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# ***UNIT ONE***

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## **Highlights**

### **Section A Listening and Speaking**

- ◆ 掌握 Traveling and Entertainment 的相关表达

### **Section B Reading**

- ◆ 阅读两篇有关 Business and Trade 的文章
- ◆ 阅读一篇有关 Letter of Inquiry 的应用文

### **Section C Trying Your Hand**

- ◆ 了解虚拟语气的用法
- ◆ 学习 Invitation Letter 的写法

Section  
A

## Listening and Speaking

**Part One Imitate and Memorize**

1. —Good morning. Can I help you?<sup>①</sup>  
 —Good morning. I'd like to book a ticket for tomorrow.<sup>②</sup>  
 —What's your destination?  
 —London.
2. —Good morning. What can I do for you?  
 —I want to have a sight-seeing in China. Can you arrange a tour for me?  
 —Yes, certainly. How long<sup>③</sup> would you like your trip to be?  
 —One month.
3. —Good evening. May I help you?  
 —Good evening. I'd like to book a room.  
 —A single room or a double room?  
 —A single room, please.
4. —Excuse me. Is this the train to Guangzhou?  
 —Yes, it is.  
 —What time does it get there?  
 —6:20 am.
5. —Is the flight direct?<sup>④</sup>  
 —No, you have to change in Beijing.
6. —What's the best way to get there?  
 —Probably by taxi.
7. —Is it better to fly or go by train?  
 —It depends.<sup>⑤</sup> Flying's much faster.
8. —Would you like first or economy?  
 —First, please.

**Notes:**

- ① Can I help you? 这是英语口语中的常用语,意思是“需要帮忙吗?”可用于任何人在任何情况下为别人提供服务或帮助的情景。类似的用语还有 What can I do for you? 和 May I help you?
- ② I'd like to do something. 这是英语口语中表示客气的常用句型之一,意思是“我想要做某事”。
- ③ How long 多久
- ④ Is the flight direct? 飞机是直达的吗?
- ⑤ It depends. 看情况而定。

## Part Two Dialogues

**Dialogue**

I. Listen to the dialogue and choose the best answer to each of the following questions.

1. The dialogue is between \_\_\_\_\_.  
 A. a doctor and a patient  
 B. a teacher and a student  
 C. a clerk and a tourist  
 D. a mother and a son
2. How long will the trip last?  
 A. 1 day.                      B. 2 days.                      C. 3 days.                      D. 4 days.
3. How much will the trip cost?  
 A. 300 yuan.                      B. 500 yuan.                      C. 800 yuan.                      D. 1,000 yuan.

II. Listen to the dialogue again and complete the following statements with the information you've heard.

1. W: Good morning, what can I do for you?  
 M: Good morning, I want to have a \_\_\_\_\_ in Beijing. Can you \_\_\_\_\_ a tour for me?  
 W: Sure. \_\_\_\_\_ would you like your trip to be?  
 M: \_\_\_\_\_ days.
2. M: It sounds great. \_\_\_\_\_ the price?



W: 800 yuan for each.

M: What does it \_\_\_\_\_?

W: It \_\_\_\_\_ your fare, your hotel accommodations and the meals.

M: OK. I'll take it. Shall I pay now?

W: Certainly.

M: \_\_\_\_\_.

### III. Role Play

Act out Dialogue 1 with your partner.



## Dialogue 2

I. Listen to the dialogue and complete the following statements with the information you've heard.

1. M: How many nights \_\_\_\_\_ to stay?

W: Five.

2. W: A double, please. \_\_\_\_\_ is that for five nights?

M: For five nights that's 500 yuan.

3. M: Very good. \_\_\_\_\_ fill in this card, please?

W: Of course.

II. Listen to the dialogue again and answer the following questions.

1. How many nights will the guest stay?

\_\_\_\_\_

2. What kind of room does the guest book?

\_\_\_\_\_

3. How much will the guest pay?

\_\_\_\_\_

4. Does the hotel offer breakfast?

\_\_\_\_\_

### III. Oral Practice

Make another dialogue about booking a room according to exercise II, changing some details.



### Part Three Passages



#### Passage 1

I . Now you'll hear a passage. Listen to it and complete the table. Then listen to it again and check your answers.

Country	When to visit	What to see/do
Australia		outdoor life , water sports
South Africa		safaris , _____
India		enjoy views , visit monuments and _____
Canada		visit _____ and _____
Ireland		St Patrick's Day festivities , city and _____

II . In groups , discuss *which countries do you want to visit and why*. Tell other students your choices like this:

I want to go to...in...because....



#### Passage 2

Now you'll hear a passage , which is followed by four questions. Listen to it and choose the best answer to each of the following questions. Then listen to it again and check your answers.

1. Please choose a proper title for the passage.

- A. Origins of Beijing Opera
- B. Forms of Beijing Opera
- C. Roles of Beijing Opera
- D. Characteristics of Beijing Opera

2. Which dynasty's dance styles are similar to those of today's Beijing Opera?

- A. The Ming Dynasty.
- B. The Qing Dynasty.
- C. The Tang Dynasty.
- D. The Song Dynasty.

**3. What are the characteristics of Anhui Opera?**

- A. Costumes and music.
- B. Music and dance of style.
- C. Dialects and styles of singing.
- D. Dance styles and singing.

**4. What was the acting based on during the Ming Dynasty?**

- A. Legends and historical events.
- B. Legends and popular novels.
- C. Legends, historical events and popular novels.
- D. The Monkey King.

**Part Four Manners Bar**

## 国际商务礼仪

在当前国际贸易竞争越来越激烈的情况下,国际商务礼仪就显得越来越重要了。

首先,礼貌(manners)是国际商务礼仪的一条基本原则。

其次,要以诚相待(honesty and sincerity),力戒虚伪(hypocrisy)。过度谦恭会给人卑躬屈膝之感,夸大其辞会令人难以信服,而故意吹捧则会给人以不诚实之感。

另外,态度要积极(enthusiastic),多使用肯定语气,尽量避免否定语气。当然,在国际商务中,有时不得不拒绝对方的要求,但应注意礼貌和措辞。



Section  
B

Reading

**Text A**

**Pre-class Work: Two-minute Presentation**

read the text by yourself before class → try to answer the questions below with the given expressions → organize your ideas into a short passage → give a two-minute presentation in class

- ★ **Questions:**
1. Do you want to make money online?
  2. Do you think someone can make money online without spending a dime?
  3. Do you know any websites that can make money without spending a dime?
  4. What should you do to make money online without spending a dime?
  5. Can you tell cheat from the real deal online?

★ **Useful Expressions:**

used to 惯常,习惯于…

maybe 或许

for example 例如

It's hard to... …是困难的

There are many ways... 有许多方法…

**Make Money Online**  
( **Without Spending a Dime** )

Para. 1:

*It is possible for people to make money online without spending a dime.*

**1** Making money online used to **require** you to have your own website, products and some marketing skills. But a kind of new web has come that will pay you for what you know and who you know without having to be a web **designer** or a marketing **expert**.

**2** But it's hard to tell **cheat** from the real deal. I did a search on “make money online” and “making money online”, and much of the information out there is just promoting various websites, mostly about Internet



Para. 2:

*It's hard to tell cheat from the real deal online.*

Para. 3-8:

*The things you can do and the companies you can choose to make money online without spending a dime.*

marketing. I see why people sometimes ask, "Is anyone making money online except Internet marketing experts?"

3 So I put together a list of **business** opportunities with companies that:

- Pay cash, not just point a chance to win money.
- Don't require you to have your own website or your own products.
- Don't need any **hard-selling**.
- Give a good return on your time **investment**.

4 How can you make money online without spending a dime? What should you do?

5 You can help others find better jobs. Site like JobThread **connects employers** with **prospective employees**, many of whom are already **employed**, via networking—the people who know these **candidates**. You can get a few hundred dollars to as much as \$5,000 for **referring**.

6 You can connect **suppliers** with buyers. **Referral** fees are a common practice in business, but they haven't been used much on websites because there is no way to **track** them. InnerSell **provides** that. **Vendors** set the referral fees they're willing to pay. When a deal happens, you get 70% of the referral fee.

7 You can become a **semi-pro** reporter. Creative Reporter is a new program that lets almost anyone become a paid reporter. They're looking for people to write new articles of 250-500 words on topics including home, travel, mobile, and more. The pay is \$ 10 per 1,000 pages.

8 You can write your own blog. You don't have to have your own website. At Blogger you can set up a blog for free in less than five minutes without knowing a thing about web design; you can make money by **displaying** ads and getting paid when people click on the ads in your blog.



Para. 9:

Besides the above list, there are still some other ways to make money online without spending a dime.

9 The above list is by no means **comprehensive**, but it lists some of the new and interesting ways to make money online without investing any money, without having a product of your own, and without having expert sales and marketing skills.

( Words: 421 )

## New Words

<b>online</b> /ɔn'lain/	<i>adj. &amp; adv.</i>	(计算机)联机的(地),联线的(地)
<b>dime</b> /daim/	<i>n.</i>	(美元的)十美分硬币,一角硬币
<b>require</b> /ri'kwaɪə/	<i>vt.</i>	需要,要求,命令
<b>designer</b> /di'zainə/	<i>n.</i>	设计者,设计师
<b>expert</b> /'ekspə:t/	<i>n.</i>	专家,能手
	<i>adj.</i>	熟练的,老练的
<b>cheat</b> /tʃi:t/	<i>n.</i>	骗子,欺诈行为
	<i>vi.</i>	欺骗,作弊
<b>business</b> /'biznis/	<i>n.</i>	商业,贸易,店铺
<b>hard-selling</b> /'hɑ:d'seliŋ/	<i>n.</i>	强买强卖
<b>investment</b> /in'vestmənt/	<i>n.</i>	投资,投资额
<b>connect</b> /kə'nekt/	<i>vt. &amp; vi.</i>	联结,连线,联系
<b>employer</b> /im'plɔɪə/	<i>n.</i>	雇主,老板
<b>employee</b> /'emplɔɪ'i:/	<i>n.</i>	雇工,雇员
<b>employ</b> /im'plɔɪ/	<i>vt. &amp; n.</i>	雇用,聘用
<b>prospective</b> /prə'spektiv/	<i>adj.</i>	预期的,未来的,可能的
<b>via</b> /'vaɪə/	<i>prep.</i>	经由,通过
<b>candidate</b> /'kændidət/	<i>n.</i>	候选人,求职者
<b>refer</b> /ri'fə:/	<i>vt. &amp; vi.</i>	谈及,提及,涉及
<b>supplier</b> /sə'plaiə/	<i>n.</i>	供应者,供给者
<b>referral</b> /ri'fə:rəl/	<i>n.</i>	送交,转交
<b>track</b> /træk/	<i>n.</i>	轨迹,足迹
	<i>vt.</i>	追踪
<b>provide</b> /prə'vaɪd/	<i>vt. &amp; vi.</i>	供给,供应
<b>vendor</b> /'vendə/	<i>n.</i>	小贩,卖主
<b>semi-pro</b> /'semi,prəu/	<i>adj.</i>	半职业性的,业余的
<b>display</b> /di'spleɪ/	<i>vt. &amp; n.</i>	陈列,展览,显示
<b>comprehensive</b> /'kɒmprɪ'hensɪv/	<i>adj.</i>	包罗万象的,全面的,广泛的

## Phrases and Expressions

<b>used to</b>	过去一向, 以前经常
<b>pay for...</b>	付钱给...(作为货物、服务等费用)
<b>tell...from...</b>	辨别/识别/区分...与...
<b>connect...with...</b>	把...与...联系起来
<b>as...as</b>	达到与...相同的程度, 与...等同
<b>referral fee</b>	介绍费
<b>be willing to</b>	愿意, 不反对(做某事)
<b>look for</b>	盼望, 期待
<b>set up</b>	建立, 开创
<b>less than</b>	不到, 少于



### Notes:

JobThread, InnerSell, Blogger 均为网站名。

## Background Tips

### 网上赚钱

网上无本赚钱, Alladvantage 是一个有代表性的先锋。1999 年 3 月 30 日, Alladvantage 正式开张, 主要经营电子商务(EB: Electronic Business), 其夺人之处在于开创了“网上无本传销”的先例。只要装上该公司提供的免费上网软件, 该软件便会在你上网时自动运行, 不断显示各种广告(advertisement), 只要你不关闭它, 每小时便可赚 0.5 美元, 每月每个账户(account)最多可累计 40 小时。

发展至今, 网上赚钱的形式已经多种多样了, 比如“点击赚钱”、“邮件赚钱”、“冲浪赚钱”、“网络游戏赚钱”等等。你输入“网络赚钱”这个关键词, 在互联网上可以搜索到几十万乃至几百万条信息。但是, 如果你真的想通过网络赚钱, 还要谨慎选择, 因为这其中不乏鱼目混珠的骗局。



## Exercises:

### Task 1 Trying to Remember It

Fill in the blanks without referring to the original text. Then check your answers. After that, read the passage aloud until you can say it from memory.

1 \_\_\_\_\_ money online 2 \_\_\_\_\_ to 3 \_\_\_\_\_ you to have your own website, products and some marketing skills. But a kind of new web has come that will 4 \_\_\_\_\_ you 5 \_\_\_\_\_ what you know and who you know 6 \_\_\_\_\_ having to be a web 7 \_\_\_\_\_ or a marketing 8 \_\_\_\_\_.

### Task 2 Reading Comprehension

#### I. Tell whether the following statements are true (T) or false (F) according to the text.

- (     ) 1. If you want to make money online, you must have lots of money.  
 (     ) 2. Only marketing experts can make money online.  
 (     ) 3. One way of making money online is that you can help others find better jobs.  
 (     ) 4. Sometimes you can get paid when others read your ads.  
 (     ) 5. The writer really lists some ways to make money online without a dime.

#### II. Explain the following sentences.

1. **Text sentence:** But a kind of new web has come that will pay you for what you know and who you know without having to be a web designer or a marketing expert.

**Paraphrase:** But a kind of new web has come that will pay you for what you know and who you know \_\_\_\_\_ to be a web designer or a marketing expert.

2. **Text sentence:** Vendors set the referral fees they're willing to pay. When a deal happens, you get 70% of the referral fee.

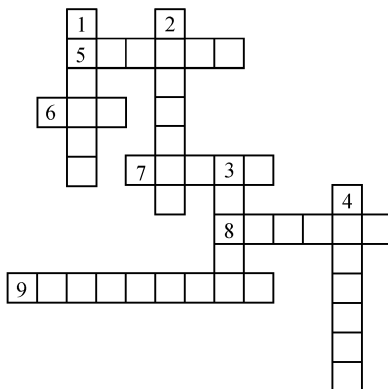
**Paraphrase:** Vendors set the referral fees they're willing to pay, \_\_\_\_\_, you get 70% of the referral fee.

3. **Text sentence:** ...you can make money by displaying ads and getting paid when people click on the ads in your blog.

**Paraphrase:** ...you can make money by displaying ads \_\_\_\_\_.

## Task 3 Vocabulary & Structure

### I. Crossword



#### To help you:

- [ **Down** ]
1. a plan that someone has in his mind
  2. to need something
  3. to behave in a dishonest way in order to win or to get an advantage
  4. to join two or more things together
- [ **Across** ]
5. someone who has a special skill or special knowledge of a subject
  6. using a particular person, machine, etc. to send something
  7. to search for a person or an animal by following the marks they leave behind on the ground, their smell, etc.
  8. to pay someone to work for you
  9. someone who is being considered for a job or is competing in an election

**II. Fill in the blanks with the proper forms of the words given below (Please notice that not every one will be used).**

design	provide	via	used to
employ	cheat	display	tell...from...
ad	require	supply	connect...with...

1. This dress is of the latest \_\_\_\_\_ .
2. He had \_\_\_\_\_ in the test by using a calculator.
3. All passengers are \_\_\_\_\_ to show their tickets.
4. The police are \_\_\_\_\_ this incident \_\_\_\_\_ last week's terrorist bombing.



5. Our company \_\_\_\_\_ about one hundred people last year.
6. We shall go from London to Washington \_\_\_\_\_ New York.
7. I \_\_\_\_\_ get up early and take an hour's walk before breakfast.
8. The twin sisters stand together in this photograph, and I can't \_\_\_\_\_ Lily \_\_\_\_\_ Lucy.
9. These books will \_\_\_\_\_ us with all the information we need.
10. The merchant \_\_\_\_\_ goods to them.

### III. Rewrite the following sentences by using subjunctives according to the Chinese information.

Model:

Make money online without spending a dime.

⇒ I wish I made money online without spending a dime. (我希望我可以不花一分钱在网上赚钱。)

1. It's hard to tell cheat from the real deal.  
\_\_\_\_\_ (但愿我能辨别骗局和真正的交易。)
2. Give a good return on your time investment.  
\_\_\_\_\_ (该是公司对你投入的时间给予回报的时候了。)
3. You can help others find better jobs.  
\_\_\_\_\_ (看起来你能帮助别人找到更好的工作。)
4. You can write your own blog.  
\_\_\_\_\_ (有人建议你写自己的博客。)

## Task 4 Translation

### I. Complete the following sentences according to the Chinese information.

1. 杰克过去常常帮助玛丽学习功课。  
Jack \_\_\_\_\_ Mary in her lessons.
2. 我明白了她为什么哭得这么厉害。  
\_\_\_\_\_ she cried so hardly.
3. 我列了一个旅游时需要带的东西的清单。  
\_\_\_\_\_ the things I should take when I travel.
4. 我们期待你这学期功课进步。  
We shall be \_\_\_\_\_ in your work this term.
5. 你可以通过帮助别人找到更好的工作来赚钱。  
\_\_\_\_\_ helping others find better jobs.

## II. Translate the following sentences into Chinese.

1. Making money online used to require you to have your own website, products and some marketing skills.
2. But it's hard to tell cheat from the real deal.
3. I see why people sometimes ask, "Is anyone making money online except Internet marketing experts?"
4. Referral fees are a common practice in business, but they haven't been used much on websites because there is no way to track them.

### Text B

## Every Business Needs a Business Plan

**1** People do **associate** business plans with new company. That might be because starting a new company is harder than running an existing company well. It might be because new companies are today's business heroes. But it certainly isn't because existing companies don't need planning. Here's why a Mobile Phone Shop Business needs a business plan:

**2** *Are You Starting a Mobile Phone Shop Business?* If you are thinking of starting a new mobile phone shop business, then you need to finish your business plan before starting it. This will enable you to know **exactly** everything you need to do in order to hit your **objectives** including: customer groups, product pricing, all your costs, sales **forecasts** and marketing. Get the knowledge you have down on paper and you'll be able to see what it takes to get more money.

**3** *Does Your Mobile Phone Shop Business Need Finance?* Every bank requires a business plan before they even **entertain** the idea of lending finance. What will happen if you could go to your bank with your business plan already written? You'll be **confident** of your plans and your bank manager will be **inspired** by your business **acumen**. You're more likely to receive **fund** if you prepare in advance.

**4** *Are You a Failed Mobile Phone Shop Business Owner?* If your mobile phone shop business is not **performing** to your high **expectations**, then replanning your business objectives and plans will help improve your results. This will **highlight** new customers and market **opportunities** and provide **renewed focus** to **generate additional profits**.

**5** *Are You an Experienced Mobile Phone Shop Business Owner?* It doesn't matter how many years you have been in business. Once you've gone through this Mobile Phone Shop Business Plan and learned how to **improve** customer **targeting**, you'll be able to improve your profits and build your business even further. Everyone knows that a good business plan is very essential to raise finance and **maximize** profits.



6 If you are leading a business or a member of the team leading the business, you have to know where you are, where you want to get, and how you are going to get there. Your business plan is an **absolutely critical foundation** for your business, and your plan should be a living **roadmap** that changes and grows with your business.

(Words: 400)

### New Words

<b>associate</b> /ə'səʊʃieɪt/	<i>adj.</i> <i>vt. &amp; vi.</i> <i>n.</i>	联合的, 联盟的, 合伙的 联系, 联合 合伙人, 同伙, 同伴
<b>exactly</b> /ɪg'zæktli/	<i>adv.</i>	正好, 恰恰; 精确地, 正确地
<b>objective</b> /əb'dʒektɪv/	<i>adj.</i> <i>n.</i>	客观的, 无偏见的 目标, 目的
<b>forecast</b> /'fɔ:kɑ:st/	<i>vt. &amp; n.</i>	预报, 预测
<b>finance</b> /'faɪ'næns/	<i>vt. &amp; vi.</i> <i>n.</i>	资助, 提供资金 财政, 金融
<b>entertain</b> /,entə'teɪn/	<i>vt. &amp; vi.</i>	招待, 款待
<b>confident</b> /'kɒnfɪdənt/	<i>adj.</i>	有信心的, 有把握的
<b>inspire</b> /ɪn'spaɪə/	<i>vt.</i>	激励, 鼓舞, 启发
<b>acumen</b> /'ækjʊmənt/	<i>n.</i>	敏锐, 精明, 机智
<b>fund</b> /fʌnd/	<i>n.</i>	资金, 现款
<b>perform</b> /pə'fɔ:m/	<i>vt. &amp; vi.</i>	执行, 履行, 表演
<b>expectation</b> /,ekspek'teɪʃn/	<i>n.</i>	预料, 预期, 期待
<b>highlight</b> /'haɪlaɪt/	<i>vt.</i> <i>n.</i>	强调, 着重 最重要的部分
<b>opportunity</b> /,ɒpə'tju:nɪti/	<i>n.</i>	时机, 机遇, 良机
<b>renew</b> /ri'nju: /	<i>vt.</i>	更新, 重新开始
<b>focus</b> /'fəʊkəs/	<i>n.</i>	中心, 焦点
<b>generate</b> /'dʒenəreɪt/	<i>vt.</i>	使产生, 引起, 生育
<b>additional</b> /ə'dɪʃənl/	<i>adj.</i>	附加的, 额外的
<b>profit</b> /'prɒfɪt/	<i>n.</i>	收益, 利润
<b>improve</b> /ɪm'pru:v/	<i>vt. &amp; vi.</i>	改进, 改善, 提高
<b>target</b> /'tɑ:gɪt/	<i>n.</i>	目标, 对象, 靶子
<b>maximize</b> /'mæksɪmaɪz/	<i>vt.</i>	使达到最大限度
<b>absolutely</b> /'æbsəlu:tli/	<i>adv.</i>	绝对地, 完全地





<b>critical</b> /'kɪtɪkl/	<i>adj.</i>	批判的, 危急的, 关键性的
<b>foundation</b> /faʊn'deɪʃən/	<i>n.</i>	建立, 创立, 基础
<b>roadmap</b> /'rəʊdmæp/	<i>n.</i>	路标

### Phrases and Expressions

<b>associate...with...</b>	将...与...联系起来
<b>in order to</b>	目的在于, 为了
<b>get down</b>	记下, 录下, 写下
<b>in advance</b>	预先, 事先
<b>go through</b>	经历, 检查, 顺利完成某事
<b>be able to</b>	能, 会
<b>be essential to...</b>	对...是必要的

### About the Theme

商业计划书对于企业来说是非常必要的, 无论企业处于起步阶段还是已步入正轨, 一份精心打造的商业计划书都能起到引领全局、决胜未来的作用。



### Exercises:

I. Choose the best answer according to the passage you have read.

1. What's the theme of the text?

- A. How to write a business plan.
- B. The way to write a business plan.
- C. The importance of a business plan.
- D. The way to write a business plan for a mobile phone shop business.

2. What does the word "this" in Paragraph 2 refer to?

- A. Thinking of starting a new mobile phone shop business.
- B. A new mobile phone shop business.
- C. Finishing a business plan before you start your business.
- D. Starting a new mobile phone shop business.



**3. What does “Every bank requires a business plan before they even entertain the idea of lending finance” mean in Paragraph 3?**

- A. You will receive fund after you give a business plan to the bank.
- B. The bank will think over whether to give you fund after receiving your business plan.
- C. The bank can give you fund without a business plan.
- D. Whether the bank gives you fund or not has no relationship with your business plan.

**4. What benefits will an experienced mobile phone shop business owner get from a business plan?**

- A. Improve profits.
- B. Build business even further.
- C. Both A and B.
- D. Find a good chance.

**5. What does the word “roadmap” mean?**

- A. It is invariable.
- B. It changes with the business.
- C. It is critical.
- D. It changes with your opinions.

**II. Discuss the following questions with your partners.**

1. Can you list some advantages of a business plan for an experienced business owner?
2. What do you think a good business plan should include?



**Text C**

**Letter of Inquiry**

1102 West Street  
Lawrence, KS 66321  
August 4, 2004

Dr. Maria Salinas  
Director of the Diabetes Clinic  
St. David's Hospital  
1000 Greenberg Lane  
Wichita, KS 66780

Dear Dr. Salinas,

I am writing to you 1 \_\_\_\_ hopes 2 \_\_\_\_ finding 3 \_\_\_\_ more 4 \_\_\_\_ the new blood monitoring system, which a representative at Lifescan informed me that your clinic was currently using. I am very interested in the system. I wrote to the company and got much useful information, but was recommended 5 \_\_\_\_ write to several current users of the system 6 \_\_\_\_ well. For a technical report that I am writing, I need some help 7 \_\_\_\_ the following question:

What problems did your patients experience with this new device?

The Lifescan representative indicated that your clinic was one of the leaders in implementing new technologies for blood. Therefore I am eager to hear from you. 8 \_\_\_\_ the report I will acknowledge your contributions, and I will send you a copy of the completed report if you wish.

Thanks for your time, and I hope to hear from you soon.

Sincerely,  
Anita Teller  
Student, Medical Technology  
Johnson County Junior College



## New Words

<b>clinic</b> /'klinik/	<i>n.</i>	诊所, 医务室, 门诊部
<b>monitor</b> /'mɒnɪtə/	<i>vt. &amp; vi.</i>	监测, 监控, 检验
<b>representative</b> /,reprɪ'zentətɪv/	<i>adj.</i>	有代表性的, 典型的
	<i>n.</i>	代表
<b>inform</b> /ɪn'fɔ:m/	<i>vt.</i>	通知, 告诉
<b>currently</b> /'kʌrəntli/	<i>adv.</i>	当前, 时下
<b>recommend</b> /,rekə'mend/	<i>vt. &amp; vi.</i>	劝告, 建议, 推荐
<b>technical</b> /'teknɪkəl/	<i>adj.</i>	技术的, 专门的
<b>device</b> /di'vaɪs/	<i>n.</i>	装置, 器具
<b>indicate</b> /'ɪndɪkeɪt/	<i>vt.</i>	指示, 暗示, 象征
<b>eager</b> /'i:gə/	<i>adj.</i>	热切的, 渴望的, 热心的
<b>contribution</b> /,kɒntri'bju:ʃən/	<i>n.</i>	贡献, 捐款

## Phrases and Expressions

be interested in...	对...感兴趣的, 关心的
be eager to...	对...热切的, 渴望的



## Exercises:

Read the letter of inquiry above, and fill in the blanks with the words given below (Please notice that each word can be used more than once).

*in of out about to as with*

**Part One Grammar**
**虚拟语气**

虚拟语气是动词的一种特殊形式,用于表示说话人所说的不是事实,而是一种主观愿望、假设、怀疑、建议、猜测、可能或纯粹的空想等。

**一、虚拟语气的基本形式**

用 if 引导的非真实性条件句是虚拟语气最基本的表现形式,它是由非真实的条件从句和与之相关的假设结果(主句)两部分组成,表示在某种不存在的条件和假设下可能会发生的事。按时间概念的不同,这种从句有 3 种表达形式:①与现在事实相反;②与过去事实相反;③与将来事实相反。

种类	从句的动词形式	主句的动词形式
与现在事实相反	动词过去式 (be 的所有人称都用 were)	would + 动词原形
与过去事实相反	had + 过去分词	would have + 过去分词
与将来事实相反	1. 动词过去式 2. should + 动词原形 3. were to + 动词原形	would + 动词原形

注意:在主句中,should 仅与第一人称搭配,could 和 might 可用于所有人称,但 would 是最普遍、最常见的。

## ①与现在事实相反:

e. g. If I knew Japanese, I would read the book in the original.

If Mr. Hu were here, he would help us.

## ②与过去事实相反:

e. g. I missed the train yesterday. If I had left earlier, I would have caught the train.

If it had not rained yesterday, we would have gone to the park.

## ③与将来事实相反

e. g. If it should rain tomorrow, we would stay at home.

If you came tomorrow, you would see my boyfriend.



## 二、虚拟语气的倒装形式

用 if 引导的条件句是虚拟语气最常见的形式,但是,在书面语中,我们经常可以看到 if 被省略掉,而把 were, had, should 放在主语前面的情况。

e. g. I missed the train yesterday. If I had left earlier, I would have caught the train.

⇒ I missed the train yesterday. Had I left earlier, I would have caught the train.

e. g. If it should rain tomorrow, we would stay at home.

⇒ Should it rain tomorrow, we would stay at home.

## 三、虚拟语气的特殊形式

1. 一些动词在接宾语从句时,要求用虚拟语气。这些常见的动词有:

suggest(建议), command(命令), request(请求), insist(坚持), require(要求), ask(要求), advise(建议), expect(希望), decide(决定), desire(要求)等。

①基本句型:主句依据事实,采用合适时态,从句用“should + 动词原形”,should 也可以省略。

e. g. The teacher suggested that all the students (should) leave the classroom at once.

The library rules require that books (should) not be taken away from the library.

②上述动词用于“It is/was + (上述动词的)过去分词 + that 从句”中时,从句要用 should + 动词原形,但 should 可省略。

e. g. It was decided that the final term exam (should) be held next Sunday.

It is advised that students (should) do exercises in the early morning.

2. 一些特殊句型中的从句要用虚拟语气。这些句型有:

①在“It is (high/about) time that...”句型中,从句用过去时表示虚拟语气。

e. g. It is time that you got up.

It is high time that we started the exam.

②在“would rather + that(通常省略)从句”中,从句用虚拟语气。但从句用过去时还是用过去完成时,要根据句子表达的意思而定。

e. g. I would rather you left tomorrow, not today.

I would rather I had not broken the cup.

③用 if only(要是...就好了), as if(就像), as though(就像), even if(即使)等引导的从句,要用虚拟语气。

e. g. If only I were a teacher.

Even if it had been a rainy day, I would have gone to see her.

④当 wish 接从句表达一个不能实现的愿望时,从句用虚拟语气。但存在三种情况:

A: 与现在事实相反,用一般过去时。

e. g. I wish I could fly like a bird.

I wish I knew her.

B: 与过去事实相反,用过去完成时。

e. g. I wish I had spent more time on English when I was in school.

I wish I had watched the film with you yesterday.

C: 与将来事实相反,用过去将来时。

e. g. I know you have been very busy these days. I wish you would join our party tomorrow.

It has been raining for a whole week. I wish it would soon stop.



## Exercises:

### I. Please choose the right mood for each sentence.

a. suppose      b. wish      c. dream      d. suggest      e. guess

- (     ) 1. If I were not so busy, I would go with you.  
 (     ) 2. He suggests that we should all go to see the film.  
 (     ) 3. I wish Jane were here. She would know how to fix the machine.  
 (     ) 4. If the child had fallen through the ice, he would have been drowned.  
 (     ) 5. If I had never married.

### II. Fill in the blanks with the proper forms of the words in the brackets.

1. If it \_\_\_\_\_ (not be) with Professor Wang's help, I wouldn't have been admitted to the graduate school.  
 2. If I \_\_\_\_\_ (be) in his place, I would do that, too.  
 3. If I had a bike, I \_\_\_\_\_ (lend) it to you.  
 4. If it \_\_\_\_\_ (rain) tomorrow, we should have to put off the sports meeting.  
 5. If we hadn't made adequate preparations, the conference \_\_\_\_\_ (not be) so successful.  
 6. I'm busy now. If I had time, I \_\_\_\_\_ (go) to the movies with you.

### III. Transfer the sentences after the model.

Model:

If I had known about it, I would have told you.

⇒ Had I known about it, I would have told you.

1. If anyone should call, please take a message.  
 2. If he had taken my advice, he would not have made such a mistake.  
 3. If China hadn't been liberated, we would still be leading a hard life.  
 4. If he should have enough money, he would buy the car.  
 5. If she were to marry Jack, she would be happy.

### IV. Choose the best answer to each of the following questions.

1. If only I \_\_\_\_\_ it before six o'clock tomorrow.

- A. could finish      B. can finish      C. will have finished      D. will finish



2. She wished she \_\_\_\_\_ it.  
A. hasn't said      B. shouldn't say      C. hadn't said      D. won't say
3. Don't come tomorrow. I'd rather you \_\_\_\_\_ next weekend.  
A. will come      B. come      C. to come      D. came
4. She is looking at me as though I \_\_\_\_\_ mad.  
A. am      B. go      C. were      D. become
5. Jim looked as if someone \_\_\_\_\_ him hard.  
A. struck      B. beat      C. had stricken      D. would have beaten
6. It is time that we \_\_\_\_\_ our house.  
A. clean      B. will clean      C. cleaned      D. must clean
7. She insisted that the seats \_\_\_\_\_ in advance.  
A. book      B. be booked      C. should book      D. booked
8. It is desired that he \_\_\_\_\_ tonight.  
A. would come      B. would have come      C. come      D. came
9. It is required that I \_\_\_\_\_ a speech at the meeting.  
A. make      B. made      C. have made      D. will have made
10. I wish I \_\_\_\_\_ to the moon someday.  
A. go      B. have gone      C. gone      D. would go

## Part Two Practical Writing

### 邀请函

邀请函一般分为正式和非正式两种。采用何种形式的邀请函,要看因何事邀请对方以及邀请人与被邀请人的熟悉程度。这里只介绍正式的邀请函。

#### 一、常用语

- I'd like to invite you to ...  
我想邀请您光临...
- It would be very nice if you could come...  
如果您能来...,那就太好了。
- We shall be glad if you...





- 如果您能来...,我们将十分高兴。
4. I hope you could come/join us at...  
我希望您能来加入我们...
5. I look forward to meeting you(your coming/early reply).  
期待见到您(您的到来/尽早回复)。
6. Would you be so kind as to come to...  
您可否来...
7. We should be very nice if you would come.  
如果您能参加那就太好了。
8. You are cordially invited to...  
我真诚地邀请您参加...

## 二、范例

### Sample I

Foreign Language Department  
Inner Mongolia University of Technology  
Huhhot, Inner Mongolia  
February 21, 2007

Mr. John Francis  
Beijing Foreign Studies University  
Beijing

Dear Mr. Francis,

The English teachers of the Inner Mongolia University of Technology are deeply impressed by your masterpiece *A Study of Business English* and are interested in hearing in person your views on this and other subjects. There will be a meeting about business English on April 8th, 2007. Would you be so kind as to come to our college and meet with them?

You would, of course, receive our standard honorarium to cover traveling and other expenses.

Please let us know as soon as possible if you can come and tell us when you would be able to do so.

Sincerely yours,

Wang Hui

Office Secretary

Inner Mongolia University of Technology



内蒙古呼和浩特内蒙古工业大学外语系  
2007年2月21日

约翰·弗朗西斯先生  
北京外国语大学  
北京  
亲爱的弗朗西斯先生：

您的大作《商务英语研究》一书给我们内蒙古工业大学的英语教师留下了深刻的印象，他们希望能亲耳聆听您对商务英语和其他问题的见解。我们将于2007年4月8日举行“商务英语讲座”，您是否方便来我校与他们会面？

您的来往旅费和其他费用由我们负担。您如能来的话，请尽早通知我们，并告知具体时间。

您忠实的，  
内蒙古工业大学办公室秘书 王慧

## Sample II

Mr. & Mrs. John  
request the honor of  
Mr. & Mrs. Smith's presence  
at the marriage of their daughter Amy  
to Mr. Bob Blaine  
on Sunday, the second of October  
at twelve o'clock  
New York Cathedral  
and afterwards at dinner  
at the St. Moritz  
R. S. V. P.  
Twenty-two Museum Avenue



约翰夫妇谨定于10月2日(星期日)中午12点,在纽约大教堂为女儿艾米与鲍勃布莱恩先生举行结婚典礼,之后定喜宴于圣莫里兹,恭请史密斯先生和夫人光临。

敬请赐复

博物馆大道22号

### 三、注意事项

邀请函通常要包含以下内容:

1. 邀请的原因、活动的时间以及地点;
2. 结尾时询问对方是否接受邀请;
3. 如果要求被邀请人答复,要注明 R. S. V. P. 或 RSVP(原为法语,意为“请答复”)。



### Exercises:

#### I. Complete the following invitation card according to the Chinese information.

Dear Mr. White,

To celebrate the 50th anniversary of Business Center, I \_\_\_\_\_.

谨定于7月6日(星期日)下午6至9点在华晨酒店举行晚宴。

2 \_\_\_\_\_ so that we can express our sincere appreciation to you for the generous support you have extended to us for many years.

为了对您多年来的大力支持表示最诚挚的谢意,在此热诚邀请您出席。

3 \_\_\_\_\_.

希望您能参加,期待在晚宴上与您见面。

Sincerely,

× × ×



**II. Complete the following invitation card according to the Chinese version.**

<p>Mr. and Mrs. Smith</p> <p>_____</p> <p>Mr. and Mrs. Green's company</p> <p>_____ dinner _____ their home</p> <p>_____ Sunday, March 2nd,</p> <p>at 6:00 pm.</p> <p>_____</p> <p>58 Nanjing Road,</p> <p>February 15th</p>
--

<p>史密斯先生和夫人谨定于3月2日(星期日)下午六点邀请格林先生和夫人至舍间晚餐。请赏光,并示复。</p>	<p>南京路58号</p> <p>2月15日</p>
--	----------------------------

**III. Translate the following sentences.**

1. 我想邀请您参加我们的结婚典礼。
2. 如果您和您的夫人能来这里与我们共度周末(6月7日至8日),那就太好了。
3. 如果您能在下星期五晚上7点与我们一起在北京酒家共进晚餐,我们将十分高兴。
4. The pleasure of your company is requested at a dance on Saturday evening, March 15th from seven until ten o'clock at the Garden Club.
5. We request the pleasure of your company at a party to be held in honor of our company president's inauguration, at the China Hotel on June 5th, 2007.