

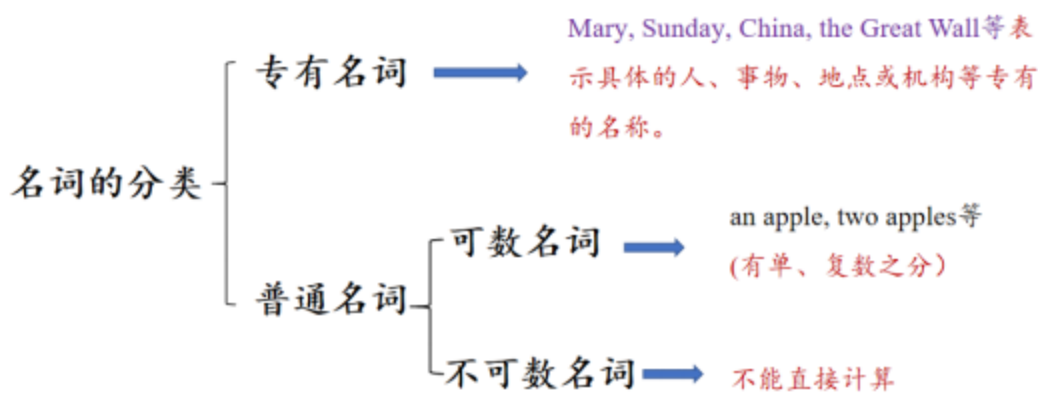
专升本英语学习资料

一、单选（基础知识点总结）

1. 名词：

名词的含义：名词是表示人、事物、地点或抽象概念的名称的词。

名词的分类：



可数名词不可裸奔原则

1) 名词前加冠词 (a/an/the)

I like reading a book. 我喜欢读书。

2) 名词变复数

I like reading books. 我喜欢读书。

可数名词单数变复数规则变化

情况	构成方法	例词
一般情况	加-s	book--book <u>s</u> day--day <u>s</u>
以 s, x, sh, ch 等结尾的词	加-es	bus--bus <u>es</u> box--box <u>es</u>

		brush--brush <u>es</u> watch--watch <u>es</u>
以辅音字母+y 结尾的词	变“y”为“i”，再加-es	city--city <u>ies</u>
以“f”或“fe”结尾的词	把“f”或“fe”变为“v”，再加 -es	life--li <u>ves</u> leaf--leav <u>es</u>

可数名词单数变复数不规则变化

①改变单数名词中的元音字母。 man—men

②单、复数形式相同。 a sheep—two sheep

③其他形式。 child—children

④表示“某国人”的名词单、复数形式可用口诀记忆：中日不变英法变，其余 s 加后面。

Chinese→Chinese, Japanese→Japanese,

Englishman--Englishmen; Frenchman→Frenchmen

German→Germans

2. 冠词:

冠词 { 不定冠词: a、an
定冠词: the
零冠词: 不用冠词

a 用在辅音音素前; e.g. a book

an 用在元音音素前。e.g. an apple

3. 代词:

人称	人称代词		物主代词	
	主格	宾格	形容词性物主代词	名词性物主代词
第一人称单数	I	me	my	mine
第二人称单数	you	you	your	yours
第三人称单数	he	him	his	his
	she	her	her	hers
	it	it	its	its
第一人称复数	we	us	our	ours
第二人称复数	you	you	your	yours
第三人称复数	they	them	their	theirs

主格在句中作**主语**;

宾格在句中作**宾语**或**表语**;

形容词性物主代词相当于**形容词**;

名词性物主代词相当于**名词**。

例句:

1. **They** are my parents. 他们是我的父母。
2. The teacher wanted **him** to do the work. 老师想让他做这份工作。
3. This pencil-box is **hers**. 这个铅笔盒是她的。
4. This is **her** pencil-box. 这是她的铅笔盒。

注意: 人称代词的排序:

两个或两个以上的人称代词并列使用时, 对于**单数**人称代词, 按“**二三一**”的顺序排列; 对于**复数**人称代词, 按“**一二三**”的顺序排列。

例句:

1. **You, he and I** must obey the rules. 你, 他和我都得遵守规则。
2. We, you and they should stay here. 我们, 你们和他们都应该留在这儿。

不定代词:

(一)

neither 两者都不

both 两者都

either 两者中的任何一个, 要么.....要么.....

none 3 者或 3 者以上都不

all 3 者或 3 者以上都

any 3 者或 3 者以上中的任何一个

	都	任何	都不
两者	both	either	neither
三者及以上	all	any	none

例句:

1. **Neither** of them knows how to get to the new station, so I have to ask another person for help.

他们俩都不知道怎样到达新车站, 所以我不得不请另一个人帮忙。

2. They **both** arrived on time.

他们两个都按时到达了。

3. **All** of the students went to the concert last night.

昨晚所有的学生都去听音乐会了。

(二)

other / others/ the other/the others/ another 的区别

other 指“其他的、另外的”, 后跟**名词复数**或**不可数名词**。

others ①指“其他的、另外的”, 后**不能跟名词**;

②固定搭配: “some... others 一些...另一些”。

例句:

1. We learn English, Chinese, Maths and **other** subjects.

我们学习英语、语文、数学和其他科目。

2. Some students are doing their homework, but **others** are talking loudly.

一些学生正在做作业，但是另一些在大声说话。

the other ①“两者中另一个”，常与 one 连用；“one...the other”

②“其余的全部”，后跟**名词复数**；the other+n=the others。

the others “其余的全部”，后**不能跟名词**。

例句：

1. She has two children. One is a boy, **the other** is a girl.

她有两个孩子。一个是男孩，另一个是女孩。

2. There are 20 students in the classroom. 5 students are dancing, **the others** are watching.

教室里有 20 个学生。5 个学生在跳舞，其他人在观看。

(跳舞的+观看的=总数 20 人。)

another 泛指（指三者或三者以上中的）另一个，后跟**名词单数**。

例句：

I don't like this dress. Please show me **another** one.

我不喜欢这件连衣裙，请给我拿另一件看看。

常见的特殊疑问词有：

what 什么

when 什么时候

where 哪里

why 为什么

who 谁

whose 谁的

which 哪一个，哪一种

how 怎么，如何

how many 多少（后面加可数名词）
how much 多少（后面加不可数名词）；多少钱
how long 多长时间（问时长），回答是具体的分钟数，小时数；
what time 几点（问具体的时间点），回答是具体的几点，时间点。

4. 形容词&副词:

形容词/副词比较级-er/more；最高级-est/most

- 1.比较级+than
- 2.修饰比较级的词: much
- 3.the +最高级
- 4.one of+the +最高级+名词复数
- 5.the +序数词+最高级

例句:

- 1.Tom runs **faster** than John. 汤姆比约翰跑得快。
- 2.The Yellow River is **the second longest** river in China. 黄河是中国的第二长河。
- 3.It was **much** better than I thought. 这比我想象的要好得多。

5.介词:

1) 跟时间连用的介词:

at+时间点	如: at 7 o'clock	在七点
on 表示具体到某一天	如: on Monday	在周一
in 加年月, 季节, 泛指上下午和晚上	如: in May	在五月
from.....to..... 表示从几点到几点	如: from 7 o'clock to 9 o'clock	从七点到九点

例句:

The plane takes off **at** ten o'clock.

飞机在十点钟起飞。

2) 表地点: in+大地点, at+小地点:

例句:

I met my best friend Tom **at** the train station **in** Shanghai.

我在上海的火车站遇到了我最好的朋友汤姆。

6. 数词:

表示“在某人的几十岁”时，可用in +one's+整十位数的复数形式。

例句:

He finished the great novel in his forties.

他在四十几岁的时候完成那部伟大的小说。

7. 连词:

and	和，并且	
but	但是	
however	然而	
or	或者；否则	
not only...but also...	不仅...而且...	
either...or...	或者...或者...	两者中的一个
neither...nor...	既不...也不...	两者都不
when/while	当...时	
not...until	直到...才...	
before	在...之前	
because(in that)	因为	
since(now that)	既然	
if	如果	
unless	除非	
though/although	尽管	
so that/in order that	以便/为了	
in case	以免，以备，以防	
so...that	如此...以至于...	

例句:

1. Though my car is very old, it still runs very well.

尽管我的汽车很旧，但仍然跑得很快。

2. Speak louder **so that** the people in the hall can all hear you.

大声点讲，以便大厅里的人都能听清。

8. 动词时态:

一般现在时: 动词原形	do/does	look/looks
一般过去时: 动词的过去式	did	looked
一般将来时: will/be going to+ do(动词原形)		will look
现在进行时: am/is/are+doing (动词的 ing 形式)		am/is/are looking
过去进行时: was/were+doing		was/were looking
现在完成时: have/has done(动词的过去分词)		have/has looked
过去完成时: had done		had looked
将来完成时: will have done		will have looked

1) 一般过去时

概念: 表示过去某个时间里发生的动作或状态。

时间标志词: two hours ago, yesterday, the day before yesterday (前天),

last (year, night, month...), just now (刚才), at the age of (在...几岁的时候), that day (那天) ...

例句:

Don't remind me of that awful day. I **made** such a fool of myself.

别给我提那个糟糕的日子，我把自己弄得太丢脸了。

2) 过去进行时

概念: 表示过去某一时刻或某段时间正在进行的动作。

时间标志词: at this time yesterday, at that time 或以 when 引导的谓语动词是一般过去时的时间状语等。

基本结构: was/were +doing

例句:

When John left the office, Amy **was** still **working** at her desk.

约翰离开办公室时，艾米仍然在工作。

3) 现在完成时

概念：过去发生或已经完成的动作对现在造成的影响或结果，或从过去已经开始，持续到现在动作或状态。

时间标志词：recently/lately(最近), since(自从...以来), for+时间段, in the past/last+时间段, so far/by now(到目前为止) ...

基本结构：have/has+done(过去分词)

例句：

The employees **have been** more enthusiastic about their work since their pay rose.

自从涨了工资，员工们工作起来更有热情了。

现在完成时的被动语态：have/has been+过去分词

例句：

Several novels **have been translated** into English so far.

到目前为止，几本小说已经被译成了英文。

4) 过去完成时

概念：以过去某一时间为标准，在此以前发生的动作或行为；或在过去某动作之前完成的行为，即“过去的过去”。

时间状语：before+动词的过去式(一般过去时态), by+过去时间等。

基本结构：had+done(过去分词)

例句：

Johnson **had finished** his meal when his friend Tim called him to eat out together.

当 Johnson 的朋友 Tim 叫他一起出去吃饭时，他已经吃完饭了。

5) 将来完成时

概念：表示将来某一时刻前已完成的动作。

时间状语：before+动词原形/单三(一般现在表将来), by+将来时间等。

基本结构: **will have+done** (过去分词)

例句:

By the time you return in two years, your hometown **will have taken** on a new look.

等到两年后你回来, 你的家乡会呈现一种新的风貌。

9. 情态动词:

表推测:

must 100%一定

can 80%可能

may/might 50% 可能

can't 0%一定不/不可能

例句:

He **can't** be at home. 他不可能在家。

She **must** be at home. 她一定在家。

10. 非谓语动词

和主句主语的关系:

doing 表主动进行

(having done 这个动作发生在谓语动词之前, 两个动作一前一后)

done 表被动完成

to do 表将来; 表目的

例句:

1. **To protect** elephant, we mustn't buy things **made** of ivory (象牙).

(表目的)

(表被动)

为了保护大象, 我们不能买由象牙制成的东西。

2. Do you know the girl **standing** under the tree?

(表主动)

你认识站在树下的那个女孩吗?

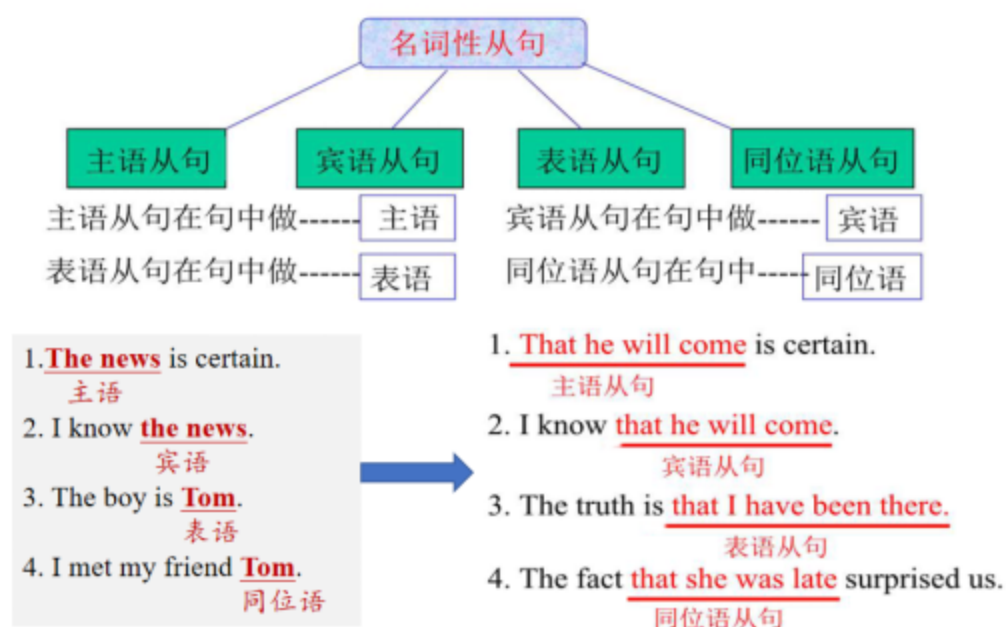
3. **Having found** a hotel, we looked for somewhere to have dinner.

(表主动关系, “已经找到旅馆”这个动作发生在谓语动词之前)

找到一家旅馆后, 我们找了个地方吃晚饭。

11. 名词性从句

在英语句子结构中, 本来应该由名词充当的主语、宾语、表语和同位语, 由一个句子来充当, 这个句子就叫名词性从句。



引导名词性从句的**连接词**有:

连接词 **that, whether, if** (宾语从句可用 **if**);

疑问代词 **who, what, which, whose**;

疑问副词 **when, where, how, why** 等。

从句不缺成分: 用 that 引导; 表“是否”用 whether (宾语从句表“是否”也可以用 if)。

缺成分: 通常缺什么补什么。

语序: 用陈述语序 (连接词+主语+谓语+其他成分)。

例句:

1. We heard the news **that** our team had won.

我们听说了我们队赢了的消息。

2. I don't know **whether / if** he'll come back soon.

我不知道他是否很快就会回来。

3. **What** she said was right.

她所说的是对的。

4. The policeman asked **what** her name was.

警察问她叫什么名字。

5. Do you know **where** the Great Wall is?

你知道长城在哪里吗？

12. 定语从句

(1) 定语从句的含义：

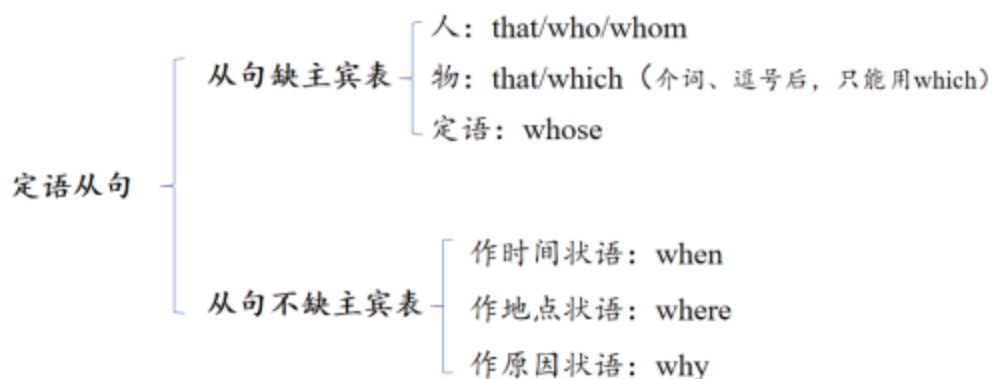
在复合句中，修饰某一名词或代词的从句，叫作定语从句。

例句：

Tom is a boy **who is handsome**.

汤姆是一个帅气的男孩。

(2) 定语从句的引导词：



例句：

1. She is an English teacher **who/that** likes singing.

她是一位喜欢唱歌的英语老师。

2. The flower **that/which** he bought is for his girlfriend.

他买的花是送给他的女朋友的。

3. I will never forget the days **when** we worked together.

我永远也忘不了我们一起工作的那些日子。

4. The city **where** we spent our vacation is very beautiful.

我们度假的那座城市很漂亮。

13. If 引导条件状语从句

① 引导真实条件状语从句 如果...将会...

主句用一般将来时, if 从句用一般现在时 (跟在 if 后的是从句)

If+主语+动词原形/单三/am/is/are, 主语+ will +动词原形

例句:

He **will** be very happy if he **is** invited.

如果他被邀请, 他将会非常开心。

② 引导虚拟条件句 (参照虚拟语气讲解)

14. 虚拟语气

1. If 引导的与过去事实相反的虚拟条件句

If+主语+ **had** +过去分词, 主语+**would have**+过去分词.

例句:

If it **had** not **rained** yesterday, they **would have finished** work on time.

如果昨天没有下雨, 他们就能按时完成工作。

2. 在表示建议、命令、要求 (suggest, advise, propose, recommend, demand, require, order, command, request) 等动词或名词后的从句要用 **that** +主语+ (should) + 动词原形 (should 可以省略)。

具体涉及到这些动词以及它们的名词形式:

一坚持 (要求): **insist**

二命令: **order, command**

三要求: **require, request, demand**

四建议: **suggest, advise, propose, recommend**

例句:

1. We **suggest** that you **(should) be** there on time.

我们建议你准时到那里。

2.The university regulations **require** that the students **(should) attend** at least 90% of the lectures.

大学的规定要求学生至少要参加 90%的课程。

15. 倒装句

部分倒装 { 1. Only+状语位于句首时
2. Not until 引导的从句位于句首

Only+状语或状语从句+be/助动词/情态动词+主语+谓语动词

Not until+状语或状语从句+be/助动词/情态动词+主语+谓语动词

例句：

1.**Only** in this way **can you master** English.

只有用这种方式你才能掌握英语。

2.**Not until** the child fell asleep **did the mother leave** the room.

直到孩子睡着了，妈妈才离开房间。

16. 强调句

①强调谓语动词：

助动词 do/does/did+动词原形。

例句：

I love you. I **do** love you. (强调 love)

②强调其他部分：

It is/was + 被强调部分（不能强调谓语）+ that +其他

例句：I met Li Ming at the railway station yesterday.

强调主语：**It was** I **that** met Li Ming at the railway station yesterday.

强调宾语：**It was** Li Ming **that** I met at the railway station yesterday.

强调地点状语：**It was** at the railway station **that** I met Li Ming yesterday.

强调时间状语：**It was** yesterday **that** I met Li Ming at the railway station.

二、对话（常用口语交际）

1. 问候

(1) A: Hello/Hi

B: Hello/Hi

(2) A: Hello. How are you?

B: Fine, thank you. And you?

A: Very well, thank you.

(3) A: Good morning/afternoon/evening.

B: Good morning/afternoon/evening.

(4) Please say hello to your parents.

Please give my best wishes to your parents.

2. 告别

(1) 告别前，客方表示要离开的常用语：

I am afraid I must be going now.

I am afraid I must go now.

I think it's time for me to leave now.

I think it's time for us to go now.

(2) 双方相互道别时的常用短语：

Goodbye!

See you later!

See you!

3. 感谢和应答

(1) 感谢某人：

Thank you. /Thanks a lot.

/Thank you very much /Thank you for your help.

It's very kind/nice of you.

Thank you all the same.

(2)回答感谢时的答语

It' s a pleasure. /With my pleasure.

That' s OK. /That' s all right.

You' re welcome.

Not at all.

4. 邀请和应答

(1) 表示邀请的用语:

Will you come to my party?

Would you like to go for a walk?

May I invite you to dinner?

How/What about going for a walk?

(2)接受邀请时的答语:

Yes, I' d love/like to.

Yes. It' s very kind of you.

That would be nice.

5. 请求和应答

A:May I . . . ?/Can/Could I . . . ?

B:(肯定回答)

Sure/Certainly.

Yes, do please.

No problem.

(否定回答)

I' m afraid not.

I' m sorry, but you mustn' t.

6. 祝愿、祝贺和应答

(1) 祝贺用语:

Have a good day/time!

Good luck. Enjoy yourself! Best wishes to you!

Happy New Year! Merry Christmas! Well done!

Congratulations!

(2) 表示感谢的答语:

Thank you. /Thanks.

The same to you.

7. 提供帮助和应答

(1) 提供帮助

Can I help you?

Would you like me to help you?

(2) 肯定回答:

Yes, please.

Thank you for your help.

否定回答:

No, thanks.

That's very nice of you, but I can manage it myself.

8. 旅行

(1) ——Where are you going to spend your holiday?

——I'm going to/plan to travel abroad.

(2) This is our first trip here.

(3) Could you recommend some places for us?

(4) Is there anything interesting there?

(5) When shall we set off?

(6) How was your trip?

(7) How do you like this trip?

(8) Have fun!

9、打电话

(1)打电话人常用语：

Hello! May I speak to...?

Is that...speaking?

(注意：不能用 Are you...? 或 Who are you?)

Can I leave a message?

I'll call back later(again).

I'll call him(her) again.

(2)接电话人常用语：

Hello! This is ...speaking.

Hold on, please!

Can I take a message?

10. 问时间、日期和应答

(1) 提问

What day is (it) today?

What's the date today?

Excuse me. What time is it by your watch?

What's the time, please?

When shall we set off/meet?

(2) 应答

It's Monday.

It's January 10th.

It's five o'clock.

At 8:00.

三、语音

1. th 发/θ/和发/ð/的情况:

发/ð/: ①在以 th-开头的冠词、代词、连词、副词中, 如: the, they, that, this, these, those, there, than, thus 等

②在-the, -ther 中, 如: father, mother, brother, bathe 等

发/θ/: 一般情况下都发[θ], 如: three, thank, earth, tooth, method, birthday 等

2. b 不发音的情况:

在词尾为 -mb, -bt 的单词中, b 不发音

3. d 在一些单词中不发音,

如: grandma, grandparent, Wednesday, handsome……

4. h 在有些单词中不发音:

如: hour, honest……

5. kn-在词首时, k 不发音:

如: knee, knife, knock, know……

6. 以 wr-开头的单词, w 不发音:

如: write, wrong, writer……

7. -sion 前是辅音字母时, 发/ʃn/;

-sion 前是元音字母时, 发/ʒn/。

8. -tion 一般发/ʃn/,

但是 question, suggestion 等除外。

口诀: 结尾是-tion 的单词发音都一样, 除了 question 和 suggestion 等。

四、作文

第一段

主要包括四大内容：问候+自我介绍 +写信原因+写信目的

01、问候

How are you doing? (你还好吗? 您工作还顺利吧)

How is everything going? (近况如何? 一切还好吧)

02、自我介绍

I am XXX, a 20-year-old boy currently studying in XXX college.

I am XXX, the chairman of the Student Union.

03、写信原因

I heard that ...

My teacher told me...

I am informed that...

I learned that...

04、写信目的

Now, I am writing to do sth.

Now, I am writing this letter to do sth.

Now, I am writing these few lines to do sth.

(“为了 XXX, 所以写此信”求职信就 to apply for the job, 感谢信就 to express my heartfelt gratitude to you, 邀请信就 to invite you to join XX)

05、七种书信“写信目的”最佳写法

★邀请信: Now, I am writing to **invite you** to join/enjoy/experience the 活动 (as

our guest/ judge/ instructor).

感谢信: Now, I am writing to show/ express my **heartfelt gratitude** to you.

建议信: Now, I am writing to **make several suggestions** concerning 问题.

道歉信: Now, I am writing to show/ express my **heartfelt apology** to you.

求职信: Now, I am writing to **apply for the job/position**.

求助信: Now, I am writing to ask you to **give me a hand/ do me a favor**.

告知信: Now, I am writing to tell you about the **details**.

第二段

中间段连接词: (各类型作文通用)

1、To start with, To begin with, First and foremost, ——首先

In the first place, First of all, ——首先

First, Firstly, ——第一

2、Furthermore, Besides, In addition, To add, what's more ——除此之外, 而且

Second, Secondly, ——第二

3、Last but not least, ——最后但同样重要的是

In the final /last analysis ——在最后的分析中

Third, Thirdly, ——第三

第三段

构成: 客套话+结束语

(1) 客套话, 重申写信目的

1、邀请信:

An early reply to our invitation would be much appreciated. We look forward to your attendance.

如能早日答复我们的邀请, 将不胜感激。我们期待您的出席。

2、感谢信:

Again I'd like to express my great appreciation for your timely help.

再次感谢您的及时帮助。

3、道歉信:

I do hope that you can understand my situation and accept my apology.

我希望你能理解我的处境，接受我的道歉。

4、建议信:

I firmly believe that these suggestions will be of help to you. I would be more than happy if my suggestions could be considered.

我坚信这些建议会对你有帮助。如果我的建议能得到考虑，我将非常高兴。

5、求职信:

I enclose my resume for your kind consideration and reference. I am looking forward to your reply at your earliest convenience.

随信附上简历，供参考。我期待着你尽早的答复。

(2) 结束语

1、I hope to hear from you before long.

希望不久能收到你的来信。

2、Give my best wishes to you.

呈以最真诚的祝愿。

3、Wishing your business ever successful!

祝你事业有成!

4、Hope you are healthy.

祝你健康。

5、I am looking forward to your early reply.

希望早日答复。

6、 I'm looking forward to your reply.

期待你的回复。

7、 If you can join us , please give me a reply soon.

如果你能参加，请尽快回复我。

8、 You are welcome to visit my home / Guilin anytime.

欢迎随时来我家/来桂林玩。



书信类作文模板

Dear XXX,

How is everything going? I am XXX, (同位语表身份— a 20-year-old boy currently studying in XXX college. 可省) I miss you very much, and you? (I am very glad to hear from you. 写回信用) I heard that (什么事) Now, I am writing to (写信目的)

First of all,... What's more,... Last but not least,...

重申邀请，感谢，道歉等客套话 I am looking forward to your early reply. If you have any questions, please contact me as soon as possible. Give my best wishes to you.

Yours sincerely,

Li Hua

通知类作文模板

Notice 通知

Boys and girls, /Ladies and gentlemen, /All the students,

开头: 1. Attention, please! I have something important to tell you.

2. May I have your attention please? I have an announcement to make.

3. There will be a/an +活动 +in/at+地点+at+具体时刻。

4. There is a piece of information that I'd like to inform/tell you.

Our class is going to organize an activity.

正文: 根据要求去翻译。

结尾: 要求/邀请

1. Everyone is welcome to attend it.

欢迎大家前来参加。

2. Everybody is required to attend it on time.

每个人都被要求按时参加。

3. Please come on time and don't be late.

请按时前来，不要迟到。

4. That's all. Thank you.

Monitor Li Yuan

October 12, 2016