

跟雅思考官学

G类（小作文+阅读）

1位雅思考官

8篇阅读专项技巧

8类小作文范文

15个阅读小作文技巧讲解

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G 类阅读技巧篇

G 类阅读基本介绍

G 类阅读文本取材于通知，广告，时间表，宣传单，报纸，说明书，书籍和杂志。它们三个部分是难度递增的。

第一部分（14 道题）

- 材料为涉及基本生存（社会生存）英语的文本，主要提供一般性，事实性的信息，可能包括两三篇文本，或者更多篇简短的文本（比如广告）

第二部分（13 道题）

- 侧重工作场景（职场生存），包括两篇文本，语言更为复杂（如职位描述，合同）

第三部分（13 道题）

- 一般性场景（一般性阅读），包括一篇较长的文本（如来自杂志，小说或非小说图书的摘录），最可能的题材是记叙文或说明文。

---《雅思考试官方指南》

为了帮助你更好的理解 G 类阅读的题型，咱们来做一下下面这个小练习：

Example of texts:

A-staff-training manual B-train timetable C-magazine article about modern travel

D-job description E-shop advertisements F-job application procedures

G-an extract from a novel H-travel brochures

请将上面几种文章类型填入下表：

	Theme	Texts	Examples of texts
Section 1	Social survival	Up to five short factual texts
Section 2	Workplace survival	Two work-related texts that are

		descriptive and informational	
Section 3	General reading	One longer text that is descriptive and instructive,rather than argumentative

然后请再看一下下面，将 A-H 与 1-8 对号入座：

1.....
This position involves communicating effectively with patients and health care personnel.The chosen applicant will have proven skills in problem solving and assisting in the smooth running of a hospital admissions department.
2.....
The airport is planning a digital revolution over the next decade.Among the ideas under consideration are talking holograms.These virtual staff would greet passengers on arrival and direct them to the relevant areas of the terminal.
3.....
Passengers travelling into the city should change trains at Bardon.
4.....
When we finally arrived at the hotel we were too exhausted to notice just how run-down it was.It wasn't until the next morning,as the sun shone brightly through the gaps in the broken shutters.that I look a good look around me.
5.....
Sick leave:any member of staff who is ill and unable to come to work should immediately contact their department supervisor so that any necessary arrangements can be made.
6.....
Your application form will processed by the Human Resources team,who will contact you to arrange an interview if you meet our criteria.
7.....

We're passionate about travel and because we're travellers too we have loads of experience and knowledge we'd love to share with you.
8.....
Opening Times
Weekdays 9:00-17:00 Weekends 10:00-19:00 Public holidays 10:00-16:00

参考答案：

Section 1-HBE Section2-ADF Section3-CG

1-D,2-C,3-B,4-G,5-A,6-F,7-H,8E

经过上面这个练习，相信你对 G 类雅思的每一部分大概是什么样的文章类型都比较清楚了。G 类雅思阅读排在雅思听力之后，没有时间休息。考试时间为 60 分钟，时间一到必须停笔且没有专门的时间给你填答题卡。（所以你必须边做边填）

以下是阅读中大家会遇到的难题：

时间只最大的敌人。很多学生不会控制自己的阅读时间。

阅读文章较长且有很多不认识的词汇。

“List of Heading”是大家觉得难的一类题型。

“True/False/Not given”题型大家也觉得很难。

雅思阅读其实就是在考你的词汇。如果你的英语词汇很好，你就可以拿高分。雅思阅读中的确有很多技巧可以帮助你阅读的更快，或是教你如何应付各种题型。但是，提高你阅读分数最好的方法还是从大量的阅读练习和词汇练习。

G 雅思阅读最核心的技巧--定位关键词，同义词（组）替换

雅思阅读的题是怎么设计出来的？

其实雅思的出题人就是把《经济学人》，《科学》这样类似的杂志，还有各种报刊上的文章拿过来，然后分段，划出他们想考你的那些词，然后在问题中设计一些这些词的同义词（组）或反义词（组），让你来回答问题。这便是雅思出题人出题的过程了，了解了这个过程，你可以知道，其实雅思阅读考试就是一场词汇测试！

为什么要划关键词呢？

- 1.它可以促使你用关键词技巧来定位答案。
- 2.你不会忘记答案可能出现的位置。
- 3.你划线的关键词可能会对其他问题有帮助（比如段落大意题）

我每一天在上阅读课的时候都会要求我的学生划关键词，如果你不习惯这么去做，请立即改变方式，它是雅思阅读的核心技巧之一。

怎么做关键词练习？

下面给大家举个例子

原文

Go back to the shop with **proof of purchase**. If you return faulty shoes at once, you have a right to insist on a **refund**. It is also likely that you will get one if **you change your mind about the shoes** and **take them back immediately**.

问题(true, false or not given?)

If you **return** unwanted shoes **straightaway**, **with a receipt**, the shop **will probably give you a refund**.

答案是“True”，你需要首先划出题干中的关键词，然后在原文中去找它们对应的同义词（组），一旦你找出来了，答案往往就已经水落石出了。

然后咱们要完成下表：

题干中的关键词	原文中的同义词（组）
1.....	take them back
2.....	you change your mind about the shoes
straightaway	3.....
with a receipt	4.....
will probably give you	5.....
a refund	6.....

定位与理解

雅思阅读考试其实就是在测试你的两个能力：

- 1.你是否可以定位到答案所在的段落
- 2.你是否能看懂你找到的信息

定位答案

你要快速找到答案所在的段落。我每天都要跟我的学生练习定位的技巧：首先在题干中决定划哪些关键词，然后我们回到原文中去找，找同义词或同义词组，并把它们划出来。

理解文章

当你找到答案所在的段落时，你一定要仔细的读文章。读一下关键词前后的句子，这时雅思就在考你的词汇量了；如果你理解不了单词或词组的意思，你就选不出正确答案。（反之，如果你看到这几个单词或词组你都认识，基本上答案就出来了）

教材，方法与练习

下面是我的三个关于雅思阅读学习的建议：

关于教材

首先，对于你平时雅思阅读练习或模考而言，我建议只使用剑桥官方的教材。即《剑桥雅思真题 4-10》里的 G 类考题和《剑桥雅思真题 11》（G 类），它们都是历年真题，难度与正式考试相当。其次，你可以使用本书中的文章进行快速阅读与阅读技巧练习。最后，尽可能的泛读任何英语类文章（比如报纸，书籍，网站等等），记得在读的时候把新词和有用的词汇摘抄到你的笔记本上。

关于方法

对于雅思阅读来说，其实只就是在做两件事：第一件事，找；第二件事，看懂。首先，你要在文中找到答案在哪。然后你需要读懂这段来找到正确的答案。

关于练习

为了提高阅读分数，你需要做两件事：提高阅读技巧以及提高你对整体英语的理解能力。对于阅读技巧而言，特别是本书强调的关键词技巧来说，你可以通过大量的练习来达到提升的目的。但仅仅拥有关键词技能还不够，你还需要读懂大意，这就需要提升你的语音理解能力了，这可以通过广泛的英文阅读来实现。

阅读的最大敌人：时间

“没有足够的时间做完”是大多数人做雅思阅读最头疼的问题。下面是我的一些建议：

- 1.拿到题目第一件事，不要去读什么首段，也不要读什么每段第一句话，不要读完所有的问题，只读第一个题型即可。
- 2.如果题型里有段落大意题，先做它。标题与段落配对做起来相对来说容易一些，而且它们会帮助你理解整篇文章的大意。
- 3.如果你发现你在做一个题时有难度，一时半会想不出来，别着急，赶紧跳下面一个，等你回头有时间再来搞定它们。
- 4.记住，通常大部分的问题都是有顺序的，你不用每个题都又从原文开头开始找。
- 5.阅读时保持匀速即可，大概半分钟 100 个单词，如果你在找人名或数字，可以加快速度。
- 6.平时练习的时候记得拿表或手机卡着时间做，你可以自己计算一下，大概每个题平均 2 分钟时间算是比较正常的。（不过我还补充一下，如果你是雅思小白，刚刚接触雅思，你还是要先做完文章，再去考虑时间，哪怕你花 3 个小时时间做完也可以）

G 类阅读备考要点

- 1.如果你想提高阅读水平，你能做的第一件事就是**进行大量的阅读**。不要想找什么捷径或是窍门，你必须进行大量的阅读练习。
- 1.任何英语内容的阅读对你来说都是有帮助的，所以，如果你可以读一些你感兴趣的英文文章可能更吸引你一些。（比如国外关于游戏，音乐，旅游的杂志，网站等等）
- 2.英语是网络上的主流语言，平时在搜索的时候，尽量使用 Google 镜像，而不是百度。
- 3.记住“读得懂不代表会使用”，**随身携带一个小笔记本把你在任何地方看到的新词，你认为有用的词记下来，然后用他们造句。**（熟练使用它们）
- 4.除了你感兴趣的英语内容以外，你还可以**把剑桥真题等官方题库中的文章拿出来再读读（去掉答案），搞清楚每个单词的意思，每个句子的意思。**
- 5.另一种利用剑桥真题的练习方法就是**把题干里的正确答案都标出来，然后到文章里面去找它们的位置，划出来，通过分析上下文想明白为什么是这个答案。**

如果你可以按照上面的建议进行你的雅思阅读练习，我相信假以时日，在一定量阅读的基础上，你的阅读水平一定有一个长足的进步。

哪些题目的答案是有顺序的？

对于下列问题来说，它们的答案通常是有顺序的：

- 1.所有类型的填空题（具体填空，图表填空等）
- 2.TFNG 和 YNNG 题型
- 3.多选题

4.简答题

对于下列问题来说，它们的答案是**没有任何顺序**的：

1.heading 题型

2.找人名的一些题

G 类阅读的六个技巧

有一些问题找起来会比较简单，比如包含数字，人名，和一些有特色的词。

时间是雅思阅读的最大敌人，如果你发现有一个题很难，那就赶紧跳过，把别的题做完再回来做它。

大部分雅思阅读题目是按顺序的。

先把第一个题型读完，不要先读文章，不要读完所有问题。

记住不管是题干还是原文，都要把你找到的关键词划出来。

关键词技巧：找到那些题干中和题目中的同义词（或同义词词组）

答案还原法

当你在练习剑桥真题的时候，请尝试使用下面这种方法来学习：

第一，找一篇真题出来。

第二，查看书后面的答案，把它们都填到答题框里面去。

第三，在原文中找到这些单词或词组（或单词，词组的同义词）然后划出来。仔细看一下上下文，然后想一想为什么这个答案是对的。

第四，把题干里与原文里的答案附近的同义词或同义词组列出来。

当你知道答案了以后，你就会注意搜索前后文的关键词，然后仔细阅读文章。不断的练习这种辨识同义词（组）的能力。这比你单纯的刷题来的有效率的多。

读一些“真”东西并摘抄单词

其实同学们学雅思，不能只看真题的阅读。当互联网如此发达的今天，网上有那么多真实的，有趣的报纸和杂志可以去阅读，为什么老是读那些可能是十年前的文章了呢？去读读那些你感兴趣的文章吧，真题留着做题用。咱们可以没事读读经济学人，戳：<http://www.economist.com/sections/science-technology>或是国家地理杂志，戳：<http://ngm.nationalgeographic.com/>，这些都是非常不错的阅读素材。

读的时候大家一定要记得把自己的笔记本带上，遇到不认识的词，同义词（组）要进行摘抄。我建议大家把词组或相关的词汇也抄下来。比如，当你读完下面这篇文章，你就学到名词“commitment”的动词形式是什么了。

A New Year' s resolution is a commitment that an individual makes to a personal goal, project, or the reforming of a habit in the coming year. Some examples include resolutions to lose weight, learn something new, or give up a habit such as smoking.

Recent research shows that while 52% of participants in a resolution study were confident of success with their goals, only 12% actually achieved their goals. A separate study in 2007 at the University of Bristol showed that 78% of those who set New Year' s resolutions fail.

Men achieved their goal 22% more often when they engaged in goal setting, a system where small measurable goals are set, while women succeeded 10% more when they made their goals public and got support from their friends.

下面是我摘抄的词汇：

make a commitment to something

give up a habit

be confident of something

set measurable goals

make something public

get support from

记住了，有时候知道这个单词的意思并不代表你会用，一定要把语境弄清楚了，有了这个能力，你在雅思写作中也不会用错词了。

略读与扫读的误区

很多雅思类的书籍都在谈论“略读”（skimming）和“扫读”（scanning），但实际上我觉得这会让考生进入一个误区，认为只要扫读或略读就可以了，不需要在读文章了。我觉得这往往是考生错过很多关键信息的原因。

下面是我的一些建议：

略读，其实就是快速的读。只有在你需要找一个独特的词的时候，比如“Manchester”你才会需要使用略读。

扫读，其实就是只找信息，而不读文章。只有在你需要找一个数字或人名，比如“1999”你才会需要使用扫读。

除此之外的其他情况，请不要使用扫读或略读，用正常速度读就可以了。（大概 30 秒 100 个单词）

永远是简单的题先做

雅思阅读有一个小技巧，那就是简单的题先做。如果你在难题卡住了，请毫不犹豫的跳下一个。先做简单的，然后再回来对付它。

那什么是简单的题呢？

对于任何题型来说，最简单的题往往是那些涵盖有人名，地名，数字，年份，日期的题。因为这些题的答案在原文中更好找。先做简单的题还会增加你的自信心，让你越做越有感觉。

人名配对题

G 类阅读中常考一类题型，叫人名配对题 “match the names with a statement” .你可能会看到一系列人名（通常是一些研究员，科学家，专家，作者等等）然后你需要把人名和信息（通常是他们说的话，观点，所做的事情等）配对。

下面是我的建议：

首先，在文中找到题目中的人名。这个时候你就要**扫读**了，**即不读文章，只找人名**。找到以后把人名划出来。

记住，一般情况下，学术作者通常会只提到姓，而不提名。比如 Robert Smith,你可能找不到 Robert,而找到的是 Smith.

把最难找的留到最后。如果一个人的名字在三段里面提到了三次，这会比只提到一次人名的题难。所以**先从那些只出现了一次的人名的题目开始做**。

如果你已经找到一条信息所对应的人名，就把它划掉，因为一个信息只配对一个人名。

跟做其他的题目一样，原文中的词可能是题干中的同义词（组）

判断题，是你想太多！

我发现很多烤鸭之所以把 TFNG 题做错，是因为他们总是想太多。他们总是在一些细小区别上纠结，往往一纠结就错。咱们来看下面这个例子：

原文：

The two week planned study into the psychological impact of prison life...

咱们现在来看看下面这个信息是 True,False 还是 Not given.

The study aimed to investigate the mental and behavioural effects of life in prison.

答案是 True.很多烤鸭会选 Not given.为什么呢?因为他们老是在想 “psychological” 这个词,他们觉得这词要比 “mental and behavioural” 的定义更多一些,所以应该是 not given.其实大家大不必纠结这些细微的区别,也许 “mental and behavioural” 不是 “psychological” 最完美的同义词(组),但其实它们的意思是一样的。在 TFNG 题型上过度钻牛角尖会适得其反。

手把手教你做 G 类阅读 1

下面给大家看一篇文章,会涉及几类题型,我手把手教大家怎么做。

Recycling

Recycling tips and hints

- Use separate bins or bags for waste and recyclables in the kitchen-it makes recycling easy.
- Remember to recycle items from other rooms in your house.Try placing a separate bin in the bathroom,laundry or study.
- Your normal household waste is collected every week and should go in the bin with the black lid.Place all recyclable items in your bin with a yellow lid.This will be emptied every two weeks.Make sure you do not include plastic shopping bags in with your recyclables.
- You can find out your collection day by contacting the council on 3403 8888,You can also get a free reusable bag and use it to collect recyclables around the house or take it shopping and cut down in plastic bags.
- You do not need to remove staples or the plastic window from envelopes,as this is done in the recycling process.
- Tree trimmings,grass clippings and flowers are not recyclable,even though paper is made from woodchip.These items should either be turned into compost or placed in your general waste bin.

Why recycling?

For every tonne of waste paper that gets recycled,13 trees are saved.One job is created for every 500 tonnes of paper collected for recycling.Every year in Australia,we use about 3.5 million tonnes of paper and cardboard-enough to fill 160,000 semi-trailers.Paper can be recycled six times before it needs new fibres added.

What to know more about recycling?

Visit our website or call 3467 9809 to talk to our experts at the recycling centre.

先来训练一下各位的扫读能力，所谓扫读，就是不阅读文章，只搜寻你需要找的信息，一般是人名，数字，日期，地名等比较显眼的单词。

你能在 1 分钟内在文章找出八个数字吗？

然后请大家用 **NO MORE THAN ONE WORD AND/OR A NUMBER** 来回答下面的三个问题：

- 1.What will you help to protect if you recycle one tonne of waste?
- 2.How many tonnes of paper products do Australians use each years?
- 3.What is the telephone number of the recycling centre.

当我们在回答简答题时，一定要注意题目的字数要求，比如如果题目要求 NO MORE THAN TWO WORDS，What TWO colours did the painter use?你就要写 black,white 而不是 black and white.

接下来请用 **NO MORE THAN TWO WORDS AND/OR A NUMBER** 填空.

- 4.you should put special bins for collecting recyclables in different
- 5.Plastic shopping bags should be put in the bin with the top.
- 6.The council will collect your recyclables every
- 7.If you call the council,they will tell you your

我们在做大部分的阅读题时，都会用到一个关键词技巧，帮助你来原文中来定位信息。但有时候题干中的单词与原文中是同义词（组），这是其实就是在考你单词了，看你认不认识它们。

接下来再做几道判断题。（TRUE/FALSE/NOT GIVEN）

- 8.Envelopes with a plastic window are unsuitable for your recycling bin.
- 9.Staples often damage the recycling machinery.
- 10.Garden waste should be thrown away with food waste.
- 11.Recycling can help to reduce unemployment.
- 12.Paper that has already been recycled is unsuitable for recycling.
- 13.The fibres that are added to recycled paper are environmental friendly.

TFNG 三个选项，TRUE 意味着题干信息与原文信息相符，FALSE 意味着题干信息与原文信息完全相反，NOT GIVEN 表示文章中没有提及这部分信息。重点强调一下 NOT GIVEN，大多数同学总在它上面犯错。即使题干是正确 or 错误，但涉及到一些文章中没有的信息，这时也是 NOT GIVEN。换句话说，只要题干里的信息原文中没有涉及，都要判断为 NOT GIVEN。

好，下面来给大家揭晓答案了。

八个数字分别是 :two,3403 8888,13,500 tonnes,3.5 million tonnes,160,000,six,3467 9809 ,six 和 two 比较难找，但往往也是出题点。

1.(13)trees 我们先划出题干关键词 tonne of waste，然后在原文中找到.....For every **tonne of waste** paper that gets recycled,13 trees are saved.....

2.3.5 million (tonnes) 我们先划出题干关键词 Australians，然后在原文中找到.....Every year in **Australia**,we use about 3.5 million tonnes.....这里我要强调一下 题目要求只能写一个数字 3.5 million 虽然是一个数字加一个单词，但实际它就是一个数字。

3.3467 9809 我们先划出题干关键词 telephone number,然后在下文中很容易找到。（原文中有两个电话号码，为什么只找这一个？这里从做题顺序来给大家讲：简答题都是有顺序的，下面一题的答案在原文中肯定在上一题之后）

看到题干中划线的关键词 put,different 了吗？其实就是告诉你要去原文中找 put,different 的同义词(组)啦,雅思阅读考试其实就是词汇考试，这句话在这里又应验了。请自行把题干和原文的同义词还有答案都标出来。

题干中的关键词	原文中的关键词
Put	Place
Different	Separate
Top	Lid
Will collect	Will be emptied
Call	Contact
They will tell you	You can find out

4.rooms 5.black 6.two weeks 7.collection day 8.

8.FALSE 先划出题干关键词 envelopes，然后在原文中找到.....you do not need to remove staples or the plastic window from **envelopes**.....

9.NOT GIVEN 先划出题干关键词 staples，然后在原文中找到.....you do not need to remove **staples** or the plastic window from envelopes,this is done in the.....,并没有提到任何关于破坏机器的事情。

10.TRUE 先划出题干关键词 garden waste,然后在原文中找到它的同义词组 tree trimmings,grass clippings and flowers,.....place in your general waste bin.....

11.TRUE 先划出题干关键词 unemployment,然后在原文中找到同义词组 one job is created.

12.FALSE 很明显错误，因为.....paper can be recycling six times.....

13. NOT GIVEN 先划题干关键词 fibres , 然后在原文中找到.....paper can be recycling six times before it needs new **fibres** added. 但是这里并没有提到任何关于 environmental friendly 的信息。

手把手教你做 G 类阅读 2

在雅思阅读 Section1 部分, 有时候会经常出现像下面这样的多篇小文章。对付这些小文章最好的办法就是使用关键词定位技巧。

A.

Hampshire University Open Day

10:00 till 21:00

Interested in film? Check out our visual effects studio with all the latest software.

Watch students and staff demonstrate their own games in the Animation and Games studio.(15:00-16:00)

Food and drink stalls.

Free balloons and children's play area.

All finished off with our popular fireworks display!

B.

Lexington College Open Day

11:00-16:00

Creative arts market-crafted by our third-year students-all reasonably priced.

International food fair.

Digital photography-workshops on photographing animals in the wild!

Entertainment, prizes and giveaways!

You'll feel like you're flying on our trapeze!

C.

Come and join the fun at our

Open Day!

Bellingham House College

Interested in becoming a vet? Visit our working farm and chat to our lecturers and students. A fun day out for all the family.
Marine biology exhibit - come and find out about our fascinating sea creatures.
Open from 8:00 to 16:00. Parking available at discounted prices.

D.

Open Day!
South Bank University

11:00-18:00
Come along and test your skills in our flight simulator.
Enter the draw to win a free flying lesson!
Meet tutors from eight different countries!
Hot dog stand and barbecue from 12:00.
Free parking available.

At which open day can you:

1. eat food from around the world?
2. See live animals?
3. Learn about becoming a pilot?
4. Learn how to use a camera?
5. Buy work created by students?
6. Watch evening entertainment?

当你看完下表以后，你会发现这题真简单！

题干中的关键词	原文中的关键词
from around the world	international
animals	creatures
use a camera	digital photography
evening entertainment	firework display

答案是：1.B 2.C 3.D 4.B 5.B 6.A

我们在雅思阅读中碰到的同义词组不一定是非常严谨的，比如之前练习 1 中的 garden waste=tree

trimmings,grass clippings and flowers 等等。你也可以看看下面这些:

可能在题干中出现的词	可能在原文中出现的词
hospitality	the industry related who provide you with work
retail	the industry related to shops
redundancy	the loss of a job due to a business closing
retire	to stop working-usually because of age
consumer	a person who use goods
customer	a person who buys goods
manual	the type of work done with your hands
shift	a person`s scheduled period of work
employee	a staff member
employer	the person who provides you with work
deadline	the time by which work must be completed
recruit	to hire or employ a person for a job

平时大家在做真题的阅读练习时，如果碰到不认识的单词，一定记得查英英词典，而不是英汉词典，上面就是最好的理由了。长时间使用英英词典你会发现，你的同义词（组）能力会得到很大的提高！

G 类阅读-练习篇

接下来给大家准备了 8 套 18 篇雅思 G 类阅读文章，希望大家自行完成练习。特别注意练习 1 与练习 2 的答案，它会继续帮助你强化关键词定位与同义词技巧。大家一定不要只对完答案就算了，一定要把答案填回到题干中去，把题干中的关键词和原文中的同义词组全部划出来，看看答案到底是怎么得出的。对于同义词组表上的单词，要做到知晓其意。(不要求会读会写)

阅读练习 1

SECTION 1 Questions 1-14

Read the table below and answer **Questions 1-6**.

This is an advertising brochure for residential short classes in English plus different sporting activities.

ENGLISH WITH A DIFFERENCE						
Combine learning English with coaching in sport!						
	Sport combo package	Price①	Length of course	Class times	Comments	Transport to & from sporting facility
A	English with surfing <i>A unique opportunity</i>	\$800 per week (equipment hire extra)	12 weeks	Sports 7-11 a.m. English 1-5 p.m.	Must prove ability to swim before enrolment. Surfboards for hire. Note: this package is not available during winter months.	Only 1 block from the beach--walk 5 minutes
B	English with golf <i>Mixes well with business.</i>	\$700 per week (equipment hire extra) Packed lunch included	8 weeks	English 8a.m.-noon Sport 1.30-5.30p.m.	Golf clubs for hire. Takes Business English instead of General English at no extra cost.	1/2 hour by minibus to golf course (\$2 each way)
C	English within tennis <i>Learn to play like a pro!</i>	\$650 per week Packed lunch can be purchased	8 week	Sports 7-9 a.m. English 10	Must provide own racquets.	5 minutes by (free) bus or 1/2 hour on foot to

		purchased at the venue		a.m.-2p.m. Sport 3-5 p.m.		tennis courts
--	--	------------------------------	--	-------------------------------------	--	------------------

①price includes 20 hours` classroom tuition+20 hours`coaching per week

Question 1-3

Look at the three learning packages, **A, B** and **C**, on the previous page.
For which sports combo package are the following statements true?
Write the correct letter, **A, B**, or **C**, in Boxes **1-3** on your answer sheet.

- 1 This package does not cater for people who can't swim.
- 2 This package requires you to supply your own equipment.
- 3 This package involves a travel cost.

Questions 4-6

Answer the questions below.
Choose **NO MORE THAN THREE WORDS** from the text for each answer.
Write your answers in Boxes 4-6 on your answer sheet.

- 4 When will one of the packages not be offered?
- 5 Which is the faster way to get to the tennis facility?
- 6 Which package offers a meal at extra cost?

Read the text below and answer Questions 7-14.

Atlantic Private Day Hospital

Patient Information

Welcome and thank you for choosing Atlantic Private Day hospital.
We hope that your stay with us will be as comfortable and pleasant as possible.

Pre-Admission Information

Pre-Admission is an important part of your hospital care. To ensure that we confirm your admission and financial and other arrangements, we ask that you complete the following forms in

full and return to the hospital immediately:

- consent forms
- patient history form
- patient pre-admission forms

You can do this:

- in person at Reception (Open Mon-Fri 6 a.m. - 5 p.m.)
- by fax on (09)6665 4326
- by post to arrive ASAP

If your account is subject to Private Insurance Cover, forward full details of the claim including a letter from your insurance company accepting liability for this admission to our Pre-Admission Office at least 48 hours prior to your procedure.

Your doctor will notify the hospital of the date of your procedure/operation and inform you of the day of admission. The doctor will also explain your procedure or operation and complete the consent form with you.

On the Day of Admission

Please ensure that you bring the following with you to the hospital:

- health insurance card if applicable
- medicare card if applicable
- current x-rays
- phone number or email of the person taking you home

Do not

- eat or drink anything for 6 hours before admission time
- smoke cigarettes or chew gum
- wear jewellery
- wear make-up
- bring any valuables with you

Please

- shower the day prior to coming to the hospital
- wear garments that are comfortable and easy to remove
- arrange with a relative or friend to pick you up
- report to Reception on level 1

Discharge Information

- You must arrange for someone to escort you home
- You must not drive a car until at least 24 hours following your operation
- You must check with your doctor about medication and follow-up appointments.
- Do not forget to collect any x-rays brought with you on admission.

Questions 7-14

Classify the following events as something

- A you must do before admission day
- B you must do on admission day
- C you must do on the day you leave hospital
- D you must not do on the day you leave the hospital
- E your doctor must do

*Write the correct letter, **A, B, C, D** or **E**, in Boxes 7-14 on your answer sheet.*

- 7 drive a car
- 8 fill out a patient history form
- 9 tell the hospital which day you will have your operation
- 10 have the contact details of your driver
- 11 talk to your doctor about any pills you need
- 12 give insurance details to the hospital
- 13 take a shower
- 14 take off any expensive watches or rings

SECTION2 Questions 15-21

Read the text below and answer Questions 15-21

SETTING UP A SAFE HOME WORK BASE FOR TELECOMMUTING

Working from home can be a flexible and money-saving option for modern businesses, but a company may be legally liable for any injury sustained by the home-based employee.

Before arranging to work from home, telecommuters must identify any potential health and safety issues by following these steps:

- Identify hazards that could harm those who visit, live or work in your home. Imagine your home as an office environment and examine lighting, ventilation, tripping or electrical hazards.
- Minimise the risk--falls are the most common household accident but are easily prevented. Start with the door: shift chairs, desks or cabinets that impede progress from one area to another, and make sure that, as far as possible, all work desks and other items are arranged round the edges of the space.
- Get rid of loose floor coverings such as small carpets, or use only those with a non-slip backing. If possible, use non-slip mats office chairs to avoid the possibility of unwanted movement. Pick up any objects that are on the floor (books, shoes, boxes, etc.)
- Carefully examine your workplace environment, and ensure that lamp, telephone or extension cords and computer leads are off the floor to avoid the chance of tripping and falling. Taping these along the edge of the wall above the skirting board and over doorways is one option, or alternatively, you may need to employ an electrician to install more outlets.
- Next, look at the stairs and steps both inside and outside your home. Keep steps and stairs clear; fix any steps that are loose or not level; if carpeted, ensure the carpet is firmly attached, or attach non-slip rubber treads to uncarpeted steps; where there are loose or absent handrails, install new ones; ensure stairs and steps are well lit (change to more powerful wall lighting than normal) .
- Hold a forum with through members to promote safety consciousness and hazard awareness and run safety drills; get household members` compliance on issues of tidiness, cleanliness, ect.

Both parties must remember that health and safety obligations apply the same way to work performed in a home-based workplace as they do in the office. After the risk assessment and fixes have been completed, the workplace manager must inspect the workplace with the employee and both should sign off on the findings of the inspection.

Questions 15-21

Complete the summary using the list of words and phrases, **A-P** , below.
Write the correct letter, **A-P** , in Boxes **15-21** on your answer sheet.

To make the home a safer place to work in, any **15**..... that restricts freedom of movement should be moved. Any **16**..... and items that clutter floor space should be removed. Attach **17**..... to the wall in the work area. Where steps and stairs are concerned, have **18**..... repaired, and get new handrails fitted if any missing or not firmly attached. Make a **19**..... before arranging for all needed repairs.

It is also important to have a family conference to encourage **20**..... and observance of the rules for a clean and tidy house. Finally, arrange a check with your **21**.....

A electrical cables	E financial plan	I employer	M finder
B furniture	F uncarpeted stairs	J repair man	N non-slip rugs
C handrails	G rugs	K safety awareness	O uneven steps

Read the text below and answer Questions 22-27.

STARTING A NEW BUSINESS

A

There are few simple principles to ensure success when you are starting up your own business:

B

Firstly, you must be able to offer something unique that people want. Why unique? Well, if you are simply following the trends, there is no reason for people to buy from your new business. Be creative--design or discover something that is exceptionally good or different in a specific domain or sector rather than going down the same track as all the other vendors. What you offer could be a product or service, a method of trading, or some aspect of your business that is new, attractive and appealing in some way.

C

Before you begin, you have to identify what people want and whether and how much they would be prepared to pay for it. Customer questionnaires, or surveys, are an often-used method of testing the market, but be sure to get some professional help with your design or some training in constructing your survey so that it gives useful and valid information. Badly designed questionnaires can lead to poor marketing decisions. Some people say that the best survey should contain fewer than 20 questions, or that all questions should be answerable with one or two words, but each business is different and you need to tailor the size and format of a survey to your own situation.

D

Finally, to ensure the success of your enterprise, you must have a passion for what you are doing and a certain expertise or particular strength in that field.

START-UP VENTURES BY OLDER PEOPLE

E

If you have got what it takes to compete in the modern world, maturity is a plus; your experience and accumulated wisdom counts for a lot. Older people often have the self-assurance and confidence that enables them to forge trusting bonds. Positive rapport and connections with staff, partners, colleagues and potential clients and suppliers are the fundamentals of good

business.

F

Older people are also more likely to recognise the true of their capabilities.They know their strengths and weaknesses,and they are capable of patience.Although they are not often credited with this,older people are actually very good at adjusting to changing circumstances and at problem solving,as they generally have faith in their own decisions.

START-UP VENTURES BY YOUNG PEOPLE

G

If you are still a bit behind the ears,can you start a new business?Of course you can!The basic principles of doing what you excel at and working to your strengths apply no matter what age you are.Young people are full of fresh ideas;they have vision combined with energy,and they are often highly motivated.Lack of experience can be a problem,and one way to overcome this is to use the services of a business mentor.This person could be a paid professional or family friend,but in either case their suggestion are likely to be invaluable in helping the young entrepreneur to succeed.

Questions 22-27

Do the following statements agree with the information given in the text above?

In Boxes 22-27 on your answer sheet,write

TRUE if the statement agrees with the information

FALSE if the statement contradicts the information

NOT GIVEN if there is no information on this

- 22 Successful businesses generally copy from previous ideas.
- 23 Good surveys can use a variety of styles and sizes.
- 24 Training in business management is important for success.
- 25 Older people can cope with change because they are confident.
- 26 Older people are more likely to succeed than younger people.
- 27 It is best for young people to pay someone for business advice.

SECTION 3 Questions 28-40

Questions 28-33

The next on the following pages has six paragraphs, **A-F**.

Choose the correct heading for Paragraphs **A-F** from the list of headings below.

Write the correct number, **i-xi**, in Boxes **28-33** on your answer sheet.

List of Headings	
i	Relationship with Italy
ii	How the governance system works
iii	Agricultural produce
iv	The currency of San Marino
v	Historical background
vi	Climate in the enclave
vii	The economy
viii	Geography
ix	Natural life
x	The people of San Marino
xi	Current and future problems

28 Paragraph A

29 Paragraph B

30 Paragraph C

31 Paragraph D

32 Paragraph E

33 Paragraph F

Serenissima Repubblica di San Marino

(The most Serene Republic of San Marino)

A

The Republic of San Marino is a landlocked microstate or enclave, the third smallest state in Europe, situated on the Italian peninsula. Its total area is no more than 61 square kilometres of rugged terrain (there is no natural level ground at all) completely surrounded by Italy with a border just thirty-nine kilometres long. The climate is typically Mediterranean with warm, sunny summers and mild, sometimes cool, winters. Although it is a small state with a small population, estimated to be 32,448 in July 2013, it has a very long history.

B

San Marino is perhaps the world's oldest constitutional republic, founded in the year 301 AD by a stonemason fleeing religious persecution. The stonecutter, Marinus (from whom the settlement derived its name), came from the Roman colony of Arba, which is an island off the coast of

present-day Croatia. A community was established which managed to flourish and maintain its sovereignty over the many succeeding centuries, even surviving a potential invasion from Napoleon's army in the 18th century and the period of Italian political unification in the 19th century.

C

San Marino today is a multi-party democratic republic, but political parties have to align themselves with one of the two opposing coalitions; the right or the left. Twice a year, the legislature, known as the Grand and General Council, elects two Heads of State. These heads, or Captains Regent as they are called, are selected one from each opposing alliance in order to keep a balance of power. After their six-month term in office is up, if the people are unhappy with their performance in any way, they may lodge a complaint within three days, and if any of their grievances are justified, the ex-heads of state will be held to account. This system of government, as unusual as it may seem to many of us today, originates from the principles of the ancient Roman Republic. The Council performs the role of the Roman Senate and the Captains Regent are comparable to the consuls of early Rome.

D

Modern-day San Marino belongs to the Council of Europe and the United Nations but is not a member of the European Union although it is permitted to use the euro as its legal tender; it is even allowed to have its own designs on the national side of the euro coins. Before moving to the euro, it used the San Marino lira for money, and this was linked in value and exchangeable with the Italian Lira. Because limited numbers of both the euro and lira coins are/were minted, they are eagerly sought by coin collectors around the world. Likewise, philatelists are keen collectors of San Marino's postage stamps, which are only valid within the state itself. The sale of both coins and stamps to foreign collectors supplement the economy of the country.

E

Chief sources of income arise from the industries of tourism, banking, ceramics and electronics together with the manufacture and export of furniture, paints, fabrics and wearing apparel. About a third of San Marino's GDP comes from the manufacturing industry but tourism is the key player and the government makes substantial return from the taxes and customs imposed on the two to three million annual visitors, who also provide income for many local businesses. Only about sixteen per cent of land in San Marino is arable and primary agricultural products mainly consist of some wine and cheese (most food is imported from Italy); farmers do, however, raise sheep, cows and pigs and produce fruit and grain for local consumption. In the face of the current global financial crisis, it is surprising to note that there is almost no national debt and even a budget surplus.

F

For such a tiny, geographically inhospitable country with few natural resources, apart perhaps from building stone, residents of San Marino nevertheless enjoy a relatively high standard of living equivalent to that of Danes or Germans. Unlike many other European nations, the citizens of San Marino experience a very low level of unemployment. The population is predominantly urban (94%); however, the rate of urbanisation is putting pressure on existing rural farmlands, which is

an environmental issue of some concern to the inhabitants along with air pollution. Although the natural features of the state may be harsh and forbidding, the pleasant climate and the general affluence of the populace undoubtedly have impact on life expectancy, which is amongst the highest in the world, the average lifespan of females in San Marino being in excess of eighty-five years and the average male expecting to reach the age of eighty.

Questions 34 and 35

Complete the sentences below.

*Choose **NO MORE THAN TWO WORDS** from the text for each answer.*

*Write your answers in Boxes **34** and **35** on your answer sheet.*

34 If the people of San Marino make, the Heads of State are answerable.

35 The Grand and General Council is the equivalent of the old

Questions 36-40

Choose the best answer for each question below:

36 Which of the following does NOT describe San Marino?

- A It is very hilly.
- B It has many beaches.
- C It is an old state.
- D It has pleasant weather.

37 In Paragraph B we are told that

- A San Marino was established to start a new religion.
- B the original founder came from Rome
- C there were two threats to San Marino's independence.
- D the Italian army wanted to invade San Marino.

38 Paragraph D we are told that

- A nowadays, San Marino uses its own currency.
- B San Marino uses the Italian euro coins.
- C there are a great many San Marino coins.
- D many collectors want to buy San Marino coins.

39 The main source of overseas income in San Marino comes from.

- A agriculture.
- B tourism.
- C manufacturing
- D taxes

40 Which of the following best describes San Marino's people?

- A Most people have enough money and live a long time
- B Most people are of Danish or German origin.
- C It is hard to find a job because San Marino is so small.
- D The population mostly lives in the country, not the towns.

阅读练习 1 答案解析：

阅读练习 1&2 摘取自《剑桥雅思考试官方指南》一书，其中的答案解析是大家一定要认真认真学习的，它完美的诠释了关键词定位法在雅思阅读中的运用，希望大家一定要一个一个题按着看，把题干中的关键词和原文中的关键词都划出来，看看它们之间的联系，如何通过定位题干中的关键词（组）和原文中的同义词（组）来找到答案的。久而久之你会和我一样，明白为什么**雅思阅读考试其实就是单词测试**的原因了。

SECTION 1

Questions 1-6

1.A

先选定题干关键词 does not cater for，意为 won't accept，然后找到原文 must prove ability to swim（你必须证明你会游泳）

2.C

先选定题干关键词 supply own equipment，然后找到原文 must provide own racquets.

3.B

先选定题干关键词 travel cost,然后找到原文 Transport to&from（travel）中的\$2 each way（cost）

4.(during)winter month

先选定题干关键词 not be offered,然后找到原文同义词组 not available。

5.（by）（free）bus

先选定题干关键词 tennis facility，然后找到原文关键词 tennis courts。

6. English within tennis

先选定题干关键词 a meal，然后找到原文中关键词 lunch，发现 B 和 C 都有 lunch，阅读上下文发现，有 B 的是 packed lunch included 的，而 C 是 lunch can be purchased.

题干中的关键词	原文中的关键词
supply	provide
travel	transport to %from
cost	\$
Not be offer	Not available
Tennis facility	Tennis courts

Questions 7-14

这道题首先要把题干与原文对应起来，

A you must do before admission day=Pre-Admission Information

B you must do on admission day=On the day of Admission

C 和 D you must (not) do on the day you leave hospital=Discharge Information

这样再看起来就好找多了。

7.D

直接搜索题干，在 Discharge Information 里找到 you must **drive a car** until at least 24 hours.....

8.A

先选定题干中关键词 patient history form，然后在 Pre-Admission Information 里找到原文，同时可以看到，fill out=(we ask you)complete(the following)

9.E

先选定题干中关键词 operation，然后找到 Your doctor will notify(=tell)the hospital of the date(which day)of your procedure/**operation**.....

10.B

先选定题干中关键词 contact details，然后找到原文中的同义词组 phone number of email，同时 your driver=the person who taking you home

11.C

先选定题干中关键词 pills 然后找到原文中同义词 medication，同时 talk to your doctor=checking with your doctor

12.A

先选定题干中关键词 insurance details,然后找到原文 If you account is subject to Private **Insurance** Cover,forward full **details** of.....

13.A

直接搜索题干关键词 take a show,然后找到 shower the day,但是请注意，后面有一个 prior to 这个词，意思等同于 before，去医院之前要洗澡。（即使你不认识 prior to 这个词，根据上下文来理解也能猜到）

14.B

先选定题干中关键词 expensive watches or rings,然后在原文中找到 jewellery 和 valuables.

题干中关键词	原文中关键词
fill out	complete
tell	notify
day	the date
contact details	phone number or emails
your driver	the person who taking your home
talk to	check with
pills	medication
expensive watches or rings	valuables

SECTION 2

Questions 15-21

我们首先要搞清楚这个填空题它是本文的 Summary ,很明显题目是对于 following these steps 的一个总结,而且是有顺序的,而且很有可能就是一句话总结一个关键步骤。如果我们能找到第一个空,接下来的就迎刃而解了。

15.B.furniture

首先找到题干中的关键词 restricts freedom of movement 然后定位原文中同义词组 impede progress ,意为固定。固定什么呢?原文 chairs,desks or cabinets 就是 furniture 了。找到第一个了,下面的直接按顺序来就好找多了。

16.G.rugs

通过题干中 removed 定位到原文中同义词组 get rid of ,移除什么呢?原文 small carpets 就是 rugs 了。然后找一下段。

17.A.electrical cables

通过题干中 attach 定位到原文同义词 Taping 粘什么呢?原文 lamp,telephone or extension cords and computer leads 就是 electrical cables 了。然后找一下段。

18.O.uneven steps

通过题干中 steps and stairs 定位原文中 Next,look at the **stairs and steps** both.....知道答案肯定位于这一段了 然后看到题干中 repaired 在原文中的同义词 fix 修什么呢?修 any **steps** that are loose or **not level** (=uneven steps) ,同时题干中的 missing or not firmly attached 对应原文中的 loose or absent. 然后找下一段。

19.H.checklist

通过题干中 make 就可以直接定位下一段开头同义词 create ,做一个什么呢?原文中 inventory 就是 checklist 了。同时题干中 arranging for all needed to repairs 也可以定位到原文中同义词组 follow through on your risk control.然后找下一段。

20.K.safety awareness

通过题干中 have a family conference 定位到原文中同义词组 a forum with your household members , encourage 定位原文同义词 promote ,鼓励什么呢? Hazard awareness ,即 safety awareness ,安全意识。然后找下一段。

21.I.employer

通过题干中 check 定位到原文中同义词 inspect ,谁去检查呢?原文中是 workplace manager ,即 employer.

题干中关键词	原文中关键词
furniture	chairs,desks or cabinets
restricts freedoms of movement	impede progress
rugs	small carpets
removed	get rid of

attach	taping
electrical	lamp,telephone or extension cords and computer leads
uneven steps	no level
repaired	fix
missing	loose
not firmly attached	absent
checklist	inventory
a family conference	a forum with your household members
encourage	promote
safety awareness	hazard awareness
observance of the rules	compliance
check	inspect

看看上面这个同义词转换表，把题干中的关键词都划出来，再找出原文中所有的同义词，你会发现 G 类雅思阅读其实就是剑桥官方跟你玩的文字游戏，而当你戴上同义词转换眼镜的时候，你会发现答案真的显而易见！这个题目非常恰当的告诉我们，雅思阅读，就是在考单词啊！

Questions 22-27

首先咱们必须明确，TFNG 题型是有做题顺序的，所以第一题肯定位于文章的前部，咱们仔细找找第一题，接下来的题就好找了。

22.FALSE

先划出题干关键词 copy from previous ideas，然后定位 B 段的一个同义词组 going down the same track as all the other vendors.仔细看前面的 rather than，说明原文与题干相反。然后去 C 段找下一题答案。

23.TRUE

先划出题干关键词 surveys，然后找到原文中的 Customer questionnaires,or **surveys**.....Some people say that.....but.....**need to tailor the size and format**(=use a variety of styles and sizes)，说明与原文吻合。然后去 D 段找下一题答案。

24.NOT GIVEN

先划出题干关键词 business management，然后在 D 段找到同义词 enterprise,查看上下文.....you must have.....a certain experience.....in that filed,提到了 experience，但没有题干中的 training，所以是 NOT GIVEN.然后去 E 段找下一题答案。

25.TRUE

先划出题干关键词 old people,cope with change,confident，带着它们到 E 段以后的段落去找，发现在 F 段有 cope with change 的同义词组 adjusting to change,confident 的同义词组 have faith in their own decisions，知道题干信息与原文相符，TRUE。然后找下一题。

26.NOT GIVEN

原文中先谈到了老年人的优势 ,后又谈到了年轻人的优势 ,但并没有对二者进行比较 ,所以是 NOT GIVEN.

27.FALSE

先划出题干关键词 business advice ,然后在 G 段找到它的同义词组 business mentor ,然后阅读上下文 ,发现.....could be a paid.....but **in either case** (paid or not paid)......。其实这题就是考你 in either case 这个单词认不认识

题干中的关键词	原文中的关键词
copy from previous ideas	going down the same track
surveys	questionnaires
business management	enterprise
older people	maturity
cope with change	adjusting to changing
business advice	business mentor

SECTION 3 Questions 28-33

咱们首先要清楚，归纳段落大意往往都是让我们看段首或段尾，因为对于绝大部分文章这两句话是最容易归纳一段话的大意的。

28.Paragraph A-viii.Geography

段首句 The Republic of San Marino is a landlocked microstate or enclave,the third smallest state in Europe,situated on the Italian peninsula.

本段就是描述其方位，大小，气候等地理（Geography）信息的。

29.Paragraph B-v.Historical background

段首句 San Marino is perhaps the world's oldest constitutional republic,founded in the year 301 AD by a stonemason fleeing religious persecution.

本段主要是讲 San Marino 是怎么建立的，如何面临独立的问题等历史（history）信息的。

30.Paragraph C-ii.How the governance system works

段首句 San Marino today is a multi-party democratic republic,but political parties have to align themselves with one of the two opposing coalitions;the right or the left.

本段主要讲 San Marino 的政府是如何运作的。

31.Paragraph D-iv.The currency of San Marino

这段主要是讲其货币系统和汇率的。

32.Paragraph E-vii.The economy

段首句 Chief sources of income arise from the industries of tourism,banking,ceramics and electronics together with the manufacture and export of furniture,paints,fabrics and wearing apparel.

这段主要是讲这个国家的收入是从哪来的。

33.Paragraph F-x.The people of San Marino

段首句 For such a tiny,geographically inhospitable country with few natural resources,apart perhaps from building stone,residents of San Marino nevertheless enjoy a relatively high standard of living equivalent to that of Danes or Germans.

这段主要是讲人民的。

为什么其他几个题干不选？

无外乎两个原因：

1.它们没有在任何段落被提到

2.它们只是某一段里的一小部分信息，并不能代表整段大意

i relationship with Italy

在 B 段（历史）和 D 段（货币）里的确提到了 Italy,但它并不是某一段的中心思想。

iii Agricultural produce

E 段提到了农产品，但也不是该段的主要大意。

vi Climate in the enclave

A 段只是提到了了一下 Climate

ix Natural life

全文完全没有提到这个信息

xi Current and future problems

Current 的确有提到，但 future problems 完全没有涉及

Questions 34-35

34.a complaint

首先划出题干中关键词 Heads of State,然后在原文中 C 段找到，阅读上下文，发现题干中的关键词 make 的同义词 lodge 和 answerable 的同义词组 held a account，很容易得出答案。注意，只写 complaint 是错的

35.Roman Senate

首先划出题干中的关键词 The Grand and General Council，很好找，也是 C 段，阅读上下文，发现题干中 the equivalent 的同义词组 performs the role of Roman Senate.....

Questions 36-40

先跟大家讲一下，一般情况下，选择的题的四个选项的信息来源于同一段,不可能 A 选项信息来自第一段，B 选项信息来自第五段，C 选项信息来自第八段这样。

然后我们先扫一下 37 题题干，和 38 题题干，发现它们的信息来源是 B 段和 D 段，那么 36 题的信息来源肯定就在 A 段了。（因为选择题也是有顺序的）

36.B

选 B 的原因是.....is a **landlocked** microstate.....,landlocked=surrounded by land, 没有 beaches, 所以选 B。

A 选项描述正确, 因为.....kilometres of rugged terrain(there is no natural level ground at all)

C 选项描述正确, 因为.....it has a very long history.

D 选项描述正确, 因为.....sunny summers and **mild**,..... mild=not too cold

37.C

题目已经告诉我们在 B 段找信息了, 所以难度降低了很多。

选 C 是因为.....a potential invasion from Napoleon's army in the 18th century and the period of Italian political unification in the 19th century.

不选 A, 因为.....San Marino is perhaps the world's oldest constitutional republic,founded in the year 301 AD by a stonemason fleeing(=running away from,escape from) religious persecution.

不选 B, 因为.....The stonecutter,Marinus(from whom the settlement derived its name),came from the Roman colony of Arba,which is an island off the coast of present-day Croatia.

不选 D, 因为.....even surviving a potential invasion from Napoleon's army in the 18th century and the period of Italian political unification in the 19th century.

38.D

题目已经告诉我们就在 D 段找信息了, 难度又降低了。

选 D 是因为.....they are eagerly sought by coin collectors around the world.这里其实就是考你这几个词认不认识, eagerly sought=often looking for,by coin collectors around the world=many collectors want to buy the coins.

不选 A, 因为.....it is even allowed to have its own designs on the national side of the euro coins.**Before** moving to the euro,it used the San Marino lira for money.....

不选 B, 因为.....it used the San Marino Lira for money,and this was linked to in value and exchangeable with the Italian lira.

不选 C, 因为.....Because limited numbers of both the euro and lira coins are/were minted,they are eagerly sought by coin collectors around the world.

39.B

题干关键词 main source of oversea income 定位到 E 段。其实这里就是考你一个同义词组, 题干中 The main source of income=Chief sources of income=**tourism** is the key player

不选 A, 因为.....only about sixteen per cent of land in San Marino is arable(=suitable for farming) and primary agricultural products mainly consist of some wine and cheese (most food is imported from Italy)

不选 C, 因为.....About a third of San Marino's GDP comes from the manufacturing industry but tourism is the key player.....

不选 D, 因为.....the government makes substantial returns from the taxes and customs imposed on the two to three million annual visitors,who also provide income for many local businesses.

40.A

题干关键词 people, 定位到 F 段。考了几个同义词组。

原文 :.....residents of San Marino(对应题干中的 San Marino's people)nevertheless enjoy a relatively

high standard of living.....the pleasant climate and the general affluence(=a good level of wealth,or money) of the populace(=people)undoubtedly have an impact on life expectancy. (=how long people will live)

不选 B , 因为.....San Marino nevertheless enjoy a relatively high standard of living equivalent to(=equal to)that of Danes or Germans.

不选 C , 因为.....unlike many other European nations,the citizens of San Marino experience a very low level of unemployment.

不选 D , 因为.....the population is predominantly urban(94%)

题干中的关键词	原文中的同义词组
make a complaint	lodge a complaint
answerable	held to account
is the equivalent	does the same job as
hilly	rugged terrain
old state	long history
pleasant weather	mild
stay independence	maintain its sovereignty
established	found
invade	unify
main	chief/key player
enough money	general affluence
live long time	life expectancy

阅读练习 2

SECTION 1 Questions 1-14

Read the text below and answer Questions 1-7.

What to expect from your Delta Bank Credit Card

Lost/stolen card

To report a lost or stolen card, phone the 24-hour toll-free number, 0800 700 007.
To order a replacement card, call in at your local branch of the Delta Bank.

Daily Limits

Cash advances at an ATM	\$1,000
Cash advances across the counter	Up to your available credit ^①
Purchases	Up to your available credit

Rates and fees	Charging time	Amount
Interest rate	Charged on the statement production date	18.5%
Card fee	Charged six-monthly	\$25 per half year \$3 per half year for each Additional card on the Internet
Card replacement fee	Charged on the day the card is ordered	\$25 per card
Statement reprint fee	Charged on the day the reprinted statement is ordered	\$5.50 per statement
Inactivity fee	Charged after 12 weeks of no card activity	\$12.50
Credit limit excess fee	Charged when the limit is exceeded	\$25
Cash advance fee-across the counter	Charged on the day the cash advance is made	\$3 per advance
Late payment default fee	Charged 7 days after the payment due date	\$25
Credit card insurance	Charged monthly on the statement presentation date when applicable	Calculated at the rate of 75 cents for every \$100 owing on your monthly statement.No fee is charged if the monthly statement balance is zero.

①Please note:available credit on this account is \$5,000.

Questions 1-7

Do the following statements agree with the information given in the text above?

In Boxes 1-7 on your answer sheet, write

TRUE *if the statement agrees with the information*

FALSE *if the statement contradicts the information*

NOT GIVEN *if there is no information on this*

- 1 You must report a lost or stolen credit card within 24 hours.
- 2 To get a new card,you should appear in person at the bank.
- 3 You cannot buy more than \$5,000 worth of goods in on day using your card.
- 4 If you lose card,you must pay \$25 for a new one.
- 5 If you don't use your card for 3 months,the card will be cancelled.
- 6 There is no charge for withdrawing cash using your card at an ATM.
- 7 Credit card insurance is always charged each month.

Read the texts below and answer Questions 8-14.

A

Health Care Assistant

We are looking to recruit health care assistants for our rest home facility for the aged.

- This is a full-time position with immediate start.
- Relevant work experience an advantage.

If you are honest and reliable and comfortable around old people,this job is for you.

To apply please contact Miss Bridges on 02 566 2805

B

Cleaner

We are looking for an energetic person to work night shifts from 11.30 p.m. To 7.00 a.m. Sunday evenings through to Friday mornings.

Phone Mr Simpson 027 457 987

C

Supermo Cleaning Products

Due to on-going growth of our company,we require an experienced salesperson;approx.12-15 hours per week-flexible-can be worked around school hours.To fulfill this role you will need:

- *experience in sales*
- *excellent communication skills*

Call in at the Supermo office,15 Fairview Road,anytime between 9 a.m. and 5 p.m. To pick up an application form.

D

Cafe Central in the CBD

Require an assistant manager

- reliable
- able to cope under pressure

Regular rostered hours for Saturdays and Sundays-from 7.30 a.m. To 6 p.m.

E

Cafe Kitchen Assistant required for the summer

No previous kitchen experience necessary but must be a clean worker willing to learn.

We are open every day 7.30 a.m.-9 p.m.

Apply in person-Teapot Cafe,the Stand.

F

Night Duty Manager

Full-time,permanent manager required

Minimum 3 years`experience in the restaurant trade

Excellent wages,meals provided

Phone Jake on 02 724 4798 at the Night Owl Restaurant after 7 p.m.

G

Cafe Express

Kitchen assistant wanted with experience in baking, cabinet food and short orders-must be able to work in an organised and safe manner.

We are looking for someone who has a passion for food and the right attitude towards the workplace.

If you are that person, and can commit to a five-hour working day, early start 6 a.m. Please send your CV and a reference to:

The Manager, Cafe Express, 78 Providence Place

H

Tower Office Suite in the CBD

Reliable cleaner required for the above.

Hours of work (2.5 hours Mon-Fri) flexible but must take place inside office hours.

\$15.00 per hours.

Phone Mabel 025 262 3655

Question 8-14

Look at the eight job advertisements, A-H, on the previous pages and read the descriptions of job seekers below.

Which is the most suitable job for each person?

Write the correct letter, A-H, in Boxes 8-14 on your answer sheet.

- 8 a person with school-age children who used to sell cosmetics in a department store
- 9 a student looking for work over the long vacation
- 10 an ex-baker with some cooking experience who wants a job that finishes before 3.30 p.m. So that she can pick up her children after school
- 11 a mother with school-age children who only wants to work a few hours per week
- 12 a person with ten years' experience in the restaurant business who is looking for a well-paid permanent position
- 13 an active parent who wants afternoons and weekends free to spend with his young children
- 14 a person who has spent the last five years looking after her elderly parents but is now eager to get back into the workforce

SECTION 2

Questions 15-27

Questions 15-20

The text on the following page has seven paragraphs, **A-G**.

Choose the correct heading for Paragraphs **B-G** from the list of heading below.

Write the correct number, **i-x**, in Boxes **15-20** on your answer sheet.

List of Headings	
i	Be tidy
ii	Use visual communication
iii	Remember your manners
iv	Maintain good personal hygiene
v	Show courtesy when eating
vi	Use appropriate meeting etiquette
vii	Respect other people's property
viii	Be punctual
ix	adhere to the dress code
x	be trustworthy

Example	Answer
Paragraph A	v

- 15 Paragraph B
16 Paragraph C
17 Paragraph D
18 Paragraph E
19 Paragraph F
20 Paragraph G

OFFICE PROTOCOL

This is a set of rules or guidelines for appropriate behaviour in the office. Although they are often implicit, they should still be respected.

A

Never consume food at your desk; use assigned areas only and avoid pungent foods with strong odours (garlic, and curry, for example), as these may be offensive.

B

You will get along better with your colleagues if you show consideration, courtesy and respect. Greet fellow workers every day by making eye contact and saying "Hello" or "Good

morning" .Be polite-say "please" .Be appreciative-say "thank you" .Apologise if you have to interrupt someone;say sorry if you make a mistake.

C

To assist the smooth running of the workplace,be sure to get to work early or on time and never arrive late for scheduled meeting.

D

Rules about appropriate attire may be unwritten,even unspoken,but rest assured there will be some.Ask if you are not sure,and only wear office outfits that are neat,clean and pressed.

E

To maintain a pleasant working atmosphere amongst your colleagues,ask permission before borrowing any item from another person`s desk,no matter how small or insignificant;and,most importantly,return it immediately you have finished with it.

F

Keep your work area and communal areas orderly and uncluttered.This applies to common rooms like the kitchen,as well.Clean up after yourself and wipe down surfaces in the interests of both hygiene and collegial cooperation.

G

Take a shower and clean your teeth before work but avoid wearing overpowering deodorants,scents or aftershaves.Be discreet if you need to re-apply makeup,adjust your clothing or blow your nose-the privacy of the bathroom is the best place for this.

Read the text below and answer Questions 21-27.

Staying positive in the workplace

A

There are many reasons why workers are discontented in the workplace.There are also many reasons why they should strive to be more positive.On average,people spend about a third of their lives at work.That`s a lot of time to be miserable or depressed.These days,there is often a general atmosphere of anxiety and despondency at work because of insecurity;the economy is depressed and many companies are downsizing,restructuring and making redundancies.

B

Staying positive despite this is a challenge but is important not to develop a negative attitude at work, especially if you already have a stressful workload. Beware: chronic negativity may lead to long-term psychological and physical ill health. On the other hand, optimists have a greater sense of self-worth and are thus more likely to experience job satisfaction through an appreciation of their own achievements and productivity. If workplace tension is getting you down,

C

Firstly, take care of your physical health with a wholesome diet, exercise and sufficient sleep. If work has taken over your life, find a balance: find and nurture friendships outside of work and do something in your free time that is totally unrelated to your job. Remember also to take care of your appearance and dress well to boost your self-esteem in the workplace.

D

Avoid negative co-workers if possible; if not, try to put a more positive spin on what they say, tell a job, or just remain neutral. Focus on the good things rather than the bad, and smile more often--your affirmative attitude may rub off on your colleagues. If it is possible, listen to light, uplifting music if you feel it helps--as long as it does not distract you from your work.

E

If job security is causing anxiety, developing professional competence is essential. Expand your skill set--take a course, become familiar with a new computer programme, tackle new tasks--and consider shouldering more responsibility if you are not already overworked. Perhaps it is time to set new goals, even minor ones. Being pro-active and creative will not only keep focussed, motivated and more in control of your work life but also prepare you for the job market if the worst should happen.

Questions 21-27

Complete the summary below.

*Choose **NO MORE THAN TWO WORDS** from the text for each answer.*

*Write your answers in Boxes **21-27** in your answer sheet.*

In general, people spend around 30% of their lifetime at work but often they are unhappy because of financial **21**..... It may be difficult to stay positive but physical and mental illness can result from **22**..... In contrast, **23**..... Feel better about themselves and enjoy their work more.

It is essential to eat well, get enough rest and **24**..... Developing friendships and taking part in leisure are also important.

Try to always be positive: your **25**..... Could have a good effect on fellow employees.

Learning new skills and taking on more responsibility will improve your **26**....., which will not only give you more expertise in your current job but also set you up for the **27**..... if you need to seek new employment.

SECTION 3

Questions 28-40

Read the text below and answer Questions 29-40.

Esperanto

One man's vision for world peace

A

If English is not your native language but you are reading this article, then you have learnt English at some stage in your life. Why? If you have made an English-speaking country your home, the answer is obvious, but even those who do not need English to communicate in their daily lives may still need to learn it. Despite its eccentric grammar, complex sentence structure and bizarre spelling, English is the nearest thing the world has to a worldwide language; and in order to belong to and fully participate in the new "global village", you have to learn the dominant language. English is the common language of science and technology, medicine, the aeronautical industry, banking and investment, movies and music, not to mention the Internet, where over 80% of the websites are in English. The argument for learning English would therefore seem quite compelling, but some believe that the predominance of English and its associated culture and attitudes is endangering, if not destroying, other customs and cultures. Wouldn't be wonderful if there was an easy, politically non-aligned and culturally unbiased tongue that could serve as the medium of international communication?

B

In fact, there has been such a language in existence for over a hundred years. Esperanto was conceived and created by a Polish physician, Ludovic Zamenhof. In 19th-century Poland, Zamenhof saw many violent ethnic clashes and decided that language was the root of the problem. He observed that whenever people of different ethnicities tried to communicate, the native speakers of the language in use inevitably had an advantage. He had the grand vision of bringing peace of the world by giving people of different ethnic and linguistic backgrounds a standard, neutral language to converse in. His first thoughts were to restore Latin or classical Greek as a lingua franca, but he soon decided that both these languages were too complex and difficult to learn, and thus he embarked upon the project of developing an entirely new language.

C

In 1887, Zamenhof launched his new language, Esperanto, which was constructed specifically to make it simple to learn and easy to pronounce; the grammar was very straightforward, the verbs

were all regular and the spelling was phonetic. A sample of the grammar shows us that all common nouns in the singular end in *-o*, adjectives in *-a*, adverbs derived from them in *-e*, while all verbs in the present tense end in *-as*. When it comes to pronunciation, the stress is on the penultimate (second to last) syllable, although there can be exceptions in poetry. Compared with English, this artificial language is simplicity itself. The vocabulary mainly draws on European languages that originated from Latin (for example, French, Spanish and Italian) but some words also come from German and a few from Slavic languages and Greek. Zamenhof originally published a list of 900 root words which could be increased to make many thousands of words by using prefixes and suffixes and joining words together to make compounds. What is more, because the main aim of Esperanto is to make communication uncomplicated and easy, there are very few idiomatic expressions or slang words. Research carried out in Germany shows that students who spend 1500 hours studying English can reach the same level of proficiency in Esperanto after studying for only 150 hours! In some countries, it has been found that studying Esperanto as a first foreign language accelerates the acquisition of other languages, possible because of its grammatical simplicity and its cultural impartiality and adaptability.

D

Given its logical design, ease of acquisition and lack of bias, it is surprising that Esperanto has not become a dominant global language; after all, its main advantage is that people of different backgrounds can connect and converse on equal footing, thus reducing tensions and improving relationships. Its detractors would say that its lack of success is due to the fact that it is an artificial or made-up language. However, all languages have some artificial content. Think of all the new words that have come into English, or your own language--words which have been borrowed or invented to describe discoveries in science and technology, for instance. Another common objection to Esperanto is that, despite Zamenhof's laudable intentions, his invented language is Eurocentric, in that it is based only on a small set of world language. Thus, it can still be accused of being culturally biased and narrow in its vocabulary, structures and pronunciation.

E

Historically, Esperanto has had its ups and downs. Initially it was well received but certain totalitarian regimes became suspicious that people learning the language might be a subversive influence, and consequently Esperanto groups and materials were banned in those countries. After the Second World War, Esperanto was accepted and encouraged in East European and Asian countries that were looking for a common language and that wanted to avoid English because of its association with American ideology. It is thought that up to five million people may have learnt the language back then, but since the 1970s far fewer people have learned the language, and it is now not commonly used. Recently, there has been a suggestion that Esperanto should become the official language of the European Union. However, this has not yet come to pass.

F

Esperanto has made an appearance from time to time in popular culture such as novels and films, usually when the author or director has wanted to introduce a foreign language without denoting a specific ethnic or national group. There have even been a couple of feature films made

completely in the language of Esperanto but mostly the language is used in futuristic productions. There are also lively Esperanto conferences and meetings around the world. Could Esperanto really become the universal language of the future? Although, ideologically appealing, it is doubtful whether Esperanto could ever challenge the supremacy of English as world language now or in the future/

Questions 28-34

The text on the previous pages has six paragraphs, **A-F**.

Which paragraphs contain the following information?

*Write the appropriate letter, **A-F**, in Boxes 28-34 on your answer sheet.*

NB You may use any letter more than once.

- 28 the story of the decline of Esperanto as a world language.
- 29 examples of the international use of English
- 30 two reasons why people do not like Esperanto
- 31 the reason for the invention of Esperanto
- 32 examples of situations where Esperanto has been used
- 33 a reason why English should not be the main international language
- 34 the result of a study which compared learning Esperanto to learning another language

Questions 35-40

Do the following statements agree with the information given in the text above?

In Boxes 35-40 on your answer sheet, write

TRUE if the statement agrees with the information

FALSE if the statement contradicts the information

NOT GIVEN if there is no information on this

- 35 Ludovic Zamenhof was a doctor by profession.
- 36 Zamenhof spent several years learning Latin and Greek.
- 37 All nouns in Esperanto end in -o.
- 38 One way of making a new word is to add more letters to an existing word.
- 39 Idioms in Esperanto are rare.
- 40 Esperanto represents a true world language.

阅读练习 2 答案解析：

SECTION 1 Questions 1-14

跟大家再强调一下，TFNG 题目是有顺序的，第一题肯定从开头开始找。

1.NOT GIVEN

先划出题干关键词 lost or stolen 和 24hours ,带到原文中找 ,找到.....to report a **lost or stolen** card,the **24-hour** toll-free number.....,发现这个 24hours 就是个坑，果断 NOT GIVEN，然后往下找。

2.TRUE

先划出题干关键词 a new card 和 appear in person ,带到原文中找 ,发现了同义词组 a replacement card 和 call in at，答案显而易见了，然后往下找下一题。

3.TRUE

先划出题干关键词 \$5000，带到原文中找，这一题就是考你细不细心了，如果你看到角标 please note:available credit on this account is \$5000,就对了 ,其实还考了你一个 daily limit=cannot buy ...on one day 同义词组，然后往下找下一题。

4.TRUE

先划出题干关键词 \$25，在原文中定位到 3 个 \$25，仔细看一下，有一个是 card replacement.然后往下找下一题。

5.FALSE

先划出题干关键词 3months，找到原文中同义词组 12 weeks，这里考了你一个同义词组，inactivity fee=charge for you don't use your card，但并没有说会 cancelled,继续找一下题。

(提示：不要死板的说 3months 跟 12weeks 天数上有差别，不是同义词组，别叫这个真儿)

6.NOT GIVEN

先划出题干关键词 withdrawing cash 和 AMT，发现并没有关于 ATM 取钱的信息。

7.FALSE

先划出题干关键词 Credit card insurance ,定位到原文最后一格 ,找到 No fee is charged if the monthly statement balance is zero.

题干中的关键词	原文中的同义词组
a new card	a replacement card
appear in person	call in at
in on day	daily
charge for you don't use your card	inactivity fees

Question 8-14

这道题需要一些做题顺序，什么顺序呢？就是把特征最明显的人和职位先对上号，然后排除它们，然后再找剩下的。雅思阅读当中如果有对号入座的题目可以尝试使用排除法。

8.C.Supermo Cleaning Products

先划出题干关键词 school-age children 和 sell cosmetics,发现符合 an experienced salesperson 和 school hours 的就是 C 了。找到确定的职位，就划掉它，下次就只会找其他职位了，免得浪费时间。

10.G

先划出题干关键词 ex-baker 和 cooking experience，发现原文中有 baking 和 cabinet food and short orders,选定 G，排除 G。

12.F

先划出关键词 restaurant 和 well-paid，发现原文中有同义词组 excellent wages,选定 F，排除 F。

13.B

先划出关键词 want afternoon and weekend free，发现只有 B 符合要求，选定 B，排除 B。

14.A

先划出关键词 looking after her elderly parents，找到同义词组 recruit health care，选定 A，排除 A。

11.H

回过头来做 11 题，关键词是 few hours per week，剩下三个职位，只有 H 符合要求，选定 H，排除 H。

9.E

最后一题变成了二选一，题干关键词 long vacation，发现 E 里面有 for the summer,所以选 E。

这里大家注意一下，为什么我把 11 和 9 留到最后去选是因为它们所提供的信息是最少的，最难配对，所以我采用了先把信息丰富的人的职位选定，然后排除掉，最后再筛选的方法，这样会比较节省时间，提高做题效率。

Section 2 Question 8-14

这道题也有做题顺序的。List of Heading 题，我们往往都是先配对那些内容最短的段落，因为它们读起来最快，很容易就知道这段讲的是什么了。

16.C 段-viii

先从 C 段开始做，因为它最短。大意很容易了解，但其实这里考了你一个词，be punctual=be on time，认识你就能做对，排除 viii

17.D 段-ix

阅读 D 段，大意应该跟 wear office outfits 有关了，找到选项中的 dress code，排除 ix。

18.E 段-vii

阅读 D 段,看到 ask permission 和 return immediately ,很容易选出 respect other people's property,然后排除它。

19.F 段-i

阅读 F 段,看到 clean up 和 wipe down ,很容易选出 be tidy,然后排除它。

20.G 段-iv

其实这题就是考你认不认识 person hygiene 这个词儿了,认识就肯定能做对。

15.B 段-iii

最后回过头来做最长的一段,还剩下三个选项,差别很大,很容易选出 remember your manners

Question 21-27

对于 Summary 型填空题,要记住几点:

第一,题目 100%有顺序,所以找到开头很重要。

第二,所有填空的单词都是来源于原文的,不需要你自己去创造。

21.Insecurity

首先利用题干关键词 30%定位到原文同义词 a third,同时发现题干中的 unhappy 和 anxiety and despondency 对应, because of **insecurity**the economy.....然后往下找下一题的答案

22.chronic negativity

首先利用题干关键词 stay positive 定位到原文 staying positive,发现题干的 it may be difficult 和原文 despite this is challenge 对应。然后找到题干中 physical and mental illness 在原文的同义词组 psychological and physical ill,然后往下找下一题的答案

23.optimists

这题几乎就是文字游戏了,(题干)in contrast=(原文)on the other hand,(题干)feel better about themselves(原文),(题干)enjoy their work more=(原文)experience job satisfaction,然后往下找下一题的答案

24.Exercise

首先利用题干的关键词 eat well 定位同义词组 wholesome diet,同时还会看到题干中的 enough rest 对应原文中的 sufficient sleep,很容易得出答案。然后往下找下一题的答案

25.affirmative attitude

首先利用题干关键词 be positive 找到原文中的同义词组 focus on good things rather than the bad,紧接着看到题干中 a good effect on fellow 对应原文中的 rub off on your colleagues,很容易得出答案。然后往下找下一题的答案

26.professional competence

首先选定题干中的关键词 learning new skills 和 taking on more responsibility , 在 E 段找到它们的同义词组 expand your skill set 和 shouldering more responsibility , 阅读前后文 ,improve 不就是 developing 吗 ? 答案显而易见了。

27.job market

其实就是考一个同义词组 set you up for=prepare you for

题干中的关键词	原文中的同义词组
30% of their lifetime	a third of their live
unhappy	anxiety and despondency
it may be difficult	despite this is a challenge
physical and mental illness	psychological and physical ill
in contrast	on the other hand
feel better about themselves	have a great sense of self-worth
enjoy their work more	experience job satisfaction
eat well	wholesome diet
get enough rest	sufficient sleep
developing friendships	find and nurture friendships
taking in leisure activities	do something in free time
always be positive	focus on the good things rather than the bad
have a good effect on	rub off on
fellow employee	colleagues
learning new skills	expand your skill set
taking more responsibility	shouldering more responsibility
improve	developing
set you up for	prepare you for

Question 28-40

这篇阅读应该先做 TFNG 题型，因为 TFNG 题型可以使用关键词技巧，做起来会快一些，而且在做 TFNG 的过程当中，你会大致了解到本文的结构：

- A 段-English as a world language
- B 段-The reason for developing Esperanto
- C 段-The beginning of Esperanto,and grammar rules
- D 段-Why Esperanto has not become a world language
- E 段-The history of Esperanto
- F 段-Places where Esperanto is used

- 28.E
- 29.A
- 30.D
- 31.B

32.F

33.A

34.C

35.TRUE

先划出题干中的人名关键词 Ludovic Zamenhof,很快就可以找到.....by a Polish **physician**,Ludovic Zamenhof.....继续往下找下一题答案

36.NOT GIVEN

先划出题干中的关键词 Latin 和 Greek , 然后找到.....to restore Latin or classical Greek as lingua franca,but he soon decided that both these languages were too complex and difficult to learn.....这道题很多人会错在选 FLASE。再给大家科普一下, 如果题干中有与原文相反的信息时, 才能选 FLASE。就比如这道题, 如果文章中说他完全没有学过 Latin 和 Greek ,那么这道题才可以选 FLASE ,否则就是 NOT GIVEN (因为你不知道他到底学还是没学, 学了多久, 这些都不知道) 继续往下找下一题答案

37.FALSE

先划出题干中的关键词-o,在原文 C 段找到.....all common nouns **in the singular end in -o**.....,题干以偏概全了, 所以错。继续往下找下一题答案

38.TRUE

先划出题干中的关键词 make words,然后在找到.....**make** many thousands of **words** by using **prefixes and suffixes** and joining words.....这题就是考你认不认识 prefixes and suffixes=short combinations of letters at the beginning or end of the word)继续往下找下一题答案

39.TRUE

先划出题干中的关键词 idioms,然后找到.....there are very few **idiomatic** expressions or slang words,.....,这里考了一组同义词 rare=very few , 继续往下找下一题答案

40.FALSE

先划出题干中的关键词 world language,然后找到.....in that it is based only on a **small set of world languages**.....thus,it can still be accused of being **culturally biased and narrow**.....

阅读练习 3

Section 1

Questions 1-13

Read the text below and answer Questions 1-9.

Sunset Tours

BOOKINGS
<p>A deposit \$150 each is payable on booking and the balance is payable 30 days prior to tour departure. Feel free to contact us for future information:</p> <p>Office Hours: 8am~4pm Monday~Friday</p> <p>Phone 5500 0881 Fax 5501 0881 Email: info@sunsettours.com</p>
CONDITONS
<p>The cost is subject to a minimum of 25 passengers travelling and we reserve the right to cancel if this number is not reached. Should the tour be cancelled, you are entitled to full refund.</p> <p>NB: The itinerary is given as a guide only and is subject to alteration if weather conditions are unfavourable or in any other unforeseen circumstances.</p>
LUGGAGE
<p>Each passenger is entitled to bring a cabin and one item of checked luggage no heavier than 20 kg as per industry requirements. Couples travelling together are requested to use individual suitcases. Your suitcase should be of a size weight you yourself can manage as tour leaders may not be readily available to handle your luggage.</p>
CANCELLATION & REFUNDS
<p>It is obligatory that you have a travel insurance policy to cover sudden illness or accident. Even so an administration fee is retained for notice of more than 30 days prior to departure but, should cancellation occur through unforeseen circumstances not covered by travel insurance, 10% of the fare is retained for 15-30 days' notice, 20% for 4-14 days and 50% is held for less than 4 days' notice. There will be no refund for notice of one day or on the day of departure.</p>
RESPONSIBILITY
<p>Although every endeavour is made by Sunset Tours to ensure your holiday goes according to plan, we act purely as an agent for the various accommodation and other services provided. Sunset Tours shall not be liable for any accident, injury, delay, irregularity, loss or damage caused by or arising out of the provision of or failure to provide any such service.</p>

Questions 1-9

Do the following statements agree with the information given in the passage?

In boxes 1-9 on your answer sheet, write

TRUE If the statement agrees with the information

FALSE If the statement contradicts the information

NOT GIVEN if there is no information on this

- 1 The full cost of the tour must be paid at the time the booking is made.
- 2 If there are not enough bookings, the tour will not go ahead.
- 3 If travel plans are disrupted because of unexpected problems, tourists can their money back.
- 4 There is no weight limit on the traveller's cabin luggage.
- 5 The tour leader is not allowed to help passengers with their baggage.
- 6 Tourists must insure against sickness and injury.
- 7 An insured traveller who cancels due to illness more than a month before departure gets a full refund.
- 8 Sunset Tours only give a partial refund to passengers who cancel the day before the tour leaves.
- 9 Sunset Tours are not responsible for the state of hotel rooms.

Read the passage below and answer Questions 1-13.

5ZBG

Easy Listening

Broadcasting Association

26/7/11

You Are Invited...

Dear Listener

We wish to express our sincere thanks for your support during our last successful fund-raising endeavour. Your annual donation makes it possible for us to improve the station in every way for your interest and pleasure.

We would like to enter to you an invitation to join us at the station on Wednesday, 16th August at 3.00pm for afternoon tea and to discuss station programming. Your input will be a great help to us. It will enable us to continue programming to suit your requirements. Together we will be discussing future ideas for 5ZBG to make the mainstay of our programming to a talkback format. Any changes to programming would have to be finalised by September 1.

We hope you can join us and look forward to sharing time with you. If you are able to join us, please be kind enough to phone and let us know, if you are unable to attend on this day, please phone and we will arrange a suitable date for you.

Your sincerely,
Tibias Rank
Programming Coordinator

RSVP by 5/8/11

Questions 10-13

Choose the correct letter A, B, C or D

10. 5ZBG primarily

- A relays news broadcasts
- B Focuses on talkback shows.
- C play listeners' requests.
- D play soothing music

11. The listener is being thanked for

- A listening to 5ZBG
- B giving money to the station
- C attending afternoon tea.
- D providing his input.

12. The listener is being invited an event where he will

- A participate in a programme.
- B raise money.
- C have refreshments.
- D talk about improvements.

13. The listener should reply to the letter by

- A August 5
- B July 26
- C August 16
- D September 1

Section 2 Question 14-28

Employees and Contractors

An employee is someone who performs under a contract of employment. Identifying who is, or is not, an employee has become an increasingly disputed area with a number of different factors to be considered. Non-employees may be “independent contractors” or “sub-contractors” and are employed under a contract for services or even as agents representing a client business. The legal consequences of being an independent contractor are significantly different to those for employees. Only an “employee” can be covered by an award or make a workplace agreement. However, some cleaners, outworkers and some drivers of public passenger vehicles who might ordinarily be considered independent contractors are deemed to be employees under the Fair Work Act.

The rights and obligations of employees are very different to those who are self-employed. To distinguish between employees and independent contractors, the courts take into account a number of factors to determine what the real nature of a particular work relationship is. These factors may include:

Control over work—generally an employee works as directed by the employer, whereas a contractor has a greater say in how the work is to be done.

Payment—employees are usually paid on the basis of an hourly rate or a salary. Contractors are more often paid for a required outcome with less regard for time.

Work injury—contractors are responsible to insure themselves against injury, but employees are not.

Risk—employees generally do not bear in a direct way the risk of financial loss incurred by the business for which they work. Contractors have a chance of profit and also the risk of loss.

Sub-contracting—an employee cannot assign or delegate the work to others, whereas a contractor is typically permitted to do so.

Tools and equipment—contractors may supply special equipment or tools to do the job.

Income tax and superannuation—employers usually pay these for their employees, whereas

contractors make their own arrangements.

Questions 14-22

Classify the following as

A contractors

B employees

C employers

*Write the correct letter **A, B** or **C** in boxes 14-22 on your answer sheet.*

NB you may use any letter more than once.

People who

- 14 work for wages or salary rather than profit
- 15 pay tax on behalf of others
- 16 have less responsibility for the way in which a job is carried out
- 17 do not provide their own work gear
- 18 pay by the hour
- 19 do not have the freedom to pay other people to do their job for them
- 20 do not benefit from belonging to a trade union
- 21 are paid for the end result than hours recorded
- 22 are required to sign an employment contract

Read the passage below and answer Question 23-28

Paid Parental Leave

If you are a working parent expecting a child after July 31st, the information below about Paid Parental Leave concerns you.

From 1st August, the first national Paid Parental Leave scheme will start. It's a new entitlement for working parents, funded by the government.

Taking time away from work for a new baby is a common part of working life. Paid Parental Leave is designed to help parents spend time with a new baby and also to help employers retain skilled staff.

Eligible working parents of children born or adopted on or after 1st August may get 18 weeks

government-funded pay at the National Minimum Wage to help them care for a new baby.

Full-time, part-time, casual, seasonal, contract and self-employed workers may be eligible. You must have worked at least 330 hours (just over one day a week) for 10 of the 13 months before your baby arrives. You can have up to an 8 week unpaid break between two working days and still be eligible. You can earn up to \$100,000 a year (individual salary) and still be eligible.

Usually the mother must apply for Paid Parental Leave. If you are eligible, you can transfer some or all of the pay to your partner (he needs to be eligible too). The scheme gives families more options to balance work and family.

You can claim up to three months in advance, and your pay can start any time you choose from when your child is born or adopted. It will be paid in one continuous period from the start after the birth or adoption. You are encouraged to apply early.

Eligible parents can receive Parental Leave pay at the same time, before or after other employer-provided paid leave or entitlements. The existing minimum entitlement to 12 months unpaid parental leave for long-term employees is unchanged.

From 1st August, employers must provide Government-funded Parental Leave pay through their usual pay cycle to eligible employees who have been with their business for at least 12 months. Other eligible parents will be paid through the Family Assistance Office.

For further information visit the website or call the appropriate number below:

www.ppl.govt.com

Parents 01800 4321

Employers 01800 1211

Questions 23 and 24

Choose **TWO** letters, **A-E**.

Write your answers in boxes **23** and **24** on your answer sheet.

Eligibility for Paid Parental Leave require employees to have worked a certain number of hours in the months preceding the arrival of a baby. Of those, who is entitled to Paid Parental Leave?

.....

- A New parents only
- B Working mothers only
- C A couple who adopts a child
- D A father earning less than \$100,00
- E All parents who work for the government

Questions 25-28

Do the following statements agree with the information given in the passage on the previous page?

In boxes 25-28 on your answer sheet, write

TRUE	<i>if the statement agree with the information</i>
FALSE	<i>if the statement contradicts the information</i>
NOT GIVEN	<i>if there is no information on this</i>

- 25 Employees can start getting Paid Parental Leave up to 3 months before the child is born.
- 26 Employees cannot receive benefit once the child reaches the age of 12 months.
- 27 Employees who do not make a claim early may miss out on Paid Parental Leave.
- 28 Employees can take advantage of both state-paid and employer-paid parental leave at the same time.

Section 3

Questions 29-40

Read the text below and answer Questions 29-40.

WHO DO CLOCKS GO CLOCKWISE?

The simple answer is that clocks always go clockwise! If the clock's hands moved in the opposite direction (to what we are used to) ,it would still called "clockwise" ,of course! But, seriously, why do the hands move from left to right at the top? Generally, the answer given is that clocks were invented in the northern hemisphere where the sun rises in the east, travels round to the south, and sets to the west. The shadow on a typical domestic sundial in olden times would move from left to right. So, the answer is completely logical. Or is it?

If we go back to early clocks, because of their sheer size and cost, there was generally only one turret clock in a town, usually placed high on a tower for all to see and frequently accompanied by a bell that could be heard when the clock face was not visible. If we go back in time to before mechanical clocks, even if people had a sundial at home, they needed a large public sundial that could be read from a distance when they were out. Sundials were therefore placed high on a wall in the town. This is where the explanation above about clockwise movement no longer rings true: for sundials on vertical walls have to have their hours arranged in an anti-clockwise progression. As vertical sundials would have been the predecessors of clock towers, one wonders

why a right to left movement didn't become the standard. An old vertical sundial can still be seen in Queen's college, Cambridge, England. Not only does it go "anticlockwise" but strangely (for us) the number "I" is at the bottom rather than the top.

Surely the hands on clocks have always moved in the same direction, though? Surprisingly, the answer is no. There is a clock painted in fresco in a Cathedral in Florence that is peculiar in several ways. We are used to clocks with twelve hours on the dial but this one has twenty-four and the twenty-fourth hour does not signify midnight but the hour of sunset (a system that survived) until the eighteenth century apparently) ; furthermore, the layout of the numbers has "I" at the bottom, although of course XII is at the top, and it goes anticlockwise! This clock is not unique, however.

There were other clocks around in the 15th and 16th centuries with Roman numerals going anti-clockwise. Some of them had a hand that went around once in 24 hours, others went around once every twelve, and still others went around four times in 24 hours with the digits I to VI painted on the clock face. Then again, some went around once in 12 hours but the digits were marked I to XII again. There were probably even more variations than this. To find out why all clocks go clockwise and are numbered I to IX (or 1 to 12) today, we have to consider the phenomenon described in 1890 in *Principles of Economics* by Alfred Marshall.

Early clocks were massive and extremely heavy (not to mention very expensive) devices and technology over the centuries has reduced these to small timepieces that can sit on a little shelf, be carried (often in a waistcoat pocket), or worn on the wrist. When it comes to new technologies, there are often many designs in competition with one another. Occasionally, one design is obviously pre-eminent and the others soon become obsolete. In the case of the clocks, there would not seem to be one design that is outstandingly more advantageous than the others. That is where Marshall's theory comes in: " whatever firm [design or technology] gets a good start " eventually wins. We can assume, therefore, that one type of clock face--although it may not have had any technological advantage over the others--was somewhat more common; and, once one technology secures a larger share of the market, there are economies of scale. It becomes more cost-efficient to produce thereby giving it even greater advantage over its rivals. In this way, one technology can completely eclipse the others.

Why do clocks go clockwise? Pure chance is probably the answer. Clockwise may have been more widespread and got off to a good start. After the invention of the first mechanical clock, for a century and a half, there was no consistency in the direction, the position of the numbers on the dial, or even the number of hours shown. All this changed with the mass production of clocks and watches as domestic items. For nearly five hundred years now, they have been consistent--a clockwise dial with twelve hours and two rotations in a 24-hour period.

Questions 29-34

Do the following statements agree with the information given in the text?

In boxes **29-34** on your answer sheet, write

TRUE if the statement agrees with the information

FALSE if the statement contradicts the information

NOT GIVEN if there is no information on this

29 "Clockwise" has always described the left-to-right movement of a clock's hands.

30 The shadow on a domestic sundial in the southern hemisphere moves from right to left.

31 Before the invention of mechanical clocks, people used sundials to tell the time.

32 The shadow on a vertical sundial moves in a different direction from the domestic equivalent.

33 The sundial at Queen's College and the clock in the Florentine Cathedral move in the same direction.

34 On the old 24-hours clocks, number XII (12) stood for midday and XXIV (24) denoted midnight.

Questions 35-40

Complete the summary below using words from the box below.

Write your answers in boxes **35-40** on your answer sheet.

assured	economic	mass-produced
consistent	exclusive	obsolete
costly	logical	outstanding
domestic	massive	popular

Improvement in technology has seen clocks develop from large, 35..... mechanisms to very small gadgets. When new technologies arise, designs compete with one another. Sometimes, because one design is so 36....., it will replace all the others. However, it is not always the best design that wins. There is a theory that asserts the most 37..... Design wins even if it has no obvious advantage over the others. Once this design starts being 38....., its position in the market is 39..... That is why there seems to be no 40..... Explanation for some of the accepted designs that are commonplace today.

阅读练习 3 参考答案：

请大家按照练习 1&2 的参考答案一样，自己把答案填问题干中去，把所有的题干关键词和原文同义词组划出来，自己整理好表格，千万不要偷懒，要搞清楚每一题是如何做出来的。

Section 1,Questions 1-13	Section2,Questions 14-28	Section3,Questions 29-40
1 FALSE	14 B	29 FALSE
2 TRUE	15 C	30 NOT GIVEN
3 NOT GIVEN	16 B	31 TRUE
4 NOT GIVEN	17 B	32 TRUE
5 FALSE	18 C	33 TRUE
6 TRUE	19 B	34 FALSE
7 FALSE	20 A	35 costly
8 FALSE	21 A	36 outstanding
9 TRUE	22 B	37 popular
10 D	23-24 C/D	38 mass-produced
11 B	25 FALSE	39 assured
12 C	26 TRUE	40 logical
13 A	27 NOT GIVEN	
	28 NOT GIVEN	

请不要对完答案就结束了，一定要把答案填回到题干中去，把所有题干的关键词全部划出来，再把原文中的同义词（组）划出来，并列表（像阅读练习 1 和 2 的答案解析一样），只有这样你的阅读能力才能提高！

阅读练习 4

Section 1

Questions 1-14

Read the text below and answer Questions 1-9.

Citywide Power Company

WELCOME
<p>We are pleased to welcome you Citywide.</p> <p>We aim to make our customers' lives as simple as possible by offering a range of payment options and special discounts.</p> <p>If you need to call us for any reason, freephone Customer Service on 1900 12 55 12.</p>
PAYMENT OPTIONS
<p>Choose the option that suits your preference and rest assured that we offer everyone a 15% discount if the entire bill is paid before due date.</p> <p>Direct Debit</p> <p>Set up a direct debit and your energy bill will be paid automatically each month (as long as you have sufficient funds in your chosen bank account). You qualify for a further 2% PromptPay Discount if you choose this method.</p> <p>Internet Banking</p> <p>Add Citywide Power to your bill payment options; receive your bill online; transfer the full amount owing before the due date and get 2% PromptPay Discount. What could be easier?</p> <p>Automatic Payment</p> <p>If you want to pay your bills in smaller instalments at regular intervals, say weekly or fortnightly, then set up an automatic payment with your bank. This option is more suitable for customers with regular energy usage, although you can change the amount and the intervals at any time.</p> <p>Telephone Transfer</p> <p>Fast and easy bill payment at your fingertips. Make Citywide Power one of your telephone transfer options at the bank and you can just pick up the phone and pay straight from your bank account when you receive your energy bill. The 2% PromptPay Discount applies if accounts are paid in full on time.</p> <p>Credit Card</p> <p>Register your credit card details with us, and we'll automatically debit your monthly bill from your credit card. To set up this form of payment, you'll need to phone us with your credit card details, account number and ICP number. We accept most credit cards--all the major ones anyway.</p> <p>Cheque</p> <p>Yes, we know there are still customers who prefer to pay by cheque. If this is the case, simply write the cheque--being sure to note your account number on the back--and mail it in your pre-paid, reusable envelope in which you received your bill.</p>

In Person

Got time to pay in person? Then pop into any branch of Citywide with your bill and the means to pay it.

Questions 1-9

Do the following statements agree with the information given in the text?

In boxes 1-9 on your answer sheet, write

TRUE *If the statement agrees with the information*

FALSE *If the statement contradicts the information*

NOT GIVEN *if there is no information on this*

- 1 Call you make to Citywide Customer Service are not billed to you by the phone company.
- 2 Every Citywide customer receives a 15% discount.
- 3 If you do not have enough money in your bank account when the direct debit is due, a penalty of 2% is added to your bill.
- 4 With Internet banking, the bank does not automatically transfer the funds.
- 5 Automatic payment suits people on low incomes.
- 6 You should pay your bill straight away if you are using telephone transfer.
- 7 Citywide does not accept all credit cards.
- 8 There are no postage costs associated with sending a cheque to Citywide in the mail.
- 9 You should use cash to pay in person.

Questions 10-14

The following text has sections, **A-E**.

Choose the correct heading for each section from the list of headings below.

*Write the correct number, **i-viii**, in box **10-14** on your answer sheet.*

List of Headings

- i Add shine
- ii Return to original condition
- iii Avoid excessive wetness
- iv Prevent damage
- v Heat the straightening irons

- vi Move the irons through the hair
- vii Take only a second
- viii Remove moisture

- 10 Section A
- 11 Section B
- 12 Section C
- 13 Section D
- 14 Section E

How to use your now Flomings Flat Irons

A Make sure to coat strands with a heat-protective spray before use. This will stop the straightening irons from causing excessive dehydration and frizz, which can sap the integrity of the hair shaft.

B Part hair into four or five large sections, and blow-dry each section using a paddle brush.

C Take a one or two inch section of hair and clamp the iron down as close to the roots as possible. Pull to iron down towards the tips with a firm, steady hand. Be careful to not tug or jerk on the hair, and do not pause for more than a split-second.

D After straightening, smooth a serum gloss from mid-shaft to the tips. This creates a slightly reflective sheen, which gives a polished and healthy appearance to your hair.

E Your new hairdo can withstand some moisture such as misty rain or mid humidity, but take care not to get it saturated. This will counteract the effect of the straightening, and the hair will return to its natural curly or wavy state.

Section 2 *Questions 15-27*

Read the text below and answer Questions 15-23.

Setting up pay structures in your workplace:

When it comes to setting up a pay structure for your new business, there are two broad options to choose from: the internal equity method, or the market pricing method.

The internal equity method

The internal equity method of pay structuring involves creating a series of grades with each grade

representing a different level of pay within the company. Employment positions are set within these grades depending on the rank of internal advancement the job represents.

A company determines how many grades it needs based on the number of employees and the variety of jobs in the organisation. The number of grades can be expanded at any point. As a result of their frequent use of hybrid positions, small businesses do not always benefit from pay grades.

Each grade should also be given a spread, so that employees can move within their grade as they progress within their current position. Creating a minimum and a maximum spread for the company is also recommended. There should be a 15 percent progression between grades. This is vital for ensuring that promotions incur meaningful pay increases and maintain incentives for the employee to rise within the company.

Market pricing method

An alternative to this more traditional, grid-based method of remuneration is what is called the market pricing approach. This is quickly becoming the dominant method of pricing jobs. This approach involves an employee's position being compensated in relation to the market value of that job, not the level that specific position holds within the organisation.

Using the internal equity method, for example, the chief financial officer (CFO) will probably be in the top grade and remunerated higher than an information technology worker in that organisation. Under the market pricing method there is no guarantee of this. An information technology worker with a highly demanded skill-set may be paid much more than what the CFO earns.

Which is right for your business?

Only you can decide which pay method is right for your business. As a general rule you may find that small, dynamic, high-turnover and high-speed growth-orientated businesses respond well to the market pricing method. This way you can individually select the most qualified and skilled candidates for each position by remunerating them at or just above the market rate so that your precious capital is not wasted on simply rewarding status.

For those companies that seek to expand in a firm, controlled and more cautious manner while maintaining robust internal cohesion and high levels of staff loyalty and discipline, the internal equity method may be more suited.

Questions 15-23

Complete the notes below.

*Choose **NO MORE THAN TWO WORDS** from the text for each answer.*

*Write your answers in boxes **15-23** on your answer sheet.*

Internal equity method

Pay organised according to a range of **15**..... --each one denotes different level of pay based on employee's position within the company.

The company decides on the number of grades according to how many workers and how many different **16**.....

Not suitable for **17**.....which often have **18**.....

Gaps between pay grades are important to **19**..... for promotion.

Market pricing method

Pay is based on the job's **20**.....

A worker with sought-after **21**..... may earn more than a CFO.

How to decide?

Internal equity good for maintaining steady growth and keeping constant, reliable **22**.....

Market pricing--Money does not go on paying for **23**..... alone, but acquiring the best performers.

Read the text below and answer Questions 24-27.

If you want to find a job that motivates you, maybe change your career or start out on your own in a small business or as a freelancer, or even a fresh start after redundancy, think about making a quick planner to help you identify interests and motivating factors.

To be successful and happy at work, you have to figure out what it is you really love--you need to recognise your passion. To do well at self-employment or freelance work too, you need to know what your own personal strengths are. More than that, you should be aware of your working styles--things like whether you are good around people or not; whether you are better at working with figures, design or text. Perhaps you like working with machinery or certain materials. The next step is very important: investigate the potential for your ideas, in other words, carry out some research and educate yourself about all the possibilities. Don't rush it. Let your ideas take shape slowly and work out your plans for the future. Time is crucial for refining and developing what you have to offer. At the end of it all, you'll be in the most appropriate and fulfilling job for you whether it's running your own business or enjoying being in a new occupation.

Questions 24-27

Complete the flow chart below.

Choose ONE WORD ONLY from the text for each answer.

Write your answers in boxes 24-27 on your answer sheet.

identify 24.....



identify 25.....



identify preferred working style



do 26.....



allow ideas to form



take time to develop



new 27..... or career

Section3

Questions 28-40

Read the text below and answer Questions 28-40.

Chickens

As pets and useful garden animals

Before making a decision whether to keep chickens either as pets or convenient egg-layers and insect-eaters, it would be wise to check with the local council. Regulations vary from region to region and, although some cities still allow residents to keep chickens, the practice is far from usual today. Some communities prohibit roosters because of their early morning crowing and only allow the much quieter hens. However, in most rural areas, there are generally no restrictions on keeping chickens either as ornamental or practical birds.

There are some Asian ornamental varieties with eye-catching plumage: the Cochin and Silkie from China have distinctive feathery feet and the Phoenix from Japan has a strikingly long tail. These are examples of birds that have been improved by western countries to serve mainly ornamental purposes, even appearing in exhibitions.

Chickens do not have to be especially beautiful to make loving and gentle companions and raising a few as garden pets is not at all difficult. The main concern is protection from predators--both domestic predators such as dogs and wild predators such as stoats and weasels. Backyard poultry need a secure place to roost at night. A cage or other structure which provides shelter, perches and

nesting boxes with a lock-up door will suffice. Straw or non-toxic wood shavings can be spread on the floor and in the nesting boxes. Nocturnal predators are a danger and most chickens cannot flap their wings well enough to escape from peril. However, as they will naturally return to the same roost at night, they will enter the cage of their own volition as dusk falls and as long as the door is shut after them, they will remain secure till morning. If the birds are expected to stay in the chicken coop all day, a much larger structure is called for.

Chickens which are allowed to roam around the back garden during the day will prove to be safe, natural and effective methods of insect control. Not only that, but their constant scratching in search of insects will take care of unwanted weeds under bushes and other plants and even provide some beneficial soil cultivation. Chickens are great recyclers too and will eat almost any kind of kitchen scraps--loftovers and wastage are turned into usable, fresh, nutritious eggs! One of the benefits of free-ranging poultry is that they are exposed to the benefit of abundant sunshine which is a great health boost. On the other hand, wet weather can be perilous and make them more prone to disease. A planned approach to disease and parasite control is needed for the general health and well-being of backyard fowls. This may include a vaccination programme, health supplements in their feed, and keeping them in a clean, dry pen in times of extremely rainy weather. In dry weather, there is nothing more luxurious for a hen than a good dust bath to take care mites and other problems.

Young chicks are effortlessly turned into tame pets by hand feeding and simply spending time with them. Older hens also respond well to being fed by hand or they can be helped to forage for themselves if small rocks and other items are turned over allowing them access to the bugs and worms beneath. In both these cases, human presence is undoubtedly associated with food and will not only be tolerated but welcomed. Thus, companionship is assured and sought after! Chickens are said to be loyal, intelligent and even cheeky but it probably depends on the depth of their avian-human relationships.

Breeding chickens will obviously require a rooster to fertilise the hens' eggs. If local by-laws allow it, invest in a rooster and watch his fascinating courting behaviour. Typically, when he finds food, he clucks in a high pitch to attract the hens and lets them eat first. When he is courting a particular hen, he may circle her, dragging one wing on the ground--attracting her attention in this way is just part of the mating ritual.

When a hen goes "broody", she stops laying eggs and sits on the nest to incubate the clutch of eggs under her. She will rarely leave the nest during this stage, even to eat or drink, because she must keep the eggs at a constant temperature and humidity. Incubation takes approximately three weeks but the eggs do not hatch all at the same time so she will stay on the nest for a few more days. After the eggs have hatched, she will take care of the new chicks. This is a time when it is naturally important to keep predators away.

Raising chickens can be satisfying and enjoyable hobby. They do not need as much care and attention as most pets and there is always the reward of wholesome and nourishing eggs to look forward to.

Questions 28-35

Do the following statements agree with the information given in the text?

In boxes 28-35 on your answer sheet, write.

TRUE If the statement agrees with the information

FALSE If the statement contradicts the information

NOT GIVEN if there is no information on this

- 28 Keeping chickens in some cities is common practice.
- 29 Male chickens make a lot of noise.
- 30 In the country many people keep chickens.
- 31 Some species of chickens are popular because they have beautiful feathers.
- 32 Certain tame, household animals may pose a threat to chickens.
- 33 At night chickens like to sleep on straw or other bedding scattered on the floor of the hen house.
- 34 Most chickens will manage to fly out of harm's way.
- 35 Free-range chickens do not need a large hen house.

Questions 36-40

Complete the sentences below.

Choose **NO MORE THAN TWO WORDS** from the text for each answer.

Write your answers in boxes 36-40 on your answer sheet.

- 36 Chickens in the garden are a good form of
- 37 Scratching in the dirt not only helps the soil but it also gets rid of
- 38 Hens prefer To rain.
- 39 Chickens can be successfully hand-reared and tamed easily if they learn to make a connection between people and
- 40 Incubating eggs must have a consistent level of warmth and

阅读练习 4 参考答案：

<i>Section 1, Questions 1-14</i>	<i>Section 2, Questions 15-27</i>	<i>Section 3, Questions 28-40</i>
1.TRUE	15 grades	28 FALSE
2.FALSE	16 jobs	29 TRUE
3.FALSE	17 small business	30 NOT GIVEN
4.TRUE	18 hybrid positions	31 TRUE
5.NOT GIVEN	19 maintain incentives	32 TRUE
6.FALSE	20 market value	33 FALSE
7.TRUE	21 skill-set	34 FALSE
8.TRUE	22 staff/employees	35 TRUE
9.NOT GIVEN	23 status	36 insect control
10.iv	24 passion	37 (unwanted)weeds
11.viii	25 strengths	38 dry weather
12.vi	26 research	39 food
13.i	27 business	40 humidity
14.iii		

阅读练习 5

Section 1 Questions 1-14

Read the advertisements below and answer Questions 1-4.

A.

*Restaurant Supervisor
Waiting Staff
Telephonist*

*The ideal candidates
must have relevant experience gained
in a high quality hotel. Please call
Personal on **020-7723-7723**, or send
your CV to: The Aylesbury, Hodge
Road, London SE1 8RS*

The Aylesbury
LONDON

B.

**USE YOUR
LANGUAGES AND EARN
£ 450- £ 1200 P.W.**

We are one of the largest
business publishers in Europe and
have limited vacancies for intelligent
young people in our London
advertisement sales office. Enquiries
from German, Spanish and Eastern
European speakers especially
welcome. Phone Steve Warburton on
020 7114 9610.

C.

SECRETARY

Busy Chartered Accountants require
experienced/efficient secretary. Accounts
experience, proficient typing, and an
excellent telephone manner
essential; shorthand useful.

Please send CV to:
Box No. 9246
c/o Weekly Standard
Classified,
9 Berry Street
Kensington W8 9LP

D.

**TRAVEL
COMPANY**

Vacancy for self-confident person to
look after bookings for our Caribbean
hotels. Salary based on applicant's
experience & suitability.

Please send CV to
Greg Taplin, KRI Ltd,
12 Galena Road, London,
W6 3XZ

E.

NANNY WANTED

For 9 month old handful. Artistic/Prof

F.

Hollywood World
London
Join the Stars!

household Notting Hill,3 days per week.Some hours flexibility req'd. Knowledge German/Hungarian advantage,not essential 020 7221 6119	<p style="text-align: center;">Food Servers</p> <p>The biggest and busiest restaurant in London is seeking additional starts for its team of dedicated professionals.If you have experience in high volume restaurants and are looking for a challenge,then come on down for an audition.</p> <p>Interview day is on Friday 6th May from 12 noon to 7pm.</p> <p>Hollywood World is located at 29 Foster Street,London W1 6JZ</p>
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Questions 1-4

Look at the six job advertisements,A-F.
For which advertisement are the following statements true?
Write the correct letter,A-F,in boxex 1-4 on your answer sheet.

NB You may use any letter more than once.

- 1 Which job is in a hotel?
- 2 Which job is for someone to look after a child?
- 3 Which **TWO** advertisements are for waiters?
- 4 Which **TWO** jobs would be particularly suitable for people who speak a language other than English?

Read the text below and answer Questions 5-10.

LIST OF TELEPHONE SERVICES	
SERVICE	NUMBER TO DIAL
<p>Operator Services</p> <p>The operator is there to help you if you have difficulty making a call or if you want to use any of our special call service.These include:ALARM CALLS ADVICE OF DURATION CHANGE CREDIT CARD CALLS FIXED TIME CALLS FREEFONE CALLS PERSON CALLS TRANSFERRED CHARGE CALLS SUBSCRIBER CONTROLLED TRANSFER</p>	101
<p>International Operator</p> <p>See Section 3 (international) for details.</p>	123

Directory Enquiries	142
Tell the operator the town you require. Have paper and pencil ready.	
International Directory Enquiries	130
Emergency	010
Tell the operator what service you want.	
Faults	166
Any fault should be reported to the local fault repair service.	
Sales	170
For enquiries regarding other purchases.	
Telemessage	190
If you have something special to say and prefer to say it in writing.	
International Telemessage	191
International Telegrams	192
You can send a telegram to most other countries	
Maritime Service	200
SHIP'S TELEGRAM SERVICE SHIP'S TELEPHONE SERVICE	
INMARSAT SATELLITE SERVICE, You can call or send a message to someone	
Aboard ship by using our Maritime Services. For telephone calls to ships quote	
the name of Coast Radio Station if known. For INMARSAT (Maritime Satellite)	
Service dial 178. Give the ship's name, its identification number and ocean region,	
If known. International Directory Enquiries, code 130, can say if a ship is equipped	
For satellite service and provide the number.	
Any Other Call Enquiries	111

Questions 5-10

Answer the questions below.

Write the correct telephone numbers in boxes 5-10 on your answer sheet.

NB You may use any number more than once.

What number should you dial if

5 there is something wrong with your telephone?

- 6 there has been an accident and you want to call an ambulance?
- 7 you want to find out a number in a foreign country?
- 8 you want to know how much telephone calls cost?
- 9 you want to buy an answerphone machine?
- 10 you want to use a credit card to pay for a telephone calls?

Read the text below and answer Questions 11-14.

FIRE NOTICE

In the event of fire, the ALARM will ring. On hearing the fire alarm, all those in the West Wing should evacuate the building by staircase J. Rooms 1 to 199 are in the West Wing. All others should use staircase A. The assembly area for occupants of the West Wing is the staff car park at the rear of the building. All others assemble in the courtyard.

Evacuate the building even if the alarm stops.

If you discover a fire, shout "FIRE" and operate the nearest fire alarm. Attack the fire with an extinguisher but do not take any risks. Inform Reception by dialing 3333.

Question 11-14

Answer the questions below.

*Choose **NO MORE THAN THREE WORDS** from the text for each answer.*

Write your answers in boxes 11-14 on your answer sheet.

- 11 You are in room 101 Which staircase should you use to evacuate the building?
- 12 You are in room 201 Where should you wait outside after evacuating the building?
- 13 What should you do if the alarm stops?
- 14 Who should you contact if you discover a fire?

Questions 15-21

The text has seven sections, **A-G**.

Choose the correct heading for each section from the list of headings below.

Write the correct number, **i-x**, in boxes **15-21** on your answer sheet.

List of Headings

- i Standard procedure for disciplinary action
- ii Reporting improper activities
- iii Relationships with suppliers
- iv Inventions and designs
- v Company records
- vi Confidential information
- vii Promoting creativity
- viii Respecting media copyright
- ix Accessing legal information
- x Relationships with competitors

- 15 Section A
- 16 Section B
- 17 Section C
- 18 Section D
- 19 Section E
- 20 Section F
- 21 Section G

LGN Energy-Code of Conduct

The purpose of this Code of Conduct is to advise employees of LGN's expectations in respect of conduct, breach of which may lead to investigation and disciplinary action.

A

The companies that provide goods and services to LGN Energy are an important resource and should be treated with fairness at all times. Employees should maintain the highest ethical standards in all dealings with them, and managers must act with integrity at all times and lead by example.

B

LGN Energy aims to promote its products vigorously in the market place. None of its employees are allowed to collude with rival companies. It is LGN Energy policy to sell products and services

on their merits. Therefore the products or services of rival companies should not be criticised.

C

Employees should keep accurate, timely and reliable accounts, as these are critical to meeting the financial, legal and management obligations of the company. All reports, invoices and other essential data should be prepared promptly and honestly, and treated with discretion.

D

Except as authorised by their manager or required by their duties under their employment contract, employees must not use for their own benefit or gain, or divulge to any person or organisation, any data belonging to the company, or relating to its affairs or dealings, which come to their knowledge during employment.

E

Employees should not download or reproduce any material (e.g. Music or text) without complying with licensing conditions. Such actions could result in criminal proceedings not only against the company but also against the individual concerned.

F

LGN Energy wants to encourage employees to disclose information on any conduct within the company that is causing them concern. If an employee suspects fraud or other behaviour that contravenes this Code of Conduct, they should promptly inform their manager.

G

If any employee makes any discoveries or developments capable of being patented during the course of, or in connection with, their employment at LGN, they must tell their manager. All works and intellectual property rights related to their employment will belong to LGN Energy.

Read the text below and answer Questions 22-27.

Maternity Leave

The purpose of this policy is to inform female employees of their entitlement to statutory and company-enhanced maternity rights.

Antenatal Care

All company employees are entitled to reasonable paid time off during working hours to enable them to receive antenatal care. To qualify, employees are required to produce a certificate from a

registered medical practitioner stating that the employee is pregnant,together with an appointment card or other written confirmation of the appointment.However,these requirements do not apply to the first antenatal visit.

Employees are requested to give their immediate manager as much notice as possible and arrange appointments,insofar as is possible,so as not to disrupt the business of the company.Employees will be paid their basic salary in respect of attendance at the these appointments.

Ordinary Maternity Leave (OML)

All employees,irrespective of their length of service,qualify for 26 weeks` OML.An employee must notify company no later than 15 weeks prior to her Expected Week of Childbirth (EWC)of the date on which she intends to begin her OML.

An employee is not required to give notification if she is absent due to a pregnancy-related illness,or if baby is born before the planned date for starting maternity leave.Please note that the employee must notify the company that she has given birth as soon as is reasonably practicable.

Returning from Maternity Leave

No employee is entitled to return from maternity leave until 2 weeks after the birth of the child.Within 28 days of receiving notification from the employee of the date she intends to start her OML,the company will advise her of the date her leave will end.An employee who intends to return to work at the end of her OML period does not have to notify the company in advance of her return.

If the employee wishes to use any annual leave she has accrued to delay her return,she is obliged to request authorisation from the company at least 28 days before she wishes to take it.

Question 22-27

Complete the notes below.

*Choose **NO MORE THAN THREE WORDS AND/OR A NUMBER** from the text for each answer.*

Write your answers in boxes 22-27 on your answer sheet.

Antenatal Care

Obtain proof of pregnancy from a 22..... and also an appointment card. (NB not necessary for first antenatal visit)

Tell your immediate manager as soon as you can

You will receive your 23..... from your company during antenatal care

Ordinary Maternity Leave

Doesn't depend on your 24..... (everyone gets same amount of OML)

Tell your employer at least 25..... Before EWC about starting date of OML

No need to tell your employer if you are off work because of 26.....

Returning from Maternity Leave

Cannot return to work until 2 weeks after birth

No need to notify company if coming back when OML finishes

Must ask for permission if choosing to postpone return by taking any 27..... Still owing to you

SECTION 3

Questions 28-40

Reading the text below and answer Questions 28-40.

WINTER GAMES

Ice,danger and exhilaration

The 17th Winter Games,held in Norway in 1994,were part of an Olympic tradition which goes back almost 3,000 years.For more than 1,000 years the ancient Games were held,every four years,on hallowed ground near Mount Olympus,where the Greek gods were said to live.

The "Olympic" brought together men from war-torn tribes and states in Greece and its colonies.A sacred truce was declared to allow men to travel to the games in safety.Women could not take part and were forbidden,on pain of death,even to attend the Games.

The ancient Olympics were abolished by the Roman Emperor Theodosius in 393 AD,after Greece had lost its independence.But the idea never died and the Frenchman Baron Pierre de Coubertin,an educator and scholar,founded the modern Olympics.His aim was to bring together,once every four years,athletes from all countries on the friendly fields of amateur sports.No account was be taken of national rivalries,nor politics,race,religion,wealth or social status.

The first modern Games were held in Athens in 1896,and four years later,in Paris,women began to

take part. Although the Winter Olympics did not begin until 1924, individual figure skating was part of the 1908 London Summer Olympics; both skating and ice hockey were successfully included in the Antwerp Games in 1920. But generally winter sports were felt to be too specialised. Only cold-weather countries had much experience of activities such as skiing—a means of transport overland across ice and snow during long winters.

The Scandinavians, for whom skiing is a part of everyday life, had objected to a Winter Games. They feared it would threaten their own Nordic Games, which had been held every four years since 1901. But the International Olympic Committee (IOC) agreed to stage an International Sports Week in Chamonix, France, in 1924. It was a success and the Scandinavians won 28 of the 43 medals, including nine golds. They dropped their objections and the event was retrospectively named the First Winter Olympic Games.

Apart from the Second World War period, the Winter Olympics were held every four years, a few months before the Summer Olympics. But in 1986 the IOC changed the schedule so that Summer and Winter Games would be held in different years. Thus, for the only time in history, the Lillehammer (Norway) Games took place just two years after the previous Winter Olympics, which were held in Albertville, France.

Since the Winter Games began, 55 out of 56 gold medals in the men's Nordic skiing events have been won by competitors from Scandinavia or the former Soviet Union. For teams from warm weather countries, cross-country skiing can pose problems. At the Calgary Games in 1988, one competitor in the 50-kilometre event was so slow that race officials feared he was lost and sent out a search party. Roberto Alvarez of Mexico had never skied more than 20 kilometres before and finished 61st and last—52 minutes behind the 60th place.

Questions 28-32

Complete the table below.
Choose **ONE NUMBER ONLY** from the text for each answer.
Write your answers in boxes **28-32** on your answer sheet.

YEAR	EVENT
28.....	Ancient Olympics came to an end
29.....	First women's events
30.....	First Nordic Games
31.....	First winter team game included in Olympics
32.....	First Winter Olympic Games

Questions 33-40

Do the following statement agree with the information given in the text?

In boxes **33-40** on your answer sheet, write

- TRUE** if the statement agrees with the information
FALSE if the statement contradicts the information
NOT GIVEN if there is no information on this

- 33** The spectators of the ancient Olympics, as well as the participants, were all male.
34 Only amateur athletes are allowed to compete in the modern Olympics.
35 The modern Olympics have always demonstrated the political neutrality intended.
36 The Antwerp Games proved that winter sports were too specialised.
37 One Winter Olympics has succeeded another every four years since 1924 with a break only for for the Second World War.
38 The Albertville Winter Olympics took place in 1992.
39 Only Scandinavians have won gold medals in men's Winter Olympics Nordic skiing events.
40 Cross-country skiing events are a speciality of cold-weather countries.

阅读练习 5 参考答案：

Section 1	Section 2	Section 3
1 A	15 iii	28 393
2 E	16 x	29 1900
3 A/F	17 v	30 1901
4 B/E	18 vi	31 1920
5 166	19 viii	32 1924
7 130	20 ii	33 TRUE
8 101	21 iv	34 NOT GIVEN
9 170	22 (registered) medical	35 NOT GIVEN
10 101	practitioner	36 FALSE
11 (staircase) J	23 basic salary	37 FALSE
12 (in)(the) courtyard	24 length of service	38 FALSE
13 evacuate (the)(building)	25 15 weeks	39 FALSE
14 (the) Reception	26 (a) pregnancy-related	40 TRUE
	illness	
	27 (annual) leave	

阅读练习 6

Section 1 *Questions 1-14*

Read the text below and answer Questions 1-8.

Visit these historic houses in Northern Ireland!

Ardress House

House tours of this elegant 17th-century farmhouse include the impressive drawing-room, fine furniture and paintings. The farmyard, complete with traditional farm implements, is very popular with children. A new programme of family events is arranged each year.

The Argory

This handsome 1820 house has remained unchanged since 1900. It demonstrates the decorative taste of the family who lived here at that time, and also includes a barrel organ that plays traditional Irish tunes once a month during house tours. There are horse carriages, a harness room, and a laundry in the imposing stable yard. As the house has no electric light, visitors wishing to make a close study of the interior and paintings should avoid dull days early and late in the season.

Castle Coole

Castle Coole is one of the finest late 18th-century houses in Ireland. The guide tour shows the rich interior decoration, furnishings and furniture of the time, the state bedroom prepared for the visit of King George IV in 1821, and the elegant hall, where evening concerts of classical music are often held.

Castle Ward

This mid-18th-century mansion is an architectural oddity of its time, the inside and outside having been built in two distinct architectural styles. In the surrounding estate there are many holiday cottages available for private lets as well as a caravan site.

Hezlett House

One of the few buildings in Northern Ireland surviving from before the 18th century, this 17th-century thatched house is simply furnished in late 19th-century style. There is a small museum of farm implements. There are picnic tables outside the house, and for younger visitors a

landscaped play area is provided.

Springhill

An atmospheric 17th-century home,in a most attractive setting.The house tour takes in the exceptional library,family furniture from the 19th century,the nursery,and the unusual and colourful exhibition of costumes,which has some fine 17th-century Irish pieces.

Questions 1-8

Look at the following statements (Questions 1-8) and the list of houses below.

Match each statement with the correct house,A-F.

Write the correct letter,A-F,in boxes 1-8 on your answer sheet.

NB you may use any letter more than once.

- 1 This house contains furniture of the period when it was built.
- 2 This building is described as having an unusual appearance.
- 3 Clothes from the past can be seen here.
- 4 Children are permitted to play games here.
- 5 A musical instrument exhibited here can sometimes be heard.
- 6 Parents can take part in the same activities as their children.
- 7 Accommodation is available in the grounds of the house.
- 8 Visibility indoors depends on the weather conditions.

List of Houses	
A	Ardress House
B	The Argory
C	Castle Coole
D	Castle Ward
E	Hezlett House
F	Springhill

Read the text below and answer Questions 9-14.

ANGLIAN WATER

This leaflet sets out our service pledges, with details on special care and new facilities for customers. We have other leaflets giving you further information on some subjects. Let us know which ones you would like by completing and posting the reply-paid section at the back of this leaflet.

We are committed to giving you the best customer service

This means:

Being easy to contact

We have a freephone number for billing matters and a local charge 24-hour number for any service queries.

Keeping appointments

For written appointments, we will specify morning or afternoon to suit you (but cannot guarantee a precise time) If we have to change the arrangement, we will give you 24 hours' notice.

Answering your letters promptly

Within 10 working days for a complaint about water or sewerage services and within 20 working days if you have a billing query. If we can, we'll get back to you sooner.

No-quibble compensation if we get it wrong

We will pay £10 compensation if we fail to meet any of our guaranteed standards.

We care for every customer but we recognise that there are some who need that bit of extra help.

For our elderly or disabled customers we have a range of additional services, including your bill in Braille, help with reading your meter, or special care if for any reason you lose your water supply.

If English is not your first language and you need help understanding your bill, Language Line is a confidential telephone service which gives you information in your own language, at no extra cost.

Ring our freephone number (0800-919155) and ask for Language Line. Please tell us which language you need.

Questions 9-14

Do the following statements agree with the information given in the text?

In boxes 9-14 on your answer sheet, write

TRUE *if the statement agrees with the information*
FALSE *if the statement contradicts the information*
NOT GIVEN *if there is no information on this*

- 9 Customers can request leaflets on certain topics without paying for postage.
- 10 Phone calls to ask about service are free.
- 11 Appointments can be arranged for an exact time.
- 12 Anglian Water has deadlines for replying to some categories of letter.
- 13 Customers will receive payment if Anglian Water doesn't fulfil its service.
- 14 Anglian Water provides help for customers with physical disabilities.

SECTION 2 Questions 15-27

Read the text below and answer Questions 15-20.

What is WorkWise?

WorkWise is a three-year programme which we are about to introduce throughout the company ,to give staff different working choices,while at the same time allowing us to reduce expenditure.

WorkWise will become our usual way of working,helping us to make better use of time,speace and technology.

Time

WorkWise provides a range of alternatives.Opportunities for home working,for example,help employees to improve their work/life balance and reduce their travel time and costs.

Space

By making sure all our desks are fully used,through flexi-desking (shared desks) , and designing workspaces to support different workstyles,we can rationalise th office accommodation we require and reduce its cost by 20%.

Technology

We will develop our existing technology and implement solutions to enable staff to work flexibly

at any of our offices around the country.

WorkWise-what it means for you

You and your team will have a space where you generally work,where visitors can find you,where your post comes to and it collected from and and where your possessions are located.

Your team`s workspace will reflect realistic desk occupancy levels and how flexibly your team can work.WorkWise is looking to achieve an average team space of seven desks for every ten employees.Understandably some teams will require more,but we know others can work effectively with fewer.

Once your team has been "WorkWised" ,you might not have a specific desk allocated to you,and so you will work flexibly by using any available desk.This could be in your team workspace or in another team space.It really will be that flexible.People who no longer have s specific desk will be provided with a portable container to keep their belongings in.

Training

There will be a number of WorkWise training sessions in May:

Venues	Dates
Carter House	9 May 9.30am-12.30pm
MacDougal House	10 May 1.30pm-4.30pm

If you would like to attend one of these courses,prior booking is essential.Please use the eForm which can be accessed below,complete it and email it to the helpdesk.You will require approval from your manager,and a budget code,which can be obtained by going to the Finance Office.

Once the helpdesk has all the relevant information,you will receive confirmation by email.Please print that out and take it with you to the training session.

Questions 15-20

Complete the notes below.

*Choose **NO MORE THAN TWO WORDS** from the text for each answer.*

*Write your answers in boxes **15-20** on your answer sheet.*

WorkWise scheme

Introduction

- staff can save time and money by choosing the option of **15**.....
- WorkWise will reduce the company`s expenditure on office accommodation

- the company will build on its **16**..... to allow staff to work in a variety of locations

Team workspace

- where staff can meet any visitors
- staff without own desk will be given a storage container for their possessions, which is **17**.....

Booking training

- complete booking form
- get authorisation and a **18**.....
- send form to the **19**.....
- take the email giving **20**..... to training session

Read the text below and answer Questions 21-27.

Ottawa City Council

Employee Code of Conduct

Conflict of interest: definition

A conflict of interest occurs when, while carrying out his/her duties, an employee of the City is required to deal with a matter in which he/she has a direct or indirect interest.

A *direct* interest can occur when an employee may gain, or appear to gain, some financial or personal benefit, or avoid financial or personal loss.

An *indirect* interest may arise when the potential benefit or loss would be experienced by another person or organisation having a relationship with the employee. This could be a friend or family member, or a business in which the employee has acquired shares.

These benefits, losses, interests and relationships are generally--but not necessarily--financial in nature. A conflict of interest arises when an employee's activities could benefit a personal interest to the disadvantage of the City's interests. Any behaviour which is, or could be seen as, a conflict of interest is prohibited, and the employee will face disciplinary proceedings.

Example of conflicts of interest

Examples of potential conflicts of interest include the following:

- **Buying property or goods from the City**

An employee may only submit an offer to purchase City property or goods when these are being sold at public auction. However, employees are not permitted to take part in the public auction of vehicles sold by the City.

- **Choice of suppliers**

The choice of suppliers of goods and services to the City must be based on competitive considerations of quality, price, service and benefit to the City. Contracts will be awarded in a fair and legal manner. The City's policies and established procedure for selecting suppliers must be followed. It is forbidden for an employee to use his/her knowledge to influence this process for direct or indirect personal gain.

Breach of the Code of Conduct

Any employee who believes he/she or another employee is not acting in accordance with this Code of Conduct must report the matter. The procedure for disclosing a breach (or potential breach) is described in the relevant section of the Code.

Post-employment conflict of interest

After ceasing to be employed by the City, employees are not permitted to act in such a way as to benefit improperly from their previous employment.

Questions 21-27

Complete the sentences below.

*Choose **ONE WORD ONLY** from the text for each answer.*

*Write your answers in boxes **21-27** on your answer sheet.*

- 21** An indirect interest may occur when an employee's actions affect a company in which he/she owns
- 22** Personal benefits arising from a conflict of interest are usually, though not always, ones.
- 23** action may be taken against an employee acting in a way that creates a conflict of interest.
- 24** Employees are not allowed to buy of any kind from the City, even at public auction.
- 25** When choosing suppliers, employees must follow the and standard procedure of the City.
- 26** Employees must report any of the Code.
- 27** Employees must not take improper advantage of their past With the City when they have left.

SECTION 3

Questions 28-40

Read the text and answer Questions 28-40.

Meet the Organoleptics

People who sip, taste and sniff for a living

A

Paul Fisher sits at a circular table. Before him are two dozen cups of Java coffee of various hues and tastes. The president of Tristao Trading, coffee importers in New York, is preparing to "cup".

He raises a spoon to his lips and tastes. He will rank each sample for body, flavour, grade, colour, degree of moisture and acidity. He gives high marks for the soft fruitiness of one, rejects the oily smell and taste of another. After each sampling, he avails himself of the spit sink attached to the table. He decides whether the Kenyan AA batch ordered by one of America's top coffee companies gets a high enough grade to make it to the market.

Fisher is an organoleptic, a person who uses his senses of smell and taste to make a living. Organoleptics sip soft drinks, taste teas, taste wines and test perfume performance.

B

Where do companies find these skilled workers? You might imagine huge recruitment campaigns on university campuses, seeking students with large nostrils and sensitive palates. Not even close. Most firms hire tasters and smellers based simply on the fact that these people like the work; anyone with a normal sense of taste and smell can learn to do the job.

According to John Monsell at the Chemical Senses Center in Philadelphia, virtually all humans are born with an ability to detect sweet, sour, bitter and salty compounds. However, Monsell finds there is a genetic component to having an excellent sense of taste.

C

Most of what we call taste involves smelling from the back of the throat and up into the top of the nose. Smell contributes so much to our appreciation of food that most of us could not recognise our favourite dishes relying on taste alone. For example, if you hold your nose and eat an apple and an onion, they taste the same (although an onion might make your tongue sting.)

The average person can detect at least 10,000 odours. Being able to identify those smells is another story. If blindfolded, most people can put a name ("rose", "fish", "oak") to fewer than a hundred scents.

D

Organoleptics come from all sorts of backgrounds. Peter Goggi, president of Royal Estates, the tea-buying arm of Lipton, began his career as a research chemist.

"I sued to bring samples down to the tea-tasters and listen to their comments," he recall." I started tasting with them, and thought it might be a good job." To get some training, he moved to England, then to Kenya." The best way to learn," says Goggi, "it to taste and taste and taste. I would do about a thousand teas a day."

"We sip the tea and spit it out," Goggi explains. One good turn around the mouth will tell an expert taster all he or she needs to know." The important thing is to evaluate tea in the same way from cup to cup," he says." We brew the tea for six minutes and taste it with a teaspoon of skimmed milk to bring out the colour."

E

Jack Wild's job isn't quite so refreshing. He had a degree in biochemistry when he went to work at Hill Top Research in 1958. The consumer-products market was taking off then, thanks to postwar technology and increased disposable income. People were beginning to worry about odours.

Hill Top Research tests products for eliminating bad odours. People who volunteer to take part in a test are paid not to use soaps or perfumes for ten days. After each participant has been sprayed with deodorant, the researchers start the ranking process. According to Wild, descriptive ability is not important, since being able to say an odour reminds you of one thing or another is not necessary.

F

James Bell started as a clerk at Givaudan Roure, leaders in the creation and manufacture of perfume. Put through a smelling test, Bell did well and was sent to a special school in France." I had to learn identify about 2800 synthetic and 140 natural materials," Bell says.

Today, Bell is vice-president and senior perfumer of Givaudan Roure. He recognises as many as 5000 scents and must be able to devise special orders requested by leading perfume companies. They want something "beautiful" or "fresh", and Bell takes it from there.

When the experts at Givaudan Roure were asked to develop a men's fragrance named after Michael Jordan, the famous basketballer, Bell's perfumery team went to work and identified four core themes--Cool (in honour of Jordan's boyhood home in North Carolina), Fairway (for his love of golf), Home Run (a leather note to represent Jordan's interest in baseball) and Rare Air (celebrating his basketball achievements). The resulting fragrance has become a top-selling men's brand.

G

Bell is one of the few in his field who believe natural ability is a pre-requisite for maximising one's

sensibilities." You start with a superior sense of smell, but then you must train it, like a concert pianist."

"Perfume," he continues, "is like writing music. It has a base note, a midnote and a top note. You smell the top note initially, the midnotes enhance the top note, and the base note brings it all together."

We owe a real debt to all those organoleptics out there. They make our world smell a little better and taste a little fresher. And just what do they ask of you? Not much. Just that once in a while, we take the time to stop and smell the rose-scented room freshener.

Questions 28-32

The text has seven sections, **A-G**.

Which section contains the following information?

Write the correct letter, **A-G**, in boxes **28-32** on your answer sheet.

NB You may use any letter more than once.

- 28 the two parts of the body which we use to taste food
- 29 different kinds of drink that organoleptics taste
- 30 the basic tastes which everyone can recognise
- 31 the qualities of a certain beverage
- 32 the components combined to make a new product

Questions 33-37

Do the following statements agree with the information given in the text?

In boxes **33-37** on your answer sheet, write

TRUE if the statement agrees with the information

FALSE if the statement contradicts the information

NOT GIVEN if there is no information on this

- 33 Oiliness is considered a good flavour in coffee.
- 34 The average person can name thousands of smells.
- 35 Participants in smell tests at Hill Top Research are required to avoid using certain products.
- 36 Most perfumes are made from natural materials.
- 37 Perfume designers must be able to write clear descriptions

Questions 38-40

Look at the following views expressed in the text (Questions 38-40) and the list of people below.

Match each view with the correct person, **A-E**.

Write the correct letter, **A-E**, in boxes 38-40 on your answer sheet.

- 38 Both natural ability and training are important.
- 39 Being able to describe a different is not important.
- 40 It is important to keep your method exactly the same.

List of People

- A James Bell
- B Peter Goggi
- C John Monsell
- D Jack Wild
- E Paul Fisher

阅读练习 6 参考答案：

Section 1	Section 2	Section 3
1 C	15 home working	28 C
2 D	16 (existing) technology	29 A
3 F	17 portable	30 B
4 E	18 budget code	31 A
5 B	19 helpdesk	32 F
6 A	20 confirmation	33 FALSE
7 D	21 shares	34 FALSE
8 B	22 financial	35 TRUE
9 TRUE	23 disciplinary	36 NOT GIVEN
10 FALSE	24 vehicles	37 NOT GIVEN
11 FALSE	25 policies	38 A
12 TRUE	26 breach	39 D
13 TRUE	27 employment	40 B
14 TRUE		

阅读练习 7

Section 1 Questions 1-14

Read the text and answer Questions 1-8.

Some places to visit

A

Beautiful **Kingsley House** was built in the 18th century, and all the rooms are decorated and furnished in the style of the time. They include the dining room, study and dressing room, which contains a display of 18th-century ladies' clothing. Our volunteers guide in each room bring the house to life with stories of the past.

B

The **Africa Museum** was founded 50 years ago, and to commemorate the event, we have chosen 50 treasures from the permanent collection and put them together to tell the fascinating story of that continent. This exhibition continues until the end of the year. The Folk Art Gallery opens to the public next month, exhibiting traditional paintings and other objects from all over Africa.

C

From the outside, **17 Mansfield Street** may not look particularly exciting, but come inside, and you'll find yourself in a historic building that started life as a theatre, before becoming a bank and then a restaurant, which is still in operation. On Sundays and Mondays, when the restaurant is closed, a guide is available to show you round the building and its fascinating architectural features.

D

The **Industrial Heritage Centre** tells the fascinating story of a local family firm. Mr John Carroll started his engineering business in this building exactly 150 years ago. The firm closed in 1969, but the factory has been re-created, with machines like those that Mr Carroll was familiar with. See what working life could be like in the 19th century, a life far removed from the elegance of the wealthy.

E

The **Fashion Museum** has only just opened. It is home to an outstanding collection of more than 30,000 objects worn by men, women and children, dating from the 17th century to the present day. You'll see how people used to dress! As well as the permanent exhibits, you can currently see *Dressing the Stars*, which displays original costumes worn by the stars of many popular films.

F

Having spent the best part of two years being refurbished, the **Mason Museum** has recently opened its doors again. It provides a magnificent setting for its art collection and for the beautiful 18th-century for which the Mason is famous. Open Monday to Fridays 1-4, and weekends 10-6.

Questions 1-8

The text has six descriptions of places to visit in the same city, A-F.

Which description mentions the following information?

Write the correct letter, A-F, in boxes 1-8 in your answer sheet.

NB You may use any letter more than once.

- 1 clothes that well-known people have worn
- 2 a display that cannot be seen yet
- 3 people who talk in an entertaining way
- 4 the museum having just reopened
- 5 a building that has changed its function several times
- 6 furniture of the same kind that was used when the building was new
- 7 being open for tours on certain days of the week
- 8 special event to make an anniversary

Read the text below and answer Questions 9-14

LearnWithUs Courses

LearnWithUs courses are a great way to learn, because they're so flexible. All our courses are taken online using a computer, so you can work through the course at your own speed, and go back to any session whenever you want to. For some course there are workbooks, in addition to computer course, to provide extra written practice.

We offer hundreds of courses in a whole range of subjects from reading, writing and maths to business and management. Many of these are specially designed for people whose first language isn't English.

Step one: have a chat with a friendly member of staff in one of our 1,500 LearnWithUs Centres around the country. They can advise you on the most suitable course. They'll also work out whether you qualify for funding, so that you won't have to pay the full fee for the course.

You might want to try a taster lesson first. This is single computer session in any subject of your choice, and it will show you what learning with LearnWithUs is like.

When you've made your final decision, step two is to register on your course. Once you've done this, a staff member will show you how to get started, whether you're using a computer at home, at work or at a LearnWithUs centre.

That's all you need to do! When you start your course, you can contact your LearnWithUs centre by phone (we're open during normal office hours) or email if you need help.

Questions 9-14

Do the following statements agree with the information given in the text above?

In boxes 9-14 on your answer sheet, write

TRUE *if the statement agrees with the information*

FALSE *if the statement contradicts the information*

NOT GIVEN *if there is no information on this*

- 9 You can work through parts of a course more than once
- 10 The number of courses offered by LearnWithUs has increased enormously.
- 11 Many staff members have worked through a LearnWithUs course themselves.
- 12 You may have to pay to take a LearnWithUs course.
- 13 Everybody takes the same taster lesson.
- 14 LearnWithUs centres are open seven days a week.

SECTION 2 Questions 15-27

Reading the text below and answer Questions 15-20.

The benefits of having a business mentor

Introduction

If you're starting your own business, you probably need a mentor. This is a business person who volunteers to give time to help somebody else with their work--particularly somebody who is new to business. They have a wealth of experience they are willing to share, perhaps from setting and challenge. However, business mentors won't solve your problems for you or tell you what to do: they will be talking things over with you, rather than acting as consultants. Many people setting up their first business have found that a mentor can have a very positive effect on its success.

Why Business mentoring is important

If you have a gap in your knowledge or experience, then mentoring could work very well for you. For example, you may have a great concept for a business but need a bit of assistance to turn it into a successful venture.

A mentor can provide you with a number of benefits, such as:

- guidance on developing and improving your business
- help for new products or services, or for working practices that will improve your efficiency
- tips for your business that are gained from practical experience
- access to network of contacts with other business people

A business mentor can also help you to:

- develop key business skills
- improve your problem-solving abilities
- build confidence
- work on your personal development

Face-to-face business mentoring

If you decide that fact-to-fact business mentoring is right for you, mentor and mentee should decide in advance on the nature of the relationship.

You will need to agree on the degree of involvement that suits you both. Some mentors and mentees work extremely closely, keeping in touch with each other most weeks or even most days. In the majority of cases, however, a mentor will provide help very weeks or months. In either case, they might meet, speak on the phone, or exchange emails.

You should also agree on a level of structure to suit you both. Mentoring can be very formal process with regular meetings which follow a specific agenda and work towards a specific set of goals. It can also be quite a casual arrangement, where the mentee calls on the mentor as and when problems or questions are.

Questions 15-20

Complete the notes below.

*Choose **ONE WORD ONLY** from the text for each answer.*

*Write your answers in boxes **15-20** on your answer sheet.*

HOW can mentor help somebody setting up a business?

A mentor **15**..... to help a new business person.

Mentors have a different role from **16**.....

A mentor can:

- help you turn your idea into a successful business
- assist when you need to make **17**.....
- suggest how your business can increase its **18**.....
- introduce you to a business network
- help you develop your skills,abilities and provide you with more **19**.....

To be agreed:

- how much **20**..... the mentor should have
- how much structure the mentoring process should have

Read the text below and answer Questions 21-27.

A planning Process for Middle-Sized Projects

Any business project-such as reducing energy costs,or improving efficiency--needs to be planned,and time spent planning will save far more time later on.The typical stages in this planning process are explained below.

- Your first is to spot what needs to be done.Examine your firm's current position,perhaps making a formal analysis of its strengths and weaknesses.Then think about how you might improve that position:what opportunities are there for achieving this?
- The next step is decide precisely what the aim of your plan is.This is best expressed in a simple single sentence.to ensure that it is a clear and sharp in your mind.Doing this helps you to avoid wasting effort on irrelevant side issues.
- Next you should work out how to do it.It is tempting just to grasp the first idea that comes to mind,but it is better to consider a wide range of options:this way,you may come up with less obvious but better solutions.
- Once you have explored the options available to you,the selection of which option to use is the next step.If you have the time and resources,you might decide to evaluate all options,carrying out some planning,such as costing,for each.Normally you will not have this luxury.
- You already have a broad idea of what your project will consist of.Now is the time to work out the full details,identifying the most efficient and effective method of carrying it out,including answering the questions of "who" , "what" and "when" .

- The next stage is to review your plan and decide whether it will work satisfactorily. This evaluation enables you to change to another option that might be more successful, or to accept that no plan is needed.
- Once you have finished your plan and decided that it will work satisfactorily, it is time for implementation. Your plan will cover how this is to be done.
- Once you have achieved a plan, you can close the project. At this point it is often worth assessing the project to see whether there are any lessons that you can learn.

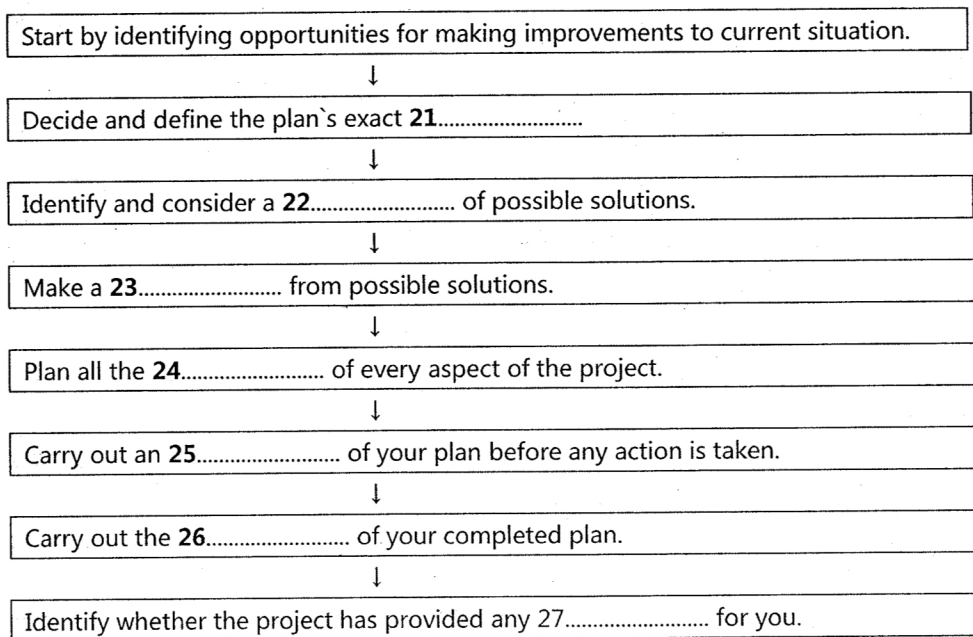
Questions 21-27

Complete the flow-chart below.

Choose **ONE WORD ONLY** from the text for each answer.

Write your answers in boxes **21-27** on your answer sheet.

Suggested stages in a planning process



SECTION 3 Questions 28-40

Read the text below and answer Questions 28-40.

The Penny Black

It might not have looked very impressive, but the Penny Black, now 170 years old, was the first stamp to be created and it launched the modern postal system in Britain.

Before 1840 and the arrival of the Penny Black, you had to be rich and patient to use the Royal Mail. Delivery was charged according to the miles travelled and the number of sheets of paper used; a 2-page letter sent from Edinburgh to London, for example, would have cost 2 shillings, or more than £7 in today's money. And when the top-hatted letter carrier came to deliver it, it was the recipient who had to pay for the postage. Letter writers employed various ruses to reduce the cost, doing everything possible to cram more words onto a page. Nobody bothered with heavy envelopes; instead, letters would be folded and sealed with wax. You then had to find a post office--there were no pillar boxes--and hope your addresses didn't live in one of the several rural areas which were not served by the system. If you were lucky, your letter would arrive (if it could take days) without being read or censored.

The state of mail had been causing concern throughout the 1830s, but it was Rowland Hill, an inventor, teacher and social reformer from Kidderminster, who proposed a workable plan for change. Worried that a dysfunctional, costly service would stifle communication just as Britain was in the swing of its second industrial revolution, he believed reform before ease the distribution of ideas and stimulate trade and business, delivering the same promise as the new railways.

Hill's proposal for the penny cost, which meant any letter weighing less than half an ounce (15 grams) could be sent anywhere in Britain for about 30p in today's money, was so radical that the Postmaster General, Lord Lichfield, said, "Of all the wild and visionary schemes which I ever heard of, it is the most extravagant." Lord Lichfield spoke for an establishment not convinced of the need for poor people to post anything. But merchants and reformers backed Hill. Soon the government told him to make his scheme work. And that meant inventing a new type of currency.

Hill quickly settled on "a bit of paper covered at the back with a glutinous wash which the user might, by applying a little moisture, attach to the back of a letter". Stamps would be printed in sheets of 240 that could be cut using scissors or a knife. Perforations would not arrive until 1854. The idea stuck, and in August 1839 the Treasury launched a design competition open to "all artists, men of science and the public in general". The new stamp would need to be resistant to forgery, and so it was a submission by one Mr Cheverton that Hill used as the basis for one of the most striking designs in history. Cheverton, who worked as a sculptor and an engineer, determined that a portrait of Queen Victoria, engraved for a commemorative coin when she was a 15-year-old princess, was detailed enough to make copying difficult, and recognisable

enough to make fakes easy to spot. The words "Postage" and "One Penny" were added alongside flourishes and ornamental starts. Nobody thought to add the word "Britain", as it was assumed that the stamps would solely be put to domestic use.

With the introduction of the new postal system, the Penny Black was an instant hit, and printers struggled to meet demand. By the end of 1840, more than 160 million letters had been sent--more than double previous year. It created more work for the post office, whose reform continued with the introduction of red letter boxes, new branches and more frequent deliveries, even to the remotest, but its lasting impact on society was more remarkable.

Hill and his supporters rightly predicted that cheaper post would improve the "diffusion of knowledge". Suddenly, someone in Scotland could be reached by someone in London within a day or two. And as literacy improved, sections of society that had been disenfranchised found a voice.

Tristram Hunt, an historian, values the "flourishing of correspondence" that followed the arrival of stamps. "While I was writing my biography of Friedrich Engels I could read the letters he and Marx sent between Manchester and London," he says. "They wrote to each other three times a day, pinging ideas back and forth so that you can almost follow a real-time correspondence."

The penny post also changed nature of the letter. Weight-saving tricks such as cross-writing began to die out, while the arrival of envelopes built confidence among correspondents that mail would not be stolen or read. And so people wrote more private things--politically or commercially sensitive information or love letters. "In the early days of the penny post, there was still concern about theft," Hunt says. "Engels would still send Marx money by ripping up five pound notes and sending the pieces in different letters." But the probity of the postal system became a great thing and it came to be expected that your mail would not be tampered with.

For all its brilliance, the Penny Black was technically a failure. At first, post offices used red ink to cancel stamps so that they could not be used again. But the ink could be removed. When in 1842, it was determined that black ink would be more robust, the colour of the Penny Black became a sort of brownish red, but Hill's brainchild had made its mark.

Questions 28-30

Choose the correct letter, A, B, C or D.

Write the correct letter in boxes 28-30 on your answer sheet.

28 One of the characteristics of the postal service before the 1840s was that

- A** postmen were employed by various organisations.
- B** letters were restricted to a certain length.
- C** distance affected the price of postage.
- D** the price of delivery kept going up.

- 29 Letter writers in the 1830s
- A were not responsible for the cost of delivery
 - B tried to fit more than one letter into an envelope.
 - C could only send letters to people living in cities.
 - D knew all letters were automatically read by postal staff.
- 30 What does the text say about Hill in the 1830s?
- A He was the first person to express concern about the postal system.
 - B He considered it would be more efficient for mail to be delivered by rail.
 - C He felt that postal service reform was necessary for commercial development.
 - D His plan received support from all the important figures of the day.

Questions 31-34

Look at the following statements (Questions 31-34) and the list of people below.

Match each statement with the correct person, **A, B, C** or **D**.

Write the correct letter, **A, B, C** or **D**, in boxes 31-34 on your answer sheet.

NB you may use any letter more than once.

- 31 His inspiration came from a particular picture.
- 32 He claimed that the postal system would lead to the spread of information.
- 33 He organised the creation of the first stamp.
- 34 He expressed doubts about the plans to change the postal service.

List of People

- A Rowland Hill
- B Lord Lichfield
- C Cheverton
- D Tristram Hunt

Questions 35-40

Complete the notes below.

Choose **NO MORE THAN TWO WORDS** from the passage for each answer.

Write your answers in boxes 35-40 on your answer sheet.

The Penny Black

- Design came about as a result of a competition organised by the 35.....
- Based on an engraving of Queen Victoria featured on a 36.....
- Apart from the Queen's face, the stamp had just three words and pictures of 37..... As decoration.
- No mention of 38....., as plan was for stamps to be for domestic use only
- The 39....., which was applied to indicate that the stamp had been used.
- In 1842, the 40..... of the stamp was changed.

阅读练习 7 参考答案：

Section1	Section2	Section3
1 E	15 volunteers	28 C
2 B	16 consultants	29 A
3 A	17 decisions	30 C
4 F	18 efficiency	31 C
5 C	19 confidence	32 A
6 A	20 involvement	33 A
7 C	21 aim	34 B
8 B	22 range	35 Treasury
9 TRUE	23 selection	36 (commemorative) coin
10 NOT GIVEN	24 details	37 (ornamental) stars
11 NOT GIVEN	25 evaluation	38 (word) Britain
12 TRUE	26 implementation	39 (red) ink
13 FALSE	27 lessons	40 colour/color
14 FALSE		

阅读练习 8

SECTION 1 Questions 1-14

Read the text below and answer Questions 1-7.

Interesting Day Courses in your Area

A Photographing Wildlife

This workshop includes an introduction in the classroom, two photography sessions with specially arranged access to the zoo enclosures so that you take natural-looking close-ups of the most exotic species, and the opportunity to review and discuss your images as a group.

B Drawing For Fun

You will learn some basic techniques using soft pencils and charcoal. These and different types of paper are provided. Just bring yourself and a willingness to "have a go". This is a start-up day so people who have already attended courses should not apply.

C Find Your Voice

You may feel you can't sing or you may be an established singer who wants to improve or gain confidence. You will be shown how to sing in tune, how to breathe correctly and how to project your voice. You may attend this course more than once and each time have a wonderful experience. Everyone can sing and it's great fun.

D Focus On Landscapes

This course is designed for students who are familiar with painting in watercolours, but are having difficulty with some techniques. We will discuss choice of materials, colour mixing and any other areas that may be raised.

E Taking Happy Pictures

The main objective is to introduce you to the skills required to take good photographs of people at special events, such as parties or weddings.

We will discuss camera settings, dealing with varied light or bad weather, and how to get a good atmosphere. Lunch is provided at a nearby hotel, followed by a practical session inside the studio.

F The Music Takeaway

Get some friends, family or colleagues together for your own music course in a venue of your choice, which could be your front room, basement or workplace. We send two guitar tutors to lead a one-day session for you in the style of music you prefer, such as rock, country, funk or blues.

Questions 1-7

Look at the six advertisements, A-F.

For which course are the following statements true?

Write the correct letter, A-F, in boxes 1-7 on your answer sheet.

NB You may use any letter more than once.

- 1 Participants can decide where the course is held.
- 2 Different ability levels are welcome.
- 3 All the necessary materials are supplied.
- 4 Participants will be able to go where the public are not normally allowed.
- 5 It is possible to repeat this course.
- 6 You can select what to study from a range of options.
- 7 The course will provide advice on how to overcome difficult conditions.

Read text below and answer Questions 8-14.

Learn to Skydive

Accelerated Freefall (AFF) is an intensive skydiving course and you can experience freefall on your very first jump. We offer the AFF Level 1 course as a unique introduction to the world of parachuting and skydiving. It's great as a one-off freefall experience. However, the full eight-level Accelerated Freefall course is the best way to learn to skydive and attain your licence as a qualified parachutist, which allows you to jump at skydiving centres across the world.

The AFF Level 1 course begins with an intensive day of ground training. During the day, you will learn how your parachute equipment works and how to check and fit it, how to exit the aircraft, how to maintain the correct body position in the air, monitor your altitude and deploy your parachute and how to deal with emergencies. The day will finish with a written test. The training can be both mentally and physically tiring so you should stay overnight if you wish to do your first jump the next day. For safety reasons we require you to return and jump in less than a month after your training in order to complete the Level 1 course.

When you come to do your jump you will receive refresher training before you board the aircraft. You will exit the aircraft with two AFF Level 1 instructors. They will provide in-air coaching

as they fall alongside you, holding into your harness. You will experience about one minute of freefall and deploy your own parachute, then fly and navigate for around five minutes before landing on the dropzone. Following this, you will meet your instructors to debrief the jump and collect your instructors' footage of your skydive to post online.

There are some restrictions for solo skydiving. The maximum acceptable weight is 95 kg fully clothed and a reasonable level of fitness is required. As far as age is concerned, the minimum is 16 and a parental signature of consent is required for students of 16-17 on three forms. Adults over 45 wishing to skydive must bring Acceptance rests with the head instructor.

Questions 8-14.

Do the following statements agree with the information given in the text?

In boxes 8-14 on your answer sheet, write

TRUE *if the statement agrees with the information*

FALSE *if the statement contradicts the information*

NOT GIVEN *if there is no information on this*

- 8 After doing the AFF Level 1 course, people can skydive in different counties.
- 9 The AFF Level 1 course takes more than one day to complete.
- 10 Students must do their first jump within a certain period.
- 11 Training continues after the student jumps out of the plane.
- 12 During a first jump, an instructor will open the student's parachute.
- 13 Instructors usually film the first jumps that the students make.
- 14 Students will be divided into age groups when taking the course.

SECTION 2

Questions 15-27

Read the text below and answer Questions 15-20.

Mistakes when applying for a job

There are mistakes that people make when writing their resume (CV) or completing a job application. Here are some of the most common and most serious.

The biggest problem is perhaps listing the duties for which you were responsible in a past position: all this tells your potential employers is what you were supposed to do. They do not

necessarily know the specific skills you used in executing them,nor do they know what results you achieved--both of which are essential.In short,they won't know if you were the best,the worst,or just average in your position.

The more concrete information you can include,the better.As far as possible,provide measurements of what you accomplished.If any innovations you introduced saved the organization money,how much did they save?If you found a way of increasing productivity,by what percentage did you increase it?

Writing what you are trying to achieve in life--your objective--is a waste of space.It tells the employer what you are interested in.Do you really think that employers care what you want?No,they are interested in what they want!Instead,use that space for a career summary.A good one is brief--three to four sentences long.A good one will make the person reviewing your application want to read further.

All information you give should be relevant,so carefully consider the job for which you are applying.If you are applying for a job that is somewhat different than your current job,it is up to you to draw a connection for the resume reviewer,so that they will understand how your skills will fit in their organization.The person who reviews your paperwork will not be a mind reader.

If you are modest about the skills you can offer,or the results you have achieved,a resume reader may take what you write literally,and be left with a low opinion of your ability:you need to say exactly how good you are.On the other hand,of course,never stretch the truth or lie.

Questions 15-20.

Complete the sentences below.

*Choose **ONE WORD ONLY** from the text for each answer.*

*Write your answers in boxes **15-20** on your answer sheet.*

- 15 It is a mistake to specify your in past positions.
- 16 Do not include a description of your in life.
- 17 Include soft skills such as an ability to Successfully.
- 18 Think hard about the position so you can ensure that the information in your application is.....
- 19 Make the Between your abilities and the job you are applying for clear.
- 20 Do not be too about what you can do.

Read text below and answer Questions 21-27.

HEALTH AND SAFETY CERTIFICATE FOR THE CONSTRUCTION INDUSTRY (H&S Certificate)

Who should register for this course?

The H&S Certificate is aimed at people who work as supervisors within the construction industry (whether or not that is part of their job title) .Who are required to ensure that activities under their control are undertaken safely.

Course duration

Option 1--Conversion Course (for those who have a PHS Certificate--see below) : 10 days,either one day a week or two weeks full-time

Option 2--Full Course (for all others) : 15 days,either one day a week or three weeks full-time

For both options,the written exam and practical assessment take half a day.

About the course

The course provides thorough preparation for the H&S Certificate,which is an award in health and safety specifically designed for the construction industry.It combines theory with practice, ensuring that those who gain the certificate are capable of managing health and safety throughout each stage of the construction process,from planning and design to use and finally demolition.

You may already be one step towards gaining an H&S Certificate

The PHS (Principles of Health and Safety)Certificate can be taken separately or as part of the H&S Certificate.If you gained this qualification no more than five years before entering for the H&S Certificate,it will be recognised as contributing to your Certificate without the need to repeat that unit of the course.

Course content

The H&S Certificate is divided into three units.Unit 1 covers the principles of health and safety (and is identical to the PHS Certificate) , Unit 2 covers the identification and control of hazards, and Unit 3 deals with practical applications of health and safety.

How is the course assessed?

Candidates take written examinations for Unit 1 and 2,Unit 3 is assessed by a practical examination testing the ability to identify health and safety issues in a construction workplace. Unit 3 needs to be taken within 14 days of a written examination.

A full certificate is issued on successful completion of all these units.

Funding

Candidates from non-EU countries may be eligible for a small number of grants. These cover the cost of tuition, but examination fees. For details, please contact the Registrar.

Enquiries

For future information please contact our administration office.

Questions 21-27

Answer the questions below.

*Choose **ONE WORD ONLY AND/OR A NUMBER** from the text for each answer.*

Write your answers in boxes 21-27 on your answer sheet.

- 21 Which position is the Certificate intended for?
- 22 How many days must student without a PHS Certificate study?
- 23 What is the last stage of the construction process that is covered by the course?
- 24 For how long does a PHS Certificate count towards the H&S Certificate?
- 25 What do students learn to identify and deal with in Unit 2?
- 26 What type of examination is used for Unit 3?
- 27 What will a grant pay for?

SECTION 3

Questions 28-40

Question 28-34

The text has seven sections, A-G.

Choose the correct heading for each section from the list of headings below.

Write the correct number, i-x, in boxes 28-34 on your answer sheet.

List of Headings

- i The instructions for old dances survive
- ii Inspired by foreign example
- iii Found in a number of countries and districts

- iv An enthusiastic response from certain people
- v Spectators join in the dancing
- vi How the street event came about
- vii From the height of popularity to a fall from fashion
- viii A surprise public entertainment
- ix Young people invent their own clog dances
- x Clog dancing isn't so easy

- 28 Section A
- 29 Section B
- 30 Section C
- 31 Section D
- 32 Section E
- 33 Section F
- 34 Section G

Clog dancing`s big street revival

A

The streets of Newcastle, in the north-east of England, have begun to echo with a sound that has not been heard for about a century. A sharp, rhythmic knocking can be heard among the Saturday crowds in one of the city's busiest intersections. It sounds a little like dozens of horses galloping along the street, but there are none in sight. In fact, it's the noise of a hundred people's dancing in wooden shoes, or clogs.

The shoppers are about to be ambushed by the UK's biggest clog dance event. The hundred volunteers have been coached to perform a mass routine. For ten minutes, the dancers bring the city centre to a standstill. There are people clogging on oil drums and between the tables of pavement cafes. A screaming, five-man team cuts through the onlookers and begins leaping over swords that look highly dangerous. Then, as swiftly as they appeared, the cloggers melt back into the crowd, leaving the slightly stunned spectators to go about their business.

B

This stranger manifestation is the brainchild of conductor Charles Hazlewood, whose conversion to clog dancing came through an encounter with a folk band, *The Unthanks*. "Rachel and Becky Unthank came to develop some ideas in my studio," Hazlewood says. "Suddenly, they got up and began to mark out the rhythm with their feet—it was an extraordinary blur of shuffles, clicks and clacks that was an entirely new music for me. I thought, 'Whatever this is, I want more of it'."

Hazlewood was inspired to travel to Newcastle to make a television programme, *Come Clog Dancing*, in which he and a hundred other people learn to clog in a fortnight. Yet when he first

went out recruiting, local people seemed unaware of their heriage. "We went out on to the streets, looking for volunteers, but nobody seemed to know anything about clog dancing; or if they did, they thought it originated in the Netherlands."

C

The roots of clog dancing go back several hundred years, and lie in traditional dances of the Dutch, Native Americans and African-Americans, in which the dancer strikes the ground with their heel or toes, to produce a rhythm that's audible to everyone around. In England, clogging is believed to have first developed in the mid-19th century in the cotton mills of Lancashire, in the north-west, where workers created a dance that imitated the sound of the machinery. The style quickly spread and developed a number of regional variations. In Northumberland, it became a recreation for miners, who danced solo or to the accompaniment of a fiddle.

"The Northumberland style is very distinct from Lancashire clogging," says Laura Connolly, a virtuoso dancer who worked with Hazlewood on the programme. "Northumbrian dancing is quite neat and precise with almost no upper-body movement, whereas the Lancastrian style is more flamboyant."

D

Whatever the region, clogging remains very much a minority pursuit. Yet at the turn of the 20th century, clogging was a fully-fledged youth craze. Two famous comic film actors, Stan Laurel and Charlie Chaplin, both began their careers as cloggers. But the dance almost completely died out with the passing of the industrial age. "People danced in clogs because they were cheap, hardwearing and easily repaired," Connolly says. "Yet eventually clogs became associated with poverty and people were almost ashamed to wear them."

E

Fortunately, the key steps of the dances were preserved and handed down in a series of little blue books, often named after their inventors. "It means that we still know what Mrs Willis's Rag or Ivy Sands's Hornpipe were like," Connolly says. "It's my dream that one day there'll be a little blue book called Laura Connolly's Jig."

F

Her biggest challenge to date was to teach Hazlewood and 100 other beginners a routine sufficiently accomplished to perform on television, from scratch, in less than two weeks. "I stated people off with something simple," she says. "It's basic shuffle that most people can pick up." Once Hazlewood had absorbed the basics, Connolly encouraged him to develop a hoist solo featuring more complex steps--though he nearly came to grief attempting a tricky manoeuvre known as Charlie Chaplin Clicks, so named as it was the signature move of Chaplin's film character the Little Tramp.

"To be honest, I never quite got those right," Hazlewood says with a laugh. "We came up with a slightly easier version, which Laura thought we should call Charlie Hazlewood Click. The thing about clogs is that they're all surface; there's no grip and they're slightly curved so you stand in a

slightly peculiar way. The potential to fall over is enormous."

On the day, Hazlewood managed to pull off a decent solo, clicks and all." I wasn't convinced, until the moment I didn't, that I was going to get it right," he admits." But in the end, clog dancing is not so very different from conducting. Both require you to communicate a beat--only I had to learn how to express it with my feet, rather than my hands. But it's a good feeling."

G

"People forget that clogging was originally a street dance," Connolly says." It was competitive, it was popular, and now young people are beginning to rediscover it for themselves. As soon as we finished in Newcastle, I had kids coming up to me saying." Clog dancing's cool--I want to do that!"

Questions 35-37

Complete the summary below.

*Choose **NO MORE THAN TWO WORDS** from the text for each answer.*

*Write your answers in boxes **35-37** on your answer sheet.*

A clog dancing event in Newcastle

First the city's shoppers hear a sound that seems to be created by a large number of **35**....., and then over a hundred people wearing clogs appear and dance. Most dance on the pavement, some on oil drums. One group uses **36**..... as part of its dance. The event was organised by Charles Hazlewood, a **37**..... He was introduced to clog dancing by a folk band working with him in his studio.

Questions 38-40

Complete the notes below.

*Choose **ONE WORD ONLY** from the text for each answer.*

*Write your answer on boxes **38-40** on your answer sheet.*

The origins of clog dancing

- Originated in the Netherlands and North America
- In England, probably invented by factory workers copying the noise made by the **38**.....
In mills

- In Northumberland, was danced by **39**.....
- Very popular in the early 20th century
- Lost popularity when clogs were thought to indicate **40**.....

阅读练习 8 参考答案：

Section 1	Section 2	Section 3
1 F	15 duties	28 viii
2 C	16 objective	29 vi
3 B	17 negotiate	30 iii
4 A	18 relevant	31 vii
5 C	19 connection	32 i
6 F	20 modest	33 x
7 E	21 supervisor(s)	34 iv
8 FALSE	22 15 (day)/fifteen(days)	35 horses(galloping)
9 TRUE	23 demolition	36 swords
10 TRUE	24 5 years/five years	37 conductor
11 TRUE	25 hazards	38 machinery
12 FALSE	26 practical	39 miners
13 TRUE	27 tuition	40 poverty
14 NOT GIVEN		

书信写作-技巧篇

雅思 G 类写作，又称书信写作，烤鸭们必须针对一个问题，写一封信索取信息或说明情况。主要考察学生的个人书信写作能力，索取与提供正确信息的能力，表达需要与请求，抒发爱憎感受以及发表意见与不满等能力。常见的书信种类分为：闻讯信，推荐信，建议信，申请信，请求信，日常信，谢绝信，邀请信，感谢信等几大类。接下来给大家介绍一下书信写作常用的一些技巧。

关于 G 类书信的一些问题

1. 我是否应该在正式信件顶部写上日期？

不需要，雅思考试不会要求你写任何日期或地址。

2. 在段与段之间是否应该空一行？

雅思考试并没有要求这么去做，但段与段之间隔开，会让你的文章读起来更容易，我建议你这么做。

3. 信的最后一句 “Yours.....” 应该放左边还是右边？

左边。

4. 信的末尾我需要签名吗？

不用签名，甚至你都可以不用你的真名。比如这本书里我就用 Paul Jones 来作为我的名字。

G 类书信要避免犯的错误

1. 信中的主题不清（绕了半天考官也不知道你的意图是什么）
2. 没有涵盖所有的关键信息（比如没有解释为什么，没有说你有什么要求之类的）
3. 没有分段清晰（第一段写啥，第二段写啥，心里一定要有个数）
4. 抓着某一两个关键信息写，而忽略了其他几个
5. 没有使用正确的语气（把正式书信与非正式书信搞错了）
6. 信的思路很乱，没有组织性

如果你能避免上面这六个错误，你的 G 类作文得分肯定不低！然后我给大家推荐一个网站，里面有很多书信类写作的范文，同学们有时间的时候可以去看看：

扫描下列二维码：



G 类写作的正式与非正式信件

正式信件与非正式信件有哪些区别呢？

非正式信件:

开头: Dear + first name

友好问候: I hope this letter finds you well.

缩写: I'm, didn't, couldn't, there's...

提问: Do you remember...? Why don't you...?

可以使用感叹号: ...earlier than I thought it was!

连接: Well, Anyway, so, and

短语: had a great time, couldn't have asked for, working flat out, back to normal

结语: Hope to see you soon + first name

正式信件:

开头: Dear Sir or Madam

不需要问候

不要缩写: I am, did not...

Normally avoid direct questions: "I would like" instead of "Can I have?"

不用使用感叹号

连接: However, Consequently, and, also

词组与短语: with regard to, appliance, it was installed, the following day, failed to (意为"didn't"),
procedure, he assured me, report the issue, contacted, under warranty, I am entitled to,
replacement, phone me personally

结语: I await your prompt response,Yours faithfully + full name

注意:

这两种信件会有一些“中立”词汇，它们可以同时使用到这两种信里。比如 host,deadline,assignment 等等。

问候，开头，结尾，签名

如何给信件开头和结尾取决于你给谁写信，下面这个表会帮助你解决这个问题。

	正式信件	半正式信件	非正式信件
问候	Dear Sir, Dear Madam, Dear Sir/Madam,	Dear Mr Smith, Dear Mrs Smith, Dear Ms Smith,	Dear John, Dear Anne, Hi Bob,
主体段开头与结尾	I am writing with regard to ... I am interested in receiving ... I am looking forward to hearing from you.		I'm writing about ... Please send me Hope to hear from you soon!
签名	Yours faithfully,	Yours sincerely, Sincerely,	Regards, Best regards Best wishes

注意：

正式信件的结尾一般比较规范，统一，而非正式信件的结尾可以很多样，这主要取决于信中所写的内容或对方，但是咱们拿到题一定要判断清楚，这到底是正式信件还是非正式信件。

我们需要半正式写法吗？

很多雅思考试会告诉他/她的学生，G 类信件作文分为三种形式：正式，半正式，非正式。学生有时候会困惑，分不清楚，特别是半正式类别，总是分不清楚。那我们可以完全不写半正式吗？

答案是肯定的，我们不需要半正式的写法！

比如你给你的同事或邻居写信，你完全可以用非正式写法去写（跟正式相比，更加友好）。

信件的开头句

写完 "Dear..."以后，你最好是开篇明义，直接写出你的主要意图。咱们中国学生写作文喜欢扭扭捏捏，环顾左右而言其他，最后才给出结论或观点，这是很要命的！下面是我的几个例子：

1. 正式信件（投诉信或写给上司）

I am writing to complain about the unacceptable state of the room I was given, and the unhelpful attitude of certain members of staff at your hotel.

2. 半正式信件（邀请邻居）

My wife and I would like to invite you to a dinner party at our home next Saturday evening.

3. 非正式信件（感谢一位朋友）

I hope you're well. I'm just writing to say thanks for letting me stay over at your house while I was in London last week.

正式书信用语

下面这些用语是我平常在写正式书信时会经常用到的，大家可以好好看看，平时活学活用。

信的开头通常要解释你为什么要写这封信：

I am writing with regard to...

I am writing to inform you that...

I am writing to bring to your attention some issues with...

你的要求或建议：

I have decided that I would like you to...

I am entitled to ask for...

I was wondering if it would be possible (for me) to...

I hope that you will...

I would like to suggest that...

信的结尾要求对方回复：

I look forward to receiving your response.

I await your prompt response.

书信写作-范文篇

请求信 1

下面我会展示给大家一篇G类 Task1 的 9 分范文，大家可以借此分析一下，看看考官是如何审视这篇作文的。

Last month you had a holiday overseas where you stayed with some friends. They have just sent you some photos of your holiday.

Write a letter to your friends. In your letter

- *thank them for the photos and for the holiday*
- *explain why you didn't write earlier*
- *invite them to come and stay with you*

题目中提到 Some friend---意味着这封信是非正式的，要写出被邀请朋友的名字

题目中提到 thank them---意味着你要对他们表示感谢

题目中提到 explain---意味着你要解释一下邀请他们的理由

题目中提到 invite---意味着你的信里要直接提出邀请

以上这几个内容是必须要写到这封信里的

接下来咱们看看范文：

Dear John and Jane,

I hope this letter finds you well. I'm just writing to thank you both for the holiday and for the photos you sent.

The photos arrived this morning in the post. They reminded me what a great time I had during my stay with you last month. You really were fantastic hosts, and I couldn't have asked for better guides to show me around.

Sorry I didn't write to you earlier, but I've been working flat out since the moment I arrived home. Do you remember I told you I had an assignment to finish? Well, the deadline was two weeks earlier than I thought it was!

Anyway, I'm back to normal now and I've handed in all of my assignments. In fact, now that I'm free, why don't you both come and stay? There's a spare room here, so you're welcome to use it whenever you like.

Hope to see you soon,

Peter

(158 words, band 9)

范文分析：

这篇文章使用的是什么口气？换句话说，它是 informal（非正式）的形式吗？

如果是的话，你可不可以找出那些体现 informal 的例子？

这封信的意图明确吗？刚才我们分析题目时提到的那几点它有涵盖吗？

行文是否有组织？行文是否有逻辑？你能找到一些连接词吗？

你能找出一些好的词汇吗？这些词汇的使用是否恰合语境？

这封信里有语法错误吗？

其实以上的这些小问题就是我们写 G 类作文的核心了，每次写完作文，把上面这几个小问题过一过，都回答清楚了，自然就是一篇高分作文了！

请求信 2

You are about to go on vacation for a month. A friend another town will come and stay in your apartment.

Write a letter to this friend. In your letter

- *explain where your friend. In your letter*
- *give your friend some instructions about using apartment*
- *recommend some places to go*

我经常建议大家，动笔之前一定要花几分钟时间来规划你的文章，写一个小提纲。不要觉得这几分钟浪费掉了，实际上它是给你节省时间。

Informal style--朋友的名字叫 John

快速的打一个招呼，然后给出写这封信的理由

邻居住在 10 号，他们有钥匙，5 点以后去都行。

告诉他们如何把暖气关掉，把窗户打开。

附近有哪些好吃的餐馆，刚好还有一个传统节日正在进行。

范文：

Dear John,

I hope you're well and looking forward to your stay at **my place**. I'm just writing to tell you **a few things** that you'll need to know.

The first thing you'll need to do is **pick up the keys** from one of my neighbours. Just **pop round** to number 10 any time after 5pm and ask for Sarah. She'll be expecting you, and she'll tell you which key is which.

If the weather gets **a bit warmer**, you might want to turn the heating off. Just open the cover on the boiler in the kitchen and look for the "on/off" switch. You can also open the windows using one of the keys, but please shut them if you go out.

The only other thing to tell you is that there'll be a festival in the town centre during the second week of your visit. It would definitely be **worth checking out**. And don't forget to go to that restaurant I told you about—it's called "The Grill" and it's just across the street.

Enjoy your stay, and look after the flat!

See you soon

Simon

(190 words, band 9)

请大家注意一下粗体字，它们让这篇文章看起来更加亲切，友好，informal.

请求信 3

Your local newspaper published an advertisement asking people to help with environment projects in your area.

Write a letter to the project manager to offer your help. In your letter

- *describe a local environmental issue that affects you*
- *explain what you would like to do to help*
- *and suggest how the problem could be avoided in future*

范文：

Dear Sir or Madam,

I am writing with regard to your newspaper advertisement requesting volunteers for local environment projects.

The issue that most concerns me is the increasing amount of litter in the public park. Litter is both an eyesore for park users like myself and a potential threat to birds and other wildlife.

I would like to suggest a "cleanup" day on which local people would come together to pick up

litter and restore the park to its former state. I would be happy to help publicise this, perhaps by making posters or handing out flyers in the town centre.

If we want to keep our park litter-free in future, more effort will need to be made to educate children about the importance of looking after our local environment. Some extra bins around the park would also be a good idea.

I look forward to receiving your response.

Yours faithfully,

Paul Jones

(151 words, band 9)

请求信 4

You and your family are moving to another country, and you are looking for rented accommodation there. Write a letter to a property agent. In your letter

- ***introduce yourself and your family***
- ***describe the type of accommodation that you hope to find***
- ***give your preference for the location of the accommodation***

范文：

Dear Sir or Madam,

I am writing to ask for your help finding accommodation in Australia.

My name is Mark Smith, and I am married with two young children. A recent promotion at work has meant that I will soon be based in Sydney instead of London, and so we are hoping to emigrate as soon as possible.

Our plan is to find rented accommodation for at least the first year of our stay in Australia. Ideally, we would like a detached house with three or four bedrooms and a good-sized garden so that the children have somewhere to run around.

We would prefer a quite, suburban location within easy commuting distance of the city centre. The

local schools are an important consideration, and we would like to be close to shops and other amenities.

I hope you can help us with our house search, and I look forward to hearing from you.

Your faithfully,

Mark Smith

(158 words, band 9)

请求信 5

You are planning a family holiday at a seaside hotel.

Write a letter to the hotel manager. In your letter

- *describe what kind of accommodation you want*
- *make a reservation*
- *find out what facilities the hotel offers*

Write a least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

范文：

Dear Sir or Madam,

I wish to take my family to the seaside for a holiday and we would like to stay in your hotel.

We require adjoining room; one with a king-size bed and bathroom and one with twin beds for my two daughters. I would also really appreciate a balcony with a view of the ocean.

I would like to book this accommodation from Saturday 20 July to the following Sunday 28 July. We will arrive quite late on the first day, around 8 p.m., and we will check out at 9.30 a.m. On the last day, I would appreciate it if you would confirm this reservation as soon as possible.

Could you let me know if there is a playroom or indoor recreation centre for rainy days? My wife would also like to use laundry amenities and I will need business facilities such as Internet access, fax and printer.

I look forward to hearing from you,

Yours faithfully,

William Barrow

(163 words, band 9)

请求信 6

On a recent you lost a valuable item. Fortunately you have travel insurance to cover the cost of anything lost.

Write a letter to the manager of your insurance company. In your letter

- ***describe the item you lost***
- ***explain how you lost it***
- ***tell the insurance company what you would like them to do***

通过 manager of your insurance company 就可以知道，这封信肯定是以“Dear Sir or Madam”开头，而且是正式信件，然后信件要包含三个关键信息，最后来一个正式的结尾。

范文：

Dear Sir or Madam,

I am writing to make an insurance claim for an item that I lost while on holiday last week.

The item is a wristwatch from my grandfather. Both the watch strap the face are made of gold, and the watch is worth a considerable amount of money. It also has great sentimental value.

I believe that I must have left the watch on the beach in front of the hotel where I was staying. I did return to search for it, but I can only assume that it was either covered in sand or that it had been washed out to sea.

I took out comprehensive travel insurance with your company, and my contract states that all lost items are covered. I would therefore ask that you review the attached information regarding the

estimated value of the watch, and that you process my claim as quickly as possible.

Please let me know if you require any further information.

Yours faithfully,

Paul Jones

(164 words, band 9)

投诉信 1

You recently bought a piece of equipment for your kitchen but it did not work. You phoned the shop but no action was taken.

Write a letter to the shop manager. In your letter

- *describe the problem with the equipment*
- *explain what happened when you phoned the shop*
- *say what you would like the manager to do*

shop manager--这篇文章要写成 formal (正式) 的形式

describe the problem--你得编一个机器坏的问题, 得说说是怎么坏的

explain what happened--比如: 他们没有打电话回来

what you would like--比如: 维修或换货

Dear Sir or Madam,

I am writing with regard to an appliance that I recently bought from your shop.

On the 10th May I bought a new washing machine, and it was installed the following day.

However, when I tried to wash some clothes, I noticed that the machine failed to spin during the washing cycle. Consequently, it leaves clothes wet but not clean.

When I phoned your shop to report the problem, I spoke to an assistant who did not know the procedure for repairs or returns. He assured me that he would report the issue to the store manager, and that I would be contacted the same day. That was two days ago, and I am still waiting for your call.

As the appliance is under warranty, I am entitled to ask for it to be repaired or replaced. I have decided that I would like a replacement washing machine. I would also like you to phone me personally when you receive this letter.

I await your prompt response.

Yours faithfully,
John Smith
(175 words , band 9)

投诉信 2

You missed a flight due to a problem at the airport.

Write a letter to the airline. In your letter

- *describe what happened that caused you to miss the flight*
- *explain how missing your flight affected you*
- *make it clear what you would like the airline to do*

动笔之前先把三个点想清楚：

问题：I was given the wrong boarding card.

影响：I missed two days of my holiday.

要求：I would like compensation for the flight and other expenses.

你说的真不真不重要，考官看的是你的表达，而不是事情本身。

范文：

Dear Sir or Madam,

I am writing with regard to a flight that I missed due to a mistake by one of your employees.

Two weeks ago I was due to catch a flight to Rome, where I intended to spend four days on holiday. Unfortunately, the attendant at the check-in desk gave me a boarding card for different flight, and I did not notice the mistake until I arrived at the departure gate and it was too late.

As a result of the error, I was not allowed to board the flight to Rome, and this caused me great inconvenience. I had to book a new flight two days later, which meant I missed two days of my holidays and I spend an extra \$200.

As the mistake was caused by your company, I hope that you will compensate me for the cost of the additional flight, as well as for my taxi fares to and from the airport.

I look forward to receiving your response.

Yours faithfully,

Paul Jones

(150 words, band 9)

投诉信 3

*There have been some problems with public transport in your areas recently.
Write a letter to the manager of the transport company. In your letter*

- *describe the problems*
- *explain how these problems are affecting the public*
- *suggest some changes that could be made*

问题 : trains arrive late and are overcrowded

影响 : people arriving late for work, uncomfortable, unhappy

改变 : more regular trains, more carriages to increase space

范文 :

Dear Sir or Madam,

I am writing to bring to your attention some issues with my local train service.

I take that 8am train from Manchester to Liverpool every morning. This week, **my train has arrived** at least 10 minutes late each day, and **I have been unable to** find a seat due to overcrowding.

Passengers are becoming increasingly frustrated. **I have seen** several people complain to members of your staff that the **delays are making** them late for work, and **the overcrowding means** that many of us are forced to stand in the central aisle of the train for the duration of the journey. **This is** extremely uncomfortable.

I would like to suggest that you run a more regular service on the Manchester to Liverpool line. Another solution would be to add an extra carriage to trains at peak times in order to provide more space.

I hope **you will address** these concerns as soon as possible.

Yours faithfully,

Paul Jones

(162 words, band 9)

请注意看一下黑体字部分，想一想为什么用这些时态：

现在时：

I take, the overcrowding means, this is.....

现在进行时：

I am writing, passengers are becoming, delays are making.....

现在完成时：

my train has arrived, I have been unable, I have seen.....

将来时：

you will address

投诉信 4

***There is a problem in the road outside your house.
Write a letter to your local council. In your letter***

- ***introduce yourself***
- ***explain what the problem is***
- ***tell the council what you would like to be done***

范文：

Dear Sir or Madam,

I am writing to bring to your attention a road maintenance issue just outside my house on North Road.

My name is Paul Jones. I have been a resident at number 20 North Road for over 10 years, and I have never had reason to complain to the council before.

Recently,a large pothole has appeared on the side of the road closest to my house.When it rains,the pothole fills with water and becomes an invisible danger to drivers.It is also an eyesore for those of us living in the vicinity.

I have called the council offices on several occasions to report the problem,but still nothing has been done.I would like to request that you address this matter personally and ensure that it is treated as a priority by the road maintenance department.

I look forward to the problem being resolved.

Yours faithfully,

Paul Jones

(150 words,band 9)

投诉信 5

You and your family are on holiday abroad.You are staying in a hotel,but you are not satisfied with some aspects of the accommodation.Write a letter to the hotel manager.In your letter,you should

- *Introduce yourself*
- *explain what is wrong with the hotel room,and*
- *say what action you would like the hotel manager to take.*

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

...

范文：

Dear Sir/Madam,

I am one of your hotel guests and my family (wife and two children)and I arrived from Hong Kong SAR and checked in to your hotel several days ago intending to stay for two weeks.We are in room 906 in the West Wing.

When we arrived, we were slightly disappointed with the size of the hotel room. When we pre-booked this accommodation with our travel agent, she had indicated that we would have a family suite with a double bed and two single beds for our children. However, there is only a double bed and a fold-out sofa, which is not suitable. We were also surprised that our room did not have a sea view, as promised. Finally, we have found the hotel room to be quite cold at night, with insufficient heating.

I would appreciate it if you could arrange for two single beds to be transferred into our room as soon as possible. Likewise, if several heaters for the room could also be arranged, I would greatly appreciate it.

I look forward to hearing from you.

Yours sincerely,

M.R. Brownlee

(186 words, band 9)

邀请信 1

You have decided to leave your current address and move to your new house.

Write a letter to a friend to explain that you had moved house

- ***explain why you have to move***
- ***describe the new place***
- ***invite your friend to come and stay***

范文：

Dear John,

I'm just writing to let you know that I've moved house.

As you know, I went for an interview for a job here in London. Well, they gave me the position it would have been impractical to travel down from Manchester every day, so we've found a house here, in a nice part of London called Greenwich.

Our new house isn't ideal. London prices are crazy, and we were only able to afford a one-bedroom flat. But on the bright side, it's on the ground floor, it's got nice big windows, and a lovely view out onto the garden.

If you ever fancy a trip to London,you`re more than welcome to come and stay.It would be great to see you.From where we live,it`s only a quick ride on the underground into the city centre,so we could do some sight-seeing together.

Keep in touch!

All the best

Mike

(156 words,band 9)

邀请信 2

You have recently moved to a different town.

Write a letter to an English-speaking friend.In your letter

- *explain why you have moved*
- *describe the new town*
- *invite your friend to come and visit*

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear,

范文：

Dear Marie,

I'm writing to tell you that I have moved away from the bustle of the city.The apartment in Auckland was too small and too noisy and I was tired of the traffic congestion and exhaust fumes.It was also very expensive to live there.

I have moved to a little farmhouse just outside the town of Wade.What a different lifestyle!The town is quite small but the people are really friendly and welcoming.It has got all the amenities of a city without a lot of the problems.There is a hospital and several medical clinics;the shopping is more than adequate,with three large supermarkets and most of the major retailers;parking is

plentiful and there are no parking metres!What's more:it is by the sea.The air fresh and the climate is a little different too-with much more sunshine even in winter!

Why don't you come and visit me here?I have a spare bedroom and you are welcome anytime.There are flights to the local airport where I could pick you up or,if you come by bus,I can collect you from the depot.

Please say you'll come--it would be great to catch up again.

Love,
Annette

(211 words,band 9)

感谢信 1

You and some friends ate a meal at a restaurant to celebrate a special occasion,and you were very pleased with the food and service.

Write a letter to the restaurant manager.In your letter

- *give details of your visit to the restaurant*
- *explain the reason for the celebration*
- *say what was good about the food and the service*

范文：

Dear Sir,

I am writing to thank you and your staff for making our celebration meal so special last Friday evening.

I made a booking for ten people at very short notice on Friday,and you managed to find us a table.When we made the spontaneous decision to eat out the evening,we were amazed to find a table for such a large group,and we could not have chosen a better restaurant.

The ten of us were celebrating our university graduation.The ceremony had taken place,and my friends and I were all so relieved to have finally received our degree certificates.Nobody wanted to go home,so I suggested that we find somewhere to have dinner together.

As soon as we walked into the restaurant,we knew that we were in good hands.Your waiters were extremely friendly and obliging,and the food was delicious.We were also impressed that both you and the head chef came to check that everyone was happy with their food.

All ten of us would like to thank you for giving us such a memorable evening.

Yours faithfully,

Paul Jones

(187 words,band 9)

感谢信 2

Write a letter to a friend who has invited you to stay with them in their country.

In your letter

- *thank your friend for their invitation*
- *say when you are likely to visit*
- *say what you would like to do during your visit*

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear...

范文：

Dear Bella,

Thank you so much for inviting me to come and stay with you at your home in Rome next year.I'd love to come.

I've heard that summer is quite hot and humid there,and I'm not sure what your commitments at work are,so when do you think would be the most suitable time for me to visit?I am on holiday from university from December to February,so I am available to travel to visit you any time in these months.

I'm so excited about seeing you again and catching up on all your news.I've never been to Rome but I know it is a very beautiful city with lots of interesting history.I would love to see the

Coliseum and of course all the stunning churches and old buildings. I'm also very keen on Italian food and I love shopping, so I'm sure we're going to have a great time.

Hear from you soon,
Clara

(162 words, band 9)

退学信

You have a full-time job and are also doing a part-time evening course. You now find that you cannot continue the course. Write a letter to the course tutor. In your letter

- *describe the situation*
- *explain why you cannot continue at this time*
- *say what action you would like to take*

动笔之前，我们一定要养成一个习惯，搞清楚三件事：

1. 语气（正式还是非正式）

有时候学生会认为跟自己的导师很熟，可以用非正式语气，但我还是觉得用正式语气比较好。（这样比较符合习惯），你可以用导师的名字开头（比如 Dear Mr. Smith），用 "Yours sincerely," 避免缩写，用 "I am" 代替 "I'm"，尽量避免使用非正式的短语或表达，写得更加礼貌一些。

2. 意图

写这封信的主要意图是告诉你的导师你不能再上他的课了，这一点一定要明确的表达出来，比如说 I am writing to inform you that..., 然后把题干中的三点重要信息包含进去。

3. 思路

我建议在你动笔之前，花几分钟时间把题干中的三个关键点都想想清楚，你得想想这个夜校课程是什么，你的全职工作是什么，为什么你工作太忙顾不上上课，你是退学还是休学。

9分范文：

Dear Mr. Smith,

I am writing to inform you that I will be unable to continue with the part-time computer programming course.

I have been attending your evening classes for the last two months, and have enjoyed them immensely. As I started on my course application form, I work full-time for a large IT company, and until now I have managed to fit the programming course into my schedule.

However, my company is currently on the verge of signing a contract with an important new client in China, and I am part of the team that is being sent to Beijing to negotiate terms and conditions. I will probably be out of the country for several weeks.

I am aware that you run the same course twice a year. Rather than try to catch up when I return from China, I was wondering if it would be possible for me to join the next cohort in September.

I look forward to receiving your response,

Yours sincerely,

Paul Jones

(168 words, band 9)

拒绝信

*One of your friends has asked you to be partner in his new business.
Write a letter to reply to your friend's offer. In your letter*

- *give your opinion of your friend's business idea*
- *tell him whether or not you have decided to accept his offer*
- *and explain your reasons for this decision.*

记住，考官要考察你的是下面这些东西：

语气是否合适（正式或非正式）？

信件的意图是否明确？

题干中的三个信息是否都包含？

行文是否有组织？

是否使用了一些好的恰当的词汇？

范文：

Dear John,

I hope you're well. Thanks for giving me some time to think about your business proposal.

First, let me just say that I think it would be a great idea to open a cafe on the high street. It definitely makes sense since there are no other cafes in the area.

Having said that, I'm afraid I'm going to have to turn your offer down. I've thought long and hard about this decision, and I just don't think it's the right time for me to get involved with a big project like this.

To be honest, I would struggle to find enough money to cover my share of the initial investment costs. Also, I don't really want to leave my current job, and I think it would be impossible for me to commit to the cafe project while I'm still working full-time.

Best of luck with the cafe. I'm sure you'll make a success of it without me!

Speak soon

Chris

(162 words, band 9)

辞职信

*You have decided to leave your current job even though you enjoy it.
Write a letter to inform your manager of your decision, in your letter*

- *tell the manager about your decision and the reason for it*
- *describe what you learnt in your current job*

- *and ask the manager to write a reference letter to help you with future employment*

范文：

Dear Mr Smith,

I am writing to inform you of my decision to leave Smith Industries when my current contract comes to an end next month.

I have thoroughly enjoyed my three years here. However, I feel that now is the time for me to broaden my horizons and gain experience of different working environments and practices within our industry. I would also like the chance to travel more as part of my job.

Over the course of my three years at Smith Industries, I have learnt an incredible amount. Not only am I now proficient with the key software programs that are used across the industry, but I have also learnt valuable interpersonal skills, such as how to organise a team or delegate tasks.

I would be extremely grateful if you could provide me with a letter of reference for future employers.

Thank you for all of your help and support.

Yours sincerely,

Paul Jones

(154 words, band 9)

请假信

You are working for a company. You need to take some time off work and want to ask your manager about this.

Write a letter to your manager. In your letter

- *explain why you want to take time off work*
- *give details of the amount of time you need*
- *suggest how your work could be covered while you are away*

咱们一看到 “your manager” 应该就能判断出来了，这封要写 formal 形式。然后为三个关键信息各写一小段。最后用 “Yours sincerely” 结尾。我希望你都可以像我这样在动笔之前稍微想那么几分钟，想想怎么开头，如何分段，每段大意，如何结尾，这会对你的行文逻辑有很大的帮助。

范文：

Dear Mr. Smith,

I am writing to ask for some time off work next month.

The reason for this request is that my brother is getting married. His future wife is Australian, and the wedding will take place in her home city, Melbourne. As the brother of the groom, I cannot miss such a special occasion.

To attend the ceremony and make the round trip from the UK, I would need at least five days off work. However, I would like to take the opportunity to do some sightseeing in Australia, and so I am hoping that you will allow me to take a full two weeks' leave, from the 1st to the 15th of May.

I have spoken to my co-workers, and it seems that Peter Jones would be best placed to cover my project commitments while I am away. I will leave detailed instructions for him on my desk.

I hope that my request does not cause you any inconvenience.

Yours sincerely,

Michael Hall

(161 words, band 9)

(范文不要光看不写，把你写好的范文拍照发送给鸭圈公众微信：ieltsquan 就有机会获得写作老师的免费批改)

道歉信

One of your friends recently had a birthday celebration, but you missed it and you forgot to tell your friend that you couldn't attend.

Write a letter to your friend. In your letter

- *apologise for missing the birthday celebration*
- *explain why you missed it and why you didn't tell your friend*

• *and say what you would like to do to show that you are sorry*

范文：

Dear Mark,

I hope you're well and that you had a fantastic time on your birthday.

I'm so sorry that I wasn't there to celebrate with you, and for not letting you know beforehand that I wouldn't be able to come. I feel terrible that I haven't found the time to contact you until now.

The truth is that I've been under a lot of stress at work recently. I was in danger of losing my job if I didn't meet a sales target, so I haven't been able to think about anything else over the last few weeks. This is why I couldn't be at your party, and why I didn't call to tell you I wouldn't be there.

I really hope you'll forgive me for being so thoughtless, and I hope you'll let me make it up to you. By way of an apology, I've bought tickets for us both to go to the football net Saturday; I hope you'll come.

Speak to you soon,

Mike

(166 words, band 9)