

阅读理解

一、阅读理解小技巧

1、一般成考卷子里面会有 4 篇阅读理解的文章。这个题型的大概范围也就是在成人高考英语教材上。所以在考试之前，一定要充分阅读成人高考英语书上面的阅读理解。不要太在意不明白的单词，最重要的是理解这篇文章是什么意思，讲的是什么内容即可。

2、在做阅读理解文章的时候，如果你发现其中 4 篇中有一篇甚至两篇文章是取材于你的成人高考英语书上面的话，那么你按照以上方法就会取得高分。如果余下的 2、3 篇阅读理解文章还不是很会做也别着急。首先不要看阅读理解的文章具体内容是什么，因为考试时间不允许并且就算你将其全部看完了，在下面的选择题上面，也还是摸不着头脑。**所以切记不要死读阅读理解的文章。**

3. 对于一篇从未看过的阅读理解文章，先翻看一下阅读理解文章后面的选择题。按照常理来看阅读理解文章后面有 4 道选择题，某道题的答案就会在这篇文章之中。仔细查看另外每个选择题以及每个选择题下面的 4 个选项(A、B、C、D)，如果在 ABCD 的 4 个选项里面的答案有许多单词不认识，那么最常用的解题办法就是按照 4 个选项的句子去对照前面的阅读理解文章找一下，有没有原句；如果有原句，那么这个选择题的答案，很可能就是这个原句了！

4. 先看选项。跟完形填空不一样，答案给出的都是句子，因此，我们可以通过句子的完整性或者句子后面的标点符号来判断该句在文章中的位置。另外，通过阅读选项，有可能找出跟其他选项表达完全不同意思的句子，这样的话我们就可以直接将该选项排除。

5. 通读全文对文章进行快速浏览，寻找主题句，抓住文章结构及文章的写作内容。在阅读过程中，要注意文章的开始与结束段落，尤其是文章的首段及末段末句，因为“开门见山”与“结尾总结”的写作方式为常见的写作方式，首段的末句一般是全文的主题所在，说明本文将探讨哪些内容，并简要指出文章的写作思路，有时甚至会以提纲的形式进行呈现。

6. 看空前空后。由于阅读理解给出的是词组或者是句子，而这些选项跟答案之间，必然有一种联系，因此我们可以通过选项中某个名词或动词跟空前或空后的一致性或者相关性来确定这两个句子之间有一种关联性，从而选择答案。

4. 将所选答案代入文中，再次通读全文，重点考查逻辑关系和关联结构。在完成选项定位后，应通读全文，检查文章内容是否完整，语义是否连贯合理、各段落内容是否紧扣主题，语篇结构是否通顺连贯、具有一致性、合乎逻辑，写作思路是否清晰明了，格式以及用语是否恰当贴切，从而判断选择的答案是否正确。同时，我们还应注意对相近选项的对比分析，个别干扰项由于与某个正确选项的内容相近具有很强的干扰性，这时就需要我们认真分析，仔细甄别，排除干扰，从而得出正确选项。

二、阅读理解答题小技巧

1.词汇：猜词的技巧。

在阅读过程中，不可避免地会碰到不认识的单词，考试中又不允许查词典，有些不认识的单词对文章的理解影响不大，可以忽略。但有些不认识的单词则会影响对文章理解的正确性。在这种情况下，必需猜测词的含义，这就需要利用猜词的技巧了。

2.阅读理解的解题方法。

(1)先看文章后做题。主要针对简单易懂的文章，时间又较充裕的情况。

(2)先看题目后读文章再做题。这种方法在时间紧、文章长的情况下更为实用。这样，可以带着问题去阅读，文章中的内容与考题相关时仔细阅读，与题目无关时可以置之不理，很快跳过去。

还有一些题目涉及一般常识或科普知识，可以在未阅读文章之前自己先行判断，在阅读时只要对自己的判断进行验证就可以了。

(3) 快速阅读文章后面的题目，并将题目中的关键词(一般为实词，并且含有重要信息)用笔画出来。这样可以了解并获得将要阅读的文章的大概意思，做到有的放矢。阅读过程中，考生可以将含有重要信息的词、短语或句子等用笔画出来。这样可为答题做很好的铺垫。解题时寻找相关的重要信息就容易多了。

(4) 阅读理解的部分一共是 15 道题目，答案是最长的平均下来有 5 题左右，特别是十分明显**三短一长的选最长**基本上都是正确的，而**三长一短选最短的**口诀在这里也是有用的！概率这么高是有道理的，在阅读理解中，都会加入一些限定性单词或者修饰性的东西，就是为了答案的正确性，从表象来看就是正确答案的句子会显得比较长！所以阅读理解十五道题目就通过选最长的为主，如果都差不多的话我们就选之前我们选的最多的那个选项！！**B, C 是比较好的选择。**

三、阅读理解答题小技巧

细节事实题:

(1)标志:

- ①题干中明确提到的时间、地点、人物等细节信息
- ②针对文章中的一句或几句发问
- ③题干和选项之间是因果关系

(2)做题的关键在于: 返回原文

- ①根据题干中的时间、地点、人物返回原文
- ②根据出题顺序返回原文（60%的准度）
- ③根据题干中的重点词或其同义词返回原文（如名词、动词、形容词，70%的准度）
- ④找原文中的难句定位，一般来说，难句都是出题点。

(3)迷惑考生的手段:

- ①单词替换
- ②颠倒因果
- ③扩大范围
- ④常识判断

英语阅读理解解题思路：三步走

1. **第一步**: 通读全文，抓住中心。（不推荐采用先看题目后读文章的做法）在此过程中，注意把握三个阅读原则：

- (1)原则一：1：1 原则（通读时间与做题时间对等）
- (2)原则二：首段原则（不要怕重复和回读）首段的作用： ①中心段 ②抛砖引玉
- (3)原则三：首末句原则，即除首段和末段，其余各段的首末句一定要读懂，其他各句正常阅读

2. **第二步**: 仔细审题，返回原文。

3. **第三步**: 重叠选项，得出答案。

(4) 阅读理解中常见句型：

主语 + 谓语动词

例句：The two-man spaceship took off this morning 。

(这两个人的太空船今早起飞了)

主语 + 谓语动词 + 宾语

例句：The drilling machine is making a hole 。

(钻孔机正在转孔)

主语 + 连系动词 + 表语

例句：The answer is off the point 。

(答案离题了)

主语 + 谓语动词 + 间接宾语 + 直接宾语

例句：The new approach has saved us a great deal of time

(新方法为我们节省了很多时间)

主语 + 谓语动词 + 宾语 + 宾语补足语

例句：We like our guests to feel at home 。

(我们希望客人有宾至如归的感觉)

(5) 阅读理解中生词处理：

在阅读时一定会碰上生词或记不清楚的词汇。遇到这种情况时，可以通过上下文猜测词义。具体方法如下：

(1) 根据生词前后词汇的意思或整个句子的意思来猜测生词。

- (2) 根据语法知识和标点符号来猜测生词。
- (3) 根据说明词义的定语从句来猜测生词。
- (4) 根据已知事实细节来猜测生词
- (5) 学会只猜测生词的大概意思，而不必追求其准确含义
- (6) 运用构词法判断生词的词义，也是提高阅读速度的一种技巧。在做题的时候是可以通过已知的词缀(包括前缀和后缀)和词根就能猜测生词的含义。

英语完形填空小技巧

1、搭配判断法

根据对以往试题的分析，搭配型考题在完形填空题中占的比例最高。搭配型问题主要测试常见搭配的熟练程度，比如说哪些词要搭配不定式、动名词或某种从句。哪些词必须与某个介词搭配。我们在复习时要特别注意短语动词和介词的固定搭配。

2、结构判断法

结构型问题主要包括句型、句式、连接词的选择等，解题时要运用句法知识，把握关键词，从而做出迅速正确的判断。完形填空题中有很多是利用语法的正确性与逻辑的排斥性间的矛盾来设计的。因此考生应结合上下文的合理性及意义关系的逻辑性选择最佳答案。完形填空中常考的逻辑关系主要有：

(1) 转折、让步关系：这种关系表明后一种观点或事实与前一种观点或事实相比有些出乎意料。

常见的表示转折、让步的词或词组有：**but**（但是），**still**（还是，仍然）**yet**（但是，可是，然而）**however**（然而，可是，仍然）**though**（尽

管，虽然) **although** (虽然，纵然) **no matter in spite of** (无论) **anyway** (无论如何) **even if** (即使) 等。

(2) 因果关系:

表示原因的连词或词组有: **because (of)** (因为), **due to** (由于) **owing to** (由于,因为) **thanks to** (多亏) **since** (自.....以来)

表示结果的连词或词组有: **so** (所以) **therefore** (因此) **as a result** (结果) **in consequence** (结果) **consequently** (因此)

(3) 递进、补充关系: 这种关系表示对前一事实或观点做进一步阐述) 常用的词、词组有: **more over** (更多) **like wise** (同样的), **besides** (除.....之外) **in addition** (另外) **also** (并且) **not only...but also** (不仅 而且), **apart from** (除...之外) **what's more** (还有) 等。

(4) 对比、比较关系: 对比观点或事物间的差异性, 比较观点或事物间的同一性。

表示对比的词或词组有: **in contrast** (相反), **by contrast** (相比之下), **on the contrary** (恰恰相反), **conversely** (相反地), **oppositely** (背对背的) 等。

表示比较的词或词组有: **in comparison** (相比之下), **compare...with** (与...比较) **as just as** (和... 一样) 等。

在成人高考英语试卷中, 完形填空是一直采用的题型。完形填空题旨在测试考生的英语综合运用能力。完形填空不仅考查词汇、语法、习

惯用法、词语搭配等各项语言知识，同时检验考生的阅读理解能力、逻辑思维能力及空间想象力等。

针对完形填空的命题要求与特点，答题时可以采取“通读—试填—再通读—再修改—再通读”的方法。

一、通读

不看选项进行粗略的通读，弄清作者思路和全文大意。

由于每篇文章的第一句都不设空白，这句话往往是整篇文章的主题句，我们一定要紧紧抓住这句话中包含的信息。

通读时要了解短文的体裁。如果是故事，必有其情节发展的线索——时间、地点、人物、事件、前因后果等等。

如果是说明文，必有严谨的层次和逻辑关系。对短文有了一个整体印象，才会产生一个正确的思路。

二、试填

结合文后为每个空白所提供的四个选项，边细读全文，边试探性进行选择。

选择时，可采取先易后难的方法，先考虑语意，然后再考虑词的搭配和习惯用法。

做完形填空还必须坚持整体性和连贯性原则，遇到语法分析和习惯用法无法解决的空白，一定要反复看上下文从逻辑上进行推理判断出该空白的最佳选项。

有时我们还要运用生活经历和常识对试题加以判断和推理。须注意，每空四个选项，从结构上讲有时可能都没毛病。从意义上讲，在单独一个句子中可能其中两三个部可选。但在上下文的特定语境中，正确答案是唯一的。

三、复查

复查短文和已选出的答案。将所选的词语放入短文空白处，整篇再读一遍。如果读起来顺理成章、合乎逻辑，此题才算做完。

如果发现不妥，则应根据短文的背景、上下文的意思、习惯用法、词的搭配、词义的辨别、语法规则、逻辑推理等，对选定的词再做一次综合分析，以找出最佳答案。

做完形填空题，最忌在对文章似懂非懂的状态下，仅凭孤立的语法和词汇关系，草草圈定答案。

我们应持的态度是，务必注意对文章主旨的理解，注意对上下文线索的追踪回顾，注意前后照应，并将语境、语义与语法、词汇的搭配，通盘进行考虑。

英语作文模板大放送

篇一：写信邀请朋友参加你的生日聚会。

信的内容包括：

- (1)告知对方聚会的具体时间、地点;
- (2)到达聚会地点的行车路线及便利的交通工具;
- (3)要求对方就是否能参加聚会做回复。

【正确答案】 [参考范文] Dear Peter , My girlfriend, Mary, and I would like it very much if you would be our guest on my 25th birthday party on December 15 at 10 a.m. The party is to be held in Dongfang Hotel and you can take a Bus No.81 from your company to Zhongshan Market Stop. Then you can change to a Bus No.18 which will take you straight to the hotel. We are really looking forward to seeing you again. Please write soon and tell us if you can come. Yours, Mark

【解析】写短文时要做到正确表达思想，意义连贯，无重大语法错误。本篇为一封邀请信，邀请朋友参加你的生日聚会。信的内容应包括题目要求的几点。就本篇而言，应把题目所提供的信息变成自己的话表达出来，个别地方稍加扩展，使其具体化就可以了。在写作时要认真、细心，正确运用谓语动词，同时注意书写清楚、规范和标点符号等。

篇二：英语系的钱教授要为本系学生作一个讲座。请写出一则关于这个讲座的通知，通知内容包括以下几个方面：

- (1)讲座的主题和主要内容;
- (2)讲座的时间和地点;
- (3)参加讲座的对象;
- (4)要求本专业的学生在讲座之后进行一次讨论。

【正确答案】 Announcement Attention All Students , Professor Qian of our English Department will give us a lecture on English Business Letters in the Lecture Theatre on Friday, April 15th, 2004, at 2 :30 p.m.The lecture includes: the structure of business letters, the language stylistics of business letters, etc.All the students of English Department are expected to be present, and the students of other departments are also warmly welcome.Please be there on time.All foreign language students are requested to have a discussion about his lecture.If the students have any questions to ask prof.Qian, write them on a slip of paper and hand them in before Friday, April 12, 2004.

【解析】短文一定要切题, 就是说必须根据题目或提出的条件去写, 只要能正确表达思想, 内容清晰完整, 语言通顺达意, 用词恰当, 无重大的语法错误 , 就是一篇好的短文。

篇三：你(Li Yuan)是某大学志愿者小组的组织者，请简要介绍该小组的情况，内容包括：

- (1)志愿者小组成立的时间、小组规模、小组成员的构成：

(2)小组的主要活动(如：关心贫困学生和孤儿、帮助需要照顾的老人和家庭等);

(3)开展志愿者小组活动的意义，欢迎更多人加入。

参考答案：

Our volunteer committee was founded on September 5th, 2007. Now, we have our own place to hold all kinds of meetings. At present, this volunteer committee consists of 200 persons, except students in our University, we also have students coming from the other Universities, such as Beijing Normal University, Foreign Language Study University..... and so on.

We carry out various activities, like carrying for poor pupils and orphans, and looking after the elderly persons and their housework.

In my opinion, being a volunteer and giving those who need your help a hand is very interesting and joyful, welcome you to join us.

篇四：Directions : For this part, you are supposed to write an essay in English in 100 -120 words based on the following information.

Remember to write it clearly.

你(Li Yuan)在英语学习中遇到了一些困难，希望得到帮助。请给你的英国笔友(Jason)写封信，内容包括：

·介绍你学习英语的经历;

·描述你在英语学习中遇到的困难;

·希望笔友给你一些建议。

参考答案： Dear Mr. Jason ,

I am a high school student and now I am going to take the College Entrance Examination. I am writing to you about my difficulties in learning English. In fact, I do well in other subjects, but English is my headache. I can't remember the new words and expressions I learned in class. So I often make a lot of mistakes in multiple choices and can't understand the articles fully because of my poor vocabulary. What's worse, I have trouble in listening to English. I totally can't understand what those people are talking in English. What should I do? You are an expert in teaching students English. I hope you can give me some suggestions to help me solve my problem. Looking forward to your reply.

篇五：假定你是 John ，将去上海旅游。写一封信给你在上海的朋友张强，告诉他你将乘火车于 10 月 21 日上午 8 点 到达上海，请他接站，并请他帮你安排 21 至 24 日的住宿（旅馆最好靠近市中心，房间可以小一些，但不要太贵）。此外，你还要他帮你订 24 日返回北京的火车票。

Oct. 15

Dear Zhang Qiang ,

How are you doing recently ? I 'm planning to go to Shanghai and look around in the city for a few days. I' ll take the train and arrive at 8 o 'clock a.m. on October 21st. Will you please come and meet me at the station ? I' m going to stay in Shanghai till October 24th. Please help me book a hotel room. I hope to stay in a hotel around the downtown area but the price shouldn 't be very high. I don' t mind if the room is small. Another thing , Can you book a ticket for me back to Beijing on 2 4 ? All the best , John

篇六：假定你是李华，打算出国学习计算机科学。现在给在美国工作的表格

David Zhang 写信， 了解以下情况：

1. 需参加的英语考试；
2. 每学期需修的课程数和费用；
3. 食宿费用；
4. 合适的学校。

Dear David,

How are you?

I meant to write you for some time. You know I plan to continue my study in the U.S. I' m interested in computer science. So I' m writing to ask for your help. I want to know how to prepare for that as a foreign student. For example, what kind of English test is required for entrance? How many courses does a student have to take each term? How much

do I have to pay for the courses? How much do I need for food and housing? Really a long list of questions.

Since I know very little about American Universities, it would be great if you can suggest some universities suitable for me.

I' m looking forward to your reply. Thank you very much. Yours, Li Hua

篇七：假定你是中国文化知识大赛组委会主席，写信祝贺参赛选手 John Smith 获本次大赛一等奖，并通知其以下事项：

1. 出席 12 月 10 日晚 在北京友谊宾馆举行的庆祝晚会；
 2. 赢得了免费中国 10 日游；
 3. 如果能够参加旅游，应将信中所附表格填好，并准备好护照(passport)。
- 组委会将负责其他相关事宜。

Dear Mr. John Smith,

It is my great honor to tell you that you have won the first prize in the Chinese Culture Contest. Congratulations!

I would like to invite you to attend the celebration party on the evening of December 10 at Friendship Hotel in Beijing . And you are offered a 10-day tour in China , free of charge. If you are able to make the trip, please fill in the form we mail you with the letter. Besides, you will have

to get you passport ready. We will do the rest for you. I am looking forward to your early reply.

篇八：假设你是李明，在本市主要商业区的一家银行找到工作后，给 Jack 发电子邮件，告诉他：

1 . 下周搬到牛津大道 (Oxford Street)14 号城市花园 3-12 室居住，该地靠近银行：

2 . 虽然离 Jack 家远了，但仍会像过去一样常去拜访他们；

3 。欢迎 Jack 前往新家做客，电话为 7635089 。

Hi, Jack,

I've got a new job at a bank in the main business area of the city. I'm moving to 3-12 City Garden , 14 Oxford Street next week. It's quite close to the bank. I've almost finished packing and hopefully the move will go smoothly.

Though my new home is about an hour's drive from your place, I'm sure I'll have time to visit you and your family often, as I did in the past years. You are welcome to visit my new home anytime at weekends. Call me at 7635089 and let me know how you're doing.

二、万能模板套路（非常重要）

模板一：图画作文

This illustration depicts _____ (图画中的人物)V-ing, with _____ (补充说明). Recently it has become common for people in many ways of life to _____ (进一步阐释)

It seems to me that the cartoonist is sending a message about _____ (图画主题), which is _____ (进一步的说明). He seems to be saying that _____ (给出细节). In my opinion, _____ (个人阐述).

This simple picture is a wake up call for _____ (所涉群体 , 如 the whole of the human race). Therefore, it is imperative for us to take drastic measures to put an end to _____ (问题所在). One the one hand, we must _____ (建议一). It is clear that the drawer of the illustration is urging us to _____ (进一步说明). On the other hand, _____ (建议二). Only in this way can we _____ (展望前景).

模板二：图表作文

The chart gives us an overall picture of the _____ (图表主题). The first thing we notice is that _____ (图表最大特点). This means that _____ (进一步说明).

We can see from the statistics given that _____(图表细节一). After v-ing _____(细节一中的第一个变化), the ____ (紧跟着的变化 : 幅度 + 时间). The figures also tells us that _____(图表细节二). (数据位置 , 如 In the second column), we can see that _____accounts for _____(进一步描述).

Judging from these figures, we can draw the conclusion that _____(结论). The reason for this, as far as I am concerned is that _____(给出原因). / It is high time that we should _____ (发出倡议)

模板三：利弊型作文

Recently the issue of whether or not _____(讨论话题) has been in the limelight and has aroused wide concern in the public. There are two major arguments that can be made for _____(讨论话题). For one thing, _____can bring ____ to _____(优点一). For another, it is widely hold that people usually ____when _____(优点二).

But we must not lose sight of the fact that there are also drawbacks to _____(缺点). For instance, it can bring _____to _____(举例说明). In addition, many people find it _____(形容词)to _____(第二个缺点)

When asked to _____, I tend to _____. This is because I _____(原因一). Furthermore, _____(原因二). Finally, _____(原因三).

模板四：展望未来型

With the rapid advances of _____ in recent years, _____(引出现象). However, _____ has _____, as _____(提出问题). As a result, _____ has _____(指出影响).

The effects _____ has produced on _____ can be boiled down to two major ones.

First , _____(影响一). More importantly, _____(影响二). Hence, I believe that we will see a _____(提出展望)/ Nevertheless, I do not think we will see a _____(或反面展望)

There are numerous reasons why _____, and I would like to explore a few of the most important ones here. The first is that the more(比较级)_____, the more (比较级) _____. In addition, we all agree that _____(第二个原因)

小作文

1 : 投诉信

Dear _____,

I am____ (自我介绍) I feel bad to trouble you but I am afraid that I have to make a complaint about_____.

The reason for my dissatisfaction is _____(总体介绍). In the first place,_____(抱怨的第一个方面). In addition, _____(抱怨的第二个方面). Under these circumstances, I find it ____ (感觉) to _____(抱怨的方面给你带来的后果).

I appreciate it very much if you could_____(提出建议和请求), preferably _____(进一步的要求), and I would like to have this matter settled by _____(设定解决事情最后期限).

Thank you for your consideration and I will be looking forward to your reply.

Yours sincerely ,

Li Ming

2 : 询问信

Dear _____,

I am _____(自我介绍). I am writing to see if it is possible for you to provide me with information regarding_____.(要询问的内容)

First of all, what are _____?(第一个问题) Secondly, when will _____?(第二个问题) Thirdly, is _____?(第三个问题)

I would also like to inquire _____(将最重要的问题单独成段).
Could you be so kind as to send me some relevant booklets on the above-mentioned aspects?

Thank you for your kindness, and your prompt attention to this letter will be highly appreciated.

Yours sincerely ,

Li Ming

3 : 请求信

Dear _____,

I am writing to formally request to _____(请求的内容)

The reason for _____is that _____(给出原因). I _____,
so I _____(给出细节)

I would also like to request _____(提出进一步的要求). I am sorry for any inconvenience I have caused.

Thank you for your attention to these requests. If you have any questions, do not hesitate to contact me at _____(电话号码). I look forward to a favorable reply.

Yours sincerely ,

Li Ming

4 : 道歉信

Dear _____,

I am truly sorry that _____(道歉的原因).

The reason is that _____(介绍原因) Once again, I am sorry for any inconvenience caused. Hope you can accept my apologies and understand my situation.

Yours sincerely ,

Li Ming

5 : 建议信

Dear _____,

You have asked me for my advice with regard to _____ (问题) , and I will try to make some constructive suggestions here.

In my humble opinion, you would be wise to take the following actions: _____(建议的内容)

I hope you will find these proposals useful, and I would be ready to discuss this matter with you to further details.

Good Luck with your_____ (祝愿)

Yours sincerely ,

Li Ming

6 : 求职信

Dear Sir or Madam,

I write this letter to apply for the position that you have advertised in_____ (报纸名称) of_____ (广告发布时间).

Not only do I have the qualifications for this job, but I also have the right personality for a _____ (工作名称). In the one hand, _____ (第一个原因). On the other hand, _____ (另一个原因).

Should you grant me a personal interview, I would be most grateful. If you need to know more about me, please feel free to contact me at any time at _____ (电话号码)

Thank you for considering my application, and I am looking forward to meeting you.

Yours sincerely ,

Li Ming

7 : 邀请信

Dear _____,

There will a _____(内容) at/in _____(地点)
on _____(时间). We would be honored to have you there with us.

The occasion 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)

I really hope you can make it. RSVP before _____(通知你的最
后期限)

Yours sincerely ,

Li Ming