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READING PART 5 Get better at keyboarding 0 There is a simple way to work more efficiently: improve your keyboard 00 skills by learning to touch keyboard them. If you are one of the vast majority 34 of some people who keyboard with two or four fingers, you may believe that 35 you are reasonably efficient. But the average person seldom achieves more 36 than twelve words by a minute when using this method, while touch keyboarding 37 can achieve up to 120 words, if enabling you to work almost as quickly 38 as you can think. Whatever position you hold in your company, you are 39 probably given responsible for answering emails or generating documents, and it 40 is quite likely that you spend too much time doing this. Stop and consider how 41 far much more you could do in a day as a result of touch keyboarding. You would 42 be able to create such a document faster than you can write and as 43 quickly as you can think and free up time to be more than creative. Moreover, 44 you would save up the cost of a full-time secretary, and no longer have to 45 wait for your documents to be created and either then have to return them for correction. 《Get better at keyboarding》, keyboarding是键盘输入的意思。文章是在讲怎么提高键盘输入的效率。34题, the vast majority of people, 一大部分人, some插进来是多余的, 意思重复 35题, 正确

的 36题，一分钟十二个字，正确的表述是twelve words a minute，介词by是多余的 37题，分词作伴随状语，直接用enabling，if是多余的，而且这里也没有如果的意思 38题，正确的 39题，be responsible for固定搭配，如果要用given，后面得用responsibility。去掉given 40题，正确的 41题，consider how much more you could do in a day，考虑你一天可以多干多少事。How far是形容有多远，在这里意思不对，用法也不对。 42题，create a document，创建一个文档，整个句子的意思是创建一个文档的速度比你写还要快。没有特殊指代某一个文档的意思，去掉such。 43题，more creative，更有创造性了，more than是不仅仅是的意思，后面一般接名词而不是形容词，所以去掉than。 44题，save在这里表示节省成本的意思，及物动词，不用up 45题，either一般是用在句末，而且这里没有表示“也。。。 ”的意思，有then就够了。所以去掉either。 相关推荐：[#0000ff>剑桥商务英语中级第二辑阅读真题汇总](#) [#0000ff>剑桥商务英语中级第四辑真题阅读精讲汇总](#) [#0000ff>2011年BEC考试中级听力预测试题汇总](#) [#0000ff>2011年剑桥商务英语BEC纸笔考试时间](#) [#0000ff>2011年上半年剑桥商务英语报名截止时间](#) 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com