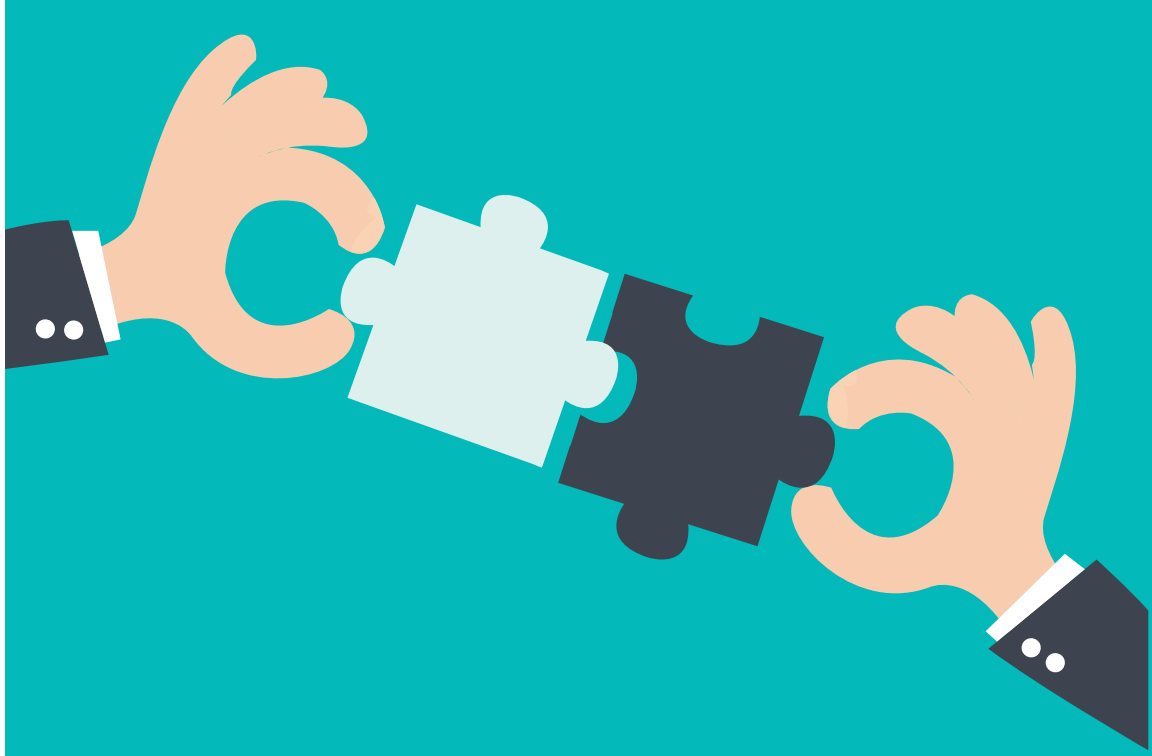


2 Teamwork



PART ONE Starter

SECTION A VOCABULARY

I. Match the examples of teamwork in different fields (business, music or sport) with the pictures.

(a) business

(b) music

(c) sport



1. _____

2. _____

3. _____



4. _____

5. _____

II. Look at the above pictures again. Fill in the blanks with the words or expressions in the box. Change the form where necessary.

basketball

share ideas

each other

hike

play

1. A team in a business setting is a group that supports and encourages _____.
2. They went on a ten-mile _____ through the forest.
3. During the group discussion, everyone can talk and _____.
4. The group of artists showed great teamwork when they _____ music at the hall last night.
5. A good _____ player needs great skill and speed and to be a team player.

SECTION B WATCHING

Helpful Words and Expressions

teamwork /'ti:mwɜ:k/ <i>n.</i>	团队合作; 协力
get in the way	妨碍, 阻碍; 挡道
shelf /ʃelf/ <i>n.</i>	搁板; 架子
crazy /'kreɪzi/ <i>adj.</i>	疯狂的; 着迷的
exactly /ɪg'zæktli/ <i>adv.</i>	恰好地; 正是
hammer /'hæmə/ <i>n.</i>	铁锤, 锤子
harmony /'hɑ:məni/ <i>n.</i>	和睦, 和谐, 融洽
side by side	并肩; 一起


I. Watch the short video clip and choose the best answer.

1. According to SpongeBob (海绵宝宝), what is the key to solving problems?
A) Working together.
B) Doing it alone.
C) Having fun.
D) Getting in the way.
2. What would SpongeBob compare Plankton (痞老板) to if he were the boat?
A) The hammer.
B) The sail.
C) The nail.
D) The flower.
3. What does SpongeBob **NOT** encourage Plankton to do?
A) Be in a team.
B) Work together.
C) Stay in a coma.
D) Reach their dreams together.

II. In the following box are some words and expressions you have heard about teamwork and individual work. Put them into the right columns.

on my own	alone	partner
harmony	by myself	side by side

Teamwork	Individual Work



III. Work in pairs. Discuss and answer the following questions.

1. What are the reasons why Plankton doesn't want teamwork?
2. According to SpongeBob, what benefits will good teamwork bring to them?

PART TWO Listening and Speaking

SECTION A LISTENING

Helpful Words and Expressions

suggest /sə'dʒest/ <i>vt.</i>	提议, 建议
management /'mænɪdʒmənt/ <i>n.</i>	管理; 经营
shorten /'ʃɔ:tən/ <i>vt.</i>	缩短; 减少
workload /'wɜ:k.ləʊd/ <i>n.</i>	工作量
temp /temp/ <i>n.</i>	临时雇员
lighten /'laɪtən/ <i>vt.</i>	使轻松
load /ləʊd/ <i>n.</i>	工作量; 负荷
short of	缺乏; 不足

I. Listen and tick (✓) the suggestions that you have heard from the dialogue.

Problem: How to manage time for the teamwork

Suggestions:

- ☐ To fire some old staff.
- ☐ To hire some new staff.
- ☐ To be on time to work.
- ☐ To extend the lunch break.
- ☐ To look for some temps.

II. Listen to the dialogue again and fill in the blanks with the correct words.

Time Management

M: Let's start the meeting. Today we need to 1) _____ how to manage time for our teamwork.

W: What do you 2) _____? The fact is, we don't have enough staff. People just have too much to do.

M: So you think we should hire some new people? That is one possible

3) _____. What else?

W: I think time management may be another problem. If people were on time to work, they might get more 4) _____ in the morning.

M: That's true. Maybe we could 5) _____ the lunch break by 15 minutes. That would 6) _____ a little work time.

W: I wonder if it would make a 7) _____. I still think it's a problem of too much workload.

M: Maybe it's time to look for some temps. That would 8) _____ everyone's load.

W: I agree. Our team is short of 9) _____, indeed.

M: All right. Please let me know if you have some other 10) _____.

W: OK.

SECTION B SPEAKING

I. Look at the pictures and read the notes first. Then read the dialogue aloud in pairs.



Basketball

Basketball is a team sport that requires every player to commit and work hard together. Teamwork plays an important role as the game is not a one-man show.



Hiking

Hiking is an outdoor activity of exploring nature on foot, where teamwork is essential. During hiking, team members have a wonderful opportunity to communicate with each other and get to know them better.

Basketball and Teamwork

A: Do you think **playing basketball** can improve our teamwork?

B: To be honest, I am not sure.

A: I think **we are able to see another side of our co-workers and boss.**

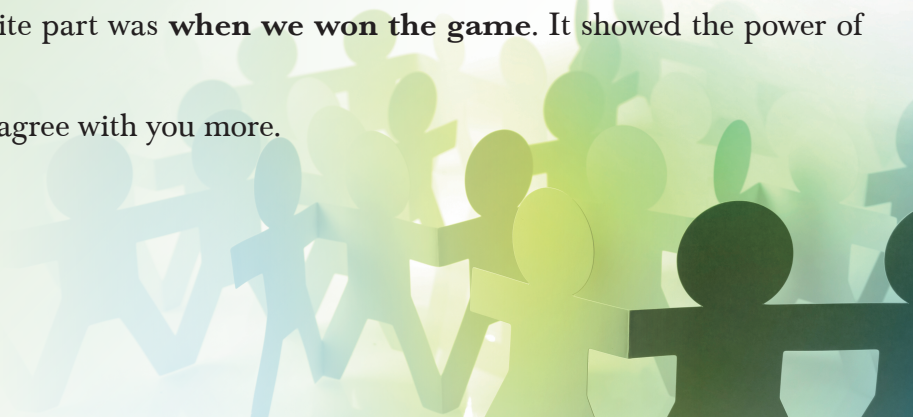
B: Can you be more specific?

A: Yes, **we can see what they're like when we play basketball together for fun.**

B: You're right. I think we have learned **the importance of trust.**

A: My favourite part was **when we won the game.** It showed the power of teamwork.

B: I couldn't agree with you more.



II. Work in pairs. Make similar dialogues. Try to replace the information in bold above.



Hiking and Teamwork

Student A

talks about the hiking organised by the college last weekend.

Student B

gives opinions about what he / she has learned from this activity.

PART THREE Intensive Reading

Text A

Why Business Demands Teamwork

New Words and Expressions

demand /di'mɑ:nd/	<i>vt. & n.</i>	要求; 需要
over the course of		在……的过程中
play a role		发挥作用; 扮演角色
undergraduate /ˌʌndə'grædʒuət/	<i>adj.</i>	大学本科的
successful /sək'sesfʊl/	<i>adj.</i>	成功的, 有成就的
sign /saɪn/	<i>n.</i>	迹象
kindness /'kaɪndnis/	<i>n.</i>	仁慈, 好意, 善良
challenging /'tʃælɪndʒɪŋ/	<i>adj.</i>	挑战的; 困难的
marketplace /'mɑ:kɪtpleɪs/	<i>n.</i>	市场
organization /ˌɔ:gənəɪ'zeɪʃən/	<i>n.</i>	组织; 机构
feedback /'fi:dbæk/	<i>n.</i>	反馈; 回复
echo /'ekəʊ/	<i>vt.</i>	回响; 印证; 发出回声
arise /ə'reɪz/	<i>vi.</i>	出现; 产生
drive /draɪv/	<i>n.</i>	内驱力, 驱动力
willingness /'wɪlɪŋnis/	<i>n.</i>	乐意; 心甘情愿
accept /ək'sept/	<i>vt.</i>	接受
connection /kə'nekʃən/	<i>n.</i>	联系; 关系
collaborative /kə'læbəreɪtɪv/	<i>adj.</i>	合作的, 协作的
moment /'məʊmənt/	<i>n.</i>	片刻, 瞬间
teammate /'ti:mmeɪt/	<i>n.</i>	队友, 队员
truly /'tru:li/	<i>adv.</i>	真正地; 真实地
supportive /sə'pɔ:tɪv/	<i>adj.</i>	支持的; 支援的
conversation /ˌkɒnvə'seɪʃən/	<i>n.</i>	交谈, 会话

1. Doors and walls are out. Teamwork is in, and employers are demanding it.
2. I understand the importance of being part of a team. Over the course of my career, I've joined, built, and led teams. I've seen how important teamwork

is to success. I believe it should play an important role in undergraduate education.

3. What is the recipe for the perfect team? It might not be what you think. Google¹ recently shared its own research on what made one team more successful than another. They found that the most successful groups within the company are those where the members felt “safe” with one another and showed signs of respect and kindness.

4. Beginning in their first year, students at my university are taught that teamwork matters. Group projects are required for every academic year. The final course is a group project for a company. It ends with presentations to the company leaders, a challenging task, but necessary training for the marketplace.

5. But the classroom isn’t the only place for this — sports teams, clubs and campus organizations provide similar practice fields. The feedback from students echoes the Google research: consistent communication and respect are the most important parts to a successful team. When differences in culture and work styles arise, students work through them carefully. Some find they must step out of their comfort zone² and be a leader. Trust is essential, along with passion, a shared drive to do well, and a willingness to accept responsibility.

6. Teamwork allows us to be creative, share new methods, expand our views, and finally, form real connections beyond the work itself. If business leaders tell us that they are looking for the next creative, collaborative leaders to develop their companies, then the college experience must provide the training ground.

7. Whether you’re a college student or a working professional, take a moment to ask your teammates about their day, and when they answer, listen. Members of a truly collaborative team can talk about the good news and the bad. Be supportive, even when the conversations with teammates are difficult.



1 Google: 谷歌，全球最大的搜索引擎公司，业务包括互联网搜索、云计算、广告技术等

2 step out of one's comfort zone: 踏出舒适区

SECTION A READING COMPREHENSION

I. Match each paragraph with its topic.

- | | |
|---------|---|
| Para. 1 | A) Recipe for the perfect team |
| Para. 2 | B) Demands for teamwork |
| Para. 3 | C) Teamwork courses in a university |
| Para. 4 | D) The importance of being part of a team |
| Para. 5 | E) Benefits of teamwork in college experience |
| Para. 6 | F) Teamwork techniques |
| Para. 7 | G) What makes a successful team |

II. Work in pairs and answer the following questions.

1. What does the author think of teamwork? (Para. 2)

2. What did Google find after researching on what made a team successful? (Para. 3)

3. What is the final course about teamwork in the author's university? (Para. 4)

4. Where can students practise teamwork in the university? (Para. 5)

5. What can the members of a truly collaborative team do? (Para. 7)

III. Complete the summary of Text A with the initial letters provided.

Business leaders 1) d_____ teamwork, because it allows us to be creative, share new 2) m_____, expand our views, and finally, form real

3) c_____ beyond the work itself. Teamwork also plays an important
 4) r_____ in undergraduate education. Through the classroom,
 sports teams, clubs and campus 5) o_____, students are taught that
 teamwork 6) m_____. They have gradually learned that consistent
 communication and respect are the most important parts to a successful
 team. Therefore, please take a moment to ask your teammates about their
 day, and when they answer, 7) l_____.

SECTION B LANGUAGE FOCUS

I. Fill in the blanks with words from the box below. Change the form where necessary.

feedback	echo	drive	sign
arise	challenging	demand	successful

1. Emotional or mental problems can _____ from a physical cause.
2. The two scientists' views _____ each other.
3. At the meeting, the president _____ that all troops should be pulled out.
4. The company uses customer _____ to improve the service.
5. What is a sure _____ that spring has arrived?
6. Teaching young children is a _____ and meaningful job.
7. He is clever, but he won't succeed because he lacks _____.
8. I am looking forward to a long and _____ partnership with this company.

II. Replace the underlined part in each of the following sentences with a phrase from the box. Change the form where necessary.

over the course of	play a role in	comfort zone
work through	one another	

1. Emotions are important to decision-making.

2. Save a little every day so you can do more during a week.

3. The leader encourages people to work outside their usual range of activities that makes them feel happy and secure.

4. We are all made stronger when we help each other in times of trouble.

5. We finally dealt with all the problems without their help.

III. Distinguish the following words which are similar in meaning or in spelling. Choose the correct word for each sentence. Change the form where necessary.

A. arise; rise

arise: *vi.* begin to occur or to exist

rise: *vi.* move upward and become higher

e.g. When differences in culture and work styles *arise*, students work through them carefully. (Para. 5, Text A)

The book has *risen* to the top of best-seller lists.

1. Given that the nation is once again at war, that need could _____ again in no time.
2. I cannot explain it, but when difficulties _____, I am not confused or doubtful.
3. Soon the sun would _____, and it would be a new day.

B. accept; receive

accept: *vt.* take willingly sth. that is offered

receive: *vt.* be given sth.

e.g. Trust is essential, along with passion, a shared drive to do well, and a willingness to *accept* responsibility. (Para. 5, Text A)

I was very happy to *receive* a pretty book and two letters from her.

4. Children ask deep questions, but they often _____ simple answers.
5. Sometimes we have to _____ change, if we want to move forward.
6. If you love your children, then you should _____ all these childish things they do.

C. beyond; above

beyond: *prep.* on or to the further side of sth.; too difficult for sb. to understand

above: *prep.* in or to a higher position than sth. else; more than an amount or level

e.g. Teamwork allows us to be creative, share new methods, expand our views, and finally, form real connections *beyond* the work itself.
(Para. 6, Text A)

The bird is flying low *above* the water.

7. Sorry I can't follow you. What you said is _____ my understanding.
8. Temperatures rarely rise _____ zero in winter.
9. I've got nothing to tell you _____ what I told you earlier.

IV. Study the examples below, and complete the following sentences in English according to the Chinese given.

A. along with

e.g. Trust is essential, *along with* passion, a shared drive to do well, and a willingness to accept responsibility. (Para. 5, Text A)

Below are three very common interview questions about your personality *along with* suggestions for how to think about them, and examples for how to answer them. (Text B, Unit 2, Book 2)

When I left the college, my parents were worried. I had given up a free higher education course *along with* the employment it would provide. (Text A, Unit 1, Book 3)

1. 世界贸易系统随着技术的发展正在不断变化。

The world trading system is changing _____
_____.

2. 婴儿的母亲和另外两个孩子一起逃离了火海。

The baby's mother escaped from the fire _____
_____.

3. 随着年代的流逝，这本书将越发珍贵。

_____, this book
will be more valuable.

B. look for

- e.g.** If business leaders tell us that they are *looking for* the next creative, collaborative leaders to develop their companies, then the college experience must provide the training ground. (Para. 6, Text A)

So, what exactly do employers *look for* in a candidate? (Text B, Unit 6, Book 2)

I would hunt around in the yard by myself sometimes to *look for* interesting rocks to add to my collection, and if I was lucky I would find a turtle. (Text A, Unit 8, Book 2)

4. 我们期待你这学期功课进步。

We will _____
this term.

5. 失业之后，他马上开始寻找另一个职位。

He began to _____
immediately after he was out of work.

6. 现在便期望有结果为时尚早。

It's too soon yet to _____
_____.

SECTION C TRANSLATION

Complete the following translations, using the given words or expressions in the brackets.

1. 你的目标应该是在孩子们童年时代逐步教给他们这些技能。(over the course of)

Your goal should be to teach the children these skills _____
_____.

2. 我对您的好意感激不尽。(kindness)

I can't thank you enough _____
_____.

3. 他的队友都很支持他，大家欢迎他重回俱乐部。(supportive)

His teammates _____
and have welcomed him back to the club.

4. 最近他一直在和我们接触，表明他很乐意进行进一步的沟通。(willingness)

Recently he has been contacting us, showing _____
_____.

5. 请花一点时间阅读这份服务条款。(moment)

Please _____ and read
the terms of service.

Text B

A Peek inside Alibaba's Corporate Culture

New Words and Expressions

peek /pi:k/	<i>n.</i>	一瞥，看一眼；偷看
mass /mæs/	<i>adj.</i>	大规模的；群众的
couple /'kʌpl/	<i>n.</i>	夫妇，情侣
shoulder /'ʃəʊldə/	<i>n.</i>	肩膀
carpet /'kɑ:pɪt/	<i>n.</i>	地毯
wine /waɪn/	<i>n.</i>	酒；葡萄酒
lovebird /'lʌvbɜ:d/	<i>n.</i>	爱侣；相思鸟
founding /'faʊndɪŋ/	<i>adj.</i>	创办的；发起的
giant /'dʒaɪənt/	<i>n.</i>	巨人；庞然大物
cultural /'kʌltʃərəl/	<i>adj.</i>	文化的
element /'elɪmənt/	<i>n.</i>	要素
first and foremost		首先，首要地
transparency /træns'pærənsɪ/	<i>n.</i>	透明，透明度
criticize /'krɪtɪsaɪz/	<i>vt.</i>	批评；批判；评论
internal /ɪn'tɜ:nl/	<i>adj.</i>	内部的；里面的
platform /'plætfɔ:m/	<i>n.</i>	平台
defend /dɪ'fend/	<i>vt.</i>	辩护
criticism /'krɪtɪsɪzəm/	<i>n.</i>	批评；评论
distance /'dɪstəns/	<i>n.</i>	距离
come up with		提出；想出
nickname /'nɪkneɪm/	<i>n.</i>	绰号；昵称
refer to		提到；指的是
superiority /sju:prɪəri'brəti/	<i>n.</i>	优势；优越
appear /ə'pɪə/	<i>vi.</i>	出现，显现，呈现
frequent /'fri:kwənt/	<i>adj.</i>	频繁的；时常发生的
novel /'nɒvl/	<i>n.</i>	小说
martial /'mɑ:ʃəl/	<i>adj.</i>	尚武的；军事的
run out		用完；耗尽
unity /'ju:nəti/	<i>n.</i>	统一；团结

1. “Our marriage will last 102 years, and we have 87 years left. After 87 years you can marry someone else. But within these 87 years, you cannot change your mind.”

2. Such was Jack Ma’s¹ blessing at a mass wedding for Alibaba’s² employees on May 9 in Hangzhou. The 102 married couples match in number the 102 years that Ma has said Alibaba shall survive. A red sweater lay over Ma’s shoulder, as he took the hands of two young children on the red carpet, and raised a glass of Chinese wine to the lovebirds.

3. Such an event is just a small part of Alibaba’s corporate culture, which has been important to the success of the company. While the Alibaba team has grown from 18 founding members to a giant of 24,000, some of the cultural elements from its earlier days have been carefully kept in use.

4. First and foremost among those is transparency. All Alibaba employees can criticize products with problems on the company’s internal platform “Aliway”³, while the product development team may defend themselves. It is common that employees spend a long time on these open discussions.

5. This open criticism within the company is part of an effort to reduce the distance between workers and managers. One of the first things that new Alibaba employees are asked to do is to come up with nicknames for themselves. Even those at the top are referred to by their nicknames so as to reduce the sense of structure and superiority. For example, COO⁴ Daniel Zhang, whose nickname is Xiao Yao Zi, or “free man”, goes by “Old Xiao”. Ma’s nickname is Feng Qing Yang, or “the wind blows light”, although it does not appear to be in frequent use. In the earlier days the names came from novels of Chinese martial arts. But those soon ran out as the size of the company expanded.

6. A third feature of the corporate culture is a sense of family unity. The mass wedding is one example to show Alibaba has taken care to offer family-like support to its employees.

1 Jack Ma: 马云, 阿里巴巴集团主要创始人。马云演讲的这一年也是淘宝创立15周年。

2 Alibaba: 阿里巴巴集团, 1999年创建于杭州

3 Aliway: 阿里味儿, 阿里巴巴公司内部网站

4 COO: Chief Operating Officer, 首席运营官

I. Read the statements, tick (✓) the box and correct the wrong statements.

	Right	Wrong	Correction
1. The mass wedding for Alibaba employees was held on June 9 in Hangzhou.			
2. Some parts of Alibaba corporate culture from its earlier days are still kept in use.			
3. Not all Alibaba employees can criticize products with problems.			
4. One of the first things that new Alibaba employees are asked to do is to come up with English names for themselves.			
5. Alibaba has taken care to offer family-like support to its employees.			

II. Complete the summary of Text B with the words in the box.

distance	defend	elements	transparency
unity	frequent	internal	

Since the earlier days, some of the cultural 1) _____ of the Alibaba company have been carefully kept in use. First and foremost among them is 2) _____. On its 3) _____ platform, all Alibaba employees can criticize products with problems, while the product development team may 4) _____ themselves. Another characteristic is the effort to reduce the 5) _____ between workers and managers. The top managers, including Jack Ma, are referred to by their nicknames although it appears that Ma's nickname is not in 6) _____ use. The third feature of the Alibaba culture is a sense of family 7) _____, with the mass wedding on May 9 being one example. Alibaba has taken care to offer family-like support to its employees.

III. Choose the best answer based on the information contained in Text B.

1. The number "102" means all of the following **EXCEPT** _____.
 - A) the number of couples at Alibaba's mass wedding
 - B) the number of years that Jack Ma said Alibaba will survive
 - C) the number of the Alibaba team's founding members
 - D) the number of years that Jack Ma said the employees' "marriage" with Alibaba will last
2. In the earlier days, the nicknames of the employees mostly came from _____.
 - A) Chinese history
 - B) superhero movies
 - C) ancient myths and legends
 - D) novels of Chinese martial arts

3. Which of the following is **NOT** true about Alibaba employees if they find products with problems?
- A) They may spend a lot of time discussing the problems.
 - B) They come up with nicknames for the responsible employees.
 - C) They can criticize the products with problems on Aliway.
 - D) The product development team may speak in their defense.
4. The mass wedding for Alibaba employees is an example to show that _____.
- A) the company prefers hardworking and faithful employees
 - B) the company treats employees like family and takes care of them
 - C) the success of the company leads to the 102 couples' marriage
 - D) the company has grown from a small team into a business giant
5. Which of the following is **NOT** an element of Alibaba's corporate culture?
- A) Transparency and open discussions.
 - B) Closer distance between workers and managers.
 - C) A sense of family unity.
 - D) A sense of superiority.

IV. Translate into Chinese the following paragraph from Text B.

A third feature of the corporate culture is a sense of family unity. The mass wedding is one example to show Alibaba has taken care to offer family-like support to its employees.

PART FOUR Grammar

宾语从句

宾语从句 (object clause) 在复合句中做宾语, 出现在动词后面 (动宾) 或介词后面 (介宾), 有时某些表示情感色彩的形容词后也可接宾语从句。如:

I've seen how important teamwork is to success. (Para. 2, Text A) (动词后)

Google recently shared its own research on what made one team more successful than another. (Para. 3, Text A) (介词后)

Are you sure what you should do next? (形容词后)

宾语从句需要注意三个要素: 时态、语序、引导词。

1. 时态

1) 主句是一般现在时, 宾语从句可根据实际情况灵活使用时态。如:

Please tell me where the watch was made.

The team leader hopes everything goes well.

I don't know who will give us a talk.

2) 主句是过去时态, 宾语从句须用过去时态的某种形式。如:

She was sorry that she hadn't finished her work on time.

The doctor asked me how I felt at the moment.

3) 当宾语从句表示的是一个客观真理或者事实时, 即使主句是过去时, 从句也用一般现在时态。如:

The teacher told his class that light travels faster than sound.

Who was the first man who discovered that the earth moves around the sun?

2. 语序

宾语从句的语序是陈述句语序: 连接代词 / 副词+主语+谓语+其他成分。如:

Could you tell me when the train will leave?

The small children don't know what is in their bags.

3. 引导词

宾语从句的引导词包括:

连词: that (可省略), whether, if

代词: who, whom, whose, what, which

副词: when, where, how, why

1) that引导的宾语从句(在非正式场合that可以省略)

可跟that从句做宾语的动词有:

say, think, insist, wish, hope, imagine, wonder, know, see, believe, agree, admit, expect, explain, order, feel, suggest, hear, mean, notice, require, propose等。如:

The boy believes that he will travel through space to other planets.

She said that she would like to go camping with us.

Note: 对于think, believe, imagine, expect, feel这些动词, 如果主语是第一人称、谓语动词是无任何副词修饰的一般现在时, 它们的否定式实际上是对宾语从句的否定, 表示说话者的看法或主张。否定式要将not从宾语从句的谓语动词前转移到主句的谓语(think等动词)前, 即“否定前移”。如:

I'm sorry, but I don't think that I know you. (对不起, 我想我并不认识你。)

2) 由whether和if引导的宾语从句

由whether和if引导的宾语从句, 实际上是一般疑问句演变而来的, 意为“是否”。一般说来, 宾语从句中whether与if可以互换使用。如:

I wonder whether (if) they will come to our party.

Tom asked me whether (if) I could lend my bike to him.

但否定概念的宾语从句, 只能用if引导, 不能用whether引导。如:

He asked if I didn't come to school yesterday.

I don't care if it doesn't rain.

在以下几种情况中, 只能用whether引导宾语从句, 不能用if引导。

(1) 在带to的不定式前:

We haven't decided whether to walk there.

He is not sure whether to go by bus or by train.

(2) 在介词的后面:

I'm thinking of whether we should go to see the film.

It all depends on whether they will support us.

(3) 置于句首时:

Whether she will come or not is still a question.

Whether we will go there tomorrow depends on the weather.

(4) 直接与or not连用时:

I can't say whether or not they can come on time.

Let me know whether or not he will attend the meeting.

3) 连接代词和连接副词引导的宾语从句

这种宾语从句实际上是由特殊疑问句变化而来。连接代词可在从句中担任主语、宾语、定语或者表语。如:

Could you tell me who knows the answer, please?

I was wondering what I should do with the money.

He asked whose handwriting was the best in our class.

We try to find out who the beauty is.

连接副词可在从句中担任状语成分。如:

None of us knows where these new parts can be bought.

I'll tell you why I asked you to come.

EXERCISES

I. Rewrite the following sentences, using object clauses.

1. "The sun rises in the east and sets in the west," he said.

_____.

2. He won't come to class today. I think.

_____.

3. Father asked me, "Do you know Alice's telephone number?"

_____.

4. "What do you think about the story?" the teacher asked the students.

_____.

5. "Who is responsible for the air pollution?" asked Chai Jing in a TV programme.

_____.

II. Choose the best answer to complete each sentence.

1. The old man asked me _____.
A) where was the cinema
B) where is the cinema
C) where the cinema was
D) where was the way to the cinema
2. The weather forecast doesn't say _____.
A) if it rains tomorrow
B) if does it rain tomorrow
C) if it will rain tomorrow
D) if will it rain tomorrow
3. No one knows _____ the professor will come to our school tomorrow to give us a talk or not.
A) whether
B) when
C) where
D) that
4. – Excuse me. Could you tell me _____?
– Certainly.
A) when can I get to the station
B) that I can get to which station
C) which station can I get to
D) how I can get to the station
5. He hasn't decided _____.
A) if he'll go on a trip to Shanghai
B) when will he go on a trip to Shanghai
C) if he goes on a trip to Shanghai
D) when does he go on a trip to Shanghai

6. – What are you interested in about cooking food?
– We are all interested in _____.
A) how eggs are fried
B) how are eggs fried
C) how eggs fry
D) how do eggs fry
7. I can't understand _____ the child alone.
A) why she left
B) why did she leave
C) why has she left
D) why had she left
8. – I hear Mr. Lee will be our new teacher this term.
– Really? Do you know _____?
A) what subject does he teach
B) what subject will he teach
C) what subject he teaches
D) what subject is he going to teach
9. His father was worried about _____ he would lose his work.
A) if
B) whether
C) which
D) what
10. – I wonder _____ without water.
– About a week.
A) how long a person can live
B) how long can a person live
C) when a person can live
D) when can a person live

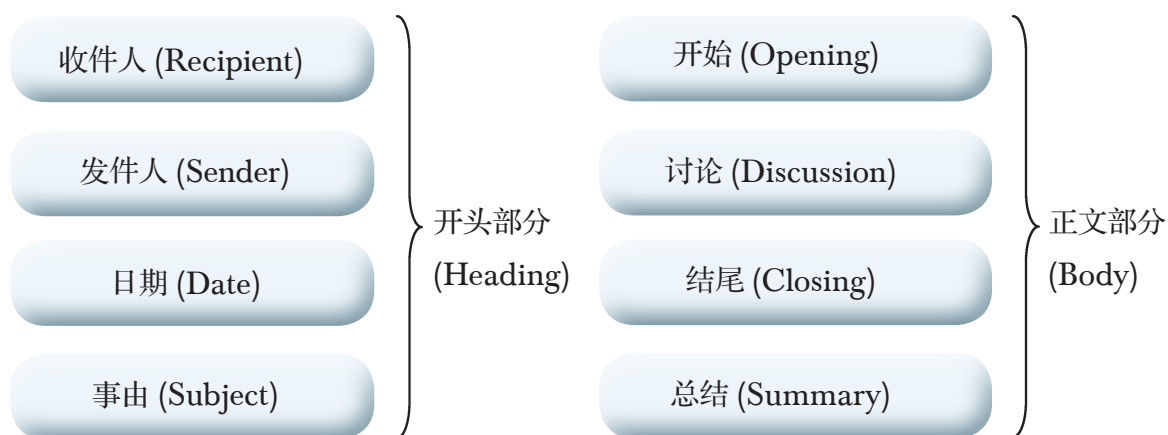
PART FIVE Practical Writing

Memo (便函)

便函（也称为备忘录）是一种用以备忘的简易公文，属于正式的专业文件。在公文函件中，它的等级较低，主要用来提醒、督促对方，或就某个问题提出自己的意见或看法。在业务上，它是各部门书面联系的一种手段，主要用于内部传递信息，将实情、信息、观察资料等进行传阅，一般用来补充正式文件的不足。

便函的特点是简明扼要、表达清楚且准确。便函简洁短小，各部分题目相对独立，可以使读者对事情有大致了解并快速作出反应。

1. 基本格式



2. 常用句型

1. I want you to pass all the information you have about ...
2. I am pleased / happy to tell you that ...
3. Could you please ... as soon as possible / immediately?
4. At the request of ..., I have made a survey about ...
5. Please be prepared to suggest a new ...

3. 语言及内容注意事项

便函作为上传下达的文件，特别要求信息准确无误，以避免造成误解和不必要的麻烦；便函的目的就是为了方便公司或机构内部人员之间的交流，因此行文必须简练，这样才能达到高效省时的目的；撰写便函时，应避免使用带有个人情感色彩、偏见的语言，尽量保持中立、客观。

4. 范文

To: Every Employee
From: Tom Smith
Date: June 18, 2020
Subject: Fitness Centre

I'm pleased to tell that the Board of Directors approved the idea for a new fitness centre at its meeting yesterday. Work on the fitness centre will begin right now and should be completed within 90 days. A leader from each group will be selected to decide which type of equipment and programmes are suitable.

We are happy to be able to provide a place that will help the physical health of all our employees. Someone will call you soon for your suggestions about activities and equipment.

WRITING PRACTICE

Write a memo based on the information given below.

假定你是办公室秘书王海，请就以下内容拟一份公司便函。

2019年8月10日公司将召开联欢会，庆祝公司成立15周年，请全体员工出席。

PART SIX Project

Topic:

Design a New Product

Work in groups to design a new product, together with its advertising image, slogan and advertising media.

Please follow the procedures below.

1. Discuss and decide on the name of your product.
2. Work out the basic information about and function of your product.
3. Create its advertising image, slogan and advertising media.
4. Take part in a mock (模拟的) expo (展览会). Each group introduces its product.

