



## 第二节 书面表达(满分 25 分)

### 【参考范文】

Good morning, everyone. I'm honored to stand here to talk to you on "Time management."

Immediately I entered senior high, I wasn't accustomed to the busy school life. Fortunately, with the help of my teachers, I realized managing our time effectively is of critical significance, which can minimize our stress, boost our performance and promote our self-confidence.

Here are some effective measures. First, what we need to do is plan ahead, thinking about upcoming events and making a to-do list. Additionally, finish what we have to do in time and never put off what should be done immediately until later. Most importantly, learn to prioritize all our tasks, focus on the goals and stick to them.

I'm firmly convinced that as long as we learn time management, we are bound to improve the efficiency of our study and the quality of our life.

Thank you for listening.

### 一、各档次评分参考标准

档 次	给分范围	语言要点表达情况划档依据
第五档	21~25	要点齐全, 语言基本无误, 行文连贯, 表达清楚
第四档	16~20	包含绝大部分要点, 语言有少量错误, 行文基本连贯, 表达基本清楚
第三档	11~15	包含多数要点, 语言有一些错误, 尚能表达
第二档	6~10	只涉及少数要点, 语言错误很多, 影响表达
第一档	0~5	只能写出与要求内容有关的一些单词

### 二、扣分参考依据

1. 其表达未能达成正确句意的, 不给分, 如: 写出了主语或谓语等关键词, 但未能达成符合要点要求、意义正确的句子。
2. 句子结构完整、但关键点出现错误或漏掉部分关键词, 扣半个要点分, 如: 主谓一致错误, 或关键词拼写错误(如主语, 关键性名词等), 或谓语动词时态/语态错误等;
3. 凡使用铅笔答题、或答题中使用了涂改液或不干胶条, 一律不给分;
4. 凡多次出现非关键性单词拼写错误或其它同类错误, 原则上每 4 处扣 1 分;
5. 文章内容要点全面, 但写出了一些多余内容(连接或过渡词句不在此列), 原则上不扣分;
6. 凡书写超出规定的答题区域, 全卷不给分;
7. 书写潦草凌乱、但基本不影响阅卷的, 酌情扣卷面分 1~2 分。

**听力材料：**

**Text 1**

M: Hi Anne. It's Tom here. Are you busy?

W: Not really. I did my homework as soon as I got home and I'm listening to music at the moment to wait for a TV program I want to see.

**Text 2**

W: How far is the nearest hotel?

M: Well, Super Eight is the best one but that's nearly five kilometers away. There is one three kilometers away but it's not very good.

**Text 3**

W: Why did you leave your previous job? The pay wasn't good?

M: Well, actually the job wasn't a challenge any more. It was the same every day, so there was nothing new to learn.

**Text 4**

M: Amy, do you feel like a cold drink?

W: I'd like a tomato juice. And can I have a piece of that cake?

M: OK. I'll have some too, with an apple juice. You find us a table and I'll queue up to buy it.

**Text 5**

W: Look at this photo. That's my friend, Debbie.

M: The woman with long, dark hair next to you?

W: Yes. We're very different, aren't we?

M: Mmm, she's very short and you're quite tall!

**Text 6**

W: I really can't make up my mind. They're lovely, but a dog's a lot of work. I have to feed them, clean them and take them to the doctors from time to time.

M: I'll tell you what, you don't have to make a firm decision now. Why don't you just take one home with you for a couple of days?

W: Could I? I'm not sure about that.

M: Yes, of course. You can see how you get along together, and if things work out, you can keep her. If it doesn't work out, bring her back, no problem.

W: Oh, that's a really good idea. Thank you, that's really kind of you. Well, I think I'll take this one here. It looks so lovely.

**Text 7**

M: I can't believe it's almost New Year's Eve! Are you going to do anything special this year?

W: Well, we're not going to Trafalgar Square again!

M: I agree! It was so cold last year!

W: And we were ill for days after that...How about going to a party at a fancy hotel?

M: Yeah, and a few hours after "Happy New Year!" and an expensive bill and a wallet with nothing in it! No, thanks...

W: You are right. We are short of cash at the moment. Emm, maybe we can discuss it tomorrow.

**Text 8**

W: Good morning, sir. May I help you?

M: Good morning. I need to go to Rome to attend a conference and I want to leave on the 16th of this month. I wonder if there is a flight that day.

W: Wait for a moment. Well, there are two flights that day, one in the morning, which leaves at 10 a. m. and arrives in Rome at 1 p.m.. The other flight is in the afternoon, which leaves at 3 p.m. and arrives at 7 p.m. So which flight would you like to take?

M: Oh, what is the airline that leaves in the morning?

W: That's Air France, AF 632.

M: OK, I like it. It suits me fine. Could you reserve four seats on that flight for me?

W: Yes, sir. Do you prefer first class or economy class?

M: Business class, please.

W: Would you be paying in cash or by credit card?

M: I don't have much cash on me. The latter one, please.

W: OK.

M: Thank you.

#### Text 9

M: How can I help you?

W: Well, I'd like to join this International Social Club. I was hoping you could help me.

M: No problem. How long have you been in Australia?

W: I arrived just last month. I'm from Tokyo — that's where I was brought up. I lived in America for a couple of years when I was a teenager—we went there for my father's job.

M: OK. You've got really nice American accent. So I don't suppose you have any communication problems in the office, though you may find some of our local Australian words harder to understand.

W: Well, a bit. Does the club hold regular meetings?

M: Yes, every Tuesday and Wednesday in fact, so a couple of times a month.

W: The members aren't just people from other countries, non-Australians, are they?

M: No, not at all. The main point of the club is to give people like you the chance to chat more with people from this country, people of all ages. You know, it's a sort of intercultural experience for everybody. And hopefully you'll make friends with people who have similar interests.

#### Text 10

W: Hello, everybody. Welcome to the American Language Center. I'm Gina Richards, your school advisor. I know today is your first day at our school, so you're probably a little nervous and maybe a little shy, too. So, I want to tell you right at the beginning. If you don't understand something, please ask questions. OK?

Now let me tell you the plan for today. There are three things on your schedule. First, you will take a test to measure your English level. You'll take a reading, grammar, and writing test. Oh, and also listening. You don't need to take paper, but a pen will be needed as it will not be offered. The whole test takes three hours. Next, you will meet in small groups in the meeting room, with teachers, for a meeting at noon. This meeting will be about important things you need to know, like where to buy your books, what type of classes you'll have, how to find a roommate, things like that. This is where you can ask a lot of questions. Finally, this afternoon, we'll show you the main buildings where your classrooms are. You'll see some places where you do sports, you know, the tennis playing field, the swimming pool, places like that. And you'll also visit the library and the computer lab. I think you'll be surprised to see how large and how beautiful our university is. All right. Are there any questions before we begin?