



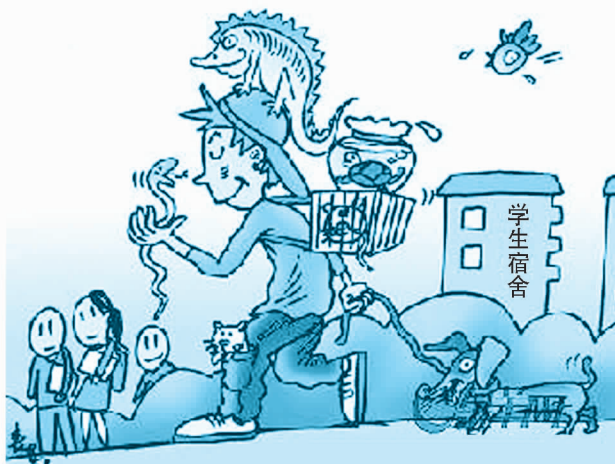
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Unit 1

Starting a College Life



What we want is to see the child in pursuit of knowledge,
and not knowledge in pursuit of child.

—*Bernard Shaw*

It never will rain roses. When we want to have more ro-
ses we must plant trees.

—*George Eliot*



Warm-up Questions

- 1 Describe one of your favorite courses and give some reasons why you like it best.
- 2 When facing a new environment, what will you do?
- 3 Make a plan about your college years, and share it with your classmates.

Part I Listening and Speaking

Dialogue 1

Simon is a freshman and he meets Kate at English Corner. Now they are chatting with each other.

Simon: Nice to meet you! I'm Simon, a freshman from Law Department.

Kate: I am Kate, a sophomore. And we are in the same department.

Simon: Really? And what is your major?

Kate: My major is International Trade Law. What about you?

Simon: I am majoring in Financial Law.

Kate: Do you want to be a lawyer in the future?

Simon: No, I want to find a job in a multinational corporation. I think that some knowledge about financial law is very helpful to my future career.

Kate: But I suggest that you should take some selected courses on International Trade Law.

Simon: Thank you for your suggestion.

Listen and Answer

Listen to 5 recorded questions. The question 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.

- | | |
|---------------------------------------|--|
| 1. A. Yes, I like to do some reading. | B. Yes, I like playing computer games. |
| C. Yes, I like it very much. | D. Yes, I like chatting with my friends. |
| 2. A. Yes, I hope so. | B. No, I am afraid I can't. |
| C. Yes, I am. | D. Yes, I am a sophomore. |
| 3. A. Take it easy. | B. You are welcome. |
| C. Don't worry. | D. It is wonderful. |





4. A. Jim doesn't like his major.
C. Jim's major is International Law.
5. A. It is my pleasure.
C. It is a famous city.
- B. Jim likes his major.
D. Jim goes to Law Department.
- B. It is on the second floor.
D. It is a tidy office.

Dialogue 2

Simon and Kate meet on campus again, and they are talking about the recent days.

- Simon:** Hi, Kate. Long time no see! How's it going?
Kate: Just so-so. How about you?
Simon: Oh, I feel very tired recent days. I've just finished my term paper on Civil Law. But I'm afraid I can't pass it.
Kate: Don't worry about it. You can get it through as long as there is something original in your thesis.
Simon: Really? But I hope I can get a high score. By the way, do you have any exams this week?
Kate: Yes, I get two exams, Criminal Law this afternoon and Company Law tomorrow.
Simon: Wow, sounds like a busy week! Good luck!
Kate: Thanks! See you then.

Listen and Answer

Listen to 5 short dialogues. After each dialogue, you will hear a question. Both the dialogue and question will be spoken twice, and then you should decide on the correct answer from the 4 choices marked A, B, C and D given below.

1. A. He is preparing for his courses.
C. He is preparing for his final exams.
2. A. They are talking about sports.
C. They are talking about someone.
3. A. He will take an exam.
C. He will go shopping.
4. A. Go to Restaurant No.2.
C. Go to Teaching Building No.2.
5. A. Jim likes western food.
C. Jim likes the both.
- B. He is preparing his term paper.
D. He is preparing to have a holiday.
- B. They are talking about term papers.
D. They are talking about a course.
- B. He will review Criminal Law.
D. He will chat with his friends.
- B. Go to the Student's Canteen.
D. Go to have lunch with his friends.
- B. Jim likes Chinese food.
D. Jim does not like them at all.





Listen and Complete

In this section you will hear a short passage with some words or phrases missing. The passage will be read three times. During the second reading, you are required to put the missing words or phrases in the blanks.

Reasons for Attending University

Some people think that attending college or university is a (1) _____. What do you think? Here I want to share my opinions. Firstly, universities and colleges are the (2) _____ for people to learn all kinds of knowledge. They provide the environment, materials and other conditions for study, and they (3) _____ the efficiency (效率) of study greatly. Secondly, if you want to have a better (4) _____, you should master as much knowledge as possible, because your achievement is based on the knowledge (5) _____. Thirdly, when studying in a university or a college, people can learn not only the knowledge from the (6) _____, but also the knowledge about time arrangement, team cooperation and (7) _____ which are essential to their future. At last, I want to say that every college student should treasure his or her (8) _____ in college. I am sure that college life will be a memorable experience in (9) _____. And in the future, you will understand that knowledge is (10) _____ to your success.

Work in Pairs

- 1 There are some differences between college and high school. What do you think of them? Share your ideas with your partner.
- 2 One of your middle school classmates visits you. Introduce your campus to him or her, such as its location, layout, etc..
- 3 Describe one of your teachers or classmates to your partner, and let them guess who he/she is.

Useful Expressions

About majors	About courses
❖ What is your major?	❖ Administration Law
❖ How do you like your major?	❖ Constitution
❖ Why do you choose this major?	❖ Criminal Law
❖ What do you think about this major?	❖ Civil Law





❖ Do you like your major courses?	❖ Contract Law
❖ Do you like your selected courses?	❖ Corporation Law
❖ I am majoring in...	❖ Intellectual Property Law
❖ My major is...	❖ Insurance Law
❖ In my opinion, it is...	❖ Tort Law
❖ I am interested in...	❖ Financial Law
About learning	About oneself
❖ I like English very much and it is very useful for me.	❖ I like Business Law best because it is very practical.
❖ Learning English is important, but it is boring.	❖ My hometown is...
❖ I am not brave enough to speak out.	❖ I am from...
❖ I think grammar is the most difficult part for me.	❖ I am introverted/extroverted.
❖ It is difficult to memorize so many new words and expressions.	❖ I am handsome/good-looking.
❖ I don't think it is necessary for everyone to learn English.	❖ I am honest/flexible/easy-going.
❖ Financial Law is wonderful because the professor presents us a lot of interesting cases.	❖ I am a/an active/positive person.
❖ My favorite books are those about Financial Law.	❖ I am a friendly/sensitive/caring/determined person.
	❖ I like reading, such as magazines, novels, even newspaper.
	❖ I like almost all the sports, and I enjoy both playing and watching.
	❖ I like making friends.
	❖ I am getting on well with others.
	❖ I don't like to leave anything half-done.



Vocabulary

major [ˈmeɪdʒə(r)]	<i>n.</i>	专业, 主科
freshman [ˈfreʃmən]	<i>n.</i>	大学一年级学生
sophomore [ˈsɒfəməʊ(r)]	<i>n.</i>	大学二年级学生
course [kɔːs]	<i>n.</i>	课程, 讲座; 过程
financial [faɪˈnænsjəl, fr-]	<i>adj.</i>	金融的, 财政的
thesis [ˈθiːsɪs]	<i>n.</i>	论文, 论题, 毕业论文
score [skɔː(r)]	<i>n.</i>	分数
	<i>v.</i>	得分
criminal [ˈkrɪmɪnl]	<i>adj.</i>	犯罪的, 刑事的
	<i>n.</i>	罪犯





attend [ə'tend]	<i>v.</i>	参加
environment [ɪn'vaɪərənmənt]	<i>n.</i>	环境
achievement [ə'tʃi:vmənt]	<i>n.</i>	成就, 成绩
arrangement [ə'reɪndʒmənt]	<i>n.</i>	安排
cooperation [kəʊ'ɒpə'reɪʃn]	<i>n.</i>	合作, 协作
essential [ɪ'senʃəl]	<i>adj.</i>	必要的, 重要的
treasure ['treʒə(r)]	<i>n.</i>	宝物, 财富
	<i>v.</i>	珍爱
experience [ɪk'spiəriəns]	<i>n.</i>	经验
	<i>v.</i>	经历
selected courses		选修课
Civil Law		民法
Criminal Law		刑法
Company Law		公司法

Part II**Reading****Passage 1****Adjusting to College Life**

When starting a new college life, many students may feel all of these emotions on campus, such as excitement, relief, **anticipation**, but also they probably feel those, such as panic, fear, **homesickness**. It is normal for a freshman.

In the first few months of college, freshmen will face many things which they've never come across. They will live on campus rather than in their own houses and eat in a **cafeteria** or dining hall instead of at home. Hundreds of students have classes together instead of just 20 or 25 in one class. Being a new college student, how can you deal with these problems?

In order to adjust yourself to your college life, you'd better be open to new experiences. Give everything a chance. It will be difficult for an adult to change his habits and customs, but changes aren't always bad. And if you have given yourself time and you still feel bad, just remember—it is **temporary**.

anticipation: 期待
homesickness: 想家

cafeteria: 自助餐厅

temporary: 暂时的





Meeting new people might be the quickest way to begin adjusting to college. You can **participate** in the activities on campus, join student clubs and join the discussion in class. Don't be shy. It is a good idea to attend lectures with your new friends, visit coffee shops, or seek out students who share similar interests with you, but don't ignore people whose views are different from yours. College is truly a time to explore new ideas.

In college, you will be left largely on your own, so stay organized, and it will be helpful to adjust yourself to campus life. Set your alarm for morning classes, attend your classes and focus on your study. But remember: don't place too much stress on yourself. Put down your textbooks once in a while; take part in student activities outside of class and meet new people.

One last word of advice: if homesickness is a problem, remember that your friends and family are just a phone call or an e-mail away.

participate: 参加

Read and Comprehend

1. Please tell which of the following statements are true(T) or false(F).

- () (1) For freshmen, it is normal to have kinds of feelings, such as excitement, panic, or homesick and so on.
- () (2) According to the text, it is normal to meet difficulties in college for a new student.
- () (3) When living on campus, students can't find a dining hall or cafeteria.
- () (4) There are always 20 or 25 students in a class for one course.
- () (5) It is better to give everything a chance for adjusting college life.
- () (6) Making new friends is the quickest way to begin adjusting to college.
- () (7) It is wise to ignore people who have differences with you.
- () (8) For a college student, there is a lot of free time to deal with.
- () (9) While finishing homework, do not place too much stress on yourself.
- () (10) If you miss your parents or friends, you can call or e-mail them.

Read and Complete

2. Complete the following sentences according to the text.

- (1) There are so many kinds of emotions for a new college student, such as _____ and so on.





- (2) For freshmen, they will live on campus _____ their own bedroom.
(3) Change is not always _____, so give everything a chance.
(4) In college, students will be left largely _____.
(5) Please remember your parents are just _____ or an e-mail away.

3. Fill in blanks with the proper words given below, and change the form if necessary.

activity	share	ignore	adjust	suggest
similar	relief	campus	stress	explore

- (1) He can't _____ himself to the fast modern life in this big city.
(2) Keep your fears to yourself but _____ your courage with others.
(3) This medicine will give you quick _____.
(4) We plan to expand our business _____ in South China.
(5) I _____ to him that we should deal with the problem another way.
(6) I understand you because I've had a _____ unhappy experience.
(7) If you _____ your behavior, trouble will follow.
(8) The students are _____ every part of the old house.
(9) _____ can be extremely harmful to people's health.
(10) There are many people taking pictures on _____.

Read and Translate

4. Translate the following sentences into English.

- (1) 他给了我一些有用的忠告,而不是钱。(instead of)

- (2) 她有许多重要的事情需要处理。(deal with)

- (3) 我们怎样才能找出一个真正合适的人来做这份工作?(seek out)

- (4) 今天,我们主要讨论无家可归者的问题。(focus on)

- (5) 昨天你参加足球比赛了吗?(take part in)





5. Translate the following sentences into Chinese.

Going away to college is an adjustment for the student and the parents. Usually the biggest shock is in getting adjusted to the new living environment. While students have their own personal bedrooms at home, on campus, they have to get used to the dormitory shared with roommates.



Vocabulary

adjust [ə'dʒʌst]	<i>v.</i>	使适应, 调整
emotion [ɪ'məʊʃən]	<i>n.</i>	情感, 情绪
excitement [ɪk'saɪtmənt]	<i>n.</i>	兴奋, 激动
relief [rɪ'li:f]	<i>n.</i>	轻松, 减轻
panic ['pænik]	<i>n.</i>	惊慌, 恐慌
fear [fiə(r)]	<i>n.</i>	担心, 害怕
normal ['nɔ:məl]	<i>adj.</i>	正常的, 正规的
unfamiliar [ˌʌnfə'mɪljə(r)]	<i>adj.</i>	不熟悉的
chance [tʃɑ:ns]	<i>n.</i>	机会, 可能性
activities [æk'tɪvɪtɪs]	<i>n.</i>	活动, 活跃
club [klʌb]	<i>n.</i>	俱乐部
explore [ɪk'splɔ:(r)]	<i>v.</i>	考察, 探测
alarm [ə'lɑ:m]	<i>n.</i>	警报, 惊恐
stress [stres]	<i>n.</i>	压力, 强调
instead of		代替, 而不是
seek out		找出, 挑出





Passage 2

Dormitory Rules

The Beijing College of Politics and Law (BCPL) Dormitory Management **Committee** has the sole **authority** for ensuring the **execution** of the Rules and **intervening** in all affairs relating to BCPL dormitory students. No other institutions or departments fall within this scope of authority.

Article 1 (In and out of the dormitory)

1. Dormitory residents should present their student cards to the security guard when entering the dormitory; under normal **circumstances**, no dormitory residents are allowed to enter or go out of the dormitory from 12:00 p.m. to 6:00 a.m.. If there is a need to do so, a record of time and reason for outing has to be registered in the Office of Student Affairs.

2. Visiting hours are from 8:00 a.m. to 10:00 p.m. All visitors must not cause any **disturbance** to the residents in the same dormitory. The Office of Student Affairs has the right to refuse certain visits.

Article 2 (Cleaning/Hygiene)

1. Dormitory residents shall be responsible for the tidiness of the rooms and prepare the cleaning equipments by themselves.

2. Rubbish needs to be **disposed** in the bag and taken to the rubbish bin in the public rubbish room each floor.

Article 3 (Damage and Compensation)

Regarding **Properties** Regulations of BCPL, dormitory residents are responsible to their rooms or the properties in general. If any loss and damage occurs, they are liable to pay the cost of the provided equipment.

Article 4 (Emergency)

1. 24-hour security guards are on duty in order to provide **assistance** to dormitory residents in case of emergency.

committee: 委员会

authority: 权利

execution: 执行

intervene: 介入

circumstance: 情况

disturbance: 打扰

hygiene: 卫生

dispose: 清除

property: 财产

assistance: 帮助





2. In case of emergency, dormitory residents can contact the security guard on duty in the building. The following situations should be regarded as emergency: fire, flood, emergency caused by **typhoon**, other threats against the safety and benefits of dormitory residents.

The Rules go into effect as of the date the rules have been **promulgated**. The BCPL Dormitory Management Committee owns the right of revision and **interpretation** of the Rules.

typhoon: 台风

promulgate: 颁布

interpretation: 解释

1. This is a short summary about *Dormitory Rules*. 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.

The Beijing College of Politics and Law (BCPL) Dormitory Management Committee has the sole authority for ensuring the execution of the Rules. No other institutions or departments fall within this scope of authority.

(1) Residents who live in the dormitory _____ enter or go out of the dormitory from 12:00 p.m. to 6:00 a.m..

(2) Dormitory residents shall _____ the bag and taken into the public rubbish bin of the public rubbish rooms each floor.

(3) If there is any loss and damage in dormitory, they are liable to _____ of the provided equipment.

(4) In case of emergency, _____ should contact the security guard on duty in the building.

(5) The Rules _____ as of the date the rules have been promulgated. The BCPL Dormitory Management Committee owns the right of revision and interpretation of the Rules.

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

A—Teaching Building

H—Lecture Hall

B—Meeting room

I—Playground

C—Department Office

J—Multimedia Classroom

D—Student's Union

K—Dormitory

E—Library

L—Network Information Centre





F—the Dean's Office

M—Gym

G—Reading Room

N—Lab

Examples: (D)学生会

(I)操场

(1) () 会议室

() 系主任办公室

(2) () 网络信息中心

() 教学楼

(3) () 图书馆

() 阅览室

(4) () 多媒体教室

() 实验室

(5) () 系办公室

() 体育馆

**Vocabulary****dormitory** ['dɔːmɪtəri]*n.* (集体)宿舍**sole** [səʊl]*adj.* 独占的;唯一的**ensure** [ɪn'ʃʊə(r)]*v.* 保证,使安全**affair** [ə'feə(r)]*n.* 事件,事情**scope** [skəʊp]*n.* 范围,机会**resident** ['rezɪdənt]*n.* 居民**present** ['preznt]*v.* 呈现,提出**guard** [gɑːd]*n.* 警卫,警戒**record** ['rekɔːd]*n.* 纪录,记载**register** ['redʒɪstə(r)]*v.* 记录,登记**cause** [kɔːz]*v.* 引起,使发生**refuse** [rɪ'fjuːz]*v.* 拒绝**prepare** [prɪ'peə(r)]*v.* 预备,准备**rubbish** ['rʌbɪʃ]*n.* 垃圾,废物**damage** ['dæmɪdʒ]*v.* 损害,毁坏**compensation** [ˌkɒmpen'seɪʃən]*n.* 补偿,赔偿**regard** [rɪ'gɑːd]*v.* 视为,和……有关**occur** [ə'kɜː(r)]*v.* 发生,存在**emergency** [ɪ'mɜːdʒənsɪ]*n.* 紧急情况**contact** ['kɒntækt]*v.* 联系,接触**threat** [θret]*n.* 威胁,恐吓**benefit** ['benɪfɪt]*n.* 利益,津贴**revision** [rɪ'vɪʒən]*n.* 校订,修正



security [sɪ'kjʊərɪti]	<i>n.</i>	安全
have the right to		有权利做某事
be responsible for		对某事负责
be regarded as		被认为是
in order to		为了
go into effect		生效

Improve Your Vocabulary

achieve—achievement	help—helpful
arrange—arrangement	proper—properly
behavior—behavioral	memory—memorable
cooperate—cooperation	national—international
compensate—compensation	prevent—prevention
equip—equipment	prepare—preparation
excite—exciting—excitement	register—registration
efficient—efficiency	suggest—suggestion
familiar—unfamiliar	tidy—tidiness
finance—financial	wonder—wonderful

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

- (1) He is always very _____ (help) to his classmates.
- (2) We should make a better use of the advanced _____ (equip).
- (3) Let's share the _____ (wonder) dolphin show together.
- (4) Can you give me some useful _____ (suggest) about English learning.
- (5) She will have to learn how to behave _____ (proper).
- (6) This was a _____ (memory) occasion in my life.
- (7) That was the most _____ (excite) film of the year.
- (8) I got the _____ (finance) support from a charitable organization.
- (9) We need to do some _____ (prepare) for the final exams.
- (10) United Nations wants to play an active role in the _____ (prevent) of conflicts.





Part III Grammar

Articles (冠词)

冠词包括不定冠词(a, an)和定冠词(the)。

1. 不定冠词(a, an)

(1) 不定冠词的基本特点:①指一类人或物;②泛指某人或某物;③相当于 one 或 every, 表“每一个”。如:

A pencil is a tool that you can write with.

A man is waiting for you at the gate of our school.

He has to work 10 hours a day.

(2) 冠词 a 用于以辅音音素开始的词前,如:

a party, a school, a university, a useful tool 等。

而冠词 an 用于以元音音素开始的词前,如:

an apple/orange/egg/American/X-ray/honest man 等。

2. 定冠词(the)

定冠词的基本特点:①表示特指的或第二次提到的人或物;②表示世界上独一无二的事物;③用在序数词和形容词最高级以及形容词 only, very, same 等前面;④用在姓氏的复数前表示“某某一家人”;⑤用在表示乐器的名词之前。如:

the former(前者), the latter(后者), the remainder(剩余的), the same(相同的); the second day of this month; the most beautiful; the Wangs(王家人) 等。

3. 需要注意的地方

(1) 有些固定短语中必须有不定冠词 a, 如:

a piece of, have a cold, in a hurry, do sb a favor, pay a visit to, all of a sudden(突然), have a good time 等。

(2) 有些习惯表达法中没有冠词, 如:

go to school, by bus, go to bed, at night, at home, hand in hand(手拉手), have dinner, knife and fork, watch TV, heart and soul, in English, by bike, by air, stay in bed, be at work 等。

(3) 有些词组中有冠词、没冠词意思不同, 如:

out of question 不成问题

out of the question 不可能

at table 吃饭

at the table 在桌子旁

take place 发生

take the place of 代替

in hospital 住院

in the hospital 在医院里





on earth 究竟,到底

on the earth 在地球上

in prison 服刑

in the prison 在监狱里

little time 没时间

a little time 有一点时间

(4) 有些词组中用定冠词 the 还是不定冠词 a/an, 意义不同, 如:

a number of questions 一些问题

the number of questions 问题的数量

a most important meeting 一个非常重要的会议

the most important meeting 最重要的会议

(5) 不使用冠词的情况:

① 物质名词、抽象名词和复数可数名词表示泛指或一般概念时, 不用冠词, 如:

Paper can be recycled.

Do you like sports?

② 表示日常饮食的名词前, 不用冠词, 如:

Dinner is usually served at 8 o'clock.

Will you stay for tea with us?

③ 球类运动和棋类游戏等名词前, 不用冠词, 如:

I watched the boys play football this afternoon.

Do you like to play bridge?

④ 在称呼以及表示家庭成员的名词前, 不用冠词, 如:

I'm running a fever, doctor.

Where's mummy, daddy?

Exercises about Grammar

1. Please fill in the blanks with the proper articles.

- (1) _____ water is polluted in this river. You'd better not drink it.
- (2) My duty is to take good care of _____ old and _____ wounded.
- (3) I go to school by _____ bus every day.
- (4) I go to _____ movies at the weekends.
- (5) My aunt is _____ president of the Middle School in our hometown.
- (6) Did you have _____ good time at the party yesterday evening?
- (7) What _____ fine weather it is today!
- (8) Suddenly _____ fire broke out in the workshop.
- (9) I like _____ dogs.
- (10) This is _____ university from which many celebrities graduated.





2. Fill in the blanks in the following passage.

Last Friday morning, I was glad to get (1) letter from (2) old friend of mine, who lives in (3) countryside in Sichuan Province. He told me in (4) letter that he would live with me for (5) few weeks, going to (6) seaside on (7) weekdays and having (8) picnic on (9) weekends. I am very happy. I'm sure that we will have (10) very good time!

3. Please translate the following sentences into English.

(1) 多么有意思的故事啊！

(2) 这是多么令人激动的消息啊！

(3) 英语是个有用的工具。

(4) 在过去的几年里，他取得了巨大的成就。

(5) 你的衣服着火啦！

(6) 我们不仅学汉语，还学英语。

(7) 中国的东面有太平洋。

(8) 他因病没上学。

(9) 弹钢琴时所有的手指都动。

(10) 我喜欢踢足球，也喜欢打篮球。





Part IV Applied Writing

Business card (名片)

现实生活中,尤其是在商务场合,名片的使用已经非常普遍。使用名片是新朋友相互认识、自我介绍的最快最有效的方法。一般情况下,名片主要包括姓名、职位、电话号码、传真号码、电子邮箱、单位地址等信息;也有些名片会在背面注明公司的经营范围和产品信息。名片所包括的具体内容如下:

- ❖ 公司名称 (name of company)
- ❖ 本人姓名 (person's name)
- ❖ 职位、职称、头衔 (position/title)
- ❖ 公司地址 (address of company)
- ❖ 电话号码 (a person's and his/her company's telephone number)
- ❖ 传真号码 (fax number)
- ❖ 电子邮箱 (E-mail address)
- ❖ 网址 (website of company)
- ❖ 邮政编码 (postal code/zip code)
- ❖ 所生产的产品 (the products the company produces)
- ❖ 所提供的服务 (the services the company offers)

Useful Expressions

Director	总监
Partner	合伙人
Senior Management	高级管理
CEO/GM/President	首席执行官/总经理
CEO/GM/President Assistant	总裁/总经理助理
Deputy GM/VP/Management Trainee	副总经理
Sales Director	销售总监
Sales Manager	销售经理
Regional Sales Manager	区域销售经理
Sales Account Manager	客户经理
Business Manager	商务经理
Sales Admin. Manager	销售行政经理






Promotions Manager	促销经理
Business Development Manager	企业/业务发展经理
Human Resources Manager	人事经理
Sales Admin. Supervisor	销售行政主管
Sales Assistant / Trainee	销售助理
Distributor	经销商
Admin. /HR/Support Services	行政/人事/后勤
Admin. /Human Resources Director	行政/人事总监
Human Resources Supervisor	人事主管
Recruiting Manager/Supervisor	招聘经理/主管
Executive Assistant/Secretary	经理助理/秘书
Lawyer	律师
Paralegal/Legal Assistant	律师助理
Court Clerk	书记员
Professor/Teacher	教授/教师
Education/School Administrator	教学/教务管理人员
Teaching Assistant	助教
Lecturer	讲师

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

• Sample 1



北京政法职业学院
BEIJING COLLEGE OF POLITICS AND LAW

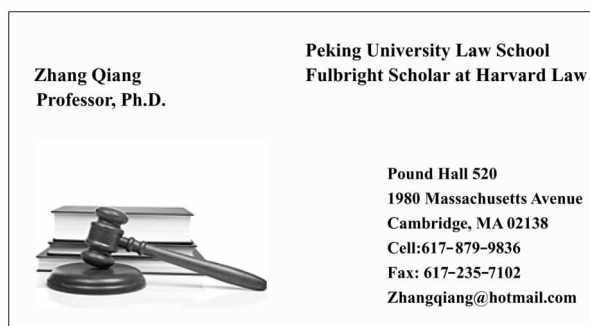
Liu Gang
Professor

Guanzhuang, Chaoyang District,
Beijing 100024
Tel: 010-6742333 Fax: 010-6724321
E-mail: liugang@sohu.com





• Sample 2



2. Translate the following business cards into English.

• Sample 1





• Sample 2



北京教育服务中心

贾芸
咨询顾问总监

电话: 13912038293
传真: 010-238462873
E-mail: fuwucenter@163.com
地址: 北京市东城区一号胡同会议中心
一层 102 100013




3. Write your own business card in Chinese and then translate it into English.

• Sample 1



电话: _____
传真: _____
E-mail: _____
地址: _____







_____	_____
_____	_____
_____	_____

• Sample 2



_____	_____
_____	_____
	电话: _____
	传真: _____
	E-mail: _____
	地址: _____



_____	_____
_____	_____
_____	_____

Part V Tips on Law

What is Law?

Law is a system of rules that define people's rights and responsibilities towards society. It is agreed on by society and made official by governments. Societies have laws in order to protect people from the actions of other people. Everybody is subject to the law. It is clearly impossible for everybody in any society to have absolute freedom. Though law may prevent us from doing things we wish to do at the moment, law also stops others from doing things that might harm us. Laws make everyone's life safer and more pleasant. Social life would be impossible without laws to control the way people treat each other.

