

1

U N I T

A Small Change Can Solve the Problems of Many

知识要点

1 单词

brilliant *adj.* 聪明的

creative *adj.* 创造(性)的; 有创造力的

curious *adj.* 好奇的

convenience *n.* 方便; 便利

luxury *n.* 奢侈品

imaginative *adj.* 富有想象力的

influence *v.* 影响

solve *v.* 解决(问题)

permission *n.* 允许; 许可

value *n.* 重要性

profession *n.* 行业; 职业

surroundings *n.* 周围的事物

2 短语

application form 申请表

by accident 偶然

make up 创作; 编写

by nature 天性; 本性

solve problems 解决问题

broaden one's mind

开阔某人的思路

change the world 改变世界

bring convenience to life 给生活带来便利

bring economic benefits 带来经济效益

protect the environment 保护环境

bring success and fame 带来成功和名誉

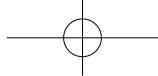
promote technical development 推进技术发展

make one's mark 成功; 成名

come up with 想出

3 常用句型

A small change can solve the problems of many. 一个小小的改变可以解决很多问题。



We live in an age of innovation, when creativity is of increasing value. 我们生活在一个创新的时代，创造力的价值越来越高。

I believe we are all creative by nature. 我相信我们天生富有创造力。

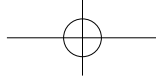
4 重点语法

宾语从句

宾语从句一般位于及物动词或介词之后，通常有完整的主谓结构，由特定的引导词引导。

引导词	用法	例句
that	that 起连接作用，没有含义，有时可省略	I know (that) he will study Chinese next year. 我知道他明年要学汉语。
whether/if	whether/if 表示“是否”	I don't mind whether they come to visit me or not. 我不在意他们是否来探望我。
连接代词： who, whoever, whom, what, whatever, which...	连接代词指代相应的人或事物	He asked whom you had informed. 他问你都通知了谁。 She gave us a description of what had happened. 她向我们描述了所发生的事情。
连接副词： when, where, why, how...	连接副词根据意思的不同，分别说明从句中动作发生的时间、地点、原因、方式等	Could you please tell me where I can get a dictionary? 请告诉我哪里可以得到一本字典？

注：从句中一定要使用正常语序，不能倒装。



单元同步练习



Listening and Speaking

1 Listen to the recordings and choose the correct replies.

1. _____
A. That's unlikely. B. Brilliant. C. Not at all.
2. _____
A. Very helpful. B. What a pity. C. Thanks a lot.
3. _____
A. I'm busy now. B. No, thanks. C. That's a great idea.
4. _____
A. It doesn't matter. B. Never mind. C. Sounds fun.
5. _____
A. I believe in it. B. Well done! C. Take care.

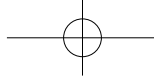
2 Listen to the dialogues and choose the best answers.

Dialogue 1

1. When did they see each other last time?
A. Two hours ago. B. Two days ago. C. Two weeks ago.
2. What competition is the woman busy with?
A. An architecture design competition.
B. A graphic design competition.
C. A fashion design competition.

Dialogue 2

3. Where did the man go yesterday?
A. A museum. B. A park. C. A theatre.



4. Which one is the man's favourite?

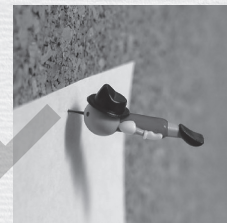
- A. A 3D metal printing ring.
- B. A 3D metal printing necklace.
- C. A 3D metal printing bracelet.

5. When will the woman go to the museum?

- A. This afternoon.
- B. Tomorrow.
- C. The day after tomorrow.

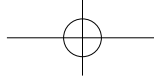
3 Listen to the passage and fill in the blanks.

The 1. _____ of this work is "Real Boy"—a Pinocchio-inspired pushpin designed and 2. _____ by a young British designer named Duncan Shotton. Shotton's products are 3. _____ to make people smile and feel happy. In this case he used a 4. _____ play on Pinocchio's long nose to create an 5. _____, yet refined pushpin character.



4 Listen to the dialogue and complete the form.

About Joseph Binder	
Born in	1. _____
His concept of design	2. _____
About the poster competitions	
Organised by	3. _____
Posters designed for	4. _____
	5. _____



5 Pair work. Make a dialogue according to the given situation.

Situation:

Two friends are talking about a creative invention.

Useful Language:

- Do you know what it is?
- What is it used for?
- It is used to/for...
- It solves (the problem of)...
- It was invented/designed by...
- What do you think of the invention?
- That's useful/fantastic/convenient/funny.



Vocabulary and Grammar

1 Choose the best answers.

1. If we don't provide a good service, customers will go _____ else.

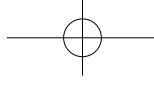
A. everywhere	B. somewhere
C. nowhere	D. anywhere
2. Thank you for your letter of _____, which we received yesterday.

A. education	B. opinion
C. information	D. application
3. There _____ always a great need for creative talents.

A. would be	B. is
C. are	D. will be
4. I don't know _____ the girl is talking about.

A. that	B. what
C. why	D. whether
5. I want to know _____ she can solve the crossword puzzle.

A. what	B. where
C. whether	D. that



6. She _____ a new idea of increasing sales.
A. put up with
B. caught up with
C. came up with
D. set up
7. Jones is very creative—she _____ poetry and paints.
A. writes
B. wrote
C. was writing
D. had written
8. If you are _____ about something, you are interested in it and want to know more about it.
A. curious
B. worried
C. anxious
D. careful
9. It's _____ that she will arrive here on time in the evening rush hour.
A. unlikely
B. convenient
C. believable
D. hardly
10. —Excuse me, could you tell me _____?
—Certainly.
A. when can I get to the station
B. I can get to which station
C. which station can I get to
D. how I can get to the station

2 Complete the sentences with the correct form of the words in the boxes.

luxury

imagine

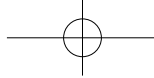
influence

solve

permit

brilliant

1. You have to ask for _____ before you take the car.
2. His writing has _____ millions of people.
3. She is a(n) _____ girl, for she often thinks of new and interesting ideas.
4. I think that's a(n) _____ idea to cut costs.
5. Attempts are being made to _____ the problem.
6. They led a life of _____, in a huge house in the country.



3 Translate the following sentences.

1. It took him only two games to make his mark.

2. Please fill out the application form and return it.

3. I met her quite by accident at the airport.

4. 他经常编出新的舞步。(make up)

5. 我们应该关注他们的心理健康。(pay attention to)

6. 她生性就是个好奇的人。(by nature)

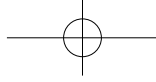


Reading and Writing

1 Read the passage and fill in the blanks.

“Navigating the street while pulling a suitcase and holding both a walking stick and a smartphone to navigate—all with only two hands—was too much to handle,” Ceylan (a blind man from Turkey) said. “One time I hit a lamppost and blood 1. _____ out of a cut on my head.” That head wound planted the seed for a(n) 2. _____ to help the blind around the globe: WeWalk, a smart cane.

We know the blind have been using canes for years, which are basically just a 3. _____. They are able to detect a lot of obstacles 4. _____ using that simple cane, especially on the ground level like steps. However, they couldn't detect 5. _____ at the level of the chest or head like signs.



Now, WeWalk 6. _____ this problem by alerting the blind when there is an obstacle ahead by making a sound or vibrating.

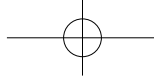
7. _____ as one of the best inventions of 2019 by *Time* magazine, WeWalk allows the blind to walk more safely. The 8. _____ weighs 252 grams and measures about 30 cm. It features a touchpad and its interface 9. _____ several languages. With the help of WeWalk, the blind can now go 10. _____ they want, and even learn things like what bus is on its way to the bus stop where they're waiting.

- | | | | |
|------------------------|-------------------|---------------------|--------------|
| 1. A. looked | B. made | C. took | D. poured |
| 2. A. machine | B. invitation | C. invention | D. situation |
| 3. A. match | B. stick | C. post | D. sign |
| 4. A. backwards | B. ahead | C. forward | D. outside |
| 5. A. obstacles | B. steps | C. holes | D. canes |
| 6. A. answers | B. finds | C. solves | D. asks |
| 7. A. List | B. Listing | C. To list | D. Listed |
| 8. A. development | B. code | C. service | D. device |
| 9. A. is equipped with | | B. is burdened with | |
| | C. is filled with | D. is careful with | |
| 10. A. wherever | B. however | C. whenever | D. whatever |

2 Read the passage and choose the best answers.

A new type of bookmark

In order to encourage daily reading, someone is trying to invent a new type of bookmark. If you haven't read for more than one day, it will remind you to read by sending text messages to you. It will be an amazing invention.



A new chair

If you sit in a chair for too long or in a bad position, your back may begin to hurt. Now there is a new chair that could help you avoid this problem. It was developed by German scientists. It makes noises to warn users when they need to move.

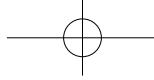
A cartrider

A South Korean designer, Jaebeom Jeong, has invented a cartrider. The idea is putting a shopping cart and a bicycle together. This adds some fun to weekly shopping!

A new light bulb

The UK has invented a new light bulb that can last 25 years or more. It is green and environmentally friendly, and as bright as the old light bulb, but costs £30.

1. Which of the following has not been invented yet?
A. The new light bulb. B. The new type of bookmark.
C. The new chair. D. The cartrider.
2. The new light bulb _____.
A. is good for the environment B. costs only £25
C. is brighter than the old light bulb D. can last at least 30 years
3. The cartrider can make your shopping more _____.
A. difficult B. boring
C. interesting D. necessary
4. What will happen if you sit long in the new chair?
A. Your head will hurt. B. You will be very nervous.
C. The chair will move. D. The chair will make noises.



3 Read the passage and choose the best answers.

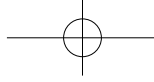
Here are some ways you can inspire, refresh and enhance your creativity.

First, try to keep things fresh. A new environment is the most stimulating environment. Think of babies. Everything around them is new. They are filled with curiosity and they love to explore everything! See the area around you as a tourist would see it. You might see something new and it might spark a new idea!

Second, "What if" questions can take you on a creative journey. Who knows what crazy ideas you might come up with? What if skateboards could fly? What if toasters could make cheeseburgers? What if...? Writing something daily will exercise your brain and help develop the ability to produce new thoughts.

Last, take care of your body, and your mind will stay sharp! Exercise to keep the blood flowing to your brain. Get enough sleep. Sometimes dreams bring creative ideas. Many creative thinkers claim to have come up with their best ideas because they were inspired by a dream! Creativity has helped the society develop. Strengthening your creative muscles can help you in all aspects of your life.

1. The most stimulating environment is _____.
A. a safe environment B. a clean environment
C. a creative environment D. a new environment
2. _____, you could exercise your brain and come up with new ideas.
A. By writing something daily B. By reading books
C. By studying D. By walking
3. _____ has played a role in developing the society.
A. Trust B. Faith
C. Curiosity D. Creativity
4. The underlined word "claim" means " _____ " in the passage.
A. state B. demand
C. admire D. allow



4 Read the passage and finish the tasks.

Creativity is a phenomenon where something new and hopefully valuable is formed. The created item may be intangible (e.g. an idea, a scientific theory, a musical composition, or a joke) or a physical object (e.g. an invention, a literary work, or a painting).

Most people associate creativity with the fields of arts. In these fields, originality is considered to be a sufficient condition for creativity, unlike most other fields where both originality and functionality are necessary. Here are two examples.

The plaster *Reclining Figure* (1951) is typical of Henry Moore's later sculptures, with an abstract female figure intercut with voids.

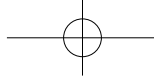


An electric wire reel reused as a centre table appeared at a Rio de Janeiro interior design fair. The creativity of the designer in reusing such waste products was then used with good effects on the environment.



Task 1 Choose the best answers.

- _____ is/are needed for creativity in the fields of arts.
A. Originality
B. Functionality
C. Originality and functionality
D. Elegance
- The creative centre table made of the electric wire reel could _____.
A. be more practical
B. benefit the environment
C. be folded
D. hold a larger group of people



Task 2 Decide true (T) or false (F).

3. Creativity is a kind of activity that only creates physical objects. ()
4. A new scientific theory is one of the created items. ()

5 Complete the dialogue. Only five choices are useful.

Mike: Hi, Lily. 1. _____

Lily: Oh, I'm going to a fashion show at the Beijing Grand Theatre. It will start at 7 pm.

Mike: Wow! 2. _____

Lily: I love to see the amazing design on stage.

Mike: I'm also interested in that. 3. _____

Lily: The latest spring fashions by a world-famous designer. It's said that it took him about three months to design all the clothing last year.

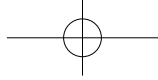
Mike: 4. _____

Lily: About one and a half hours.

Mike: That's great! Tell me more when you get back.

Lily: 5. _____

- A. What kind of clothing will be shown tonight?
- B. No problem.
- C. How long will the show last?
- D. How much is the entrance fee?
- E. What a pity!
- F. That's wonderful!
- G. Where are you going tonight?



6 Write a composition according to the given information.

假设你是班长李华，你们班将在本周五举办纸张创意竞赛。请你根据以下内容拟一份书面通知。

比赛主题	纸张创意竞赛
比赛时间	本周五（4月24日）下午两点
比赛地点	在教室内
比赛方式	1. 四人一组，各小组需要在一个小时内用纸张设计出一个物件； 2. 可使用剪刀、彩笔、胶水等工具； 3. 完成设计后每组成员选出代表向全班展示作品。
比赛评选	全班投票选出最有创意的设计。

注意：1) 内容要点齐全；
2) 80—100 词；
3) 参考词汇：创意竞赛 creativity competition；展示作品 present the work；投票支持 vote for

Notice

Li Hua
20 April

2

U N I T

It's Always Nice to Be Polite

知识要点

1 单词

internship *n.* 实习期
congratulations *n. (pl.)* 祝贺
smoothly *adv.* 顺利地
recognise *v.* 认识到
perform *v.* 表现; 履行; 做

anyhow *adv.* 不管怎样; 至少
punctual *adj.* 准时的
make-up *n.* 化妆品
attitude *n.* 态度
confuse *v.* 使困惑

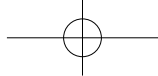
2 短语

make an impression 留下印象
be absent from 缺席
make an effort 努力
dress smartly 穿着得体
use polite language 使用礼貌用语
avoid doing sth 避免做某事
sit upright 端坐
shake hands 握手
wear a suit and tie 穿西装打领带

take a call 接电话
workplace etiquette 职场礼仪
dress up/down 穿得正式/随便
fit into 符合; 适合
face down 正面朝下
wait in a queue 排队等候
speak in a friendly tone 以友好的语气说话
show one's respect 表达某人的敬意
accept sth with both hands 双手接物

3 常用句型

It is extremely rude to take a call in a meeting. 在会议中接听电话是非常不礼貌的。
I'm busy preparing for it. 我在忙着做准备。



I'm quite anxious about how I'll do. 我很焦虑该如何做。
 It was such an awkward moment. 那是一个非常尴尬的时刻。
 You must have learnt a lesson anyhow. 无论如何你都吸取了一次教训。
 Following the rules of etiquette can help us perform well in the workplace. 遵守礼仪能帮我们在职场上表现出色。
 It's very kind of you to write to me. 你能给我写信真是太好了。

4 重点语法

状语从句

状语从句在复合句中起状语的作用，用来修饰主句中的动词、副词和形容词。根据其表达的意思可分为时间、地点、方式、条件、原因、结果、比较、目的、让步状语从句。常用的状语从句有以下几种：

类型	用法	例句
时间状语从句	时间状语从句常用 when, as, while, before, after, since, till, until, as soon as 等连词来引导。while 只能表示一段时间的持续性动作，when 可以指一段时间，也可以表示点时间，既可以搭配延续性动词，也可以搭配瞬间性动词	Before he left the lab, he turned off all the lights. 在离开实验室之前，他关掉了所有的灯。 While/When we were having supper, all the lights went out. 当我们吃晚饭的时候，所有的灯都灭了。 When the clock struck twelve, all the lights went out. 当钟敲响 12 点时，所有的灯都灭了。
条件状语从句	条件状语从句通常由 if, unless, as/so long as 等连词引导	What shall we do if it snows tomorrow? 如果明天下雪我们该做什么呢？
原因状语从句	原因状语从句通常由 because, since, as 等连词引导。because 表示直接原因，语气最强。because 引导的原因状语从句多放在主句后。回答由 why 提出的问题，只能用 because。as 和 since 语气较弱，一般来表示明显的原因。由 as 和 since 引导的原因状语从句多放在句首。注：because 和 so 不能用在同一个句子里	He didn't come to school because he was ill. 他因为生病没有来上学。 Since it is snowing, we'd better not go out. 既然下雪，我们最好不要出去了。

(续表)

类型	用法	例句
结果状语从句	结果状语从句由 so... that, such... that, so that 引导。so 修饰形容词和副词; such 修饰名词	This book is so interesting that I want to read it once more. 这本书太有趣了, 我想再读一遍。 She is such an open-minded person that we all like her. 她是一个热情开朗的女孩, 我们都喜欢她。
目的状语从句	目的状语从句通常由 so that, in order that (为了, 以便) 引导	He got up early in order that he could catch the first bus. 他早早起床以便能赶上第一班车。
让步状语从句	让步状语从句通常由 although, though 等连词引导。注: although (though) 不能和 but 出现在同一个句子中, 只能选择其中的一个	Though it was raining hard, he still went out. It was raining hard, but he still went out. Though it was raining hard, but he still went out. (×) 尽管雨下得很大, 他还是出去了。

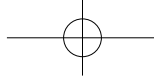
单元同步练习



Listening and Speaking

1 Listen to the recordings and choose the correct replies.

- _____
 - _____
 - _____
- A. I'm sorry to hear that.
B. Have a good time.
C. It doesn't matter.
- A. Yes, go ahead. B. Of course not. C. Oh, that's terrible.
- A. Certainly! B. Thanks. C. Take it easy.



4. _____
A. After you, please. B. OK, I will. C. Glad to see you.
5. _____
A. Congratulations! B. Here you are. C. I couldn't agree more.

2 Listen to the dialogues and choose the best answers.

Dialogue 1

1. Where are they?
A. In the office. B. In the library. C. In the theatre.
2. On which mode should Lucy keep her phone?
A. The silent mode. B. The vibrate mode. C. The volume mode.

Dialogue 2

3. What will Sandy do tonight?
A. Watch a film. B. Attend a banquet. C. Do shopping online.
4. How does Sandy feel about tonight's activity?
A. Nervous. B. Excited. C. Shocked.
5. What will Sandy wear tonight?
A. A formal business suit.
B. Casual clothes.
C. An evening dress.

3 Listen to the passage and fill in the blanks.

With social media activities growing, students applying for jobs may not be fully aware of their Internet 1. _____. Northern University's Start Programme held a 2. _____ etiquette presentation on social media programmes for students. They outlined the online 3. _____ for students. They explained that the Internet can be used for good and bad 4. _____, but as applicants they must be 5. _____ of what they have put out online.

4 Listen to the dialogue and complete the form.

About the boss	
Name	Sam
Company	1. _____
Bad manners	2. _____ for little mistakes.
About Jack	
Job	3. _____
Suggestions offered	Don't forget your own 4. _____.
	Request a 5. _____ with your boss.

5 Pair work. Make a dialogue according to the given situation.

Situation:

Two friends are discussing improper workplace behaviour in a coffee shop.

Useful Language:

- Is everything going well?
- Everything is fine, except...
- What's up?
- Some co-workers...
- Well, I think you can...
- That's a good idea.
- I couldn't agree more.



Vocabulary and Grammar

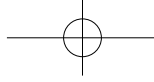
1 Choose the best answers.

1. —I've just passed my driving test!

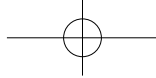
—_____!

- A. Good idea
- C. Good luck

- B. Congratulations
- D. Never mind



2. We will arrive on time if everything goes _____.
- A. luckily B. simply
C. formally D. smoothly
3. She _____ the meeting last week because she was sick.
- A. was absent from B. came up with
C. stayed away from D. came across
4. I've tried, but I can't open the drawer _____.
- A. hardly B. anyhow
C. definitely D. luckily
5. You should avoid using _____ language when writing business letters.
- A. normal B. official
C. informal D. traditional
6. I won't call you, _____ something unexpected happens.
- A. whether B. unless
C. because D. so
7. _____ a mistake is made, admitting it and offering an apology will be very important.
- A. As if B. In order that
C. Before D. If
8. Attention, please! All the mobile phones must _____ before the meeting.
- A. be turned off B. turn off
C. turned off D. be turning off
9. —Why didn't you tell him about the meeting?
—He rushed out of the room _____ I could say a word.
- A. until B. before
C. when D. after
10. _____ cross the road until the traffic lights turn green.
- A. Don't to be B. Don't be
C. Not be D. Don't



2 Complete the sentences with the correct form of the words in the boxes.

employ

impress

perform

behaviour

colleague

manner

1. Our team _____ well in yesterday's match.
2. She discussed the idea with some of her _____.
3. This sort of _____ is completely unacceptable.
4. The firm has over 500 _____, 5% of whom are foreigners.
5. Being late will leave a bad _____ on your interviewer.
6. Dad gave us a long lecture about table _____.

3 Translate the following sentences.

1. Workplace etiquette is based on respect for others.

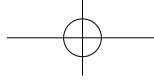
2. Shake hands when you meet a client for the first time.

3. It is necessary for every employee to follow the dress code in the workplace.

4. 就服务质量而言，这家饭店是最好的。(in terms of)

5. 他们想知道你是否会融入他们的公司文化。(fit into)

6. 这个建议值得考虑。(be worthy of)



Reading and Writing

1 Read the passage and fill in the blanks.

You probably landed your job with excellent skills, knowledge, and an impressive interview. But if you want to be well thought of in the workplace, do the following:

Be on time. 1. _____ on time or even early shows your respect for the company and your job.

Use proper mobile phone etiquette. 2. _____ you go into a meeting, be sure to mute your phone or turn it off. Avoid loud, 3. _____ conversations in the workplace.

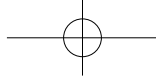
Be friendly. When you meet new business partners, smile, make 4. _____ contact, and maintain a pleasant tone of voice. Don't forget to say "Please" when asking for something and "Thank you" 5. _____.

6. _____ office gossip. Be aware that when people in the office gossip, the conversation doesn't stop at your level. Those who gossip usually enjoy the drama of 7. _____ the word.

Offer a 8. _____ handshake. This is the time to show your confidence and friendliness.

Give your co-workers 9. _____. No one likes an employee who steals ideas. You may 10. _____ it for a while, but eventually, the boss will catch on to your game, and your future with the company will be grim.

- | | | | |
|--------------|-------------|--------------|------------|
| 1. A. Arrive | B. Arriving | C. To arrive | D. Arrived |
| 2. A. When | B. What | C. Where | D. Which |
| 3. A. public | B. outside | C. personal | D. inside |
| 4. A. eye | B. ear | C. face | D. head |



- 5. A. upwards B. downwards C. forwards D. afterwards
- 6. A. Keep B. Avoid C. Escape D. Receive
- 7. A. spreading B. performing C. sharing D. finding
- 8. A. nervous B. cold C. firm D. close
- 9. A. money B. credit C. confidence D. courage
- 10. A. put up with B. get away with C. get away from D. put out

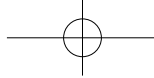
2 Read the passage and choose the best answers.

How well do you behave in the workplace? Are you a likeable colleague to work with? Take a quiz to see how many points you get.

Workplace etiquette	Yes	No
1. I say "Good morning" to my colleagues every day.		
2. I always clean up after I use the cafeteria or snack area.		
3. I say "Thank you" when someone does me a favour.		
4. I attend meetings on time.		
5. I keep my anger under control.		
6. Before sending an email, I make sure it is written appropriately and check for spelling and grammatical errors.		
7. I'm respectful of colleagues' work space, e.g. I do not use their desks or computers without their permission.		
8. I do not gossip about others.		
TOTAL SCORE (Yes=1; No=0)		

***Score interpretation:**

Total score	Interpretation	Suggestion
0-3	Unsatisfactory	It's time to learn more workplace etiquette and improve your behaviour.
4-6	Not bad	There's room for further improvement. You can do better!
7-8	Excellent	You're a good colleague to work with. Keep it up!



1. Without co-workers' permission, we can _____.
A. not touch their stuff B. use their computers
C. open their drawers at will D. take away their belongings
2. George gets 2 points, so we know _____.
A. he can behave himself in the workplace
B. he has some improper workplace behaviour
C. his colleagues love to work with him
D. he doesn't need to improve his behaviour
3. Lucy gets 5 points. What do you think of her workplace etiquette?
A. Not bad. B. Unsatisfactory.
C. Excellent. D. Terrible.
4. Carl gets 8 points, so we know _____.
A. he is often late for meetings B. he disrespects his colleagues
C. he doesn't gossip about others D. he doesn't greet his colleagues

3 Read the passage and choose the best answers.

Email has become a way of life. There is some etiquette that should be followed when you send an email. And here are also some mistakes that should be avoided at the same time.

Mistake 1: Write while you're angry

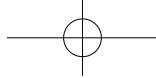
You'd be surprised how easy things can get out of control over the Internet. Wait, calm down, and have someone else edit your email for you. DON'T USE UPPER CASE. People may think you're shouting at them, and on the Internet, upper case is the equivalent of yelling.

Mistake 2: Send your email to a wrong person

Service providers are trying to make it easier for you by creating an address book where one click can send an email to a person. However, this also makes it easier for you to make a mistake. Clicking on a wrong person is extremely common. So just double check to make sure that you have the right recipient.

Mistake 3: Send the email too fast

We know that everyone is busy and that you don't have a lot of time, but if your



email is full of mistakes, it will make you look unprofessional to someone that you want to do business with. So just take a couple of seconds to skim over everything you've written to see if that's what you want to say.

1. We'd better not use upper case in our emails because _____.
A. it means being disappointed B. it means shouting
C. it means apologising D. it means being excited
2. To avoid sending an email to a wrong person, we should _____.
A. check twice before sending it
B. click twice on the address book
C. write a letter instead of sending an email
D. make our recipient send us an email first
3. An email with no mistakes makes you look _____ to your future business partners.
A. smart B. professional C. confident D. brave
4. What is the passage mainly about?
A. Email etiquette. B. Writing etiquette.
C. Professional etiquette. D. Workplace etiquette.

4 Read the passage and finish the tasks.

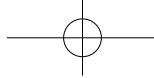
Etiquette tips for sending holiday business cards

Tip 1: _____

Be sure to order your holiday cards early. This way you'll receive the cards in plenty of time to address and send them without rushing. Don't wait until the last minute to send your holiday cards.

Tip 2: Choose quality cards

Don't pick the least expensive option. Your card is a reflection of how much you care about and value your clients and colleagues, so be sure to send quality ones.



Tip 3: Purchase holiday stamps

Give up the postage metre and dress up the envelopes in a festive way with holiday stamps. It adds a more personal touch to your cards.

Tip 4: _____

Even though you've had your name and company name on the card, write a few sentences with a personal note. Offer thanks for a wonderful relationship, give a heartfelt holiday greeting or wish for the New Year, or add a relevant anecdote.

Task 1 Choose the best answers.

1. A quality card will show _____.
A. your taste in choosing cards is good
B. you can afford to buy an expensive card
C. you think your clients and colleagues are important
D. you want your card to stand out as the greatest one
2. The cards can be added a personal touch with _____.
A. regular stamps
B. the most expensive stamps
C. personalised stamps
D. holiday stamps

Task 2 Write the titles for Tip 1 and Tip 4.

3. Tip 1: _____
4. Tip 4: _____

5 Complete the dialogue. Only five choices are useful.

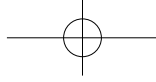
Mr White: Have you brought your resume with you?

David: Yes. Here are three copies. (*Offer them with both hands*)

Mr White: 1. _____

David: Oh no, I haven't. I'm awfully sorry. Could I email copies to you?

Mr White: That'll be fine. Well now, 2. _____



David: I haven't really been involved in international business, so I don't have experience there, but I'm diligent and I'm a quick learner.

Mr White: OK. 3. _____

David: Yes, in most circumstances.

Mr White: 4. _____

David: Frequent travel is no problem for me, since I'm young and not married.

Mr White: OK. Hope to see you again. 5. _____

David: Thank you very much. I look forward to your call.

- A. Have you got your ID card?
- B. Can you make yourself easily understood in English?
- C. Are you available for business travel?
- D. please tell me about your work experience.
- E. I'll wait for your call.
- F. Have you also brought your certificates?
- G. I'll call you if you are chosen for the next test.

6 Write a composition according to the given information.

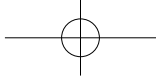
假设你是李华，得知你的外国朋友 Amy 将于 7 月从中山大学毕业并已找到心仪的工作。请你给她写一封祝贺信，信的内容包含：

1. 得知她即将毕业并已找到心仪的工作，为她感到高兴；
2. 得知她优秀的学业成绩和丰富的实习经历得到了面试官的赞赏，为她感到骄傲；
3. 希望她能在工作岗位上取得成功。

注意：1) 内容要点齐全；

2) 80—100 词；

3) 参考词汇：学业优异 academic excellence；为……感到骄傲 be proud of



Dear Amy,

I'm glad to learn that _____

Yours sincerely,

Li Hua

外研社

Unit 1 A Small Change Can Solve the Problems of Many

本试卷分选择题和非选择题两部分。满分100分，考试时间90分钟。

选择题

一、语音（本大题共10小题，每小题1分，共计10分）

从A、B、C、D四个选项中，选出画线部分发音不同的一项。

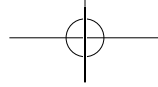
1. A. crative B. neat C. seal D. leak
2. A. dustbin B. unlikely C. institute D. luxury
3. A. value B. donate C. calculator D. nature
4. A. brilliant B. broaden C. dustbin D. sink
5. A. solve B. opinion C. profession D. convenience
6. A. curious B. conflict C. economic D. influence
7. A. permission B. waterproof C. insert D. moreover
8. A. organise B. imaginative C. congratulations D. recognise
9. A. underline B. switch C. remind D. design
10. A. inventive B. envelope C. theme D. profession

二、单项选择（本大题共20小题，每小题1.5分，共计30分）

从A、B、C三个选项中，选出空白处的最佳选项。

11. I really wish they would make a hole in a transit card so I could _____ my key chain.
A. tie it to B. tie them to C. tie it of
12. You will have a good chance _____ your mind.
A. broaden B. to broaden C. broadening

13. Creativity is important _____ for artists and writers _____ for scientists and engineers.
A. not only; but also B. either; or C. neither; nor
14. He _____ as a pianist in the 1920s.
A. make his mark B. made his mark C. has made his mark
15. We may think a creative person just _____ new ideas by accident, but actually that's not the case.
A. pays attention to B. makes up C. comes up with
16. It's the third time that I _____ a transit card.
A. lost B. was lost C. have lost
17. We live in an age of innovation, when creativity is of increasing _____.
A. value B. valuable C. valueless
18. We are all influenced by things around us, but creative people _____ their surroundings.
A. come up with
B. pay more attention to
C. make their mark
19. Could you tell me _____?
A. how you sealed the envelope
B. how did you seal the envelope
C. how could you seal the envelope
20. I didn't know who _____ the waterproof camera.
A. invents B. invented C. invent
21. I heard _____ he was a pioneer in this field.
A. who B. that C. which
22. The egg carton _____ in 1911 by a newspaper editor Joseph Coyle.
A. is invented B. was invented C. invented
23. A bladeless fan was invented by James Dyson _____.
A. in the 2009 B. on 2009 C. in 2009



24. _____ their lack of blades, bladeless fans promise to be more efficient than traditional fans with blades and are easy to clean.
A. Despite B. Despite of C. Despite in
25. Little brother asked me _____ I could buy him a toy when I went to town.
A. whether B. that C. how
26. Babies are _____ about everything around them.
A. creative B. curious C. brilliant
27. Teachers should aim to build a supportive, _____ environment for students to do this work.
A. creative B. creatively C. creativity
28. Last week I filled out a(n) _____ and arranged for a personal interview with a new company in town.
A. date cable B. theme party C. application form
29. The various features of the embedded products _____ the way we live.
A. have changed B. had changed C. was changing
30. He said nothing about _____ broke the window last night.
A. that B. who C. which

三、完形填空 (本大题共 10 小题, 每小题 2 分, 共计 20 分)
从 A、B、C、D 四个选项中, 选出空白处的最佳选项。

In the Eastern Han Dynasty, a court official named Cai Lun 31 a new kind of paper from bar (树皮), fishnet, wheat stalks (秆) and other 32. It was relatively cheap, light, thin, durable and more suitable for brush writing.

The 33 of paper-making spread east to other countries at the beginning of the 7th century. Later, along with the Silk Road, the Arab countries began to learn 34 to make paper. It took hundreds of years for papermaking 35 traverse (穿过)

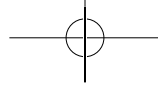
the Arab world to Europe. In the 14th century, many paper factories 36 in Italy, from where the workmanship of paper-making spread to the European countries such as Germany. The Italians produced the material in a 37 number and exported (出口) large amounts of it, dominating (主导) the European market for many years. Then, the art of paper-making appeared in Russia, Holland, 38 Britain. With the invention of paper, the popularisation of knowledge has 39 into reality. The invention of paper is an epoch-making (划时代的) event in 40 history.

31. A. made B. held C. built D. borrowed
32. A. rooms B. ways C. challenge D. materials
33. A. part B. art C. letter D. work
34. A. why B. what C. how D. where
35. A. in B. to C. for D. from
36. A. were set up B. was cut off C. were sold D. was sent
37. A. small B. little C. many D. large
38. A. although B. if C. and D. but
39. A. gong B. turned C. called D. returned
40. A. human B. earth C. health D. animal

四、阅读理解 (本大题共 15 小题, 每小题 2 分, 共计 30 分)
从 A、B、C、D 四个选项中, 选出符合题目要求的最佳选项。

A

A great new invention by a British student will help children who are overweight. It will also reduce the time they watch TV every day. The technology is nicknamed "Square-Eyes". It is a tiny, computerised sensor (感应器) that fits into a child's shoes. It measures the number of steps the child takes during the day and sends the information to the family computer. Software then tells the child how many hours he/she can watch TV that evening. One hundred steps equal one minute of TV time. If children use up all of their viewing time, they must do more walking.



The designer Gillian Swan says this will help children to exercise in their daily life from an early age. Ten years ago, children were healthier because they played outside with their friends. But today's children spend too much time in front of the TV and don't exercise. This causes children to have weight problems and become fat. "Square-Eyes" is a nickname often given to children who watch too much television. It may now have a new meaning. This new technology combines computers with our clothes. What we wear will soon monitor our health.

41. "Square-Eyes" can help children who have _____ problems.
A. eyesight B. weight C. feet D. walking
42. Where can we find "Square-Eyes" on children?
A. In children's pockets. B. In children's heads.
C. In children's shoes. D. In children's schoolbags.
43. If Jimmy wants to watch TV for twenty minutes, he should walk _____ steps.
A. twenty B. two hundred
C. two thousand D. twenty thousand
44. What does the underlined word "monitor" mean in Paragraph 2?
A. 执行 B. 促进 C. 影响 D. 监控
45. What is the purpose of this invention?
A. To help children take more exercise.
B. To prevent children from getting up late in the morning.
C. To encourage children to play outside with their friends.
D. To help children sleep well.

B

Here are some tips to be more creative.

Get your legs moving

In a recent experiment, scientists have found that getting out and about is very good for creativity. In fact, going for a walk can help you produce better quality ideas and produce them more quickly.

Daydreaming

Your teacher may be angry if you stare out of the window at nothing, but according to a new study, having a wandering mind may be a sign of creativity. The scientists recorded brain activities while people were lying still but not asleep, and concluded that daydreaming could help people become better problem solvers.

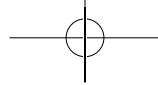
Have a good laugh

Researchers have found that a comedy film is much better than a horror one. People who watch a comedy film are easier to come up with a creative solution to a problem. It appears that laughing makes us feel more relaxed. It is very difficult to be creative when you're stressed.

Noise

Research shows that for most creative tasks, a low level of noise, like the chatter that you get in a café, is best. Complete silence is good when you need to focus on a difficult task, but when you want to come up with ideas, try a little hubbub (嘈杂声).

46. It is better to _____ if you want to be more creative.
A. stay indoors B. walk out
C. work hard D. learn from others
47. According to the passage, daydreaming is _____ to solve problems.
A. harmful B. useless C. helpful D. meaningless
48. It is very hard to be creative if you are _____.
A. amazed B. relaxed C. excited D. stressed
49. The purpose of this passage is to _____.
A. give advice on how to be more creative
B. discuss some questions of creativity
C. persuade others to be creative
D. ask for some advice on creativity
50. Which of the following is true?
A. A good laugh is not necessary.



- B. Creativity depends on many factors.
- C. Noise is always helpful to your creative minds.
- D. Walking outside is the best way to keep creative.

C

Creative Alarm Clocks

Dumbbell (哑铃) alarm clock

It is not a real dumbbell, but you have to shake it up and down for 30 times to stop the alarm clock. And there is no stop button. Of course, you will be totally refreshed by then. Don't be lazy and take some exercise in the morning.

Flying alarm clock

I'm sure you won't be able to simply ignore this alarm as you usually do, because it can fly! Its propeller (螺旋桨) flying off the alarm is the key. Before the frightening alarm sounds drive you crazy, you'd better quickly put the key back.

Bancklock

Have you been keeping a pocketful of changes for some time without knowing what to do with them? Maybe you can put those coins in your alarm. This is both an alarm clock and a money box. It only stops ringing when you put a coin in it.

IQ alarm clock

What about a brain workout (锻炼) in the morning? The IQ alarm will go off and ask you a set of IQ questions. Don't even think about removing the battery, because it is hard to open. The only way to shut it off is to answer all questions correctly.

51. What kind of alarm clock is NOT mentioned in the passage?
- A. Flying alarm clock.
 - B. Bancklock.
 - C. IQ alarm clock.
 - D. Target alarm clock.
52. Shaking the dumbbell for 30 times will make you _____.

- A. get up
 - B. sleep
 - C. stand still
 - D. keep quiet
53. As to flying alarm clock, you must put _____ back if you want to stop the alarm sound.
- A. the dumbbell
 - B. the propeller
 - C. a coin
 - D. the money box
54. You must put a coin in the bancklock to make it _____.
- A. start to ring
 - B. stop ringing
 - C. stop asking questions
 - D. stop flying
55. What can be inferred from the passage?
- A. You can shake the dumbbell clock for 20 times to stop the alarm clock.
 - B. The dumbbell alarm clock will make the biggest noise.
 - C. You should answer most of the IQ questions correctly.
 - D. All the alarm clocks are creative and effective.

非 选 择 题

五、写作 (10 分)

请以“创新”为主题，写一篇 80 词左右的文章，来介绍创新的重要性以及如何培养创新能力。

内容提示：

1. 创新能激发开放和活跃的思维，有助于提高效率，解决问题。
2. 适当给自己一些时间放松或玩耍，会激发你创新的灵感。
3. 善于观察，多发现问题、分析问题、解决问题会有助于创新能力的培养。

Unit 2 It's Always Nice to Be Polite

本试卷分选择题和非选择题两部分。满分100分，考试时间90分钟。

选 择 题

一、语音 (本大题共 10 小题, 每小题 1 分, 共计 10 分)

从 A、B、C、D 四个选项中, 选出画线部分发音不同的一项。

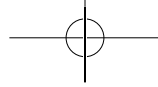
1. A. congratulation B. manner
C. anyhow D. attitude
2. A. informal B. perform C. worthy D. pork
3. A. detail B. mountain C. mail D. pain
4. A. anyhow B. crowd C. follow D. flower
5. A. properly B. emergency C. summary D. try
6. A. reminder B. gesture C. employee D. behaviour
7. A. internship B. informal C. frighten D. ignore
8. A. worthy B. smoothly C. without D. breath
9. A. congratulations B. colleague
C. recognise D. confuse
10. A. false B. master C. gesture D. confuse

二、单项选择 (本大题共 20 小题, 每小题 1.5 分, 共计 30 分)

从 A、B、C 三个选项中, 选出空白处的最佳选项。

11. It's very kind _____ you to write to me.
A. for B. of C. with
12. —Hi, Helen. What are you busy with?
—Hi, Carl. I've got an internship for this summer, so I _____ busy _____ for it.

13. If you pay more attention to _____, you will perform and behave well in the workplace.
A. emergency B. colleague C. workplace etiquette
14. It's extremely rude to _____ in the meeting.
A. take a call B. dress up C. work
15. _____ always nice to be polite.
A. That's B. It C. It's
16. If you need to have your mobile phone on the table, place it _____.
A. face down B. fit into C. dress down
17. Don't _____ others _____ on your email unless they need to see the message.
A. accept; in B. make; in C. copy; in
18. A survey says most workers get a "B" _____ good behaviour in the workplace.
A. when it comes to B. how it comes to C. where it comes to
19. Alert your recipient to what your email is about, or it risks _____.
A. ignore B. ignoring C. being ignored
20. If you don't know _____ for your first day at work, ask your manager, so you won't be the only one wearing, for example, jeans.
A. how to dress B. where to dress C. which to dress
21. The people you work with could be older than you and may have different values. You need to _____ for your colleagues.
A. make an effort B. perform C. show respect
22. Before you step into an office, you should _____ first.
A. observe the things on the board
B. knock the door
C. close the door
23. He is _____ a clever boy that we all like him.



- A. so B. such C. how
24. I will not go to her party _____ she invites me.
- A. if B. as long as C. unless
25. He was absent from school, _____ he was ill in bed.
- A. because B. because of C. due to
26. _____ there is a will, there is a way.
- A. When B. While C. Where
27. She was about to leave _____ the telephone rang.
- A. at that time B. before C. when
28. He ate _____ little that he got hungry soon.
- A. such B. so a C. so
29. He got up early _____ he could catch the train.
- A. so B. so that C. before
30. She lowered her voice _____ other colleagues wouldn't be disturbed.
- A. if B. unless C. so that

三、完形填空 (本大题共 10 小题, 每小题 2 分, 共计 20 分)
从 A、B、C、D 四个选项中, 选出空白处的最佳选项。

How much do you know about manners? Different countries have 31 manners. In some Asian countries, it is good manners to take off your 32 before you go into a house. 33 in some European countries, this is not done even if their shoes can sometimes be very dirty.

If you are a visitor in a Chinese house, when you have a meal, you usually don't 34 the food and leave a little to 35 that you have had enough. But in the UK, visitors always finish food to show that they 36 it. We need to be aware of the customs of other countries so that we do not behave in an impolite manner.

Although etiquette varies around the world, people all over the world 37 that a polite person should be kind and 38 to others.

- 39 likes polite people and it is important to always remember to 40 your manners.
31. A. same B. different C. some D. interesting
32. A. bags B. shoes C. coats D. hats
33. A. And B. So C. But D. Or
34. A. need B. finish C. choose D. have
35. A. say B. see C. understand D. show
36. A. finish B. enjoy C. take D. drink
37. A. find B. know C. guess D. agree
38. A. careful B. helpful C. hard-working D. healthy
39. A. Somebody B. Anybody C. Nobody D. Everybody
40. A. take B. make C. mind D. solve

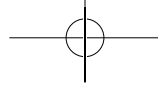
四、阅读理解 (本大题共 15 小题, 每小题 2 分, 共计 30 分)
从 A、B、C、D 四个选项中, 选出符合题目要求的最佳选项。

A

Having good etiquette at the workplace is very important. However, many people aren't aware of workplace etiquette and leave a very bad impression on their colleagues. So it's important to know some workplace etiquette tips.

Among all the workplace etiquette guidelines, the most important is to be punctual. Though being late due to an emergency is acceptable, habitual latecomers are never appreciated in anywhere. Arriving at your office on time shows that you're aware of your responsibilities and have respect for the company regulations. If you feel that you would be late, call and report the matter to your supervisor.

Telephone etiquette in the workplace is very important as well. While talking on the telephone, be polite and listen to what the other person is saying carefully and speak in a voice which can be heard clearly



on the other end.

Workplace guidelines are important even when you're dining with your co-workers after work. If you get a call during the dinner, leave the table to answer the phone after saying "excuse me". Don't talk loudly while eating. Greet people well and try to make them feel comfortable.

These guidelines will help you become a polite employee in your company.

41. The intended readers of the passage are _____.
- managers in charge of a company
 - students of a business class
 - people who are out of work
 - employees in a company
42. Why should you try to be punctual?
- To prove you are not a habitual latecomer.
 - To show that you don't have any emergency.
 - To show that you are a responsible worker.
 - To win other workers' respect.
43. When dining out with your colleagues, which of the following behaviours is appropriate?
- Receive a phone call at the table.
 - Talk loudly while eating.
 - Treat your colleagues as close friends and forget about workplace guidelines.
 - Greet people well and try to make them feel comfortable.
44. Which of the following is considered NOT acceptable about making phone calls?
- Using polite languages.
 - Listening with patience and care.
 - Speaking clearly.
 - Answering a call whenever it comes in.

45. According to this passage, workplace etiquette _____.

- is easy to master
- is considered important by all employees
- can help you become a polite person in the workplace
- will bring you good luck and good salaries

B

Social etiquette refers to the basic qualities and communication skills that people possess in the process of interpersonal communication. Social interaction plays an increasingly important role in interpersonal communication in today's society. Through social interaction, people can communicate with each other, establish deep friendships, and obtain support and help; through social interaction, people can exchange information, share resources, and benefit greatly from career success.

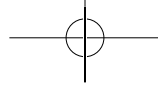
The handshake ceremony is the most commonly used meeting etiquette in all social situations. It expresses greetings, closeness, friendship, farewells, congratulations, thanks, and other meanings. From the handshake, one can often understand a person's emotions and intentions, and can also infer a person's character and feelings. Sometimes a handshake is more emotional than words.

Then, when should the handshake ceremony be used?

- When you want to greet guests upon arrival;
- When you are introduced to meet someone;
- When you meet an acquaintance suddenly in social situations;
- When you see off guests;
- When you offer congratulations or give gifts, etc.

46. What is the first paragraph mainly about?

- Social skills.
- Communication.
- Social etiquette.
- Handshake.



47. The proper social etiquette will help you except _____.
- A. exchange information B. make a lot of money
C. obtain support D. establish deep friendships
48. According to the passage, _____ is the most widely used etiquette.
- A. clapping hands B. waving hands
C. embrace D. handshake
49. How many situations requiring a handshake are mentioned?
- A. Four. B. Five.
C. Six. D. Seven.
50. Which of the following is true about handshake?
- A. It is only used in formal situations.
B. You needn't shake hands if you know each other.
C. A handshake is always more emotional than words.
D. It plays an important part in interpersonal communication.

C

Email Etiquette Rules for Communicating in the Workplace

1. Use a professional email address

If you work for a company, you should use your company email address. But if you use a personal email account, you should be careful when choosing the address.

You should always have an email address that conveys your name so that the recipient knows exactly who is sending the email. Never use email addresses that are not appropriate for use in the workplace.

2. Follow a proper email format

When writing a formal business email, it's wise to follow the correct email format:

- Subject line: Describe what the email is about in a few words.
- Email greeting: Mention the recipient's name and add a proper greeting.

- Body: Write the main message.
- Signature: Include your name, position and company name.

3. Proofread your emails

The occasional spelling or grammar mistake is unavoidable. But if your emails are always littered with them, it's a problem. You look unprofessional and it seems that you don't care about your job. So, proofread every email before sending, especially those longer ones.

4. Know that people from different cultures speak and write differently

Miscommunication can easily occur because of cultural differences, especially in the writing form when we can't see one another's body language. Tailor your message to the receiver's cultural background and we can reduce miscommunication.

51. What is the passage mainly about?

- A. Email etiquette. B. Writing etiquette.
C. Professional etiquette. D. Workplace etiquette.

52. Which of the following email addresses is appropriate for use in the workplace?

- A. 123456@163.com B. Babygirl@163.com
C. Tealover@163.com D. LiHua2001@163.com

53. The underlined word "recipient" means " _____ " in Chinese.

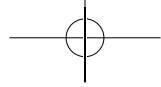
- A. 发送人 B. 收件人
C. 获得者 D. 抄送人

54. When writing a formal business email, you should _____.

- A. describe the subject of the email as much as possible
B. write the main message directly without greetings
C. only write your name in the signature
D. use proper grammar

55. Which of the following statements is NOT true according to the passage?

- A. It is unavoidable to make the occasional mistake in your emails.



- B. Frequent spelling errors in emails can make you look unprofessional.
- C. Tailor your email to your own cultural background.
- D. When writing to people from different cultures, miscommunication can easily occur.

非选择题

五、写作（10分）

假如你是李华，你的同学玛丽（Mary）在上周的手工创意比赛（Manual Creativity Competition）中获得了第一名。请你给她写一封80词左右的祝贺信。

内容提示：

1. 得知她参加比赛并且得了第一名，为她感到高兴。
2. 得知她优秀的作品获得了评委们的赞赏，为她感到骄傲。
3. 希望她在以后的比赛中也能取得好成绩。

不可复制