

国开非英语专业学位英语考试

词语用法与语法结构

词语用法与语法结构是国开非英语专业学位英语考试的第二个模块，该部分共 30 题，题目中 50%为单词和短语的用法，50%为语法结构。要求考生从每题 A、B、C、D 四个选项中选出最佳答案。该部分试题占试卷总分的 30%，建议答题时间 25 分钟。

一、 考题特点及复习建议

（一）词语的用法主要有两类题。

1. 语义题、语义题包括同义词、近义词和相似词（易混淆词）。

2. 搭配题：词组和固定搭配：包括短语动词、名词短语、形容词短语以人及及介词短语和短语。

3. 建议：

（1）参考大纲的词汇表。（非英语专业）

（2）通过阅读理解记忆单词。通过上下文掌握猜词的技巧。

（二）结构

1. 语法结构题的主要内容

（1）时态和语态；

（2）非谓语动词；

- (3) 虚拟语气;
- (4) 情态动词;
- (5) 连词; 从句用法
- (6) 倒装
- (7) 固定的句型、搭配和词序题等

2. 建议:掌握基本的语法知识;通过做题,从错误中查漏补缺,培养语感。

二、样题解析

-He_____ to work by bus, but now he drives. (2019年春)

- A. used to go
- B. is used to going
- C. is used to go
- D. used to going

【考点】词组

【解析】used to 后面加动词原形表示“过去常常做某事”。
be used to 后面加动词的 ing 形式表示“习惯于做某事”。
当 be used to 后面加动词原形时,表示“被用于做... but 表示转折关系,为了与后文的 now 成对比,前文应表示过去经常乘公交,选项 A 符合题意,为正确选项。

--Communication plays an important role in a_ (2019年春)

- A. negotiation
- B. irrigation
- C. immigration
- D. reputation

【考点】 词汇辨析

【解析】 negotiation 意思是“谈判”，irrigation 意思是“灌溉”，immigration 意思是“移民”，reputation 意思是“声望”。根据题意可知，选项 A 正确。

--__is always a good way to get relaxation and refreshment. (2019 年春)

- A. Taken a vacation
- B. Taking a vacation
- C. Took a vacation
- D. Take a vacation

【考点】 非谓语动词

【解析】 本题考查非谓语动词中动名词的使用。非谓语动词在句子中可以充当主语。根据句子上下文，take 和 vacation 之间是动宾关系，构成短语 take a vacation,，当该动词短语作主语时，使用 take 的动名词形式，即 taking avacation，故选项 B 正确。

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词语用法：

- 考点主要集中在词组和词汇辨析上，但重复率不高。
- 扩大词汇量，掌握常见的重点短语。
- 学会将意义相近、发音相近、词性相近的词语联系起来，做好辨析。
- 多做题，以练促考。

语法结构部分：考点重复率较高。

- 掌握规则：了解各个考点的基本语法知识和常考的要点。
- 大量练习：多多做题，理论和实践相结合。
- 反思总结：善于总结错题，反思不足，结合对真题的分析，学会分析自己的错题原因，查漏补缺。

一、序数词（理工 3）

First, the plants provide you with oxygen necessary for survival. 首先，植物给你提供生存所必需的氧气。

- 上句句首的 first 是序数词。序数词 (Ordinal Numbers) 是表示顺序的数词，表示“第几”。把基数词变为序数词，一般在词尾加上 -th，如：sixth。但也有例外，如：first（第一）；second（第二）；third（第三）。例如：

This is the third phone he has bought this year.

- 基数词和序数词可以结合起来表示分数，分子用基数词，分母用序数词。分子大于 1 时，分母要用序数词的复数形式。

例如：

one-tenth (十分之一) a third (三分之一)

a quarter (四分之一) three quarters (四分之三)

Only one-fifth of air consists of oxygen.

About two thirds of the students attended the meeting.

二、形容词和副词

1. 形容词和副词的比较级 (理工 3)

There are many things you can do to reduce carbon emissions and help to make the earth a better place for future generations. 你可以做很多事情来降低二氧化碳排放量, 使我们的地球更适合后代生存。

- 形容词和副词的比较级是将两种事物进行比较, 表示 “一种比另一种更……”。

形容词和副词的比较级由其原级转化而来, 一般在原级后面加-er, 多音节词在其前加 more; 也有一些词存在不规则的变化。例如: long - longer; early - earlier; friendly - more friendly; energetically - more energetically; good - better; far - further; little - less。又如:

LED lamps cost more money than standard incandescent or compact fluorescent bulbs.

LED lamps also produce a cleaner, more natural light.

Lucy studies harder than other students.

It rains more often in summer than (it does) in autumn.

2. 形容词和副词的最高级（理工 3）

Leoh Ming Pei is definitely one of the biggest names in architecture. 贝聿铭无疑是建筑界最有名的人物之一。

- 形容词和副词的最高级是将三种或三种以上事物进行比较，表示“最……的（地）”。构成形式为“形容词、副词的原级 + est”或“most + 多音节的形容词、副词”。形容词最高级前需要加定冠词 the，表示“唯一”的概念；副词最高级前不加定冠词 the。例如：

William Shakespeare was one of the most famous dramatists in English history.

The interior design of the house is the prettiest in the village.

The design of the building was criticized most harshly.

- 本身含有“最高程度”含义的形容词或副词，如 excellent(ly), extreme(ly), perfect(ly) 等，没有最高级，也不能用比较级。最高级可被序数词或 by far, nearly, almost, by no means, not quite, not really, nothing like 等词语所修饰。

3. “否定词+比较级”的形式表示肯定（商务 4）

I couldn't agree more. 我再同意不过了。（我非常同意。）

- “否定词+ 比较级”是英语中形容词和副词比较级的一种用法。诸如 not, never 之类的否定词与形容词或副词的比较

级连用，具有肯定意义，表示最高级的含义，意为“再没有比……更……的了”。例如：

I couldn't thank you more. (意为“我太感激你了”。)

It is not a better idea. (意为“这是最好的办法”。)

I have never heard a more interesting story. (意为“这是我听过的最有趣的故事”。)

4. 复合形容词 (理工 3)

The first completed example is a three-story solar-powered school. 第一个已完成的样板房屋是一所使用太阳能的三层的学校。

- 上句中 three-story 和 solar-powered 是复合形容词。

复合形容词由两个或两个以上的单词组成，用来修饰名词。

注意：复合形容词在句子中常作定语。复合形容词中如果是“数词+ 名词”结构，该复合形容词中的名词用单数。例如：

Australia is an English-speaking country.

You really need to hunt for a full-time job.

This light-green dress looks perfect on you.

That three-legged chair is not stable.

He has just finished a two-hour jogging.

5. 形容词词序 (人文 3)

- 两个以上形容词修饰一个名词时，形容词该如何排列？记住这几个字母 opshacom (opsh-a-c-o-m)，就掌握了英语中

形容词排列的顺序。其中：

op 代表 opinion，表示观点的形容词，如 beautiful, horrible, lovely, nice 等；

sh 代表 shape，指表示形状的形容词，如 long, short, round, narrow 等；

a 代表 age，指表示年龄、时代的形容词，如 old, new, young 等；

c 代表 color，指表示颜色的形容词，如 red, black, orange 等；

o 代表 origin，指表示国籍、地区的形容词，如 British, Canadian, German 等；

m 代表 material，指表示材料的形容词，如 plastic, metal, wooden 等。

- 英语中，这六类形容词连用时就按上述顺序排列，如 a nice long new black British plastic pen。当然，真实语言情境中不太可能出现这么多形容词连用的情况。

三、动词-ed 形式和-ing 形式的区别（商务 4）

1. 动词-ed 形式和-ing 形式的区别

For a limited company, this will include the money raised by issuing shares, and is known as the share capital.

对有限公司而言，这包含发行股票筹集的资金，也叫作股本金。

- 动词-ed 形式表示被动或完成，动词-ing 形式表示主动或正在进行。例如：

That is all debts and obligations owed by the business to creditors.

The bottom half of the balance sheet therefore consists of the total of share capital and retained profits, giving the capital employed.

2. 动词-ing 形式作状语（商务 4 / 理工 3）

Travelers, when buying the checks, have to sign the checks in the presence of the bank or service clerks.

在购买旅行支票时，旅行者必须当着银行职员或业务员的面
在支票上签字。

- 表示时间的连词 when 引出的 buying the checks 是动词-ing 形式，作时间状语，相当于 while travelers buy the checks。例如：

All night long he lay awake, thinking of the financial problems his company was faced with.

The president sat in his armchair, reading the balance sheet of the company.

3. 动名词作宾语/动名词短语作宾语（理工 3）

1) 动名词作宾语

The event is in hopes of creating a sustainable future

for the planet.

这个活动旨在为我们居住的星球创造一个可持续的未来。

- 动名词可以作介词的宾语，放在介词的后面。例如：the pleasure of fishing, interest in shopping online 等。
- 动名词还可以作动词或动词短语的宾语，置于其后。可以带动名词作宾语的常见动词有：finish, forbid, imagine, risk, enjoy, excuse, escape, consider, cancel, avoid, allow, advise, admit, appreciate, mind, miss, mention, practise, permit, suggest, stand 等。

2) 动名词短语作宾语

In developing Cepheus, the CPRG' s goal was not to beat all human players and win the World Series of Poker. 在开发 Cepheus 游戏时，计算机扑克游戏研究集团的目的不是打败所有人类玩家并赢得世界扑克系列游戏比赛。

- 动词后加-ing 可构成动名词。动名词短语在句中可作宾语。上句中的 developing Cepheus 作介词 in 的宾语。又如：They run into constant discrimination in trying to find a job or friend.

She hates speaking in public.

2. 动名词作主语（商务 3）

Overeating will do the opposite and drag you down! 饮食过量会适得其反，让人萎靡不振！

- 动词后加 ing (the verb-ing form) 可构成动名词。动名词或动名词短语作主语往往表示多次一般或抽象的行为。例如：

Taking a vacation is always a good way to get relaxation and refreshment.

Working too hard is bad for your health.

四、It 的用法

1. 先行词 it 作形式宾语 (商务 4)

Large organizations will find it impossible to manage all these data if manual accounting is used. 对大公司而言，如果运用手工记账，处理所有这些数据将难乎其难。

- 先行词 it 在句中作形式宾语，真正的宾语是动词不定式 to manage all these data。后面可接 it 作形式宾语的动词有 consider, think, make, believe, feel, imagine, understand, take 等。例如：

We consider it our duty to support good leaders.

I think it best to get along well with others.

2. 先行词 it 作形式主语 (商务 3)

It's not appropriate to say "Hi, how are you!" when meeting the Managing Director of a large company. 比如，当你和一家大公司的常务董事见面时说“嗨，你好！”就不是很合适。

- 在上句话中, it 作句子的形式主语, 代替句子的真正主语, 即后面的动词不定式短语。例如:

It can be difficult to write a good questionnaire.

It's essential to train the staff.

3. 形式宾语 It 的用法 (人文 3)

I've found it difficult to learn English words. 我发现学好英语单词不容易。

- 此处 it 为形式宾语, 代替真正的宾语, 即不定式短语 to learn English words。除了指代不定式短语, it 作为形式宾语, 还可以指代 ing 分词短语、宾语从句等。例如:

He felt it cruel to tell the girl the truth.

We don't consider it worthwhile reciting it again.

He doesn't want it to be known that he is fired by the boss.

五、过去分词短语作后置定语 (理工 3)

The number of television programs geared toward infants is growing. 面向婴儿的电视节目在不断增加。

- 过去分词短语作定语通常放在被修饰词之后, 它的作用相当于一个定语从句, 表达被动和完成的意义。例如:

What is the language spoken in German?

= What is the language that is spoken in German?

The first book written for English teaching came out in

the 16th century.

= The first book which was written for English teaching came out in the 16th century.

六、动词不定式短语

1. 动词不定式短语作定语（理工 3）

The decision to make the new game community-driven is potentially brilliant. 以社区为导向的新游戏决策可能是绝妙的。

- 不定式在句中作定语时，置于它要修饰的名词或代词之后。

例如：

The next train to arrive is from Washington.

Do you have anything to be taken to your sister?

2. 动词不定式短语作表语（理工 3）

The goal is to finally remove any controls inside the car. 目的是最终移除车子内部的任何控制装置。

- 动词不定式是一种非限定动词形式，由“to + 动词原形”构成，具有名词、形容词和副词特征，可在句中用作表语，表示具体的动作及将来的动作。例如：

My chief purpose is to point out the difficulties of the matter.

What I would suggest is to put off the meeting.

3. 动词不定式作宾语补足语（理工 3）

Online banking also allows you to transfer money between accounts effectively. 网上银行还允许你在账户之间有效地转账。

It also enables you to find out about unauthorized transactions more quickly. 它还能够让你更快地了解未经授权的交易情况。

- 英语句子中，一些表示请求、命令、建议、鼓励等含义的动词后面的宾语需要跟动词不定式作宾语补足语，动词不定式用来补充说明宾语的动作，使语义完整。如 ask sb. to do sth., warn sb. not to do sth., enable sb. to do sth., advise sb. to do sth., force sb. to do sth., encourage sb. to do sth.。例如：

The boss warned him not to use QQ during working time.

My job at the bank always challenges me to learn more.

七、连词（理工 4）

连词是一种虚词，用于连接单词、短语、从句或句子，在句子中不单独作句子成分。连词按其性质可分为并列连词和从属连词。

1. 并列连词

常见的并列连词有 and, but, or, for 等，用于连接并列的单词、短语、从句或句子。例如：Someone borrowed my pen, but I don't remember who.

2. 从属连词

常见的从属连词有 that, whether, when, because, since, if 等, 用于引出名词性从句或状语从句。例如: Vegetables are best when they are fresh.

并列连词的用法 (人文 4)

They all provide high-quality education. But some universities aren't known for their quality. 它们都提供高质量的教育。但一些大学并不是以质量而著称。

• 第二句中的 but 一词属于并列连词。表示并列关系的连词主要含有“和”“补充”“增加”等意思。用来表达并列关系的连词有如下几个:

and 和 both...and... 二者都 either...or... 或者……或者……;

neither...nor... 既不……也不……;

as well as 也, 连同 ; not only...but (also)... 不但……而且……

例如:

I used to live in Paris and London.

Both Jane and Jim are interested in pop music.

Bob as well as his parents is going on holiday this summer.

八、情态动词

1. 情态动词表示推测（人文 4）

Yes, that must have been on the news a few months ago.

嗯，那肯定是几个月前的新闻。

- 情态动词 may, might, could 和 must 都可以用在肯定句中表示推测。may, might 和 could 表示根据主观臆断进行的猜测，猜测语气较轻，表示“可能”。而 must 表示基于客观事实的推测，推测准确性最强烈，表示“一定是、肯定是”，只用于肯定句中；在否定句中用 can't 表示“一定不可能”。

- 表示对现在的猜测：情态动词（may / might / could / must / may not...）+ 动词原形。表示对正在进行的动作的猜测：情态动词 + be doing。表示对已经完成动作的猜测：情态动词 + have done。例如：

It must have rained last night, or the ground wouldn't be so wet.

Peter may come with us tomorrow, but he isn't sure yet.

2. 情态动词 shall 用于第二人称和第三人称（商务 4/人文 4）

Your application must be sent to the embassy or consulate of the country that shall be your main destination. 你的申请必须送往主要目的地国家的大使馆或领事馆。

- 情态动词 shall 用于主语为第二人称或第三人称的陈述句中，有“必须，应该，可以”之意，表达意图、允许、警告、

命令、决心等。例如：

The laws shall be equal to anyone who commits a crime.

The importing party shall respond, in writing, within 30 days of the receipt of the request.

九、否定前缀

英语中有许多表示否定的前缀，它们可以改变词语原来的含义，形成否定的意思。常见的否定前缀有：dis-，im-，in-，ir-，un- 和 il- 等。

(1) dis- 常加在名词、形容词、动词之前。例如：agreement (同意，一致) — disagreement (分歧，不一致)

(2) im- 常加在以字母 m-，p- 开头的形容词之前。例如：polite (有礼貌的，客气的) — impolite (无礼的，粗鲁的)

(3) ir- 常加在以 r- 开头的形容词前。例如：regular (规则的) — irregular (不规则的，不规律的)

(4) in- 常加在名词、形容词之前。例如：ability (能力) — inability (无能，无力)

(5) un- 常加在名词、形容词、副词之前。例如：necessary (必要的) — unnecessary (不必要的)

(6) il- 常加在形容词前。例如：legal (合法的) — illegal (非法的)

十、转折关系 (商务 3)

Although successful salespeople often have special talents and an outgoing personality, the skills they employ are used by us all. 虽然成功的销售人员通常拥有特殊的天赋和开朗的性格，但是，他们所运用的技能我们也经常用。

- 句中的 although 引导让步状语从句，表示转折关系。通常，although 引导让步状语从句时，主句不能与 but 或 however 连用，但可与 yet, still 连用。例如：

Although they' re expensive, the goods last forever and never go out of style yet.

Although they' re expensive, the goods still last forever and never go out of style.

They' re expensive, but the goods last forever and never go out of style.

十一、插入语（理工 3）

This, they argue, will be essential to meeting the needs of a booming population in decades to come and avoiding starvation. 他们辩称，转基因食品至关重要，它们能够满足未来几十年迅猛增长的人口需求，避免饥荒。

- 上句中，they argue 是插入语。插入语是指插在句子中间，对句子起补充或附加说明作用的成分。例如：

He learns easily, and what' s more, he remembers what

he has learnt. (句子作插入语)

To sum up, success results from hard work. (不定式作插入语).

十二、Would 的用法 (理工 3)

You' d go to an ocean platform, you' d climb into a module, and you' d feel it start moving. You' d see the Earth fall away. 你将去一个海洋平台，爬进舱体，你会感觉它开始移动，你可以看到地球离你越来越远。

- 上文中第三段使用了多个 would, 这些 would 表示推测，指对“乘坐太空电梯”这种假设情况的推测。一般来说，would 既可用于谈论过去，也可用于谈论现在，用于谈论现在时语气比较委婉，表示不太确定。

- would 表示过去的意愿。例如：

She asked if I would go with them.

- would 表示征求意见或提出请求。例如：

Would Sunday night suit you?

- would 表示过去的习惯动作。例如：

He would sit for hours doing nothing.

- would 表示推测。例如：

That would be the watch you are looking for.

十三、as well as 的用法 (商务 4)

But franchisor rules are usually very strict in the US

as well as in most other countries. 但是，特许经营权的授予规则在美国与在其他大多数国家一样，非常严格。

- 连词 as well as 连接两个并列的同等成分，意为“不但……而且……”“既……又……”，相当于 not only ... but also ...。它所连接的部分既可以是单词、短语，也可以是句子。在 A as well as B 的结构里，语意的重点在 A，不在 B，翻译时要特别注意。例如：

His business expands to North America as well as to Australia.

The franchisor as well as the franchisee should observe the regulations to make the business go well.

十四、介词 by 后接 doing... 表示方法、手段、方式（商务 4）

You can show respect to your teammates by treating everyone fairly and equally. 通过公正合理地对待每个人，你可以展现对队友的尊重。

- 介词 by 用来表示方法、手段、方式，意为“凭借，靠，用，通过”，后接动词的-ing 形式。例如：

He hoped to make money by investing in stock.

The company succeeded in producing all the products by working day and night during the past several weeks.

十五、(not) as ... as （人文 4）

There aren't as many job vacancies in the country as

in the city. 乡下的空缺职位不如城里多。

- not as / so + adj. / adv. +as 的意思是“不如，不像”。

例如：

This dictionary is not as / so useful as you think.

- 其肯定式为 as...as，意为“和……一样”，表示同级的比较。其基本结构为：as+adj. / adv. +as。例如：

This film is as interesting as that one.

- 另外还有一些常见的 as...as... 句型，但是不表示比较。

例如：

Please answer my question as soon as possible.

十六、It is (high) ... 的用法（人文4）

It is high time for us to sort out the trash. 现在正是该将垃圾分类的时候了。

- It is (high) time... 意思是“现在正是该……的时候了”，后面可以跟不定式。例如：

It is high time for the students to devote more energy to learning technology.

It is high time for us to make changes in the digital age.

- 当 It is (high) time... 后面加 that 从句的时候，要用虚拟语气，即从句中要用过去时或“should+ 动词原形”的形式。例如：

It is (high) time that we went to bed.

It is (high) time that we should tell him the truth.

十七、时态

1. 一般过去时（商务 3）

The organization started with a small number of children aged ten to twelve. 这个组织开始的时候，只有几个 10~12 岁的孩子。

- 一般过去时表示过去的状态、习惯和重复性动作，但更多情况下表示一次性动作，通常要有时间状语。例如：

They talked over at great length the matter of how to increase the sale of your products last night.

Your T-shirts found a ready market in the eastern part of our country in 2014.

2. 一般将来时（商务 3）

Sometimes a situation will call for a direct style of management. 有时，某种情境中需要采取直接管理的风格。

- “shall / will + 动词原形”表示即将发生的动作或存在的状态。特别是表示客观性的事情或在某种条件下要发生的事情时，常用此结构。例如：

I think he will tell us something about the way the company is actually organized.

What shall we do if the company cuts down on ads?

3. 将来进行时（管理 3）

You will probably be meeting him at lunch. 也许午饭时间你会见到他。

- 本句使用的是将来进行时，其基本结构为“shall/will + be + 动词现在分词”。将来进行时主要表示将来某一时间正在进行的动作，或要在将来某一时间开始并持续下去的动作，其谓语动词一般为延续性动词。本句是将来进行时的一种特殊用法，用来表示礼貌地询问、请求或期待等。这时，它常与表示将来某时的时间状语 soon, this evening, on Sunday, by this time , tomorrow, in two days, tomorrow evening 等一起使用。将来进行时表示一种客观的制约、约束，而不是主观意愿。例如：

After you take the medicine, you will be feeling much better.

Stop the child or he will be falling over.

4. 将来完成时（商务 3）

The newly-designed ad will have brought about a higher click through rate by the end of next month. 到下月底，新设计的广告将会有更高的点阅率。

- 将来完成时表示在将来某一时间或事件之前会完成的动作。例如：

We will have flown for 13 hours by the time we get to

New York.

We' re going to be late. By the time we get to the airport, the CEO will have already arrived.

十八、英语句子的种类

通常，我们可以根据句子的用途和结构对句子进行分类。根据用途，英语句子可以分为四类：陈述句（declarative sentence）、疑问句（interrogative sentence）、祈使句（imperative sentence）和感叹句（exclamatory sentence）。

陈述句用于说明事实或陈述看法。例如：

I' m just back from a seminar.

疑问句用于提出问题。例如：

What was the theme of the seminar?

祈使句用于提出请求、建议或发出命令。例如：

Don' t be stiff.

感叹句用于表示说话人的惊奇、喜悦、愤怒等情绪。例如：

What a good idea!

1. 选择疑问句（管理 3）

Do you go to work by bus or by subway?

你是坐地铁上班还是坐公交车上班？

- 英语中的选择疑问句结构很清晰，就是在一般疑问句末尾加上“or + 选择部分”，问号放在句末。选择疑问句不能用

yes / no 来回答，而必须选择选项进行回答。例如：— Which do you prefer, bus or subway?

— I' d like to take the subway.

— Would you like to live in the urban area or the rural area?

— I' d prefer the rural area.

2. 祈使句/祈使语气（管理 4/人文 3）

1) 祈使句

• 用于表示命令、请求、劝告、警告、禁止等的句子叫作祈使句。祈使句的主语通常用第二人称或省略，时态通常为一般现在时。例如：

Please think of the cost.

Let' s talk about your plan.

Do be careful!

Let' s have another try.

2) 祈使语气

Mind the say-do gap. 注意说与做之间的差距。

• 本文中有多处使用了祈使语气（the imperative mood）。

祈使语气可用于下列情形：

（1）请求某人做某事。例如：

Come here quickly!

（2）下达命令或指示。例如：

Tell your mother as soon as possible.

(3) 提出忠告或警告。例如：

Close the front door before you leave.

- 忠告或警告也可用否定形式表达，其结构是在动词原形前加 don' t 或 do not。例如：

Don' t be afraid of them.

- 此外，还有一种构成否定祈使句的方式，即在动词原形前加 never。例如：

Never take phone calls when you are driving.

3) 主语祈使句（人文 3）

Install anti-spyware and antivirus software. 安装反间谍软件和防病毒软件。

- 本句为祈使句。祈使句指表示命令、请求、建议或劝告的句子。祈使句的主语 you 常省略，谓语动词用原形，句末用感叹号或句号，读降调。

- 祈使句有四种结构：

行为动词原形+宾语+其他：Give me a cup of tea, please.

Be + 表语（名词、形容词） + 其他：Be quiet!

Let + 人称代词宾格 + 动词原形 + 其他：Let' s go out for a walk.

Don' t + 祈使句：Don' t open the window.

3. 感叹句（管理 3）

Oh my God! The house is on fire from the outside! 哦，天哪，房子从外面着火啦！

The flames are pretty big! 火势很大！

- 感叹句指表示喜怒哀乐、提醒、恐吓等强烈情感的句子。顾名思义，感叹句用来表达感叹、惊讶等情绪。除了一个单词、短语或词组可以成为感叹句外，感叹句的主要表现形式有两种，即 what 和 how 引导的感叹句。例如：

What a beautiful building it is!

How hard the workers are working!

十九. 直接引语和间接引语（管理 4/人文 3）

- 引述别人的话有两种方式：一是使用引号引出原话，这叫作直接引语；二是用自己的话把原话转述出来，这叫作间接引语。

1. 由直接引语变为间接引语，直接引语是陈述句时，间接引语为 that 引导的宾语从句（口语中 that 可以省略），主句的引述动词主要有 say, tell, repeat, explain, think 等。例如：She said, “Our bus will arrive in five minutes.”
→ She said that their bus would arrive in five minutes.

2. 由直接引语变为间接引语，直接引语是疑问句时，主句的谓语动词 say 改为 ask, 或改为 wonder, do not know, want to know, be not sure, be puzzled 等。例如：He said, “Can

you swim, John?” → He asked John if he could swim.

3. 由直接引语变为间接引语，直接引语是祈使句时，间接引语为不定式，作 ask , tell, beg, order, warn, advise 等动词的宾语补足语(don' t 变为 not)。例如：“Don' t make any noise,” she said to the children. → She told (ordered) the children not to make any noise.

4. 由直接引语变为间接引语，直接引语是感叹句时，间接引语用 what 或 how 引导，也可以用 that 引导。例如：She said, “What a lovely day it is!” → She said what a lovely day it was. 或 She said that it was a lovely day.

二十、强调句（人文4）

I do hate the awful symbols on the walls definitely. 我绝对讨厌墙上那些讨厌的符号。

• 英语中表示“ 强调” 的方式有很多种，常见的方法如下：

1. 用助词 do 表示强调。例如：

The baby is generally healthy, but every now and then she does catch a cold.

Do be quiet. I told you I had a headache.

2. 用形容词 very, single 等表示强调。例如：

The Red Army fought a battle on this very spot.

Not a single person has been in the office this

afternoon.

3. 用副词 very, only, even, so 等表示强调。例如：

He drank it to the very last drop.

Only in this way can we wipe out the enemy troops.

4. 用 ... and that, ... and those, ... not too much, “否定加否定”等结构表示强调。例如：

They fulfilled the task, and that in a few days.

5. 用反身代词表示强调。例如：

I myself will see her off at the station.

6. 用短语 in every way, in no way, by all means, by no means, only too, all too, but too, in heaven, in the world, in hell, on earth 等表示强调。例如：

His behavior is in every way perfect.

1. 介词短语前置倒装表示强调（管理 4 / 人文 4）

In the center of the room was a big box of balloons that hadn't been blown up yet. 房子中间放着一大箱尚未充气的气球。

• 上句中，介词短语 in the center of the room 作表语，表示方位。为了强调“在房间中央”这一信息，该介词短语置于句首，整个句子使用了倒装结构，主语后置。另外，句子的主语 a big box of balloons 带有一个定语从句，将介词短语前置，这样便于该定语从句紧跟在其先行词（主句主

语)之后,使句子平衡。介词短语作状语时,也有此类用法。

例如:

Along the dusty road came a group of tourists.

On the ground lay some air conditioners, which are to be shipped to some other cities.

2. 用句首位置表示强调 (理工 4/人文 4)

Your flavor I never forget. 你的口味我从未忘记。

- 在英语中,句首位置常用来表示强调,将本来不位于句首的成分放在句首,往往是对这个成分进行强调。试与上面例句的普通表达进行比较:

I never forget your flavor. 我记得你的口味。

这样的例子有很多,试比较如下几例:

普通: He kept this job for twenty years. 他做这个工作 20 年了。

强调: This job he kept for twenty years. 这个工作他做了 20 年。

普通: The students can understand this. 学生们能理解这一点。

强调: This the students can understand. 这一点学生们能理解。

普通: I know that she is a good girl. 我知道她是一个好姑娘。

强调：That she is a good girl I know. 她是一个好姑娘，我知道。

二十一、so... that... 句型（理工 4/人文 4）

They are so cheap that smokers throw them on the ground, and you don' t get much cheaper than that. 烟头很不值钱，烟民随手就扔到地上，于是你不用支付分文。

• 此句使用了 so ... that ... 句型，意思是“如此 / 这么 / 太……以至于……”。so ... that ...

常引导结果状语从句，其中的 so 是副词，用来修饰形容词或副词。该句型的结构通常为：

主语+ 谓语+ so + adj. / adv. + that 从句。例如：

She is so young that she can' t look after herself.

The boy ran so fast that he quickly disappeared when I turned around the corner.

He was so angry that he couldn' t say a word.

二十二、主谓一致（人文 4）

Simply put, encoding is translating information into symbols that represent the ideas or concepts of the message that needs sending. 简单地说，编码就是把信息翻译成包含它需要传达的观点或者概念的符号。

• 本句是一个复合句，需要注意其中“主谓一致”的语法现象：在主句 encoding is translating information into

symbols 中，谓语动词用 be 动词的单数形式 is，而不是复数形式 are。动名词 encoding 作句子的主语时应看作单数，谓语动词用单数。

that 引起的两个定语从句中，动词谓语则由 that 从句所修饰的名词的数决定。主谓一致即谓语动词在人称和数上要和主语保持一致。比如，主语为不定式（短语）、动名词（短语）或从句时，谓语动词一般用单数。如：

- To learn Japanese well is difficult.
- Serving the student is my great happiness.
- When we' ll leave for Beijing has been decided.

二十三、倒装句（管理 3）

Not only does the offending company suffer losses, but the whole milk market suffers a sharp drop in sales. 不仅违法的公司遭受损失，整个奶业市场的销售也损失惨重。

- 含有 not only 或 only 等词语的句子，形式上往往采用部分倒装结构，将 not only 部分或 “only+ 介词短语” 部分置于句首。例如：

Not only did we lose all our money, but we also came close to losing our lives.

Only after a year did I begin to see the results of my work.

- 倒装是一种修辞手段，一般用来强调某一句子成分。倒装

有两种，一种是上面介绍的部分倒装，另一种是完全倒装。

例如：

Not until yesterday did little John change his mind. （部分倒装）

There comes the bus! （完全倒装）

1. 副词 so 位于句首的倒装句型

Its capital city is growing quickly, but so is the city' s crime rate. 首都发展得很快，但是城市犯罪率增长得也很快。

• 上句中，so 位于句首的倒装句型表示“也如此，也一样”的意思。例如：

I was tired, and so were the others.

I like dancing, and so does my wife.

Joe was a little upset, and so was I.

He' s been ill, and so has his wife.

2. 被动语态（理工 3/商务 3/管理 3）

• 被动语态由“助动词 be+ 及物动词的过去分词”构成。被动语态的时态变化只改变 be 的形式，过去分词部分不变。被动语态的疑问形式是将 be 移至主语之前，否定形式是在 be 后面加 not。例如：

The contract was signed on October 22.

How was the paper model car made?

These products are not well received in the global market.

- 被动语态句指谓语动词表示的动作与主语之间是被动关系的句子。被动语态的结构为：be（根据人称及句子时态而变化） + 动词过去分词。

- 当需要提及发出动作的人或物时，使用 by 连接。例如：

The tiger was killed by the giant.

- 使用被动语态时，也可以不提及动作的发出者。例如：

It would use closely monitored performance measures to control quality while a product was being made.

1) 含情态动词的被动语态

Computers could also be programmed to take the greenest route. 电脑可以设定程序，选取最绿色环保的路线。

- 含情态动词的被动语态表示某个被动性动作所反映出的感情和态度。可用于被动语态的情态动词有 can, may, must, need, should 等，分别表示“能够被……”“可以被……”“必须被……”“需要被……”“应该被……”等。

例如：

The refrigerator can be put in that place.

More measures should be taken to prevent shoplifting.

2) 现在完成时的被动语态（理工 3/理工 4/管理 3）

The da Vinci system's mechanics have been programmed

to compensate for the hand tremors tired surgeons sometimes suffer from. 达·芬奇系统技术应运而生，用来弥补外科医生有时因疲惫而出现的手颤问题。

- 现在完成时的被动语态强调过去的动作对现在造成的影响或结果，主语为动作的承受者，表示“……已经（被）……”。

例如：The new school has been set up.

- 现在完成时的被动语态的肯定式为：have / has + been + done。例如：The experiment has been done successfully.

- 现在完成时的被动语态的否定式为：have / has + not + been + done。例如：Tom's novel has not been published.

- 现在完成时的被动语态的一般疑问句须将 have / has 提到主语的前面，句末加问号。例如：Has his bike been repaired?

- 现在完成时的被动语态的特殊疑问句的形式为：疑问词+ have / has + been + done，句末加问号。例如：Who has been invited?

二十四、名词性从句

1. 疑问词 what 引导的名词性从句（理工 3）

This is exactly what I want. 这就是我想要的。• 由疑问词 what 引导的名词性从句，表示“……的东西或事情”。例如：

They've done what they can to help her.

He saves what he earns.

这里的 what 相当于“先行词+ 关系代词”，所以其前不能有先行词。例如：

You will pay for what you have done.

What he said at the party deeply impressed everybody on the spot.

注意区别：

You can have what you like. / You can have everything (that) you like. (正)

You can have everything what you like. (误)

If/whether 引导的名词性从句（理工 4）

if / whether 引导的名词性从句主要有如下两种：

1. yes-no 型疑问从句

一些由 if / whether 引导的名词性从句由一般疑问句转化而来，因此被称为 yes-no 型疑问从句，其功能和 wh- 从句的功能相同。例如：Whether the plan is feasible remains to be proved.

2. 选择型疑问从句

还有一些由 if / whether 引导的名词性从句由选择疑问句转化而来，因此被称为选择型疑问从句。例如：I don' t care whether you like the plan or not.

2. 主语从句（商务 4）

What friends and colleagues greeted each other with that day was “Bought anything today?” as they exchanged tales of bargains or disappointing news of popular items sold out minutes after the spree began at midnight. “今天买什么了?” 是朋友和同事们那天的彼此问候语，同时，他们分享便宜货的故事或畅销商品在午夜购物狂欢开始几分钟后便被卖光的失望消息。

- what 引导主语从句，在从句中作主语。what 从句如果表示单数意义，则主句谓语动词用单数形式；what 从句如果表示复数意义，则主句谓语动词用复数形式。例如：

What she wanted to know was why they didn’ t tell him.

What I say and think are no business of yours.

Whoever 引导的主语从句（商务 4）

Whatever the situation may be, make sure that you don’ t leave your customer with an unanswered question. 无论情况如何，都要确保不留给客户一个悬而未决的问题。

- 连接代词 whatever 引导让步状语从句时，表示让步，意思是“无论……”，相当于 no matter what。例如：

Whatever they do, the purpose is to reduce costs.

Whatever difficulties he may meet with, he will not be discouraged.

3. 表语从句（人文 3）

The problem is when we can get a pay rise. 问题是我们什么时候可以得到加薪。

- 在这个复合句中，名词性从句放在系动词之后作表语，这就是表语从句。表语从句一般出现在“主语 + 系动词 + 表语从句”的结构中，从句要用陈述句语序。例如：

His suggestion is that we should stay calm.

The question is when he can arrive at the hotel.

不定式作表语（商务 4）

The American idea of customer service is to make each customer the center of attention.

美式服务理念认为每位客户都是关注的焦点。

- 动词不定式是一种非限定动词形式，由“to + 动词原形”构成，具有名词、形容词和副词特征，可在句中用作表语。

例如：

The duty of a doctor is to treat the sick and cure the injured.

Our plan is to set up another middle school for children.

4. 宾语从句（商务 3/人文 3）

I think it was a good choice to marry Tom. 我认为嫁给汤姆是一个好的选择。

本句中 it was a good choice to marry Tom 是一个省略

that 的宾语从句，作主句谓语动词 think 的宾语。宾语从句是指在句子中起宾语作用的从句。宾语从句主要有两类：动词的宾语从句和介词的宾语从句。本句是动词的宾语从句。大多数及物动词都可以带宾语从句。例如：

I believe that they will come soon.

另外，常见的动词短语也可以带宾语从句，如 make sure（确保）、make up one's mind（下决心）、keep in mind（牢记）。例如：

We must make sure everyone has access to school.

Please keep in mind that you promised to take Daniel to the zoo on Sunday

- 宾语从句主要有如下三种：

- （1）由 that 引导的宾语从句。例如：

- He said that we would have a new director next month.

- （2）由 wh- 等疑问代词和疑问副词引导的宾语从句。例如：

- Please tell me how I can use the computer, will you?

- （3）由连词 whether 或 if 引导的宾语从句。例如：

- The manager asked me whether I could finish my work before the weekend.

5. 同位语从句（管理 4/人文 3）

- 同位语从句指在复合句中充当同位语的从句，属名词性从句的范畴，同位语从句用来对其前面的抽象名词进行解释说

明。例如：

I heard the news that our team had won.

I' ve come from Mr. Wang with a message that he won' t be able to see you this afternoon.

- 可以跟同位语从句的名词通常有 news, idea, fact, promise, question, doubt, thought, hope, message, suggestion, words, possibility 等。

- 英语中，引导同位语从句的词通常有连词 that, whether, 连接副词 how, when, where 等。（注：if, which 不能引导同位语从句。）例如：

I have no idea when he will be back.

He must answer the question whether he agrees to it or not.

- 有时同位语从句可以不紧跟在说明的名词后，而是被其他词隔开。例如：

Several years later, word came that Napoleon himself was coming to inspect them.

The thought came to him that maybe the enemy had fled the city.

二十五、定语从句

在复合句中，修饰名词或代词的从句叫定语从句。被定语从句所修饰的词叫先行词。定语从句必须放在先行词之后。定

语从句分为限制性定语从句和非限制性定语从句。

1. 限制性定语从句（理工 3/商务 3/人文 3）对先行词（通常为名词或代词）起修饰或限定的作用，先行词和从句之间不用逗号分开。关系词的选择取决于先行词，先行词通常是表示人、物、时间、地点、原因等的词，与之相对应，关系词可由 who, whom, that, which, when, where, why 等充当。例如：

She went to see the banker whom / that she had visited before.

The lady got the credit card that / which she had never used.

The bank where he often goes is close to mine.

The company was founded during the time when the World War II was over.

He was promoted to a high position where he could better manage the advertising team.

2. 非限制性定语从句（（理工 3/人文 3）

Besides, you can talk to them like adults, show your love and respect, which will not only make them feel good, but may also gain you their respect in return. 此外，你可以像成年人一样和他们谈话，给予他们爱与尊重，这不仅能让它们感觉良好，还能使你获得它们对你的尊重。

- 这是由 which 引导的非限制性定语从句。非限制性定语从句是对先行词进行附加说明，将其省略也不会影响主句的意思。非限制性定语从句一般插入主句中间，其前后都需要用逗号与主句隔开。例如：

Her mother, who was once a teacher, died last week.

Peter, whom you met in London, is now back in Paris.

- 由 as 引出非限制性定语从句时，as 代替整个主句。常用句式有：as we all know, as it is known, as is known to all, as it is, as is said above, as mentioned above, as is usual, as is often the case, as is reported in the newspaper, 等等。as 在非限制性定语从句中作主语、表语或宾语，且引出的从句位置比较灵活，可位于句首或句末，也可置于主句中间，通常用逗号将其与主句隔开。as 可以翻译为“正如……， 就像……”。例如：

As is known to the United States, Mark Twain is a great American writer. (as 在从句中作主语)

3. 介词+定语从句（商务 3）

An example of soft sell is to distribute free samples to which customers often respond favorably. 分发免费样品就是一种颇受消费者青睐的软性销售案例。

- 上句是由“介词+ 关系代词”引导的定语从句，which 前的 to 是介词，which 是关系代词，作介词 to 的宾语。例如：

I can't remember the name of the person to whom I gave the money.

This is the house in which we had a business negotiation last month.

4. Whose 引导的定语从句（商务 3）

Export companies often have a separate export sales force, whose travel and accommodation expenses may be very high. 出口公司通常拥有专门的出口营销人员，其差旅费可能会很高。

- 关系代词 whose 在这里引导了一个定语从句。whose 引导定语从句时，既可以修饰人，也可以修饰物。例如：

He is an experienced analyst whose views enjoy widespread respect.

The company whose products compete directly with yours has designed a new advertisement.

5. Why 引导的定语从句（商务 3）

There are four reasons why timely and accurate information has become more important for effective logistics system design and operations. 及时、精确的信息对于高效物流系统的设计和运作变得更为重要，原因有四个。

- 关系副词 why 引导限制性定语从句修饰先行词 reasons, why 在定语从句中充当原因状语。例如:

That is the reason why I don' t want to give up the plan.

He didn' t tell me the reason why he was so upset.

二十六、状语从句 (理工 4)

you could help with their shopping or getting about town if they have difficulty getting around themselves. 如果他们行动不便的话, 你可以帮他们购物或开车带他们到处看看。

- 状语从句指句子用作状语。根据其作用可分为时间、地点、原因、条件、目的、结果、让步、方式和比较等从句。例如:
I didn' t realize how special my mother was until I became an adult.

The concert was a greater success than (it was) expected.

- 目的状语从句: 从句部分用以补充说明主句中谓语动词所表示的動作的目的, 主要由 so that, lest, in order that, in case, for fear that 等引导。例如:

My father has bought me a bike so (in order) that I can get to school quickly.

- 结果状语从句: 从句部分用以补充说明主句中谓语动词所表示的動作的结果, 通常位于主句之后。从句主要由 so that, so ... that, such that 等引导。例如:

She' s so ill (that) she can' t get out of bed.

- 让步状语从句:从句部分主要由 although, though, while, whereas 等引导,表示“虽然”“尽管”的意思。例如:

Although / Though he is very old, (yet) he is quite strong.

1. 时间状语从句 (理工 3/人文 3)

As we enter into the 21st century, the information age, your ability to expand your mind and strive for continuing education is critical to your success. 当我们进入 21 世纪这个信息时代,你要扩展思想,致力于继续教育,这对于成功来说是至关重要。

- 这个句子用到了时间状语从句。
- 时间状语从句表时间,是状语从句的一个种类。其关联词有 as (当……的时候), after (之后), before (之前), once (一旦), since (自从), when (当……的时候), while (当……的时候), as long as (只要) 等。例如:

- Since I was a child I have lived in England.

2. 连接代词 whatever 引导状语从句 (商务 4)

Whatever the situation may be, make sure that you don' t leave your customer with an unanswered question. 无论情况如何,都要确保不留给客户一个悬而未决的问题。

- 连接代词 whatever 引导让步状语从句时,表示让步,意

思是“无论……”，相当于 no matter what。例如：

Whatever they do, the purpose is to reduce costs.

Whatever difficulties he may meet with, he will not be discouraged.

3. 原因状语从句（人文3）

In the past, it used to be very difficult to start a business, because we lacked capital and business information. 过去开办一家公司十分困难，因为我们缺少资金和商业信息。

- 这是一个由 because 引导的原因状语从句。原因状语从句表示原因或理由，常 because, as, since 等连接，均有“因为”的含义。例如：

Since we' ve no money, we can' t buy it.

- 表示原因的 because 习惯上不与 so 连用，跟汉语习惯上说“因为……所以……”不同，两者用一个即可。例如：

Because it was raining, we stayed at home. / It was raining, so we stayed at home.

- 除此之外， because 引导的原因状语从句有时可与 because of… 短语转换，但是要注意区别： because 引导句子， because of 要与名词连用。例如：

He can' t come because he is ill. = He can' t come because of his illness.

because of （理工 4）

You know our boss is afraid to fly because of high anxiety.

你知道我们的老板因为有恐高症，所以害怕坐飞机。

- because of 表示“因为……，由于……”。because of 是复合介词，后接名词、代词、动名词、what 从句等。例如：

He is here because of you.

He lost his job because of his age.

He didn' t show up in the party because of what Jack said to him in the morning.

- 连词 because 单独使用时，引出原因状语从句。例如：

I didn' t buy it because it was too expensive.

Just because I don' t complain, people think I' m satisfied.

because 引导的原因状语从句（商务 4）

The franchisee can get more money than a direct employee

because he or she has a vital interest in the business.

因为在公司中的切身利益，特许经营者能够比直属雇员赚更多的钱。

- because 表示明确的因果关系，表达听话者未知的原因。

because 引导的从句通常放在主句的后面；表示强调时也可放在主句前面，从句后要用逗号与主句隔开。例如：

The executive team has to hold an urgent meeting because

they see the bad market feedback.

Because it is an area of outstanding natural beauty, the number of boats available for hire on the river is limited.

- because 引导的从句可以用来回答 why 引导的特殊疑问句。

4. 现在分词作结果状语（人文 4）

Nearly 30 years ago, China implemented its Compulsory Education Law, ensuring quality and equality in education. 近 30 年来，中国实行的《义务教育法》，确保了教育的质量与公平。

- 在上句中，现在分词 ensuring... 结构作结果状语。现在分词表示主句的动作所带来的结果，相当于一个并列谓语。

例如：

His father died, leaving him a lot of money. = His father died, and left him a lot of money.

She was so angry that she threw the toy on the ground, breaking it into pieces. = She was so angry that she threw the toy on the ground, and broke it into pieces.

5. 现在分词短语作伴随状语（理工 3）

Animal farming, after all, accounts for about half of all human-caused greenhouse gases, taking place on

one-third of the available, non-frozen land on Earth.

毕竟，畜牧业发生在地球上 1/3 的可用非冻土地上，而它释放的温室气体占人类活动产生的温室气体总量的一半。

• 上句中，taking place on ... 是现在分词短语作伴随状语，表示该动作和谓语的动作同时发生，相当于由并列连词连接的两个并列的动作。现在分词短语可在句中充当原因、条件、结果、让步、伴随或方式等状语。例如：

They sat there on the stone, talking with each other.

（伴随状语，表示与谓语动作同时发生）

Using your head, you' ll find a way. （条件状语，相当于 if 引导的条件状语从句）

Being ill, he didn' t go to school. （原因状语，相当于 because / as 引导的原因状语从句）

Weighing almost fifty kilograms, the stone was moved by him alone. （让步状语，相当于 although 引导的让步状语从句）

Their car was caught in a traffic jam, thus causing the delay. （结果状语，相当于一个结果状语从句）

Hearing their teacher' s voice, the pupils stopped talking at once. （时间状语，它的逻辑主语为句子的主语，分词动作一发生，谓语动作紧跟着发生）

二十七、条件句的用法

No one will get stuck with more work if we find a replacement quickly! 如果我们尽快找到接替的人，大家就不至于干那么多额外的工作。

- 这是一个真实条件句，表示提出的假设是有可能发生的。在英语中，条件句有真实条件句和非真实（虚拟）条件句两种。非真实条件句通常表示一种假想，它与事实相反或不大可能会发生。例如：

If I have time, I will go with them. （真实条件句）

If I were you, I would go with them. （与现在事实不符的虚拟条件句）

- 注意比较表示与现在事实不符、与过去事实不符和与将来事实不符的三种虚拟条件句的形式和含义。

1. 虚拟语气（理工 3/人文 4）

What if that could be combined with some kind of inductive charging? 若是可以通过感应充电连接在一起呢？

You' d be able to almost totally cut the cord with your gadgets. 你的电子产品就几乎可以不用数据线了。

- 虚拟语气 what if ...和 would be ...表示对现在或将来的情况提出假设。例如：

What if he doesn' t agree?

He would be able to buy a house with the money left by

his parents.

2. 虚拟语气的用法：what if ... 和 would be ...

What if that could be combined with some kind of inductive charging? 若是可以通过感应充电连接在一起呢？

You' d be able to almost totally cut the cord with your gadgets. 你的电子产品就几乎可以不用数据线了。

- 虚拟语气 what if ...和 would be ...表示对现在或将来的情况提出假设。例如：

What if he doesn' t agree?

He would be able to buy a house with the money left by his parents.

3. 表示与现在事实不符的假设（人文 4）

I would be an asset to Saint Louis Mental Health Service if given the opportunity. 如果给我机会，我会成为圣路易斯精神健康服务中心的一个有用之人。

- 在这个虚拟语气的 if 条件从句中， if 后面省略了 I were。

- 虚拟语气用来表示说话人所说的话并不是事实，而是一种假设、愿望、怀疑或推测。虚拟语气主要用于 if 条件状语从句中，也可用于主语从句、表语从句和宾语从句等。

- 虚拟语气可以表示与现在事实不符或相反的假设，结构为：

从句的谓语动词用过去式，系动词用 were，主句的谓语用

“ should (would, could, might) + 动词原形”。例如：

If I were in your position, I would marry her.

4. Otherwise 用于虚拟语气 （商务 3/人文 4）

Trading globally allows us to expand our markets for both goods and services that otherwise may not have been available to us. 国际贸易帮助我们扩大产品和服务的市场；如果没有国际贸易，我们可能就无法进入这些市场。

- otherwise 用于虚拟条件句，前一部分是陈述语气，后一部分是虚拟语气。例如：

I ran all the way to the conference; otherwise I would have missed the important client.

The director has adopted some new measures; otherwise the company could have gone bankrupt.

5. 条件状语从句（理工 4/人文 3）

If your legal needs include large but repetitive tasks, consider a flat-fee approach. 如果你的法律需求包括大量重复性的任务，那就可以考虑固定费用计费方式。

- 本句中， If your legal needs include large but repetitive tasks, 是个条件状语从句。

- 条件状语从句在复合句中表示主句动作发生的条件，其常用引导词包括：if, unless, as / so long as, only if,

providing / provided that (假如) , supposing that, in case that, on condition that 等。例如:

If you cheat in the exam you' ll never get away with it.

Unless you go at once you will be late.

I' ll remember that day as long as I live.

In case I forget, please remind me about it.

6. unless 引导的条件状语从句 (商务 3)

Unless you get a discount for paying early, paying your bills only when they' re due improves your company' s cash flow. 除非提早付款有折扣, 否则只在到期之时才付款, 这样会优化公司的现金流。

- unless 除非, 若不, 除非在……的时候。相当于 if not。例如:

The company won' t keep going unless we can get some loan.

You can not understand accounting unless you know some basics.

7. If 引导的条件状语从句

If that were to happen, just contact our nearest agent and they' ll send someone round immediately. 假如真的发生了, 请联系我们最近的服务点, 他们会立刻派人过来的。

- 上面的 if 条件句中用的是 “if + were to do sth.” 的结

构，表示这种情况不太可能发生。if 引导的与现在事实不符或相反的条件句中，条件从句的结构一般为：If + 主语 + 动词的一般过去式（be 动词一般用 were），结果主句的结构一般为：主语 + would / could / might + 动词原形。例如：

I am sorry I am very busy just now. If I had time, I would certainly go to the movie with you.

If it were to rain, I would stay at home.

8. 让步状语从句（管理 4/商务 4）

You can't afford to sit back —even though it might be tempting. 你不能停下脚步休息片刻，尽管它充满了诱惑。

Although we can't compete in terms of size, I do believe we hold an advantage in terms of dedication to customer service. 虽然我们在规模上没有竞争力，但我相信，我们在悉心服务客户方面拥有优势。

- 让步状语从句是状语从句的一种，因其引出不太充分的条件或其他状态而得名，指条件退让一步，即“即使（尽管，虽然）”从句中的情况存在，主句中的情况也会出现。一般翻译为“尽管……”“即使……”。通常由下列连接词语引导：although, though, even if, even though, however, whatever, no matter (how, what, where, when), whether ... or ... 等。例如：

Whatever / no matter what he says, don't go.

However much you regret doing that, there is nothing you can do about it now.

9.No matter 引导的让步状语从句（商务 3）

No matter how small your business is and what industry you are in, your company has assets. 无论你的公司规模多小，无论你从事哪个行业，你的公司都会有资产。

- no matter 意为“不管，无论”，是从属连词，其后常接疑问词 what, which, who, whom, where, whose, when, how 等，用来引导让步状语从句。从句既可放在主句之前，也可放在主句之后。例如：

No matter where you work or what you do, your employer should have a safety program for you to follow.

The company makes profits no matter how bad the economic situation is.

二十八、从句的混合使用（商务 4）

Investors who buy stock can trade their shares or keep them as long as the company is in business. 只要公司在经营，购买股票的投资者就可以进行股票交易或保留他们的股份。

- 从句的混合使用，是指在一句话中，至少两个甚至更多从句同时出现的现象，各从句根据在句中的不同位置，起不同的作用。例如：

What is known to us all is that he is now the sole proprietor of the firm that was officially established in 2013.

The recent empirical study (实证研究) revealed (揭示) strong evidence that the reason why capital markets contribute to economic growth is that efficient capital markets assist in (帮助) efficient allocation (分配) of the community' s resources.