

Contents

Unit	Reading A	Listening and Speaking	Reading B	Writing	Project	Vocabulary	Grammar	Pronunciation
Unit 1 Business Liaison (P1)	Rijk Zwaan	Client Reception	Letter of Enquiry	Reply to a Letter of Enquiry	Company Introduction	New Words & Expressions Vocabulary and Structure	Parts of Speech and Sentence Components	Sentence Stress
Unit 2 Project Preparation (P23)	Project Preparation	Garden Design	Garden Design Project Description	A Letter in Reply to a Client	Landscaping Project Preparation Work	New Words & Expressions Vocabulary and Structure	Modal Verbs	Liaison
Unit 3 Production (I) (P45)	Tomato Cultivation	Consultation on Tomato Cultivation	Integrated Pest Management (IPM)	Counseling Letter	Celery Cultivation Process	New Words & Expressions Vocabulary and Structure	Tenses	Assimilation & Elision
Unit 4 Production (II) (P69)	Expansion of Soilless Agriculture	Consultation on New Agricultural Technology	WYS-11 Venlo Greenhouse	Reply to a Counseling Letter	Soilless Cultivation Process	New Words & Expressions Vocabulary and Structure	Sentences	Pause, Sense Group & Breath Group
Unit 5 Harvesting and Grading (P93)	Harvesting and Grading of Fruit	Fruit Storage and Packaging	Food Safety	Delivery Note	Harvesting, Grading and Packaging Process	New Words & Expressions Vocabulary and Structure	Attributive Clauses	Intonation
Unit 6 Sale (I) (P117)	Demand and Supply of Fresh Flowers in China	Flower Service for Wedding Ceremony	Wedding Floral Design	Document of Settlement	Market Research	New Words & Expressions Vocabulary and Structure	Non-finite Verbs	Tongue Twister
Unit 7 Sale (II) (P141)	Beijing Crab Island Green Ecological Resort	Crab Island Introduction	Reservation Letter	Reply to a Reservation Letter	Introduction to Farm Resort	New Words & Expressions Vocabulary and Structure	Subjunctive Mood	Poem
Unit 8 Career Planning (P163)	What Is Career Planning?	Job Hunting	Job Vacancy	Job Application	Career Planning Process	New Words & Expressions Vocabulary and Structure	Noun Clauses	Speech

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UNIT

1

Business Liaison

Unit Objectives

After studying this unit, you should be able to:






- demonstrate the strength of your company
- receive a client
- understand your client's needs
- place an order
- write a confirmation letter





Warming-up

Task 1 Below are the logos of some world's leading companies. Give the names of the countries in which they are headquartered.

 A _____	 B _____	 C _____
 D _____	 E _____	 Bayer CropScience F _____

Task 2 The following is some information about Seminis, Monsanto's global vegetable seeds brand for open field crops. Study the information and answer the questions below.

Seminis at a Glance	
Market	Sales in 156 countries; cover over 20% of the global vegetable seed market
Revenue	\$606 million (2009)
Position	Leading positions in nearly every major vegetable crop
Products	Over 3,000 commercial products
Research	22 seed quality labs; 51 R&D stations in 17 countries
Production	1.5 million breeding lines; seed production locations in 23 countries
Employees	3,000 employees (approximately)

Questions:

1. What position does Seminis hold in the world?
2. How many employees are there in Seminis?
3. What is the total income of Seminis in 2009?
4. What percentage of global vegetable seed market does Seminis take?
5. How many products, seed quality labs, R&D stations and breeding lines does Seminis have respectively?



Reading A

Task 1 The following passage is about Rijk Zwaan, a world leading seed company. Before reading it, discuss with your partner to see how much you know about this company and list the aspects you want to know from the passage.

Rijk Zwaan

Rijk Zwaan is a world-famous company that focuses on the development of high-quality vegetable varieties for professional growers of food products. The company has a workforce of about 1,600 and its head office is located in the Netherlands. Rijk Zwaan is among the world's top ten seed companies with more than 80 years' experience in developing new strains of vegetables and producing seeds.

Research

Every year, Rijk Zwaan spends a lot on R&D (research and development). The company has invented techniques which enable its breeders to develop new varieties faster and more efficiently as well as to advance research in seed quality and resistance to pests and diseases.

Seed production

Growing high-quality and reliable seeds is a complex process. Rijk Zwaan makes detailed plans for each crop every year, based on sales expectations. Production locations are all over the world so that the seeds for each crop are produced in areas where conditions are the most suitable for both the growing and the ripening process. In order to have high-quality products, specialists take great care of the seeds during growth, harvesting and marketing.

Quality of products

All seeds produced by Rijk Zwaan are sent to the Seed Technological Center where various tests

and treatments are applied to ensure the quality of every seed sold. The ultimate aim is to supply the customer with reliable, quality seeds.

Marketing & sales

Rijk Zwaan produces more than 850 varieties across 30 different vegetable crops. Its vegetable seeds are sold globally from Western Europe to the Middle East and from America to Australia and Asia. Twenty-five foreign subsidiaries are responsible for sales, occupying a central place in the market and providing expert advice based on local conditions.

Development projects

Rijk Zwaan is a people-orientated organization and has a wealth of expert knowledge about plant breeding and growing. These elements are combined in its development projects which are designed to advance the level of knowledge of growers in less-developed areas and, in doing so, to contribute to the fight against poverty in the world.





Task 2 Read the passage and answer the following questions briefly.

1. What business does Rijk Zwaan specialize in?

2. How many employees does Rijk Zwaan have?

3. Why does Rijk Zwaan build its production locations all over the world?

4. How many types of vegetable crops can Rijk Zwaan provide to its customers?

5. How many foreign subsidiaries for sales does Rijk Zwaan have?

Task 3 Decide whether the following statements are true (T) or false (F) according to the passage.


- 1. Rijk Zwaan is among the world's top ten companies.
- 2. Rijk Zwaan has over 80 years' history in producing seed products.
- 3. Rijk Zwaan makes detailed plans for each crop every year, based on the previous year's sales.
- 4. All seeds produced by Rijk Zwaan are sent to the Seed Technological Center for quality tests and treatments.
- 5. Rijk Zwaan makes efforts to contribute to the fight against poverty in the world.


Task 4 Discuss with your partner about how to effectively introduce a company. Then choose a company from Warming-up Task 1, and search online for its information. Finally make a brief introduction of it in class.






Listening


Task 1  Mary, the secretary for the Sales Department at Rijk Zwaan Company, is answering a call from a customer. Listen to the conversation and match the items on the left with the corresponding information on the right.



Joe Li



Mary



Mr. Johnson

- a. is the sales manager of Rijk Zwaan
- b. works in Siji Company
- c. wants to buy organic seeds from Rijk Zwaan
- d. will send Mr. Li a price list
- e. decides quantity discount

Task 2  Mary is reporting Joe Li's call to Mr. Johnson. Listen to the conversation and fill in the blanks with what you hear.

Mary: Mr. Johnson, do you 1 _____?

Mr. Johnson: Oh, yes, Mary, what can I do for you?

Mary: Joe Li, the Manager of the Purchasing Department at Siji Company called this morning. He is interested in our 2 _____ seeds.

Mr. Johnson: Did he mention the specific vegetable seeds he's interested in?

Mary: Yes, he'd like to buy 3 _____, cabbage, eggplant and carrot seeds.

Mr. Johnson: Good. What about the quantity?

Mary: He didn't say. But he asked whether we could offer a(n) 4 _____ for quantity.

Mr. Johnson: What did you say?

Mary: I 5 _____ he discuss the details with you.

Mr. Johnson: Um... OK, thank you for letting me know. It might be worth asking for an appointment. He could be a(n) 6 _____.

Mary: Shall I call Mr. Li right now and ask if you can have an appointment with him?

Mr. Johnson: Yes. Thank you, Mary.



Task 3 Mary is calling Joe Li to make an appointment. Listen to the conversation and fill in the following blanks with what you hear.



Mary calls Joe Li to make an appointment for 1 _____. Joe agrees he will come to Mary's company on 2 _____. But Mr. Johnson will have to attend a 3 _____ from eight to 4 _____. So, Joe Li will arrive at ten thirty. Mary will 5 _____ Mr. Johnson's office.

Task 4 Mr. Johnson is discussing the details of a purchasing order with Joe Li. Listen to the conversation and decide whether the following statements are true (T) or false (F).



- 1. Joe Li brings to Mr. Johnson a copy of order sheet.
- 2. The seeds that Joe Li wants to buy are the best sellers for cultivation.
- 3. Mr. Johnson can't offer a discount for bulk right now because he has to ask for his boss' opinion.
- 4. Joe Li has to decide the order quantity immediately.
- 5. Joe Li wants to see some seed samples before leaving.

Task 5 Joe Li is calling Mary to order organic seeds from Rijk Zwaan. Listen to the conversation and answer the following questions.



1. What is Joe Li calling Mary for?

2. What seeds does Joe Li order?

3. How much discount can Joe Li have?

4. What's Mary's fax number?


5. When will the seeds be delivered?



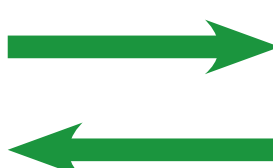
Speaking


Task 1 Work in pairs. Practice making short phone calls according to the situations given below. You may refer to the expressions in the table.





Caller





Receiver

<ul style="list-style-type: none"> ☆ Good morning. ... (a company's name). ☆ Can I help you? ☆ Hold on for a moment / a minute, please. ☆ I'm sorry, ... is not available now. / ... is on a long distance call. ☆ Will you leave a message? 	<ul style="list-style-type: none"> ☆ This is... speaking. ☆ May I speak to...? / I'd like to speak to... ☆ Yes. I'd like to buy... / I'm interested in... ☆ Could you ask him / her to call me back?
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1. Jean White calls Bejo Zaden to speak to Ms. Smith. He'd like to buy some vegetable seeds.

2. Diana Roberts calls Zhengda Company to consult Mr. Williams about the fruit seeds.

3. Jane Smith calls Syngenta to talk to Mr. Wang, for she wants some information about his crop products.

Task 2 Work in groups. Practice making an appointment according to the situations given below. You may refer to the expressions in the table.



Situation 1: Kate is making an appointment with Mike for visiting his company.

Situation 2: Lucy is making an appointment with Frank for seeing the sample products.

Situation 3: Polly is making an appointment with Mr. Fort to discuss purchasing products from his company.



- ❖ I'm calling to make an appointment with you next Monday.
- ❖ I wonder if it would be convenient to meet you tomorrow.
- ❖ Would it be convenient if I call on you this afternoon?
- ❖ Can you make it at 3 pm on Monday?
- ❖ Could you arrange an appointment with Mr. Green for me?
- ❖ I look forward to seeing you at your office tomorrow.
- ❖ Will 9 am be OK with you?

Task 3

Work in pairs. The secretary for the Sales Department at Syngenta, a seeds company headquartered in the Netherlands, is introducing his / her company to a client. Practice making a conversation between them based on the company information below.



Syngenta is a world leading agribusiness committed to sustainable agriculture through innovative research and technology. The company is a leader in crop protection and ranks the third in the high-value commercial seeds market. Headquartered in Switzerland, Syngenta employs over 21,000 people in more than 90 countries. With more than 5,000 employees worldwide working in research and development and US\$ 900 million invested in R&D every year, Syngenta turns breakthrough ideas in science into new solutions that help growers around the world increase productivity, protect the environment and improve the health and quality of life.



Task 4

Work in pairs. Suppose you are the secretary at an agriculture company, and you are talking with a client about his / her purchase order. Practice role-playing the conversation based on the information below.



Item	Quantity	Unit price (kg)	Discount
Tomato	600 kilograms	3.20 <i>yuan</i>	3%
Carrot	400 kilograms	3.00 <i>yuan</i>	Ask the manager.
Sweet pepper	300 kilograms	5.90 <i>yuan</i>	Ask the manager.



Reading B

From: mac@abc.com
To: johnsonsales@rijkszwaan.com
Cc:
Subject: Inquiry
Date: December 1, 2009

Dear Mr. Johnson,

I am the Purchasing Manager at ABC, a Chinese agricultural company located in Northern China, producing vegetables for the domestic market. I read your company profile on the Internet and have obtained your catalogs from a business partner.

We find that Rijk Zwaan has been in the agribusiness for many years and enjoys high prestige internationally. Our company is medium-sized but developing fast and is dedicated to providing healthy vegetables to the public. We are very interested in some of the organic seeds you provide because our business plan is to increase organic vegetable production.

Currently, we're interested in purchasing the following items from you:

Item	Variety	Quantity
Celery	Beril	10,000 seeds
	Melvin	13,500 seeds
Cabbage	Rondeel	15,000 seeds
	Caradec	12,500 seeds
Pimento	Mandy	15,000 seeds
	Bachata	15,000 seeds

We would appreciate it if you would send us a quotation for the above order, including any discounts you are able to offer. If your prices are competitive, we will be able to place regular orders with you.

As we are keen to catch the next planting season, in March, could you send me your quotation as soon as possible and also let me know your earliest delivery date as well as your terms of payment?

I can be contacted by email and my telephone number: 86-010-888XXXXX.

I look forward to hearing from you.

Yours sincerely,
 Mac Huang
 Purchasing Manager



Task 1 Match the following terms with their Chinese meanings.

1. domestic market	○	○ a. 货品
2. quotation	○	○ b. 折扣
3. item	○	○ c. 定期订单
4. catalog	○	○ d. 产品目录册
5. delivery date	○	○ e. 数量
6. terms of payment	○	○ f. 国内市场
7. discount	○	○ g. 发货日期
8. regular order	○	○ h. 报价
9. quantity	○	○ i. 付款方式
10. variety	○	○ j. 品种

Task 2 Decide whether the following statements are true (T) or false (F) according to the email.

- 1. Mac Huang sends the email to Mr. Johnson to establish business relationship.
- 2. Mac Huang has learnt the price quotes from the catalog.
- 3. Mac Huang thinks Rijk Zwaan is a great company.
- 4. Mac Huang has never purchased products from Rijk Zwaan before.
- 5. Mac Huang will purchase 71,000 seeds in all.

Task 3 Translate the following passage into Chinese. Consult a dictionary if necessary.

We'd like to place an order with your company on condition that in China the goods be confined to our company and advanced samples arrive in Beijing before the end of August. Otherwise the goods are useless. In addition, can we make a change on order No. 29734? We want to increase the number of Beril on order No. 29734.



Writing

Task Suppose you are Mr. Johnson in Rijk Zwaan. Write an email to Mac Huang in reply to his inquiry in Reading B. The following information is for your reference.

- ☆ **Quotation list:** enclosed
- ☆ **Discount:** 5%
- ☆ **Items:** in stock
- ☆ **Delivery:** within two weeks from the receipt of order
- ☆ **Terms of payment:** letter of credit available by sight draft

To:

Cc:

Subject:





Project

Project Guidelines

The project aims to practice introducing a company to clients. The whole task is divided into three steps. Step One is to research online for information about a company. Step Two focuses on analyzing the collected information. Step Three centers on making a brief introduction of the company. The project will be conducted in groups of 4-6 students.



Please follow the *Task Description* to complete the project.

Task Description

1 Step One

- Pick out an agriculture company you are most interested in;
- Search online for the information of this company.

2 Step Two

- Work in groups and share the information each student found online;
- Discuss and choose the information necessary in a company introduction.

3 Step Three

- Have each group write a brief introduction of the company they choose;
- Choose a representative to make the introduction to the whole class.



Self-evaluation

Rate your progress in this unit.

D M P F*

I can demonstrate the strength of a company.

I can receive a client.

I can understand my client's needs.

I can place an order.

I can understand an inquiry letter.

I can write a reply to an inquiry letter.

**Note: Distinction, Merit, Pass, Fail*

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New Words & Expressions

Reading A

New Words

advance /əd'vɑ:ns/ *v.* 促进; 加速……的进程

breeder /'bri:də/ *n.* 培育植物的人; 饲养员

combine /kəm'baɪn/ *v.* 结合, 组合

efficiently /ɪ'fɪʃəntli/ *ad.* 有效地, 效率高地

enable /ɪ'neɪbəl/ *v.* 使能够; 为……提供条件

expectation /,ekspek'teɪʃən/ *n.* 期待; 预期; 期望

globally /'glɒbəli/ *ad.* 全球性地

locate /ləʊ'keɪt/ *v.* 使……设置在; 使……坐落于

location /ləʊ'keɪʃən/ *n.* 位置; 场所; 地点

occupy /'ɒkjʊpaɪ/ *v.* 占(时间、空间)等; 占用, 占有

organization /,ɔ:rgənəɪ'zeɪʃən/ *n.* 组织, 机构

orientated /'ɔ:riəntetɪd/ *a.* 重视……的; 以……为方向的

pest /pest/ *n.* 害虫

poverty /'pɒvəti/ *n.* 贫穷, 贫困

reliable /rɪ'laɪəbəl/ *a.* 可靠的; 可信赖的

resistance /rɪ'zɪstəns/ *n.* 抵抗性; 抵抗力

ripen /'raɪpən/ *v.* 使成熟; 成熟

specialist /'speʃəlɪst/ *n.* 专家; 专科医生

strain /streɪn/ *n.* 品种; 种类

subsidiary /səb'sɪdiəri/ *n.* 子公司; 附属物

treatment /'tri:tmənt/ *n.* 处理; 治疗

ultimate /'ʌltɪmɪt/ *a.* 最终的; 根本的

variety /və'reɪəti/ *n.* 【生】品种; 种类

workforce /'wɜ:kfɔ:s/ *n.* 职工总数

Phrases & Expressions

a wealth of 很多的

be responsible for 对……负责

contribute to 有助于, 促成

focus on 集中; 关注

supply with 供应

Proper Names

Rijk Zwaan 瑞克思旺 (专门从事种子生产与销售的农业公司, 总部位于荷兰)

the Netherlands 荷兰

Reading B

New Words

agribusiness /'ægrɪ,bɪznɪs/ *n.* 农业综合经营(公司)

catalog /'kætələg/ *n.* (产品) 目录册

competitive /kəm'petɪtɪv/ *a.* 具有竞争力的

dedicated /'dedɪkətɪd/ *a.* 敬业的, 有奉献精神的

prestige /pre'stɪʒ/ *n.* 声望; 影响力

Phrases & Expressions

business plan (公司) 未来的发展计划; 商业计划

terms of payment 支付条款



Vocabulary and Structure

Task 1 Fill in each blank with the appropriate form of the word given in the brackets.

1. The group's research has done much to _____ (advancement) our knowledge of the HIV virus.
2. The local doctor couldn't tell what was wrong, so he sent her to see a _____ (special).
3. Civil rights groups have complained about the harsh _____ (treat) of prisoners.
4. Considering his grades, there is little _____ (expect) of his getting into medical school.
5. Students in this school come from a _____ (various) of different backgrounds.
6. We couldn't _____ (location) the source of the radio signal.
7. We are waiting for the first crops to _____ (ripe).
8. The _____ (organize) of such a large-scale party takes a lot of time and energy.
9. There is a(n) _____ (wealthy) of books available in this library about human history.
10. It is hard to work _____ (efficient) in such a confined space.

Task 2 Complete the following sentences with the words or phrases given in the box. Change the form if necessary.

reliable	breed	focus on	orientated	combine to
ripening	contribute to	subsidiary	occupy	responsible

1. Many people think honesty and hard work _____ success and happiness.
2. The _____ is in France, and the parent company is in America.
3. The building was purchased and _____ by its new owners last year.
4. He is _____ for recruiting and training new staff.
5. A number of factors have _____ create this difficult situation.
6. Poor living conditions _____ violence and despair.
7. The country's economy is export _____.
8. Miller was a quiet and _____ man, and you can tell him our new plan.
9. She turned the camera and _____ Martin's face.
10. The apples are _____ on the trees. We can pick some to have a taste.



Task 3 Complete the following sentences with proper prepositions or adverbs.

1. Many people believe that a good marriage is based _____ trust.
2. You should focus your attention _____ your work instead of others' personal issues.
3. The whole meal was good but the wine was excellent _____ particular.
4. The college is located _____ the southern suburb of Beijing.
5. _____ addition to giving a general introduction to computer system, the course also provides practical training.
6. As to intelligence, the boy has more than he can possibly make use _____.
7. Our website will supply you _____ all the information you need.
8. Scott sat down at his desk and turned his attention _____ the file he had in front of him.

Task 4 Make sentences with the same pattern as is shown in the examples.

A. **Example:** The company has invented techniques. The techniques enable its breeders to develop new varieties faster and more efficiently.
—*The company has invented techniques **which** enable its breeders to develop new varieties faster and more efficiently.*

1. The sky was covered with dark clouds. The clouds meant it was going to rain.

2. I received a letter yesterday. The letter said that my parents would come over to see me.

3. We are learning English. English is used in many places around the world.

4. The house stands on the top of the hill. The house was built last month.

5. He is carrying a package. The package is about to get unwrapped.



B. **Example:** The seeds for each crop are produced in areas. The conditions in these areas are the most suitable for both the growing and the ripening process.
 —*The seeds for each crop are produced in areas **where** conditions are the most suitable for both the growing and the ripening process.*

1. She was shown into a small room. In the room there was a dying man.

2. In 1963 we moved to Boston. My grandparents lived in Boston.

3. If you are traveling to some other countries, please do as the Romans do. In some other countries, the customs are really foreign to our own.

4. You should not let your children play in that area. In that area, you cannot see them.

5. After living in Paris for fifty years, he returned to the small town. In the small town, he grew up as a child.

Task 5 Translate the following Chinese into English, using the words or phrases given in the brackets.

1. _____ (许多大型连锁商店将分店设在这条繁忙的道路旁) to attract more customers. (**locate**)
2. The company has made great efforts to _____ (向当地农民提供防治害虫的新技术). (**supply... with...**)
3. The relationship between these two countries _____ (基于相互尊重和理解). (**be based on**)
4. Researchers in the company _____ (对当地农业的发展作出了显著的贡献). (**contribute to**)
5. Police believe that the same man _____ (应该对这个地区的三起谋杀案件负责). (**be responsible for**)



Grammar

Parts of Speech and Sentence Components

Task 1 Identify the part of speech of each underlined word in the following paragraph.

Andrew didn't go to the bar with other students. Rachel told him they were going there, but he wanted to finish his homework. Andrew isn't very sociable. He stays in his room and concentrates totally on his studies. He's an excellent student, but he doesn't have much fun.

- | | | | |
|-----------|--------------|---------------|-------|
| 1. to | <u>prep.</u> | 9. sociable | _____ |
| 2. bar | _____ | 10. in | _____ |
| 3. other | _____ | 11. and | _____ |
| 4. told | _____ | 12. totally | _____ |
| 5. they | _____ | 13. an | _____ |
| 6. there | _____ | 14. excellent | _____ |
| 7. he | _____ | 15. but | _____ |
| 8. finish | _____ | 16. fun | _____ |

Task 2 Identify the part of speech of the underlined word in each sentence.

- | | |
|---|-----------|
| 1. We went to a wonderful <u>show</u> in Beijing. | <u>n.</u> |
| 2. Jenny wanted to <u>show</u> Jack her photos. | _____ |
| 3. Henry <u>thought</u> Claire looked beautiful. | _____ |
| 4. A strange <u>thought</u> came into her head. | _____ |
| 5. The windows are <u>clean</u> . | _____ |
| 6. We should <u>clean</u> the windows. | _____ |
| 7. Wendy is feeling quite <u>tired</u> now. | _____ |
| 8. Studying all day had <u>tired</u> Wendy out. | _____ |
| 9. We did some <u>hard</u> work. | _____ |
| 10. They worked <u>hard</u> . | _____ |



Task 3 Match each underlined word with its corresponding component in the sentence. Some sentence components may be used twice.

1. <u>Time</u> flies.	<input type="radio"/>	<input type="radio"/> A. subject
2. The scenery is <u>beautiful</u> .	<input type="radio"/>	<input type="radio"/> B. predicate
3. My father <u>works</u> in a large company.	<input type="radio"/>	<input type="radio"/> C. object
4. <u>She</u> loves music very much.	<input type="radio"/>	<input type="radio"/> D. attribute
5. He passed me <u>a book</u> .	<input type="radio"/>	<input type="radio"/> E. adverbial
6. The visitor gave an apple to <u>the monkey</u> .	<input type="radio"/>	<input type="radio"/> F. complement
7. I have the <u>perfect</u> present for her.	<input type="radio"/>	<input type="radio"/> G. predicative
8. He came back <u>sick</u> .	<input type="radio"/>	<input type="radio"/> H. appositive
9. John runs <u>quickly</u> .	<input type="radio"/>	
10. We <u>students</u> should study hard.	<input type="radio"/>	

Task 4 Fill in each blank with the proper form of the word given in brackets.

- Living in the country is less expensive (expense) than living in the city.
- We need to reduce our _____ (depend) on oil as a source energy.
- The chairman emphasized his ideas by speaking more _____ (loud).
- Some American businessmen in China are spending a lot of time in _____ (learn) Chinese.
- Some people do believe that smoking will _____ (certain) cause lung cancer.
- I'm _____ (real) sorry for the mistake our office worker made last month.
- Her _____ (beautiful) had faded over the years.
- The sellers allowed us to pay them on a _____ (month) basis.
- It's _____ (danger) for women to walk alone at night.
- I was impressed by the _____ (deep) and complexity of the book.



词类与句子成分

词类	缩写	中文名	例子	概念或功能
noun	<i>n.</i>	名词	boy, milk, bike	表示人、物及抽象概念的名称，除谓语 (predicate) 外，可充当句子任何成分。
pronoun	<i>pron.</i>	代词	you, I, my, yours	代替名词或起名词作用的短语、句子，可充当主语 (subject)、表语 (predicative) 和宾语 (object) 等。
adjective	<i>adj.</i>	形容词	good, happy, nice	描绘人或事物的特征、性质、状态，可作定语 (attribute)、表语、补语 (complement) 等。
adverb	<i>adv.</i>	副词	well, badly, quickly	修饰动词、形容词、副词或全句，表达时间、地点、程度、方式等概念，主要用作状语 (adverbial)。
verb	<i>v.</i>	动词	be, cut, run, jump	表示动作或状态，作谓语或作为系动词 (linking verb) 与表语连用。
numeral	<i>num.</i>	数词	two, third	表示数目多少或顺序，可作主语、宾语、定语、同位语 (appositive) 等。
article	<i>art.</i>	冠词	a, an, the	限定、说明名词的所指。
preposition	<i>prep.</i>	介词	at, in, with, for	表示词与词、词与句之间的关系，与介词宾语构成短语，可作表语、定语、状语、补语等。
conjunction	<i>conj.</i>	连词	and, so, because	连接词、短语或句子，表达逻辑关系。
interjection	<i>interj.</i>	感叹词	oh, yeah, ouch	表示喜怒哀乐等感情或情绪。



Comprehensive Exercises

Task 1 Cross out the wrong word in each word pair underlined.

Dear Christine,

Well, here I am in Australia. Thank you for your 1 kind/kindly letters. You ask me what it's like here. I must say it's pretty 2 good/well! The language school is very 3 efficient/efficiently organized. On the first morning we had to take a test, which I found rather 4 hard/hardly. However, I got a 5 surprising/surprisingly good mark, so I'm in the second class. I didn't take much at first, because I couldn't think of the words 6 quick/quickly enough, but 7 late/late I've become much more 8 fluent/fluently. I'm staying with a family who live 9 near/nearly the school. They are quite 10 pleasant/pleasantly although I don't see much of them because I'm always so 11 busy/busily with my friends from school. I was surprised how 12 easy/easily I made friends here. They come from 13 different/differently parts of the world and we have some 14 absolute/absolutely fascinating discussions. I do hope you will be able to join me here next term. I'm sure we'd have 15 good/well fun together.

Best wishes,
Celia

Task 2 Rewrite each of the following sentences without changing its meaning.

- The boy is a quick learner.
The boy learns _____.
- The man can cook really well.
The man is a(n) _____.
- Your behavior was quite foolish.
You behaved _____.
- The hotel staff treated us in a very friendly manner.
The hotel staff were _____.
- He proposed that we put off our meeting, which is unreasonable.

His _____ that we put off our meeting is unreasonable.

- Philippa is usually a hard worker.
Philippa usually works _____.
- Tom looked sad when he saw the injured dog.
Tom looked _____.
- I wish you could swim fast.
I wish you were a(n) _____.
- She speaks perfect English.
She speaks English _____.
- I didn't go out because of the heavy rain.
I didn't go out because it rained _____.

Task 3 Fill in each blank with the proper form of the word given in brackets.

When Helen Keller was born she was a(n) 1 _____ (health) baby. But 2 _____ (unfortunate), when she was 19 months old, she had a sudden fever. Later, the fever 3 _____ (disappearance), but she became blind and deaf.

When Helen was seven years old, a teacher, Anne Sullivan, came to live with Helen's family. First, Anne taught Helen how to talk with her fingers. Then Anne taught Helen to read by the Braille system. Helen learned these things 4 _____ (quick). However, learning to speak was harder. Anne continued to teach Helen with 5 _____ (patient). 6 _____ (final), when Helen was 10 years old, she could speak 7 _____ (clear) enough for people to understand her.

Helen went to an institute for the blind, where she did very well in her studies. Then she went to college, where she graduated with honors when she was 24 years old. Helen traveled 8 _____ (extensive) with Anne. She worked 9 _____ (tireless), traveling all over America, Europe, and Asia to raise money to build schools for blind people. Her main message was that disabled people are like everybody else. They want to live life fully and 10 _____ (normal). Helen wanted all people to be treated equal.

