



山东专升本学霸记

英语

整理编辑：郭明雪

电话：15253185350

第一部分 考情分析

第一章 统招专升本英语大纲.....	(3)
第一节 试卷结构与题型	(3)
第二节 考试内容	(6)
第二章 试卷分析.....	(7)
第一节 考试科目及题型题量	(7)
第二节 各题型考查知识点分析	(8)

第二部分 备考指导

第一阶段 全面学习， 夯实基础(5)月—8月)	(26)
第二阶段 强化练习， 稳步提升(9)月—12月)	(27)
第三阶段 查漏补缺， 逐个击破(次年 1月—考前)	(27)

第三部分 高频考点

考点一 动词时态	(30)
考点二 被动语态	(32)
考点三 非谓语动词	(35)

考点四 名词性从句	(37)
考点五 定语从句	(41)
考点六 状语从句	(44)
考点七 部分倒装	(46)
考点八 写作	(49)
第一节 议论文	(50)
第二节 书信	(55)

第一部分

考情分析

第一章 统招专升本英语大纲

第一节 试卷结构与题型

一、考试形式

考试采用闭卷、笔试形式。试卷满分 100 分,考试时间 120 分钟。

二、试卷结构

试卷分为第 I 卷和第 II 卷两部分。考试题型从以下类型中选择:单项选择题、多项选择题、填空题、阅读理解、翻译、写作。

第 I 卷题型主要包括选词填空、阅读理解、七选五三部分,为客观性试题,满分 60 分;第 II 卷为翻译及写作两部分,为主观性试题,满分 40 分。

具体的题型、题量、分值为:

部分	题型		题量	分值
I	选词填空		10	15 分
II	阅读理解	阅读四选一	15	30 分
		阅读七选五	5	15 分
III	段落翻译	英译汉	1	10 分
		汉译英	1	10 分
V	写作		1	20 分

三、试题难度

较容易题	约 40%
中等难度题	约 40%
较难题	约 20%

四、考试内容及要求

本科目考试内容包括语言知识、语言运用等两个方面。考生对英语知识和技能的掌握应达到普通高校在校生非英语专业二年级的水平,同时满足进入本科院校继续学习的基本要求。具体内容与要求如下:

(一)语言知识

1. 掌握《高职高专教育英语课程教学基本要求》(教育部高等教育司编,高等教育出版社)规定的3400个左右常用单词及500个左右习惯用语和固定搭配的意义和基本用法。
2. 掌握并能运用基本的语法结构和句型以及所学功能意念和话题。

(二)语言运用

1. 阅读

要求考生能读懂书、报、杂志中关于一般性话题的语篇以及请柬、通知、公告、广告等,并能从中获取相关信息,完成不同的阅读任务。考生应能:

- (1) 理解、捕捉文中具体信息;
- (2) 根据上下文识别指代关系;
- (3) 根据上下文推断生词的词义;
- (4) 根据所读内容做出简单的推理和判断;
- (5) 理解所读内容的主旨;
- (6) 理解所读内容的篇章结构;
- (7) 理解作者的意图、基本观点和态度;
- (8) 识别不同文体的特征。

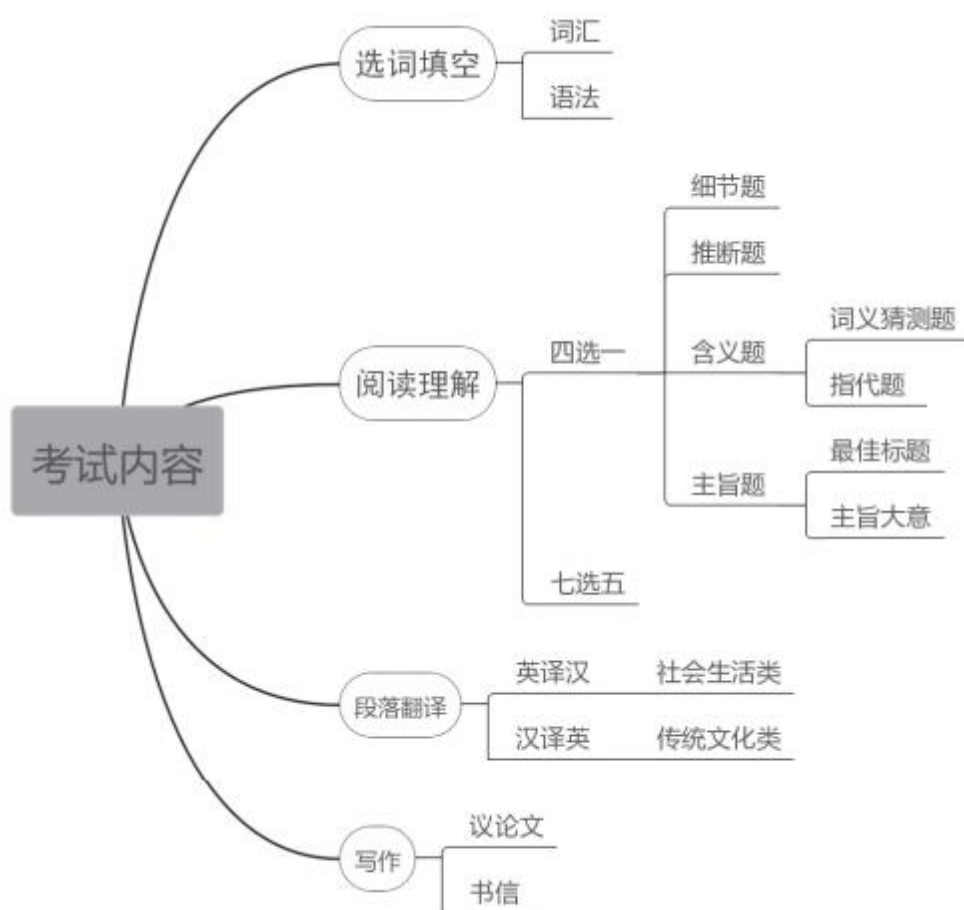
2. 写作

要求考生能根据题目要求完成简单的书面表达任务。考生应能:

- (1) 写出常见体裁的应用文;
- (2) 描述人物或事件,并进行评论;
- (3) 根据文字提纲或图表提供的信息写短文或报告;

(4) 正确有效地运用所学语言知识, 清楚、连贯地传递信息, 表达思想, 做到语句通顺, 结构完整, 文体规范。

第二节 考试内容



第二章 试卷分析

第一节 考试科目及题型题量

试卷题型题量
科目名称:大学英语 总分值:100分 时间:9:00-11:00, 120分钟 第一部分 选择题 一、选词填空(共10题,共15分) 二、阅读四选一(共15题,共30分) 三、阅读七选五(共5题,共15分) 第二部分 非选择题 四、英译汉(共1题,共10分) 五、汉译英(共1题,共10分) 六、写作(共1题,共20分)

第二节 各题型考查知识点分析

一、选词填空

该部分为多项选择题,是2020年山东统招专升本英语改革之后出现的新题型。以短文挖空的形式呈现,要求考生在所给的10-15个备选单词选出十个正确单词填入短文空格处,基本1句1题。考生可根据特定的语境、语法和词汇知识选出可填入句中空白处的最佳选项。

该题型所涉及的知识点包括两部分:词汇和语法,以词汇为主。词汇部分着重考查考生对所给单词词义和词性的掌握,主要考查名词、动词、形容词三类词的词义和词性。语法包括两方面:词法和句法。词法主要考查学生对动词、名词、形容词和副词、介词这五类词的考查,比如学生非常熟悉的动词时态语态、非谓语动词、介词固定搭配等。句法部分主要考查三大从句关系词的选择。

另外,该题型还考查考生对题干所给文章的理解,能够根据文章的大体意思选择出正确的单词,所以该题型很大程度上是在考查考生词汇的掌握和运用情况,对词汇方面的要求较高。

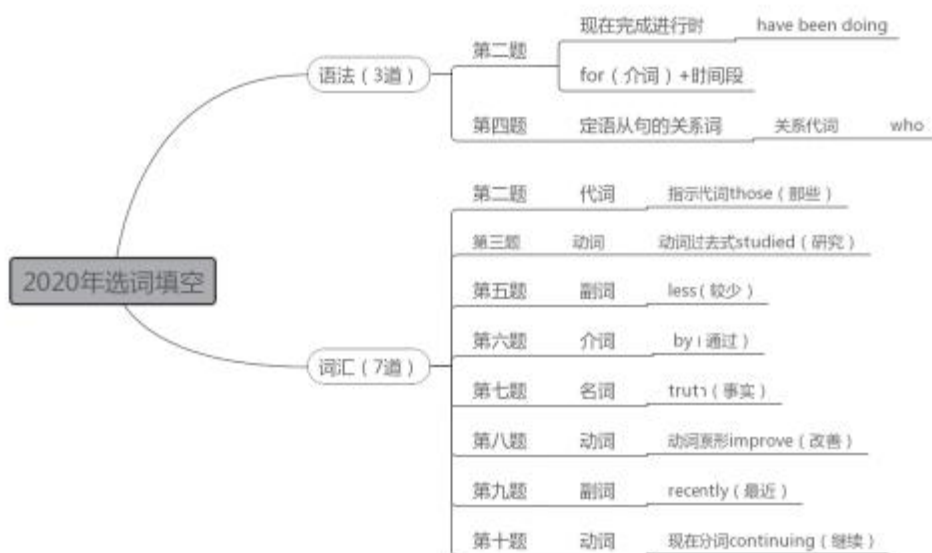
真题示例

A. studied	B. continuing	C. by	D. who	E. whose	F. improve
G. truth	H. ignored	I. recently	J. those	K. for	L. less

Researchers have found that people who go to concerts, shows and museums can live longer than ___1___ who do not. Experts from University College London have been examining the lifestyles of over 6,700 British people ___2___ 15 years. They ___3___ how often the people went out and what kinds of events they attended. They found that people over 50 years old ___4___ regularly went to concerts were about 30 percent ___5___ likely to die over the next 14 years. The researchers said the over-50s could extend their life ___6___ engaging with the arts. In addition to living longer concertgoers could also have more fun.

The UK Health Secretary Matt Hancock believes there could be a lot of ___7___ in the

research. He said arts and culture could ___8___ things like mental health, aging and loneliness. He ___9___ announced plans for the UK's National Health Service to use the arts to help people live a healthier life. One researcher said, "Our results highlight the importance of ___10___ to explore new social factors that affect our health." (2020年真题)



★★★选词填空的关键是把备选单词的词性弄清楚，这样就事半功倍了。比如2020年真题中的第8题：

He said arts and culture could ___8___ things like mental health, aging and loneliness.

分析：根据空格前的could可以确定该空的词性。could为情态动词，后面必须跟动词原形，所以要从备选单词中的符合动词原形的单词中选择，符合动词原形形式的只有F “improve”，所以该题选F。

但有时候同一词性会对应多个单词，这样就需要我们根据具体词义来确定正确单词了。比如2020年真题中的第3题：

They ___3___ how often the people went out and what kinds of events they attended.

分析：根据空格前的they可以确定该空的词性。they为人称代词主格，在句子中做主语，其后要跟可作谓语的动词形式，可作谓语的动词形式为动词原形、动词三单、动词过去式。第3

题所在的句子讲述的是一件过去的事,应该用一般过去时,此时谓语应为过去式形式。备选单词中符合过去式的有A“studied研究”,H“ignored忽视”。根据句意应该确定为A“studied研究”,译为“他们研究了人们外出的频率以及他们参加的活动类型。”

★★★选词填空重点考查考生对所给单词词性和词义的理解与运用,其做题技巧为:

1. 分析方框内所给单词:明确所给单词的意思和词性(词性决定该词可作的句子成分和在句子中的位置)

2. 分析题干:根据空格前后的词或词组确定空格处单词的词性。

3. 分析空格所在的句子:根据句子大意确定最佳单词。

二、阅读理解

(一)四选一

该部分为单项选择题。以 Passage One、Passage Two、Passage Three 呈现,每篇文章长 400 词左右。题材涉及人物传记、社会历史文化知识、日常生活常识以及科普介绍等。每篇短文后设 5 个问题,每个问题有四个备选答案,要求考生根据短文内容,选出一个正确答案。

篇章阅读的材料均选自英文原版材料,包括报刊、杂志、书籍、学术期刊等。选材的大体特点如下:

1. 题材广泛,文章题材主要包括:社会文化,科普知识,新闻报道,人物传记等内容,所涉及的背景知识应为学生所了解或已在文章中提供。

2. 体裁多样,包括记叙文、说明文、议论文等。

3. 阅读篇章难度适中,整体的难度介于高考和全国大学生英语四级考试之间。

阅读理解旨在测试考生通过阅读获取所需信息的能力,既要求准确度,也要求速度。做题过程中应遵循如下步骤:

1. 审清题目

首先应该读题,可以用一到两分钟的时间,理解题干的意思,并且可以圈出题目中出现的关键词。通过审题,考生可以对题目大致有个了解,这样便能在阅读文章的过程中,读到相关内容时提高注意力,加深印象。

2. 阅读文章

在阅读文章的时候,考生需要以较快的速度从大量材料中捕捉相关的重要信息,切忌不要逐字逐词阅读,而是应该根据中心词和重点词连贯阅读,把握每段的中心句或中心思想,根据题干中标出的关键词在文章中定位关键信息,把握文章的大意。

3. 理解解题

在阅读完整篇文章之后,考生能了解和理解其大致意义,对文章也有了整体把握,解题时通常可以通过之前审题圈出的关键词,找出关键词所在原文的句子或者段落。对这句话或者段落重点理解和分析,然后结合对文章的整体把握,逐一排除选项,最后选出最佳答案。

根据对山东近八年阅读理解考点分布的统计,阅读理解部分的题型设置主要分为四大类:细节题、推断题、含义题、主旨题。

1. 细节题

本题型是阅读中最常考查的形式,此类题目对文章中的细节、重要具体信息或难点句式结构进行提问。在文章中作者经常通过许多具体细节描写来说明、解释、证明或者分析文章的主题思想,而细节题就是主要考查学生对阅读材料中的某一具体事实和细节的理解。根据信息分析整合的难易程度,事实细节题可以分为普通事实和辨析正误题。有些问题可以直接从文中找到明确的答案,但有一些需要在理解的基础上将信息进行整合和处理,如计算、排序、判断和比较。常见表达形式如:

(1) 普通事实型

The Bedouin people think most highly of one who is ...

The Arabs call their numerals "Indian numerals" because ...

What can be said about one's personality according to the passage?

(2) 辨析正误型

According to Paragraph 2, which of the following statements is TRUE?

Which of the following is NOT the cause of air pollution?

Which of the following statements is NOT true ?

Which of the following statements about news stories is TRUE?

解题过程中遵循题文同序原则对原文和选项间的匹配情况进行模糊定位,再通过关键词(包括原文原词、派生词、同义转换)进行答案精准定位,即可得出正确选项。

(2017)A lot of kids are getting online these days —sharing data, talking about social issues, meeting adults as well as kids, and learning about other cultures. There seems to be everything on the network. Just like any other form of media, the quality of this massive collection of information is unequal, and there is good information as well as rubbish. Networks hold great promise: however, it's also home to people who mean to hurt others or use their technical knowledge to steal from them. Although many Web pages can teach kids useful things, there are some other sites waiting to tempt young people who are immature and easily affected.

By now, you may shake your head, but wait, let's try to put the problem into perspective. Generally, it's safe for kids to use the Internet. The number of sites considered harmful is between 1% and 3%, which shows about 4.5 million other sites are interesting and educational. Besides, to stop children from using these services just because crimes are being committed online would be like telling them not to attend college because students may have accidents on campus.

What can parents do to protect their children from those harmful sites? The simplest solution is the use of programs which block offensive sites. Such programs are set to screen out certain words likely to appear on "unhealthy" sites. But many sites inappropriate to young people are clever at using words with double meanings that may appear harmless. What's more, not only do the programs fail to do the job satisfactorily, they also take away the decisive role of parents in children's education. A child who downloads bad information or pictures can only be corrected by positive family influence. No filtering program is necessary for a child who has learned to say "no" to sites he knows are inappropriate for him.

Today, when children are exposed to technology at a young age, parents often find themselves lagging behind in computer skills. Surprisingly, this may be the key to your involvement. What is better way to learn about the Internet than to do so alongside your children? They'll most likely pick it up more quickly than you do, of course, but you'll have the chance to see, and take pride in, your

child at work. You may search for information that interests your child together with him and get to know the “friends” he has online, just as you would get to know his other friends. Thoughtful parents would combine supervision with communication, which is the best way to take advantage of the Internet as a resource while protecting their children. Follow their examples and have fun with kids on the Net!

51. According to the passage, is it wise for parents to keep their children away from the computer? Why?

- A. No. Because there are also millions of sites which are interesting and educational.
- B. No. Because their children have the right to use computer.
- C. Yes. Because there are many rubbish sites which may hurt children.
- D. Yes. Because children may become addicted to computer games.

53. According to the article, the best way to protect children as well as take advantage of the Internet is _____.

- A. the use of filtering programs
- B. parents' mastery of computer skills
- C. the combination of supervision and communication
- D. forbidding them to make friends on the Internet

2. 推断题

此类题型可细化为细节推断、出处推断和态度推断三种情况，除需定位原文，在理解原文的基础上进行推断，还应积累常见表示出处的词语如 newspaper, magazine 以及表达作者态度的如 positive, neutral, negative 一类的词汇。常见表达方式如下：

(1) 细节推断题

From a 10th-century book, we can learn that ...

Which of the following can be inferred about the education of Switzerland?

This passage suggests that an individual's I.Q. ...

(2) 结论推断题

We can draw a conclusion from this passage that ...

It is learned from the passage that ... From this passage, we can conclude ... It is implied in the passage that ...

(3) 态度推断题

What's the author's attitude towards ...

From the text we can see that the writer seems ...

Which of the following can best describe the attitude of the author towards ...?

The author implied that the chief turned out to be _____.

The man can be described as _____.

We may infer that the four letters above are _____.

Where can we probably find this advertisement?

The passage is most likely to be _____.

(2020) Children may not be using piggy banks (储钱罐) for much longer; with the move towards a cashless society, pocket money is moving digital. To reflect this trend, all of a sudden a lot of mobile budgeting apps for children have been developed worldwide: GoHenry, Osper and Gimi, to name a few.

These apps offer a simple money management service to children, often for a monthly fee paid by parents. Parents can add money to children's accounts, set limits and monitor transactions, while children can choose to save their money or spend it using a prepaid card. The apps suggest minimum ages ranging from six to nine for the prepaid card.

The companies behind the apps argue that in an increasingly cashless society, these apps can be a valuable way of teaching young children about money. Two thirds of adults globally know little about finance, according to a recent survey, and one in four teenagers are unable to make even simple decisions on everyday spending.

These apps aim to overcome this, claiming to teach children financial concepts, such as

budgeting, interest rates and income. For instance, the Swedish app Gimi — with 1.2 million users globally has online savings jars where children can deposit money. Parents can pay children interest as they save, and pay children for completing household tasks. The account is attached to a prepaid card that is currently available in Sweden only, but expected to launch elsewhere in Europe in the near future.

“Cash was the best way to teach people about financial knowledge because it’s so easy to grasp,” Philip Haglund, CEO of Gimi, mentions. “Now money is being transferred through some kind of cyberspace, which is really abstract and hard for anyone to understand.” Haglund believes the app can teach responsible spending habits, whereas schools tend to focus more on economic theories. “You don’t become better at money management just because you have a degree in economics. It’s more about the attitude and the relationship you have with parents’ money when you’re six to 12 years old,” he says.

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

23. What can we infer from Philip Haglund’s words?

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

3. 含义题

本题型在考试中占比并不高，一般每年只有一道题，识别也比较容易，一般需要猜测词义的词汇往往会以下划线的形式标注出来，解决这类问题主要根据上下文线索判断答案，划线词与上下文之间往往存在并列或者转折关系。故在备考期间应积累常见如并列、转折、递进等关

系的关系词。常见表达形式如下：

(1) 猜词题

①超纲词含义的推断。②熟词僻义或是在特定场合的意思。

What does the underlined word “...” in the first paragraph mean?

Which of the following is the closest in meaning to the underlined word?

The underlined word “...” most probably means....

The word “...” could best be replaced by which of the following?

(2) 指代题

The underlined word “it/they” in the passage refers to _____.

What does the underlined word “this” refer to?

(2018)A person with a flat, dull voice which neither rises nor falls sounds like a flat and dull person! But he or she may not be! While we can't deny the fact that people can give the impression that they are bored, anxious, friendly or angry just by the sound of their voice.

A French friend of mine once said to me, “Your accent in French is excellent but you will never sound like a Frenchman until you put all your heart into your voice. It is a pity because you are a lively person and yet you don't sound lively to a Frenchman!”

We learn the grammar and vocabulary and even the correct pronunciation of the foreign language but we may forget the important emotional effect of the music of our speech. For British people, the intonation of language is attractive. That's to say, the rise and fall in the sound of our voice when we speak really matters. It's unfortunate that the intonation of some other countries can often communicate the wrong meaning. British people sometimes feel offended because they think the other person is unfriendly even if he has spoken a perfect English sentence! And this failure of communication can also happen between British people themselves.

If you want to communicate successfully with another person, you may have to think about the music of your own voice. Especially when you meet someone from a different part of your country or from another country. You should be careful! Don't judge them only by their intonation.

60. The word "music" in the third paragraph means_____.

A. intonation B. rising tone C. sweet voice D. falling tone

【注意】

(1) 如果该词汇是简单词汇, 则其字面意思必然不是正确答案。

(2) 词汇题的正确答案经常蕴藏在原文该词汇出现的附近。特别注意不能靠单词词义直接往下过分推理。

(3) 寻找时要注意特殊标点、定语从句、构词的前后缀等, 特别要注意寻找时的同性原则。(冒号前的词汇的意思可以由冒号后的部分归纳, 破折号之后词汇的意思可以由破折号之前的部分推测)。

4. 主旨题

作答此类题型时, 主要分为:

1. 找主题句: 首段首句; 首段尾句; but 之后; 第二段首句。

2. 概括归纳主题句: 每段首句; 尾段。

除了结合原文进行概括外, 也可关注其他题干中反复出现的表述并结合常识进行辅助判断。常见表达形式如下:

(1) 主题类

The main idea of this passage is ...

The passage is mainly about ...

The passage mainly tells us ...

What's the topic of this passage?

(2) 标题类

The best title of the passage is/can be/should be ...

What is the best title of the passage?

Which of the following is the best title for this passage?

(2018) A person with a flat, dull voice which neither rises nor falls sounds like a flat and dull person! But he or she may not be! While we can't deny the fact that people can give the impression

that they are bored, anxious, friendly or angry just by the sound of their voice.

A French friend of mine once said to me, "Your accent in French is excellent but you will never sound like a Frenchman until you put all your heart into your voice. It is a pity because you are a lively person and yet you don't sound lively to a Frenchman!"

We learn the grammar and vocabulary and even the correct pronunciation of the foreign language but we may forget the important emotional effect of the music of our speech. For British people, the intonation of language is attractive. That's to say, the rise and fall in the sound of our voice when we speak really matters. It's unfortunate that the intonation of some other countries can often communicate the wrong meaning. British people sometimes feel offended because they think the other person is unfriendly even if he has spoken a perfect English sentence! And this failure of communication can also happen between British people themselves.

If you want to communicate successfully with another person, you may have to think about the music of your own voice. Especially when you meet someone from a different part of your country or from another country. You should be careful! Don't judge them only by their intonation.

62. What is the main idea of the passage?

- A. To communicate with others successfully, we must know music well.
- B. We can't simply judge a person by his voice, nor can we neglect the intonation.
- C. Many listeners will not pay attention to the sound of one's voice.
- D. It's not easy for people from different countries or parts to communicate.

(二)七选五

该部分为多项选择题。以阅读理解第二部分(Section B)呈现。为山东专升本英语改革之后出现的新题型。文章长300词左右。在文章中,文内留出5句空白,文后为5个空白提供7个可供选择的句子,要求考生在通读全文、领会大意的基础上,从7个备选句中选出5个符合文章结构、语意内容及逻辑的选项。

七选五主要考查考生对文章结构、内容以及上下文逻辑关系的理解和掌握,其考点设置主

要包括主题句、过渡句和推断句等。七选五的题型以说明文和议论文居多,这两种文体的结构都比较清晰,过程完整,适合考查标题概括,主题句,过渡句等,以达到考查学生综合阅读能力的要求。其特点如下:

1. 选择基本为300词左右的说明文或议论文。
2. 短文篇章结构常为:提出问题→解决问题。
3. 七个选项意义上都与短文相关,设空类型一般有标题类、段落主题类、过渡句类,细节类等。
4. 选项均为完整句子,句型不一。

解题需遵循下列步骤:

1. 读全文:浏览全文,把握文脉
2. 析选项:分析选项特征,划出线索词
3. 看位置:注意出题位置,题目位于段首,段中,还是段尾
4. 找联系:寻找题目前后在词汇、意义上的联系
5. 思逻辑:思考题目前后在行文上的逻辑关系

(2020) Every time you are online, you may find pictures, articles, links and videos trying to tell their stories. ____26____. Some news spreads quickly, and the result is fake (假的) news.

Experts in media studies and online psychology have been examining the fake news phenomenon. ____27____.

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

____28____. Many fake news stories use images from unrelated sites. Sometimes, if you just look closely at an image, you can see if it has been changed. Or use a search tool to see if the same image has been used in other contexts.

Check the story in other places. Try to see if the story you are reading is on other news sites that you know and trust. ____29____.

Look for other signs. There are other techniques that fake news uses. For example, lots of ads pop up when you click on a link. ____30____. If the news story makes you angry, it is probably designed to make you angry.

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

- A. Watch out for fake photos.
- B. Unfortunately, not all of these stories are true.
- C. Young people like to share information online.
- D. Read the following advice and don't get fooled!
- E. You can also think about how the story makes you feel.
- F. If you do find it on many other sites, then it probably isn't fake.
- G. But they want you to click on the same image used in other contexts.

(2021) We all experience some kind of anger in our life. Some of us get angry easily, while others do not let anger control them. Anger can harm us physically and emotionally.

Anger has no specific reason. Things like an argument with your friend or job stress can make you angry. If things are going beyond your control, it is the right time that you learn some ways to control your anger. ____26____

Be patient and calm. ____27____ If something is not going the way you planned, do not get angry. Allow things to settle with time. Patience also gives you strength and courage to face any situation. Practice being patient in any situation, and the anger would automatically go away with time.

Breathe deeply. When you are in anger, before reacting, just sit quietly, close your eyes and start breathing deeply. ____28____ Eventually, you will forget the reason for your anger.

Just smile. No matter how tough the situation is, smile! ____29____ Rather than thinking negatively, you should stay positive.

____30____ You can watch your favorite movie or sports match. You can also take a walk or listen to music. The purpose is to take your focus away from the situation that made you angry.

If nothing is working, try the old-tested formula of counting numbers. It will shift your focus from the actual thing, and it has benefited many people.

- A. Engage yourself in some activities.
- B. Depression can be caused by anger.
- C. Patience is the key to all anger problems.
- D. Others are very violent in their expression of anger.
- E. Read the following advice on how to deal with anger.
- F. A smile has proven to have a positive effect on the mind and soul.
- G. Concentrate on your breathing pattern and think about the good things in life.

三、翻译

该部分为主观性试题。分为英译汉和汉译英两部分,以短文的形式呈现给考生。这也是山东专升本英语考试改革之后出现的新题型,在2020年之前,均为句子翻译,改革之后为段落翻译。

段落翻译本质上就是将多个句子组合而成的一段话,但在翻译的过程中,我们也应当整体把握段落大意。总体而言,篇章的翻译可以从以下方面入手。

1. 英译汉

(1) 通读原文,断句,分析句子结构及逻辑关系。

拿到文章,首先通读一遍,了解原文大意,在读的过程中,注意断句,短句很好断句,长句就要分析句子的结构,分析清楚结构后,也就明白了语义模块,以及每一个语义块之间的逻辑关系。

(2) 翻译,短句直译,长难句按照语意块翻译。

一句一句翻译,运用各种翻译方法和技巧,短句子直接翻译,长句子划分结构,按照一个分句去翻译,然后按照汉语的语言习惯重新组合,以求通顺达意。

(3) 重读,适当添加逻辑连接词,将不通顺的地方加以修饰。

重读一遍译文,在不连贯的地方适当增加逻辑连接词,使语意更加明确,在语言别扭地方

稍作改动,以求语言连贯通顺。一般来说,常见的需要调整语序的部分涉及到含of的名词所有格、in/with介词短语、定语从句和状语从句等。

【注意】英译汉翻译主要考查词汇和语法部分,其中词汇会涉及到核心词(一般有一定难度,但含义比较单一固定)和基础词(难度较低,但可能存在一词多义现象)两类,考生在备考过程中应注意对这两类词汇的识记,尤其是基础词相对比较生僻的词义;语法部分主要考查从句、被动语态和非谓语动词三部分。

(2020) Regular exercise can reduce the damage that long-term stress may have on our body. Scientists have discovered that exercise can decrease depression, lower anxiety and help us sleep. When we exercise, all of the body's systems like muscular and nervous systems have to communicate with each other more closely than usual. So, exercise makes the body more efficient and enhances the body's ability to respond to stress.

2. 汉译英

(1) 首先进行段落大意分析,再进行句群分析、句子分析,最后以句子为单位进行翻译;

(2) 要关注句子内部的调整、句子层次意义的译文重组;

(3) 段落翻译的焦点仍是句子翻译,这个过程中,要注重句子关系的分析,从段落的视野把握每个句子的处理方式;

(4) 与英译汉篇章翻译相同,还是要先通读,然后翻译,最后重读一遍。

同英译汉一样,汉译英常涉及到的语法知识点也包括从句、被动语态以及非谓语动词,除此之外,形式主语和形式宾语在考试中也有涉及。

(2020) 竹子(bamboo)深受中国人民的喜爱。竹文化长久以来根植于中国人的思想中。对中国人来说,竹子是美德的象征。中国古代的学者对竹子非常敬重。这也是为什么历史上有那么多以竹子为主题的书画作品。

四、写作

该部分为主观性试题。写作主要测试考生英语书面表达思想的能力。要求考生在30分钟之内写出一篇短文,字数要求通常在120-180个词。语言表达要求连贯,内容切题,无重大

语言表达错误。通过对 2012-2020 年山东省专升本英语真题中写作部分的分析和总结,可以得出如下结论:

1. 从题材来看,近几年以来主要以议论文和应用文中的书信为主。在英语考试中常考的议论文包括对比选择型、利弊分析型、问题解决型、现象阐述型;应用文是指书信,包括求职信、邀请函、道歉信、建议信、感谢信等等。

2. 从出题方式来看,主要以提纲式作文为主;

3. 从文章内容来看,内容贴近考生的日常实际生活,是考生经常接触 但又容易被忽略的话题,主要考查考生对该内容的分析、阐述以及对不同观点的分析评论。

(2020) **Directions:** In this part, you should write a letter of no less than 100 words in English based on the following information.

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

Your letter should include:

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

You should write neatly on the ANSWER SHEET

(2021) **Directions:** In this section, you should write essay on **How to Bridge the Digital Gap for the Elderly** based on the following information.

The digital gap (数字鸿沟) has reduced the social participation of the elderly in recent years. Many of them have difficulties in using smart devices.

Your essay should include:

- 1) your understanding of this phenomenon
- 2) measures that should be taken to help the elderly

You should write at least 120 words in English. Please write your essay on the ANSWER SHEET.

第二部分

备考指导

英语是一门基础性学科,其解题能力的提高,是一个长期积累的过程,因而复习时间就应适当提前,循序渐进。根据往年的考试经验,不少考生大致在三月开始着手进行复习,当然英语基础差的考生可以将复习的时间适当提前。复习一定要有一个可行的计划,通过计划保证复习的进度和效果。一般可以将复习分成三个阶段,每个阶段的起止时间和所要完成的任务要提前制定好,以保证计划的可行性。

第一阶段 全面学习,夯实基础(5月—8月)

系统学习是重点,夯实基础是关键。在这一阶段中,我们要注重词汇的积累以及语法的系统学习,一个知识点一个知识点地进行理解学习。在此期间,切忌心浮气躁,一味追求学习进度,要稳扎稳打,将每一个知识点都吃透。基础打牢了,后期的学习才会更加轻松。

语法方面:这个阶段中,一定要将笔记做好,梳理知识点的结构和脉络。建立考试内容的知识框架,让考点更加清晰,让学习更加系统。到后期复习时,自己整理的学习笔记将成为你最好的复习资料。例如,通过我们对历年真题的分析和研究不难发现,英语的高频语法点集中在时态语态、从句以及特殊句式的考查,时态的考查侧重点在于完成时态,尤其是对过去完成时的考查;从句中主要考查定语从句、宾语从句以及表语从句等;特殊句式几乎每年都会对虚拟语气和部分倒装进行出题。复习既要全面也要了解重点。正所谓要全面撒网重点捕鱼。语法学习不仅要梳理基础的语法知识,还要把对于句子的处理细化到阅读中。

词汇方面:单词的学习,重在背诵和积累。有同学经常会说自己基础差,词汇量很少,这都没有关系,我们需要做的事情就是行动起来,把背单词这件事情提上日程。因此要每天给自己定目标和任务,根据大纲规定的3400词汇和500个常用搭配的要求,给自己制定一个切实可行的背诵计划,按部就班,坚持下去,养成每天都进行背读的习惯。例如,每天背30个,大概需要一个月左右的时间进行第一轮의背诵,然后再循环往复,不断加深记忆。这段时间,至少单词要复习两至三遍。在学习单词的基础上,开始学习长难句,学会翻译,刚开始不用快准狠,但是争取顺利地把基本意思翻译出来。

第二阶段 强化练习,稳步提升(9月—12月)

归纳考点是重点,强化解题是关键。在这一阶段,是对基础阶段整理的知识内容进行分类和归纳,从中分析考试的重点、难点。也就是说在词汇和语法的基础上,加入各类题型的备考学习。例如阅读理解常考题型分为4种,细节题,主旨题,含义题和推断题,通过题型分模块的讲解从而总结出考试的重难点,掌握各类题型的解题方法以及技巧。即拿到一道题目,我们就能判断出考点是什么,解题思路是什么。如果说前一阶段是在打基础,那么强化阶段就是考验大家对所学知识的整合和运用。很多时候学习不能死记硬背,正确的解题方法和思路会让你升本学习的效率和效果都大幅提升。所以我们会在这一阶段进行大量的练习,目的在于帮助大家把所学的知识点运用到时间当中,形成习惯性记忆,当出现某一类考题,你会第一时间反应出解题思路 and 技巧,可以大大节约思考甚至是审题时间。

强化阶段,是学习强度最大,难点最多,但却是最为关键的一个时期。所以要注重对自己的心理暗示,不断鼓励自己。在这一阶段中,因为面临很多的知识难点,会对身体和心理都造成比较大的压力。不少同学都会因为无法在这一阶段坚持下去,而放弃专升本。因此,要不时给自己加油鼓励,暗示自己能行,在精神上战胜自己,就等于战胜一大部分竞争对手了。所选题目可以是历年真题,也可以是书上的练习题,也可以是模拟题,但真题一定要做,而且要严格按照建议的答题时间要求去做,把握真题的特点和解题思路。

第三阶段 查漏补缺,逐个击破(次年1月—考前)

实战训练是重点,查漏补缺是关键。冲刺阶段是临考前非常重要的阶段。大家要对大纲所要求的知识点做最后的梳理,巩固答题方法和技巧。所以,我们加入了模拟试题和真题的实战训练,一方面自测复习成果,消除考场的紧张感;另一方面通过实战演练,掌握好答题节奏

以及知识点的查漏补缺。针对在做题过程中出现的问题作最后的补习,要把重点放在错题的分析以及存在漏洞的知识点上面,对于自己薄弱的环节进行查漏补缺,而不是眉毛胡子一把抓,只有这样才能在最后的时刻最高效的提分!此外,作文要抓紧时间根据自己的日常积累以及模板进行整合,整理出适合自己的模板,然后结合模板和热点话题,进行写作的实战练习,在练习中不断提升写作的水平和能力,只依靠考前背诵范文是远远不够的。

特别注意的是,严格按照每种题型的建议答题时间去做题,防止在正式考试中出现答不完题的情况出现。选词填空建议答题时间为10分钟左右;阅读理解四选一每篇文章10分钟左右;总时长尽量保持在25-30分钟之间,不要超过30分钟。英译汉和汉译英20分钟以内完成;写作控制在30分钟左右,把控好答题的节奏。

大家应该明白,学好英语是一个长期的过程,来不得半点的投机取巧,所以考前突击,临时抱佛脚的做法是不足取的,只有按照自己的计划,踏踏实实的进行准备,才能以不变应万变,只要自己的综合能力提高了,不管考试如何变化,都能取得好的成绩。

第三部分

高频考点

考点一 动词时态

一、动词时态的概念

英语中不同时间和方式发生的动作或状态要用谓语动词的不同形式来表示,这种表示动作或状态发生时间和方式的动词形式称作动词时态。

二、动词时态的考点

动词时态重点考查完成时态,包括现在完成时和过去完成时。

(一)现在完成时:have/has done

时间标志词:already, yet, just, since, before, recently, lately, never, ever, in the past/last few days, (up to) these few days, so far等。

现在完成时表示一个发生在过去的、对现在仍有影响的动作,或表示开始在过去,并且一直延续到现在,甚至还可能延续下去的动作。

The old man has lived (live) here for more than twenty years.

老人已在此住了20多年了。

We have learned (learn) five hundred words up to the present.

到目前为止,我们已学了五百个生词。

(二)过去完成时:had done

时间标志词:by the end of last + 时间段, by the time, by (the time of) + 时间段, before + 过去的时间点。

表示过去某一时间或某一动作发生之前已经完成的动作。简言之,过去完成时所表示的时间是“过去的过去”。

When he got there, the train had left (leave).

他到了那儿时火车已经离开了。

We had finished (finish) the work by nine o'clock yesterday.

昨晚九点前我们已完成了工作。

三、动词时态的答题步骤

1. 阅读题干, 勾画时间标志词(没有标志词的根据句中其他动词形式把握句意);
2. 根据标志词或句意选择合适的时态;
3. 对照选项选择正确的答案。

(2015. 46) When we arrived at the airport, the plane _____.

- | | |
|--------------------------|--------------------------|
| A. already took off | B. took off already |
| C. had already taken off | D. has already taken off |

【答案】C。解析: 本题考查过去完成时。题干意为: 当我们到达机场时, 飞机已经起飞了。过去完成时表示某个动作发生在一个过去的动作之前, 本题中飞机起飞发生在我们到达机场之前, “arrived (到达)” 已经是过去了, 飞机起飞应该是“过去的过去”要使用 had done 结构, 因此用 had already taken off, 故本题选 C。

(2019. 21) By eleven o'clock yesterday I _____ at the airport.

- | | |
|----------------|----------------------|
| A. has arrived | B. arrived |
| C. had arrived | D. will have arrived |

【答案】C。解析: 本题考查过去完成时。题干意为: 昨晚十一点之前, 我就到达了机场。题干中存在 by “到……时候为止”, 表明本题与完成时态有关; 再根据题干提示的 yesterday 表明 “arrive (到达)” 这个动作是发生在“过去的过去”, 要用过去完成时态, 因此用 had arrived, 故本题选 C。

考点二 被动语态

一、动词语态的概念

被动语态是指特殊的动词形式,用以表示动作的主语和宾语之间的关系。被动语态即主语是动作的承受者。且被动语态须与时态相结合,二者不可分割。因为一个动作的发生是有时间和所处的状态限制的。

二、动词被动语态的考点

动词语态重点考查完成时态的被动语态,包括现在完成时的被动语态和过去完成时的被动语态。

(一)现在完成时的被动语态:have/has been done

现在完成时的被动语态表示一个发生在过去的、对现在仍有影响的动作,或表示开始在过去,并且一直延续到现在,甚至还可能延续下去的动作。且主语和谓语之间是被动关系。

时间标志词:already, yet, just, since, before, recently, lately, never, ever, in the past/last few days, (up to) these few days, so far等。

English has been studied by us for 3 years at the spare-time school.

我们已经在学校里学了三年英语了。

A power station has been set up in their home town.

他们的家乡建立了一座发电站。

(二)过去完成时的被动语态:had been done

表示过去某一时间或某一动作发生之前已经完成的动作。简言之,过去完成时所表示的时间是“过去的过去”。且主语和谓语之间是被动关系。

时间标志词:by the end of last + 时间段, by the time, by (the time of) + 时间段, before + 过去的

时间点。

Research had been centred on the improvement of natural building materials before synthetics were created.

合成材料造出之前,研究工作集中在改进天然建筑材料上。

He did not say if all those steel pipes had been examined.

他并没有说那些钢管是否都检验过。

三、被动语态做题步骤

1. 阅读题干,分析主语和所给单词之间的主被动关系。

2. 勾画时间标志词(没有标志词的根据句中其他动词形式把握句意),根据标志词或句意选择合适的时态;

3. 对照选项选择正确的答案。

(2017.26) The reason why they changed their mind _____ to us yet.

A. has not explained

B. has not been explained

C. did not explain

D. was not explained

【答案】B。解析:考查句子的被动。题干意为:他们为什么改变主意,其原因还没有向我们解释。The reason why 是一个常见结构,其中 why 引导一个定语从句修饰 The reason。本句中 The reason 是主语,空格处需要填入谓语。由于 The reason (原因)和 explain (解释)之间是被动关系——原因被解释。因此句子需要使用被动语态,又由于句尾有 yet,所以还需使用现在完成时。因此答案为 has not been explained,故本题选B。

(2019.29) A friend of mine returned to his house after a holiday, only to find it _____.

A. be broken into

B. had broken into

C. was broken into

D. had been broken into

【答案】D。解析：本题考查被动语态。题干意为：我的一位朋友假期回来后发现他的家被闯入了。分析句子发现find后面跟了一个省略that的宾语从句，it为主语，选项中的broken into（闯入）作谓语。it（it代替his house）和break into“闯入”的之间为被动关系，应该是“他的房子被闯入”。且房子被闯入应该比return返回家这个动作早，return已经是过去了，“闯入”应该是“过去的过去”，要用过去完成时，因此用had been broken into，故本题选D。

考点三 非谓语动词

一、非谓语动词的概念

非谓语动词,即在句子中不做谓语的动词。在英语中,一个简单句只能有一个谓语动词,当这个句子中需要用其他动词来修饰或补充说明时只能使用非谓语动词的形式。

二、非谓语动词的考点

非谓语动词形式有三种:动词不定式、动名词和分词(现在分词与过去分词)。在考试中主要对三种形式的用法进行考查。具体来看,主要考查六种形式:

非谓语动词是在简单句(句子中无并列句连词无从句)中进行考查,主要考查六种形式,建议大家根据这六种形式所表达的中文意思去记忆,比如:

- ① to do:表示“将要做”,表目的,与“only”搭配表示“出乎意料的结果”。
- ② to be done:表示“将要被做”
- ③ having done:表示“已经做了”,
- ④ having been done:已经被做完了(带“have”的表示该动作发生在谓语动词之前)
- ⑤ done:表示“被做”(只强调被动,不强调发生的先后顺序)
- ⑥ 非谓语动词的固定搭配(比如:make oneself done;let sb do)

【注意】

1. 部分动词加不定式作宾语补足语常省略to,如:feel, hear, listen to, let, make, have, observe, see, watch, look at, help等。(记忆口诀:宾补省to有习惯,谓语动词十个半:一感二听三让四观看,一个帮助两均可。)

2. 有些动词后面既可接动名词,又可以接动词不定式,其含义有明显的差别。常见的动词有stop (quit), remember, forget, regret, try等。

stop doing 停止正在做的事

stop to do 停下来去做另一件事

3. It is + 名词/形容词 + to do sth.; It is + no + 名词/形容词 + doing sth.

三、非谓语动词的答题步骤

1. 怎样判断考非谓语动词: ①句子中已经有一个谓语动词

②句子中无连词无从句

2. 找非谓语的逻辑主语(“_____”前有无名词或代词, 有, 则逻辑主语为这个名词或代词; 没有, 则逻辑主语为主句主语)

3. 判断主动/被动 主动 doing 被动 done 目的/将来 to do

4. 判断有没有明显的时间先后顺序: ①having done: 主动

②having been done: 被动

(2013.25) The commercial center _____ will be the most magnificent one in the city.

A. built

B. to be built

C. be building

D. having been built

【答案】B. 解析: 本题考查非谓语动词。题干意为: 将要建造的商务中心将会是该市最宏大的建筑。一般来讲, 在时间含义上, to do 暗含将来, 而 doing 表示进行。根据题中的“will”可知应该用“to do”表示将来, 又因为大楼是被建立, 所以有被动。to be built 此处意为“将要被建造的”。故本题选B。

(2019.23) _____ with Lei Feng, we still have a long way to go.

A. Comparing

B. Compared

C. To compare

D. Being compared

【答案】B. 解析: 本题考查非谓语动词。题干意为: 和雷锋相比, 我们还有很长的路要走。空格在句首且后面有逗号, 考查非谓语做状语, “_____”前无名词或代词, 所以compare (比较)的逻辑主语为主句主语“we (我们)” we和compare之间应该是被比较; 且compare 这个动作比逗号后主句谓语动作have “有”发生的早, 所以用done, 表示被动与完成; 因此用compared, 故本题选B。

考点四 名词性从句

一、名词性从句的概念

名词性从句是在主从复合句中主要起名词作用的各类从句的统称,包括主语从句、宾语从句、表语从句和同位语从句。★★★且所有从句均为陈述语序。即:连接代词/副词+主语(名词/代词)+谓语(动词)+其他成分。

二、名词性从句的考点

名词性从句的连接词分为从属连词、连接代词和连接副词。在考试中主要考查连接词的使用以及从句语序。

(一)从属连词

具体用法如下:

连接词		用法
从属连词	that	在从句中不充当成分,不能省略(非正式文体中that引导的宾语从句可省略),无实际意义
	whether (or not)	在从句中不充当成分,不能省略,表达“是否”的意义
	if (常用于宾语从句)	在从句中不充当成分,不能省略,表达“是否”的意义

I am not certain if/whether the train will arrive on time.

我没有把握火车是否准时到达。

(二)连接代词

具体用法如下:

连接词		用法
连接代词	who, whoever	指人, 在从句中充当主语、宾语或表语
	whom, whomever	指人, 在从句中充当宾语或表语
	what, whatever	指物, 在从句中充当主语、宾语、表语
	which, whichever	指人或指物(多指物), 在从句中充当定语
	whose	指人或指物(多指人), 在从句中充当定语

What he said at the meeting was very important.

他在会上所说的非常重要。

(三) 连接副词

具体用法如下:

连接词		用法
连接副词	when	在句子中充当时间状语
	where	在句子中充当地点状语
	why	在句子中充当原因状语
	how	在句子中充当方式状语

Where the old man comes from is still a puzzle.

这位老人是从哪里来的还是个谜。

【注意】

1. 主语从句中, it 做形式上的主语常见结构如下:

(1) It + be + 形容词 (obvious/true/natural/possible/certain/等) + that 从句。

(2) It + be + 名词词组 (no wonder/a good thing/a pity/no surprise 等) + that 从句。

(3) It + be + 过去分词 (said/reported/thought/expected/等) + that 从句。

It is said that it will rain tomorrow. 据说明天要下雨。

2. 宾语从句

(1) 直接与 or not 连用时, 只能用 whether 不能用 if 引导。

(2) that 用于引导宾语从句时, 连接词 that 常常可以省略。

(3) it 做形式宾语

如果宾语从句后面有宾语补足语, 为保持句子平衡, that 引导的宾语从句一般要使用形式宾语 it 代替, 而把真正的宾语从句放到宾语补足语后面。

Jason made it quite clear that he wouldn't change his mind.

杰森明确表示他不会改变主意。

3. 表语从句, 常用结构: The reason why...is that...

The reason why he was late for school was that he got up late.

他上学迟到的原因是他起床晚了。

三、名词性从句的答题步骤

1. 看位置, 判断从句类型。

(1) 主语从句: 位于主句谓语之前 (连接词位于整个复合句的句首)

(2) 宾语从句: 位于动词/介词之后 (连接词位于动词/介词之后)

(3) 表语从句: 位于系动词之后 (连接词位于系动词之后)

(4) 同位语从句: 位于抽象名词之后 (连接词位于抽象名词之后)

2. 分析从句所缺的成分, 判断连接词类型。

(1) 从句不缺成分, 从属连词;

(2) 从句缺主、宾、表、定语主要成分, 连接代词;

(3) 从句缺状语, 连接副词

3. 根据从句所缺的意思, 确定连接词。

(2017.22) Obviously they didn't see the significance of the plan. That's _____ the problem was.

A. where

B. why

C. /

D. how

【答案】A。解析:本题考查表语从句。题干意为:很明显,他们没有明白这项计划的重要性。这就是问题所在。空格所在句为主系表结构 _____ the problem was 作表语。表语从句属于名词性从句的一种,遵循“缺什么补什么”原则。本题中的表语从句意为“问题之所在”缺少位置概念,因此应该使用 where。故本题选 A

(2019.41) _____ the author wants to express in the book is the love and care for the family.

A. What

B. That

C. Why

D. How

【答案】A。解析:本题考查主语从句。题干意为:作者想在这本书中变大的是家庭中的爱与关心。根据选项(均为从句连接词)可知本题考查从句,题干连接词位置谓语句首为主语从句。分析从句内谓语 wants to express 是及物动词,后面必须有名词或代词宾格做宾语,而本句后缺宾语,因此本题干缺失宾语这个主干成分,选择名词性从句的连接代词 what,在此题中指“想表达的内容”,故本题选 A。

考点五 定语从句

一、定语从句的概念

定语从句在复合句中做定语,其作用是修饰一个名词或代词,所以也被称为“形容词性从句”。被修饰的名词、词组或代词即先行词。

最基本形式:n.+关系词+从句。可简单定义为“具体名后有句为定从”,翻译为“...的”。

二、定语从句的考点

定语从句主要考查关系词的选择。其中,关系词可分为关系代词和关系副词。

(一)关系代词

关系代词在从句中作主语、宾语、表语或定语。

关系词		先行词	从句成分
关系代词	who/that	人	主语, 宾语, 表语
	whom/that	人	宾语, 表语
	which/that	物	主语, 宾语, 表语
	whose	人/物	定语
	as	人/物	主语, 宾语

He lives in a room whose window faces south.

他住的那个房子的窗户是朝南的。

The man whom you spoke to just now is our English teacher.

刚刚和你说话的那个男人是我们的英语老师。

【注意】

as的常见搭配:

① as is (well) known to all 众所周知

② as we all know 众所周知

③ as is mentioned above 如上所述

④ as we had expected 如我们所料

(二) 关系副词

关系副词在定语从句中作状语, 可用“介词+ which”代替。

关系词		先行词	从句成分
关系副词	when	时间	时间状语
	where	地点	地点状语
	why	原因	原因状语

I still remember the place where I met her for the first time.

我仍然记得我第一次见到她的地方。

We don't know the reason why he didn't show up.

我们不知道他为什么没有出现。

【注意】

1. 关系代词 that 和关系副词 why 不能引导非限制性定语从句。

限制性定语从句是把主从句之间无逗号隔开, 从句去掉后, 主句不能单独成立; 非限制性定语从句是把主句和从句用逗号隔开, 从句去掉后, 主句也能单独成立。

2. that 与 which, who, whom 的区别:

①只用 that 的情况

a. 先行词为 all, everything, anything, nothing, little, much 等不定代词时; 或者先行词被 all, any, every, each, much, little, no, some, few 等修饰时;

b. 先行词前的修饰词被限时 (如, 形容词最高级和序数词修饰先行词, 或 the only, the very 修饰先行词时);

c. 先行词既指人又指物时;

d. 句中已经有 who 或 which 时, 为了避免重复时;

e. 当先行词作表语时。

②只用 which, who, whom 的情况

- a. 在非限制性定语从句中, 指物只能用 which, 指人用 who/whom;
- b. 在由“介词+关系代词”引导的定语从句中, 指物只能用 which, 指人用 whom;
- c. 先行词本身是 that 时, 关系词用 which, 先行词为 those, one, he 时用 who。

三、定语从句的答题步骤

- 1. 判断从句位置并根据从句充当成分识别从句类型;
- 2. 识别先行词, 判断先行词在从句中充当的成分;

(1) 及物动词后面缺少宾语的时候, 用关系代词; 不缺少宾语时用关系副词; 不及物动词使用关系副词;

(2) 先行词在从句中做主语, 宾语或表语时, 使用关系代词(who, whom, that, which, whose); 先行词在从句中作状语时, 使用关系副词(where 地点状语, when 时间状语, why 原因状语)。

- 3. 根据句意及关系词含义选择正确选项。

(2015.41) The person _____ I complained is the supervisor.

- A. whom B. to whom C. who D. to who

【答案】B。解析: 本题考查定语从句。题干意为: 我向其抱怨的那个人是主管。从句中 complain 后面缺少宾语, complain 意为“抱怨, 发牢骚”, complain to sb. 表示“向某人抱怨”。在本题题干中, 定语从句的先行词 The person 是 to 的逻辑宾语, 因此引导词应使用宾格 whom。故本题选 B。

(2013.23) This test is for students _____ native language is not English.

- A. whose B. that C. of whom D. which

【答案】A。解析: 本题考查定语从句。题干意为: 这是针对母语为非英语的学生的考试。如果定语从句中的主语与先行词为所属关系, 则可以使用 whose 引导。先行词 students (学生) 和从句的主语 native language (母语) 之间是从属关系, 为“学生的母语”因此用 whose。故本题选 A。

考点六 状语从句

一、状语从句的概念

状语从句在复合句中作状语。根据句子的含义,它可表示时间、地点、原因、目的、结果、条件、行为方式、比较、让步等。状语从句的关键是掌握不同状语从句的常用连接词和一些特殊的连接词。

二、状语从句的考点

种类	连接词	注意点
时间状语	(1) When/whenever, while, as; (2) before, after; (3) until(可与 not 搭配), till; 直到...才 (4) as soon as=the moment, the minute, immediately, directly, instantly; 一...就 (5) hardly...when, no sooner...than. 一...就	主句表示将来意义时,从句须用一般现在时
地点状语	where, wherever	
原因状语	because, as, since, now that	because 语气最强, since 较弱, 表示大家都明了的原因, as 又次之。
条件状语	if, unless, once, in case, as long as, on condition that	从句中动词时态不可用将来时, 常用一般时代替。
结果状语	so...that, such...that	
目的状语	so that, in order that, for fear that, lest	for fear that / lest 后的从句一般用虚拟语气, 即从句谓语动词用 should+v。
比较状语	than, as...as, not so/as...as, the more...the more	
方式状语	as if, as though, as	as if 和 as though 引导的从句一般用虚拟语气。

(续表)

种类	连接词	注意点
让步状语	(1) though, although; (2) even if, even though; (3) as; (4) no matter what, whatever; no matter who, whoever; no matter which, whichever; no matter how, however; no matter when, whenever	as在让步状语从句中常用倒装形式;though引导的从句即可倒装也可不倒装;although引导的从句用正常语序。让步状语从句可和yet连用,但不可和but连用。

(2016.40) He likes novels, _____ I like poetry.

A. while

B. because

C. although

D. so

【答案】A。解析。本题考查状语从句。题干意为:他喜欢小说,而我喜欢诗歌。while 可以引导时间状语从句,表示“当……的时候”,也可以引导让步状语从句,表示“尽管”,此外 while 还可以表示“然而”,相当于 but, 引出一个并列句;because 引导原因状语从句;although 引导让步状语从句,意为“尽管”;so 引导结果状语从句,意为“因此”。根据句意,空格处需要填入的词表示对比,因此用 while, 故本题选 A。

(2019.43) You will never gain success _____ you are fully devoted to your work.

A. when

B. because

C. after

D. unless

【答案】D。解析:本题考查状语从句。题干意为:除非你全力以赴投入到工作中,否则你不会收获成功。When 当...时,引导时间状语从句;because 因为,引导原因状语从句;after 在...之后,引导时间状语从句;unless 除非,引导条件状语从句。这几个词中最重要的考点是 unless “除非……否则……”,根据句意,因此用 unless。故本题选 D。

考点七 部分倒装

一、部分倒装的概念

部分倒装是指将谓语的一部分如系动词、助动词或情态动词倒装至主语之前。如果句中的谓语没有助动词或情态动词,则需添加助动词do, does或did,并将其置于主语之前。

二、部分倒装的考点

部分倒装主要考查不同形式的识别及区分。

(一) only + 状语位于句首

Only in this way can we (we can) learn English.

只有这样我们才能学会英语。

(若only + 状语未放句首则句子不需倒装,即We can learn English only in this way. 下同。)

(二) 否定词(短语)或半否定词(短语)位于句首

这类词或短语包括never, neither, little, few, hardly, scarcely, rarely, seldom, **not until**, in no way, at no time, by no means, on no account, no sooner than等。

Not until yesterday did little John change (changed) his mind.

小约翰直到昨天才改变了主意。

(三) so/nor/neither引导的省略句

1. so/neither/nor引导的省略句,若表示“前面说过的情况也适用于另一个人或物”时,句子需要部分倒装。其一般构成为:so/neither/nor + 助动词/情态动词/系动词+主语,表示“也”、“也不”。

I like English. So does he.

我喜欢英语。他也喜欢。

I don't like English. Neither/Nor does he.

我不喜欢英语。他也不喜欢。

2. so/neither/nor引导的省略句若不倒装,即“so/neither/nor + 主语 + 助动词/情态动词/系动词”,表示“确实……”,仅是对前面内容的肯定或附和。

He likes maths. So he does.

他喜欢数学,他确实喜欢。

(四) as引导的让步状语

把需要强调的部分(动词、形容词、名词、副词或分词)提到主语之前,然后再加陈述句的其他部分,一般构成为:名词/形容词/副词/动词/分词 + as + 主语 + 谓语。(单数名词前的冠词去掉)

Hard as he worked, he did not pass the exam.

虽然他很用功,但他还是没及格。

(五) so/such...that...引导的结果状语从句

当so或such及修饰的成分位于句首时,句子需要部分倒装。

So selfish was she (she was) that everyone avoid talking with her.

她太自私了,每个人都避免和她说话。

三、部分倒装的答题步骤

1. 阅读题干,勾画关键词;
2. 根据关键词以及句意判断倒装类型;
3. 选出正确形式。

(2017.31) Under no circumstances _____ the party.

A. we shall cancel

B. shall we cancel

C. we cancel

D. shall not we cancel

【答案】B。解析:本题考查部分倒装。题干意为:在任何情况下,我们都不会取消这次聚

会。否定副词或有否定含义的词组位于句首时,句子需要进行部分倒装,即把助动词或系动词(不包含 not)置于主语之前。因此用 shall we cancel, 故本题选 B。

(2019.45) Not until recently _____ the development of tourist-related activities in the rural areas.

A. they had encouraged

B. had they encouraged

C. did they encourage

D. they encourage

【答案】C。解析:本题考查部分倒装。题干意为:知道最近才开始发展乡村的旅游相关活动。Not until 位于本句句首,后面的主句要进行部分倒装,且由于本句中不存在一般过去时或表示过去的过去的时间状语,不能用过去完成时。所以排除 B,因此用 did they encourage, 故本题选 C。

考点八 写作

一、高级句型

(1) Nowadays, it is common to find that ...

如今, …… (现象) 很普遍。

(2) There is a widespread concern over the issue of...

人们普遍关注的问题是……

(3) In the age of information and communication, ... plays an important role.

在这个信息化时代, ……扮演着重要角色。

(4) ... has been playing an increasingly important role in our daily life. It has brought a lot of benefits but has created some problems as well.

……已在我们的生活中扮演着越来越重要的角色。它给我们带来了许多好处,但也产生了一些问题。

(5) Nothing is more important than to do sth.

没有什么比做某事更重要的了。

(6) There are different opinions among people as to...

关于……人们的观点大不相同。

(7) It pays to do...

……是值得的。

(8) Only by taking these actions can we do sth.

只有采取这些措施,我们才能做……

(9) On no account can we do...

我们绝对不能……

(10) ... be closely related to ...

……与……息息相关。

(11) The reason why ... is that ...

……的原因就是……

(12) It is + adj. + for sb. + to do sth.

对某人来说做某事是……

(13) As far as I am concerned, the advantages of ... is more than disadvantages.

我认为……利大于弊。

(14) Hence/Therefore, we had better come to the conclusion that ...

因此, 我们最好得出这样的结论……

(15) Taking all these factors into consideration, we naturally come to the conclusion that ...

把所有这些因素加以考虑, 我们自然会得出……结论。

二、作文模板

第一节 议论文

(一) 对比选择型议论文

文体特点:

要求论述两个对立的观点并给出自己的看法。

1. 有一些人认为。

2. 另一些人认为。

3. 我的看法。

文章布局:

第1段 指出某种问题, 现象;

第2段 说明人们看法不一致, 有些人认为, 其他人认为……;

第3段 表明自己的看法。

【模板】

_____ (题目)

Recently, more and more people pay attention to 主 题. But it is well known that the opinion concerning this hot topic varies from person to person.

A majority of people think that 观点一. In their views, there are two factors contributing to this attitude as follows. Firstly, 原因一. Secondly, 原因二. However, some people hold the idea that 观点二. In their point of view, on the one hand, 原因一. On the other hand, 原因二. Therefore, there is no doubt that 观点二.

Considering one after another, I support the former/latter one. First of all, 原因一. Furthermore, 原因二. To sum up, 总结.

【典题】

Directions: For this part, you are allowed 30 minutes to write a short essay entitled **Should One Expect a Reward When Doing a Good Deed?** You should write at least 120 words and base your composition on the outline below: (2013年真题)

- 1.有人做好事期望得到回报;
- 2.有人认为做好事应该不图回报;
- 3.我的观点。

【参考范文】

Should one Expect a Reward When Doing a Good Deed

Recently, more and more people pay attention to the topic — one should expect a reward when doing a good deed. **But it is well known that the opinion concerning this hot topic varies from person to person..**

A majority of people think that one should expect a reward when doing a good deed. (第一个观点) **In their views**, without certain reward, those who have done good deeds may feel discouraged

to continue their behavior. (理由) **However, some people hold the idea that** one should not expect a reward when doing a good deed, (第二个观点) **In their point of view** they think doing good deeds is an indispensable part of the human virtues. (理由)

Considering one after another, I support latter one. **First of all**, we should spare no effort to do good deeds without asking for anything in return. (我的看法) **Furthermore**, if we all pitch in【努力, 投入】for the same end【为了同样的目标】unselfishly, the world will be full of【充满, 填满 = be filled with】love and appreciation.【感激】**To sum up, I think** one should not expect a reward when doing a good deed. (重申自己支持的观点)

(二)利弊型议论文

文体特点:

利弊型议论文往往是对某种事物的利弊进行对比,最后往往要求考生表明自己的态度或对事物前景提出预测。

文章布局:

第一段:描述某一现象(事物);

第二段:分析其优点+分析其缺点(一般优缺点各两条);

第三段:我的态度或看法。

【模板】

_____ (题目)

Nowadays many people prefer 主题 because it has a significant role in our daily life. Generally, its advantages can be seen as follows. First, 优点一. Besides, 优点二.

But every coin has two sides. The negative aspects are also apparent. One of the important disadvantages is that 缺点一. To make matters worse, 缺点二.

Through the above analysis, I believe that the positive aspects overweight the negative ones. Therefore, I would like to 我的看法.

注意:在真正考试时,一般会给出1-2条优点/缺点,如果给出2条无需自己再思考,如果仅给出一条优点/缺点,则需考生自己再添加1条

【典题】

Directions: For this part, write a composition on the topic: Is the Internet Good or Bad for Students? You should write at least 100 words, and base your composition on the outline (given in Chinese) below:

1. 有人认为互联网的益处:资源丰富;节省时间;方便交流和沟通。
2. 有人认为互联网的弊端:内容良莠兼有;沉迷网络游戏会影响学习;过多使用会影响健康。
3. 我的看法。

【参考范文】

Is the Internet Good or Bad for Students?

Nowadays many people prefer to use Internet because it has a significant role in our daily life. Generally, its advantages can be seen as follows.

First, the Internet is regarded as a source of knowledge, it can broaden people's horizons【扩展视野】。(优点一) Besides, with the help of the Internet, it can save a lot of time to search for the information and make communication more and more convenient.【便利的】(优点二)

But every coin has two sides. The negative aspects are also apparent. One of the important disadvantages is that the information on the internet is not always suitable for children.(缺点一) To make matters worse, it is bad for one's health if one uses the internet too much. (缺点二)

Through the above analysis, I believe that the positive aspects overweight the negative ones. Therefore, I would like to use internet.

(三)问题解决型议论文

文体特点:

该类作文中,通常会指出一种社会不良现象或问题;要求分析其危害;并提出解决办法。

文章布局:

第1段 描述背景;

第2段 说明危害;

第3段 说明解决方法。

【模板】

_____ (题目)

With the amazing development of modern science and technology, there is no denying the fact that 主题 has been a hotly debated topic in China.

Obviously, if we don't control the problem, the chances are that _____ (写作标题) will lead us in danger. **On the one hand,** _____ (危害一). **On the other hand,** _____ (危害二).

Confronted with 主题, we should take a series of effective measures to face this situation. For one thing, 对策一. For another, 对策二. If we can not take useful means, we may not control this trend, and some undesirable result may come out unexpectedly, so what we should do is to face it and contribute ourselves to the society.

【典题】

Directions: For this part, you should write a composition on the topic How to avoid staying up late? You should write at least 120 words, and base your composition on the outline (given in Chinese) below:

1. 现在年轻人熬夜的现象日渐严重;
2. 熬夜的危害;
3. 如何避免熬夜。

【参考范文】

How to avoid staying up late?

In recent years, the issue that young people stay up late **has aroused great concern among public.**

Obviously, if we don't control the problem, the chances are that young people stay up late **will lead us in danger. On the one hand,** sleeping late will cause illnesses such as infection and cancer. (缺点一) **On the other hand,** for us students, we are more likely to suffer from【遭受...】headache, which will make us unable to concentrate【集中注意力】in class. (缺点二) **What's worse, it even does great harm to the society.** (缺点三)

Confronted with this problem, we should take a series of effective measures to face this

situation. For one thing, ensure that you work efficiently during the day in order to avoid extra work at midnight. (方法一) **For another**, go to bed early without any electronic devices【电子设备】in your hand. **If we can not take useful means, we may not control this trend, and some undesirable result may come out unexpectedly, so what we should do is to face it and contribute ourselves to the society.**

第二节 书信

(一) 申请信 (Letter of Application)

文体特点:

申请信指当一个人想得到某种机会或某些东西时,往往通过申请信来请求。如申请留学,援助或一份工作。申请信应简洁、明确、如实地反映你的才能、成绩、愿望和目标。

文章布局:

第一段:根据要求,说明招聘信息的来源,表明申请的内容或请求。

第二段:可具体说明自身的申请资格,(学习好,能力强,爱好多,性格好)。

第三段:表达自己的愿望,如希望得到面试机会,或尽早得到回复。结尾最好表达出期望的心情。

【模板】

Dear收信人,

How are you? I am very glad to write the letter to apply for the position of ____ (职责). I'm really interested in it.

Firstly, I have an excellent performance in school, among the top 3 in my class of 40 students. Oral English is my biggest advantage. (学习好) **Secondly**, _____. (能力强) **Besides**, I am a very active young person, I like playing basketball and climbing mountains. (爱好多) **Last but not least**, I like to make friends and I am easy to get along well with others. (性格好)

I hope I can get an interview so that I can introduce myself more fully. I am looking forward to your reply.

Yours sincerely,

写信人

【典题】

Directions: For this part, you are allowed 30 minutes to write a letter. A letter of application (2015年真题)

你想要申请经理助理的职位。写一封求职信, 内容应包括:

1. 表现你对该工作的兴趣;
2. 介绍自己;
3. 说明自己为什么适合该工作。

【参考范文】

Dear Sir / Madam,

How are you? I am very glad to write the letter to apply for the position of the assistant manager. I'm really interested in it.

Firstly, I have an excellent performance in school, among the top 3 in my class of 40 students. Oral English is my biggest advantage. (学习好) Secondly, I often use computer and I type very fast. (能力强) Besides, I am a very active young person, I like playing basketball and climbing mountains. (爱好多) Last but not least, I like to make friends and I am easy to get along well with others. (性格好)

I hope I can get an interview so that I can introduce myself more fully. I am looking forward to your reply.

Yours sincerely,

Wei Fang

(二)邀请信 (Letter of Invitation)

文体特点:

邀请信用来在日常生活中邀请亲朋好友和相关人士来参加某一活动或会议。

文章布局:

第一段:开门见山写出主题,即邀请某人做……

第二段:提供主题,时间地点等细节信息。

第三段:表达谢意和期待对方的回复。

【模板】

Dear 收信人,

How are you? There will be a _____. (主题) We would be honored to have you there with us.

The _____ (主题) will start at _____. (具体时间) This will be followed by a _____ (进一步的安排) At around _____, (时间) _____ (另一个安排)

We really hope you can make it. If it is convenient for you, would you please let me know whether you can come or not? We are looking forward to your reply.

Yours sincerely,

写信人

【典题】

Directions: For this part, you are allowed 30 minutes to write a composition on the topic. You should write at least 120 words and base your composition on outline (given in Chinese) below. (2012年真题)

你计划4月6日晚上6点在家举办一场派对。

写一封信邀请给你的朋友,内容应包括:

1. 说明你举办派对的原因。
2. 告知你所安排的派对活动。

【参考范文】

Dear John,

How are you? There will be a birthday party for me. We would be honored to have you there with us.

My birthday party will start at April 6th. Since you are my best friend, I would be very glad to share the important moments with you. This will be followed by a dinner, it starts at 6 pm so that we can have a nice and long evening. In addition, I know you are a fan of rock music, I am glad to tell you that I have invited our campus Rock Roll band, the "Brain break" to perform. There are also arrangements【安排】for dancing and cake-cutting, which I am sure you will thoroughly【完全地】enjoy. (具体活动)

If it is convenient【方便的】for you, would you please drop me a line to let me know whether you can come or not? I am looking forward to your reply.

Yours sincerely,

Li Ming

(三) 感谢信 (Letter of Thanks)

文体特点:

感谢信是为了答谢对方的邀请、问候、关心、帮助等。

文章布局:

第一段:明确表示谢意。

第二段:列举对方提供的帮助,说明该帮助所起的作用;或表达对所收物品的喜爱以及以后如何使用及收藏等。

第三段:再次表达感谢并问候对方。

【模板】

Dear 收信人,

How are you? I am writing to extend my sincere gratitude for _____ (感谢原由:一般会在 directions 中提及). If it had not been for your assistance in _____ (对方给你的具体帮助), I

fear that I would have been _____ (没有对方帮助时的后果)

_____ 列举对方帮助或其他感谢事情.

I deeply appreciate your courtesy and I hope to have the opportunity of rewarding your kindness.

Yours faithfully,

写信人

【典题】

Directions: Write a letter of no less than 100 words on the following topic. You can follow the detailed outline given here.

假设你是李华, 你的班主任莫老师在你大学中给了你很多帮助, 在你毕业之际, 给莫老师写一封感谢信, 内容包括:

1. 环境适应方面。
2. 学习方面。
3. 生活方面(与人相处等)

要求: 1. 词数 100 左右; 2. 可以适当增加细节, 以使行文连贯。

【参考范文】

Dear Mr. Mo,

How are you? I am writing to extend my sincere gratitude for your help in my college. If it had not been for your assistance in my life and study, I fear that I would have not graduated successfully.

I still remember that it was you who noticed me **强调句** and had a friendly talk with me when I feel upset **沮丧的** because I didn't adjust **调整** myself well to the college. What's more, you encouraged **鼓励** me to make more friends and told me how to get along with **与...相处** my classmates. For my study, you not only asked me to reflect on it after each examination, but also you urged me to continue to work hard in order to make more progress. **取得进步** In addition, you were always willing to **愿意做...** give me a hand whenever I was in trouble in life. (列举对方帮助)

I deeply appreciate your courtesy and I hope to have the opportunity of rewarding your kindness.

Yours sincerely,

Li Hua

(四)道歉信(Letter of Apology)

文体特点:

道歉信主要用来表达歉意,解释原因,以及提出补救办法等。

文章布局:

第一段:表明写信的目的,说明需要道歉的事件。

第二段:可具体说明道歉的事由。

第三段:再次表达歉意,希望得到对方的理解。

【模板】

Dear 收信人

How are you? I am very sorry that _____. (道歉原因) I am writing to tell you the reason.

The reason is that _____ (解释原因). I hope _____ (弥补措施).

Once again, I am sorry for any inconvenience caused. Hope you can accept my apologies and understand my situation.

Yours sincerely,

Li Ming

【典题】

Directions: Write a paragraph of no less than 100 words on the following topic. You can follow the detailed outline given here.

假设你是新华中学的李华,你和在上海上学的英国朋友Tom约好下周去北京旅游,但你因故不能赴约。请给他写封Email:

1. 表示你的歉意;
2. 解释不能赴约的原因;
3. 另约时间再一起去。

【参考范文】

Dear Tom,

How are you? I am very sorry that I can't go to Beijing with you next week. (道歉内容) I am writing to tell you the reason.

The reason is that my cousin, Li qiang, who left home to Australia for his further study last year, informed me that he would return this Saturday morning and asked me to pick him up【接..】at the airport with his family.(解释原因) You know we haven't seen each other for nearly a year. **I hope** we can choose another day to visit Beijing.(弥补措施)

I am sorry for any inconvenience【不便】caused. Hope you can accept【接受】my apologies and understand my situation.

Yours sincerely,

Li Hua

(五)建议信(Letter of Suggestion)

文体特点:

建议信是指向个人或机构提出合理的建议,并希望对方采纳,从而解决问题。

文章布局:

第一段:根据题目要求,点明身份,说明写信目的,

第二段:提出一些建设性意见。(注意逻辑,逐条列举,至少三条)

第三段:表达感谢和期盼。

【模板】

Dear 收信人,

How are you? You have asked me for my advice with regard to_____ (提建议的主题:在

directions 中能找到), and I will make some effective suggestions here.

In my opinion, you will be wise to take the following actions. First, _____. Second, _____
Last but not least,_____. (自己构思)

I think these measures are very essential. I hope you will find these suggestions useful, and I would be ready to discuss this matter with you to further details. I am looking forward to your reply.

Yours sincerely,

写信人

【 典题 】

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

It is time for students to go back to school. Suppose you are Li Hua. Write a letter to your classmate Wang Hong to give your suggestions about the prevention and control of the COVID-19(新冠肺炎). (2020 年真题)

Your letter should include:

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

【 参考范文 】

Dear Wang Hong,

How are you? You have asked me for my advice with regard to prevent and control of the COVID-19 after we return to school, and I will make some effective suggestions here.

In my opinion, you will be wise to take the following actions. First, please wear a mask【 戴口罩 】when you are in the classroom or the library. **Second,** wash your hands frequently. **Last but not least,** take exercise regularly to keep fit.

I think these measures are quite necessary. They can play an important role in【 对 ... 重要 】**preventing**【 预防 】**and controlling**【 控制 】the spread of the COVID-19.

I hope you will find these suggestions useful, and I would be ready to discuss this matter with you to further details. I am looking forward to your reply.

Yours sincerely,

Li Hua

(六)推荐信(Recommendation letter)

文体特点:

推荐信是一个人为推荐另一个人去接受某个职位或参与某项工作而写的信件。

文章布局:

第一段:写信目的:推荐某人。

第二段:全面介绍被推荐人。

第三段:再次推荐希望考虑雇佣。

【模板】

Dear 收信人,

How are you going? It is my great honor to recommend _____(要推荐的人) to you.

He/She is my _____. As his/her _____, I found him/her _____ (介绍与此人的关系). He/She performed well in the _____ (根据提示信息写时间背景) years. At first, he/she are good at _____. In addition, he/she is very active and easy-going. He/She has developed a strong sense of cooperation, and working with him/her is always comfortable.

I am glad to recommend this excellent man who already possessed good quality and strong ability. I therefore lend him my enthusiastic support and would appreciate your favorable consideration of his application.

Yours sincerely,

写信人

【典题】

Directions: Write a letter of no less than 100 words on the following topic. You can follow the

detailed outline given here.

假如你是部门经理王平,你原来的下属李华要应聘另一家公司的职位。请你给其应聘的公司写一封推荐信,内容包括:

1. 你曾是李华的部门主管
2. 介绍他在公司时的优秀表现并极力举荐他

要求:

1. Do not sign your own name at the end of the letter. Use "Wang Ping" instead.
2. You do not need to write the address.

【参考范文】

Dear Sir/Madam,

How are you going? It is my great honor to recommend Li Hua to you. (要推荐的人)

He was my assistant during his work years. **As his** direct leader, **I found him ■ most reliable** 【可信赖的】 **and efficient** 【效率高地】 **member.** (和被推荐人的关系) **His performance in the work was outstanding.** **First,** he was professional and efficient in his work and showed great talents for sales. (能力强) **In addition, he is very active and easy-going. He has developed ■ strong sense of cooperation, and working with him is always comfortable.**

I am glad to recommend this excellent man who already possessed good quality and strong ability. I therefore lend him my enthusiastic support and would appreciate your favorable consideration of his application.

Yours sincerely,

Wang Ping

Department Manager