盛大演出: Gala Premiere

Part V

Tips on Law

Property Law

Property law deals primarily with defining the rights and responsibilities of individuals and businesses, along with the transactions and enforcement of these rights and laws. Or to put it another way, Property law deals with who has the right to use a particular "thing" and how they can use that particular "thing". It governs various forms of ownership and tenancy in real property (land as distinct from personal or movable possessions) and in personal property, within the common law legal system. In the civil law system, there is a division between movable and immovable property. Movable property roughly corresponds to personal property, while immovable property corresponds to real estate or real property, and the associated rights and obligations thereon.