



《专升本英语应试技巧》

电子教案

系 部： 商学系

所属专业： 国际经济与贸易

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模块一任务1 了解专升本考试类型

教学目标	能力目标	知识目标	素质目标
教学重点难点	教学重点：专升本考试类型 教学难点：专升本应试策略		
教学方法	讲授法、任务教学法		
教学内容	<p>教学内容</p> <p>1. 专升本考试认知</p> <div data-bbox="347 869 1342 1223"> <p>专升本的途径</p> <ul style="list-style-type: none"> 普通专升本 参加全省统一考试，录取后进入本科阶段学习。 成人高等教育专升本 通过成人高考或自学考试等方式获得本科学历。 网络教育专升本 利用现代远程教育技术，自主学习并获得本科学历。 开放大学专升本 参加开放大学组织的考试，录取后进入本科阶段学习。 </div> <p>2. 专升本的意义</p> <div data-bbox="347 1312 1378 1731"> <ul style="list-style-type: none"> 学历提升 获得本科学历，提高个人学历水平。 职业发展 增强就业竞争力，有利于职位晋升和薪酬增长。 知识拓展 深入学习专业领域知识，拓宽知识面。 提高“专升本”门槛 提高“专升本”门槛。 </div> <p>3. 专升本备考策略</p>		



01 分析考试大纲
仔细研读专升本考试大纲，了解考试内容和要求，明确复习方向和重点。

02 制定复习时间表
根据考试大纲和个人实际情况，制定详细的复习时间表，合理安排每天的学习任务。

03 阶段性复习目标
设定阶段性复习目标，如每周完成一个模块的复习，确保按计划推进复习进度。

4. 专升本学习技巧与方法

学习计划与时间管理

01 制定详细的学习计划
根据考试大纲和自身情况，制定合理的学习计划，明确每个阶段的学习目标和时间安排。

02 分解学习任务
将大的学习任务分解成小的、可完成的部分，以便更好地管理和分配学习时间。

03 保持学习计划的灵活性
根据实际情况适时调整学习计划，确保计划与实际学习进度保持一致。

笔记、复习与记忆方法

01 做好课堂笔记
在课堂上认真听讲，及时记录重要知识点和关键信息，方便后续复习。

02 多种复习方法结合
采用阅读、背诵、练习等多种复习方法，加深对知识点的理解和记忆。

03 利用记忆技巧
运用联想记忆、重复记忆等技巧，提高记忆效率。

应试技巧与答题规范

熟悉考试形式和题型
了解考试的具体形式和题型，有针对性地进行备考。

掌握答题技巧
学会分析题目、提取关键信息、组织答案等答题技巧，提高答题速度和准确性。

注意答题规范
遵循考试要求，注意书写工整、格式规范等方面的问题，避免因非智力因素失分。



拓展作业	搜索近几年的专升本考试类型及题目等
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模块一任务2 了解专升本英语考试基本内容

	能力目标	知识目标	素质目标
教学目标	掌握专升本英语考试基本内容	了解专升本英语考试基本内容	①养成积极主动学习意识; ②养成良好的团队合作精神;
教学重点、难点	教学重点: 专升本英语考试基本内容 教学难点: 单词及语法的掌握		
教学方法	讲授、多媒体任务教学法等		
教学内容	<p>1. 专升本英语考试题型及分值占比</p> <p>选词填空(十二选十)每题 1.5 分, 共 15 分</p> <p>阅读(三篇)每篇 5 题, 每题 2 分, 共 30 分</p> <p>七选五(五个空)每空 3 分, 共 15 分</p> <p>翻译(英译汉、汉译英)各 1 题, 每题 10 分, 共 20 分</p> <p>写作(-篇)本题 20 分, 共 20 分</p> <p>2. 考试涉及的基本内容及要求</p> <p>普通专升本考试主要以笔试为主。大部分省份为省教育考试院组织的统一考试, 小部分为省教育厅高教处。分文科, 理科。部分省份考基础课程和专业课程两大部分, 各省市的出题方式不同, 以当年各省教育考试院或教育厅公布的政策为主。</p> <p>专升本考试对词汇量的要求较高, 考生需要掌握至少 4000 个单词左右, 才能较好地应对考试。这些单词涉及的领域广泛, 包括自然科学、人文社科等各个领域。同时, 考试还会考察一些专业术语, 考生需要了解相关专业的术语和定义。</p> <p>专升本英语考试复习的基本方法、词汇积累、语法学习以及语感培养。</p> <p>一、词汇积累</p> <p>词汇的掌握是英语学习的基础环节亦是提高学习和运用英语能力的关键。因此, 应不断总结搜索适合自己的词汇学习方法, 丰富自己的词汇量。</p> <p>首先通过掌握构词法和词根词缀的含义来记忆单词。这样可以大大提高单词的记</p>		



忆效率。

其次不要孤立地去记忆单词。可以通过阅读文章在文章的语境中记忆单词 这样有助于正确理解和记忆单词。也可以通过造句和例句学习正确把握单词的运用。

再次注意归纳总结和辨析同义词、反义词和同形异义词从概念意义着手把表达同一逻辑概念的词归纳在一起 并牢记词的固定搭配用法。

最后要及时复习词汇，人的记忆有它的遗忘规律因此在词汇学习的过程中及时复习是很重要的。

记忆单词是一个长期的反复的过程要长期地坚持下去才能不断积累大量的词汇。

二、语法学习

“语法是语言的法则”。任何人运用英语都必须依照语法规则。语法学习是英语学习的重要组成部分。对于时间充裕的学生来说可以结合考试大纲要求的课文材料来学习语法。

课文是有血有肉的不像语法书籍那样枯燥。在课文学习的过程中应注意总结语法知识点这样习得的知识才会学得活记得牢且更为有效。而对于时间有限的应试学生来说选择一些针对应试要求而编排的语法材料是很重要的。通过对这些语法材料的研读来系统学习语法知识是短时间内掌握语法知识的有效途径。

准备专升本的普通高职高专学生可以从真题中去总结语法知识点并借助语法书籍来巩固。学是为了用，在学习了语法知识后应进行大量练习巩固记忆灵活运用。在练习当中对于自己出错的题目应用专门的笔记记下进行重点学习。

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查询近几年的专升本英语考试词汇



模块二任务1 掌握专升本英语单词记忆方法

	能力目标	知识目标	素质目标						
教学目标	掌握专升本英语单词记忆方法	了解专升本英语考试词汇要求	①养成积极主动学习意识； ②养成良好的团队合作精神；						
教学重点、难点	教学重点：专升本英语单词 教学难点：专升本英语单词记忆方法								
教学方法	讲授、多媒体任务教学法等								
教学内容	如何有效记忆单词								
	首先掌握音标，根据音标准确地发音								
	其次根据音节（自然拼读法）背单词拼写								
	再次记忆单词的其他形式或相关短语								
	把单词放在句子中（结合时态语态和人称）进行记忆。								
	按发音长度分为	长元音	/i:/	/ɜ:/	/ɑ:/	/ɔ:/	/u:/		
		短元音	/ɪ/	/ə/	/ʌ/	/ɒ/	/ʊ/	/e/	/æ/
	按发音时舌头的前后位置分为	前元音	/ɪ/	/i:/	/e/	/æ/			
		中元音	/ə/	/ɜ:/	/ʌ/				
		后元音	/ɑ:/	/ɒ/	/ɔ:/	/ʊ/	/u:/		
辅音 24个	爆破音	/p/	/t/	/k/					清辅音
		/b/	/d/	/g/					浊辅音
	摩擦音	/f/	/s/	/θ/	/ʃ/			/h/	清辅音
		/v/	/z/	/ð/	/ʒ/			/r/	浊辅音
	破擦音	/tʃ/	/tr/	/ts/	在44个音标中没有这4个，它们在现代英语中称为辅音连缀			清辅音	
		/dʒ/	/dr/	/dz/				浊辅音	
	鼻辅音	/m/	/n/	/ŋ/				浊辅音	
	舌侧音	/l/	元音前发音清晰，在辅音前及词尾发音模糊					浊辅音	
半元音	/j/	/w/					浊辅音		



音素是英语语音里最小的单位，音素构成音节，音节构成音标。

一般说来，音节是以元音来划分的，元音构成音节，辅音不响亮，不能构成音节。

从单词拼写形式上看，有几个元音音素（不是元音字母）就有几个音节。出现在词尾且不发音的 e 不能构成音节。

但其中只有三个响辅音 /l/、/m/、/n/ 可以同前面或后面另外一个辅音构成音节(中间不需元音)，如 /-bl/、/-pl/、/-tl/、/-kl/、/-ml/、/-nl/、/-dn/、/-sn/、/-kn/、/fn/ 及 /-tn/ 等，也构成音节。

一个音节叫单音节，两个音节叫双音节，三个音节以上叫多音节

1. /'mɔ:nɪŋ/ = /'mɔ:/ + /nɪŋ/ = mor + ning

2. /'pɜ:pəl/ = /pɜ:/ + /pəl/ = pur + ple

3. /'dʒækɪt/ = /'dʒæ/ + /kɪt/ = ja + cket

4. /mi:t/ = /mi:/ + /t/ = mee + t

5. /'zɪərəʊ/ = /'zɪə/ + /rəʊ/ = zero

6. /'telɪfəʊn/ = /'te/ + /lɪ/ + /fəʊ/ + /n/ = te le pho ne

7. /'kʌzən/ = /'kʌ/ + /zən/ = cou sin

8. /'laɪbrəri/ = /'laɪ/ + /brə/ + /rɪ/ = li bra ry

9. /'dɪkʃənəri/ = /'dɪ/ + /k/ + /ʃə/ + /nə/ + /rɪ/

= di c tio na ry

10. /,revə'lʊ:ʃn/ = /re/ + /və/ + /lu:/ + /ʃn/ 革命

= re vo lu tion

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查找背诵近几年的专升本英语词汇



模块二任务2 掌握专升本英语相关语法

	能力目标	知识目标	素质目标												
教学目标	掌握专升本英语相关语法	了解专升本英语相关语法	①养成积极主动学习意识； ②养成良好的团队合作精神；												
教学重点、难点	教学重点：英语相关语法 教学难点：虚拟语气、定语从句、倒装句型、非谓语动词等														
教学方法	讲授、多媒体任务教学法等														
教学 内容	<p>一、虚拟语气(9)</p> <p>1 It is high/about time that...+过去式</p> <p>2 I would rather you 过去 me now .</p> <p>3 I would rather I 过去的过去 yesterday.</p> <p>4 I would rather you 过去 tomorrow .</p> <p>5 主语+propose /urge/suggest/require/demand/insist</p> <p>/that.+ (should)+动词原形</p> <p>6 The suggestion is that...(should)+动词原形</p> <p>7 It is necessary/important/essential that+(should)+ 动词原形</p> <p>8 I wish I 过去 ten years younger now.</p> <p>9 I wish I 过去的过去 him yesterday.</p> <p>虚拟语气在条件状语从句中的用法(必背)</p> <table border="1"> <thead> <tr> <th>条件从句</th> <th>If 从句的谓语形式</th> <th>主句的谓语形式</th> </tr> </thead> <tbody> <tr> <td>现在</td> <td>过去式(were)</td> <td>would/could/should/might+动词原形</td> </tr> <tr> <td>过去</td> <td>had done</td> <td>would/could/should/might+have done</td> </tr> <tr> <td>将来</td> <td>1. 过去式 2. Should+V 原 3. Were to do</td> <td>would/could/should/might+动词原形</td> </tr> </tbody> </table>			条件从句	If 从句的谓语形式	主句的谓语形式	现在	过去式(were)	would/could/should/might+动词原形	过去	had done	would/could/should/might+have done	将来	1. 过去式 2. Should+V 原 3. Were to do	would/could/should/might+动词原形
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	<p>注意下延伸考点：1. as if/as though 的相关考点</p> <p>现在用过去，过去用过去的过去</p> <p>2. 如果虚拟条件句的谓语部分有 were, had, should 时，可省略 if, 把 were, had, should 放到从句主语前面去，形成倒装，但是否定词 no</p> <p>不前移。多见于书面语.</p> <p>二、时态(4)</p> <p>1.You'd better+ do sth./ You'd better not do sth..</p>														



2,by the time /end of

主句+将来完成时 by the end of next year

主句+过去将来完成时 by the end of 1999

(关键句: By the middle of the 21st century,the vast majority of the world's people 将来完成时 in cities rather than in rural areas.

3 It is/has been+一段时间+since 自从..... 已有.....

4 for,since,so far,till,until 一般与完成时连用 (完成时提示词)

三、固定句式(12)

1 I have no doubt+that

2 I have trouble/difficulty+ (in)doing sth

3 It is/was...+ that (强调句)

4 The more..... the more The more.... the less

5.make it(clear,one's duty,possible),it 不可以省略。

6、It is difficult(adj.)+to do sth

It is+adj.+for sb to do sth

7 It is likely +to do sth

It is unlikely + to do sth

It is likely + that

It is unlikely +that

8 It/there is no use/no good/no point +doing

9、Only to+动词(.....,结果却.....)

10、动名词在“There is(was)no+doing ”结构中作主语

例如: There is no denying that she is very efficient.

11. It is/was not until...that (直到...才)

12.It was not+时间段+before (没过多长时间就...)

It was+一段时间+before 从句(过了多长时间之后才到...)

五、倒装(4)

1 倒装中的否定词或者半否定词

这类词或短语主要有 never, neither, nor, little, seldom, rarely,

hardly, scarcely, no sooner, not only, in no way, at no time, few, not, no 等

2 **NB** 代表 not only...,but also...引导的并列句。not

only 位于句首时, 所引导的前面的分句倒装, 后面的分句不倒装。故此称为“前倒



后不倒”。

3 O 代表 only+状语从句; NU 代表 not until+状语从句。此两种结构位于句首时,

倒装主句而不倒装从句。即: 主倒从不倒。

拓展考点: 完全倒装的四个考点:

There + be 结构, 用来替代 be 动词的有 exist, seem, happen, appear, live, rise, stand 等
在以 **here, there, now, then** 等副词开头的句子里, 如果主语是 **人称代词**, 就不用倒装。

表示方向的副词 **out, in, up, down** 等置于句首, 要用全部倒装。如果主语是 **人称代词** 就不用倒装

当表示地点的介词词组 (如 **on the wall, under the tree, in front of the house** 等) 在句首时。

4. So + 助动词+ 主语: 也一样

So+ 主语 +助动词: 的确如此

六、形容词与副词(3)

1 形容词与副词的排序问题: **those three beautiful large old red Chinese wood.**

2. 某些以 -ior 结尾的形容词进行比较时, 用 **to** 代替 **than**

。这些词有 **inferior** (劣等的, 次的)、**superior** (较好的, 优于……)、**junior** (资历较浅的)、**senior** (资格较老的)、**prior** (在……之前) 等。

3. 在形容词、副词的比较级前, 可用 **much, a little, still, even, far, a bit, a lot** 等来修饰。

七、非谓语动词(9)

1 let, have, make, get 等表使役的动词

Let/have/make sb do; get sb to do

have (11年—24T)

(1)、**have sb do sth** 让某人做某事

(2)、**have sth/sb doing** 让某事处于持续不停的状态之中。

(3)、**have sth done** 让别人做此事

2 see、watch、notice、hear、listen to、observe、feel 等表**感官动词**的不定式均**不带 to**。

3 不定式做结果状语的固定搭配

too+**adj/adv** to do

so+ **adj/adv** as to do/that 从句

such+n as to do/从句

adj/adv +enough to do

4 “**使……怎么样**” 之类的动词

amusement, astonish, excite, frighten, interest, move, relax, satisfy, shock,



surprise,encourage,disappoint,puzzle,tire,please,inspire,terrify,worry ,
它们的ing形式表示主动,而过去分词表示被动,一般情况下“人”用ed

,“物”用ing。

5 介词 **but** **except** 除……之外的,前面有行为动词do时,不定式不带to,否则带to

6 **why not do sth**(为何不做某事)

固定搭配

“越……越好;无论……也/都不过分”:**Cannot/hardly/never/scarcely too...to...**

You **cannot be too careful to** cross the street.

你过街时越小心越好。

Can't (help /choose)but do 不得不做

Can't help doing 情不自禁做某事

I **can't help but** tell her the truth. 我只能告诉她真相

7. +ing

mind (介意),miss(逃过),mention(提及)

prevent,postpone,practice

risk(冒险),resist(抵制),consider(考虑)

admit(承认),avoid(避免),**appreciate** (感激),

fancy(幻想),finish(完成),**feel like** (喜欢)

enjoy(享受),**escape** (逃脱),delay(延迟),deny(否认),

detest(痛恨)**imagine** (想象),**suggest** (建议),keep(保持)

8 +to

dare(敢于),demand(要求),determine(决定)

decided(决定),plan(计划),pretend(假装)

promise(允诺),prepare(准备),want(想要)**warn** (警告)

wish(希望),wait(等待),hope(等待)

help(帮忙),hesitate(犹豫),care(愿意)

choose(选择),claim(声称),agree(同意)

afford(担负得起),learn(学会),long(渴望)

beg(乞求),bear(忍受),**refuse** (拒绝)



	<p>manage (设法),offer(提出),undertake(答应; 同意)</p> <p>expect (希望)</p> <p>9 to/ing:意思不一样</p> <p>1 remember todo sth 记得要做某事 remember doing sth 记得曾做过某事</p> <p>2 forget todo sth 忘记要做某事 forget doing sth 忘记做过某事</p> <p>3 mean to do sth 打算做某事 mean doing sth 意味着,就是</p> <p>4 go on to do 继续做另一件事 go on doing 继续做同一件事</p> <p>5 try to do sth 试图做某事 try doing sth 尝试做某事</p> <p>6 stop to do sth 停下来做某事 stop doing sth 停止做某事</p> <p>7 regret to do sth 对要发生的事表示遗憾 regret doing sth 对发生过的事表示后悔</p>
拓展 作业	完成相关语法题



模块三任务1 掌握选词填空做题方法

	能力目标	知识目标	素质目标
教学目标	掌握专升本英语选词填空做题方法	了解专升本英语选词填空做题要求	①养成积极主动学习意识； ②养成良好的团队合作精神；
教学重点、难点	教学重点：词性或词类修饰、固定搭配等 教学难点：如何根据上下文推选合适单词		
教学方法	讲授、多媒体任务教学法等		
教学内容	<p style="text-align: center;">选词填空做题方法</p> <p>一、做题方法：结合语法及上下文</p> <p>第一步：快讯浏览所给的12个单词（明确各个单词的词性、词意）</p> <p>第二步：读短文，分析句子语法（空白处缺少什么成分、什么词性的单词），分析上下文句意（承接上下文缺少什么意思的单词）</p> <p>第三步：从12个词中找适合这个成分、词性或意义的单词（可用代入法及排除法）</p> <p>最后，实在有不会的，可凭语感（读一读）来选</p> <p>二、如何判断选巧词性？/ 真题的词性分布</p> <p>以2022年专升本英语真题为例！</p> <p>1. 引导词：2个 eg: which, who, that, if, whether, which...</p> <p>2. 限制性词：1个 eg: my, your, his, her, those, the, such, many, much, an, a, any...</p> <p>3. 形容词：1个 形容词后缀：-ful, -ble, -al, -tive, -less, -ate eg: valuable, beautiful, traditional, negative, careless</p> <p>4. 名词3个（单数/复数） 名词后缀：-ment, -tion, -sion, -ent, -dom, -ship eg: development, tradition, element, wisdom, friendship</p> <p>5. 副词：2个 副词后缀：-ly（加在形容词后面） 还有特殊的：less, there, here, still eg: carefully, recently, coldly, famously</p> <p>6. 固定搭配：1个 eg: pay for 支付, depend on 取决于, more than 多于（需要一定的英语知识基础，需要背一下固定搭配）</p> <p>7. 动词：2个（原形/三单/-ed/-ing） eg: added, invent, estimated, continue, doing, needs</p> <p>三、基本的做题规划</p> <p>1. It is+adj.+that+... the man+who+...前面是人 the pen+which+...前面是物</p> <p>2. 一个限制性词类后无名词，先加名词 eg: the+n.</p> <p>3. 一个限制性词类后面有了名词，用形容词 eg: the+adj.+n.</p> <p>4. 有了名词和形容词，还有空，就填副词 eg: the+adv.+adj.+n.（副词修饰形容词） the+adj.（形容词修饰形容词）</p> <p>5. 介词+doing eg: by watching</p>		
拓展作业	完成12选10模拟题		



模块三任务2 专升本英语选词填空真题解析

	能力目标	知识目标	素质目标										
教学目标	掌握专升本英语选词填空做题方法	了解专升本英语选词填空真题	①养成积极主动学习意识; ②养成良好的团队合作精神;										
教学重点、难点	教学重点: 词性或词类修饰、固定搭配等 教学难点: 如何根据上下文推选合适单词												
教学方法	讲授、多媒体任务教学法等												
教学内容	<p style="text-align: center;">选词填空做题方法</p> <p>一、做题方法: 结合语法及上下文</p> <p>第一步: 快讯浏览所给的 12 个单词 (明确各个单词的词性、词意)</p> <p>第二步: 读短文, 分析句子语法 (空白处缺少什么成分、什么词性的单词), 分析上下文句意 (承接上下文缺少什么意思的单词)</p> <p>第三步: 从 12 个词中找适合这个成分、词性或意义的单词 (可用代入法及排除法)</p> <p>最后, 实在有不会的, 可凭语感 (读一读) 来选</p> <table border="1" style="margin: 10px auto;"> <tr> <td>A.using</td> <td>B.after</td> <td>C.affected</td> <td>D.who</td> <td>E.make</td> </tr> <tr> <td>F.period</td> <td>G.investigates</td> <td>H.whether</td> <td>I.particularly</td> <td>J.habits</td> </tr> </table> <p>A new study finds that getting a family dog is good for kids.The finding is part of a growing body of research that _1_ how dogs can boost health,not just for kids but for people of all ages.</p> <p>In the study,Australian researchers followed 600 children over a _2_ of three years.They tracked kid's physical activities by _3_ monitors that measured things like how fast,long an intensely they moved.They also surveyed parents about their children's activities--and _4_ they had a family dog or not.The researchers tried to see how the kids' activity levels were _5_ by dog ownership.</p> <p>Perhaps not surprisingly,both boys and girls in the study spent more time in playing in the yard _6_ getting a dog.But the impact was _7_ pronounced in girls.Adding a dog to the household increased young girls' physical activities by 52 minutes a day.It could _8_ a meaningful difference to their health.</p> <p>"Having a dog in childhood could help kids create healthy _9_ around physical activities,"says MacDonald,a professor at Oregon State University, _10_ has studied the physical and emotional benefits of dog ownership in kids.</p>			A.using	B.after	C.affected	D.who	E.make	F.period	G.investigates	H.whether	I.particularly	J.habits
A.using	B.after	C.affected	D.who	E.make									
F.period	G.investigates	H.whether	I.particularly	J.habits									
拓展作业	完成 12 选 10 模拟题												



模块四任务1 专升本英语七选五做题方法

	能力目标	知识目标	素质目标
教学目标	掌握专升本英语七选五做题方法	了解专升本英语七选五做题方法	①养成积极主动学习意识； ②养成良好的团队合作精神；
教学重点、难点	教学重点：对文章的整体内容和结构以及上下文逻辑意义的理解和掌握 教学难点：如何根据上下文推断选择		
教学方法	讲授、多媒体任务教学法等		
教学内容	<p style="text-align: center;">英语七选五做题方法</p> <p>一、考试题型 给出一篇缺少 5 个句子的文章，对应有 7 个选项，要求同学们根据文章结构、内容，选出正确的句子，填入相应的空白处。</p> <p>二、考察重点 主要考察考生对文章的整体内容和结构以及上下文逻辑意义的理解和掌握。</p> <p>三、做题方法 看文章结构：大标题——短小精悍，大写 小标题——短小精悍，结构一致 段首——概括文段，与小标题相呼应 段中——承上启下 段尾——总结，承上启下</p> <p>找关键词：同词重复、同构复现（相同句型结构，相同词不同结构） 找逻辑关系：转折、因果、解释、并列（顺序）</p> <p>常见的逻辑关系词： 并列：also, too, then, and, as well as, not only...but also..., first, second, firstly, next, for one thing, for another thing..., either...or, neither...nor... 因果：for, because, because of, such, since, as, therefore, thus, as a result, consequently, 转折：however, still, though, yet, in spite of, on the contrary, otherwise, but, while.... 解释：in fact, actually, for example, in other words, as a matter of fact, that is to say....</p>		
拓展作业	完成 7 选 5 模拟题		



模块四任务2 专升本英语七选五真题解析

	能力目标	知识目标	素质目标
教学目标	掌握专升本英语七选五做题方法	了解专升本英语七选五做题方法	①养成积极主动学习意识； ②养成良好的团队合作精神；
教学重点、难点	教学重点：对文章的整体内容和结构以及上下文逻辑意义的理解和掌握 教学难点：如何根据上下文推断选择		
教学方法	讲授、多媒体任务教学法等		
教学内容	<p style="text-align: center;">英语七选五真题解析</p> <p>一、考试题型 给出一篇缺少 5 个句子的文章，对应 7 个选项，要求同学们根据文章结构、内容，选出正确的句子，填入相应的空白处。</p> <p>四、考察重点 主要考察考生对文章的整体内容和结构以及上下文逻辑意义的理解和掌握。</p> <p>五、做题方法 看文章结构：大标题——短小精悍，大写 小标题——短小精悍，结构一致 段首——概括文段，与小标题相呼应 段中——承上启下 段尾——总结，承上启下</p> <p>找关键词：同词重复、同构复现（相同句型结构，相同词不同结构） 找逻辑关系：转折、因果、解释、并列（顺序） 常见的逻辑关系词： 并列： also, too, then, and, as well as, not only...but also..., first, second, firstly, next, for one thing, for another thing..., either...or, neither...nor... 因果： for, because, because of, such, since, as, therefore, thus, as a result, consequently, so... 转折： however, still, though, yet, in spite of, in any case, on the contrary, otherwise, but, while...</p>		



解释:

in fact, actually, for example, in other words, as a matter of fact, that is to say....

Section B (15 points)

Directions: in this section, some sentences have been removed from the following passage. For Questions 26-30, choose the most suitable one from the list A-G to fit into each of the numbered blanks there are two extra choices, which do not fit into any of the blanks. Please mark the corresponding letter on the **ANSWER SHEET** with a single line through the center.

Jumping rope has a long history and it is still good for people to do today. 26

Indeed, the health benefits of jumping rope are many and affect multiple systems throughout the body. 27 The exercise is also great for improving blood pressure and heart rate.

28 Some reports show that you can burn as many as 500 calories in only 30 minutes of the activity. When coupled with a calorie-reduced diet, jumping rope can help reduce your body weight and body fat from three to seven pounds in eight weeks.

Because of such benefits, many want to participate in the activity, though some do not know where to begin. There are some good tips for beginners.

It is important to get the right rope length to begin with. 29 As you advance, you may find that a shorter rope is more to your liking because it will aid you in increasing your skipping rate.

30 You should jump softly and low to the ground, and keep your hands low and close to your body. As you improve, you may add no more than 10% additional volume per week.

It is also important to stretch properly to prevent injuries. You can get your body used to the motion of jumping up and down before involving the coordination (协调) required of using a rope.

- A. The most important thing is to start slow.
- B. What are the health benefits of jumping rope?
- C. Jumping rope can also help people lose weight.
- D. Regular practice of the sport strengthens muscles.
- E. Non-running exercises can be beneficial for old people.
- F. This simple piece of exercise equipment does not sell well.
- G. The rope should be about 3 feet longer than your total height.

拓展
作业

完成 7 选 5 模拟题



模块五任务1 专升本英语阅读理解做题方法

	能力目标	知识目标	素质目标
教学目标	掌握专升本英语阅读理解做题方法	了解专升本英语阅读理解做题方法	①养成积极主动学习意识； ②养成良好的团队合作精神；
教学重点、难点	教学重点：对文章的整体内容以及上下文的理解和掌握 教学难点：如何根据上下文推断选择		
教学方法	讲授、多媒体任务教学法等		
教学内容	<p style="text-align: center;">阅读理解做题方法</p> <div style="text-align: center; border: 2px solid cyan; padding: 10px;"> <h3 style="color: red; margin: 0;">阅读理解</h3> <p style="margin: 5px 0;">是英语能力培养的重点项目，是考试的一个重要题型，分值高、题量大。阅读理解考查的根本是检验学生对有关信息的加工能力。</p> <p style="margin: 5px 0;">阅读理解能力的重要标志是阅读速度和理解力的正确率。</p> <p style="margin: 5px 0;">因此，阅读理解的功夫应下在平时。多分析题型，多了解考点，真正做到有的放矢，提高命中率。</p> </div> <p>要求：</p> <ol style="list-style-type: none"> 1、理解主旨和要义 2、理解文中具体信息 3、根据上下文推断生词的词义 4、作出简单判断和推理 5、理解文章的基本结构 6、理解作者的意图、观点和态度 		



因此有关阅读理解题目主要有以下几种：



我们发现命题者越来越注重考查
学生把握全文及中心思想的能力
及推理判断能力及事实细节题，
因此阅读理解题目更为重要的是：

主旨大意型

summary 事实细节型

推理判断型

拓展
作业

完成阅读理解模拟题



模块五任务2 专升本英语阅读理解真题解析

	能力目标	知识目标	素质目标
教学目标	掌握专升本英语阅读理解做题方法	了解专升本英语阅读理解做题方法	①养成积极主动学习意识； ②养成良好的团队合作精神；
教学重点、难点	教学重点：对文章的整体内容以及上下文的理解和掌握 教学难点：如何根据上下文推断选择		
教学方法	讲授、多媒体任务教学法等		
教学内容	<p style="text-align: center;">阅读理解真题解析</p> <p>一、要求：</p> <ol style="list-style-type: none"> 1、理解主旨和要义 2、理解文中具体信息 3、根据上下文推断生词的词义 4、作出简单判断和推理 5、理解文章的基本结构 6、理解作者的意图、观点和态度 <p>二、真题解析</p> <p>Passage1</p> <p>Questions 11 to 15 are based on the following passage</p> <p>The hiring process maybe different form one company to another. Nevertheless, the goal is the same—get the candidate who is the best fit for the position. Even so, how to choose that person? Here are some best practices used by industry leaders to attract the best talent for the job. In particular, these are the new trends in the hiring process to be prepared for when you have a job Interview.</p> <p>Typically, an interview is held in a conference room or office. However, this makes it easy for the employers and the candidate to act predictably. The problem with this approval is that at the end of atypical interview, the employers often don't have a much better feel for the candidate than they do after reading the candidate's resume. Alternatively, some employers walk around the office for part of the interview. This allows the employer to get a sense</p>		



of how the candidate interacts with other people and whether the candidate is truly curious and interested in how the company runs.

Another change is that some employers create teams to hire new employees in comparison to having just one administrator conduct the interview. Employers then get opinions from the team members. More importantly, this helps employers hire someone with whom current employees could get along.

Also, employers want to make sure that candidates provide new viewpoints for the company.

Before they hire someone, they think about the diversity of viewpoints that the candidate can bring to the company. Be prepared to share how you can add value to the company through your own unique perspective and how you will help the company solve problems creatively.

Furthermore, many companies try to get a sense of the kind of work the candidates will do for the company before hiring them as full time employees. For example, they may offer you a temporary contract first as a consultant. Likewise, they may assign you a small task as part of the interviews process.

11. What is a goal of a job interview for a company?
 - A. To change the hiring process
 - B. To discuss some best practices
 - C. To find the right person for a job
 - D. To attract more industry leaders
12. What is the problem with atypical interview?
 - A. Atypical interview is held in the company.
 - B. Employers may fail to know candidates well.
 - C. Employers may ask candidates to read resumes.
 - D. Atypical interview is held in a conference room.
13. Why do some employers create teams to hire new employees?
 - A. Because they have no time to participate in job interviews.
 - B. Because they have to compare candidates with current employees.
 - C. Because they want the current employees to form a few research teams.
 - D. Because they want to ensure candidates can get on with other employees.
14. What is the meaning of the underlined word “diversity” in Paragraph 4?
 - A. variety
 - B. value
 - C. division
 - D. necessity
15. In this passage, the author mainly discusses_____.



A. new viewpoints on a company hiring process
C. the importance of a job interview with employers

B. new trends in the hiring process
D. methods to get along with employers

Passage Two

Questions 16 to 20 are based on the following passage

It is estimated that about 40 per cent of the world's population use social media, and a large number of social media users look up to influencers to decide what to buy. These influencers are now playing an important role in achieving the goal of eliminating poverty in China

What is an influencer and how does a person become one? An influencer is a person who can influence the decisions of follower because of the relationship with the audience and his or her knowledge in a particular area.

Influencers often have large following of people who pay close attention to their views. They have the power to persuade people to buy things and influencers are now seen by many companies also ask powerful influencers to market their products.

According to report from China Daily in an event targeted at helping poverty reduction

influencers attract more than 9300 views. More than 4500 kilograms of agricultural products at a total value of 40000yuan, were ordered within a few hours, such events have encouraged more and more people to become influencers. Here are five tips on how to do it.

Choose your ideal area, what is the area that you know most about? What do you feel most excited to talk about? Find the specific area that you are most interested in and develop it.

Choose your medium and write an interesting bio(简历). Most influencers these days are

bloggers and micro-bloggers. The best way to connect with your followers is to decide which medium should use, such as your own online blog Wechat or TikTok, when you have done

That, write an attention-grabbing bio that describe you and the areas that you know a lot in an interesting and unique way. Make sure that people who read your bio will follow you.

Post regularly and continually many influencers post daily on their social media accounts. The more you post, the more likely people will follow you. Also ensure that you keep posting and



following a specific topic.

Tell an interesting story whether it is a photo or a comment that you are posting, use it to tell a story that will catch the attention of your followers and help them connect you. Make sure people can easily find your contents. Post them on a variety of social media, use “#” and catchy titles and make sure that they can be easily found. Moreover, if you want to become a social media influencer, you need to have patience.

16. A social media influencer is someone who_____.
- A. pays followers for new products
 - B. takes social relationship courses
 - C. specializes in social media studies
 - D. affects shopping, decisions of studies
17. Many companies want to use influencers to_____.
- A. sell their products
 - B. develop new products
 - C. design their own websites
 - D. examine customers' hearts
18. According to paragraph 4, why are many people eager to be influencers?
- A. Because they may run their own companies
 - B. Because they want to buy agricultural products
 - C. Because they want to make contributions to poverty reduction
 - D. Because they want to have more chances to gain access to blogs
19. What is the best way for influencers to connect with their followers?
- A. Focusing on their comments
 - B. Chatting with their best friends
 - C. Choosing the right online platform
 - D. Describing their favorite
20. What is the main idea of this passage?
- A. Five methods to influence buyers.
 - B. Five tips on earning money as an influencer
 - C. Five methods to use influencers in marketing
 - D. Five tips on becoming a social media influence

Passage 3

Questions 21 to 25 are based on the following passage

Children may not be stashing coins in piggy banks for much longer; with the move towards a cashless society, pocket money is moving digital. To reflect this trend, a flurry of mobile budgeting apps for children has sprang up worldwide : GoHemy, Osper and Gimi to name a few.

These apps offer a simple money management service for children, often for a monthly subscription fee paid by the parents. Parents can add money to



children's accounts, set limits and monitor transactions while children can choose to save their money or spend it using a prepaid Card that works like a debit card The apps suggest minimum ages ranging from six to nine for the prepaid card.

The companies behind the apps argue that in an increasingly cashless society, they can be a valuable way of teaching young children about money. Two thirds of adults globally are financially illiterate, according to Standard&Poor's Global Financial Literacy Survey, and one in four teenagers are unable to make even simple decisions on everyday spending.

These apps aim to overcome this, claiming to teach children financial concepts, such as Budgeting, interest rates and income. For instance, the Swedish app Gimi—with 1.2 million users globally—has virtual savings jars where children can deposit money; parents can pay children interest as they save; and there is a chores feature, where parents can pay children for completing household tasks.

The account is attached to a prepaid card that is currently available in Sweden only, but expected to launch elsewhere in Europe in 2020.

But Catherine Winter, managing director of financial capability at The London Institution of Banking and Finance, warns that while digital tools can help, there needs to be a more structured approach to financial education. The area should “have regular classroom time and ideally should be taught as a separate subject.” she says, “Children would then have the right context and foundation to get the most out of both the apps and their money.”

The growth of digital banking has affected how parents dole out pocket money, with one in three parents in the United Kingdom doing it digitally, according to a recent report by the financial comparison website Money.co.uk. One concern is that introducing digital money apps to young children could help encourage irresponsible spending habits.

“If children don't have a good foundation in financial capability, there's a risk that money apps could be seen as just another game,” says Winter. “There's a risk that they won't learn about the real value of money and might develop bad money habits.” However, Philip Haglund says children are protected from this as parents can monitor their spending habits and none of the services offer an



overdraft so children can not go into debt.

Plus, it is important for kids to learn and make mistakes, says Guichard. "We want to help kids and teenagers gain financial skills for life, and the earlier you do that the better, because if you're going to make a mistake of £ 10 at eight, it's better than making a mistake of £ 1,000 when you're 28," he says.

21. What is the major role of mobile app?

- A. Buying favorite goods
- B. Paying fees for parents
- C. Managing pocket money
- D. Keeping an eye on children

22. According to the passage, the Swedish app Gimi can _____.

- A. guide parents to manage companies
- B. give children basic ideas of finance
- C. guide children to do their homework
- D. teach

parents how to invest their money 23. What can we infer from Philip Hag words?

- A. A degree in economics guarantees the capability of managing money.
- B. Cyberspace is the best medium for children to get financial knowledge.
- C. The app Gimi helps children develop positive attitudes towards money
- D. Cash transactions are abstract and difficult for most people to understand.

24. What does Catherine Winter suggest regarding financial education?

- A. It should be well organized
- B. It should be done in cyberspace
- C. It should be provided by parents
- D. It should be a self-taught subject

25. What is the passage mainly about?

- A. A new way of saving money at a local bank
- B. A new way of teaching children about money
- C. A new course on gaining financial knowledge
- D. A new method of maintaining online transactions.

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完成阅读理解模拟题



模块六任务1 专升本英语翻译题做题方法

	能力目标	知识目标	素质目标
教学目标	掌握专升本英语英汉互译做题方法	了解专升本英语英汉互译做题方法	①养成积极主动学习意识； ②养成良好的团队合作精神；
教学重点、难点	教学重点：中英两种语言的区别、信达雅原则 教学难点：英汉互译中的意译及词性转换等		
教学方法	讲授、多媒体任务教学法等		
教学内容	<p style="text-align: center;">英汉互译做题方法</p> <p>一、翻译题型：英译汉、汉译英</p> <p> 英译汉，要求将英文句子译成汉语。测试目的是检查学生对英文语句的确切理解能力，同时测试汉语表达能力。</p> <p> 汉译英，测试目的是检查考生掌握、运用英语词汇、短语与句式的综合能力。</p> <p>二、英汉语言的区别</p> <p> 英语和汉语是两种完全不同的语言，二者都有其独特的思维方式和表达习惯。因此，了解英汉语言的特点对于“对症”做题，具有至关重要的意义。</p> <p> 1) 英语重结构，汉语重语义。</p> <p> 英语多用时态、语态、分词短语、不定式以及从句等结构，而汉语一般情况下是简单的叙述，句子之间的关系通过某个词或前后句子的意义表现出来。</p> <p> 2) 英语多从句、复合句；汉语多分句，多短句。</p> <p> 英语句子可以在简单句中使用很长的修饰语使句子变长，也可以用从句使句子变复杂，从句往往通过从句的引导词与主句或其他从句连接。而汉语多喜欢用短句分句，而且表达结构相对松散，因此，英语句子中的从句翻译成汉语时就成了一些分句。</p> <p> 3) 英语多被动，汉语多主动。</p> <p> 英语喜欢用被动语态，新闻报道和科普文章尤其如此。汉语虽然也用“由、被”之类的词表示动作是被动的，但这种表达远没有英语的被动那么常见。因此，英文中的被动语态在翻成中文时改成主动是科学而有必要的。</p> <p> 4) 英语多“头轻脚重”，汉语多“头重脚轻”。</p> <p> 所谓的“头”是指句子重心，“脚”是指句子非重心部分。在表达意义时，英语往往将判断或结论等放在前面，事实或描写放在后面，即重心在前；汉语则是由因到果、由假设到推论、由前提到结论，即重心在后。</p>		



5) 英语多代词和介词，汉语多名词和动词。

英语中不仅有人称代词，还有 which、that 之类的关系代词，且在表达中多用介词短语；为了避免重复和结构的严谨，往往会使用很多代词和介词。汉语中虽然也有代词，但由于句式较短，不宜使用太多的代词和介词，使用名词和动词往往使意义更加清楚。

三、英译汉做题方法

具体翻译步骤：

1) 快速阅读原题，在大致搞清原题主旨大意的基础上，再去考虑题目句子的结构；

2) 抓住考题结构，搞清句子的主、谓、宾、定、状、补语等成分，在做题之前，应分析句子结构；

3) 选定合理的汉语表达习惯进行语言组织；

4) 仔细检查，确保意思的完整表达，而且语句通顺。

四、汉译英做题方法

英译汉重在原文的理解，汉译英则是对译文的准确表达，而要实现准确的表达，就需要深厚的语言基础，具备良好的语言表达能力。

做题步骤：

汉英译一般经过 4 步。

1) 通读并透彻理解译文；

2) 抓住译文的逻辑关系，分解句子成分，找出其主干，补齐其修饰成分；（拆句子，找主干）

3) 根据原文句子结构，组织译文结构，可以先翻译主干部分，再补充修饰成分；

4) 审校。一定要对照原文审校，以便检查出译文在理解和表达上有什么问题和错误，进行及时改正。

五、总结解题原则

1.通读全段，理解透彻，联系上下文，弄清每个句子和每个词的意思。

2.拆句子，找主干，补修饰。（打草稿）

3.表达通顺准确。不要过度拘泥于原文，但也不能过度意译。（打草稿）

4.通读检查并润色。对照原文，检查是否有遗漏、误译，意思是否准确，表达是否流畅。

拓展
作业

完成翻译模拟题



模块六任务2 专升本英语翻译题真题解析

	能力目标	知识目标	素质目标
教学目标	掌握专升本英汉互译做题方法	了解专升本英汉互译做题方法	①养成积极主动学习意识； ②养成良好的团队合作精神；
教学重点、难点	教学重点：中英两种语言的区别、信达雅原则 教学难点：英汉互译中的意译及词性转换等		
教学方法	讲授、多媒体任务教学法等		
教学内容	<p style="text-align: center;">英汉互译真题解析</p> <p>一、英译汉做题方法 具体翻译步骤： 1) 快速阅读原题，在大致搞清原题主旨大意的基础上，再去考虑题目句子的结构； 2) 抓住考题结构，搞清句子的主、谓、宾、定、状、补语等成分，在做题之前，应分析句子结构； 3) 选定合理的汉语表达习惯进行语言组织； 4) 仔细检查，确保意思的完整表达，而且语句通顺。</p> <p>二、汉译英做题方法 英译汉重在对原文的理解，汉译英则是对译文的准确表达，而要实现准确的表达，就需要深厚的语言基础，具备良好的语言表达能力。 做题步骤： 汉英译一般经过4步。 1) 通读并透彻理解译文； 2) 抓住译文的逻辑关系，分解句子成分，找出其主干，补齐其修饰成分；（拆句子，找主干） 3) 根据原文句子结构，组织译文结构，可以先翻译主干部分，再补充修饰成分； 4) 审校。一定要对照原文审校，以便检查出译文在理解和表达上有什么问题 and 错误，进行及时改正。</p> <p>五、总结解题原则 1.通读全段，理解透彻，联系上下文，弄清每个句子和每个词的意思。 2.拆句子，找主干，补修饰。（打草稿） 3.表达通顺准确。不要过度拘泥于原文，但也不能过度意译。（打草稿） 4.通读检查并润色。对照原文，检查是否有遗漏、误译，意思是否准</p>		



	<p>确，表达是否流畅。</p> <p>真题：</p> <p>Part III 翻译(20 分)</p> <p>Section A: 英译汉:</p> <p>Regular exercise can reduce the change that long-term stress may have on our body. Scientists have discovered that exercise can decrease depression lower anxiety and help us sleep. When we exercise all of the body's systems like muscular and nervous systems have to communicate with each other more closely than usual. So, exercise makes the body more efficient and enhances the body's ability to respond stress.</p> <p>Section B: 汉译英</p> <p>竹子 (bamboo) 深受中国人民的喜爱。竹文化长久以来根植于中国人的思想中，对中国 人来说，竹子是美德的象征。中国古代的学者对竹子非常敬重，这也是为什么历史上有那么多 以竹的书画品。</p>
拓展 作业	完成翻译模拟题



模块七任务 1 专升本英语写作题做题方法

	能力目标	知识目标	素质目标
教学目标	掌握专升本英语写作题做题方法	了解专升本英语写作题做题方法	①养成积极主动学习意识； ②养成良好的团队合作精神；
教学重点、难点	教学重点：英文应用文写作格式、框架及模板 教学难点：观点的整理与组织等		
教学方法	讲授、多媒体任务教学法等		
教学内容	<p style="text-align: center;">英语应用文写作</p> <p>一、做题方法</p> <ol style="list-style-type: none"> 1. 背诵：背诵各种写作模板（背熟并默写） 2. 审题：认真阅读写作要求，确定写作类型。 3. 确定写作要点和相应的写作模板。 4. 头脑中勾勒文章框架（怎样开头、结尾，中间如何过度等），打草稿（时间充足时） 5. 检查并抄写到答题纸（书法一定要漂亮）。 <p>二、各种应用文格式或框架等</p> <p style="text-align: center;">信函类应用文写作</p> <p>信头：写信人地址及日期，右上角 收信人姓名地址：信头下面一两行处，左边 称呼：左侧空白处另起一行写，Dear XXX, 正文：(缩进式/齐头式) 结束语：Yours Faithfully/Sincerely, 右下方 签名：全名（考试时一般不要求写真名，而是写题目中给出的名字），在结束语下方 附件：一般在签名下方注明：Encl.或 Enc Enclosure 再启（附言）：用 P.S 标注，在签名下面，左下角。 例如： Dear XXX, How are you? I have been to Rizhao---</p>		



Best wishes!

Yours Sincerely

Jesse

考试题书信一般包括以下几点

1. 称呼: 左侧空白处另起一行写, Dear XXX,
2. 正文: (缩进式/齐头式)
3. 结束语: Yours Faithfully/Sincerely, 右下方
4. 签名: 全名(考试时一般不要求写真名, 而是写题目中给出的名字), 在结束语下方

例文: 2020 专升本写作试题

In this part, you should write a letter of no less than 100 words in English based on the following information.

It is time for students to go back to school. Suppose you are Li Hua. Write a letter to your classmate Wang Hong to give your suggestions about the prevention and control of the COVID-19(新冠肺炎), your letter should include:

- 1) What measures should be taken after students return to school?
- 2) Why are these measures necessary?

做题步骤:

1. 先审好题, 看明白题目要求, 写作类型是让你写一封信, 内容是开学返回校园后如何防疫及其必要性。
2. 打草稿(有时间的话), 注意格式(缩进/齐头), 写出要点。若时间有限, 可直接写在答题纸上, 但不确定的单词或短语一定先在草稿纸上写一写。写作的过程也是翻译的过程, 打草完不要着急抄, 先看看是否符合英汉两种语言的特点, 等确定后再抄到答题纸上。可以考虑用学过的强调句型、独立主格结构、虚拟语气、定语从句、被动语态等句式, 会使文章增色不少!

3. 检查。

写作思路:

称呼

正文: 分三段

正文第一段: 问候及引出要谈论的主题

正文第二段: 防疫措施

1. 戴口罩(最重要的一条), 阻止病毒吸入/入侵。
2. 做好消杀, 用消毒液擦洗宿舍、教室、食堂等, 以防病毒传播。Anti-virus liquid



3. 勤洗手，保持卫生。
4. 保持距离，减少外出。

总结

结束语（表达祝福）

签名

Dear Wang Hong,

How are you doing recently? As we know, it is time for us to return to school. But due to COVID-19, we need to take some measures to prevent us from getting infected.

In terms of prevention of the epidemic, here I would like to share some measures with you/ give some suggestions to you.

Firstly,----- In addition,----- Moreover,-----

Firstly,----- Secondly,----- Thirdly,----- Lastly,-----

In all, only by ---- can we ----- (强调或倒装句式)

Best wishes!

Yours Sincerely

Li Hua

非信函类应用文写作

一、通知：口头（口语化）/书面（考试常考）

一般由标题、正文和结尾三部分组成

标题部分包括常用标题语和发出通知的单位名称；

正文包括事情、通知对象、要求、时间(有时还包括地点)等；

结尾部分主要包括发通知的具体日期。

英文通知的格式一般是将 NOTICE(每个字母都大写)写在通知正文上面一行的正中间。

发出通知的单位名称可以写在 NOTICE 上面，也可以写在通知正文的右下角；

发通知的日期一般写在通知正文的左下角。

二、提纲、命题、图画、图表类写作

提纲类作文（结合命题）

现象阐释型

问题解决型

对比选择型（2014、2013、2009）

观点论证型

利弊评述型（2007、2008）

对比选择型

要求考生比较两种观点或两种做法，并表明自己对该事物的态度或观点。



结构如下：

首段	引出主题，论述第一种观点或做法及其理由
中间段	论述另一种观点或做法及其理由，可以分条或总述
末段	陈述自己的观点或态度，做出判断。

命题类作文（结合提纲）

明确给出作文题目和字数范围，要求按照给出的内容写作。

写作步骤：

1. 审题，确定要表达的中心思想。
2. 构思结构：开头、中间、结尾
3. 层次分明、表达清晰、单词和语法准确

例如：Part V Writing (15points) (2019)

(1) 随着网络的发达和普及,越来越多的人通过网络获取信息，喜欢网络阅读，去书店买书阅读的人越来越少。

(2) 读纸书籍给我们带来的乐趣是网络阅读达不到的。

(3) 你的观点。

写作步骤

1.审题：出现 entitled 这个词，后面的就是题目

Can Paper Reading Be Replaced by Online Reading?

2. 构思结构：

开头（可以用试题中的第一条）

中间第 1 段：人们对网络阅读能否取代纸书籍这个观点持有不同看法。

有些人认为网络阅读会取代纸书籍，而有些人则认为不会，因为他们认为“读纸书籍给我们带来的乐趣是网络阅读达不到的。”

中间 2 段：我的观点：网络阅读不能取代纸书籍，因为 1---, 2---, 3----,

结尾：总结或再次强调观点（换个句型）

As far as I am concerned,---

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背诵各个写作类型的模板 构思草稿



模块七任务2 专升本英语写作题真题解析

	能力目标	知识目标	素质目标
教学目标	掌握专升本英语写作题做题方法	了解专升本英语写作题做题方法	①养成积极主动学习意识； ②养成良好的团队合作精神；
教学重点、难点	教学重点：英文应用文写作格式、框架及模板 教学难点：观点的整理与组织等		
教学方法	讲授、多媒体任务教学法等		
教学内容	<p style="text-align: center;">英语应用文写作</p> <p>一、做题方法</p> <ol style="list-style-type: none"> 1. 背诵：背诵各种写作模板（背熟并默写） 2. 审题：认真阅读写作要求，确定写作类型。 3. 确定写作要点和相应的写作模板。 4. 头脑中勾勒文章框架（怎样开头、结尾，中间如何过度等），打草稿（时间充足时） 5. 检查并抄写到答题纸（书法一定要漂亮）。 <p>二、真题解析</p> <p>Part IV 写作（20）</p> <p>Directions: <i>In this part, you should write a letter of no less than 100 words in English based on the following information.</i></p> <p>It is time for students to go back to school. Suppose you are Li Hua write a letter to your classmate Wang Hong to give your suggestions about the prevention and control of the COVID-19（新冠病毒）. Your letter should include:</p> <ol style="list-style-type: none"> 1) What measures should be taken after students return to school? 2) Why are those measures necessary? 		
拓展作业	背诵真题范文		



模块八任务 1 专升本英语应试技巧总结

	能力目标	知识目标	素质目标
教学目标	掌握专升本英语应试技巧	了解专升本英语各种题型的应试技巧	①养成积极主动学习意识； ②养成良好的团队合作精神；
教学重点、难点	教学重点：专升本英语应试技巧 教学难点：选词填空、七选五、英汉互译		
教学方法	讲授、多媒体任务教学法等		
教学内容	<p style="text-align: center;">专升本英语应试技巧总结</p> <p>一、选词填空 做题方法总结：结合语法及上下文 第一步：快讯浏览所给的 12 个单词（明确各个单词的词性、词意） 第二步：读短文，分析句子语法（空白处缺少什么成分、什么词性的单词），分析上下文句意（承接上下文缺少什么意思的单词） 第三步：从 12 个词中找适合这个成分、词性或意义的单词（可用代入法及排除法） 最后，实在有不会的，可凭语感（读一读）来选</p> <p>二、阅读理解 做题方法总结：可先读题再读原文/先读原文再做题（需不断地回到原文） 题型：一般有以下四种 1. 事实细节题（从原文中直接能找到答案，考察速度和眼力） 2. 推理判断题（此种题型不能从原文直接找出答案，需要结合上下文或通读全段或全文，一般会结合一些标志性词汇，如：infer, deduce, suggest, mean 等等，或者以提问的方式） 3. 主旨大意题（此种题型需要通读全段或全文进行总结，抓关键词） 4. 词语理解词（此种题型需要结合上下文，有时是考代词代指什么，有时考一个实词（动词、名词、形容词等）在本段中的意义）</p> <p>三、七选五题型 总结：此种题型篇幅不长，可先通读原文，然后再看后面选项。 做题时一定要考虑上下文的篇章结构及含义，可用代入法和排除法进行填空尝试，也就是，代入后一定要读一读上下文，看看这句放入之后是否符合语法篇章结构，意义上是否符合上下文。不行则排除，换另一句再试一试。</p> <p>四、翻译</p>		



1. 英译汉

具体翻译步骤:

- 1) 快速阅读原题, 在大致搞清原题主旨大意的基础上, 再去考虑题目句子的结构;
- 2) 抓住考题结构, 搞清句子的主、谓、宾、定、状、补语等成分, 在做题之前, 应分析句子结构;
- 3) 选定合理的汉语表达习惯进行语言组织;
- 4) 仔细检查, 确保意思的完整表达, 而且语句通顺。

2. 汉译英

做题时, 汉英译一般经过 4 步。

- 1) 通读并透彻理解译文;
- 2) 抓住译文的逻辑关系, 分解句子成分, 找出其主干, 补齐其修饰成分; (拆句子, 找主干)
- 3) 根据原文句子结构, 组织译文结构, 可以先翻译主干部分, 再补充修饰成分;
- 4) 审校。一定要对照原文审校, 以便检查出译文在理解和表达上有什么问题 and 错误, 进行及时改正。

五、写作

总结:

1. 背诵: 背诵各种写作模板 (书信、通知、告示、备忘录、海报、给观点作文、对比类作文、提纲类作文) (背熟并默写)
2. 审题: 认真阅读写作要求, 确定写作类型。
3. 确定写作要点和相应的写作模板。
4. 头脑中勾勒文章框架 (怎样开头、结尾, 中间如何过度等), 打草稿 (时间充足时)
5. 检查并抄写到答题纸 (书法一定要漂亮)。

拓展
作业

总结做题技巧并完成整套模拟题



模块八任务2 专升本英语模拟考试

	能力目标	知识目标	素质目标										
教学目标	掌握专升本英语应试技巧	了解专升本英语各种题型的应试技巧	①养成积极主动学习意识； ②养成良好的团队合作精神；										
教学重点、难点	教学重点：专升本英语应试技巧 教学难点：选词填空、七选五、英汉互译												
教学方法	讲授、多媒体任务教学法等												
教学内容	<p>山东专升本考试试卷英语</p> <p>Part I 选词填空(15 分) 选词填空，阅读短文，从方框中选择适当的单词填空。</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>A.studied</td> <td>B.continuing</td> <td>C.by</td> <td>D.who</td> <td>E.whose</td> </tr> <tr> <td>G.truth</td> <td>H.ignored</td> <td>I.recently</td> <td>J.those</td> <td>K.for</td> </tr> </table> <p>Researchers have found that people who go to concerts, shows and museums, can live longer than _____ who do not. Experts from University College London have been examining the life styles of over 6700 British People _____ 15 years. They _____ how often the people went out and what _____ kinds of events they attended. They found that people over 50 years old _____ regularly went to concerts were about 30 percent _____ likely to die over the next 14 _____ years. e researchers said the over -50 could extend their life _____ engaging with the arts. In addition to living longer, concertgoers could also have more fun. The UK Health Secretary Matt Hancock believes there could be a lot of _____ in the research. He said arts and culture could _____ things like mental Health, _____ aging and loneliness. He _____ announced plans for the UK's National Health Service to use the _____ arts to help people live a healthier life. One researcher said , _____ our results highlight the importance _____ of _____ to explore new social factors that affect our health.</p> <p>PartII 阅读理解(45 分) Section A</p>			A.studied	B.continuing	C.by	D.who	E.whose	G.truth	H.ignored	I.recently	J.those	K.for
A.studied	B.continuing	C.by	D.who	E.whose									
G.truth	H.ignored	I.recently	J.those	K.for									



Passage 1

Questions 11 to 15 are based on the following passage

The hiring process maybe different form one company to another. Nevertheless, the goal is the same--get the candidate who is the best fit for the position. Even so, how to choose that person? Here are some best practices used by industry leaders to attract the best talent for the job. In particular, these are the new trends in the hiring process to be prepared for when you have a job Interview.

Typically, an interview is held in a conference room or office. However, this makes it easy for the employers and the candidate to act predictably. The problem with this approval is that at the end of atypical interview, the employers often don't have a much better feel for the candidate than they do after reading the candidate's resume. Alternatively, some employers walk around the office for part of the interview. This allows the employer to get a sense of how the candidate interacts with other people and whether the candidate is truly curious and interested in how the company runs.

Another change is that some employers create teams to hire new employees in comparison to having just one administrator conduct the interview. Employers then get opinions from the team members. More importantly, this helps employers hire someone with whom current employees could get along.

Also, employers want to make sure that candidates provide new viewpoints for the company. Before they hire someone, they think about the diversity of viewpoints that the candidate can bring to the company. Be prepared to share how you can add value to the company through your own unique perspective and how you will help the company solve problems creatively.

Furthermore, many companies try to get a sense of the kind of work the candidates will do for the company before hiring them as full time employees. For example, they may offer you a temporary contract first as a consultant. Likewise, they may assign you a small task as part of the interviews process.

11. What is a goal of a job interview for a company?
A. To change the hiring process B. To discuss some best practices
C. To find the right person for a job D. To attract more industry leaders
12. What is the problem with atypical interview?
A. Atypical interview is held in the company.
B. Employers may fail to know candidates well.
C. Employers may ask candidates to read resumes.
D. Atypical interview is held in a conference room.
13. Why do some employers create teams to hire new employees?



- A.Because they have no time to participate in job interviews.
B.Because they have to compare candidates with current employees.
C.Because they want the current employees to form a few research teams.
D.Because they want to ensure candidates can get on with other employees.
- 14.What is the meaning of the underlined word“diversity”in Paragraph 4? 9
A.variety B.value C.division D.necessity
- 15.In this passage, the author mainly discusses_____ .
A.new viewpoints on a company B.new trends in the hiring process
C.the importance of a job interview D.methods to get along with employers

Passage Two

Questions 16 to 20 are based on the following passage

It is estimated that about 40 per cent of the world's population use social media, and a large number of social media users look up to influences to decide what to buy.These influences are now playing an important role in achieving the goal of eliminating poverty in China

What is an influencer and how does a person become one?An influencer is a person who can influence the decisions of follower because of the relationship with the audience and his or her knowledge in a particular area.

Influences often have large following of people who pay close attention to their views.They have the power to persuade people to buy things and influencers are now seen by many companies also ask powerful influencers to market their products.

According to report from China Daily in an event targeted at helping poverty reduction influences attract more than 9300 views. More than 4500 kilograms of agricultural products at a total value of 40000yuan, were ordered within a few hours, such events have encouraged more and more people to become influencers. Here are five tips on how to do it.

Choose your ideal area, what is the are area that you know most about? What do you feel most excited to talk about? Find the specific area that you are most interested in and develop it.Choose our medium and write an interesting bio(简历) .Most influencers these days are bloggers and micro-bloggers.The best way to connect with your followers is to decide which medium should use, such as your own online blog Wechat or TikTok, when you have done That, write an attention-grabbing bio that describe you and the areas that you know a lot in an interesting and unique way. Make sure that people who read your bio will follow you.

Post regularly and continually many influencers post daily on their social



media accounts. The more you post, the more likely people will follow you. Also ensure that you keep posting and following a specific topic.

Tell an interesting story whether it is a photo or a comment that you are posting, use it to tell a story that will catch the attention of your followers and help them connect you. Make sure people can easily find your contents. Post them on a variety of social media, use “#” and catchy titles and make sure that they can be easily found. Moreover, if you want to become a social media influencer, you need to have patience.

16. A social media influencer is someone who _____.
- A. pays followers for new products
 - B. takes social relationship courses
 - C. specializes in social media studies
 - D. affects shopping, decisions of studies
17. Many companies want to use influencers to _____.
- A. sell their products
 - B. develop new products
 - C. design their own websites
 - D. examine customers' hearts
18. According to paragraph 4, why are many people eager to be influencers?
- A. Because they may run their own companies
 - B. Because they want to buy agricultural products
 - C. Because they want to make contributions to poverty reduction
 - D. Because they want to have more chances to gain access to blogs
19. What is the best way for influencers to connect with their followers?
- A. Focusing on their comments
 - B. Chatting with their best friends
 - C. Choosing the right online platform
 - D. Describing their favorite
20. What is the main idea of this passage?
- A. Five methods to influence buyers.
 - B. Five tips on earning money as an influencer
 - C. Five methods to use influencers in marketing
 - D. Five tips on becoming a social media influence

Passage 3

Questions 21 to 25 are based on the following passage

Children may not be stashing coins in piggy banks for much longer; with the move towards a cashless society, pocket money is moving digital. To reflect this trend, a flurry of mobile budgeting apps for children has sprang up worldwide: GoHemy, Osper and Gimi to name a few.

These apps offer a simple money management service for children, often for a monthly subscription fee paid by the parents. Parents can add money to children's accounts, set limits and monitor transactions while children can choose to



save their money or spend it using a prepaid Card that works like a debit card
The apps suggest minimum ages ranging from six to nine for the prepaid card.

The companies behind the apps argue that in an increasingly cashless society, they can be a valuable way of teaching young children about money. Two thirds of adults globally are financially illiterate, according to Standard&Poor's Global Financial Literacy Survey, and one in four teenagers are unable to make even simple decisions on everyday spending.

These apps aim to overcome this, claiming to teach children financial concepts, such as Budgeting, interest rates and income. For instance, the Swedish app Gimi-with 1.2 million users globally-has virtual savings jars where children can deposit money; parents can pay children interest as they save; and there is a chores feature, where parents can pay children for completing household tasks.

The account is attached to a prepaid card that is currently available in Sweden only, but expected to launch elsewhere in Europe in 2020.

But Catherine Winter, managing director of financial capability at The London Institution of Banking and Finance, warns that while digital tools can help, there needs to be a more structured approach to financial education. The area should "have regular classroom time and ideally should be taught as a separate subject," she says, "Children would then have the right context and foundation to get the most out of both the apps and their money."

The growth of digital banking has affected how parents dole out pocket money, with one in three parents in the United Kingdom doing it digitally, according to a recent report by the financial comparison website Money.co.uk. One concern is that introducing digital money apps to young children could help encourage irresponsible spending habits.

"If children don't have a good foundation in financial capability, there's a risk that money apps could be seen as just another game," says Winter. "There's a risk that they won't learn about the real value of money and might develop bad money habits." However, Philip Haglund says children are protected from this as parents can monitor their spending habits and none of the services offer an overdraft so children can not go into debt.

Plus, it is important for kids to learn and make mistakes, says Guichard. "We want to help kids and teenagers gain financial skills for life, and the earlier you do that the better, because if you're going to make a mistake of £ 10 at eight, it's better than making a mistake of £ 1,000 when you're 28," he says.

21. What is the major role of mobile app?

- A. Buying favorite goods
- B. Paying fees for parents
- C. Managing pocket money
- D. Keeping an eye on children

22. According to the passage, the Swedish app Gimi can _____.

- A. guide parents to manage companies
- B. give children basic ideas of finance
- C. guide children to do their homework
- D. teach parents



how to invest their money 23.What can we infer from Philip Hag words?

- A. A degree in economics guarantees the capability of managing money.
- B. Cyberspace is the best medium for children to get financial knowledge.
- C. The app Gimi helps children develop positive attitudes towards money
- D. Cash transactions are abstract and difficult for most people to understand.

24. What does Catherine Winter suggest regarding financial education?

- A. It should be well organized
- B. It should be done in cyberspace
- C. It should be provided by parents
- D. It should be a self-taught subject

25. What is the passage mainly about?

- A. A new way of saving money at a local bank
- B. A new way of teaching children about money
- C. A new course on gaining financial knowledge
- D. A new method of maintain online transactions.

Section B 七选五，阅读短文，从选项中选择适当的内容填入文章。

Every time you are online, you may find pictures, articles, links and videos trying to tell their stories. _____ 26 _____ Some news spread quickly, and the result is fake(虚假的) news.

Experts in media studies and online psychology have been examining the fake news phenomenon. _____ 27 _____

Check the source. Look at the website where the story comes from. A fake news website may use an address that sounds like a real newspaper, but does not have many real stories about her topics.

_____ 28 _____. Many fake news stories use images from unrelated sites. Sometimes, if you just look closely at an image, you can see it has been changed. Or use a search tool to see if the same image has been used in other contexts.

Check the story in other places. Try to see if the story you are reading is on the news sites that you know and trust. _____ 29 _____

Look for other signs. There are other techniques that fake news uses. For example, lots of ads pop up when you click on a link. _____ 30 _____ If the news story makes you angry, it is probably designed to make you angry.

If you know these things about online news and can apply them in your everyday life, then you have controlled over what to read, what to believe and what to share.

- A. Watch out for fake photos.
- B. Unfortunately, not all of these stories are true.
- C. Young people like to share information online.
- D. Read the following advice and don't get fooled.
- E. You can also think about how the story makes you feel.



F.If you do find it on many other sites , then it probably isn't fake.
G.But they want to click on the same image used in other contexts.

Part III 翻译(20 分)

Section A: 英译汉:

Regular exercise can reduce the change that long-term stress may have on our body. Scientists have discovered that exercise can decrease depression lower anxiety and help us sleep. When we exercise all of the body's systems like muscular and nervous systems have to communicate with each other more closely than usual. So, exercise makes the body more efficient and enhances the body's ability to respond stress.

Section B: 汉译英

竹子 (bamboo) 深受中国人民的喜爱。竹文化长久以来根植于中国人的思想中, 对中国 人来说, 竹子是美德的象征。中国古代的学者对竹子非常敬重, 这也是为什么历史上有那么多 以竹的书画品。

Part IV 写作 (20)

Directions: *In this part , you should write a letter of no less than 100 words in English based on the following information.*

It is time for students to go back to school. Suppose you are Li Hua write a letter to your classmate Wang Hong to give your suggestions about the prevention and control of the COVID-19 (新型冠状病毒) . Your letter should include:

- 1) What measures should be taken after students return to school?
- 2) Why are those measures necessary?

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纠正错题并总结做题技巧