



## PART I WARMING-UP

### Task 1

#### Sample

1. 大言炎炎，小言詹詹。  
Great speech is rich and powerful; small speech is merely so much talk.
2. 言者无罪，闻者作戒。言者闻者，莫不两尽其心焉。  
Those who speak their minds are not punished while those who listen should take warning. Both speakers and listeners only want to get things done in a satisfactory way.
3. 君子以言有物而行有恒。  
A man of virtue should talk substance and act with perseverance.
4. 信言不美，美言不信。  
Trustworthy words may not be fine-sounding; fine-sounding words may not be trustworthy.
5. 二人同心，其利断金。同心之言，其臭如兰。  
When two men are one in heart, Not iron bolts keep them apart;  
The words they in their union use, Fragrances like orchid plants diffuse.

## Task 2

### Key

- |            |                |                  |      |       |
|------------|----------------|------------------|------|-------|
| 1. J       | 2. A           | 3. I             | 4. B | 5. E  |
| 6. C       | 7. D           | 8. H             | 9. G | 10. F |
| 11. Angry  | 12. cold sweat | 13. screaming    |      |       |
| 14. crying | 15. delicious  | 16. medical mask |      |       |

## PART II LISTENING & SPEAKING

### Task 1

#### Key and Script

##### Dialog 1

Speaker A: What are appropriate conversation starters for new acquaintances?

Speaker B: Weather, hobbies, sincere compliments, and current events are common icebreakers.

##### Dialog 2

Speaker A: How do you build a rapport with your colleagues, Jack?

Speaker B: Mutual respect, mutual trust and a sense of humor are effective ways.

##### Dialog 3

Speaker A: My roommate always uses my things without asking for permission. I'm really upset.

Speaker B: It's not a big deal. If I were you, I'd talk to her.

##### Dialog 4

Speaker A: Do you believe animals can communicate with people?

Speaker B: Definitely. Animals often use postures and sounds to convey their feelings to people.

##### Dialog 5

Speaker A: What will cause cultural barriers in intercultural communication?

Speaker B: Well, language, customs, values and beliefs are the major ones.

##### Dialog 6

Speaker A: Why is listening important for effective communication?

Speaker B: Listening is the key to developing fresh insights that fuel successful communication.

### Task 2

#### Key

- (1) participation      (2) obedient      (3) direct      (4) Forms of address      (5) explore

#### Script

**Andy:** Hi! Jessie. What a surprise to see you here! I heard that you had gone to America as an exchange student.

**Jessie:** Yeah, Andy. And I came back a couple of days ago.

**Andy:** That's great. So, how was your study in America?

**Jessie:** It was fantastic! I found many cultural differences between Chinese and Americans in terms of communication.

**Andy:** What are they?

**Jessie:** The most impressive thing is that classroom participation is significantly different. You know, Chinese students are generally more obedient to their teachers. So, they are well-behaved, respectful and very focused during the class, while American students are very active. They may interrupt the class to raise questions, share their opinions and even argue with their teachers about the issue under discussion.

**Andy:** No wonder our new foreign teacher always looks puzzled when he's giving us oral English class.

**Jessie:** Yeah. It becomes quite understandable for me now.

**Andy:** So, what else?

**Jessie:** Emmm. Chinese and Americans communicate in different styles. Chinese tend to be more indirect while Americans prefer a direct communication style.

**Andy:** What do you mean by "indirect"?

**Jessie:** Communicators adopting an indirect style of communicating are characterized by seldom revealing their real intentions through verbal messages. For example, they would say "It's somewhat cold here" rather than saying "Please close the window".

**Andy:** That's true.

**Jessie:** Another difference worth mentioning is the forms of address. Chinese like to use courtesy language to show their respect, especially when they address the senior, while Americans often call people directly by their names.

**Andy:** That's interesting. Well, what leads to the different patterns of communication?

**Jessie:** Culture, of course. Culture largely determines the way people communicate.

**Andy:** It's amazing. I want to know more about communication styles across culture. Do you have any suggestions?

**Jessie:** Yes. You can explore this field by reading books or watching films about intercultural communication.

**Andy:** That's a good idea. Thanks a lot.

**Jessie:** My pleasure.

### Task 3

#### Key

(1) interact      (2) 74%      (3) ruined      (4) strike a balance      (5) out of mind

#### Script

Technology has greatly changed the way we communicate. Today, most people interact with others digitally rather than in person. A survey shows that about 74% of millennials prefer digital communication to face-to-face one. There's no denying that technology has been helpful in

connecting us with others. However, we can't deny that technology has ruined today's interpersonal communication to some extent. It's reported that an old man refused to have dinner with his children because all of them were busy playing with their smartphones when they were getting together to celebrate his birthday. Such an awkward situation is not uncommon nowadays. That's why a famous psychologist said in her speech, "Connected, but alone." Therefore, it's vital to strike a balance between digital communication and real-world communication. Here are some tips to lessen the impact of technology on effective communication:

1. Set time limits each day to check the social media updates, for instance, three times each day and 15 minutes each time. 2. Leave your phone behind when you're studying or during a meeting. As the saying goes, "When it's out of sight, it's out of mind." 3. Choose one day a week to be technology-free. Make this a rule for the whole family, too.

#### Task 4

Open-ended.

## PART III GUIDED READING & WRITING

### 参考译文

### 直面公共演讲恐惧：我的故事

人生前二十年，我一直尽可能地避免在任何地方公开发表演讲。有些人能公开演讲，而我做不到。这不是因为我特别害羞，而是因为公共演讲似乎不是我心甘情愿去干的事情。在小学、中学以及后来在大学，我眼睁睁地看着机会从我身边溜走，仅仅只是因为我不想站在聚光灯下。

公共演讲可能是我最大的恐惧。后来我有机会报名参加自己理想工作的选拔——一个国际志愿者组织中的一个职位，那是我由衷热爱的一个组织。这份工作意味着在年纪轻轻之时就会面临大量的旅行、责任以及超多的学习机会。我的确想要那份工作。

问题是，要得到那份工作，我得经历一个紧张的选拔过程，其中包括面向 200 人发表一系列的简短演说。这本应该是不可能发生的事，但却发生了。

我意识到，我对那份工作的渴望超过了对公共演讲的恐惧。因此，满怀忐忑与激动，我报上自己的名字。在自己尚未明白它是怎么一回事之前，我就已经站在一间容有 200 人的房间外面，等待着走进去，发表我人生的演讲。

你可以想象我当时的感受，对吧？手心冒汗，双膝颤颤悠悠，一切都让人尴尬。我脑袋里一遍遍地快速练习着自己的开场白，但说实话，我不能确定到时候能说出任何话来。我所想到的是前一年，当时我的一个朋友经历过同样的过程。当他阔步迈向屋子前面时，我就在观众席里看着他。他看起来已进入角色，聪颖，自信，准备就绪。

“女士们、先生们，上午好！”他说，“站在这里，我非常激动……”寂静，没有了下文。他说不出话来。他的演讲就那样结束了。当然，这次公共演讲的直接后果是，他没有获得那份工作。我深吸了口气。现在我站在了这间屋子外面，想着自己“千万、千万、千万别发愣说不出话

来！”很快就轮到我了。大门打开，我发觉自己的身躯拖着自己穿过人群，来到舞台上。然后，我就开始了演讲。语言一句一句流利地表达出来！不敢说那是好莱坞的某个高光时刻，我赢得了观众的满堂喝彩，烟花在我身后燃放。也不敢说，那是一个值得全场起立鼓掌的精彩演讲，甚至不敢说，自己有那么好。

重要的是，我成功了！我顺利完成了演讲。在完成演讲的过程中，我成功克服了可能是我最大的恐惧。你知道那是什么感觉吗？令人亢奋！演讲一完成，我就彻底地解脱了！

如果我能克服可能是自己最大的恐惧，那么我还能做些其他什么呢？当然，我不能就此停歇不前。那番经历促使我开始帮助他人克服对公共演讲的恐惧。如果我能做到，任何人都可以。我们只是需要从生活中发现比恐惧更重要的事情。那是促使我们跨越心理恐惧的动力。

哦！对了，顺便说一下，我得到了那份工作。

## Task 1

### Suggested Answers

- ① Open-ended.
- ② a. Not that I don't like the car, but I think it's too expensive.  
b. It is not that she did not want to please him, but that he was hard to get along with.
- ③ a. We will try to get the best possible price.  
b. We expressed in the clearest possible way our disappointment, hurt, and anger.
- ④ Open-ended.
- ⑤ Open-ended.
- ⑥ It here means "to suggest formally I should be considered for a particular job, membership of an organization, etc.". For example, *Her name was put forward for the lead role in the play.*
- ⑦ Open-ended. (Only for reference: sweaty palms, wobbly knees, shaky hands, dry mouth, racing thoughts, pounding heart, sleepless nights, forgetting what I have to say, etc.)
- ⑧ a. I ran into a high school classmate today on the street. (to meet sb by chance)  
b. The battery has run down. (to lose power or stop working)  
c. Time is running out for the trapped miners. (to be used up or finished)  
d. Could we run through your proposals once again? (to discuss, repeat or read sth quickly)  
e. He ran at me with a knife. (to run toward sb to attack or as if to attack them)
- ⑨ Open-ended. (Only for reference: confidence, grooming, composure/self-possession, practice and training, getting used to audiences' blank faces, etc.)
- ⑩ Refer to the translation of the passage.
- ⑪ After his speech, he decided to help others overcome their public speaking fears. And his suggestion is that we have to find the thing we want more than the fear itself.
- ⑫ Open-ended.

## Task 2

### Suggested Answers

#### pass sb by

to happen without being noticed or acted upon by sb 发生但未影响某人

e.g. 1) Seize opportunities while you can—don't let them pass you by.

2) Sometimes I feel that all the best things in life are passing me by.

#### spotlight

*n.* a light with a single, very bright beam that can be directed at a particular place or person, especially a performer on the stage 聚光灯

e.g. 1) When decorating the kitchen, we put spotlights above the worktops.

2) Johnson delivered his speech at the front of the stage, lit by a spotlight.

**搭配:** in the spotlight (人) 备受关注

#### massive

*adj.* very large in size, amount or number 巨大的

e.g. 1) Without a massive increase in investment, the company will collapse.

2) At the end of the festival, a massive display of fireworks will light up the sky.

#### grueling

*adj.* extremely tiring and difficult, and demanding great effort and determination 使人精疲力竭的

e.g. 1) It was a grueling journey, and we got only three hours sleep in two days.

2) The actress had to endure months of grueling training to get in shape for the role.

#### no go

sth that is impossible, not working well, or not allowed 不可能的事

e.g. 1) I'm sorry, but it looks like the concert is a no go.

2) I tried to get the cat down from the roof but it was a no go.

#### put sth forward

to suggest formally a plan or person, for other people to consider 推荐

e.g. 1) The proposals that you have put forward deserve serious consideration.

2) I have decided to put my name forward for the position of sales manager.

#### palm

*n.* the inner surface of the hand between the wrist and the fingers 手掌

e.g. 1) She sighed and rested her chin in the palm of her hand.

2) When I was about to step onto the stage, I felt my palms getting sweaty.

#### wobbly

*adj.* moving unsteadily from side to side 摇晃的

e.g. 1) The baby took a few wobbly steps toward me.

2) I've been in bed with flu and my legs still feel a little wobbly.

**run over**

v. to practice sth quickly 快速地练习

e.g. 1) She quickly ran over her speech before going onstage.

2) I'll just run over the major points again.

**in all honesty**

honestly; in truth 老实说

e.g. 1) In all honesty, I would prefer to stay at home.

2) The plan, in all honesty, was not as good as I expected.

**stride**

v. to walk quickly with long steps 大踏步走

e.g. 1) She strode angrily into the office and demanded to speak to the manager.

2) After several difficult years, the company is now striding forward into the future.

**gulp**

v. to make a swallowing movement because of fear, surprise or excitement 倒吸气

e.g. 1) I gulped when I saw the check.

2) She gulped nervously, and then proceeded to tell the whole story.

**wow**

v. to make people admire you a lot 使喝彩

e.g. 1) The movie has wowed audiences with its amazing special effects.

2) The famous actress has the ability to constantly change her image and wow audiences.

**standing ovation**

a round of applause where people stand up to show they enjoyed the performance very much

起立鼓掌

e.g. 1) The guest of honor received a standing ovation from the whole audience.

2) At the end of the performance, we rose to our feet and gave a standing ovation.

**propel**

v. to move sb into a new situation or make them do sth 驱使

e.g. 1) These were ordinary people who were propelled into an extraordinary situation.

2) Company leaders are propelled into action.

**spur**

v. to encourage sb to do sth or to encourage sb to try harder to achieve sth 激励

e.g. 1) They were spurred on by the success of their last performance.

2) Mary's passion for computer games spurred her on to set up a software business.

### Task 3

#### Suggested Answers

Part	Main idea
I. Paragraph 1	I had been in fear of public speaking for the first twenty years.
II. Paragraphs 2-3	I got a chance for my dream job and had to make public speaking.
III. Paragraphs 4-9	I overcame my fear and made a successful speech.

### Task 4

#### Summary for Reference

I had been in fear of public speaking for the first twenty years. It was not something I would do. Then, I got a chance for my dream job and had to make public speaking. I longed for the job, so I decided to deliver my speech, though I was feeling extremely nervous. With smooth opening lines, I got through the speech. I overcame my fear and made a successful speech to get the job. This experience propelled me to help others overcome their fear.

### Task 5

#### Suggested Answers

##### Step 1

Open-ended.

##### Step 2

#### Sample

**Title:** Communication is important to human life

**Thesis statement:** Communication helps to spread knowledge and form relationships between people.

**Introduction:** Communication is a process of sending and receiving information among people. Humans communicate with others not only by direct face-to-face conversation, but also by giving information indirectly via the Internet and printed products such as books and newspapers.

**Body:** ① For one thing, communication helps people to spread knowledge and information.

② For another, communication is the foundation of all human relationships. (*What else do you want to say about the importance of communication?*)

**Ending:** To sum up, communication plays an important role in human life. We should learn how to communicate effectively to make our lives better, especially in the digital age.



### Step 3

#### Key

- ④ Run-on sentence  
Correction: it → and it
- ⑤ Parallel structure error  
Correction: issues → create issues
- ⑥ Unnecessary verb  
Correction: live better → better

The following are three kinds of grammatical mistakes teacher and students should focus on in this task.

	Type of error	Explanation	Example
1	Parallel structure error 平行结构错误	It fails to use the same pattern of words, phrases or clauses to show that two or more ideas have the same level of importance.	On weekends, I enjoy going to the beach and <u>hot milk</u> by the fire. Correction: hot milk → drinking hot milk
2	Run-on sentence 流水句错误	A run-on sentence is a common error caused by merging two sentences without suitable punctuation.	Rita decided to stop smoking, <u>she</u> didn't want to die of lung cancer. Correction: she → , for she
3	Unnecessary verb 动词累赘	Some verbs in the sentence are not necessary.	I will <u>go to meet</u> you at the station. Correction: go to meet → meet

### Step 4

Open-ended.

## PART IV INDEPENDENT READING & WRITING

### 参考译文

#### 如何有效沟通

有效沟通是生活中最重要的技能，但该技能分两个部分。第一部分是清晰表达我们自己思想和情感的能力。第二部分（更难的部分）是倾听别人说话的能力。根据一些专家的观点，在工作场所中所说的话约百分之五十并不是实际上所听到的那样。

尽管我们大多数人自幼学习讲话，但很少有人真正接受过倾听的训练。多数时候，我们忙于表达自己的想法和观点，很不耐烦地等待自己发言。因此，双方没有发生真正意义上的关联，只是两个彼此竞争的独白而已。但用我们全部的身心去真正地倾听某人，可能会带来改变。这也是我们能给对方最大的礼物之一。

有哪些方式可以让我们更好地学会这一点呢？

第一，停止说话。说与听不可能同时都做好。给别人说话的空间，允许别人说话而不用担心被打断，我们会惊叹于自己所听到的内容。在古代部落文化中，人们把和平烟斗或海螺壳传给有发言权的人。只有当烟斗传到某人，某人才开口说话。只有给对方不被打断的说话时间，我们才有可能进行真正的对话。

第二，提出好的问题。人们所说的话与他们的用意通常是两回事。抛开性别、文化与语言上的差异不说，良好的沟通还有诸多障碍。同处一个家庭的两个人都难互相理解，更别提来自不同国家的了！发现语言背后的意义，其关键是保持好奇心，提出恰当的问题，如“我想确认是否明白了您的意思，您能否给我再多谈谈？您能描述一下您的感受吗？”“您此刻最想要的是什么？”我们可能也想就所说的内容试着回应一下：“那么我听您说的是……？这样解释是否正确……？”当我们能就正在所探讨的认知内容作出反应时，我们就明确了信息，为更好的理解留取空间。

第三，搁置一切判断。我们大多数人都会通过一个基于自己的经历、偏好和参照系的非常有选择性的听力过滤器来倾听。我们的大脑就像一台忙碌的电脑，不断评估我们听到的内容，寻找线索、机会和关联，让自己占据对话的主动权。但真正的移情倾听需要我们放弃这种过滤，以便能够完全理解他人的视角。这就是它如此强大的原因。当我们能以他人的立场去听去看一件事情时，我们开始通过另一个过滤器看到和听到东西。这并不意味着我们必须赞同那个人。我们只是不再为评估或作判断而听，而是为了理解而听。

这些方法看上去笨拙、是补救性的，而且费时。但是，沟通不畅所付出的代价——模糊不清、士气低落、缺乏生产力、玩世不恭和冷漠，远远大于花在培养促进更好的交流上所需的时间。

现在似乎比以往任何时候都更需要良好的沟通技巧来解决我们的诸多问题。即便什么都解决不了，我们仍能得以更好地了解。当我们彼此有了更好的了解，我们至少敞开了可能创造性地解决问题的大门。

## Task 1

### Suggested Answers

- A Students may find different sentences which they consider difficult. The teacher should guide students to discuss the questions they raise.
- B Effective communication is an important skill in life that requires the ability to articulate our thoughts and feelings clearly and the ability to listen while others are speaking.
- C In Paragraph 4, there are two sentences with this structure:
  - a. Only when the pipe was passed did someone else get to speak.
  - b. Only by giving the other person uninterrupted airtime can we invite the possibility of a real dialog.
- D Other phrases with the same meaning are: “put oneself in sb else’s position” “put oneself in sb else’s shoes”...

- E The suggestions and the reasons are: to stop talking, because a real dialog comes when one can speak without interruption; to ask good questions for better understanding; to suspend all judgments, because we don't listen to evaluate or judge but to understand.
- F The passage has mentioned the following obstacles to good communication: interruption, gender, culture, language, judgments. Other obstacles may include: personality, emotion, values, time pressure, information overload, status difference, etc.

## Task 2

### Suggested Answers

#### articulate

*v.* to express or explain thoughts or feelings clearly in words; to speak or pronounce sth in a clear way 清楚地表达; 清晰地发音

- e.g. 1) Being upset, I found myself unable to articulate my feelings.  
2) She spoke slowly, articulating each word clearly.

#### formulate

*v.* to express ideas in carefully chosen words; to develop all the details of a plan for doing sth 确切表达; 制定

- e.g. 1) She has lots of good ideas, but she has difficulty formulating them.  
2) We should formulate a long-term program for scientific and technological development.

#### monolog

*n.* a long speech by one person 长篇独白

- e.g. 1) Delivering the monologs are six actresses, each portraying a different type of mother.  
2) When she finished her one-hour monolog, she started dividing us up into work groups.

#### transformational

*adj.* connected with a complete change in sb/sth, especially a positive change 变革性的

- e.g. 1) Transformational leadership is about inspiring others to achieve greater things themselves.  
2) We need to understand that we are in the middle of a very important transformational process.

#### pass sth around

to offer or show sth to each person in a group 分发

- e.g. 1) Can you pass these pictures around for everyone to look at, please?  
2) She took out a large yellow box of chocolates and passed them around.

#### conch

*n.* the large twisted shell of a tropical sea animal that looks like a snail 海螺壳

#### have the floor

to be speaking or to have the right to speak during a discussion or debate 发言; 取得发言权

- e.g. 1) He stepped aside to allow other speakers to have the floor.  
2) Since I have the floor for the moment, I want to go back to a previous point.

### **airtime**

*n.* the amount of time that a radio or television station gives to a particular subject, advertisement, etc. (广播或电视给予某一话题、广告等的) 播出时长

- e.g. 1) Advertisers have bought airtime on all the major TV networks.  
2) We can struggle to get airtime just on the local news.

### **cognitive**

*adj.* related to the process of knowing, understanding, and learning sth 认知的

- e.g. 1) As children grow older, their cognitive processes become sharper.  
2) All the evidence suggests that dreaming is a highly complex cognitive activity.

### **crystallize**

*v.* (of thoughts, plans, beliefs, etc.) to become clear and definite in one's mind 使(想法或观点等)变得明朗具体

- e.g. 1) After the discussion, our ideas began to crystallize into a definite plan.  
2) Let's begin now to crystallize our dreams, and form a practical plan to make them come true.

### **make space for**

为……腾出空间

- e.g. 1) Winter has arrived and it's time to make space for coats in your wardrobe.  
2) If people change the wetlands to make space for farms, the birds will not have enough space to live.

### **suspend**

*v.* to officially stop sth from continuing, especially for a short time; to hang sth from sth else 暂停; 悬挂

- e.g. 1) Production has been suspended while safety checks are carried out.  
2) In the hall, a large light was suspended from the ceiling.

### **selective**

*adj.* affecting or concerned with only a small number of people or things from a larger group 选择性的

- e.g. 1) Certain characteristics can be developed through selective breeding.  
2) The list provided here is necessarily selective.

### **filter**

*n.* a device that a liquid or gas is passed through in order to remove any materials that are not wanted 过滤器

- e.g. 1) A car's air filter is extremely important in helping the car's engine to breathe.  
2) There are reports that some athletes live in special houses where filters are used to reduce the amount of oxygen in the air.

### **bias**

*n.* the action of supporting or opposing a particular person/thing in an unfair way by allowing personal opinions to influence your judgment; a concentration on or interest in one particular area or subject 偏见; 偏爱

- e.g. 1) Employers must consider all candidates impartially and without bias.  
2) He worked on a variety of Greek topics, with a strong bias toward philosophy.

### frame

*n.* the general ideas or structure that form the background to sth; a border that surrounds and supports a picture, door or window 框架; 边框

e.g. 1) In this course we hope to look at literature in the frame of its social and historical context.

2) Dad gave me a photo frame with pictures showing happy memories of our family.

frame of reference: a set of ideas or facts accepted by a person that explains their behavior, opinions, or decisions ( 某人的行为、看法或决定所依据的 ) 判断标准

### empathetic

*adj.* having the ability to imagine how someone else feels 有同感的

e.g. 1) His personal history makes him especially empathetic to workers' need for a fair wage.

2) I am empathetic and supportive, and I will do my best to help them through their sorrows.

### moccasin

*n.* a flat comfortable shoe made of soft leather 莫卡辛鞋

### clunky

*adj.* heavy and awkward to wear or use 笨重的

e.g. 1) There were sports cars and clunky family sedans.

2) Those desktops, once a sign of individual liberation, now seem somewhat clunky themselves.

### remedial

*adj.* intended to improve sth that is wrong or to improve a bad situation 补救的

e.g. 1) The poorly designed bridge needs urgent remedial work to make it safe.

2) Some remedial work needs to be done.

### time-consuming

*adj.* taking or needing a lot of time 耗费时间的

e.g. 1) Cooking healthy family meals does not have to be time-consuming or expensive.

2) Editing these files is the most fun, but also the most time-consuming part of the process.

### morale

*n.* the amount of confidence and enthusiasm, etc. that a person or a group has at a particular time 士气; 精神面貌

e.g. 1) The morale of the team was high following their win a couple of weeks ago.

2) We must focus on boosting workforce morale, and improving workers' happiness and job security.

### productivity

*n.* the rate at which a worker, a company or a country produces goods, and the amount produced, compared with how much time, work and money is needed to produce them 生产率; 生产量

- e.g. 1) These factors probably have contributed to the decline in productivity growth.  
 2) The introduction of new working practices has dramatically improved productivity.

**cynicism**

*n.* the belief that people are motivated purely by self-interest 愤世嫉俗

- e.g. 1) There was not a trace of cynicism in his voice.  
 2) Her cynicism has influenced me more than I thought; I am now skeptical of almost everything.

**apathy**

*n.* lack of interest, enthusiasm, or concern 冷漠

- e.g. 1) Since he had lost his job, he showed apathy toward everything.  
 2) Another reason for voter apathy is a lack of confidence in politicians.

**infinitely**

*adv.* very or very much 极多地

- e.g. 1) Our new office building is infinitely better than the old one.  
 2) The sudden transition from sorrow and despair to this excess of joy excited him infinitely.

**foster**

*v.* to encourage the development or growth of ideas or feelings 培养

- e.g. 1) I'm trying to foster an interest in classical music in my children.  
 2) The workshops aim to foster better communication between parents and children.

**resolve**

*v.* to solve or end a problem or difficulty 解决

- e.g. 1) The crisis was resolved by negotiations.  
 2) Both sides met in order to try to resolve their problems as soon as possible.

**Task 3**

**Suggested Answers**

Part	Main idea
I. Paragraphs 1-2	Effective communication is a two-part skill in which listening to others is more difficult.
II. Paragraphs 3-6	We can listen better by learning three techniques.
III. Paragraphs 7-8	The techniques of communication can foster better understanding and help us to solve many problems.

## Task 4

### Summary for Reference

Effective communication is a two-part skill in which listening to others is more difficult. Listening to others occurs less in communication. Thus, there is no real connection happening. In fact, we can listen better by learning three techniques. Firstly, we can stop talking and give others space to speak. Secondly, we can ask good questions so that we make the message clear and make space for better understanding. Thirdly, we should suspend all judgments. It is necessary that we see and hear things from another's perspective. The techniques of communication can foster better understanding and help us to solve many problems.

## Task 5

### Suggested Titles

1. Is communication important to college life?
2. Better communication for healthy relationship
3. How does social media affect our ability to communicate?
4. What can people do to improve communication skills in a digital world?

# PART V EXTENDED READING

## 参考译文

### 你的肢体语言在说什么？

在工作或求职面试中，你可能会为要说些什么以及如何说而思忖良多。但是你的一些重要信息是通过肢体语言而不是说话来传达的。

想想看：你多久会打量一下人们的穿着打扮、走路的样子，或者他们互动时的自信或尴尬，然后对他们的身份作出假设？无论对或错，准确或错误，我们都在进行假设和确定。别人也与我们一样！

当你在大街上行走，这样的假设可能不会对你的生活产生直接影响，但在职场，别人的看法对你的成功至关重要。那么，你怎样才能确保你给人的印象是专业、自信和敬业呢？你如何能确保你的身体正在传递正确的信息？

肢体语言通常很微妙，因此要注意细节！

很多时候，你的握手会是最早被评价的方式之一。要使握手成为坚定而放松的寒暄，传达出自信和能力，首先，要进行眼神交流并微笑，这都能展现你的自信、友善和放松的状态。然后，伸出手，握手坚定而短暂。要确保你全程保持眼神交流！这并不像听起来那么简单。如果你即将进入多轮面试环节，将来会有很多握手的机会，考虑和朋友练习一下。

好的姿势不仅有益于你的身体背部，而且也有益于你的事业。无论坐着还是站着，你的姿态会显示你感觉兴趣且专注，或者完全相反。当你坐下来开会或面试时，不要背靠椅子而坐。这样可以防止慵懒之态，而且会避免给人一种你太舒服的印象。当站着时，双肩向后，两手放在身体

两侧，双脚放在地板上，将体重均分在两腿之间。站好不动，身体晃动意味着你紧张或焦虑不安，但也不要过于僵直。

注意你的言行举止。当然，坐着、站着、或者说话的时候，不知胳膊和双手如何摆放，会让人觉得很尴尬。通常人们为了解决这一问题，或将双手交叉抱在胸前，或动来动去，或敲击手指，或摆弄头发。但最好最专业的姿势是将双臂放在身体两侧。如果还是觉得不舒服，那就手里拿着点东西，比如记事本或文件。不要把手插在口袋里，这会传达出你勉强或谨小慎微的态度。

你的行为动作应该小幅度且有目的性，别让它成为你说话时让人注意力分散的因素。说话时肢体动作太多会给人留下你有些情绪化或者自己都还不太确定自己在说些什么的印象，而用手指着某人这样的动作，即使你说话语气友善，也会被误读为生气、给人下通牒或指责他人。

此外，你的面部表情，如扬眉、微笑、或皱眉，都能充分表达你的想法和情感。一个小而平和的微笑会让你显得中立、友好、平易近人，而点头、扬眉则表明你赞同。

无论你说话与否，你的肢体语言都在为你作有力的说明。一切都在细节。因此，你不仅要多注意正在说什么，也要多注意正在做什么，这样就能确保你所传达的正是你想要传达的信息。

### Task 1

Open-ended.

### Task 2

#### Key

1. T      2. F      3. UN      4. T      5. F      6. F

## PART VI PRACTICAL READING

### Task 1

Open-ended.

### Task 2

#### Key

√ 1.      √ 4.

### Task 3

#### Suggested Answers

1. Avoid "dead fish" handshakes and do not squeeze the hands of the interviewers.
2. It shows that you are dishonest, impatient or nervous.
3. One item only. Because carrying many items makes you seem disorganized.
4. Cross your arms.
5. Open-ended.



# PART VII PROJECT

## Suggested Interview Topics

1. Chinese food
2. Classroom teaching in your country
3. Your favorite city in China
4. Part-time jobs in your country
5. Your difficulties of living in China

Peer assessment criteria	
Content	<ul style="list-style-type: none"> <li>• Is the content relevant and engaging?</li> <li>• Does the presentation focus on major issues?</li> <li>• Are the major issues clearly described?</li> </ul>
Structure and cohesion	<ul style="list-style-type: none"> <li>• Is the structure clearly and logically outlined?</li> <li>• Is the balance of various parts effective?</li> <li>• Are transitions of various parts made smoothly?</li> </ul>
Use of visual aids	<ul style="list-style-type: none"> <li>• Do the visuals help illustrate the important points?</li> <li>• Are the keywords used instead of sentences?</li> <li>• Do the presenters use them competently?</li> </ul>
Delivery	<ul style="list-style-type: none"> <li>• Are the presenters talking about the slides rather than simply reading them to the audience?</li> <li>• Do the presenters appear well prepared and to understand the material fully?</li> <li>• Do the presenters use effective ways to make the audience understand the major facts or ideas?</li> </ul>
Language	<ul style="list-style-type: none"> <li>• Is the pronunciation intelligible?</li> <li>• Do the presenters use vocabulary with good precision?</li> <li>• Do the presenters produce accurate sentence structures?</li> <li>• Do the presenters speak coherently with appropriate cohesive features?</li> </ul>
Nonverbal language	<ul style="list-style-type: none"> <li>• Are the presenters' postures upright and confident?</li> <li>• Do the presenters' gestures enhance what they are saying?</li> <li>• Are the presenters making proper eye contact across the audience?</li> </ul>

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**Teamwork**

- Does the group complete their work consistently?
  - Do individuals participate equally in the presentation?
  - Are the individual contributions effectively integrated?
  - Are other group members ready to help while the individual speaks?
- 

