



新编高职英语系列教材  
“互联网+” 立体化精品教材



# 新编高职英语综合教程

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# 前言

为了进一步深化高职英语教学改革,提高教学质量,培养具有中国情怀、国际视野,能够在日常生活和职场中用英语进行有效沟通的高素质技术技能人才,满足社会对人才的英语语言技能的新要求,满足学生提高自身素质的需要,编者按照教育部印发的《高等职业教育专科英语课程标准(2021年版)》,编写了这套新编高职英语系列教材。

本套教材的编写理念是全面贯彻党的教育方针,培养和践行社会主义核心价值观,落实立德树人的根本任务,进一步夯实学生英语基础,培养学生英语应用能力、思辨能力和自主学习能力,为学生继续学习、就业以及终生发展奠定良好的英语基础。本套教材注重将知识传授与价值引领相结合,着力培养学生的英语核心素养——职场涉外沟通素养、多元文化交流素养、语言思维提升素养以及自主学习素养。同时,本套教材以中华优秀传统文化为特色内容,重视在提升学生英语语言技能的基础上,引导学生用英语讲好中国故事,传承中华文化,弘扬民族精神。

## 一、新编高职英语系列教材编写特色

### 1. 教材内容具有针对性和系统性

本套教材根据《高等职业教育专科英语课程标准(2021年版)》规定的教学目标和教学要求来确定教材结构与教学内容。充分考虑高职英语教学的现状和高职学生的实际水平与需求,教材在注重英语基础知识的同时,全面培养学生听、说、读、写、译等技能及综合应用能力。

### 2. 选材新颖,实用性较强

本套教材精心选用新颖的英语材料,语境真实,语言地道,编者在“对话”和“阅读”部分设计了A、B两个部分,教师可根据学生情况选择相应的教学内容,凸显实用性。

### 3. 题型设置与技能竞赛以及过级考试相结合

本套教材的题型设置切合了“高等学校英语应用能力考试(A级)”和“全国高职高专实用英语口语大赛”的题型和能力要求,有利于培养学生的



英语应用能力，为学生通过考试奠定基础，也为今后参赛的学生更好地备赛作针对性的准备。

#### 4. 注重培育中国情怀和国际视野

本套教材不仅重视学生对英语基础知识的学习和基本技能的训练，还注重学生对跨文化知识的理解。在编写教材时编者着力将文化与语言材料相融合，增加中国的文化元素，增强学生对中国文化的理解和认同，引导学生更好地传承中华优秀传统文化，有选择地借鉴和吸收外来文化。

#### 5. 设置立体化教学，满足多样化教学需求

本套教材包含综合教程、听说教程，并配套有教师用书、课件、音频、微课及其在线开放课程，能更好地实现翻转课堂教学模式，更易与“职教云课堂”等新的教学形式相融合。

## 二、《新编高职英语综合教程》使用说明

《新编高职英语综合教程》分2册，每册8单元，每单元围绕一个主题选材，中心突出，层层展开，环环相扣。第1册侧重基础英语，突出过渡性和实用性；第2册侧重行业相关的英语，突出职业性和专业性。两册相互渗透，形成科学的有机整体。每个单元分为6部分，既体现了语言基础、职业能力、文化知识与学习乐趣有机融合，又体现了对听、说、读、写、译能力的培养。第1册各部分的具体内容如下。

Section A Wake Up Your Ears: 本部分为听力训练，包括1至2段紧扣单元主题的短对话或小短文，以听力填空的形式呈现，供学生从听开始熟悉本单元主题内容并展开相关话题，为后面的口语训练打下基础。

Section B Open Your Mouth: 本部分为口语训练，包括2段单元主题情景对话，是Wake Up Your Ears的延伸，供学生进行朗读及模仿。在2段主题情景对话后，还有2个交际话题模拟练习，让学生仿照之前所学内容，自编情景对话，边学边练。

Section C Enrich Your Mind: 本部分为阅读训练，由两篇文章构成。针对学生专业类别、阅读能力及词汇范围的不同，在同一主题下，Text A较容易，Text B难度稍大，教师可以依据学生情况选择教学材料。

Section D Keep Your Feet on the Ground: 为了满足学生通过英语四级考试、专升本英语考试及继续深造的需求，本册该部分以语法知识讲解及练习

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为主，讲练结合，提升学生运用语言的能力。

Section E Try Your Hands: 本部分为写作训练，以职场应用文为主，培养学生撰写应用短文的能力。

Section F Lighten Your Brain: 本部分以有关中国传统文化的英译作品为主，通过设置习题，引导学生理解中国文化的魅力，提升跨文化交际能力，增强文化自信，开阔国际视野。

由于编者水平有限，书中疏漏和不妥之处在所难免，恳请同行批评指正，以便我们进行修订和完善。

编者



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# Unit One

## Start a New Life Journey





## Unit Goals

Students should be able to:

1. Talk about your college life
2. Know about college life in the world
3. Be familiar with the usage of Gerund and Participle
4. Learn how to write a letter of congratulation

## Section A Wake Up Your Ears

### New Words and Expressions

department [di'pɑ:tmənt] *n.* 系

major ['meɪdʒə(r)] *n.* 专业, 主修 (科目)

campus ['kæmpəs] *n.* 校园

freshman/ sophomore/ junior/ senior ['freʃmən]/ ['sɒfəmə:(r)]/ ['dʒu:niə(r)]/ ['si:niə(r)]  
*n.* 大一 / 大二 / 大三 / 毕业班学生

Civil Engineering ['sɪvl, endʒɪ'nɪərɪŋ] *n.* 土木工程

Business Administration ['bɪznəsəd, mɪnɪ'streɪʃn] *n.* 工商管理

do sb. a favor 帮某人一个忙

show sb. around 带领某人参观



### Listen and Complete

**Directions:** Listen to the following dialogues and fill in the blanks with the missing words.

#### Dialogue 1

(Joe meets Li Hong on campus.)

Joe: Hello!

Li Hong: Hello!

Joe: Oh, excuse me. Let me introduce myself. I am Joe from (1) \_\_\_\_\_ province. May I know your name?

Li Hong: Nice to meet you, Joe. My name is Li Hong, and I come from (2) \_\_\_\_\_ province. Which department are you in?

Joe: I am in the Department of (3) \_\_\_\_\_ and I am a (4) \_\_\_\_\_ on campus. How about you?

Li Hong: I am a (5) \_\_\_\_\_ now.

Joe: Really? Could you do me a small favor? I want to take a (6) \_\_\_\_\_ of the campus.

★ 配套音频



Section A  
Dialogue 1

Li Hong: No problem. Let me (7) \_\_\_\_\_ you around.

### Dialogue 2

(Li Hua meets Steven on campus.)

Li Hua: Excuse me. Haven't we met before?

Steven: I don't (1) \_\_\_\_\_ so. Are you a student?

Li Hua: I'm a freshman. You're a (2) \_\_\_\_\_, aren't you?

Steven: Yes. My name is Steven.

Li Hua: What's your (3) \_\_\_\_\_ name?

Steven: My last name is Brown. My name is Steven Brown.

Li Hua: It's a great (4) \_\_\_\_\_ to meet you, Mr. Brown. My name is Li Hua.

Steven: What's your (5) \_\_\_\_\_, Li Hua?

Li Hua: Business Administration.

Steven: Oh, we are in the (6) \_\_\_\_\_ department. Excuse me, I've got to go back to my office. Nice meeting you, Li Hua. See you later.

Li Hua: See you.



## Section B Open Your Mouth



### Part One Useful Expressions & Sentence Patterns

1. Which department are you in?  
你在哪个系?
2. I'm in the Department of Accounting.  
我在会计系。
3. My major is Numerical Control Technology.  
我的专业是数控技术。
4. If you need any help, just feel free to tell me.  
如果你需要帮助, 请随时告诉我。
5. Books are the ladder of human progress.  
书籍是人类进步的阶梯。
6. Is the library open all day?  
图书馆是全天开放吗?
7. Apply for a library card  
申请一张借阅证



### Part Two Speak and Communicate

**Directions:** Read the following sample dialogues and try to perform your own tasks.

### Dialogue A

A: Hi! My name is Li Xiaohong, but everybody calls me Xiaohong.



**B:** Hi! My name is Mike. Nice to meet you, Xiaohong.  
**A:** Nice to meet you. Which department are you in, Mike?  
**B:** I'm in the Department of Accounting. I'm from Guangdong province.  
**A:** Really? I'm glad to meet you! I'm also from Guangdong. My major is Numerical Control Technology.  
**B:** That's terrific. We come from the same province, don't we? Have you found your dormitory?  
**A:** Yes, I've been told it's on the 2nd floor of this building.  
**B:** That's good. Let me help you carry the baggage upstairs.  
**A:** Oh, no, thanks. I can do it myself.  
**B:** If you need any help, just feel free to tell me.  
**A:** Thank you very much. I'll ask you for help when I need it.



 **Dialogue B**

**Mike:** Look at the nine-storey building over there. That's the school library.  
**Ma Li:** Oh, what a big library it is! I love books the most. Books are the ladder of human progress.  
**Mike:** Yes, you're right. I'm sure you will enjoy yourself, because there is a wealth of information in the library.  
**Ma Li:** I'm sure I will. Is the library open all day?  
**Mike:** No, it isn't. The lending section opens from 9:00 a.m. to 4:00 p.m., but reading rooms will stay open until 11:00 p.m. even on weekends.  
**Ma Li:** That's wonderful! But first of all, I hope to apply for a library card. I have to get it as soon as possible.  
**Mike:** Don't worry about it. Your department will make all the necessary arrangements for you within a week.  
**Ma Li:** A whole week? I want to borrow books right now!



 **Part Three Imitate and Perform**

**Task 1**

You meet one of your high school classmates, who is in another department of the college, and you have a conversation with him about your majors.

**Task 2**

You are a freshman, and you consult a sophomore about the opening hours of school library.

## Section C Enrich Your Mind

### Text A



#### Part One Lead in

1. What do you know about International Cultural Exchange College?
2. How do you want to spend your college life?



### My China Story

My name is Akib Irfan, and I am currently studying at the International Cultural Exchange College of Central China Normal University. I would like to thank the Chinese government, the Chinese Scholarship Council and the Embassy of the People's Republic of China in Bangladesh for providing me with an opportunity to study in China.

During my time in China, I have visited many places and learned a lot about the rich and colorful Chinese culture. I have seen developed cities and rural areas that are constantly changing. I want to use the knowledge to help develop my motherland in the future. I like traveling alone to new places, and being among a group of strangers makes me feel at home. Although I experienced many difficulties in China, I have grown to appreciate hard times because they have made me strong. I would like to thank the people of China. Through their hard work, China has developed.

Due to my interactions with students from more than 100 countries, I can now understand eight different languages. I have also participated in a lot of volunteer activities. Not long after I arrived in China, I was already searching for volunteer organizations inside and outside the school. I regard being a volunteer as an exercise that requires long-term investment and persistence. Whether it is teaching children a foreign language or accompanying the elderly in a nursing home has become an indispensable part of my life. I regard participating in volunteer activities as not only being helpful to others, but also an opportunity to understand the Chinese society.

#### New Words and Expressions

currently ['kʌrəntli] *adv.* 目前, 当前

embassy ['embəsi] *n.* 大使馆; 使馆官员

Bangladesh [bæŋglə'deʃ] *n.* 孟加拉国

rural ['rʊərəl] *adj.* 农村的, 乡村的; 有乡村特色的, 有乡土气息的

constantly ['kɒnstəntli] *adv.* 始终; 一直; 重复不断地

appreciate [ə'pri:ʃieɪt] *v.* 感激, 感谢; 欢迎

interaction [,ɪntər'ækʃ(ə)n] *n.* 互动, 交流



participate [pɑ:'tɪsɪpeɪt] *v.* 参加, 参与  
 volunteer [ˌvɒlən'tɪə(r)] *n.* 志愿者, 义务工作者  
 organization [ˌɔ:gənəɪ'zeɪʃn] *n.* 组织, 机构  
 regard [rɪ'gɑ:d] *v.* 认为, 把……看作  
 investment [ɪn'vestmənt] *n.* 投资, 投入; 值得买的东西; 有用的投资物  
 persistence [pə'sɪstəns] *n.* 坚持; 锲而不舍  
 accompany [ə'kʌmpəni] *v.* 陪同, 陪伴; 伴随, 与……同时发生  
 elderly ['eldəli] *adj.* 年纪较大的, 上了年纪的  
 indispensable [ˌɪndɪ'spensəbl] *adj.* 不可或缺的; 必不可少的  
 International Cultural Exchange College 国际文化交流学院  
 Chinese Scholarship Council 中国留学基金管理委员会  
 hard times 困难时期, 艰难时刻



## Part Two Notes

- (Para. 1) I would like to thank the Chinese government, the Chinese Scholarship Council and the Embassy of the People's Republic of China in Bangladesh for providing me with an opportunity to study in China.  
 我要感谢中国政府、中国留学基金管理委员会和中国驻孟加拉国大使馆给我提供了一个在中国学习的机会。  
 \*thank sb. for sth. 因某事感谢某人;  
 \*provide sb. with sth. 为某人提供某物。
- (Para. 2) I like traveling alone to new places, and being among a group of strangers makes me feel at home.  
 我喜欢独自到新的地方旅行, 和一群陌生人在一起让我有宾至如归的感觉。  
 \*being among a group of strangers 是动名词短语作主语;  
 \*make sb. feel at home 让某人宾至如归。
- (Para. 3) I regard being a volunteer as an exercise that requires long-term investment and persistence.  
 我认为做一名志愿者是一项需要长期投入和坚持的活动。  
 \*regard 后非谓语动词为动名词形式;  
 \*regard sth. as sth. 将某事视作某事。
- (Para. 3) Whether it is teaching children a foreign language or accompanying the elderly in a nursing home has become an indispensable part of my life.  
 无论是教孩子学外语, 还是在养老院陪老人, 都已经成为我生活中不可或缺的一部分。  
 \*whether... or... 引导主语从句。  
 e. g. Whether he will come or not still remains a question.  
 他是否会来仍然是个问题。





3. Playing games and singing songs provide the opportunity for classroom \_\_\_\_\_ (interact).
4. We encourage students \_\_\_\_\_ (participate) fully in the running of the college.
5. Being \_\_\_\_\_ (volunteer) gives their life a sense of purpose.
6. Students may apply to join the \_\_\_\_\_ (organize).
7. Training is an \_\_\_\_\_ (invest) not a cost.
8. Skill comes only with practice, patience, and \_\_\_\_\_ (persistent).



## Part Five Translation

**Directions:** Translate the following sentences into English, using the words or expressions given in parentheses.

1. 我们将感激你在教育方面的投入。(appreciate)
2. 他的坚持终于得到了回报。(persistence)
3. 这个国家需要对教育进行投资。(investment)
4. 把每次失利看成对进一步努力的激励。(regard... as...)
5. 这个国家一半以上的人参加体育运动。(participate)

## Text B



### Part One Lead in

1. What kind of college students do you expect to be?
2. What do you hope to do at college?

★ 配套音频



Text B  
What to Expect  
from College Life

### What to Expect from College Life

Congratulations! You've been accepted into college. You're excited and maybe a little bit nervous. What can you expect? Read on for our advice.

#### **Prepare yourself for a new life at college**

Entering college is like starting a new phase of life where you have to learn to support yourself. You will have to adjust to your new surroundings, try to do everything by yourself and learn to stand on your own two feet. As you negotiate the ups and downs of student life, you will learn how to manage the situations that arise.

#### **Learn to enjoy the hardships**

We all know college life is wildly different from middle school life. It's the place where teenagers become adults and academia meets society. Ideally, your time at college will help you mature physically and mentally, equip you with knowledge and prepare you for your professional career. It's a challenging process, so it's not realistic to expect everything to always work in your favor. You won't win every prize and you won't be popular with all your classmates all the time. The setbacks and challenges—like failure, betrayal and unjust



treatment—are just as important for your growth as the good times. Only once you have experienced these things will you know what society and life are like.

### **Communicate with others**

College is just like a small society, so you have to communicate with your peers to make the most of your time. Social communication is easier to learn than technology. Smile at your classmates, show your concern and speak with them. Then they will be happy to help you in return.

### **Take on your own responsibilities**

Don't count on others to make decisions or plans for you. You are your own master. As an active student, you should plan your life and manage your study right from the start of your college life. Face your troubles bravely and don't run away.

College is a very important time of your life and you should make the most of it. You will learn as much from the real world as you will from textbooks, as much from practice as from theory. If you pay attention, you will acquire precious knowledge, good sense, social experience and determination.

### *New Words and Expressions*

phase [feɪz] *n.* 时期; 阶段

adjust [ə'dʒʌst] *v.* 调整, 使……适于

surroundings [sə'raʊndɪŋz] *n.* 环境; 周围的事物

negotiate [nɪ'gəʊʃieɪt] *v.* 协商, 谈判; 处理, 克服 (困难等)

academia [ˌækə'di:mɪə] *n.* 学术界; 学术生活

challenge ['tʃælɪndʒ] *v.* 向……挑战; 挑战

process ['prəʊses] *n.* 过程

realistic [ˌri:ə'lɪstɪk] *adj.* 现实的, 现实主义的

setback ['setbæk] *n.* 挫折, 阻碍

concern [kən'sɜ:(r)n] *n.* 关心; 关系; 关切的事

responsibility [rɪˌspɒnsə'bɪləti] *n.* 责任

master ['mɑ:stə(r)] *n.* 主人; 硕士

theory ['θɪəri] *n.* 理论

acquire [ə'kwɪə(r)] *v.* 获得, 取得; 学到

precious ['preʃəs] *adj.* 宝贵的, 珍贵的

stand on one's own feet 独立自主; 自立

physically and mentally 身体上和精神上

in one's favor 对某人有利

in return 作为回报, 作为报答

take on 承担; 接受

count on 依靠; 指望



## Part Two Notes

1. (Para. 2) Entering college is like starting a new phase of life where you have to learn to support yourself.

进入大学是新生活的开始，在这里你要学会自立。

\*entering college 是动名词短语作主语；

\*where you have to learn to support yourself 为 where 引导的限制性定语从句修饰先行词 a new phase of life。

2. (Para. 2) As you negotiate the ups and downs of student life, you will learn how to manage the situations that arise.

当面对学生生活中的起伏成败时，你将学会如何处理出现的各种情况。

\*how to manage the situations that arise 是特殊疑问词 + 不定式短语作 learn 的宾语；

\*ups and downs 在这里是“盛衰，浮沉，成败”的意思。

3. (Para. 3) Only once you have experienced these things will you know what society and life are like.

只有当你已经经历了这些事情，你才知道社会和生活是什么样子。

\*当 only 修饰副词、介词短语或状语从句置于句首时要用倒装语序，即将相应的助动词或情态动词放到主语之前。

e. g. Only by practicing a few hours every day will you be able to use it.

只有每天练习几个小时，你才能够应用它。

4. (Para. 6) You will learn as much from the real world as you will from textbooks, as much from practice as from theory.

你在书本上获得多少，现实中就能获得多少；理论上的收获有多丰厚，实践中的收获就有多丰厚。

\*此句为省略句，as you will 后省略了 learn，而 as much from practice as from theory 前省略了 and you will learn;

\*“as much... as...”意为“像……一样多”。



## Part Three Exercises

### I. Choose the best answer according to the passage.

1. What do you have to do when you enter college? \_\_\_\_\_

A. Learn by yourself.

B. Rely on your parents.

C. Everything can be done by others.

D. Do everything by yourself.





## Part Five Translation

**Directions:** Translate the following sentences into English, using the words or expressions given in parentheses.

1. 我送给他一份礼物以回报他的帮助。(in return)
2. 我不能承担任何额外工作。(take on)
3. 不要指望其他人来为你做决定。(count on)
4. 他希望判决对他有利。(in one's favor)
5. 你是如何适应大学生活的?(adjust to)

## Section D Keep Your Feet on the Ground

Gerund & Participle  
动名词 & 分词



### Part One Brief Introduction

#### I. 动名词 (Gerund)

动名词具有名词的性质，因此在句中可以作主语、宾语、表语、定语等。

##### 1. 作主语

① Reading is an art.

阅读是一门艺术。

② Climbing mountains is really fun.

爬山真有趣。

注：动名词作主语，有时先用 it 作形式主语，把动名词置于句末。这种用法在习惯句型中常用。

③ It is no use/no good crying over spilt milk.

洒掉的牛奶哭也没用。/ 覆水难收，后悔无用。

④ It is a waste of time persuading such a person to join us.

劝说这样的人加入我们真是浪费时间。

⑤ It was hard getting on the crowded street car.

上这种拥挤的车真难。

⑥ It is fun playing with children.

和孩子们一起玩真有趣。

##### 2. 作宾语

(1) 作动词的宾语：suggest, enjoy, mind, finish, practise, advise, risk, avoid, miss, excuse, delay, consider, escape, insist on, put off 等，后面只能用动名词作宾语。

① Would you mind opening the window?

你介意开窗户吗?

② You should practise reading and speaking English more.

你应该多练练读英语和说英语。

(2) 作介词的宾语

① We have difficulty in fulfilling the project in a month.

我们很难在一个月内完成这个项目。

② Shall we have a rest or get down to doing our work?

我们休息呢还是开始干活?

(3) 作形容词的宾语

① The music is well worth listening to more than once.

这种曲子很值得多听几遍。

② We are busy preparing for the coming sports meet.

我们正忙着为马上要到来的运动会做准备。

3. 作表语: 动名词作表语时句子主语常是表示无生命的事物的名词或 what 引导的名词性从句。表语动名词与主语通常是对等的关系, 表示主语的内容, 主语、表语可互换位置。

① Your task is cleaning the windows.

你的任务就是擦窗户。(Cleaning the windows is your task.)

② What I hate most is being laughed at.

我最痛恨的就是被别人嘲笑。(Being laughed at is what I hate most.)

4. 作定语: 往往表示被修饰词的某种用途。

a walking stick = a stick for walking

a washing machine = a machine for washing

## II. 分词 (Participle)

分词有现在分词 (Present Participle) 和过去分词 (Past Participle)。

1. 作定语

单个分词作定语时放在所修饰的名词前, 分词短语作定语时放在所修饰的名词后, 并且名词与现在分词之间存在逻辑上的主谓关系, 名词与过去分词存在逻辑上的动宾关系。

a running boy 一个奔跑的男孩      an old man standing there 一位站在那儿的老人

the stolen car 一辆被偷的车

2. 作补语

\* 只有两类动词可以加现在分词作宾语补足语:

(1) 感官动词: see, hear, watch, feel, notice, observe, find, listen to, look at

(2) 使役动词: have, get, make



① I saw Thomas playing computer games.

我看见托马斯在玩电脑游戏。

② Don't have the students studying all day.

不要让学生一整天都在学习。

\* 过去分词作宾语补足语时，句中的宾语就是其逻辑主语。

③ When I opened the door, I found the ground covered by fallen leaves.

我打开门，发现地上都覆盖了落叶。

注意：动词 have 后的复合宾语中，宾语补足语如为过去分词，常表示该分词所表示的动作是由别人来执行的而不是句中主语自己来执行的。

④ I had my bike repaired yesterday.

昨天我（找别人）把我的自行车给修了。

### 3. 作表语

分词作表语有两种情况，一种是现在分词作表语，一种是过去分词作表语。用作表语的分词通常具有形容词性质，有的甚至已转化为形容词。凡表示“令人……的”都是 ing 形式，凡是表示“感到……的”都用 -ed 形式。这类词常见的有：

interesting 令人高兴的

interested 感到高兴的

exciting 令人激动的

excited 感到激动的

delighting 令人高兴的

delighted 感到高兴的

disappointing 令人失望的

disappointed 感到失望的

encouraging 令人鼓舞的

encouraged 感到鼓舞的

pleasing 令人愉快的

pleased 感到愉快的

puzzling 令人费解的

puzzled 感到费解的

satisfying 令人满意的

satisfied 感到满意的

surprising 令人惊异的

surprised 感到惊异的

worrying 令人担心的

worried 感到担心的

① Travelling is interesting but tiring.

旅行令人高兴但很累。

② The pupils will get confused if they learn too much at a time.

如果让学生一次学得太多，他们会感到糊涂的。

### 4. 作状语

分词作状语多表示时间、条件、原因、让步、结果、方式、伴随等。分词作状语形式的选择：

形式	意义
V-ing (doing)	与句中主语构成逻辑上的主谓关系，与句中谓语动词同时发生，或基本上同时发生。

形式	意义
Having + V-ed (having done)	与句中主语构成逻辑上的主谓关系，先于谓语动词发生。
V-ed (done)	与句中主语构成逻辑上的动宾关系。
Being + V-ed (being done)	与句中主语构成逻辑上的动宾关系，且与谓语动词同时发生，放在句首时，一般用作原因状语。
Having been + V-ed (having been done)	与句中主语构成逻辑上的动宾关系，且先于谓语动词发生。

① Hearing the news, they got excited. (表时间)

听到消息时，他们都很兴奋。

② Having failed many times, he didn't lose heart. (表让步)

虽然失败了很多次，他没有失去信心。

③ Given me a chance, I can surprise the world. (表条件)

给我一个机会，我能让全世界都惊讶。

④ Being repaired now, this classroom can't be used. (表原因)

由于正在维修，这间教室不能使用。

⑤ Having been bitten by a snake, she was frightened at it. (表原因)

因为被蛇咬过，所以她很害怕。



## Part Two Exercises

### I. Choose the appropriate answer from four choices.

- All tickets \_\_\_\_\_ from this site are supplied by AAA Tickets Ltd, an official ticketing company.  
A. purchase                      B. purchasing                      C. to purchase                      D. purchased
- Jane had kept silent for several minutes after \_\_\_\_\_ a difficult question.  
A. was asked                      B. being asked                      C. asked                      D. to be asked
- \_\_\_\_\_ the short training course, John went to China to learn Chinese.  
A. Having completed                      B. Completed  
C. Had completed                      D. To complete
- Our online computer repair and tech support is a convenient way to have your computer \_\_\_\_\_ without having to leave your home.  
A. to fix                      B. fixing                      C. fix                      D. fixed
- A study showed that the first candidate \_\_\_\_\_ had a 20% chance of being hired.  
A. interviews                      B. interviewed                      C. be interviewed                      D. interviewing
- You need to always be open, honest and friendly when \_\_\_\_\_ with your customers.



- A. work                      B. working                      C. worked                      D. to work
7. Whenever \_\_\_\_\_ with something difficult, they tried to learn and develop the needed skills to solve it.
- A. face                      B. faced                      C. to face                      D. facing
8. The best thing you can do to protect your possessions while \_\_\_\_\_ is to purchase insurance.
- A. travel                      B. traveling                      C. to travel                      D. traveled
9. Nearly every career book advises job-seekers to send thank-you letters after \_\_\_\_\_.
- A. interviewed                      B. being interviewed  
C. be interviewed                      D. to be interviewed
10. The sales department of a company is engaged in \_\_\_\_\_ the products and making profits.
- A. selling                      B. sell                      C. being sold                      D. having sold

## II. Fill in the blanks with proper form of the words given in parentheses.

1. 62% of the people surveyed said they always avoided \_\_\_\_\_ (use) their smartphones during meals.
2. \_\_\_\_\_ (search) the library for hours without finding anything useful, I turned to my professor for help.
3. Having your smartphone or computer \_\_\_\_\_ (damage) may cause a lot of trouble to you.
4. Harvey finished \_\_\_\_\_ (type) his research paper, but he needed to check it before submitting it to the professor.
5. The course comes in three books of case studies, \_\_\_\_\_ (cover) a variety of business activities in different parts of the world.

## Section E Try Your Hands

### Letter of Congratulation

### 祝贺信



#### Part One Brief Introduction

工作、生活中值得祝贺的事情很多，如升学、晋升、开业、订婚、毕业等。祝贺信较之贺卡更容易增进彼此间的好感，又可促进贸易往来。祝贺信的措辞要热情、喜悦、真诚。赞美对方要实事求是、恰如其分。

祝贺信的主要内容一般包括：

(1) 说明所祝贺的事情，表达自己真诚、喜悦的心情，用词亲切、自然，语言热情洋溢；



- (2) 说明对方获得成功等的原因，发表自己的评论、表达对对方的赞许和夸奖；
- (3) 表达对对方未来的祝愿。

### Sample 1

October 10th, 2022

Dear David,

I am extremely glad to hear that you have got a promotion in your company. Congratulations!

It is excellent of you to get a promotion, for after all you have just been in your company for one year. As we all know, you are both hard-working and creative, which is essential to achieve your goals at work. Moreover, your strong sense of responsibility enables you to win trust from people and various opportunities. I think that is why you can make achievements in such a short time.

There is no doubt that you deserve the promotion. Having a friend like you, I really feel both proud and lucky.

Best wishes!

Yours sincerely,  
Mary

### Sample 2

November 1st, 2022

Dear Prof. Smith,

I am writing to offer my sincere congratulations on your winning the international award in social research in economics.

As a member of your team, I just want you to know how lucky I am to be able to work with you and share your pride and how pleased I am at your award. In my opinion, you work hard and besides that, you are a very intelligent person with deep insights. This award is a reward that you richly deserve. I am sure that you will obtain even greater achievements in your career. And our team will make great progress in the future.

I wish you greater success in the future and I am looking forward to working with you soon.

Yours sincerely,  
Tom



## Part Two Useful Expressions & Sentence Patterns

1. Warm congratulations on your success in passing the entrance examination to... University.  
衷心祝贺你考上了……大学。
2. It is really good news that you obtained the first level scholarship.  
得知你获得了一等奖学金，这的确是个好消息。



3. Please accept our sincere congratulations on your promotion.  
请接受我们对你晋升的最衷心的祝贺。
4. On the happy occasion of your company's... anniversary, I write to convey my hearty congratulations.  
在贵公司创立……周年欢庆之际，献上我衷心的祝愿。
5. Please accept our warmest congratulations on the opening of your new branch.  
贵公司的分店开业，谨表祝贺。
6. This award is a reward that you richly deserve. I am sure that you will obtain even greater achievements in your career.  
这个奖是你应得的奖励。我相信你的事业会取得更大的成就。
7. Hearty congratulations and good wishes on this milestone in your life.  
在你进入人生又一里程之际，谨致以衷心的祝贺和美好的祝愿。
8. I extend my best wishes for your success and prosperity.  
衷心祝愿你成功、兴旺。



### Part Three Exercises

#### I. Fill in the blanks to complete the following letter of congratulation according to the Chinese hints.

June 3rd, 2022

Dear Zhang Hua,

Please accept my warmest congratulations on (1) \_\_\_\_\_ ( 你从剑桥大学毕业 ).

Two years ago, you left for Britain to further your studies as soon as you graduated from the Law Department of Beijing University. You were determined to obtain a Master's Degree. I was so surprised by your ambition at that time. Now you (2) \_\_\_\_\_ ( 已经实现了梦想 ) and come back to China.

I dare say you deserve this honour because I knew that you (3) \_\_\_\_\_ ( 全神贯注于 ) the piles and piles of papers in the library, and struggled to afford the high tuition fees there. Your effort has provided another example to prove (4)“ \_\_\_\_\_ ”( 有志者事竟成 ). Since you are so hard-working, you'll surely have a bright future. (5) \_\_\_\_\_ ( 祝愿你获得进一步的成功 ).

Yours sincerely,  
Gao Wei

#### II. You are required to write a letter of congratulation according to the information given below.

2022年5月1日，A市解放路108号东升电脑有限公司王波（邮编421400）寄信

给上海南京路 78 号上海通达贸易公司孙海冰总经理（邮编 200001），祝贺他荣升公司  
总经理一职。

## Section F Lighten Your Brain



### Cultural Exploration

#### I. Listen and fill in the blanks.

#### Shigu Academy

Shigu (1) \_\_\_\_\_ is located on the Shigu (stone drum) Mountain, (2) \_\_\_\_\_, which is the junction of Zhengshui River, Xiangjiang River and Leishui River. It is the (3) \_\_\_\_\_ of Huxiang culture and the first holy land in Hunan. It was founded in the third year of Yuanhe, Tang (4) \_\_\_\_\_ (808). It has a history of more than 1,200 years. It is the (5) \_\_\_\_\_ academy that has the real teaching (6) \_\_\_\_\_.



Together with Yuelu Academy, Bailudong Academy and Yingtian Academy, it was one of the Four (7) \_\_\_\_\_ Academies in Song Dynasty. Shigu Academy is an ancient institution (8) \_\_\_\_\_ Tang, Song, Yuan, Ming, and Qing Dynasty and it has a great (9) \_\_\_\_\_ in the history of academy, (10) \_\_\_\_\_ and culture.

#### II. Match the scenic spots of Shigu Academy with equivalent items.

- A. Stone Book
- B. Yubei Pavilion
- C. Stone Drum
- D. Three Wonders of Shigu Academy
- E. Academy Gate
- F. Seven Sages of Shigu Academy
- G. the Academy Exhibition Hall
- H. Li Zhongjie Temple
- I. Wuhou Temple
- J. Grand View Pavilion
- K. Hejiang Pavilion
- L. Zhuling Cave

1. ( ) 合江亭

( ) 武侯祠





- |              |          |
|--------------|----------|
| 2. ( ) 石鼓    | ( ) 禹碑亭  |
| 3. ( ) 山门    | ( ) 石书   |
| 4. ( ) 李忠节公祠 | ( ) 石鼓三奇 |
| 5. ( ) 石鼓七贤  | ( ) 书院展厅 |
| 6. ( ) 朱陵洞   | ( ) 大观楼  |

**III. Talk with your partner about the famous scholars and sages who are closely related to Shigu Academy and then give a mini-lecture to the class.**

	Celebrities
Lecturers	苏轼、周敦颐、朱熹、张栻、程洵、郑向……
Famous Alumni	王夫之、曾国藩、彭玉麟、杨度、齐白石……
Notable Visitors	诸葛亮、酈道元、杜甫、韩愈、柳宗元、刘禹锡、范成大、辛弃疾、文天祥、徐霞客……