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Unit 1

Making Invitations



Life is short, but there is always time enough for courtesy.

—*Ralph Waldo Emerson*

Good manners and soft words have brought many a difficult thing to pass.

—*Sir John Vanbrugh*



Warm-up Questions

- 1 How do you make and accept invitations properly?
- 2 What could you say if you want to refuse an invitation?
- 3 When making invitation, customs vary from country to country. Please give some examples.

Part I Listening and Speaking

Dialogue 1

Bill is inviting Jane to attend a lecture in his college.

- Bill: What are you going to do tomorrow night, Jane?
- Jane: Well, I haven't got any idea yet. Why?
- Bill: Professor William Smith will visit our college tomorrow and give a lecture on international business law. My brother got some tickets and invited me to attend it. Would you like to go with me?
- Jane: Wow! I know he is a well-known professor in ABC University and is world-famous for his study in multinational enterprises.
- Bill: Yes! I've invited Betty and Jack already. It'll be very nice if you can go together with us.
- Jane: Sounds great! I'd love to!
- Bill: Then how about meeting in front of the library at 5 p.m.?
- Jane: I'm sorry, but I'll have English class till 5:30. How about meeting at six?
- Bill: No problem. I'll tell Betty and Jack the exact time and place we meet.
- Jane: That's very kind of you. Thank you very much for inviting me.

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. She will not attend the party. B. She accepts the invitation.
C. She thinks the party will be great. D. She turns down the invitation.





2. A. Whether the woman will attend the meeting or not.
B. Whether the woman attended the meeting or not.
C. When the woman attended the meeting.
D. What the meeting was like.
3. A. When the guest arrives. B. When the guest leaves.
C. Before the party. D. None of the above.
4. A. The party is so formal.
B. The man should wear a suit when attending the party.
C. The man need not wear so formally in the party.
D. The woman suggests the man wear formal clothes.
5. A. 7:45. B. 7:30. C. 8:15. D. 8:00.

Dialogue 2

Ms. Clinton is calling Mr. Johnson, a famous lawyer from HNC Law Firm, to invite him to attend a conference and give a speech.

Ms. Clinton: Hello, Mr. Johnson. This is Claire Clinton from MBN Trade Company.

Mr. Johnson: Good morning, Ms. Clinton. How are you?

Ms. Clinton: Fine, thank you. Mr. Johnson, we'll hold a conference at Beijing Hotel from July 12th to 13th. It's really our honor to invite you to come and give a talk on intellectual property protection. We know you are an expert in this field.

Mr. Johnson: Oh, that's very nice of you to invite me. Let me check my schedule.

...

Mr. Johnson: Ms. Clinton, I'm so sorry. I'd really like to attend the conference, but I have an appointment on July 12th.

Ms. Clinton: So is it convenient for you to come here on July 13th?

Mr. Johnson: That would be fine.

Ms. Clinton: How about giving the talk at 9 a.m.?

Mr. Johnson: Oh, it's a bit early. Could we make it at 10:00?

Ms. Clinton: No problem! See you on July 13th.

Mr. Johnson: Thank you so much for inviting me. See you 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.

Conversation 1

- | | |
|----------------------------|---|
| 1. A. This Sunday. | B. September 8. |
| C. September 18. | D. Next Saturday. |
| 2. A. Soft drink. | B. Anything to drink. |
| C. Red wine. | D. She needn't bring anything. |
| 3. A. In Zhongshan Street. | B. Near the woman's home. |
| C. Next to a flower shop. | D. At the left side of the main street. |

Conversation 2

- | | |
|------------------------------|--|
| 1. A. Husband and wife. | B. Receptionist and customer. |
| C. Old friends. | D. Brother and sister. |
| 2. A. She doesn't love to. | B. She has made another appointment already. |
| C. She must go home earlier. | D. She has to work overtime. |
| 3. A. Tomorrow night. | B. Tuesday night. |
| C. Saturday night. | D. Thursday night. |

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.

Being (1) _____ at dinner almost always gets you a good impression. What follows here are just a few examples of the etiquette required when you attend a dinner party.

First, inform your host that you'll be (2) _____ the dinner party when receiving the invitation. If there is any possibility that you'll be arriving (3) _____ for any reason, try to let your host know early on. Second, present yourself cleanly and (4) _____. Your clothes should make you feel (5) _____ and elegant. Make sure you know the atmosphere and theme of the (6) _____. If you have a





(7) _____ invitation, read it carefully to determine the dress code. If you don't have one, (8) _____ with the host, and he or she will be able to tell you what the party is like. Third, (9) _____ some signal that the meal is beginning, such as the hostess lifting her fork. Don't eat until everyone at your table is (10) _____ and served.

Work in Pairs

- 1 Suppose you and your classmates are planning to hold a New Year's party. Invite one of your foreign teachers to attend the party.
- 2 Suppose you are a secretary of the general manager in ABC Company. Your company will hold an annual conference on December 1st. Make a phone call to Ms. Smith, a well-known lawyer in MC Law Firm and invite her to give a speech in the conference.
- 3 Your friend, Bill, invites you to attend his birthday party on Sunday, but you have to finish your term paper that day. Decline his invitation politely.

Useful Expressions

Making an invitation

- ❖ I would like to invite you to a party this evening.
- ❖ Would you like to have dinner with me?
- ❖ We're going to have a party on Friday afternoon. We hope you can join us.
- ❖ I should be delighted/pleased/happy if you were able to come.
- ❖ How about coming to my home tomorrow?
- ❖ What are you doing next Saturday? We're having a party. Would you like to come?
- ❖ Are you free next Thursday?
- ❖ Will you be here tonight?
- ❖ Could you come over and see me?
- ❖ Are you interested in coming to the cinema with me tonight?
- ❖ Would you care to be my guest?
- ❖ Please join us tomorrow and don't forget to bring your wife.
- ❖ Just come in your casuals.
- ❖ What time can I expect you?
- ❖ What is the best time for you?





Accepting an invitation	Declining an invitation
❖ Thank you for your invitation, I'll be glad to come.	❖ I'm sorry, but I have an exam that day.
❖ I'd love to, thanks.	❖ I'm awfully sorry, but I have to go to Shanghai on business next week.
❖ I like that very much!	❖ I'd really like to go, but I have a dental appointment tomorrow afternoon.
❖ Of course I'll come!	❖ Oh, I'm sorry, we'd love to come. But we've already made plans for that evening.
❖ Sounds wonderful/great/lovely! I'll see you there.	❖ I'd love to, but I'm afraid I'm tied up on Sunday.
❖ I will be glad/delighted to come.	❖ That's very kind of you, but actually I have another engagement.
❖ It's very nice/kind of you to ask/invite me!	
❖ What a great idea! Thanks!	
❖ I'd love to, but what time exactly?	



Vocabulary

lecture ['lektʃə(r)]	<i>n.</i>	演讲
multinational [ˌmʌltɪ'næʃənl]	<i>adj.</i>	多国的, 跨国公司的
	<i>n.</i>	跨国公司
enterprise ['entəpraɪz]	<i>n.</i>	企业
conference ['kɒnfərəns]	<i>n.</i>	会议
intellectual [ˌɪntɪ'lektʃʊəl, -tʃʊ-]	<i>adj.</i>	智力的
	<i>n.</i>	知识分子
property ['prɒpəti]	<i>n.</i>	财产, 所有物, 所有权
expert ['ekspɜ:t]	<i>n.</i>	专家, 能手
maximum ['mæksɪməm]	<i>adj.</i>	最高的, 最大极限的
	<i>n.</i>	极点, 最大量
attendance [ə'tendəns]	<i>n.</i>	出席, 出席人数, 出席率
effective [ɪ'fektɪv]	<i>adj.</i>	有效的, 有影响的
dress up		打扮, 盛装





Part II Reading

Passage 1



Are You Ready to Be Invited?

Have you ever been invited to join an event, such as a wedding, an anniversary party, or a friendly gathering? Do you know how to accept or decline an invitation gracefully? Keeping some invitation **etiquette** in mind can be of great help to you to behave appropriately.

You may receive two kinds of invitations, formal and informal. Formal invitations usually arrive by post and can be in the form of a letter or a printed invitation. Informal ones often arrive by phone, by e-mail or sometimes face to face. No matter what kind of invitations you receive, it is impolite to leave an invitation hanging. You should reply whether you intend to go or not. When receiving an oral invitation you are hoping to get invited, just thank the person for thinking of you and accept it with grace; while receiving a written invitation that has an RSVP (French for Please Reply) on it, you are required to write or telephone back with your response as soon as possible. It is usually found on formal invitations for events such as special dinners and other celebrations.

Once you inform the host of accepting an invitation, the next thing you should consider is your **attire** for the party. The invitation should give you some indication about whether the event is **black-tie** or if it's just a casual get-together. If you are unsure, contact the host to make sure you don't arrive **under-dressed** or **overdressed** for the occasion. You should also check your planned clothes in advance while you prepare to make sure everything is clean and pressed, shoes are shined, and you have proper **ensemble**.

etiquette: 礼节, 礼仪

attire: 着装

black-tie: 正式的礼服

underdressed: 穿着过于随便的

overdressed: 穿着过分讲究

ensemble: 全套服装





For many people, accepting an invitation is easy while declining one requires some **tacts**. If you cannot join a special event like a wedding or birthday party, decline politely and send a gift if possible. Don't forget to thank the host for inviting you and close by saying that you will be thinking of them on that day. Once you accept an invitation, you could cancel it only if something unexpected arises. You should also explain the reason to your host. To cancel just because you got a better invitation from somewhere else seems very rude to the host, and can even affect the friendship.

Remember that improper etiquette can mean the difference between an uncomfortable meal and an enjoyable affair. Knowing what to expect, and how to act in advance can make everyone around you a little more comfortable. Just bring along your manners and you'll do fine.

tacts:言行得体的技巧

● Read and Comprehend

1. Answer the following questions according to the text.

(1) What are the two kinds of invitations? Explain them with some examples.

(2) What should you do when receiving an invitation with an RSVP on it?

(3) How do you choose clothes when receiving an invitation?

(4) How can you decline an invitation properly?

(5) Can you cancel an invitation that you have already accepted? Why?

● Read and Complete

2. Complete the following sentences according to the text.

(1) _____ can really help you behave appropriately when accepting or declining invitations.





- (2) It's impolite to _____ when receiving an invitation.
- (3) If you cannot join a special event like a wedding, _____.
- (4) The invitation should give you _____ about whether the event is black-tie or if it's just a casual get-together.
- (5) Once you accept an invitation, you could cancel it only if _____.

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

casual	anniversary	response	invite	arise
decline	celebration	occasion	behave	appropriately

- (1) Those children aren't _____ dressed for this cold weather.
- (2) The climax of the _____ was a firework display.
- (3) October 1st, 2009 marks the 60th _____ of the founding of People's Republic of China.
- (4) I am writing in _____ to your letter of June 12th.
- (5) I invited her to join us, but she _____.
- (6) Shortly afterwards, Dawson received a/an _____ to speak at a scientific conference.
- (7) For most informal dinners, you should wear comfortable and _____ clothes.
- (8) At the wedding he sang a song specially written for the _____.
- (9) She always _____ badly when her aunts come to visit.
- (10) Several important legal questions _____ in the contract negotiations.

Read and Translate

4. Translate the following sentences into English.

- (1) 他打算把财产转给他的儿子。(intend)
- _____
- (2) 他们的意见不会影响我的决定。(affect)
- _____
- (3) 一旦出版,这本词典将会非常畅销。(once)
- _____
- (4) 游泳时请记住安全规则。(keep in mind)
- _____





(5) 所有的票将提前三天预售。(in advance)

5. Translate the following sentences into Chinese.

Invitations can be written or spoken. Written ones usually ask for RSVP which means please reply. You should reply whether you intend to go or not. The invitation will tell you how to reply and when the reply is expected. You may not always be able to accept an invitation. The best way to refuse is to say, "Thank you, unfortunately I/we have other plans at that time." To say that you don't want to go may seem extremely rude, even if it is true.



Vocabulary

wedding ['wedɪŋ]	<i>n.</i>	婚礼
anniversary [ˌæniˈvɜːsəri]	<i>n.</i>	周年纪念(日)
decline [diˈklaɪn]	<i>v.</i>	婉拒,谢绝;下降,衰落
invitation [ˌɪnvɪˈteɪʃən]	<i>n.</i>	邀请
grace [ɡreɪs]	<i>n.</i>	优雅,得体
gracefully ['ɡreɪsfʊli]	<i>adv.</i>	优雅地,得体地
behave [biˈheɪv]	<i>v.</i>	举止,行为
appropriately [əˈprəʊpriətli]	<i>adv.</i>	适当地
intend [ɪnˈtend]	<i>v.</i>	想要,打算,计划
response [rɪˈspɒns]	<i>n.</i>	反应,响应;回答
celebration [ˌselɪˈbreɪʃən]	<i>n.</i>	庆祝,典礼
indication [ˌɪndɪˈkeɪʃən]	<i>n.</i>	指示,暗示
casual ['kæʒuəl]	<i>adj.</i>	非正式的,休闲的
press [pres]	<i>v.</i>	压;熨烫
arise [əˈraɪz]	<i>v.</i>	出现,发生





affect [ə'fekt]	<i>v.</i>	影响
occasion [ə'keɪʒən]	<i>n.</i>	场合, 机会
keep in mind		记住, 牢记
leave...hanging		把……搁置一旁, 吊某人胃口
in advance		预先, 提前

Passage 2

Parents' Liability for Underage Drinking in the United States

Although the legal drinking age in the United States was raised from 18 to 21 in all 50 states in 1984, it has not stopped minors from drinking. Some parents believe that it's safer for their teenagers to drink at home than to drink anywhere else. Some parents even mistakenly think that underage drinking is part of growing up. However, with more and more states having **social host liability laws**, parents have to take more responsibilities for underage drinking.

Under social host liability laws, parents who serve or supply alcohol to persons under the age of 21 can be held liable if any of those underage persons are killed or injured. Parents also can be held responsible if they knowingly allow underage drinkers to consume alcohol in home. However, parents usually won't be liable if they're unaware or had no reason to know that underage drinkers consumed alcohol in their home.

Parents may be held responsible even if they're not at home when underage drinking occurs. Specifically, the liability depends on whether the parents should have known that underage drinking would occur in their home. For instance, **New Jersey** parents went on vacation and left their three teenagers in the care of a 20-year-old live-in **nanny**. The teenagers had a party at home, in which one of the underage drinkers was seriously injured in a car accident. The parents could be held liable because

social host liability laws:
社交主人责任法

New Jersey: 新泽西州

nanny: 保姆





their teenagers were not left with proper supervision and they should have known that an underage drinking party was likely in their absence for the nanny is only 20 years old. On the other hand, a Massachusetts mother permitted her underage daughter to host a party while the mother wasn't at home. The mother wasn't liable for injuries caused by one of the underage drinkers because the mother never kept alcohol at home, didn't see anybody drinking alcohol before she left and there wasn't any alcohol in her home at the time she left. Basically, there was no way that the mother should've known that underage drinking would occur after she left.

The laws vary from state to state, but parents who break these laws could be charged for medical bills and property damage and could be sued for emotional pain and suffering. In addition to **civil lawsuits**, parents in an increasing number of states, including **Kansas**, New Jersey, **Pennsylvania**, and **Texas**, may find themselves subject to **criminal prosecution** for supplying alcohol to their teenagers and their teenagers' friends. In one case, a Pennsylvania parent was sentenced to a 4.5-year prison term for **involuntary manslaughter** after three teenagers died in a drunk-driving accident following a party the parent hosted. Although the parent did not buy the alcohol for the party, the parent did allow the teenagers to drink the alcohol that was present.

civil lawsuits: 民事诉讼

Kansas: 堪萨斯州

Pennsylvania: 宾夕法尼亚州

Texas: 得克萨斯州

criminal prosecution: 刑事诉讼

involuntary manslaughter: 过失杀人罪

1. This is short summary about *Parents' Liability for Underage Drinking in the United States*. 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.

Nowadays, with more and more states having social host liability laws, parents have to take more responsibilities for (1) _____. Parents who serve or supply alcohol to persons under (2) _____ can be held liable if any of those underage kill or injure another person or they themselves are killed or injured. Parents may also (3) _____ even if they're not home when underage drinking occurs. The laws vary from (4) _____, and parents who (5) _____ might be charged in both civil lawsuits and criminal prosecution.





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—underage drinking

B—minor

C—break laws

D—criminal law

E—legal liability

F—supervision

G—civil lawsuit

H—sentence

I—prison term

J—drunk-driving

K—commit a crime

L—property damage

M—involuntary manslaughter

N—criminal prosecution

Examples: (D) 刑法

(1) () 未成年人

(2) () 财产损失

(3) () 刑事诉讼

(4) () 违法

(5) () 刑期

(K) 犯罪

() 监管

() 过失杀人罪

() 民事诉讼

() 未成年人饮酒

() 法律责任

Vocabulary

underage [ˌʌndər'eɪdʒ]

minor ['maɪnə(r)]

alcohol ['ælkəhɒl]

supervision [ˌsu:pə'vɪʒən, ˌsju:-]

liable ['laɪəbl]

responsible [rɪ'spɒnsəbl]

unaware [ˌʌnə'weə(r)]

consume [kən'sju:m]

specifically [spɪ'sɪfɪkəli]

liability [ˌlaɪə'bɪlɪti]

charge [tʃɑ:dʒ]

sentence ['sentəns]

subject to

adj. 未成年的

n. 未成年人

n. 酒精, 酒

n. 监督, 管理

adj. 有义务的, 应负责的

adj. 有责任的, 责任重大的

adj. 没有发觉的, 不知道的

v. 消耗, 花费

adv. 特别地, 具体地

n. 责任

v. 控诉; 要价

n. 指控; 费用

v. & n. 宣判, 判决

受制于, 受限于





Improve Your Vocabulary

appropriate—appropriately

arrive—arrival

intention—intentional—intentionally—unintentionally

attend—attendance

behave—behavior

celebrate—celebration

consume—consumer

convenient—inconvenient

comfort—comfortable—uncomfortable

drink—drunk

explain—explanation

enjoy—enjoyable

formal—informal

grace—graceful—gracefully

invite—invitation

legal—illegal

liable—liability

mistake—mistaken—mistakenly

nation—national—multinational

proper—improper

polite—impolite

response—respond

responsible—responsibility

specific—specifically—specifically

supervise—supervision

teenage—teenager

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

- (1) An attractive party _____ (invite) will encourage more people to attend the party.
- (2) You will be _____ (liable) for any damage caused.
- (3) It's a small _____ (formal) party—you do not have to dress up.
- (4) She had been appointed to _____ (supervision) the accounting department.
- (5) His refusal was worded in such a _____ (grace) way that we could not be offended.
- (6) They're expecting a large _____ (attend) at the meeting.
- (7) The _____ (proper) use of medicine could lead to severe adverse reactions.
- (8) I'd like to see you whenever it's _____ (convenience).
- (9) With the arrival of John's friends, the party became really _____ (enjoy).
- (10) It's _____ (legal) to read people's private letters without permission.





Part III Grammar

Modal Verbs (情态动词)

1. 情态动词的概念

情态动词:表示说话人对某一动作或状态的态度,认为“可能”“应当”或“必要”等。情态动词本身有一定的意义,但不能单独作谓语,必须和不带 to 的不定式(ought 除外)连用。它没有人称和数的变化。

情态动词主要有 can (could), may (might), must, ought to, have to, need, dare, shall (should), will (would)。

2. 情态动词的用法

(1) can (could), may (might), must

① can (could)表示“能够”“会”,相当于“be able to”,口语中表示“可以”时,等于“may”;表示推测和判断时,意为“可能”“会”“或许”,通常用于否定句和疑问句。

② may (might)，“可以”，相当于“be allowed to”或“be permitted to”；用在肯定句中表示“可能”“会”“或许”。

(2) must“应该”“必须”，相当于“have to”“be obliged to”；用于肯定句时，意思是“一定”“准是”。

请看例子：

I can see a fly two hundred meters away.

I tried, but I couldn't make it.

May I come in, sir? Yes, please. / No, you mustn't. (= You are not allowed to.)

You may take any book you like.

You can (= may) go home now.

Can (= May) I smoke here? Of course, you can(= may).

We must work hard.

Must you go so soon? Yes, I must. (No, you needn't. = No, you don't have to. =

You haven't got to. = You are not obliged to.)

Can you drive? (= Are you able to drive?)

下面的句子表示推测或判断：

It can't be true.

How can you be so careless?

The smog may do great harm to our lungs.

He might be at a meeting now.





She must be at home now, for I saw her come back just now.

“It must be that I am unfit for the office I hold,” the emperor said to himself.

(3) ought to, should

① 表示“应当”“应该”

I ought to visit my grandparents more often.

You shouldn't judge a stranger always by the accent he has.

大多数情况下,ought to 都可以由 should 代替,但是 ought to 比 should 语气重,但又没有 must 和 have to 那样绝对。例如:

You ought to have finished your homework.

You shouldn't have got up so late.

You oughtn't to have said to your mother in a rude way.

② 表示推测或可能

There ought to be no trouble.

They should be here by now.

③ should (或 would) like 表示“愿意”“想要”,常用于口语中,比 wish 和 want 更客气、委婉。例如:

I should like to know if you have finished your assignments.

Would you like to go with me?

(4) shall

用于第一、第三人称疑问句中,表示说话人征求对方的意见或向对方请求。例如:

Shall I open the window for you?

Shall we begin our work?

When shall he be able to leave for America?

(5) will (would)

① 用于各人称,不仅表示将来时态,而且表示做某事的“意志”“意愿”“决心”或“打算”。例如:

I will give you a present before Christmas Day.

Nobody would say that the elephant looks like a wall.

② 在条件从句中,will 表示“意愿”和“决心”。例如:

If you will open the box, you will see why I was terrified at it.

③ 在疑问句中用于第二人称,表示有礼貌的请求。would 比 will 更客气、委婉。例如:

Will you lend me your bike?

Would you please tell me the shortest way to the post office?





- ④ would 还可以表示过去习惯性的或反复发生的动作。例如：

After dinner, he would have a cup of tea and take a walk.

(6) need 必要, 必须

- ① need 作情态动词时, 一般用于否定句和疑问句, 在肯定句中用 must, have to, ought to 或 should。例如：

Need I finish my work today? Yes, you must. (No, you needn't.)

I needn't start out so early, need we?

You needn't have worried about me.

- ② need 还可以作实义动词, 意思是“需要”“必要”, 可用于肯定句、否定句和疑问句, 后面用名词、代词、动名词或带“to”的不定式作宾语。例如：

You need to pay more attention to your spelling.

Do you need to know about it?

He doesn't need your help.

Your hair needs cutting.

(7) dare 敢

- ① dare 用作情态动词时, 主要用于否定句、疑问句和条件从句中。例如：

He daren't give the presentation before the whole class.

How dare you say I'm unfair?

If the Japanese dare to attack us, they will never win.

She told me that she dared not to come here at night.

- ② dare 也常常用作实义动词, 用法和 need 一样。例如：

I have never dared to do such a thing.

He did not dare to speak in public.

Does he dare to do this experiment in a new way?

She stopped at the door, not daring to enter.

3. 情态动词表达法总结

should/ought to have done

应该做完某事(实际上没做或没做完, 表明一种责备的语气, ought to 语气更强)

shouldn't have done

不应该做某事(实际上做了, 也表明一种责备的语气)

may/might have done

也许已经做完某事了(表示一种没有把握的判断, 与事实无关, might 的把握性更差)

must have done

一定已经做完某事了(表示一种非常有把握的判断, 与事实无关)





can't have done

不可能做完某事(是 must have done 的否定形式)

could have done

本来(有时间、有精力、有可能)能够做完某事(实际上没做或没做完)

needn't have done

没必要做某事(实际上做了,但是没有必要)

请看下面的例子:

You should have finished your homework.

You shouldn't have hurt his feelings.

He may have gone to sleep, for his room is dark.

He must have passed the exam, for he looks very happy.

He can't have gone to America, I saw him in the street just now.

I could have finished my homework, but Tom came and dragged out for a film.

You needn't have told him the truth, for he is a dishonest man.

● Exercises about Grammar

1. Fill in the blanks with the proper modal verbs.

- (1) The class room _____ only hold 50 students.
- (2) Our manager is available now, you _____ go to his office now.
- (3) Must I wait till you come back? No, you _____.
- (4) He'll soon recover from his illness. You _____ not worry.
- (5) You _____ not make so much noise in the classroom.
- (6) Since there are no buses at night, we _____ walk home.
- (7) The teacher told me that I _____ wait for her in the classroom.
- (8) I've finished my driving lessons, so I _____ drive now.
- (9) This _____ not be my textbook, for mine is rather old.
- (10) It's cold outside. _____ I close the window now?
- (11) It _____ rain in the afternoon. You'd better take an umbrella with you.
- (12) It's already 9 p.m.. Mother _____ be waiting for you at home.
- (13) _____ you mind my smoking here?
- (14) "How _____ you talk to your mother in an impolite way?" he shouted at me.
- (15) You _____ have set a good example for us, for you are the monitor.





2. Translate the following sentences into Chinese.

(1) When shall we leave here?

(2) You should have finished your homework before you go out to play.

(3) You mustn't speak loudly in class.

(4) Will you do me a favor?

(5) You oughtn't have quarreled with him.

(6) I should like to know how you are getting along with your classmates.

(7) It can't be true! You must be lying.

(8) He might be working in his office now.

(9) Dare you walk in the darkness alone?

(10) Could he have forgotten my address?

3. Translate the following sentences into English.

(1) 你会修理收音机吗?

(2) 我什么时候可以续借这本小说?

(3) 你愿意跟我去购物吗?

(4) 他也许没有通过考试。

(5) 她一定跟你说谎了。

(6) 她不敢当众讲英语。





(7) 你本来不应该那样跟他讲话的。

(8) 学期论文必须在两周之内交上来。

(9) 她说她不敢一个人回家。

(10) 你能告诉我去车站怎么走吗？

Part IV

Applied Writing

Invitation letters and replies

（邀请函及邀请函的回复）

邀请函可分为两种：一种属于非正式的个人信函，内容格式等没有严格要求；另一种属于较正式的事务信函，如邀请参加较为正式的会议、学术活动等。在写邀请信时，应礼貌、友好地发出邀请，并且陈述邀请的原因、活动的时间及地点，一般在结尾时要表达希望对方接受邀请或给予确认的意思。

无论收到哪种形式的邀请信都要回复，明确表示接受与否。接受邀请的回信一般包含以下内容：感谢对方的邀请并重述邀请信中的主要内容；愉快地表示接受邀请，并简要说明自己的打算和要求；最后表示期待赴会和与对方见面的心情。谢绝邀请的回信一般包含以下内容：对对方的邀请表示感谢；具体说明自己无法接受邀请的原因，并对无法出席表示遗憾；最后表达自己的祝愿。

Useful Expressions

Invitations

- ❖ I'm writing to invite you to...
- ❖ I would be very pleased to invite you to attend our annual conference.
- ❖ It would be a great pleasure to me if you could come to the party.
- ❖ Would you like to come to our dinner party on Saturday evening?
- ❖ It would give us a great pleasure to have your presence at the conference.
- ❖ I wonder if you would be able to join us for dinner tomorrow evening.
- ❖ It would be an honor to me if you would accept our invitation.
- ❖ We would be honored by your attendance.
- ❖ Enclosed is our preliminary schedule for the conference.





Replies

- ❖ Thank you for inviting me to your party.
- ❖ I will be very happy to accept your kind invitation to speak at the meeting.
- ❖ I shall be very glad/pleased if you can send me more details of the program.
- ❖ I'm sorry I can't attend the meeting because of a previous engagement.
- ❖ Thank you for thinking of me, and perhaps you would be kind enough to repeat your invitation at some later date.
- ❖ Please accept my apologies for the delay in acknowledging your invitation for dinner.
- ❖ It was thoughtful of you to invite me, and I am extremely sorry I cannot accept. I do hope you will ask me again some time!
- ❖ Please accept my regrets, and I'll try to make it next time.

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

• Sample 1

August 21st, 2014

Dear Professor Wang,

On behalf of the Ohio State University, I would be very pleased to invite you to attend our annual conference on "Globalization and Its Challenges to Legal Education" to be held in Bellaire, Michigan, from November 25th to 28th, 2014.

You are an internationally acclaimed scholar and educator in legal education. Your participation will be among the highlights of the Conference.

We sincerely hope that you could accept our invitation. As you know, this is the 10th anniversary of the conference and we plan to make it a truly international meeting. We have accepted many papers from several foreign countries, including two from China.

We would appreciate it if you could confirm your participation at your earliest convenience. We are looking forward to your acceptance.

Sincerely yours,
Peter White
Conference Organizer





• Sample 2

Dear Jane,

We are going to hold a masquerade (化装舞会) this Saturday, April 5th at 8 o'clock. I think it would be pleasant to have you and your younger sister here. And also there will be a barbecue at my home after the dancing. I'm sure we can have a great time.

We are all looking forward to seeing you.

Alice

2. Please read the two replied letters to the invitation carefully and put them into Chinese.

• Sample 1

August 30th, 2013

Dear Mr. White,

Many thanks for your letter dated August 21st and I'm pleased to confirm my participation in the annual conference on "Globalization and Its Challenges to Legal Education" to be held in Bellaire, Michigan, from November 25th to 28th, 2013.

It will be a great honor to see so many renowned professors there. I'm looking forward to talking with them and hearing their views on the globalization of legal education.

I would be grateful if you could send me further details about the conference and accommodation arrangements.

Looking forward to seeing you in the conference.

Sincerely yours,

Wang Lei





• Sample 2

Dear Alice,

It's very kind of you to invite me to the masquerade this Saturday, April 5th at 8 o'clock. I'm sorry I can't make it because of a previous engagement. I certainly hate to miss any of your parties. I do hope you will ask me again some time.

Jane

3. Write an invitation letter and a reply to the invitation according to the following information given in Chinese.

(1) 邀请信

写信日期:2014 年 11 月 5 日

请以北京政法职业学院学生会主席张林的名义邀请怀特博士作为嘉宾参加于 2014 年 12 月 10 日星期三上午 9 点在学院多功能厅举办的英语演讲比赛,并对比赛做出点评。

(2) 邀请信的回复

写信日期:2014 年 11 月 10 日

请以怀特博士的名义对以上邀请写一封回信,说明愿意在 2014 年 12 月 10 日参加在学院多功能厅举办的英语演讲比赛,但希望能得到比赛的详细安排信息,并希望告知学院的具体行车路线。

Words for reference

多功能厅: Multi-Functional Hall



**Part V** Tips on Law**Constitution**

Most commonly, a constitution is a set of fundamental principles that define the nature and extent of government. Most constitutions seek to regulate the relationship between institutions of the state, in a basic sense, the relationship between the executive, legislature and the judiciary. Constitutions also attempt to define the relationship between individuals and the state, and to establish the broad rights of individual citizens. It is thus the most basic law of a territory from which all the other laws and rules are hierarchically derived. Constitutions may also provide that their most basic principles can never be abolished, even by amendment. Most states in the world have codified constitutions (or written constitutions). A codified constitution is often the product of some dramatic political change, such as a revolution. Few states, including UK, have uncoded constitutions (or unwritten constitutions). An uncoded constitution is not contained in a single document. It is the product of an “evolution” of laws and conventions over centuries.

