

Human Resources

Learning Objectives

In this unit, you will

- get to know what a career in Human Resources (HR) involves;
- learn about the documents with which you start your HR career;
- grasp the vocabulary related to human resources in this unit;
- review types of sentences.

Section A / Lead-in

I. Please make a list of the etiquettes necessary for business travel.



II. Do you want to be an HR professional? Why or why not?



Section B / Readings

Pre-reading Questions

1. Why was “Human Resources” called “Personnel” in the past?
2. What does HR usually involve?
3. What is important when disagreements arise between employees?



人力资源部是一个企业或公司的核心部门之一。本文介绍了人力资源部的工作内容，即如何运用行之有效的方法和模式，对员工进行合理的培训、组织和调配，同时对员工之间的关系、心理和行为进行正确的诱导、控制和协调，使人尽其才，事得其人，人事相宜，最大程度地优化人员配置。

Text A

What Is a Career in Human Resources All About?

“Human Resources” used to be called “Personnel” because it dealt with persons and managed the hiring and firing. Changing the name offers a realistic **insight** into what the work **entailed** in a modern business **encompasses** because it suggests the resources held within people.¹ It involves not only working with people but their skills and ability to be **cooperative** with colleagues and something of their personality. This is a responsible career, which can aid or **hinder** the company if the work is not well done.

This work involves finding candidates to fill vacancies in an organization, interviewing them, checking references and ensuring that they fit in and are comfortable in their working environment when they are employed. The **morale** of a **workforce** can be an important element to its success.

As a Human Resources professional you need to be able to assess the person you are interviewing for a job as well as what their **potential** for the company might be. **Eliciting unexpected** skills which will be of benefit means asking the right questions during interviews.²

Keeping an eye out for professionals working for other companies who might be of use to the business is useful, so networking is worthwhile. Head hunting is a specialist activity but can change the **dynamics** positively for the organization when the right person is found.

A Human Resource employee needs to be able to keep relevant records because they are involved in **administering** employee benefits. As a result, not only the basic information about an employee needs to be kept but also how they fit into the organizational system. When individuals feel they are not being given their worth their morale drops and they become less engaged and eager to work well.³

There will inevitably be some **disputes** between employees. Crises happen everywhere. Being able to sort these out without **panicking** is **vital**. The personality **clashes** that occur between managers and employees and between colleagues require an understanding of people. The issue may merely be a **misinterpretation** of how someone said something or an employee feeling **bullied**. Most people misunderstand someone else at some time and a brief discussion of feelings and what was actually said with a neutral person can **calm** things **down**. Being able to listen to **grumbles** and sorting out whether they are **reasonable**, or just someone who is complaining, and taking the appropriate action are part of the job. **Tact** and insight are necessary elements to the job.

There are times when a business **lags**. Morale drops and **output** is below normal. Here the human resource professional can offer advice to management on how to **boost** morale and change the working environment. As a result, human resource professionals have to be competent managers. They must know how to offer incentives and ideas to turn a poor situation into a positive one — in other words, how to use the people resources **available to** the best advantage.

A degree is not necessarily the entry requirement but a valuable **asset**. Degrees in Business **Administration**, **Psychology** and **Behavioral Sciences** are appropriate for Human Resource roles. A degree in Social and Behavioral Sciences is also useful. These days one can even get a degree in human resources by attending college online.

While many small firms cannot afford to hire a Human Resource professional full time, there are occasions when a business **flounders**. Here an experienced Human Resource professional can evaluate the issue and consider ways which may lead to a **resolution**. This can **generate a profitable consultancy** fee. Such a position cannot be a **side line** because working for a large organization is a full time job, but after a number of years of experience being a consultant might be an option.⁴

The **profession** of Human Resources can never be boring because the dynamics of working with people is always changing and there will always be challenges. (641 words)

New Words and Expressions

insight /'ɪnsaɪt/	<i>n.</i>	a sudden clear understanding of something or part of something, especially a complicated situation or idea 洞察力; 深刻的了解
entail /ɪn'teɪl/	<i>v.</i>	to involve something as a necessary part or result 使 (某事物) 必要; 需要
encompass /ɪn'kʌmpəs/	<i>v.</i>	to include a wide range of ideas, subjects etc 包含或包括某事物
cooperative /kəu'ɒpərətɪv/	<i>adj.</i>	willing to cooperate 合作的
hinder /'hɪndə/	<i>v.</i>	to make it difficult for something to develop or succeed 阻碍、妨碍某人 (某事物) 的进展; 阻挠或耽搁某人 (某事物)
morale /mə'rɑ:l/	<i>n.</i>	the level of confidence and positive feelings that people have, especially people who work together, who belong to the same team etc 士气; 精神状态
workforce /'wɜ:kfɔ:s/	<i>n.</i>	all the people who work in a particular industry or company, or are available to work in a particular country or area 人力; 劳动力; 劳工
potential /pə'tenʃəl/	<i>n.</i>	if people or things have potential, they have a natural ability or quality that could develop to make them very good (人的) 潜力, 潜能; (事物的) 潜在的可能性
	<i>adj.</i>	likely to develop into a particular type of person or thing in the future; likely to come into existence 潜在的, 可能的; 可能出现或存在的

elicit /ɪ'lɪsɪt/	<i>v.</i> to succeed in getting information or a reaction from someone, especially when this is difficult 从某人处诱出, 探出 (事实、反应等)
unexpected /ˌʌnɪk'spektɪd/	<i>adj.</i> used to describe something that is surprising because you were not expecting it 未料到的; 意外的; 突如其来的
dynamics /daɪ'næmɪks/	<i>n.</i> the way in which things or people behave, react, and affect each other 动态; 产生变化、行动或影响的力量
administer /əd'mɪnɪstə/	<i>v.</i> to manage the work or money of a company or organization 管理 (业务等); 治理
dispute /dɪ'spjʊt/	<i>n.</i> a serious argument or disagreement 争论; 辩论 (区别于 quarrel 争吵)
panic /'pænɪk/	<i>n.</i> a sudden strong feeling of fear or nervousness that makes you unable to think clearly or behave sensibly 恐慌; 惊惶
vital /'vaɪtl/	<i>adj.</i> extremely important and necessary for something to succeed or exist (对某事物的存在、成功或运作) 极重要的, 必不可少的
clash /klæʃ/	<i>n.</i> an argument between two people or groups because they have very different beliefs or opinions 重大的分歧; 冲突
misinterpretation /ˌmɪsɪntə'pri:teɪʃən/	<i>n.</i> not understanding the correct meaning of something that someone says or does, or of facts that you are considering, or making a wrong inference of something 误会; 误解; 误读; 曲解
bully /'buli/	<i>v.</i> to threaten to hurt someone or frighten them, especially someone smaller or weaker 恐吓; 欺负; 伤害 (弱者)
grumble /'grʌmbəl/	<i>n.</i> complaint 怨言; 牢骚
reasonable /'ri:zənəbəl/	<i>adj.</i> fair and sensible (指人) 讲理的, 明事理的
tact /tækt/	<i>n.</i> the ability to be careful about what you say or do, so that you do not upset or embarrass other people 言行得体、不得罪人或能赢得好感的技巧
lag /læg/	<i>v.</i> to move or develop more slowly than others 走得极慢; 落后
output /'aʊtpʊt/	<i>n.</i> the amount of goods or work produced by a person, machine, factory etc (机器、工人等的) 产量
boost /bu:st/	<i>v.</i> to increase or improve something and make it more successful 增强 (某事物的) 力量; 提高 (某事物的) 价值; 鼓励
asset /'æset/	<i>n.</i> something or someone that is useful because they help you succeed or deal with problems 有价值的或有用的特性或技能
administration /əd'mɪnɪ'streɪʃən/	<i>n.</i> the activities that are involved in managing the work of a company or organization 管理; 经营; 行政
psychology /saɪ'kɒlədʒi/	<i>n.</i> the study of the mind and how it influences people's behavior 心理学
behavioral /bɪ'heɪvjərəl/	<i>adj.</i> relating to behavior 行为的
flounder /'flaʊndə/	<i>v.</i> to have a lot of problems and to be in danger of failing completely 困难重重; 艰苦挣扎

resolution /ˈrezəˈluːʃən/	<i>n.</i> a formal decision or statement agreed on by a group of people, especially after a vote 正式决定; 决议
generate /ˈdʒenəreɪt/	<i>v.</i> to produce or cause something 使(某物)存在或发生; 产生
profitable /ˈprɒfɪtəbəl/	<i>adj.</i> producing a profit or a useful result 可获利润或好处的; 有利可图的; 有益的
consultancy /kənˈsʌltənsi/	<i>n.</i> advice that a company is paid to provide 咨询
profession /prəˈfeʃən/	<i>n.</i> a job that needs a high level of education and training 职业(尤指须受高深教育及专业训练者, 如建筑师、律师或医师之职业)
keep an eye out for	留心、注意某人或某事物
calm down	(使某人)平静, 镇静, 安静
available to	可用于; 可被……利用或得到的
a side line (sideline)	副业; 兼职

Proper Names

Human Resources	(公司等机构的)人力资源部(缩略形式为 HR)
Business Administration	工商管理
Psychology	心理学
Behavioral Science	行为科学
Social Science	社会科学

Notes

1. *Changing the name offers a realistic insight into what the work entailed in a modern business encompasses because it suggests the resources held within people.* 改变名称反映了人们对于该工作在现代商务中所包含内容的很现实的洞察——人力资源意味着人本身所蕴藏的资源。

这是一个复合句。主句为 *changing the name offers a realistic insight...*; 在主句中含有一个介词 *into* 所带的宾语从句 *what the work entailed in a modern business encompasses*。...because it suggests the resources held within people 为原因状语从句。在这两个从句中, *entailed in a modern business* 和 *held within people* 分别为过去分词短语作定语修饰其前面的名词 *word* 和 *resources*。

2. *Eliciting unexpected skills which will be of benefit means asking the right questions during interviews.* 从候选人身上挖掘到出乎意料的技能, 会对公司大有裨益。想要挖掘出这样的技能, 意味着在面试时要提出对路的问题。

这是一个复合句。主句为 *eliciting unexpected skills means asking the right questions during interviews*; 定语从句 *which will be of benefit* 修饰 *unexpected skills*。

3. *When individuals feel they are not being given their worth their morale drops and they become less engaged and eager to work well.* 当员工感到自身的价值得不到应有的体现时, 他们的士气下降, 工作就不会那么专注, 也不那么渴望好好工作。

在这个复合句中, 主句为 *their morale drops and they become less engaged and eager to*

work well; 时间状语从句 when individuals feel they are not being given their worth 中还包含一个从句 they are not being given their worth, 作状语从句的谓语动词 feel 的宾语。

4. *Such a position cannot be a side line because working for a large organization is a full time job, but after a number of years of experience being a consultant might be an option.* 由于在大机构的工作是全天候的, 这样一个职位不可能是兼职。但是如果多年之后具备了工作经验, 做小公司的顾问倒不失为一个选择。

从大框架来看, 这是一个含有复合句的并列句, 连词 but 连接了两个意义上呈转折关系的并列句, 分别为 *such a position cannot be a side line because working for a large organization is a full time job* 和 *after a number of years of experience being a consultant might be an option.* 要特别注意, 并列句的第一个分句中还包含一个原因状语从句 *because working for a large organization is a full time job*。

Exercises

Reading Comprehension

I. Answer the following questions according to the text.

- 1) What is the effect of changing the name from “Personnel” to “Human Resources”?
- 2) Why is HR a responsible career?
- 3) What is the significance of head hunting?
- 4) What is the purpose of keeping relevant records?
- 5) What can HR do to cope with business lags?
- 6) How is a degree viewed in the HR world?

II. Choose the best answer to each of the following questions according to the text.

- 1) “Human Resources” used to be called “Personnel” because _____.
 - A. it managed the relationship between human beings and natural resources
 - B. it managed the hiring of persons
 - C. it managed the firing of persons
 - D. it managed the hiring and firing of persons
- 2) What can be an important element to the success of a workforce?
 - A. Its leadership.

- B. Its morale.
C. Its welfare.
D. Its project.
- 3) When do employees become less engaged?
A. They feel they are not being given their worth.
B. They feel they are misunderstood by others.
C. They feel they are not respected.
D. They feel they are over-worked.
- 4) What are supposed to be the necessary elements for coping with disputes?
A. Patience and sympathy.
B. Patience and tact.
C. Tact and insight.
D. Understanding and insight.
- 5) How is HR profession described in the passage?
A. It is always very boring.
B. It is very boring and tends to be more and more boring.
C. It can occasionally be boring.
D. It can never be boring.



Vocabulary

III. Match the English words in Column A with the English explanations in Column B.

Column A	Column B
_____ 1. Vacancy	A. quarrel; controversy
_____ 2. resolution	B. to include a wide range of ideas, subjects
_____ 3. cooperative	C. a job that is available for someone to start doing
_____ 4. encompass	D. a choice you can make in a particular situation
_____ 5. option	E. a formal decision or statement
_____ 6. dispute	F. willing to cooperate

IV. Fill in the following blanks with the words or phrases given below. Change the forms where necessary.

entail	hinder	elicit	lag
boost	generate	sort out	calm down

- 1) So far we _____ any positive response from our customers.
- 2) The situation in the quake-hit area must _____ as soon as possible.

- 3) When business _____ in winter with no visitors to receive, they would have two months off.
- 4) Do you possibly know what the job of HR manager generally _____ ?
- 5) We can now prepare to set out. The storm is _____ .
- 6) Frequent telephone calls last night _____ her from getting enough sleep.
- 7) It is truth that heat can _____ by friction.
- 8) _____ production, new technologies are going to be introduced.

V. Translate the following sentences from Chinese into English.

- 1) 这位享誉世界的诗人对于人性有着敏锐的洞察力。(an insight into)
- 2) 要找一个合适的求职者来填补这一空缺职位绝非易事。(fill a vacancy)
- 3) 在员工中集思广益，对于公司的发展大有好处。(elicit; be of benefit)
- 4) 该厂家急于在国内市场取得一席之地，这简直是短视的做法。(be eager to; merely)
- 5) 所有的人都可免费获取网上所有的信息。(online; be available)

Text B

The Documents You Need to Start Your HR Department

Remember when you got to go to camp or on a field trip as a kid and there was always that handy **dandy** checklist to help you pack? Wouldn't it be nice if that were something that you got in real life too? That checklist is what we want to give you as real tools that you can use every day in Human Resources (HR).



Building an HR Department within a new or established company is going to take some work, but with a solid plan and the great advice it can be done. However, unlike a camp checklist, many of these items cannot be **purchased** on the way home from soccer

dandy *adj.* (informal) 极好的; 优秀的

purchase *v.* 购买

practice, so you might have to make them yourself or find vendors who can supply them as a value add. Ready? Let's get started.

Start with job **profiles**. Develop a profile for each role within your company and the person who fills it. You can include as much or as little information as you would like but keep in mind if you choose to include more information (like what makes the **current** employee successful in that role) you will be able to use it for **multiple projects** (like building out **sourcing** profiles for future hiring).

Create a business staffing plan. When your company is hiring just a few key positions, this almost seems like a **moot** point but having a plan you can refer to is crucial as the business **scales**.² Who do you need to speak with? Sales, operations, product development and marketing. These people or teams should have a solid idea of how many **widgits**³ they want to make or how many **contracts** they want to sign and the people that you need to hire are part of that plan. So make sure you get a **sketch** of what they're doing over the next 12 months to figure out what you need to be hiring for.

Devise a salary structure document. Discover salaries for various functions within the company and compare and **contrast** those with fair market value for similar positions. **Revise** every six months to ensure that you stay **competitive**. If your company offers other forms of **compensation** like benefits, **stock** options, profit sharing or a **work-flex** environment, make note of them but keep them separate from the salary structure document.

Be clear about your vacation, sick, time off and holiday policy. Include things like permissions, notices, time off that is job specific. Don't forget to include some sort of recording system to help you **keep track**. Your employees will ask.

A way to measure performance. When developing your job profiles, find out how each person measures their success and write or record those **measurements** down. Sure, those will change as the company grows but knowing how the team defines "doing well" and sets their goals will only help new hires get **acclimated**. In addition, it helps you create the **dreaded** performance evaluation.

Training and Development. You may not yet have set up a training and development process, but start thinking about what the employees get out of working for you. Have a plan in place, whether the **budget** exists or not, but what's even more important is getting **buy-in** from the managers in your company.⁴ They know what sort of learning opportunities their people need and how to **ferret** them out.

profile *n.* 人物或事物之简介; 概况

current *adj.* 现在的, 现行的

multiple *adj.* 有多种、多项或多类型的

project *n.* 计划; 规划; 工程

source *v.* (从……) 获得;

发起; 寻求来源

moot *adj.* 尚未解决的; a

moot point/question (*idm* 习) 悬而未决的事

scale *v.* (按固定比率) 调节; 增; 减

widget *n.* 微件; 小器具

contract *n.* 合同; 契约

sketch *n.* 简短的陈述或描写

devise *v.* 想出, 设计 (计划、制度、工具等)

contrast *v.* 对比; 相比

revise *v.* 复查 (某事物); (尤指) 复核, 校订, 修正

competitive *adj.* 比赛的; 竞争的

compensation *n.* 补偿或赔偿的物或款; 报酬

stock *n.* (公司的) 资本; 股份

work-flex *n.* 弹性工作制

keep track 追踪; 保持联系

measurement *n.* 量度; 测量

acclimate *v.* 使适应新环境; 适应

dreaded *adj.* 非常可怕的

budget *n.* 专用开支; 专款; 预算

buy-in *n.* 买进, 补进 (为了接管某公司买进其控制股权)

ferret something out (*infml* 口) (通过搜查或仔细盘问)

Job Description **Template**. You want to ensure that your job ads are read by the right talent and the best way to do this is to create **compelling**, fun copy, which is tough to do with a template. On the other hand, your ads may have to create a consistent tone via various job boards and distribution engines. You want those to always tell your company's story—so what to do? Some progressive companies tell the corporate and cultural story up front and follow up with **individualized** job descriptions. Either way, have a **standardized** template that you can give to team members or use when you need to get something out with short notice. (671 words)

发现某事物；搜出（某物）
template *n.* 样板，模板，型板
compelling *adj.* 使人非注意不可的
individualize *v.* 使（某事物）个性化、具有个人特色或个体化
standardize *v.* 使（某事物）标准化或合乎规格

Notes

1. *Wouldn't it be nice if that were something that you got in real life too?* 如果在现实生活中你也拥有一份类似的清单，该有多好！

这是一个含有虚拟语气的复合句。主句为 *wouldn't it be nice*。特别要注意的是，条件状语从句 *if that were something that you got in real life too*。在条件状语从句中还包含一个定语从句 *that you got in real life too*，修饰不定代词 *something*。

2. *When your company is hiring just a few key positions, this almost seems like a moot point but having a plan you can refer to is crucial as the business scales.* 当你所在的公司仅仅是几个重要的岗位需要招聘人员时，这（制订人事计划）似乎就是个有争议的问题（即有小题大做之嫌）。但是随着业务规模的扩大，拥有一份你可以参照的（人事）计划还是至关重要的。

这是一个复合句。主句为并列句 *this almost seems like a moot point but having a plan you can refer to is crucial*，由 *but* 连接两个并列的句子，呈转折关系。在第二个并列句中，*you can refer to* 是定语从句，修饰 *a plan*。除此之外，还有两个时间状语从句 *when your company is hiring just a few key positions*，以及 *as the business scales*。

3. widget 微件，是一小块可以在任意一个基于 HTML 的 Web 页面上执行的代码，其表现形式可能是视频、地图、新闻、小游戏等；还可指一些不知名的小装置，小器具。
4. *Have a plan in place, whether the budget exists or not, but what's even more important is getting buy-in from the managers in your company.* 无论该项预算是否存在，都要将计划准备就绪。然而更为重要的是，要让经理们接受你的计划。

这是由连接词 *but* 连接的一个并列复合句。从句子的整体来看，呈转折关系，第一分句是祈使句 *have a plan in place*，其后的 *whether the budget exists or not* 是一个让步状语从句。*whether... or...* 引导让步状语从句时相当于 *no matter if...(or)...*，意为不管……（还是……）。第二分句是含有主语从句的复合句 *what's even more important is getting buy-in from the managers in your company*，主语从句的引导词 *what* 相当于 *the thing that...*，兼有先行词和关系代词的功能。

Exercises



Reading Comprehension

I. Answer the following questions according to the text.

- 1) What is supposed to be the first document in HR?
- 2) Why is it important to get a sketch of what employees are doing over the next 12 months?
- 3) Why should a salary structure document be revised every six months?
- 4) How can you help new hires get acclimated to the working environment?
- 5) What can be done with the “training and development” of the staff?
- 6) What should a job description template be like?

II. Decide whether the following sentences are true (T) or false (F) according to the text.

- _____ 1) Items in a camp checklist can be purchased.
- _____ 2) A business staffing plan is crucial as the business grows.
- _____ 3) Other forms of compensation should be kept with the salary structure document.
- _____ 4) It is the job of HR to find a way to measure the performance of employees.
- _____ 5) A company should provide its employees with learning opportunities.
- _____ 6) Employment ads via different channels do not have to be consistent in tone.



Cloze

III. Select one word for each blank in the following passage from the word bank. You may not use any of the words in the bank more than once.

career	touches	current	with
perspective	replaced	old	consequently
impact	talk	past	totally

During the past twenty years, “Personnel” was synonymously used to refer to Human Resources management. But today, “Human Resources” has 1) _____ the antiquated term, “Personnel”.

Over the years, personnel management became extensively integrated to the point where

it 2) _____ on the entire life conditions of employees or workforce. Personnel's involvement relates to employee hiring, training, 3) _____ development, retention, health, safety, retirement, social advancement, and even family well-being. It even touches on employees' character and the 4) _____ of such on the employer or the employee's performance and credibility. This understanding, in part, generated the understanding that employers needed to deal with and manage employees as human beings and from a more human 5) _____. Hence, this has generated a newer understanding and meaning that one would refer to as human resources in the 6) _____ dynamics of personnel management.

7) _____ these changes, evolutions and radical formation of Human Resources organizations, the concept of "Personnel Management" is a thing of the 8) _____, and Human Resources Management or administration has become the most suited and logical concept replacing the 9) _____ reality. However, the truth remains that Personnel Management has not 10) _____ disappeared, but has actually changed into what is currently known as Human Resources Management.

Translation

IV. Translate the following sentences from English into Chinese.

- 1) Several contributing factors changed the use of the word "personnel" in modern day workforce management or administration.
- 2) In the United States, there are federal employment laws that mandate employers with a certain number of employees to comply with certain legislations, policies, and regulations.
- 3) HR is the implementation of a strategy to drive innovation, productivity and share price through mobilizing the workforce towards excellence.
- 4) Remuneration can make or break an organization, essentially it is how much to reward employees financially.
- 5) Training and development can turn poor performers into solid performers, and good employees into great ones.

Word Formation

V. Analyze the formation of the following derivatives in each group and give further examples of words with the same affix (the first word is given as an example).

Derivatives in the text	Part of speech	Root word	Affix	More derivatives
encompass	v.	compass	en-	encourage
personality				
vacancy				
ensure				
specialist				
positively				
comfortable				
option				

Section C / Grammar

Types of Sentences (句子类型)

句子的分类可以依据两个不同的角度：一是句子的用途，二是句子的结构。

一、按句子的用途分类

按句子的用途分类，是根据句子的语言功能和作用，将其归类。所有的英语句子可以分成四类：陈述句（declarative sentence）、疑问句（interrogative sentence）、祈使句（imperative sentence）和感叹句（exclamatory sentence）。

1. 陈述句

陈述句是最常见的一种句子，用来说明事实、看法，描述动作、状态，阐明道理、原因等。有两种形式，即肯定句形式和否定句形式。例如：

Chinese is one of the major languages in the world.

It is not an easy job to learn English well.

2. 疑问句

疑问句用来提出问题。按其所提出的不同问题可分为以下四种类型。

(1) 一般疑问句（general question）

一般疑问句是就某件事或某种情况的“是与否”提问。因此，它的回答不是“Yes”就是“No”；回答时所用的句子可以是完整句，也可以是省略句。例如：

—Do you like dancing?

—Yes, I do.

(2) 特殊疑问句（special question）

特殊疑问句是对某件事或某种情况中的某项具体内容提问，并使用相应的特殊疑问词，如

时间(When)、地点(Where)、原因(Why)、方式(How)、人物(Who)、名称(What)。所以回答的内容也应该是具体的。例如:

—Why is Lily absent from duty today?

—She is preparing for her wedding.

(3) 选择疑问句 (alternative question)

选择疑问句可以对句子中的任何成分设置选择问题, 选择部分由连词“or”连接。它看似一般疑问句, 其实两者有区别, 因为回答这种问句时既不能用“Yes”也不能用“No”, 而是需要答出具体的选择内容。另外, “or”之前的部分读升调, 之后的部分读降调。例如:

—Are you going to school or back home?

— (I'm) Going back home.

(4) 反意疑问句 (disjunctive question)

当说话人对某种情况没有把握, 或需进一步证实时, 便可使用反意疑问句。反意疑问句的构成有两部分: 第一部分是完整的陈述句, 第二部分是简短的一般疑问句。第一部分若是肯定形式, 第二部分则用否定形式; 反之亦然。另外, 前后两部分在人称、数和时态等方面必须保持一致。例如:

—Elizabeth is a college student, isn't she?

—Yes, she is.

—Mark cannot speak French, can he?

—No, he can't.

3. 祈使句

祈使句用来表示说话人的请求、命令、要求、建议等。祈使句的主语常被省略。当然, 有时为了强调或表达某种感情, 句子也会带上主语。祈使句的谓语要用动词原形。例如:

Be quiet, please!

Don't smoke in the office.

You do this; I do that. (对照)

4. 感叹句

感叹句表示说话人的喜悦、气愤、惊讶等情绪, 多用“What”(修饰名词)或“How”(修饰形容词、副词或动词)开头, 句末用感叹号, 一般用降调, 且句子通常为正常语序。当然, 如果不用这种句型, 而句子(无论是哪种句子)本身又表示了上述的种种情绪, 那么该句也就成了感叹句。例如:

What a lovely dog you have here!

How fast the athlete runs!

Tom is such a nice guy!

二、按句子的结构分类

这里所说的结构, 主要是指句子中主语和谓语之间所构成的关系。按照句子的结构, 英语句子可分为三类: 简单句 (simple sentence)、并列句 (compound sentence) 和复合句 (complex sentence)。

1. 简单句

简单句只有一个主谓关系。句子可能有两个或多个并列主语, 也可能有两个或多个并列谓

语，但是句子的主谓关系只有一个。

China and Chinese people are incredibly progressing in many aspects. (两个主语，一个谓语)

Computers mean a lot to human beings and are ever-improving. (一个主语，两个谓语)

2. 并列句

并列句包含两个或两个以上的主谓结构。其任何一个主谓结构都能独立地表达意思，同时，这些主谓结构在意思或逻辑上有一定程度的内在联系。在并列句中，要使用并列连词或连接副词将两个或多个互不依从的主谓结构连接在一起，不同的并列连词表示不同的关系，大致分为以下五类：

(1) 对照 / 转折

如：Everything in the world is outside you but health belongs to yourself.

(2) 结果 / 因果

如：I've got a meeting to attend, so I have to go now.

(3) 选择

如：Do it this way or you'll be in trouble.

(4) 增加 / 递进

如：Not only have we thorough-cleaned the house but we have also decorated it.

(5) 原因 (仅“for”一词)

如：You'd better take an umbrella with you, for it's going to rain.

3. 复合句

复合句包含两个或两个以上的主谓结构，句中只有一个主要的主谓结构，是全句的主体，称为主句 (main clause)；其他的主谓结构都从属于这个主要的主谓结构，称作句子的从句或子句 (subordinate clause)。从句可分为三大类：名词性从句 (noun clause)、关系从句 (relative clause) 和状语从句 (adverbial clause)。例如：

China is not what it used to be. (名词性从句)

Taxes consist of money that people pay to support their government. (关系从句)

They ate and chatted while the television was on. (状语从句)

Exercises

I. Fill in the blanks with proper words or expressions.

- 1) Few of them hurt themselves in the accident last night, _____ ?
- 2) Which writer do you _____, Charles Dickens or Mark Twain?
- 3) —You are not a newcomer, are you?
— _____. I came here only yesterday.
- 4) Let's _____ football in the street. It's so dangerous.
- 5) _____ terrible weather we've been having these days!
- 6) How I wish _____ pay a visit to Hong Kong Disney World!
- 7) I went to Betty's birthday party yesterday, _____ I didn't bring her any gift.

- 8) The story was so thrilling _____ I finished reading it at one sitting.
- 9) In chilly winter it is terrible to live in a room _____ windows are broken.
- 10) The completion of the project depends on _____ you make utmost efforts.

II. Turn the following sentences from Chinese into English.

- 1) 难道史密斯先生不负责这台手术吗?
- 2) 是你打印这份文件呢, 还是我抄写呢?
- 3) 她一个人几乎做不了这件事, 对吗?
- 4) 努力吧, 你一定会取得显著进步的。
- 5) 虽然这台计算机价格昂贵, 我们还是决定买下来。

Section D / Fun Time

Humour

A Gentle Reminder



Having been married a long time, my husband sometimes needs a gentle reminder of a special occasion. On the morning of our 35th anniversary, we were sitting at the breakfast table when I hinted, “Honey, do you realize that we’ve been sitting in these same two seats for exactly 35 years?”

Putting down the newspaper, he looked straight at me and said, “So, you want to switch seats?”