2020-2021 学年高三上册英语期末考试模拟试卷

(满分150分,时间120分钟)

学校:		班级:	考号:	
第一部分 听力 (共	两节,满分30分)			
第一节(共5小题;	每小题 1.5 分,满分 7	7.5分)		
听下面 5 段对话	舌。每段对话后有一个小	、题, 从题中所给的	ŊΑ、B、 C 三个选项 ¹	中选出最佳选项。
听完每段对话后, 你	尔都有 10 秒钟的时间来	回答有关小题和阅]读下一小题。每段对记	舌仅读一遍。
例: How much is the	e shirt?			
A. £ 19. 15.	B. £ 9. 18.	C. £ 9. 15.		
1. What does the ma	nn want to know?			
A. Where the sign	1-up sheet is.			
B. When he can to	ake the field trip.			
C. Whether the w	oman will go on the field	l trip.		
2. What is the relation	onship between the speak	xers?		
A. Boss and secre	etary. B. Teacher a	and student.	C. Co-workers.	
3. Where are the spe	eakers?			
A. In a school.	B. At an air	port.	C. At a railway station	
4. How will the man	n probably go downtown	?		
A. By bus.	B. By taxi.		C. By subway.	
5. Why will the wor	nan go to Beijing?			
A. She has found	a new job there.	B. She will atte	end college there.	
C. She wants to se	ee the world.			
【答案】1.A 2.C	C 3.B 4.A 5.A			
1. A				
【原文】M: I've loo	ked everywhere for the s	ign-up sheet for nex	at week's field trip. Have	you seen it.
Matilda? W: I saw it	yesterday, but I'm not sur	re where it is now. A	And I don't know whether	er I'll be able to
join you.				
2. C				

【原文】M: Why didn't you tell me the boss was coming back today, Julie? W: I shouldn't have to. You

should be on time every day, Mark. M: I know, but I could have come early and gotten his desk ready.

3. B

【原文】W: Flight 331 is being announced. I'd better be on my way. Goodbye. Thanks for all your kind offer. M: You're welcome. Happy landing.

4. A

【原文】M: What's the best way to downtown? W: If you're in a hurry, you should take a taxi. But it's very expensive. M: I'm in no particular hurry. W: Well, take an airport bus then, it will cost you only about 5. M: That's a good idea.

5. A

【原文】W: I've got a new job in Beijing. M: Really? I lived in Beijing three years ago when I studied in college. However, I didn't like living there. The rent was very high. W: Really? I'm looking forward to going to Beijing, as there are many job opportunities there. M: Yes, you've been living in here since you were born. You should go and see what the world is like outside this small town.

第二节 (共 15 小题,每小题 1.5 分,满分 22.5 分)

听下面 5 段对话或独白。每段对话或独白后有几个小题,从题中所给的 A、B、C 三个选项中选出最佳选项。听每段对话或独白前,你将有时间阅读各个小题,每小题 5 秒钟; 听完后,各小题将给出 5 秒钟的作答时间。每段对话或独白读两遍。

听第6段材料,回答第6、7题。

- 6. What did the woman buy as her husband's birthday present?
 - A. A hat.
- B. Atie.

- C. A shirt.
- 7. Why did the assistant refuse to help the woman?
 - A. Because the woman didn't show him the receipt.
 - B. Because the thing she wanted to change had been worn.
 - C. Because the woman told a lie.

【答案】6. B 7. B

【原文】M: Can I help you?

W: Yes, well, I bought this tie last week for my husband's birthday, and er... well, he doesn't like it. Could I change it for something else, such as a shirt or a hat?

M: Certainly, madam, provided that it hasn't been worn, and if you have the receipt.

W: Yes, here it is.

M: OK, er... this tie looks as if it were worn. I'm afraid I can't put that back on the shelf.

W: Oh, that's a pity.

听第7段材料,回答第8至10题。

- 8. Where did Sue spend the nights in the country?
 - A. In a farmhouse.
- B. In the open.
- C. At a hotel.
- 9. What was the weather like in the country?
 - A. There was a lot of sunshine.
 - B. It rained nearly every day.
 - C. It snowed a lot.
- 10. What did Sue think of the people in the country?
 - A. They were friendly.
- B. They were strange.
- C. They were tall.

【答案】8. B 9. A 10. A

【原文】

M: Morning, Sue. Did you enjoy your holiday in the country?

W: Yes, thanks. We had a great time. And some friends went with us.

M: Where did you stay? In a hotel?

W: No. We camped in the mountains, near Snowtown. We cooked all our meals over an open fire.

M: Sounds wonderful. Was the weather good?

W: The sun shone nearly every day and it didn't rain at all.

M: Did you like the people there?

W: Yes, they were great. We met some farmers and had tea in their houses.

M: When did you get back? Last night?

W: No, this morning. You'll think we were mad. We got up at 4:30, left at 5 and arrived here at 9.I'm so tired. What about you? Did you have a good weekend?

M: Yes, but I didn't do much. I just stayed at home. The weather was terrible.

听第8段材料,回答第11至13题。

- 11. What are the speakers mainly talking about?
 - A. Buying the books for their course.
 - B. Where to buy the books.
 - C. Borrowing books from the library.

12. Why does Dr. Downs want his students to have these five books?							
A. These books are not expensive.							
B. He wants his students to read more.							
C. He wants to discuss them in detail.							
13. How does the woman plan to solve the problems about the books?							
A. She buys three and the man buys two.							
B. She pays the man fifty dollars for sharing.							
C. They each pay half of the total amount for the books.							
【答案】11. A 12. C 1	【答案】11. A 12. C 13. C						
【原文】							
M: You see the list of books for	this course?						
W: Yes, Dr. Downs said he exp	ects us to have the first five on th	e list. He is going to discuss them in detail.					
M: Are you going to buy them?							
W:I don't know. These books a	re expensive. And I don't have a	lot of money on me.					
M: How about sharing them wi	th me?						
W: Sounds good.							
M: Let's do this. I will buy thre	e and you buy two of them.						
W: I would rather do it this way: we pay fifty-fifty for the books now. And at the end of the course you can							
take the books you find more interesting and I will take the ones I like.							
M: What if we both like the same books?							
W: Come on, we are not going to argue over that, are we?							
M:I was just joking. It's definitely a better idea.							
W: Then let's get the books as soon as possible.							
听第9段材料,回答第14至16题。							
14. When will the man and Tracy meet?							
A. At 6:30.	B. At 7:00.	C. At 7:30.					
15. Which kind of film doesn't the woman like?							
A. Detective films.	B. Films about love.	C. Horror films.					
16. What might the man do tomorrow?							
A. Go to the studio.	B. See a film.	C. Do some reading.					

【答案】14. B 15. C 16. A

【原文】

M: Oh, no!I'm supposed to meet her at seven sharp. What time is it now?

W: Six thirty.

M:I'd better get ready.

W: Where are you going?

M: Haven't made up our minds yet. Maybe to a restaurant, or perhaps to the movies first.

W: Why don't you go and see Citizen Kane at the Classic Film Festival? It's supposed to be great.

M: Oh, maybe we will. Psycho is also playing. I've heard it's really good, too.

W: If you like horror films with lots of blood. Personally I don't. Well, I really should be going. Do you want to go swimming tomorrow?

M: I'd be glad to, but I might have to go to the studio and do some work. Can I let you know the first thing in the morning?

W: Sure. That'll be fine.

M: Oh, there's the phone. It must be Tracy.

W: Well, I'd better be going then. Have a good time tonight.

M: Thanks. I'll talk to you tomorrow.

听第 10 段材料,回答第 17 至 20 题。

- 17. Who ranked the number one hotel in the world?
 - A. A popular website.
 - B. A famous newspaper.
 - C. A high-quality magazine.
- 18. What do all the rooms in the hotel have?
 - A. Balconies.
 - B. King-size beds.
 - C. Direct access to private pools.
- 19. What do people mainly go to the hotel for?
 - A. Shopping.
- B. Relaxing.
- C. Enjoyi
- 20. What may have changed the woman's mind about the hotel?
- A. The area around the hotel.

- B. The price of the rooms.
- C. The food that is available.

【答案】17. C 18. B 19. B 20. B

【原文】

M: This hotel in India just got ranked the number one hotel in the world!

W: What, by some silly website that specializes in top ten lists just to sell more ads?

M: No, by Travel + Leisure magazine.

W: Oh, really? They really know their stuff. Hey that looks more like a palace!

M: It's designed after the ancient palaces of northern India.

W: It looks like a lot of the rooms have balconies.

M: Yeah, those are the suites that have direct access to private pools. But all the rooms have Wi-Fi, flat screen TVS, king-size beds, daily newspapers, and...

W: OK, stop talking! We've got to make our reservations!

M: Well, hang on a second. You don't really like Indian food.

W: But I thought they offer other choices besides Indian food...

M: Maybe. Also, this part of India is pretty quiet. There's no shopping or clubbing. People go there to relax.

W: That's OK. I can go shopping anywhere.

M: The rooms start at \$350 per night, and those suites are \$750 per night.

W: Whoa! I thought India was supposed to be inexpensive!

第二部分 阅读理解(共两节,满分40分)

第一节(共15小题;每小题2分,满分30分)

阅读下列短文,从每题所给的A、B、C和D四个选项中,选出最佳选项。

Α

THYSSEN ELEVATORS is one of the leading elevator companies in the world with more than 120 branch companies around the globe. GUANGDONG THYSSEN ELEVATORS LTD. in Zhongshan produces high-quality elevators. We are offering the following positions:

• Plant Manager

Excellent Senior Engineer with experience in this field to manage our plant in Zhongshan

• Senior Engineers (Mechanical and Electrical)

For production and Engineering Department, good command of Internet

• Junior positions

For those who wish for success

● One purchaser(购货员)

Preferably with experience in a mechanical engineering company and international markets

• Cost Accountant(会计)

5 years experience in mechanical factory costing, good knowledge in Office 95, CET level. For these senior level Positions, we expect preferably a university degree or an excellent job Record. 3-5 years of experience on the job and good command of English. If you are ready to work with us, we will offer attractive salary packet and bright future.

THYESSEN

GUANDONG THYESSEN ELEVATORS LTD

LONGCHAN HUANCHENG

Zhongshan (5284655) Guangdong Province

- (1) Secretary
- University graduate
- Good at English speaking, writing & translating
- Good PC knowledge and typing skill
- Pleasant character with good personal skill
- (2) Accountants
- College or university graduate
- Good command of English and PC operation
- Work experience
- (3) Production Trainees
- College or university graduate
- Food engineering/machinery or chemistry
- Good command of English
- 1-2 years experience in food factory
- Leadership ability and PC knowledge
- (4)Production workers
- Polytechnic school(中专) graduate

- Food technology or chemistry
- Knowledge of basic English
- 1-2 years experience in food factory

NESTLE

DONGGUAN NESTLE COMPANY LTD

- 21. If you don't know how to use a computer, you had better ask for the position of _____.
- A. a secretary in NESTLE
- B. a production worker in NESTLE
- C. a senior engineer in THYSSEN
- D. a cost accountant in THYSSEN
- 22. From the passage we can learn that ______.
- A. THYSSEN is a successful company with many branches
- B. NESTLE is a company only producing chemical products
- C. NESTLE asks for good command of English in every position
- D. THYSSEN needs a senior sales manager to sell its products in Asia
- 23. As a graduate from university this year, you can probably get a job as . .
- A. a cost accountant in THYSSEN
- B. a purchaser in THYSSEN
- C. a secretary in NESTLE
- D. an accountant in NESTLE

【答案】21. B 22. A 23. C

- 【分析】试题分析:这是两篇广告,一篇是电梯公司的人才招聘广告,另一篇则是食品公司的人才招聘广告。内容包括职位的说明,申请人的要求,和联系方式。
- 21. 细节题。题目问: 如果你不懂电脑,应该申请什么工作? 因为 a secretary in NESTLE 要求有 typing skill, 而 a senior engineer in THYSSEN 要求有 good command of Internet, a cost accountant in THYSSEN 要求有 good knowledge in Office 95,只有 a production worker in NESTLE 不要求懂电脑。所以选 B。
- 22. 细节理解题。从第一篇广告的第 1 句话 THYSSEN ELEVATORS is one Of the leading elevators companies in the world with more than 120 branch companies around the globe.可以明显看出 THYSSEN 是一个有很多子公司的成功的公司,从第二个广告的第三点内容: Food engineering, machinery or

chemistry 可知 B 是错的,从第二个广告的第四点内容: 可知 Production workers 是不需要精通英语的,C 是错的,还有第二个广告中的职位并没有一个销售经理,D 也是错的,所以应选 A。

23. 细节题。题目问: 大学刚刚毕业的学生可以得到什么工作,由 graduate from university 定位到第二个广告的第一点: 因为只有 a secretary in NESTLE 不要求有工作经历。所以选 C。
考点: 考查广告布告类短文

В

"Sugar, alcohol and tobacco," economist Adam Smith once wrote, "are commodities which are nowhere necessaries of life, which have become objects of almost universal consumption, and which are, therefore, extremely popular subjects of taxation."

Two and a half centuries on, most countries impose (征税) sort of tax on alcohol and tobacco. With obesity levels putting increasing pressure on public health systems, governments around the world have begun to toy with the idea of taxing sugar as well.

Whether such taxes work is a matter of debate. A preliminary review of Mexico's taxation found a fall in purchases of taxed drinks as well as a rise in sales of untaxed and healthier drinks. By contrast, a Danish tax on foods high in fats was abandoned a year after its introduction, during claims that consumers were avoiding it by crossing the border to Germany to satisfy their desire for cheaper, fatter foods.

The food industry has, in general, been firmly opposed to such direct government action. Nonetheless, the renewed focus on waistlines means that industry groups are under pressure to demonstrate their products are healthy as well as tasty.

Over the past three decades, the industry has made some efforts to improve the quality of its offerings. For example, some drink manufactures have cut the amount of sugar in their beverages (饮料).

Many of the reductions over the past 30 years have been achieved either by reducing the amount of sugar, salt or fat in a product, or by finding an alternative ingredient. More recently, however, some companies have been investing money in a more ambitious undertaking: learning how to adjust the fundamental make-up of the food they sell. For example, having salt on the outside, but none on the inside, reduces the salt content without changing the taste.

While reformulating(再制定) recipes is one way to improve public health, it should be part of a multisided (多边的) approach. The key is to remember that there is not just one solution. To deal with obesity, a mixture of approaches, which include reformulation, taxation and adjusting portion sizes, will be needed. There is no silver bullet.

- 24. What do we learn about Danish taxation on fat-rich foods?
- A. It met with firm opposition from the food industry.
- B. It brought a lot of problems on the border.
- C. It could not succeed without German cooperation.
- D. It did not work out as well as was expected.
- 25. What does the underlined part "silver bullet" in the last paragraph mean?
- A. A long way.
- B. A single easy quick way.
- C. A effective and hopeful solution.
- D. A successful but complex solution.
- 26. What's the author's attitude to a multisided approach to the problem?
- A. Indifferent.

B. Disapproving.

C. Neutral.

- D. Positive.
- 27. What can we learn from the passage?
- A. Sugar companies should make efforts to make sugar healthy and tasty.
- B. Governments should have approaches to adapting to consumers' needs.
- C. There are different ways to cope with health problems.
- D. Governments should tax on sugar, alcohol and tobacco.

【答案】24. D 25. D 26. D 27. A

- 【分析】文章由对糖征税问题导入,提出企业,政府为解决肥胖问题多管齐下,包括重改配方,收税,调整成分等。
- 24. 根据题干定位答案在第三段 a Danish tax on foods high in fats was abandoned a year after its introduction, during claims that consumers were avoiding it by crossing the border to Germany to satisfy their desire for cheaper, fatter foods.从文中可以推断出,丹麦取消了税收计划,因为并没有达到预期效果。所以答案为 D。其它选项都为干扰项。
- 25. 本题根据提示直接定位在文章结尾。根据 To deal with obesity, a mixture of approaches -including reformulation, taxation and adjusting portion sizes-will be needed.可知,问题不只有一种解决办法。所以答案为 D。本题需要根据文章信息进行推理,切记不要脱离原文。
- 26. 作者意图题。根据最后一段 While reformulating(再制定) recipes is one way to improve public health, it should be part of a multisided (多边的) approach. The key is to remember that there is not just one

solution.可知,作者赞成用多种方法以减少肥胖。

27. 推理判断题。根据第四段 Nonetheless, the renewed focus on waistlines means that industry groups are under pressure to demonstrate their products are healthy as well as tasty.可知,随着人们对体重的重视,食品业也感受到压力,需要去展现他们的食品,即健康又美味。所以糖业公司也需要努力让糖既健康又美味,故 A 正确。

C

Standing in line for the latest iPhone at the Apple store, queueing for tickets to Wimbledon or even just waiting at the post office might just have got a lot easier. Japanese car- maker Nissan announces that it has just the thing to relieve the painful legs of tired queuers.

The new system of "self-driving," chairs is designed to detect when someone at the front of the queue is called, and automatically move everyone else one step forward in line. The new invention is shown off in a company video, which shows a busy restaurant with customers waiting outside.

In the video, diners are sitting in a row of chairs, but will not have to stand when the next hungry diner is called to a table. Instead; the chairs, equipped with autonomous technology that detects the seat ahead, move along a path toward the front of the line. When the person at the front of the queue is called, the empty chair at the front can sense it is empty and so moves out of pole position. Cameras on the remaining chairs then sense the m07yfement and follow automatically.

The system, which is similar to the kin used in Nissan's autonomous vehicle technology, will be tested at select restaurants in Japan this year, Nissan said. It appeals to anyone who has queued for hours outside a crowded restaurant: it eliminates the boredom and physical pain of standing in line," Nissan added.

Although Tokyo has some 160,000 restaurants, long queues are not uncommon. Chosen restaurants that meet the criteria will be able to show the chairs outside their restaurants next year. Nissan also released a short video showing the chairs being used in an art gallery, moving slowly in front of the various paintings to let viewers appreciate the art without the need to stand up.

- 28. What can we know about the "self-driving" chairs from the text 7?
- A. They are in hot demand like iPhones.
- B. They are intended for queueing diners.
- C. They are the invention of a car company.
- D. They are completely different, from vehicle technology.
- 29. What enables the chairs to detect the seat ahead?

- A. Pole position.
- B. Autonomous technology.
- C. Cameras equipped on them.
- D. Sensors equipped along the path.
- 30. Which of the following can replace the underlined word" eliminates" in Paragraph 4?
- A. rids

- B. ignores
- C. steals
- D. hides

- 31. What can Joe inferred from the last two paragraphs?
- A. Queueing is a rare scene outside Japanese restaurants.
- B. "Self-driving" chairs are the most useful in art galleries.
- C. Japanese people prefer eating in restaurants to at home.
- D. "Self-driving" chairs haven't, been in official use in restaurants.

【答案】28. C 29. B 30. A 31. D

【分析】试题分析:文章介绍了一种能消除长时间排队带来的无聊和身体上痛苦的一种新型发明装置"Self-driving" chairs 及其具体使用。

- 28. C 推理判断题。根据第一段 Japanese car-maker Nissan announces that it has just the thing to relieve the painful legs of tired queuers.可知 C 项正确;根据第二段 The new system of 'self-driving' chairs is designed to detect when someone at the front of the queue is called, and automatically move everyone else one step forward in line.可知 A、B 两项错误;根据第四段 The system, which is similar to the kind used in Nissan's autonomous vehicle technology,可知 D 错误。故选 C.
- 29. B 细节推理题。根据第三段 the chairs, equipped with autonomous technology that detects the seat ahead, move along a path toward the front of the line.可知 B 正确,故选 B.
- 30. A 猜测词义题。划线词所在的句子指这种装置能消除排队带来的无聊和身体上的痛苦,划线词语 eliminate"消除",与 A 项同义,故选 A.
- 31. D 推理判断题。最后两段讲的是"Self-driving" chairs 的具体运用,根据 Chosen restaurants that meet the criteria will be able to show the chairs outside their restaurant next year.可知这种椅子还没有被正式在饭店使用,故选 D.

考点:考查科技发明类短文阅读。

【名师点睛】

关于词义猜测题

做这种类型的题,要根据词、词组、句子所在的语境上下文来判断其意义。因此熟练掌握一些猜词

技巧是做好这类题的关键。命题者在出这类题时惯用常规词义来麻痹考生,我们要特别注意熟词生 义,切不可脱离语境主观臆断。

下面结合文本及近几年高考试题,对词义猜测的技巧加以解读。

1.根据定义或上下文解释进行猜测

有时短文中出现一个需要猜测其意义的词或短语,下面接着出现其定义或解释,这就是判断该词或短语意义的主要依据。例如:It will be very hard but also very brittle—that is, it will break easily.从后面that is(也就是说)的解释中我们可以了解到 brittle 是"脆"的意思。

2.根据同位关系进行猜测

阅读中出现的难词有时后面紧跟一个同位语,对前面的词进行解释,这时可利用同位关系对前面或后面的词义或句意进行猜测。例如:The "Chunnel", a tunnel(隧道) connecting England and France, is now complete.此句中 a tunnel connecting England and France 是 Chunnel 的同位语。因此,The "Chunnel" 就是英法之间的海底隧道。

3.根据构词法(前缀、后缀、复合、派生等)进行猜测

在英语中,有很多词可以在前面加前缀,在后面加后缀,从而构成一个词,乍看起来,这个词可能是新词,但掌握了一定的构词知识,就不难猜出它的词义。例如: "Our parties are aimed for children 2 to 10," Anaclerio said, "and they're very interactive and creative in that they built a sense of drama based on a subject."文中 interactive 是由前缀 inter-(相互的)和 active(活动的,活跃的)而构成的,同时根据上下文的意思可以判断,该词的含义应是"互动的"。

4.根据转折或对比关系进行猜测

根据上下句的连接词,如 but, however, otherwise 等就可以看到前后句在意义上的差别,从而依据某一句的含义,来确定另一句的含义。另外,分号也可以表示转折、对比或不相干的意义。例如: A child's birthday party doesn't have to be a hassle; it can be a basket of fun.从前后两句的意思可以看出,hassle 和 a basket of fun 肯定是近乎相反的意义。所以不难判断 hassle 的意思是"困难,麻烦"。

D

A trip across the Pacific will guarantee you a different experience with a tipping(给小费) culture you've never come across in China.

In the US, giving a little extra money to service workers on top of your bill is a common practice.

Though US national law requires that businesses pay workers at least \$7.25 (45 yuan) per hour, employees receiving tips—often waiters and waitresses—are the exceptions. They usually only receive at least \$2.13 an hour, and tips make up the difference. As *The Wall Street Journal* put it: "The American

system of tipping holds the promise of great rewards for waiting staff."

So how should you tip if you are in the US?

Normally you pay tips as a percentage of the bill. Offering an extra 15 percent of the bill to the waiter or waitress in a restaurant and to the delivery man or woman is customary and expected. You can offer more for great service and less for poor service.

Yet there is an exception. For take-out food, you don't have to provide tips, though some people say that filling an order still requires work and time that deserve a little extra—but maybe a little less.

Tips are not expected at fast food restaurants, pizza parlors, cafés or ice cream shops either, though a tip jar might be right by the cash register (收银机).Don't feel <u>obligated</u> to throw some money in, but also remember that it doesn't hurt. Those workers do not rely on tips.

Other service workers also receive tips. For taxi drivers,15 percent is the norm (标准),more if they help with your bags. Hairdressers often receive about 15 percent of the bill. The same goes for spa therapists(理疗师) and tour guides.

Today, you can even pay tips on a credit card. When receiving a copy of the bill to sign, you are free to fill in how much you'd like to tip.

Though thinking about when to tip and how much you should tip causes a big headache for many Chinese people, it's important to bear in mind that as long as you show respect and use your reasoning, things will be just fine.

- 32. What is the article mainly about?
- A. How tipping culture started in the US.
- B. How to give tips properly in the US.
- C. New ways to give tips in the US.
- D. The different attitudes that Chinese people and Americans have toward tipping.
- 33. Which of the following is said to be against the norm of tipping in the US?
- A. Paying waiters and waitresses less than \$7.25 per hour.
- B. Ignoring the tip jar at fast food restaurants, cafés, or ice cream shops.
- C. Tipping taxi drivers less than 15% because of poor service.
- D. Refusing to give tips to your tour guide.
- 34. The underlined word "obligated" in Paragraph 7 probably means ______.
- A. being forced to do something

 B. being grateful for something

- C. being surprised at something
- D. being embarrassed about something
- 35. According to the author, Chinese consumers _____.
- A. don't necessarily have to follow the tipping rules in the US
- B. should use their credit cards to give tips
- C. must argue about the amount of tip they have to pay
- D. should take it easy and give the correct tips for different occasions

【答案】32. B 33. D 34. A 35. D

【分析】试题分析:文章主要讲述了在美国给小费的原则和具体细节,即在美国怎样恰当地给小费。

- 32. B 主旨大意题。文章主要讲述了在美国给小费的原则和具体细节,即在美国怎样恰当地给小费,故选 B。
- 33. D 细节推理题。根据倒数第四段 Hairdressers often receive about 15 percent of the bill. The same goes for spa therapists(理疗师) and tour guides.可知,也应该给导游小费,故选 D。
- 34. A 猜测词义题。此处指你不要感觉有义务往小费罐里扔钱,那些工人不依赖小费。obligated 意为"有义务的",与 A 项同义,故选 A。
- 35. D 推理判断题。根据最后一段 for many Chinese people, it's important to bear in mind that as long as you show respect and use your reasoning, things will be just fine.可知,对于中国人来说,只要对他们表示尊重,不必拘泥于美国的规则,可以根据具体情况给小费,故选 D。

考点:考查社会生活类短文阅读。

【名师点睛】

主旨大意题的解题思路与应试技巧

做这类题时常用略读法。快速阅读文章找出各个段落的主题句。把各个段落的主题句联系起来着眼于全文结构安排,了解文章的重心,就能概括出文章的中心。文章的标题是中心思想最精炼的表达形式,选择的标题意义范围要能涵盖全文,不能太大也不能太小。命题者在出这类题时,常常利用生活常识编造干扰项,把文中的细节当主旨,利用局部信息编造干扰项,编制超出文章范围的标题或不能涵盖文章中心意义的标题来考查考生的理解程度,考生要特别留意。

概括主旨的方法是:先看首尾或各段开头再看全文找主题句,若无明显主题句,就通过关键词句来概括(如议论文中寻找表达作者观点态度的词句,记叙文寻找概括情节和中心的动词或反映人物特点的形容词。)。文中出现两种或两种以上的不同观点时,务必牢记作者的观点才是体现全文中心的。此时,要注意一些转折词,如 but, yet, however, although, in spite of, by contrast, on the contrary 等。当文章中表示相反的观点时,往往用到这些词。答题时要弄清哪个是作者的观点,排除迷惑性信息,

准确归纳主旨大意。

第二节(共5小题;每小题2分,满分10分)

根据短文内容,从短文后的选项中选出能填入空白处的最佳选项。选项中有两项为多余选项。

The Case for and Against Homework

Homework is typically defined as" any tasks given to students by school teachers that are meant to be carried out during afterschool hours". Homework has been a hot topic of debate in education. Throughout the first decade of the 20th century, educators commonly believed that homework helped create disciplined (遵守纪律的) minds. 36. Since then, arguments for and against homework have continued to grow.

A number of studies have been carried out on homework. Two analyses by Cooper and his colleagues are the most comprehensive (全面的). They concluded that the relationship between homework and students' achievements was found to be positive. 37.

38. The authors of How *Homework Is Hurting Our Children and What We Can Do About It* criticized both the quantity and quality of homework. They provided evidence that too much homework harms students' health and family time. They insisted that teachers reduce the amount of homework and avoid homework over breaks and holidays.

One of the most controversial (有争议的) problems in the homework debate is the amount of time students should spend on homework. Researchers have offered various suggestions.39. Another question regarding homework is the degree to which schools should involve parents. Some studies have reported minimal positive effects or even negative effects of parental involvement.40.

Finally, homework should cause students and their parents or other family members to take part in conversations and thus help the students' learning.

- A. Improper homework may produce little or no benefit.
- B. Teachers are to blame for providing too much homework.
- C. Doing homework caused improved learning achievements.
- D. Experts suggest parents receive clear rules and that teachers not expect parents to act as experts.
- E. Although the research supporting homework is powerful, the case against homework is popular.
- F. By 1940, the growing concern that homework affected other home activities caused a reaction against it.
- G. For example, 5 to 10 minutes per subject might be enough for 4th graders, while 30 to 60 minutes for high school students.

【答案】36. F 37. C 38. E 39. G 40. D

【分析】这是一篇议论文。文章主要阐述了人们对家庭作业的不同看法。

- 36. 根据空后"Since then, arguments for and against homework have continued to grow"可推知,前一句 应该说的是人们对待家庭作业的态度,且与上文所述的观点形成对比。F 项"到 1940 年,越来越多 的人担心家庭作业影响其他家庭活动,这引起了人们对家庭作业的反对"符合语境,故选 F。
- 37. 根据空前"They concluded that the relationship between homework and students' achievements was found to be positive(他们的结论是家庭作业和学生成绩之间被发现有积极的关系)"可知,接下来应该指出家庭作业和学生成绩之间到底存在怎样的关系。C 项"做家庭作业会提高学习成绩"承接上文,符合语境,故选 C。
- 38. 空处为段首句,且本段主要说的是反对家庭作业者的态度和理由。故 E 项"尽管支持家庭作业的研究很有力,但反对家庭作业的理由也很流行",承接上文,引出下文,故选 E。
- 39. 根据本段第一句"One of the most controversial(有争议的)problems in the homework debate is the amount of time students should spend on homework"可知,这一段主要说的是安排学生做家庭作业的时间。G 项举例说明了不同年级的学生的不同的写作业时间,符合上下文逻辑,故选 G。
- 40. 根据空前"Some studies have reported minimal positive effects or even negative effects of parental involvement"可知 D 项中的"parents"与空前的"parental involvement"相对应,故选 D。

第三部分 语言知识运用(共两节,满分45分)

第一节 完形填空 (共20小题;每小题1.5分,满分30分)

阅读下面短文,从短文后各题所给的 A、B、C 和 D 四个选项中,选出可以填入空白处的最佳选项。

We went out to dinner tonight to celebrate my daughter's beautiful performance. We don't do this often because of our 41 budget.

I noticed a very 42 mom come in with her three children, maybe about age 4 or 5. She looked
like she had just 43 work. She sat with her children quietly taking care of them and 44 all their
needs. Then I noticed as soon as the last course 45 arrived, she took a bite of her food in a hurry and
then one of the 46 had to go to the bathroom. They all left the table and she 47 them—so
lovingly and 48 especially after what may have been a long day at work. She was still wearing
some kind of uniform.

Ι	49	myself from the table and quietly went to the hostess stand. I	50	\$15 t	o the
hostess aı	nd said,	"Can you put this anonymously(匿名地) towards that mom of 3's	51	?	I am

hoping it	will _	52	at leas	st the child	lren's n	neals." T	he host	ess had su	ch a love	ely smile and accepted
the5		I didn't sta	ınd arc	ound5	<u> </u>	as I didn	't want a	anyone—	even my	own family—to55_
what was	s going	on. I wan	ted it t	to be comp	oletely	anonym	ous.			
For	the _	<u>56</u> c	f my r	neal, I did	all I co	ould not	to pay a	ny more a	attention	57 to the table,
as I didn'	't want	her to sus	pect th	at it was n	ne that	had	58	their dinn	ner.	
It fe	els so	59	to liv	e in this t	ype of	world, f	ull of lo	ve and	60	instead of anger,
sadness a	and sel	f—service								
41. A.	separa	te	В.	previous		C.	embarı	rassing	D.	total
42. A.	depres	sed	В.	exhauste	d	C.	gracefi	ul	D.	excited
43. A.	quitted	1	В.	started		C.	finishe	ed	D.	lost
44. A.	practio	eing	В.	overlook	ing	C.	recogn	izing	D.	satisfying
45. A.	finally	,	В.	suddenly		C.	luckily	7	D.	really
46. A.	custon	ners	В.	brothers		C.	hostess	ses	D.	kids
47. A.	led		В.	pushed		C.	sent		D.	hurried
48. A.	desper	ately	В.	naturally		C.	patient	aly	D.	silently
49. A.	helped	1	В.	excused		C.	forgav	e	D.	cheered
50. A.	wrote		В.	handed		C.	returne	ed	D.	threw
51. A.	bill		В.	menu		C.	table		D.	price
52. A.	suppo	rt	В.	improve		C.	cover		D.	enrich
53. A.	invitat	ion	В.	order		C.	decisio	on	D.	offer
54. A.	more		В.	long		C.	twice		D.	again
55. A.	read		В.	prove		C.	know		D.	confirm
56. A.	rest		В.	half		C.	end		D.	most
57. A.	happil	y	В.	safely		C.	calmly	,	D.	directly
58. A.	paid fo	or	В.	looked in	ito	C.	prepare	ed for	D.	cleared away
59. A.	crazy		В.	perfect		C.	difficu	lt	D.	wonderful
60. A.	pity		В.	kindness		C.	wisdor	n	D.	trust
【答案】	41.	C	42.	В	43.	C	44.	D	45.	A
46.	D	47.	A	48.	C	49.	В	50.	В	
51.	A	52.	C	53.	D	54.	В	55.	C	

56. A 57. D 58. A 59. D 60. B

【解析】

本文是一篇夹叙夹议文。作者一家外出就餐,看到一个母亲自己虽然很疲惫,还是很尽心地照顾三个孩子,作者悄悄地走到服务台,给她们 15 美元的餐费。作者觉得人人都可以为别人做点什么,使我们的世界更美好。

- 41. 考查形容词。A. separate 分开的; B. previous 以前的; C. embarrassing 令人尴尬的; D. total 全部的。根据前面的 We don't do this often 可知,因为作者一家人的预算应不多,是"令人羞涩的,令人尴尬的",所以不能经常在外面吃饭。故选 C。
- 42. 考查形容词。 A. depressed 沮丧的; B. exhausted 耗尽的; C. graceful 优雅的; D. excited 感到兴奋的。根据下文中的 what may have been a long day at work 及 She was still wearing some kind of uniform.可知,这位带着三个小孩的妈妈是疲惫的。考生可能会选 depressed 忧郁的,但该词侧重感情方面,这篇文章不是重在讲述她的辛酸,而是她的母爱以及母爱引起作者的关心。故选 B。 43. 考查动词。A. quitted 停止; B. started 开始; C. finished 完成; D. lost 丢失。她看上去像是刚刚下班,结束了一天的工作。"辞工""失业"和"才开始上班"与上下文内容不符。故选 C。
- 44. 考查动词。A. practicing 练习; B. overlooking 俯视; C. recognizing 认识,承认; D. satisfying 使满足。根据上文中的 She sat with her children quietly taking care of them 可知,那位母亲安静地坐在那里照顾着孩子们,满足他们所有的需要。故选 D。
- 45. 考查副词。A. finally 最后; B. suddenly 突然地; C. luckily 幸运地; D. really 真正地。 根据文中的 she took a bite of her food in a hurry 及 They all left the table 可知,就在最后一道菜终于被端上来时,她才匆匆吃了一口(先前她一直舍不得吃,都让孩子们先吃)。故选 A。
- 46. 考查名词。A. customers 顾客; B. brothers 兄弟; C. hostesses 女主人; D. kids 孩子。 孩子们由于吃得过饱,其中一个要去洗手间。故选 D。
- 47. 考查动词。A. led 领导,通向; B. pushed 推动; C. sent 寄派; D. hurried 匆忙。于是他们都由母亲领着有序离开了餐桌去上厕所。"推动""派遣"和"催促"等词显然不合语境。故选 A。 48. 考查副词。A. desperately 绝望地; B. naturally 自然地; C. patiently 耐心地; D. silently 沉默地。 由前面的 lovingly 可知,这位母亲对孩子们充满了爱意,而且非常有耐心。故选 C。
- 49. 考查动词。A. helped 帮助; B. excused 申辩; C. forgave 原谅; D. cheered 欢呼。由前面对作者一家人在外面吃饭的描述可知,作者借故离开了他们的餐桌。结合句意可知答案为 B。 50. 考查动词。A. wrote 写; B. handed 递送; C. returned 归还; D. threw 扔投。根据本段中的 Can you put this anonymously(匿名地)、at least the children's meals 及 The hostess had such a

lovely smile and accepted 可知,作者递给女服务员 15 美元。故选 B。

- 51. 考查名词。A. bill 账单; B. menu 菜单; C. table 桌子; D. price 价格。他想帮助那位母亲支付她的部分账单。如果作者是想要把账单或钞票放到餐桌上的话,就不会自己走到结账处与女服务员说那些了,况且此句的介词是 towards 不是 on。故选 A。
- 52. 考查动词。A. support 支持; B. improve 提高; C. cover 覆盖,涉及; D. enrich 使丰富。希望这笔钱至少够三个孩子的饭钱。cover 在此的含义为 provide enough money for sth.足以支付,够付。例如: Your parents will have to cover your tuition fees. 你的父母得支付你的学费。故选 C。
- 53. 考查名词。A. invitation 邀请; B. order 命令,顺序; C. decision 决定; D. offer 提议,出价。女服务员微笑着接受了作者的好意。offer 在此相当于文章结尾处的 kindness。故选 D。
- 54. 考查副词。 A. more 更多; B. long 长期地; C. twice 两次; D. again 又, 再。根据后面的 I wanted it to be completely anonymous.可知,作者并没有在那边站很久。故选 B。
- 55. 考查动词。A. read 阅读; B. prove 证明; C. know 知道; D. confirm 确认。因为他不想让任何人(包括他的家人)知道发生了什么。故选 C。
- 56. 考查名词。A. rest 剩余部分; B. half 一半; C. end 结束; D. most 大多数。根据文中 对作者帮助一位母亲付账的描述及 as I didn't want her to suspect that it was me 可知,在作者用餐的剩余时间里,他尽可能不再直接给予那母子四人所在的餐桌更多的关注。故选 A。
- 57. 考查副词。A. happily 幸福地; B. safely 安全地; C. calmly 冷静地; D. directly 直接地。解释同上。根据第二段第一句提到的 noticed 可知,作者注意到那边餐桌的情况,也许对方也注意到了他。所以此时他不再目视那个方向,以免"露馅"。故选 D。
- 58. 考查动词词组。A. paid for 为------付出代价; B. looked into 调查; C. prepared for 为------做准备; D. cleared away 清除。因为他不想让那位母亲怀疑是他付的账。故选 A。
- 59. 考查形容词。A. crazy 疯狂的; B. perfect 完美的; C. difficult 困难的; D. wonderful 精彩的。根据本段中的 full of love 及 instead of anger, sadness and self—service 可知,作者觉得生活在这个世界很棒,因为这里充满了爱和友善。故选 D。
- 60. 考查名词。A. pity 同情; B. kindness 善良; C. wisdom 智慧; D. trust 信任。根据本段中的 full of love 及 instead of anger, sadness and self—service 可知,作者觉得生活在这个世界很棒,因为这里充满了爱和友善。故选 B。

第二节 (共 10 小题;每小题 1.5 分,满分 15 分)

阅读下面短文,在空白处填入1个适当的单词或括号内单词的正确形式。

Our trip was fantastic. Every driver and every tour guide 61. (be) knowledgeable, and tried to meet our

interests and wishes. As Erich practiced his Chinese with them, they responded in English. The locations 62. (select) by us were most interesting. Although I am not used 63. sub-zero weather, 64. was Harbin that I would recommend to any travel lover because it was so unique. All of the sights were unique with so much to offer. If we hadn't gone on the trip to Harbin, we would 65. (have) no chance to enjoy all the sights there then.

The hotel accommodation was comfortable. We had one experience when the power went off in a block that contained our hotel, but <u>66</u>. (fortunate), the power was restored within a few hours. The restaurants were as unique as the areas <u>67</u>. we went and a Chinese cuisine was enjoyed by all four. Our guides made certain that our meal was ready and to our <u>68</u>. (tasty).

If our son and daughter-in-law stay another year, we will discuss a repeat visit next year around the same time. As Erich and Caitlin are students at an in ternational university in Tianjin, the trip revolves around their academic schedules. We are quite pleased with the nice 69. (serve) provided by the relevant people. 70. (show) our friends and family we have taken lots of photos and videos.

【答案】61. was 62. selected 63. to 64. it 65. have had

66. fortunately 67. where 68. taste 69. service(s) 70. to show

【分析】本文是一篇记叙文。作者介绍自己的旅行经历。旅行非常棒,每个司机和导游都很有见识, 并努力满足游客的兴趣和愿望。

- 61. 考查时态和主谓一致。句意:我们的旅行非常棒,每个司机和导游都很有见识,并努力满足我们的兴趣和愿望。结合句意可知句子用一般过去时态,且主语是 Every driver and every tour guide 后面的谓语动词用单数形式,故答案为 was。
- 62. 考查过去分词作后置定语。句意: 我们选择的地点非常有趣。此处 locations 和 select 之间是被动关系,这里是过去分词作后置定语,故答案为 selected。
- 63. 考查固定结构。句意:虽然我不习惯零下的天气,但哈尔滨是我推荐给任何旅游爱好者的,因为它是如此独特。固定结构: be used to sth/doing sth."习惯某事或做某事",故答案为 to。
- 64. 考查强调句式。句意:虽然我不习惯零下的天气,但哈尔滨是我推荐给任何旅游爱好者的,因为它是如此独特。强调句式: It is/was +强调部分+that---,故答案为 it。
- 65. 考查虚拟语气。句意:如果我们没有去哈尔滨旅行,我们就没有机会欣赏那里的所有风景。此处是 if 引导的虚拟语气,与过去的事实相反,从句用 would/could---+have done,故答案为 have had。66. 考查副词。句意:但幸运的是,电力在几个小时内就恢复了。副词修饰整个句子,故答案为fortunately。

- 67. 考查定语从句。句意:餐厅和我们去的地方一样独特,四个人都喜欢中国菜。此处 areas 是先行词,在后面的定语从句中作地点状语,故答案为 where。
- 68. 考查名词。句意:我们的导游确保我们的饭菜已经准备好,符合我们的口味。形容词性物主代词修饰名词,故答案为 taste。
- 69. 考查名词。句意:我们对有关人员提供的良好服务感到十分满意。形容词性物主代词修饰名词,故答案为 service(s)。
- 70. 考查动词不定式做目的状语。句意: 为了展示我们的朋友和家人,我们拍了很多照片和视频。 此处是动词不定式作目的状语,故答案为 to show。

【点睛】

If 引导的虚拟语气:

1.表示与现在事实相反的情况

从句: If+主语+动词一般过去时(Be 动词用 were)主句: 主语+ should/would/might/could+do: If I were you, I would take an umbrella.如果我是你,我会带把伞。(事实: 我不可能是你)

2.表示与过去事实相反的情况

从句: If+主语+had+done 主句: 主语+should/would/might/could+have done: If I had got there earlier, I should/would have met her.如果我早到那儿,我就会见到她。(事实: 去晚了)

3.表示与将来事实相反

从句: ①if+主语+were to do②if+主语+should+do③if+主语+动词一般过去式(be 动词用 were)主句: 主语+should/would/might/could+do:If he should come here tomorrow, I would talk to him.如果他明天来 这儿的话,我就跟他谈谈。(事实:来的可能性很小,不可能)

第四部分 写作(共两节,满分35分)

第一节 短文改错 (共10小题;每小题1分,满分10分)

假定英语课上老师要求同桌之间交换修改作文,请你修改你同桌写的以下作文。文中共有、10 处语言错误,每句中最多有两处。每处错误仅涉及一个单词的增加、删除或修改。

增加: 在缺词处加 个漏字符号(人),并在其下面写出该加的词。

删除: 把多余的词用斜线(\)划掉。

修改: 在错的词下划一横线,并在该词下面写出修改后的词。

注意: 1.每处错误及其修改均仅限一词;

2. 只允许修改 10 处, 多者(从第 11 处起)不计分。

I'm delighted to know you showed a great interest in Chinese table manners. Now I would like to share

you how to behave properly when we are invited to dinner.

To begin with, the host will reserve a special seat for the guest, that is highly honored on such a occasion and is expected to be the first to taste the food served. Beside, chopsticks and spoons are usually used when you are eating in China. Third, you are not supposed to make a noise while drink soup. Last but not least, remember to thank the host for the delicious food he has been offered, which will surely make him happily.

I hope my advices will be of help to you.

【答案】

I'm delighted to know you showed a great interest in Chinese table manners. Now I show
would like to share you how to behave properly when we are invited to dinner.
share 后加 with you
To begin with, the host will reserve a special seat for the guest, that is highly honored who
on such a occasion and is expected to be the first to taste the food served. Beside, chopsticks an Besides
and spoons are usually used when you are eating in China. Third, you are not supposed to
make a noise while drink soup. Last but not least, remember to thank the host for the delicious drinking
food he has been offered, which will surely make him happily.
been 删去 happy
I hope my advices will be of help to you advice

【分析】

这是一篇说明文。文章讲述了中国餐桌礼仪文化的内容。

【详解】

- 1. 考查动词时态。分析句子可知,整篇文章时态使用了一般现在时,需保持时态的统一。故 showed 改为 show。
- 2. 考查固定搭配。分析句子可知, share with 为固定搭配, 意为"和……一起分享"。故在 share 后加with。
- 3. 考查代词。分析句子可知,是写信告诉对方中国的餐桌礼仪,且文中的主语都是 you,要保持主语的一致性。故 we 改为 you。
- 4. 考查定语从句。分析句子可知,该句为非限制性定语从句,先行词 the guest 是人,且从句中缺少主语成分,故 that 改为 who。
- 5. 考查冠词。分析句子可知,此处为 such a/an+名词的固定搭配,occasion 为元音发音开头的单词,需使用不定冠词 an。故 a 改为 an。
- 6. 考查副词。分析句子可知,需使用副词修饰整个句子。beside 为介词,意为"在旁边",besides 为

副词, 意为"此外, 而且"。故 Beside 改为 Besides。

- 7. 考查非谓语动词。分析句子可知,此处是 while 引导的时间状语从句的省略句式,当时间、条件、让步状语从句中的主语与主句主语一致,且有 be 动词时,可以省略从句的主语及 be 动词,本句完整句式为 Third, you are not supposed to make a noise while (you are) drinking soup. (第三,你喝汤的时候不应该发出声音)。故 drink 改为 drinking。
- 8. 考查语态。分析句子可知,主语 he 与谓语 offer 之间应是逻辑上的主动关系,因此不应使用被动语态,故 been 去掉。
- 9. 考查形容词。分析句子可知,动词 make 后接形容词做宾语补足语,即 make sb./sth.+形容词,意为"使某人怎样",故 happily 改为 happy。
- 10. 考查名词。分析句子可知, advice 为不可数名词, 因此不可加 s。故 advices 改为 advice。

【点睛】

while 引导状语从句时,应注意以下几点:

1. while 引导的时间状语从句既可放在句首,也可放在句末;而 while 引导的让步状语从句一般放在句首,不放在句末。另外,也可以从意义上加以区分。例如:

While he was tired, he went on working. 虽然他累了,但他还是继续工作。(while 引导让步状语从句)
While he was tired, he would have a rest. 他累了就休息一会儿。(while 引导时间状语从句)

2. while 引导让步状语从句时,如果从句的主语和主句的主语相同,那么从句的主语和谓语动词 be都可以省略。例如:

While he was ill, he went there. (= While ill, he went there.) 虽然他有病,但他还是去那里了。 如第 7 小题,分析句子可知,此处是 while 引导的时间状语从句的省略句式,当时间、条件、让步状语从句中的主语与主句主语一致,且有 be 动词时,可以省略从句的主语及 be 动词,本句完整句式为 Third, you are not supposed to make a noise while (you are) drinking soup. (第三,你喝汤的时候不应该发出声音)。故 drink 改为 drinking。

第二节 书面表达 (满分25分)

假如你是李华, 现因公司货品质量问题给 Johnson 写一封道歉信。要点如下:

- 1.表示要查漏补缺, 改进提高;
- 2.提出补救办法;
- 3.表明决心和意愿。

注意: 1.词数 100 左右;

2.可适当增加细节,以使行文连贯;

3.开头语已为你写好,不计入总词数。

Dear Mr. Johnson,

First of all, thank you for informing us of the quality issue. I sincerely apologize to you for our failed	ure
to provide you with satisfactory products.	
Yours faithful	ully,
Li	Hua

【参考范文】

Dear Mr. Johnson,

First of all, thank you for informing us of the quality issue. I sincerely apologize to you for our failure to provide you with satisfactory products.

We'll study the problem, find out the cause of it, and try to avoid the same bad thing. We assure you that we will provide you with a free replacement of the one you bought. Mr. Lee of our Business

Department will contact you as soon as possible.

We hope you understand that this is just an accidental event, and we will try to continually improve our product quality. We cherish the establishment of a lasting friendship with you. At the same time, we will also continue to work hard to provide high-quality and affordable products and better after-sales service for you.

I sincerely apologize again for the trouble this has caused you.

Yours faithfully,

Li Hua

【解析】

【分析】

这是一篇应用文。要求写一封道歉信,就公司货品质量问题给 Johnson 道歉。

【详解】

1. 道歉信主要是向收信人表明歉意,请求对方原谅自己的过失。写道歉信时要明确不是在找借口为自己辩护,而是承认自己的过错并提出弥补过错的具体建议和方法。此类信件的关键是语言要诚挚,解释的理由要真实。

2.在写作时可以根据提示的要点按照三段式的模式谋篇布局:

首段:表明自己做错了事,表示歉意;主体段落:提出作为弥补的可行措施,措施要具体、合理;结尾段:再次表明承认错误的态度,请求收信人的谅解。