

# 提 升 篇

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▶▶▶▶ Unit 1 Can you play the guitar?

**\*知识清单**

语言聚焦	单词	sing v. 唱歌    swim v. & n. 游泳    dance v. 跳舞 n. 舞蹈    draw v. 画; 吸引 join v. 加入    club n. 俱乐部, 社团    speak v. 说 (某种语言); 说话 drum n. 鼓 v. 击鼓    piano n. 钢琴    guitar n. 吉他    violin n. 小提琴 home n. (……之) 家; adj. 国内的, 家庭的; adv. 在家, 回家    interesting adj. 有趣的 weekend n. 周末    also adv. 也; 同样
	短语	speak English 讲英语    play chess 下棋    play the guitar 弹吉他    play the drum 敲鼓 play the piano 弹钢琴    play the violin 拉小提琴    be good at 擅长于…… tell stories 讲故事    be good with 对……有办法    make friends 结交朋友 help sb. with sth. 在某方面帮助某人    on the weekend (在) 周末
	句型	(1) — Can you draw? 你会画画吗? — Yes, I can./ No, I can't. 是的, 我会。/不, 我不会。 (2) — What club do you want to join? 你想参加什么俱乐部? — I want to join a sports club. 我想参加运动俱乐部。 (3) I can play ping-pong and chess. 我会打乒乓球和下棋。 (4) I like to talk and play games with people. 我喜欢和别人一起聊天, 玩游戏。 (5) We need you to help with sports for English-speaking students. 我们需要你帮着说英语的学生做运动。

**\*语法精讲**

**情态动词的用法**

情态动词有 can (could), may (might), must, have to, shall (should), will (would), dare (dared), need (needed), ought to 等, 表示说话人对所说动作的观点, 如需要、可能、意愿、怀疑等。情态动词形式上一般无人称和数的变化; 不能单独使用, 必须与其后的动词原形构成谓语。

(一) 基础动词

1. can, could

1) 表示能力 (体力、知识、技能)。

Can you carry this heavy box?

Mike can speak four languages.

Can you type?

此时可用 be able to 代替。Can 只有一般现在时和一般过去式；而 be able to 则有更多的时态。

I'll not be able to come this afternoon.

当表示“经过努力才得以做成功某事”时应用 be able to，不能用 Can。如：

He was able to go to the party yesterday evening in spite of the heavy rain.

2) 表示请求和允许。

—Can I leave now?

—Yes, you can. / No, you can't.

此时可与 may 互换。在疑问句中还可用 could/might 代替，不是过去式，只是语气更委婉，不能用于肯定句和答语中。

—Could I come to meet you tonight?

—Yes, you can. (No, I'm afraid not.)

3) 表示客观可能性（客观原因形成的能力）。

They've changed the timetable, so we can go by bus instead.

This hall can hold 500 people at least.

4) 表示推测（惊讶、怀疑、不相信的态度），用于疑问句、否定句和感叹句中。

Can this be true?

This can't be done by him.

How can this be true?

2. may, might

1) 表示请求和允许。might 比 may 语气更委婉，而不是过去式。否定回答时可用 can't 或 mustn't，表示“不可以，禁止”。

—Might/ May I smoke here?

—No, you mustn't.

—May/Might I take this book out of the room?

—Yes, you can. (No, you can't / mustn't.)

用 May I...? 征求对方许可时比较正式和客气，而用 Can I...? 在口语中更常见。

2) 用于祈使句，表示祝愿。

May you succeed!

3) 表示推测、可能性（不用于疑问句）。

might 不是过去式，它所表示的可能性比 may 小。

My father may /might be very busy now.

Mary may /might not know the truth.

3. must, have to

1) 表示必须、必要。

You must come in time.

在回答引出的问句时，如果是否定的，不能用 mustn't（禁止，不准），而用 needn't, don't have to（不必）。

—Must we finish our exercise today?

—Yes, you must.

—No, you don't have to / you needn't.

2) must 是说话人的主观看法, 而 have to 则强调客观需要。Must 只有一般现在时, have to 有更多的时态形式。

The play isn't interesting, I really must go now.

I had to work when I was your age.

3) 表示推测、可能性 (只用于肯定的陈述句)。

You're Tom's good friend, so you must know what he likes best.

Your mother must be waiting for you now.

## (二) 拓展动词

### 1. dare, need

1) dare 作情态动词用时, 常用于疑问句、否定句和条件从句中, 过去式形式为 dared。

How dare you say he is crazy?

He daren't speak English before such a crowd, dare he?

If we dared not go there that day, we couldn't get the beautiful flowers.

2) need 作情态动词用时, 常用于疑问句、否定句。在肯定句中一般用 must, have to, ought to, should 代替。

You needn't come here so early.

—Need I finish my homework today?

—Yes, you must. / No, you needn't.

3) dare 和 need 作实义动词用时, 有人称、时态和数的变化。在肯定句中, dare 后面常接带 to 的不定式。在疑问句和否定句中, dare 后面可接带 to 或不带 to 的不定式。而 need 后面只能接带 to 的不定式。

I dare to swim alone in the river.

He doesn't dare (to) answer.

He needs to finish his homework today.

### 2. shall, should

1) shall 用于第一人称, 征求对方的意见。

What shall we do this evening?

2) shall 用于第二、三人称, 表示说话人给对方的命令、警告、允诺或威胁。

You shall fail if you don't work hard. (警告)

You shall have the book when I finish it. (允诺)

John shall be punished. (威胁)

### 3. will, would

1) 表示请求、建议等, would 更委婉。

Will / Would you give me the book, please?

2) 表示意志、愿望和决心。

I will never do that again.

They asked him if he would go swimming.

3) would 表示过去反复发生的动作或某种倾向。would 表示过去习惯时比 used to 正式，且没有“现已无此习惯”的含义。

During the vacation, he would visit me every other day.

The wound would not heal.

4) 表示估计和猜想。

It would be about ten o'clock when she left home.

4. should, ought to

1) should, ought to 表示“应该”，ought to 表示义务或责任，比 should 语气重。

I should help her because she is in trouble.

You ought to take care of the baby.

2) 表示劝告、建议和命令。should, ought to 可通用，但在疑问句中常用 should。

You should / ought to go to class right away.

Should I open the window?

3) 表示推测

should, ought to (客观推测), must (主观推测)。

He must be home by now. (断定他已到家)

He ought to/should be home by now. (不太肯定)

This is where the oil must be. (直爽)

This is where the oil ought to/should be. (含蓄)

(三) 基本句式

1. 肯定式：情态动词 can (may/must 等) + 动词原形。例如：

I can speak English. 我会说英语。

2. 否定式：情态动词 can (may/must 等) + not + 动词原形。例如：

I can't play football. 我不会踢足球。

3. 疑问式：情态动词 can (may/must 等) .....?

答语：Yes, 主语 + can. 或 No, 主语 + can't. 例如：

—Can he swim? 他会游泳吗?

—Yes, he can. 是的，他会。

4. 特殊疑问式：疑问词 + 一般疑问句。例如：

What can I help you? 我能帮你什么忙吗?

### 【活用】

① Must I clean the classroom now?

No, you \_\_\_\_\_.

A. needn't

B. may not

C. mustn't

D. can't

② — Who is the boy over there? Is it Mike?

— No, it \_\_\_\_\_ be him. Mike is much taller.

- A. mustn't                      B. may not                      C. can't                      D. needn't
- ③ — 你会唱歌吗？ — 是的，我会。 — 不，我不会。  
— \_\_\_\_\_ you \_\_\_\_\_?  
— yes, I \_\_\_\_\_./ No, I \_\_\_\_\_.
- ④ — 你会做什么？ — 我会游泳。  
— What \_\_\_\_\_ you \_\_\_\_\_?  
— I \_\_\_\_\_ swim.

### \*知识辨析

**辨析 1: join v. 参加，加入**

I want to join the music club. 我想加入音乐俱乐部。

**知识拓展: join、join in、take part in 的用法区别:**

(1) join 多指参加组织、团体、党派等。

My father joined the army in 1992. 我爸爸 1992 年参军。

(2) join (sb.) in 指参加到某些人当中去做某事，这项活动往往正在进行着（参加某项游戏或活动）；

May I join you in the game? 我可以参加你们的游戏吗？

They joined me in congratulating you. 他们和我一起向你祝贺。

(3) take part in 指参加会议或者群众性的活动等，重在说明句子的主语参加该项活动并在活动中发挥作用，多指参加群众性的活动、运动、会议等。

John takes part in many school activities. 约翰参加很多学校里的活动。

**附加:**

take part in 是参加某种活动

take a part in 在……中扮演某个角色

#### 【活用】

① 你可以加入到我们的讨论中。

You can \_\_\_\_\_ the discussion.

② 我想加入计算机俱乐部。

I want to \_\_\_\_\_.

**辨析 2: tell v. 讲述、告诉**

She can tell story/joke. 她会讲故事/ 开玩笑。

Shall we tell him the news? 我们要告诉他这个消息吗啊？

**知识拓展: tell、say、speak、talk 的用法区别**

(1) tell 告诉，讲述（及物动词），指某人把某一件事、一条信息传送给别人或讲述一件事。如：

① tell sb. to do sth. / tell sb. not to do sth. “告诉某人做/不做某事”

My mother tells me to go to school early. 我妈妈让我买些水果。

Tell him not to be late. 告诉他不要迟到。

② tell 作及物动词，意为“告诉，对……说”，常用作 tell sb. sth. /tell sth. to sb. “告诉某人某事”。例如：

I can't tell you the bad news. = I can't tell the bad news to you.

我不能告诉你这个坏消息。

③ 当 tell 的宾语是 a person / a game / a success 时，须用 tell about。即：tell sb. about sth. (后常跟某人)。例如：

She tells us about her aunt / about the game / about her success.

她经常对我们谈起她的姑母 / 那场比赛 / 她的成功。

④ tell 还专指讲故事，说谎。例如：

tell a story 讲故事

tell a lie 说谎

tell the time “报时”

Father always tells interesting stories to us.

爸爸总是给我们讲有趣的故事。

(2) say 说

① say 是“讲，说”的意思，强调说话内容。一般作及物动词，常用于直接引述所说的话或间接叙述所说的话。例如：

He can say his name. 他会说他的名字。

Say it in English (及物动词，后跟宾语 it)

He says, “It's great.” 他说：“好极了。”

He says that he saw the man yesterday. 他说昨天我看见这个人了。

② say to sb. “对……说” (不及物动词)。如：

He said to his students that they would have a test.

他对他的学生说他们将有一个测试。

③ It is said that... 意为“据说”。如：

It is said that he could stay under the water for a long time.

据说他能呆在水里很长时间。

(3) speak

① speak 讲话，发言 (不及物动词)，

speak at the meeting 在会议上发言

The baby is learning to speak.

这个孩子正在学说话。(即：表示会说话的能力)

② speak to sb. (不及物动词) 意为“和……讲话、谈话”。

Can I speak to Mr. Zhang? 我能和张先生讲话吗?

I'll speak to him. 我要跟他谈谈。

③ speak (及物动词)，后面主要接语言。如：

speak Chinese 说汉语

He can speak English and a little Chinese.

他能讲英语和一点汉语。

(4) talk 谈话（不及物动词）

① talk about sth.（谈论某事）如：

They are talking about the movie/ film. 他们在谈论那部电影。

② talk with /to sb.（和某人交谈）。如果只有一方对另一方说话时，一般用 talk to；如果双方或多方交谈，多用 with。如：

Please talk to him right now. 请立即同他谈话。

He is talking with his friend. 他在和朋友交谈。

附加：

speak to 和 talk to 可以通用，都表示“和……谈话”。例如：

They are speaking/talking to a foreign friend. 他们正在和一位外国朋友谈话。

### 【活用】

① Can you \_\_\_\_\_ English?

A. say

B. tell

C. speak

D. talk

② She likes \_\_\_\_\_ stories.

A. saying

B. telling

C. speaking

D. tell

③ 她喜欢和别人聊天。

She likes to \_\_\_\_\_ with others.

④ 你能用英语来说吗？

Can you \_\_\_\_\_ it in English?

辨析 3: be good at... 擅长于……，

be good at... 相当于 do well in..., 后可接名词、代词或动词-ing 形式。

He is good at English. 他擅长英语。

My sister is good at telling stories. 我姐姐擅长讲故事。

知识拓展：

(1) be good with 意为“与……相处得好”。相当于 get on well with

He is very good with the children. 他与这些孩子处得很好。

= He is getting on with the children.

(2) be good to 意为“对……好”。反义词 be harmful to, do harm to

My friend was good to me when I was ill.

我生病时我的朋友对我关怀备至。

(4) be good for 意为“对……有好处”。例如：

Eating more vegetables is good for your health.

多吃蔬菜对你的健康有好处。



## 【活用】

① 早睡有益于你的健康。

Sleeping early \_\_\_\_\_ your health.

② 我爸爸对我很好。

My father \_\_\_\_\_ me.

③ 这位老师总是和她的学生相处得很好。

The teacher \_\_\_\_\_ always \_\_\_\_\_ her students.

辨析 4: play v. 打/踢(球)、玩(游戏)、弹奏(乐器)

动词 play 的用法小知识

(1) play 后跟乐器类名词时, play +the+乐器。

play the guitar 弹吉他

play the piano 弹钢琴

(2) play 后跟球类、棋类时, play+球类、棋类。

play football 踢足球

play chess 下棋

## 【活用】

① Can you play \_\_\_\_\_ chess?

A. a

B. an

C. the

D. /

② Kate likes playing \_\_\_\_\_ piano very much.

A. /

B. a

C. the

D. an

辨析 5: and conj. 和

I can play ping-pong and chess. 我会打乒乓球和下棋。

I like to talk and play games with people. 我喜欢与人聊天和玩游戏。

考点拓展: and、but 和 or 的用法区别

(1) and 连接两个名词, 代词或两个形容词等语法作用相同的词语或连结两个并列句, 表示顺承或并列关系, 在否定句中一般用 or 代替 and。

(2) but 译为“但是”, “可是”, “而”, “却”。连结两个并列句, 两个分句之间存在转折关系

(3) or 译为“否则”, “或者”。

用法一: “一般疑问句+ or+被选择的部分”构成选择疑问句。

Do you like apples or pears? 你喜欢苹果还是雪梨?

用法二: “祈使句+or+陈述句”, 表示“……, 否则, ……”

Hurry up, or you will be late. 快点, 否则你会迟到的。

用法三: “和”, 否定句中代替 and。

I don't like bananas or pears. 我不喜欢香蕉和雪梨。

## 【活用】

① Mike can play football, \_\_\_\_\_ he can't play it very well.

- A. and                      B. so                      C. or                      D. but
- ② I can sing \_\_\_\_\_ dance, \_\_\_\_\_ I can't swim \_\_\_\_\_ draw.  
 A. but; and; or              B. and; but; or              C. but; or; and              D. or; but; and

**辨析 6: also 和 too 的用法区别**

also 和 too 都是“也”的意思; 用法一般都是用于肯定句中

(1) also 放句子中间 (在助动词、情态动词或 be 动词之后) 或句首, 但不能放句末。

we can also do that./Also, we can do that. 我们也能做那事。

(2) too 只能放句末,

you will keep me happy, and you I will keep you happy, too!

你让我快乐, 我也会让你快乐。

**【活用】**

- ① Mary likes singing, and I like singing, \_\_\_\_\_!  
 A. also                      B. too                      C. and                      D. with
- ② She has a white skirt. I \_\_\_\_\_ have a white skirt.  
 A. too                      B. also                      C. either                      D. and

**☆达标检测**

**一、用所给词的适当形式填空**

- Let's \_\_\_\_\_ (go) to the movie .
- I want \_\_\_\_\_ (join) the art club .
- Mary \_\_\_\_\_ (not have) a piano.
- Here \_\_\_\_\_ (be) my name card for you .
- Frank \_\_\_\_\_ (like) bananas very .
- This story is very \_\_\_\_\_ (interest) .
- Mr. Green can play the piano very \_\_\_\_\_ (good).
- I can \_\_\_\_\_ (not speak) Japanese.
- Beijing opera is \_\_\_\_\_ (real) interesting .
- They like \_\_\_\_\_ (China) kongfu very much .

**二、完成句子**

- 晚饭过后帮我学英语吧, 妈妈。  
 Please \_\_\_\_\_ me \_\_\_\_\_ my English, mum.
- Mary 喜欢唱歌, 我想和她交朋友。  
 Mary likes singing and I want to \_\_\_\_\_ her.
- 她擅长于和小孩相处吗?  
 \_\_\_\_\_ she \_\_\_\_\_ kids?
- 我周末没有空。

I'm not free \_\_\_\_\_.

5. 在课堂上, Lily 总跟 Kate 讲话。

Lily always \_\_\_\_\_ Kate in class.

### 三、单项选择

1. —Let's \_\_\_\_\_ the computer club.

—Good idea!

A. go                      B. join                      C. join in                      D. take part

2. We are playing chess, would you like to \_\_\_\_\_ us?

A. take part in              B. join in                      C. join                      D. take part

3. Lily is from the USA, so she \_\_\_\_\_ English very well.

A. says                      B. speaks                      C. tells                      D. talks

4. The mother often \_\_\_\_\_ her son a story before she goes to bed.

A. tells                      B. talks                      C. says                      D. speaks

5. Tom wants \_\_\_\_\_ to you.

A. to tell                      B. tells                      C. to talk                      D. talks

6. Can he \_\_\_\_\_ it in English?

A. speak                      B. speaks                      C. say                      D. talk

7. —How about going shopping!

—\_\_\_\_\_!

A. Sounds good              B. Thanks                      C. You're welcome              D. See you

8. —Can you dance, Nancy?

—\_\_\_\_\_, but I can sing.

A. Yes, I can                      B. No, I can't                      C. Yes, I am                      D. No, I don't

9. —May I stop my car here?

—No, you \_\_\_\_\_.

A. can't                      B. mustn't                      C. needn't                      D. don't have to

10. —Must we clean the house now?

—No, you \_\_\_\_\_.

A. needn't                      B. may not                      C. mustn't                      D. can't

11. My brother \_\_\_\_\_ the violin and he play it \_\_\_\_\_.

A. can plays; good                      B. can't play; good  
C. can play; well                      D. doesn't play; well

12. My sister can \_\_\_\_\_. He wants \_\_\_\_\_ this afternoon.

A. swim; swim                      B. swim; to swim  
C. swimming; swim                      D. to swim; swimming

13. —Hi, can I help you?

—\_\_\_\_\_.

A. I can help you              B. No, You can't              C. Yes, You can              D. Yes, please

14. You \_\_\_\_\_ play with fire. It's dangerous.  
 A. may not                      B. can not                      C. mustn't                      D. wouldn't
15. Xiao Ming \_\_\_\_\_ at home now. He is at school, I'm sure.  
 A. may not be                      B. can't be                      C. can be                      D. may be
16. Her sister can play \_\_\_\_\_ piano, but she can't play \_\_\_\_\_ basketball.  
 A. the; the                      B. ./; the                      C. the; /                      D. ./; /
17. My brother can play the guitar, \_\_\_\_\_ he can't play it very well.  
 A. and                      B. so                      C. or                      D. but
18. I can use a computer \_\_\_\_\_ play basketball, \_\_\_\_\_ I can't sing \_\_\_\_\_ dance.  
 A. but; and; or                      B. and; but; or                      C. but; or; and                      D. or; but; and
19. Work hard, \_\_\_\_\_ you'll pass the exam .  
 A. or                      B. but                      C. because                      D. and
20. —Are you good \_\_\_\_\_ your students?  
 —Yes, I am.  
 A. at                      B. with                      C. for                      D. of
21. Thanks for \_\_\_\_\_ me \_\_\_\_\_ my English.  
 A. help; with                      B. helping; and                      C. help; for                      D. helping; with
22. My favorite subject is English, and I \_\_\_\_\_ like PE.  
 A. also                      B. too                      C. only                      D. well
23. —I'm in class 3, what class are you in?  
 —We are in class 3, \_\_\_\_\_.  
 A. also                      B. too                      C. and                      D. but
24. Please call me \_\_\_\_\_ 8989766.  
 A. in                      B. at                      C. about                      D. with
25. When I grow up, I want \_\_\_\_\_ a musician.  
 A. be                      B. to be                      C. am                      D. are
26. Does Simon \_\_\_\_\_ after school?  
 A. walk home                      B. walk to home  
 C. go to home on foot                      D. go home on feet
27. Tom can draw \_\_\_\_\_. His drawings are very \_\_\_\_\_.  
 A. good, well                      B. well, good                      C. good, good                      D. well, well
28. Mary is an outgoing girl, and she likes telling \_\_\_\_\_ story very much.  
 A. interest                      B. interested                      C. interesting                      D. an interest
29. \_\_\_\_\_ talking and \_\_\_\_\_ quiet.  
 A. Stop; keep                      B. To stop; to keep  
 C. To stop; keep                      D. Stop; to keep
30. I like \_\_\_\_\_ basketball very much.  
 A. play                      B. played                      C. playing                      D. plays

## 四、完形填空

Bob and Sue are in the same school, 1 they are in different 2. They go to school on weekdays. 3 school, Bob and Sue often play games with 4 friends.

Classes begin 5 eight in the morning. Now Bob and Sue are in their classrooms. They are listening to their 6. Bob's studying English. His teacher is talking 7 English. Sue's 8 a Chinese class. Her teacher is talking 9 writing. They study hard. They love their teachers and they like their 10.

- |               |              |            |               |
|---------------|--------------|------------|---------------|
| 1. A. but     | B. and       | C. or      | D. when       |
| 2. A. classes | B. class     | C. lesson  | D. lessons    |
| 3. A. In      | B. When      | C. To      | D. At         |
| 4. A. his     | B. her       | C. other   | D. their      |
| 5. A. about   | B. in        | C. at      | D. on         |
| 6. A. friends | B. father    | C. teacher | D. teachers   |
| 7. A. with    | B. at        | C. in      | D. for        |
| 8. A. having  | B. listening | C. getting | D. sitting in |
| 9. A. at      | B. about     | C. for     | D. like       |
| 10. A. home   | B. family    | C. school  | D. clothes    |

## 五、阅读理解

(A)

阅读短文，选择正确答案。

Mary is an American schoolgirl. She is now in Beijing with her parents. She doesn't know Chinese, but she is trying (努力) to study and speak it. She often tries to speak Chinese to her Chinese friends. Sometimes they don't understand (理解) her, because she can't speak Chinese well.

It's Saturday morning. Mary goes out. She is on her way to the park. She is going there to see a flower show (展览). But she doesn't know how to get there. She asks a Chinese boy. The boy can't understand her. Then she takes out a pen and some paper. She draws flowers on it, gives the picture to the boy and says something about it. The boy smiles and then shows (指给) Mary the way to the park.

- Where does Mary live now? She lives in \_\_\_\_\_.  
A. America      B. England      C. China      D. Canada
- She can speak \_\_\_\_\_ Chinese.  
A. much      B. many      C. little      D. a few
- She likes \_\_\_\_\_ Chinese with her \_\_\_\_\_.  
A. speak, parents      B. speaking, friends  
C. speaks, girl-friends      D. speaking, teachers
- Where is she going?

- |                     |                         |
|---------------------|-------------------------|
| A. To a new school. | B. To see her friends.  |
| C. To a farm.       | D. To see some flowers. |

5. How does she ask the way to the flower show?

- |  |                                       |
|--|---------------------------------------|
| A. She asks the way in Chinese.        | B. She asks the way with a sigh (标志). |
| C. She draws a picture to ask the way. | D. She doesn't ask any people.        |

(B)

阅读短文, 然后根据内容判断正 (√) 误 (×)。

Mr. and Mrs. Scott want to buy some new chairs for their new house. They come into a shop and see some very good chairs on the floor. They like the color and want to know how much they are. They see a price tag (标签) on one chair. It says (上面写着) "¥100". They like the chair but they are too dear (贵) for them. The Scotts don't think they can buy them now. They leave this shop and go to other shops. Mr. Scott thinks they can find some cheap chairs.

6. Mr. and Mrs. Scott have a new house.
7. They want to buy tables and chairs for their house.
8. They think the chairs in this shop are cheap.
9. They leave the shop and go home.
10. They want to buy good and cheap chairs.

## 六、书面表达

### 1. 句子翻译

- (1) 我不会打篮球。  
\_\_\_\_\_
- (2) 我喜欢唱歌, 我想加入音乐俱乐部。  
\_\_\_\_\_

- (3) 一你会下棋吗?  
一不, 我不会。  
\_\_\_\_\_  
\_\_\_\_\_

- (4) 跳舞是很有趣的。  
\_\_\_\_\_

- (5) 请给我打电话, 号码是 4088989。  
\_\_\_\_\_

### 2. 短文写作

(1)

写作话题: 本单元以能力为话题, 谈论自己或他人的能力。如会干或不会干……。

写作题目: ABC 外贸公司针对职业院校毕业生, 在网站上刊登了一则招聘广告, 要招聘一名秘书。

要求: (1) 会英语; (2) 熟练操作计算机。

范文:

## Secretary Wanted

Can you speak English? Can you read English? Can you write English? Can you use computer? Can you type fast? Come and join us! Please call Wang Mei at 6367786. Our e-mail address is everyday@163.com.

(2)

假设你是李明, 请根据上文及下表内容及提示写一封 60 字左右的求职信。

姓名	李明
学校	Guang Ming 职业学校
技能特长	具有较强的英语说、读、写的 ability, 能熟练操作电脑
工作经历	做过打字员, 打字速度很快

提示: 做……工作: work as, 秘书: secretary, 招聘:

\*成篇

Dear Sir/Madam,

I have just learnt from the newspaper that your company is looking for a secretary. I am writing to you to introduce myself and apply for the job.

My name is Li Ming, and I am studying in Guang Ming Vocational School. I can speak, read and write English quite well. I can use the computer as well. I can type really fast and I once worked as a typist.

Look forward to hearing from you.

Yours,

Liming

## ▶▶▶▶ Unit 2 What time do you go to school?

## \*知识清单

语言 聚焦	单 词	dress v. 穿衣服; n. 连衣裙	brush v. 刷; 刷净; n. 刷子	tooth (teeth 复数) n. 牙齿
		shower v. 淋浴; n. 淋浴器(间)	usually adj. 通常地; 一般地	schedule n. 时间表; vt. 安排, 计划
		never adv. 从不; 绝不	sometimes adv. 有时	always adv. 总是
		o'clock adv. (表示整点)……点钟	funny adj. 奇怪的; 滑稽好笑的	half n. & pron. 一半、半数
		past prep. 晚于; 过(时间); adj. 过去的		quarter n. 一刻钟; 四分之一
		health n. 健康	healthy adj. 健康的	taste v. 品尝; n. 味道; 滋味
		quick adj. 快速的	quickly adv. 快速地	clean v. 打扫