

高职 实用英语

(综合版)

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Practical English
for Vocational Colleges
(Comprehensive Edition)

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主 编 包艳静 王博琳
副主编 郭 沫 洪柏年
主 审 尹立荣

策划编辑: 厉宏婧
责任编辑: 李 才
责任校对: 周晓琬
封面设计: 张瑞阳

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GAOZHI SHIYONG YINGYU(ZONGHE BAN)

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前言 PREFACE

大学英语教学是高等教育的一个有机组成部分。大学英语课程是大学生的一门必修基础课程。大学英语是以外语教学理论为指导,以英语语言知识与应用技能、跨文化交际和学习策略为主要内容,并集多种教学模式和教学手段于一体的教学体系。大学英语的教学目标是培养学生的英语综合应用能力,特别是听说能力,使他们在今后学习、工作和社会交往中能用英语有效地进行交际,同时增强自主学习能力,提高综合文化素养,以适应我国社会发展和国际交流的需要。大学英语教学应该运用一种综合教学模式,在充分利用现代信息技术的同时,继承和发扬传统课堂教学的优势。

《高职实用英语(综合版)》教材落实了《高等职业教育专科英语课程标准(2021版)》(以下简称《课程标准》)的要求,同时满足各高职院校近年来对大学英语课程体系、课程内容的教学改革要求。

一、编写原则

1. 体现大学英语《课程标准》和 A、B 级考试大纲的原则和精神

本教材立足于普通高等专科学校教学实际,力求体现英语《课程标准》和《大学英语 A、B 级考试大纲》的原则和精神,在编写宗旨、单元设计、材料选择、课堂活动和课堂练习的设计上力图忠实地诠释大学英语课程需求和《大学英语 A、B 级考试大纲》的各项指标,开拓新时代大学英语教与学的新领域。

2. 体现现代信息技术与英语教学的整合运用

本教材建立在外语课程与现代化教学全面结合的基础之上,充分利用现代信息技术,旨在培养学生的英语综合应用能力,尤其是听和说的能力。

3. 体现课堂教学与测试的有机结合

本教材顺应大学英语 A、B 级考试改革的要求,在单元模块中纳入了现行大学英语 A、B 级考试题型和知识点,使课堂教学与效果测试二者有机地结合起来。

二、教材特色

1. 主题新颖,选材独特,抓取当代大学生的关注热点,提升学生的学习兴趣

本教材的单元主题是本书编者广泛征求学生和一线英语教师的意见,并根据时代的发展需要而确定的,旨在激发学生浓厚的学习兴趣,引发其热烈讨论,保证课堂教学生动活泼。本教材旨在通过不同形式的音频和纸质材料的阅读和学习,以达到让学生同步提高听、说、读、写、译各方面综合能力的目的。

2. 练习设计强调对文本的理解和语言的实际应用

传统教材的练习设计过于注重课文词汇、短语及句型的反复训练。随着大学英语改革的深入,大学英语教学者和管理者都意识到,在加强词汇和句型学习的同时,更应该强调培养学生对文本整体意思的理解能力。在文本意思的理解中掌握词汇和句型,并学习在真实语境及场景中运用,有助于提高学生使用英语进行交流和交际的能力。另外,本教材第二部分 Text 中的练习题、第三部分 Preparing for PRETCO 和第四部分 Applied Writing 的内容能够充分满足学生准备 A、B 级考试的需求。

3. 教材内容模块化,有利于因材施教

本教材采取难度递增的模式,能够满足不同层次学生的需求。在 Listening and Speaking 部分,对话内容的难易程度逐步递增,既符合学生学习认知逐步提高的规律,也可供教师针对不同学生选取不同的教学内容,有利于因材施教。

4. 课程思政与大学英语深度融合

实施英语课程教改,首先就要从高等教育“育人”的本质要求出发,树立“课程思政”的核心理念。之前,我们的英语教学大多在一定程度上忽视了中国文化的输出,教学目标长期以提高英语语言知识水平和了解西方文化背景为主,导致英语学习者缺乏使用英语表达中国文化的能力。该教材编写团队深入发掘英语课程的思想政治教育资源,有鉴别、有扬弃地选取贴合课程内容、具有高尚精神追求的思政素材,体现大学英语与中华文化之融合,从而使大学英语课程兼具传授知识、培养能力以及提高思想道德水平的多重功能,更好地发挥其人文价值及育人作用。本着以上原则,教材在最后加入了 Chinese Culture 部分,介绍了中国的春节和元宵节等传统节日、著名景点以及饮食文化等,可以帮助学生增强对中华民族传统文化的了解,从而增强民族自信,更加热爱我们的祖国,在进一步体会中华文化博大精深的同时,提升学生的文化交流能力。

5. 体现职业特色,遵循语言学习规律

本教材话题的选择体现了职业特色,涵盖日常生活和职场中的各种典型语篇,强调职业情境设置和职场活动设计,以期帮助学生掌握相关行业所需的语言技能。教材设计系统、



安排合理，突出了职场通用英语与职业标准和岗位需求的对接，遵循语言学习规律，将听、说、读、看、写、译等多种语言技能训练相结合，准确把握课程内容要求和学业质量标准。

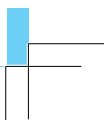
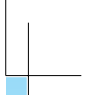
教材是编写团队在长期教学经验积累的基础上编写而成的。编者具备深厚的语言学、二语习得及外语教学理论功底，长期在大学英语教学一线工作，有着丰富的教学经验。编写团队诚挚地希望本教材能以其时代性、趣味性和实用性为大学英语教学改革助一臂之力。

本教材第一至四单元由辽宁现代服务职业技术学院包艳静编写，第五至八单元由辽宁现代服务职业技术学院王博琳编写，第九至十二单元由辽宁现代服务职业技术学院郭沫编写；教材的校订及辅助资料的编写由辽宁现代服务职业技术学院洪柏年负责。

大学英语教材的编写，任重而道远。尽管编者已经倾尽所能，教材中难免有疏漏和不妥之处，还望广大读者不吝指正。

教材编写组

2022 年 10 月





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Unit One

Greetings and Introductions



1

After studying this unit, you can:

- ◎ greet people and give responses;
- ◎ know about basic social etiquette;
- ◎ write a thank-you letter;
- ◎ appreciate Chinese culture: Spring Festival.

Part 1 Listening and Speaking

Read the words and expressions.

professor	/prə'fesə(r)/	n.	教授
enjoyable	/m'dʒɔɪəbl/	adj.	令人愉快的, 有乐趣的
productive	/prə'dʌktɪv/	adj.	富有成效的
tiring	/'taɪərɪŋ/	adj.	累人的; 引起疲劳的
luggage	/'lʌɡɪdʒ/	n.	行李
see sb off			给某人送行
research project			研究项目
long time no see			好久不见

I. Listen to ten topic-related English sentences for workplace communication cross-referenced with their Chinese translation and memorize them.



Hi, nice to meet you.	嗨, 很高兴见到你。
How do you do, Professor Li?	李教授, 你好。
Welcome to our company, Tom.	汤姆, 欢迎到我们公司来。
So pleased to meet you again. How do you do?	很高兴再次见到你。你好。
Hi, long time no see, Lucy. Do you remember me?	嗨, 露西, 好久不见。你还记得我吗?
Thanks a lot for seeing me off at the bus station.	非常感谢你来汽车站为我送行。
Can't you stay any longer?	你不能再呆一会儿吗?
Thank you for everything you did for me.	谢谢你为我做的一切。
Well, my stay here has been very enjoyable and productive.	嗯, 我在这里过得很愉快, 也很有收获。
Your help has made my stay here pleasant and successful.	你的帮助让我在这里过得愉快而充实。



II. Work in pairs. Practice the following mini-talks about greeting and saying goodbye.



Dialogue 1

Bob Smith: Hello, Mr Tom Brown! My name is Bob, Bob Smith.

Tom Brown: How do you do, Mr Smith? Please call me Tom.

Bob Smith: OK. Welcome to our department, Tom.

Tom Brown: Thank you. Here's my name card.

Bob Smith: Thanks. So are you here for the research project?

Tom Brown: Yes, I am here for that exactly.

Dialogue 2

Professor Smith: Hi, long time no see, Amy. Do you remember me?

Amy: Oh, it's you, Professor Smith. How nice to see you again. How are you?

Professor Smith: Very well, thank you. How is your project going?

Amy: It's going fine. I'm here to present the project report.

Professor Smith: Good. I'm also here for the conference.

Amy: Really? I would appreciate your comments.

Dialogue 3

Mr Zhang: Good evening, Mr Wang.

Mr Wang: Good evening, Mr Zhang.

Mr Zhang: Are you leaving tomorrow morning? Can't you stay a little longer?

Mr Wang: I'm afraid not. The arrangements have been made. Your help has made my stay here pleasant and comfortable. Thank you very much.

Mr Zhang: It's my pleasure. We hope you'll come back again.

Mr Wang: Surely I will.

Mr Zhang: Well, wish you a pleasant journey and good luck.

Mr Wang: Thanks. Goodbye.

Mr Zhang: Bye-bye.

III. Work in pairs and act out the following mini-talks.



Dialogue 1

You: Hello, are you Mr Wang from the United States?

Mr Wang: Yes. Thank you for meeting me here.

You: My pleasure. Welcome to China. My name is ××× (your name). Here is my name card.

Mr Wang: Thank you. Here is mine. And this is my wife.

You: How do you do, Mrs Wang?

Mrs Wang: How do you do? It's nice to meet you.

You: Me too. How was the trip?

Mrs Wang: Well, it was OK, although a little tiring.

You: You and Mr Wang need some rest. Let me get your luggage and go to the hotel now.

Mrs Wang: Thank you very much.

Dialogue 2

You: Good morning, Dr Zhang.

Dr Zhang: Good morning. Come in. Sit down, please.

You: Thank you. My studies here under the exchange program have been completed, so I'll be returning to China very soon.

Dr Zhang: Oh, what a pity! I really wish you could continue your work here. I hope you'll keep in touch with me and let me know how your research program is going.

You: I'm sure I will. And thank you for your help these years.

Dr Zhang: It's been my pleasure. By the way, when are you leaving?

You: My departure is scheduled for next Friday.

Dr Zhang: I see. Would you like to come back to my office next Tuesday morning? I'm hoping I can find some materials for you.

You: Yes, I'd like to. Thank you very much. I'll miss you very much.

Part 2 Reading

Social Etiquette

Introduction

In introducing two people, the general rule is: Introduce other people to the person you wish to honour. The old are honoured in the West as in China. Women have been honoured in the West since the days of knighthood (骑士时代).

A man always rises for an introduction, except that it is sometimes all right for an elderly man to remain seated when a young man is introduced to him. The hostess



always rises for an introduction.

If you want to meet someone, it is better to ask a friend who knows him to introduce you. But sometimes at a meeting or a gathering it is all right to introduce yourself to a fellow-student, or to one of the same gender and position.

Meeting and Greeting People

The simplest greeting to say is "Good morning", "Good afternoon" or "Good evening". These greetings are given to one whom you know only slightly, or to any one you are passing quickly. "How are you" is usually used when you are not in such a hurry. No answer is expected other than "Fine, thank you." "Hello" is the commonest form of greeting between good friends.

If you are wearing a hat which can be taken hold of easily, it is customary to raise it slightly off your head when you greet a girl or a woman.

It is customary to shake hands when you first meet someone. And usually friends shake hands when they meet after not having seen each other for some time. However, it is not necessary to shake hands.

It is always good to use the name of the person you are greeting. You might say, "Good morning, Mr Moncrieff" or "Hello, Franklin." A person's surname should be used unless he is your good friend or school-mate.

Differences of Etiquette Between East and West

Lending and borrowing are more matters of principle in the West than in the East. Things borrowed in the West are definitely expected to be returned whether it is fifty dollars or merely a friend's pencil.

Don't be curious. It is impolite to be curious about the private affairs of others, such as age, salary, religion and marriage.

One hand only. In China we use two hands when giving something to a person or when receiving it, if we want to be very polite. In the West this would seem awkward and impolite.

Words and Expressions

social	/'səʊʃl/	adj.	社会的
etiquette	/'etɪkət/	n.	礼节, 规矩
introduction	/,ɪntrə'dʌkʃn/	n.	介绍, 引见
simplest	/'sɪmplɪst/	adj.	最简单的, 最单纯的
gathering	/'gæðərɪŋ/	n.	聚会; 聚集

Reading Exercises

I. Answer the questions according to the text.

1. What is the general rule to introduce two people?

2. What should be paid attention to when introducing yourself?

3. What is the simplest greeting?

4. In which case can you call him by his first name when greeting?

II. Decide whether the following statements are true (T) or false (F) according to the text.

- ☐ 1. When making an introduction, you should introduce other people to the old.
- ☐ 2. If you want to meet someone, it is better to ask a friend who knows him to introduce you.
- ☐ 3. It is polite to be curious about the private affairs of others, such as age, salary, religion and marriage.

III. Complete each of the following statements according to the text.

1. In introducing two people, the general rule is: Introduce other people to the person you wish to _____.
2. A person's _____ should be used unless he is your good friend or school-mate.
3. It is impolite to be curious about the _____ affairs of others, such as age, salary, religion and marriage.
4. In China we use two hands when giving something to a person or _____ something from others.
5. The simplest greeting to say is "Good morning", "Good afternoon" or "Good evening". This greeting is given to one whom you know only _____, or to any one you are passing quickly.

IV. Complete the sentences with the correct form of the words in the box.

awaken address respect bestow register
spontaneously curious enthusiasm

1. His television series _____ popular interest in Chinese architecture 20 years ago.
2. Some drivers don't have any _____ for other motorists.



3. The country's highest medal was _____ upon him for his heroic deeds.
4. The children _____ gave us hugs and kisses.
5. His _____ made everyone else interested.
6. The First Lady _____ the meeting briefly today.
7. Her beauty and intelligence was _____ in my memory.
8. He is a _____ boy who is always asking questions.

V. Translate the following sentences into English.

1. 那个建议在会上未引起多大兴趣。(enthusiasm)

2. 新来的军官很快赢得了士兵的尊敬。(respect)

3. 全村很快便人心惶惶了。(spread through)

4. 现在主席要向大会发表演讲。(address)

5. 好教师总是鼓励学生独立思考。(think for oneself)

6. 我正想把实际发生的情况告诉他，但他打断了我的话。(cut... short)

7. 孩子们急切地等着儿童剧开演。(expectantly)

8. 她退休后去了佛罗里达，仍然过着忙碌的生活。(retire)

Part

3

Preparing for PRETCO



Section A Listening Practice

I. Choose the proper responses according to what you have heard. There are 7 recorded questions. After each question, there is a pause. The questions will be spoken two times. When you hear a question, you should decide on the correct answer.

- | | |
|---------------------------|-------------------------|
| 1. A) No, it's difficult. | B) Pleased to meet you. |
| C) Yes, it is. | D) It doesn't matter. |

- | | |
|------------------------|-----------------------------|
| 2. A) Not too bad. | B) Sorry to hear it. |
| C) You're welcome. | D) Wait a minute. |
| 3. A) Hurry up. | B) Sure. |
| C) You're right. | D) Here it is. |
| 4. A) That's not mine. | B) Hold on, please. |
| C) Yes, thanks. | D) Certainly, here you are. |
| 5. A) No problem. | B) Never mind. |
| C) I'd like beer. | D) Mind your step. |
| 6. A) John Smith. | B) It's over there. |
| C) Next week. | D) After you. |
| 7. A) Here you go. | B) Of course not. |
| C) Not now. | D) Very good. |

II. Choose the correct answer according to what you have heard. There are 7 recorded dialogues. After each dialogue, there is a recorded question. Both the dialogues and questions will be spoken two times. When you hear a question, you should decide on the correct answer. Now listen to the dialogues.

- | | |
|----------------------------------|---------------------------------|
| 8. A) A new design. | B) A sales plan. |
| C) A meeting schedule. | D) A training program. |
| 9. A) Take a training course. | B) Visit her family. |
| C) Study abroad. | D) Have her vacation. |
| 10. A) Booking a table. | B) Placing an order. |
| C) Buying a ticket. | D) Making an appointment. |
| 11. A) This morning. | B) This afternoon. |
| C) Tomorrow morning. | D) Tomorrow afternoon. |
| 12. A) By subway. | B) By car. |
| C) By bus. | D) By taxi. |
| 13. A) She has missed the train. | B) She has failed an interview. |
| C) She has had a bad cold. | D) She has lost her keys. |
| 14. A) Ordering dinner. | B) Making a complaint. |
| C) Arranging a party. | D) Booking a taxi. |

III. Choose the correct answer according to what you have heard. There are 2 recorded conversations. After each conversation, there are some recorded questions. Both the conversations and questions will be spoken two times. When you hear a question, you should decide on the correct answer. Now listen to the conversations.

**Conversation 1**

15. A) It is often crashing.
B) Its battery is dead.
C) Its screen is broken.
D) It is responding slowly.
16. A) Lend his phone to her.
B) Go to the shop with her.
C) Repair the phone for her.
D) Drive her to the store.

Conversation 2

17. A) A family car.
B) A sports car.
C) A racing car.
D) An electric car.
18. A) 3 days.
B) 6 days.
C) 9 days.
D) 12 days.
19. A) Show his passport.
B) Give his address.
C) Pay a deposit.
D) Fill in a form.

IV. Fill in the blanks with missing words or phrases. You will hear a recorded short passage, but 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 according to what you hear. The third reading is for you to check your writing. Now the passage will begin.

I appreciate both big and small city life in China. No matter where you are, you can enjoy Chinese activities and learn more about Chinese 20. _____. When I first moved to Beijing, I lived in a tall apartment 21. _____. Now I live in a Hutong area, a small kind of Chinese neighborhood. Beijing is one of the 22. _____ cities in China, but in the Hutong areas you'll 23. _____ very local Chinese life. Living in the Beijing Hutongs gives me the best of both small and big city life and I've learnt a lot about Chinese 24. _____.

Section B Reading Practice

After reading the following two tasks, choose the correct answer to each question or unfinished statement.

Task 1

Whenever travelling on Shanghai Airlines (SAL) flights with paid tickets, you will earn air miles according to the class shown on your tickets. When you have accumulated enough air miles, you can apply for a premium (奖励) ticket or other premium items.

Passengers (12 years old and over) are eligible (合格的) to join SAL FFP (Frequent Flying Passenger) Club unless it is banned by the law of the country where they live.

Please fill out the application form on the back and mail it to the Customer Service Center of SAL. SAL Customer Service Center will mail the membership card and manual to you within 30 working days after receiving your Application Form.

Please show your membership card when you check in at an airport.

Please retain a photocopy of the ticket, the original boarding pass as well as a photocopy of your receipts after travelling or making purchases at SAL partner businesses until you confirm the record has been charged to your account.

If you flew SAL 3 months before your registration of SAL FFP Club, please mail to SAL Customer Service Center a copy of your ticket and the original boarding pass with your card number on it for recording air miles.

The Application Form can be used by one person only, and copies are void (无效).

For more information, please refer to the SAL FFP Program Guide.

- 1) What does SAL stand for in this passage?
 - A) Shanghai Airport.
 - B) Shanghai Airlines.
 - C) Shenzhen Airport.
 - D) South Airlines.
- 2) Who can apply for a premium ticket from SAL according to the passage?
 - A) A passenger who has travelled several times by plane.
 - B) A passenger who wants to travel on any airlines flights.
 - C) A passenger who has travelled on Shanghai Airlines flights.
 - D) A passenger who has accumulated enough air miles on SAL flights.
- 3) What's the legal age to join SAL FFP Club according to the passage?
 - A) 11 and under.
 - B) 12 and under.
 - C) 12 and over.
 - D) 18 and over.
- 4) Whom should the application form be sent to if you want to apply for SAL FFP membership?
 - A) SAL FFP Club.
 - B) The SAL ticket office.
 - C) The SAL headquarters.
 - D) SAL Customer Service Center.
- 5) When they check in at an airport, club members should show _____.
 - A) their boarding pass
 - B) their membership card
 - C) a photocopy of the ticket
 - D) an application form

Task 2

We don't have beds in the spacecraft, but we do have sleeping bags. During the day, when we are working, we leave the bags tied to the wall, out of the way. At bedtime we untie them and take them wherever we've chosen to sleep.

On most spacecraft flights everyone sleeps at the same time. No one has to stay awake to watch over the spacecraft; the craft's computers call us on the radio.

On the spacecraft, sleep-time doesn't mean nighttime. During each ninety-minute orbit (軌道) the sun "rises" and shines through our windows for about fifty minutes, then it "sets" as the spacecraft takes us around the dark side of the Earth. To keep the sun out of our eyes, we wear black sleep masks.

It is surprisingly easy to get comfortable and fall asleep in space. Every astronaut (宇航员) sleeps differently: some sleep upside down, some sideways, and some right side up. When it's time to sleep, I take my bag, my sleep mask and my tape player with earphones and float (漂浮) up to the flight deck (驾驶舱). Then I get into the bag, and float in a sitting position just above a seat, right next to a window. Before I pull the mask down over my eyes, I relax for a while, listening to music and watching the Earth go by under me.

- 6) When the astronauts are working, sleeping bags are fastened _____.
A) on the wall
B) to their seats
C) onto the flight deck
D) anywhere they like
- 7) Why can all the astronauts sleep at the same time?
A) They have to follow the same timetable.
B) The radio will take care of the aircraft for them.
C) There are enough sleeping bags in the spacecraft.
D) There is no need for them to watch over the spacecraft.
- 8) To relax himself before sleep, the writer often _____.
A) makes a bed
B) gets into his bag
C) listens to music
D) wears a sleep mask
- 9) How long does it take the spacecraft to go around the Earth?
A) Forty minutes.
B) Fifty minutes.
C) Ninety minutes.
D) Twenty-four hours.
- 10) The best title for this passage is _____.

- A) Travelling in Space
- B) Sleeping in the Spacecraft
- C) Equipment Used by Astronauts
- D) The Earth Seen from Outer Space

Part 4 Applied Writing

Thank-You Letter

感谢信 (thank-you letter) 是重要的礼仪文书, 是用于对别人的关心、支持、帮助或热情款待表示感谢的函件。

感谢信的写作主要由三个部分组成。开头部分要明确地对对方提供的帮助或赠送的礼品表示谢意。主体部分则需具体列举对方提供的帮助, 并说明该帮助所起到的积极作用, 或表达对所受礼品的喜爱以及之后将如何使用、收藏等。结尾部分需再次表达对对方的诚挚谢意和问候。

感谢信写作常见句型:

1. Thank you very much for...
2. Many thanks for your...
3. Please accept my sincere appreciation for...
4. I am truly grateful to you for...
5. It was good (thoughtful) of you...
6. You were so kind to send...
7. Thank you again for your wonderful hospitality and I am looking forward to seeing you soon.
8. I find an ordinary "thank-you" entirely inadequate to tell you how much...
9. I sincerely appreciate...
10. I wish to express my profound appreciation for...
11. Many thanks for your generous cooperation.

Sample

Dear Mr Black,

I am writing this letter to thank you for your warm hospitality accorded to me and my delegation during our recent visit to your beautiful country. I would also like to thank you



for your interesting discussion with me which I have found very informative and useful.

During the entire visit, my delegation and I were overwhelmed by the enthusiasm expressed by your business representatives on cooperation with China. I sincerely hope we could have more exchanges like this one when we would be able to continue our interesting discussion on possible ways to expand our bilateral economic and trade relations and bring our business people together.

I am looking forward to your early visit to China when I will be able to pay back some of the hospitality I received during my memorable stay in your beautiful country.

With kind personal regards,

Yours faithfully,

(Signature)

Writing Exercises

Task 1

Suppose your friend lent you a book and gave you some suggestions when you made preparations for an important test. Write a letter in about 100 words to show your gratitude. Do not sign your own name at the end of your letter, and use Li Ming instead.

Task 2

Suppose you were taken good care of by Dr Liu when you were in hospital, write a letter in about 100 words to him to show your gratitude. Do not sign your own name at the end of your letter, and use Li Ming instead.

Part 5 Language Guide

Section A Grammar

英语构词法

英语中很多单词都是依据构词法 (word-building) 得来的, 现在我们就一起来学习一下具体的构词方法。

(一) 合成法: 将两个或两个以上的单词合成一个新单词的方法。它通常的合成方式有:

- (1) 直接写在一起;
- (2) 用连字符 (-) 连接;
- (3) 由两个独立的单词构成。

复合形容词的构成	
方 式	例 词
形容词+形容词	red-hot, bitter-sweet, dark-blue
形容词+名词	first-class, full-time, part-time, second-hand, bare-foot
形容词+现在分词	good-looking, free-thinking, hard-working
形容词+过去分词	ready-made
形容词+名词-ed	good-tempered, middle-aged, cold-blooded
名词+名词-ed	iron-willed
名词+形容词	world-famous, snow-white, seasick, lifelong
名词+现在分词	beauty-loving, freedom-loving, job-hunting, time-saving

(续表)

复合形容词的构成		
方 式	例 词	
副词＋形容词	ever-green, over-sensitive	
副词＋现在分词	hard-working, far-seeing, far-reaching, well-meaning	
副词＋过去分词	well-prepared, quickly-cured, well-known	
数词＋名词	five-year	
数词＋名词＋形容词	five-year-old, six-inch-tall	
数词＋名词-ed	four-legged, six-storied, two-faced, four-cornered	
复合名词的构成		
名词＋名词	horseback, newspaper, cellphone	
形容词＋名词	backyard, forehead, greenhouse, blackboard	
动名词＋名词	hiding-place, reading-room	
动词＋副词	get-off, break-in, breakdown, breakup	
副词＋动词	output, overflow	
动词＋名词	pickpocket	
副词＋名词	overcoat, inland	
代词＋名词	he-goat, she-wolf	
名词＋介词＋名词	editor-in-chief, father-in-law	
其他复合词的构成		
名 称	方 式	例 词
复合动词	名词＋动词	daydream, sunbathe
	副词＋动词	overcome, outgrow
	形容词＋动词	white-wash
复合副词	名词＋名词	sideways
	名词＋副词	headfirst
	形容词＋名词	meanwhile
	介词＋名词	beforehand

(续表)

其他复合词的构成		
名 称	方 式	例 词
复合代词	代词宾格或物主代词 + self (selves)	himself, ourselves
	某些不定代词 + body (one, thing)	everyone, everybody, everything, nobody, no one, nothing

(二) 转化法: 指英语中有些单词, 词形不变, 词性却可以由一种转化成另一种词类的方法。单词转化后的意义往往与未转化前的意义有密切的联系。通常的转化方法有:

- (1) 名词和动词之间的转化;
- (2) 形容词转化为动词;
- (3) 名词转化为形容词 (副词);
- (4) 形容词转化为名词。

名词转化为动词	形容词转化为动词	名词转化为形容词	副词转化为动词
telephone 电话 → 打电话	slow 慢的 → 放慢	front 前面 → 前面的	down 向下 → 击倒
hand 手 → 交给	warm 暖的 → 使温暖	black 黑色 → 黑色的	back 向后 → 后退
record 录音 → 记录	empty 空的 → 倒空	noble 贵族 → 高贵的	up 向上 → 提高
date 日期 → 定日期	better 较好的 → 改善	key 钥匙 → 关键的	
name 名字 → 命名	cool 凉爽的 → 使变凉		
face 脸 → 面对			
动词 (短语) 转化为名词 (短语)	动词转化为形容词	形容词转化为名词	一些形容词前加 the 后转化为名词
drink 喝 → 饮料	perfect 使完善 → 完美的	chief 主要的 → 首领	wounded 受伤的 → the wounded 受伤的人们
study 学习 → 书房	fit 适合 → 适合的	first 第一的 → 第一个	blind 失明的 → the blind 盲人
look at → have a look at		wrong 错误的 → 错误	beautiful 美丽的 → the beautiful 美丽的东西

(三) 派生法: 指在词根前面加前缀或在词根后面加后缀构成一个与原单词意义相近或相反的新词的方法。通常的派生方法有:



- (1) 在词根前面加前缀;
 (2) 在词根后面加后缀;
 (3) 同时加前缀和后缀。

表示否定意义的前缀			
前 缀	意 义	用 法	例 词
un-	表示“不, 未” (等同于 not)	加在形容词或副词前	unhappy, unnecessary, unexpected, unusual
	表示相反动作	加在动词前	uncover, untie, unlock, undress
in-, il- im-, ir-	表示“不, 非, 无”	加在形容词或其派生的名 词或副词前	incomplete, impossible, impolite, irregular, inability, illegal
dis-	表示否定	加在名词或形容词前	dishonor
	表示相反动作	加在动词前	dislike, disbelieve
	表示“分离, 剥夺, 除去”	加在名词或动词前	discharge, dismiss
mis-	表示“错误”	加在名词、动词或其派生 词前	mistake, misfortune, misunderstanding
表示时间和其他关系的前缀			
前 缀	意 义	用 法	例 词
re-	表示“再 一次, 重新”	加在动词及其派生名词、 形容词及其他名词前 (等 同于 again)	renew, reborn, rebuild, reappear, retell
fore-	表示时间或位置 的“在前面”	加在动词或名词前 (等同于 before)	foresee, foreleg, foretell, foreknow
pre-	表示“在前, 事先, 预先”	加在名词或形容词前 (等同于 before, in front, in advance)	prepay, prewar, preschool, prehistory
post-	表示时间和顺序 的“在后边”	加在名词或形容词前 (等同于 after, behind)	post-war, post-graduate
a-	表示“在之上, 向, 在里面”	加在动词或名词前, 构成 派生形容词、副词或介词	asleep, along, aloud, alive, across
co-	表示“联合, 共同”	加在名词或动词前	co-worker, coexist, co-own, co- owner

(续表)

表示时间和其他关系的前缀			
后 缀	意 义	用 法	例 词
inter-	表示“互相, 在一起”	加在名词、形容词前构成动词(等同于 between, among)	interchange, international
mid-	表示“中间的”	加在名词前(等同于 middle)	midday, midnight
super-	表示“高级的, 在之上”	加在名词前(等同于 above, over, upon)	superpower, superstructure

表示人和物的名词后缀				
后 缀	意 义	用 法	例 词	
表示人	-er	表示“从事……职业的人, 做……的人, ……地方的人”	加在动词、名词、形容词后	teacher, worker, learner
	-or	与表示人的后缀-er 同义	常加在外来词后, 尤其是法语和古拉丁语	visitor, conductor, educator, translator
	-eer	表示“从事于……的人”	常加在外来词后	engineer, volunteer, mountaineer
	-ess	表示“女……的”	加在名词后, 表示阴性	actress, waitress
	-ician	表示“……(专)家, ……工作者”	加在以-ic 结尾的名词或形容词后	physician, politician, musician
	-ist	表示“从事……职业的人, 从事某种……文艺、学术的人, ……主义者”	加在名词后或以-ize 结尾的动词以及以-al 结尾的其他词后	artist, socialist, communist, physicist
表示物	-er	表示用于某工作的物品	加在动词、名词或复合词后	washer
	-or	与表示物的后缀-er 同义	加在动词后	tractor

后缀-er 的构词能力	
用 法	例 词
表示人, 加在动词后	listener, adviser, speaker, writer, driver, teacher, worker, singer, leader, waiter, runner, discoverer, explorer, maker
表示人, 加在名词后	banker, officer, lawyer, prisoner, geographer, joker
表示人, 加在某些地点名词或某些形容词后	Londoner, New Yorker, villager, Britisher, southerner, foreigner, outsider, stranger



(续表)

后缀-er 的构词能力	
用 法	例 词
表示人, 加在复合词后	housekeeper, looker-on
表示物, 加在动词后	washer, boiler, container, lighter, drawer
表示物, 加在名词后	saucer, recorder
表示物, 加在复合词后	loudspeaker
同时表示人和物, 加在动词后	fighter, printer, recorder, ruler

抽象名词和集合名词的后缀	
后 缀	例 词
-age	marriage, luggage, postage
-ure	failure, temperature, pressure, pleasure
-ity	majority, opportunity
-ment	argument, statement, achievement, amusement, equipment
-ism	communism, criticism, internationalism, socialism
-ance	appearance, entrance
-dom	kingdom, wisdom, freedom
-y	difficulty
-al	arrival, refusal, disapproval
-ness	kindness, illness, brightness, selflessness, correctness
-ship	citizenship, friendship, professorship, hardship, comradeship
-hood	childhood, brotherhood
-th	strength, growth, length, wealth, truth
-ery	bravery, slavery, surgery, machinery

形容词后缀			
后 缀	意 义	用 法	例 词
-able	表示“可/能……的”	加在名词或及物动词后	valuable, horrible
-al	表示“有……性质的”	加在名词后	natural, technical, actual
-ant, -ent	表示“……的”	加在外来动词词干后	important, pleasant, excellent
-ic, -ical	表示“……性质的, 与……有关的”	加在外来词干的名词后	atomic, electric, basic

(续表)

形容词后缀			
后 缀	意 义	用 法	例 词
-ish	表示“稍带……的, ……气的, ……民族的, ……语的”	加在名词、形容词后, 或加在民族国家地名后	feverish, childish, bookish, English, Spanish
-ive	表示“有……倾向的/性质的”	加在动词后	instructive, expensive
-ful	表示“充满……的, 引起……的”	加在动词或少数名词后	thankful, powerful, tearful
-less	表示“无/不……的, 不能……的”	加在名词或动词后	homeless, harmless, wireless
-ous	表示“充满……的, 有……特性的”	加在名词后	dangerous, famous, nervous
-y	表示“有/多……的, 想……的”	加在名词后	cloudy, sunny, funny, sleepy
-ed	表示“有……的, 有……特征的”	加在名词或动词后	tired, interested, learned
-en	表示“由……构(制)成的”	加在物质名词后	wooden, earthen, woolen
-ern	表示“……方的”	加在表示方位的名词后	eastern, western, southern
-ly	表示“有……性质的, ……形状的”	加在名词或形容词后	yearly, daily, orderly, lively

副词后缀			
后 缀	用法及意义		例 词
-ly	加在形容词后	表示某种状态	cheerfully, slightly, simply, possibly, excitedly
		表示某个方面	economically, technically
		表示程度或范围	completely
		表示时间	recently
		表示次序	firstly, secondly
		表示方向	eastwardly, northwardly
-ward/-wards	加在名词或副词后, 表示“向……的”		forward, backward, upward, downward, toward, northward, afterward



动词后缀			
后 缀	意 义	用 法	例 词
-ate	表示“使成为，成为……，处理，使化合”	见于外来词，由外来词根组成，不能活用	educate, translate, imitate, calculate, operate, hesitate
-en	表示“变为，使为，变为有，使有”	加在形容词后，有时加在名词后，通常构成及物动词	darken, weaken, deepen, sharpen, frighten, strengthen
-fy	表示“使成为，使……化”	加在名词或形容词后，构成及物动词和少数不及物动词	beautify, uglify, satisfy, terrify, electrify, purify
-ish	表示“使……，令……”	大多是从法语输入的词，不能构成新词	finish, accomplish, punish, publish, astonish
-ize -ise	表示“使成，变成，……化”	加在名词或形容词后，构成及物动词或少数不及物动词	modernize, democratize, revolutionize, realize, sympathize

后缀为-ion 的名词	
规 则	例 词
几乎所有以 -ate 结尾的动词在变为名词时先去掉 e 再加 -ion	educate/education, liberate/liberation, translate/translation, graduate/graduation, separate/separation, operate/operation
多数以 -t 结尾的动词在变为名词时直接在词尾加 -ion，少数以 -te 结尾的动词先去掉 e 再加 -ion	act/action, invent/invention, inspect/inspection, elect/election, select/selection, connect/connection, collect/collection, instruct/instruction, devote/devotion, pollute/pollution
多数以 -ss 结尾的动词在变为名词时直接加 -ion	discuss/discussion, oppress/oppression, express/expression, possess/possession
多数以 -de 结尾和少数以 -d 结尾的动词在变为名词时先把 de 或 d 变成 s 再加 -ion	decide/decision, divide/division, provide/provision, invade/invasion, expand/expansion, extend/extension
以 -mit 结尾的动词在变为名词时，先把 t 变成 ss，再加 -ion	admit/admission, commit/commission, permit/permission, transmit/transmission
多数以 -fy 结尾的动词在变为名词时先把 y 变成 i 再加 -cation，少数以 -efy 或 -fy 结尾的动词在变为名词时先去掉 y 再加 -action	satisfy/satisfaction, modify/modification
有些动词不是加 -ion，而是加 -ition, -tion, -ation 或 -sion 而变成名词，其中有些词根因读音关系而发生了变化	add/addition, attend/attention, absorb/absorption, describe/description, produce/production, reduce/reduction, solve/solution, determine/determination, explain/explanation, found/foundation, observe/observation, transport/transportation

（四）截短法：指将单词进行缩写的构词方法。缩写前后的词义和词性保持不变，其主要有截头、去尾、截头去尾等方式。

exam—examination

plane—airplane

ad.—advertisement

maths—mathematics

（五）混合词：指将两个单词混合或各取一部分紧缩而成一个新单词的构词方法。大多新构成的单词的后半部分表示主体，前半部分表示属性。

smoke + fog = smog

motor + hotel=motel

news + broadcast=newscast

(六) 首尾字母缩略词: 指用单词首尾字母组成一个新单词的构词方法。缩略词的读音有两种, 既可以把每个字母分别读出, 也可以把它当作一个单词来读。

TV—television

TOEFL—Test of English as a Foreign Language

PLA—the People's Liberation Army

Exercise

Choose the best answers.

- That man was _____ enough not to tell the manager that he would not do the job.
A) care
B) careful
C) careless
D) carelessness
- The soldier died for saving the child, so his _____ is heavier than Mount Tai.
A) die
B) dead
C) died
D) death
- The child looked _____ at his brother who was badly wounded.
A) sadly
B) sadness
C) sadden
D) sad
- He is an expert at chemistry. We all call him a _____.
A) chemistry
B) chemical
C) chemist
D) physician
- The _____ chair isn't suitable for a young child. He may fall off.
A) three-legging
B) three-legged
C) three-legs
D) three-leged



6. Stephenson became the _____ railway engineer in the world.
A) lead B) leader
C) leading D) leadership
7. When the teacher praised him for working out the maths problem, Jack looked _____ about at his classmates.
A) proud B) proudly
C) pride D) pridely
8. To everyone's _____, the girl finished the job quite well.
A) satisfied B) satisfactory
C) satisfying D) satisfaction
9. —What are you doing here?
—Oh, my teacher asked me to write a passage about _____ in English.
—Can you write _____ passage in English?
A) 600 words; a 600 words B) 600-word; a 600-words
C) 600 words; a 600-word D) 600 words; a 600-words
10. No one should enter the spot without the _____ of the police.
A) permit B) permission
C) permitting D) permittance
11. You must come with us to the police _____. Our head is waiting for you.
A) headquarters B) headline
C) headmaster D) headache
12. Letting that animal escape was no accident; you did it _____.
A) intend B) intention
C) intentionally D) intentional
13. The shop owner welcomed all the guests with a _____ smile.
A) practice B) practise
C) practical D) practiced
14. The _____ ordered him to pay a \$100 fine.
A) judger B) judgment
C) judge D) judgement
15. My TV is out of order. Can you tell me what is the _____ news about the war?
A) lately B) latest
C) later D) latter
16. The Great Wall is more than 6,000 li in _____.



- A) longer
C) long
- B) length
D) longing
17. To my _____, I passed the exam easily.
A) joy
C) joyless
B) joyful
D) joyness
18. Canada is mainly a(n) _____ country.
A) English-speaking
C) spoken-English
B) speak-English
D) English-spoken
19. How _____ he is! He is always acting _____. He is really a _____.
A) foolish; foolishly; fool
C) foolish; fool; fool
B) fool; foolish; fool
D) foolishly; foolish; fool
20. The necklace that she lost is very expensive. It's of great _____.
A) valuable
C) valueless
B) value
D) unvaluable
21. There were _____ fish in the river in South America.
A) in danger
C) dangerous
B) danger
D) dangerless
22. The letter "b" in the word "doubt" is _____.
A) sound
C) silence
B) silent
D) sounded
23. The child looked at me _____.
A) stranger
C) strange
B) strangely
D) strangeless
24. The black people were against slavery and fought for their _____ bravely.
A) free
C) freedom
B) freely
D) frees
25. What you said sounded _____ but in fact it was untrue.
A) reasonable
C) reasonless
B) reasonful
D) unreason
26. We have to learn _____ technology from other countries.
A) advance
C) advantage
B) advancing
D) advanced



27. The children live in a village _____. They come here almost every day.
 A) nearby B) near
 C) nearly D) near by
28. Mr Black is an _____ in the army, not an _____ in the government. You can not easily find him in his _____.
 A) official; officer; office B) officer; office; official
 C) official; official; official D) officer; official; office
29. You'd better give up smoking if you want to keep _____.
 A) health B) healthy
 C) healthily D) healthier
30. _____ speaking, I didn't do it on purpose.
 A) Honestly B) Honest
 C) Honesty D) Dishonest

Section B Word Usage

Need

Need is used as a transitive verb or an intransitive verb or a modal verb.

The word has the negative forms **need not** and **do/does not need**. The contracted forms **needn't** and **don't/doesn't need** are also used. However, you cannot use all these forms for all meanings of **need**.

(1) **Need** is used as a transitive verb.

For example:

These animals need food all through the winter. / I don't need any help, thank you.

Warning: You do not use a continuous form of **need**. You do not say, for example, "We are needing some milk." You say "We need some milk."

(2) **Need** is used as an intransitive verb or a modal verb.

For example:

For an answer to these problems, we need to look elsewhere.

However, in negative statements and questions, you can use either **need to** or **need**.

For example:

He doesn't need to go. / He needn't go. / Do I need to say? / Need I remind you that you owe me 10 dollars?



Note that if you say that someone **doesn't need** to do something or **need not** do something, you are saying that it is not necessary for them to do it. If you want to say that it is necessary for someone **not** to do something, you do not use **need**. Instead you use **must not** or **mustn't**, for example, "You must not accept it."

If you are talking about the past and you want to say that it was not necessary for someone to do something on a particular occasion, you say that they **didn't need to** do it or they **didn't have to** do it. You don't say they **needn't** do it.

(3) You can use **need** with an "-ing" form to say that something ought to be done, for example, you usually say "The cooker needs cleaning" rather than "The cooker needs to be cleaned."

Exercises

I. Complete the following sentences by translating the Chinese in brackets into English.

1. The plants _____ (需要浇水)—the leaves are starting to go brown.
2. That car of yours looks as if it _____ (需要好好洗一洗).
3. For heaven's sake, _____ (你不需要道歉).
4. _____ (需要有) a motive for such a crime?
5. _____ (我需要) make a phone call to make sure that he's got my e-mail?

II. Correct the mistakes in each of the following sentences.

1. Do I need make a reservation for a room in Shangri-La Hotel?

2. You needn't to worry. He's old enough to make his own choice.

3. The house needs being fixed up.

4. Additional expenses don't need be reported.

5. To pass examinations, you need work effectively.

Part 6 Appreciating Chinese Culture

Famous Chinese Quotes

1. 不学礼，无以立。

No one can stand firm without learning good manners.

2. 有朋自远方来，不亦乐乎。

It is always a pleasure to greet a friend from afar.

3. 爱人者，人恒爱之；敬人者，人恒敬之。

Love others, and others will love you.

Respect others, and others will respect you.

4. 己所不欲，勿施于人。

Do not do on others what you don't want others to do on you.

5. 严以律己，宽以待人。

Always be strict with yourself and lenient (宽容的) to others.



Spring Festival

The Origin

Chinese New Year is now popularly known as the Spring Festival because it starts from the Beginning of Spring. Its origin is too old to be traced.

One legend goes that the beast *Nian* had a very big mouth that would swallow a great many people with one bite. People were very scared. One day, an old man came to their rescue. Finally, the old man overpowered the *Nian*. After that, the old man disappeared riding the beast and people began to enjoy their peaceful life. Before the old man left, he had told people to put up red paper decorations on their windows and doors at each year's end to scare away *Nian* in case it sneaked back again, because red is the color the beast feared the most. However, people today have long forgotten why they are doing all this, except that they feel the color and the sound add to the excitement of the celebration.

Traditions

Even though the climax of the Chinese New Year lasts only two or three days including the Chinese New Year's Eve, the Chinese New Year season extends from the mid-twelfth month of the previous year to the middle of the first month of the new year. This holiday season is a good time for business. People will pour out their money to buy presents, decoration material, food and clothing. The transportation department, railroads in particular, is nervously waiting for the onslaught of swarms of travelers who take their days off around the Chinese New Year to rush back home for a family reunion from all parts of the country.

Days before the Chinese New Year, every family is busy giving its house a thorough cleaning, hoping to sweep away all the ill-fortune. The Eve of the Chinese New Year is very important. Supper is a feast, with all members coming together. One of the most popular course is jiaozi (dumplings). After dinner, it is time for the whole family to sit up for the night while having fun playing cards or board games or watching TV programs. Every light is supposed to be kept on the whole night. At midnight, the whole sky will be lit up by fireworks. People's excitement reaches its zenith.



Very early the next morning, children greet their parents and receive their presents in terms of cash wrapped up in red paper packages. Then the family start out to say greetings from door to door, first their relatives and then their neighbors.

The Lantern Festival marks the end of the Chinese New Year season and afterwards life becomes daily routines once again. Customs of observing Chinese New Year vary from place to place, considering that China is a big country not only geographically, but also demographically and ethnically. Yet, the spirit underlying the diverse celebrations of the Chinese New Year is the same: a sincere wish of peace and happiness for the family members and friends.



春节

起源

中国新年现在被普遍称为春节，因为它是春天的开始。它的起源太过古老，无法追溯。

传说，年兽有一张大嘴，一口就能吞下很多人，人们非常害怕。一天，一位老人前来营救人们。最终老人制服了年兽，然后骑着年兽消失了，从此人们过上平静的生活。老人在离开之前告诉人们，每年年底要在门窗上贴上红色的纸制装饰，以防年兽再次返回，因为红色是年兽最害怕的颜色。然而，今天的人们早已忘记了他们为什么要这样做，他们只知道大红的颜色和热闹增添了节日的气氛。

传统

尽管中国新年的高潮仅持续两三天，包括除夕，但新年季从前一年第十二个月的月中一直延续到新年第一个月的月中。这期间是做生意的好时候。人们会掏钱买礼物、装饰材料、食物和衣服。运输部门，尤其是铁路部门，会紧张地等待着大批旅客的到来，因为人们会在新年前后休假，赶着回家，与家人团聚。

新年前几天，家家户户都在家里忙着大扫除，希望能扫除所有的霉运。除夕夜是非常重要的日子。晚餐简直是一场盛宴，所有家庭成员都聚在一起，其中最受欢迎的菜肴之一就是饺子。吃过晚餐后，全家人会通宵达旦地玩纸牌、棋盘游戏或看电视节目。每盏灯都应该通宵亮着。午夜时分，烟花照亮整个夜空，这时人们的兴奋达到了顶点。

第二天一大早，孩子向父母拜年，父母会给孩子发红包，然后全家人开始挨家挨户地去给亲友拜年，先去亲戚家，再去邻居家。

元宵节标志着新年的结束，此后人们的生活又回归平常。由于中国不仅在地理上，而且在人口和种族上都是一个大国，各地的新年习俗各不相同。然而，中国新年各种庆祝活动的精神是一致的：衷心祝愿家人和朋友平安幸福。