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UNIT

1

The way to success

Passage 1

Directions: In this section, there is a passage with 10 blanks. There is a word bank following the passage. Read the passage carefully and select one word for each blank from the word bank. You may NOT use any of the words more than once.

Achievement and success

Successful people are accustomed to associating with successful issues. They read about success, they talk about attainment, and they think about 1. _____. This brings them continued success. If you wish to achieve, it is important to avoid 2. _____ and those who may cause negative feelings through criticism and scolding. Success can be the personal feeling of achievement as long as you are 3. _____ with yourself. It does not necessarily require the 4. _____ of others. Making mistakes does not definitely mean failure. Mistakes are part of the process of learning. Simply learn what does not work, as long as they are not repeated in the same way!

If success is presently absent in your life, a very important part of the process of 5. _____ that negativity is to have a plan. Taking positive action causes the body to produce the necessary hormones to enable 6. _____.

Taking 7. _____ requires making a plan. You would not start on a journey without having a map and a plan of timing and a mode of transportation, and you would seek 8. _____ if necessary. You would not leave without 9. _____ in the cars. Recovering from stress, 10. _____, low self-image or self-worth also requires a plan and the necessary means of achieving the plan.

- | | | | | |
|---------------|------------|--------------|------------|------------|
| A achievement | B motives | C positivity | D action | E petrol |
| F honest | G advice | H embracing | I judgment | J ways |
| K overcoming | L familiar | M negativity | N anxiety | O progress |

Passage 2

Directions: In this section, there is a short passage followed by some questions or incomplete statements. For each of them there are four choices marked A, B, C and D. Read the passage carefully. Then decide on the best choice.

Whether it's at work, at home, or in the community, most of us want to be successful members of our society. Since some of our bars are set higher or lower than others, it's pretty obvious that the definition of success will be different for each and every person. The common success factors are:

- figuring out what you really love;
- researching and working on your passion;
- being responsible;
- dreaming big;
- working your butt off.

And while there are obviously several things missing from that list, one big idea is often overlooked – adding value.

Think of it in this way: The thought behind the gift is the most important thing. If your focus is really on the recipient and not on yourself, then you want to give them something they want and may appreciate. So how can we add value in other areas of life? There are several ways you can add value on a daily basis:

1. Communicate with others.

Talk with other people and ask them what they want. To know their fears, desires, or what would make their lives easier.

2. Make self-reflection.

You can make self-reflection according to the following points:

- doing something incredibly useful;
- solving a problem that has yet to be solved;
- being accessible, approachable and helpful;
- learning a new skill;

- helping people solve their problems.

There are a number of things we can do to add value. But to be effective at it, we need to get out of our own heads, step away from our own agendas and see what we can bring to other people. You don't have to create something new to stand out; just do it better and offer more than what is already available.

1. Which of the following is identified as a common success factor according to the passage?
 - A Setting bars higher or lower.
 - B Having a different definition of success.
 - C Not being afraid to make mistakes.
 - D Working on what you really love.
2. Which of the following is often overlooked according to the passage?
 - A Setting personal goals.
 - B Elevating value.
 - C Building strong relationships.
 - D Pursuing individual success.
3. Which of the following is a way highlighted in the passage to add value in various areas of life?
 - A Learning about new information in a field.
 - B Prioritizing personal desires over others.
 - C Engaging in open communication.
 - D Ignoring the needs and problems of others.
4. Which of the following is NOT mentioned when making self-reflection?
 - A Undertaking remarkably valuable actions.
 - B Acquiring a novel ability.
 - C Being reachable, friendly, and supportive.
 - D Being highly competitive.

5. Which of the following is the most likely title of the passage?
- A "The definition of success in different contexts."
 - B "Keys to personal and professional success."
 - C "Strategies for effective communication and self-reflection."
 - D "The importance of adding value in life."

Directions: In this section, there is a passage followed by 10 statements. Each statement contains information given in one of the paragraphs. Identify the paragraph from which the information is derived. You may choose a paragraph more than once.

Self-reflection leads to greater success

- A** If I could give you a tool or resource that would change your life in positive ways, change your results, create more happiness in your life and help you get better at anything you desire, and if I could promise you that this tool would cost you nothing, require only yourself and could be used at any time, would you be interested? I'll bet you would. Now at the risk of sounding a little bit like a carnival barker or used-car salesperson, what I just told you isn't hype – there is such a tool. And you already possess it. Would you like to know what the tool is? Well, the tool is reflection.
- B** I'm sure that you know people who have been on a job for 10 years and have continued to get better and better at their work. And you probably also know people who have been on a job for 10 years, but it seems that they have only one year of experience. In other words, they never really reflect on their work and results and so nothing seems to get better. They don't seem to learn from their past experiences. Which of these people would you hire? Which of these people do you want on your team? Have you considered these questions carefully?
- C** The No. 1 reason I hear for people not reflecting is that they are too busy. They are too busy moving from task to task, from project to project, and from event to event. They are shifting in their life all the time. When they recount this challenge to me, they end by asking, "When would I have time to reflect?"
- D** Our lives are much different from those of our grandparents. 75 or 100 years ago, in the evening, people would gather around a table or sit on the front porch and sip iced tea. What they were doing was relaxing and, while not in a very structured

way, they were reflecting on their day. Maybe they didn't realize this kind of chatting was just reflection itself, but truly it was. We all know that this type of reflection works because one of the things we ask our children when they come home from school is "How was your day?" or "How were you getting on with your work and peers today?"

E We say we are too busy – that the reason we don't reflect is that we don't have porch time. Somehow we do find television time – and while there is nothing wrong with television – it doesn't allow us the space, time or opportunity to reflect as we sit watching it. Even though we don't watch television, we can find other evidence to prove that we are really busy.

F Time is typically our excuse, but it isn't the only reason we don't reflect. We also don't reflect for the following reasons: We don't think about it; we don't realize the importance of it; we don't value it; we don't think we know how to make it. Hopefully, reading this will help you get past the first reasons. Let me deal now with the last one – the issue of skills.

G We all know how to reflect. Sitting around a table with friends playing a card game, in between hands, people are talking about what they could have done, should have done, might have done – all of these conversations are simple reflection. And while some people who are playing the game don't like to "over analyze" it, spending that time on conversation about what just happened will make us better card players in the future. Or for those playing a video game, the reflection is the time they take between two rounds in a video game as they quickly think about what happened and how they can do it differently the next time. Golfers quickly analyze their swing as they watch the trajectory of their shots, thinking about what worked and what they might adjust. And we do the same at work, thinking about how the meeting or presentation went as we leave and move to the next item on our calendar.

H So we know how to reflect, and we even do it sometimes, but how can we use this skill more successfully, and more often?

I Firstly, we should make time to reflect. We all have the time, regardless of how busy our schedules are. Reflect in the shower. Reflect on the drive to work (turn off your radio or your music and think). Reflect in the moments before you go to sleep.

Reflect with your family as you eat a meal. Turn off the television. There is time – we just have to carve it out.

J Secondly, reflection is about thinking and questions which will help our brains think. Consider using this list of questions as your “starter set” of reflective questions – the questions to help you think about what happened and what you can learn. What worked? Why? What didn’t work? Why? What does this situation remind me of? How can I use this experience? How does this experience relate to other situations I’ve been in? What can I learn from that situation? What do I know now, and what would I do differently next time? When you are conducting these things, you have begun your reflection.

K Don’t just apply your thinking to how you would do this exact same task or respond in this exact same situation the next time. Our lives are too complex for that! Think about what you can take from this experience and apply it to other related or perhaps even unrelated situations. Look for generalizations, patterns, tendencies and underlying principles. When we think more broadly, we make our reflection time infinitely more beneficial to our lives.

L This is some of my reflection on reflection. As we practice this skill, we will get better at it and our results will begin to improve dramatically. Make the time. Ask the questions. And by all means apply what you learned. When you do this, you will make your life experiences your most precious source of learning, and your most fertile ground for your own success. Constantly reflect on your work and the results so that everything seems to get better. You can learn from your past experiences for sure.

1. Reflection, a self-directed and cost-free tool, possesses the transformative potential to positively impact one’s life, enhance results, and cultivate happiness.
2. The most common obstacle to reflection is the perception of being too busy, as individuals find themselves constantly engaged in tasks, projects, and events.

3. We do not reflect for many various excuses including unwillingness to consume time, underestimating its importance, and feeling unsure about how to engage in it.
4. Broaden your reflection beyond specific situations, considering generalizations and underlying principles, to make your reflection more universally beneficial in the complexity of life.
5. We should make time for reflection in such everyday moments as showers, commutes, and meals.
6. Talking about what happened during a card game and reflecting on our choices and strategies during the game help us become better players in the future.
7. Some professionals make progress through reflection at work, while those who are reluctant to reflect may not grow in spite of their rich career experiences.
8. While our grandparents found natural moments for reflection in evening gatherings, today's fast-paced life often lacks such informal opportunities.
9. Reflection involves asking key questions to assess what worked, what didn't, and how the experience can be applied in the future.
10. People claim to be too busy for self-reflection, yet often finding time for activities like watching television instead.

Writing

Directions: Write an essay commenting on the saying “Learning is a daily experience and a lifetime mission.” You can cite examples to illustrate the importance of lifelong learning. You should write at least 150 words but no more than 200 words.
