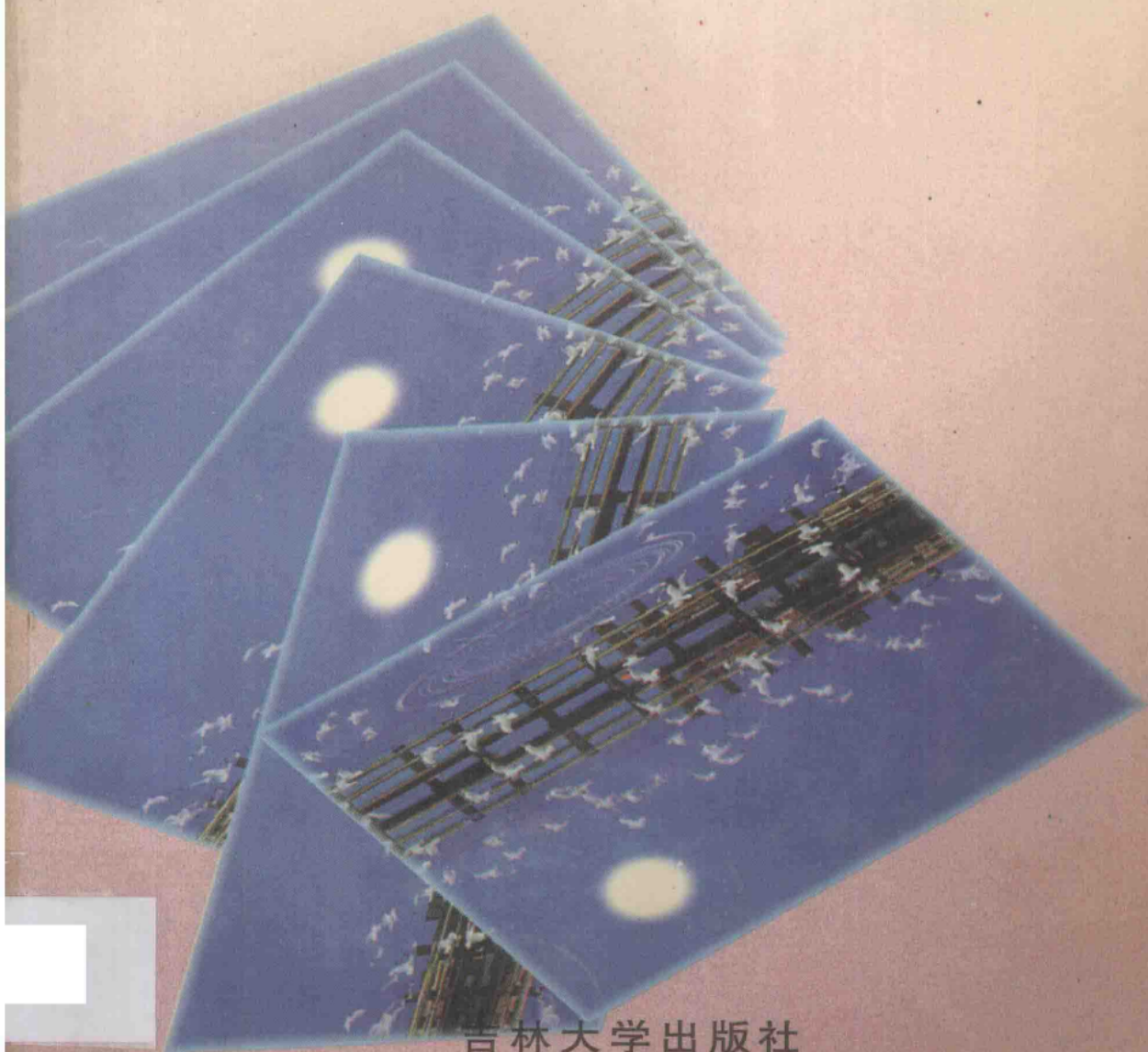


大学英语教学改革丛书

# 大学英语写作技能

胡志先 赵 新 葛全顺 郭海云 编写 ◆ 冀成会 审定



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责任编辑、责任校对:刘岩峰

封面设计:张沐沅

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## 前 言

写作是很重要的一项语言技能，它不仅要求学生在词汇、用法、句法结构方面有一定的基础，而且也能反映出学生的组织能力、分析能力、表达能力、逻辑推理能力以及对各种语体的掌握等。我们这本写作书共分为四大部分：一、句子写作；二、段落写作；三、篇章写作；四、应用文写作。写作涉及的因素很多。在这本书中我们只从单句写作开始。单句写作是最基本的写作技能。也是学生语言学习的最薄弱环节。在单句的基础上，我们涉及到了段落写作，就是组句成段，这要求学生会使用连接成份（包括语法连接和逻辑连接），能组织安排信息次序，使行文清晰、自然流畅，符合逻辑。篇章写作介绍了英文写作的四大体裁，详细地介绍了各种写作的基本方法和技巧。应用文写作介绍了各种应用文体的写作形式、格式及与之相适应的写作技巧和方法。本书在讲解示范的同时有针对性地配以启发式的练习，有理论有实践，不仅能使学生在语言的应用上有所收获，而且在逻辑分析与表达上亦有所提高。本书适于大学在校生及相应水平的英语爱好者使用。本书各章分工如下：第一章胡志先；第二章赵新；第三章葛全顺；第四章郭海云。

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# 第一章 句子写作

## 总 述

句子是写作的基本单位,它可以表达完整的思想。段落的发展以至整篇文章的好坏跟句子的质量有着密不可分的联系。因此,优美篇章的基础是写好语法正确、修辞效果良好的句子。

### 一、句子的基本结构

英语句子,由主语部分和谓语部分组成。按其结构,可分为简单句、并列句和复合句。

#### (一)简单句 (simple sentence)

英语的简单句是多数中国学生学习英语写作过程中最为常用的结构。它只有一个主谓结构,只表达一个思想,也是其他从句,如定语从句、状语从句、主语从句的基础。因此,需特别加以重视。

e.g. Helen is laughing. (主谓结构)  
主语 谓语

The movie about the Second World War started at eight. (主谓结构)  
主语部分 谓语部分

The minister, rather than the trade unions, is responsible for the present situation. (主谓结构)  
主语部分 谓语部分

系表结构)

You can stay healthy by taking part in sports. (主系表结构)  
主语部分 谓语部分

I have studied English for more than three years. (主谓宾结构)  
主语部分 (谓语部分)

#### (二)并列句 (compound sentence)

并列句表达一个以上的思想,含有两个或两个以上的主谓结构。也就是说,并列句是把两个或两个以上的简单句用一定的方式结合起来所构成的形式。这些形式主要为并列连词、连接性副词或者分号。

e.g. He was eager to tell them the truth, but no one wanted to listen to him  
分句 连词 分句

Too much, perhaps, has been said of his silence ;  
分号

too much stress has been laid upon his reserve.

分句

The average age for women to marry in Ireland is 26, in contrast,

分句

连接性副词

women of India marry at an average age of 14.

分句

现就前两种形式(并列连词和连接性副词)稍加解释。

1. 常用于并列句的连词有 and, but, or, nor, for, so, yet, not only... but also..., either...or...。

但要注意在实际的运用过程中不可滥用 and, 以避免给人一种单调、乏味的印象。另外, 在写作并列句时应注意标点符号的使用, 以避免错误的结构, 这一点将在后面加以解释, 如下面的例句就是一个错句。

I am a college student now and I came to my new school on Sept. 7. I saw many people in it.

此句可修改为

I am a college student now. I came to my new school on Sept. 7 and saw many people in it.

其他正确的例句如下:

Either you are crazy or I am wrong.

Some writers gain fame with their first major work, but others win fame later or possibly never.

Time is running out, so we must hurry.

I like English, and my brother prefers chemistry.

2. 连接性副词(conjunctive adverb), 也称为 sentence adverb, 在英语写作中运用较多, 其表达的含义也较丰富, 连接性副词, 顾名思义, 也就是起到连词的作用, 连接两个分句的单词或词组。使用以后可使各分句之间的意义更连贯。学生在学习英语写作时可有意识地使用这些连接性副词。

a) 表示递进关系 besides, furthermore, moreover, in addition

b) 表相同性 likewise, similarly, in the same way

c) 表对比 however, nevertheless, still, otherwise, nonetheless, conversely, instead, in contrast, on the other hand

d) 表加强说明 for example, for instance, in fact, in particular, indeed

e) 表因果关系 meanwhile, then, subsequently, afterward, later

g) 表手段与结果关系 thus, in this way, thereby, by this means

e. g. He is an intelligent and hard-working teacher, moreover, he is interested in the personal well-being of his students.

Mr. Black, my neighbour, is a very kind man. He, for example, is always ready to help those in trouble.

Thinking trains one's mind; similarly, wide reading can also help to train one's mind.

All the committee members agreed upon the plan at the meeting; then, they began to put the plan into practice in their work.

I'm sorry that I can't go to the movie with you. I have a lot of work to do this evening; besides I don't think this film is very interesting.

### Exercise 1:

请将下列中文句子译成英语,注意连词和连接性副词的使用。

1. 我觉得这个同学学习很用功,乐于助人,是个好学生。
2. 安娜健谈,而她的妹妹却不太爱讲话。
3. 附近的工厂往这条河里排放了大量污水,结果,这条河遭到了严重的污染。
4. 他几次未能按时赴约,但他却未能向我道歉。
5. 有些人不愿意住在城里,而另外一些人却向往都市生活。
6. 你必须刻苦学习;不然的话,你就跟不上其他同学了。
7. 理论离不开实践;同样,实践也离不开理论。
8. 他们克服了英语学习中的许多困难,这样他们才取得了较大的进步。

### (三)复合句(complex sentence)

复合句表达一个主要思想,以及一个及多个次要思想。主要思想由主句(main clause 或称之为 independent sentence)表达出来;次要思想由从句(subordinate clause 或称之为 dependent sentence)表达出来。从句本身无意义,它是整个句子中的一部分,且需要用一定的连词或关系代词把它和主句有机地联系起来。

从句主要有三种:名词性从句(noun clause),定语从句(attributive clause)和状语从句(adverbial clause)。

#### 1. 名词性从句

名词性从句又可分为主语从句、宾语从句、表语从句及同位语从句,一般用连接词 that, if, whether, 连接代词 what, who, which, whom, whose 以及连接副词 when, where, how, why 等主句连接起来,使整个句子的意思更完整。

e.g. What you said just now is open to discussion.

主语从句

Can you tell me whom you trust best?

宾语从句

The problem is how we can grow enough food to preserve people from starvation.

表语从句

We firmly believe in the truth that practice makes perfect.

同位语从句

#### 2. 定语从句

定语从句分为限制性定语从句(restrictive attributive clause)和非限制性定语从句(non-restrictive attributive clause),一般由关系代词 who, whom, that, which, whose 及关系副词 when, where, how, why 引导,在从句中担任宾语的关系代词有时可省略掉。

The little boy, whose knowledge about computers is just surprising, is only four years old.

You are the very person (whom) I'm looking for.

The reason why some children are hyperactive is not known yet.

The place where I was born has become totally different from what it used to be.

The way she speaks is quite unusual.

He is regarded as the greatest writer that this country has ever produced.



### 3. 状语从句

状语从句大体上可分为时间、原因、结果、目的、条件、让步、比较、地点等状语,由相应的连词引导。

- a. 表时间 when, while, as, as soon as, no sooner... than..., hardly... when, before, after, the time, the moment, the instant, till, until, whenever, every (each) time, instantly, immediately 等。
- b. 表地点 where, wherever
- c. 表原因 because, as, since, now (that), seeing that, in that, considering that 等。
- d. 表条件 if, as long as, on condition that..., once, only if, supposing that, provided that..., in the event that 等。
- e. 表目的 so that, in order that, for fear that, lest, in case 等。
- f. 表结果 so ... that..., such...that...等。
- g. 表让步 though, although, whatever, however, whether, in spite of the fact that, even if, even though, as 等。

g. e. You can go home after you finish the work. We'll go to have a picnic if it is fine this weekend.

时间状语从句

条件状语从句

Though money cannot make you happy, it can keep you comfortable to some extent.

让步状语从句

The teacher spoke loudly in class so that the students at the back can hear him clearly.

目的状语从句

The little girl was so afraid of snakes that she was even frightened to see a rope.

结果状语从句

So long as you keep silent, you can stay in the classroom when we discuss the problems.

条件状语从句

It is more difficult to find an inexpensive house now than it was ten years ago.

比较状语从句

#### Exercise 2:

请将下列句子译成汉语,注意运用恰当的连词引导状语从句

1. 虽然他年事已高,可仍然勤奋工作,像年青人一样充满活力。
2. 有人认为生活在大城市比农村方便得多。
3. 当地政府采取了许多有效的措施,目的是保护环境免遭进一步的破坏。
4. 每当我看到玫瑰花,我的鼻子都会发痒。
5. 假若我们做了充分的准备,我们的任务就会完成得更圆满。

## 二、几种特殊的句子结构

### 1. 平行句子(parallelism)

平行句子指的是用相类似的语法结构表达意思上相近的内容。也就是说,用于平行句的必须是同一词类。名词短语、形容词短语、副词短语、非谓语动词、从句都可用于平行句式。

e. g. Miss Smith keeps a dog, a cat and also a snake as pets.

We decided to buy a new house and to have it painted green.

The students are listening to the teacher carefully and attentively.

One who never bothers about personal interests and who always cares about others is greatly respected.

—and that government of the people, by the people, for the people will not perish from the earth.

I don't like either the way she speaks nor the way she behaves.

Going down a mountain is sometimes harder than climbing up.

### Exercise 3

改正下列句子使之成为好的平行句。

1. After I finished my physics paper, I went out to run, swim and lifting weights.
2. Both the gardeners and workers who painted the garage were paid the same.
3. Either I go to bed early or get up late.
4. My roommate likes to sleep in bed and when he is in class.
5. Do you see the woman with a red scarf and who has two long legs?
6. They fought in the streets, the fields and in the woods.
7. Either we must make nuclear power safe or stop using it altogether.
8. Even for heroes, meeting a challenge is as dangerous as play Russian roulette.
9. Whether at home or when he is working, he is always very careful Russian with every thing he does.
10. I read this book not only for knowledge but also because I think it is quite amusing.

### 2. 非谓语动词与非连接成分

非谓语动词在英语中占相当大的比重,实际运用当中也非常普遍,离开非谓语动词的英语是很难想象的。本文主要论及非谓语动词做状语的作用以及使用不当引发的非连接成分错误。

一般说来,非谓语动词做状语时,要求其逻辑主语必须和句子的主语保持一致。如果不一致,就会出现非连接成分(dangling element)。而非连接成分是不符合英语语法规范的。

e.g. Seriously injured, Susan rushed to the nearest hospital. (Susan 严重受伤)

Singing and laughing, a group of students entered the classroom. (学生又唱又笑)

上面两个例句非谓语动词的逻辑主语同句子的主语保持了一致,表达明白,正确。但如果非谓语动词的逻辑主语和句子的主语是两回事,就出现语法错误了。

e.g. To learn English well, hard work is necessary. (wrong)

正确的表达方式应为:

For you to learn English well, hard work is necessary.

Or: To learn English well, one needs to work hard.

Or: If you want to learn English well, hard work is necessary.

再如: Walking in the street, a strange noise was heard. (wrong)

此句可改为:

Walking in the street, I heard a strange noise.

Or: When I walked along the street, I heard a strange noise. / a strange noise was heard.

类似的错误在写作中极为常见。中国学生受汉语表达方式的影响, 尤其容易犯此类错误。应特别予以重视。

但是, 有的非谓语动词词组做状语时, 修饰整个句子, 或表示说话人的态度或文章的上下文关系, 此时不要求非谓语动词的逻辑主语和句子主语一致。在科技英语中, 由于强调的是人所研究的事物, 不是从事研究的人, 所以可以经常见到状语的逻辑主语和句子的主语不相一致的情况。但此类情况初学者以少用为好。

e.g. Generally speaking, boys are more active than girls.

To be frank, I don't like your suggestion very much.

Judging from his accent, he must be from the south of China.

#### Exercise 4:

改正下列句子。

1. Written in simple English, I found this book easy to read.
2. Hurrying down the stairs, my shoes fell off.
3. Having graduated from college, to become a postgraduate became my objective.
4. When asked to answer questions, the teacher always gives him a lot of hints.
5. Yesterday I went to a lecture on Hong Kong, enabling me to have a better understanding of this small, but magic place.
6. Being a small child, my mother used to tell me a lot of exciting stories.
7. Although difficult, we managed to solve the problem successfully.
8. Being upset, we persuaded him to go to an amusing film for a change.

### 三、一致性(Agreement)

#### (一) 时态的一致(Agreement in tenses)

英语中用动词的各种变化形式, 即动词的时态, 来表现动作的发生时间。当几个动作同时发生时, 动词的时态也大体相同。但很多情况下几个动作不是同一时间发生的, 而是有先有后, 此时就会出现时态的呼应, 即时态的一致性问题。本文主要讨论复合句中的时态一致性问题。

复合句由一个主句和一个或几个从句组成。有几个分句就有几个谓语。此时多种时态形式都是可能的。具体用什么时态取决于句子内容。

e.g. The man who I got the information from is now nowhere to be found.

Tom has been reading a novel ever since he got up in the morning.

He told me everything he had seen in the teacher's office.

运用时态一致性时应注意以下几点。

1. 一般说来, 主句是现在时态时, 从句时态有可能是现在时态, 也可能是过去时态; 当主句是过去时态, 从句多数为过去时态。

e.g. My mother is always saying that she is lucky to have a daughter.

My mother said that she would buy a new dress for me when she had enough money.

My mother told me that she had already prepared supper by the time I got home.  
有一个例外需要说明,当从句里的内容是真理,不管主句是现在时还是过去时,从句都可用一般现在时。

e.g. When the old man was alive, he told his son again and again that honesty is the best policy.

Copernicus maintained that the earth moves around the sun.

2. 当表时间、条件的状语从句表示的是将来的动作时,从句一般用一般现在时。

e.g. I'll wait here in the office until you come back safely.

All the students in this class will go for an excursion this weekend if it is fine.

但当状语从句的动词表示的是一个持续的动作时,从句的动词时态应为现在完成时,主句仍为一般将来时。

e.g. I'll go home after I have sold all the evening newspapers.

所有的晚报都卖完之后我就回家。

如果此句的从句仍用一般现在时的话,就意味看“我卖晚报的时候就回家”,显然是不合逻辑的。

3. 用于虚拟语气中的时态一致性

虚拟语气是汉语中没有的语法现象,是英语动词的特殊形式,用以表达说话者的愿望,请求,命令,意图,建议,设想等未能实现或不可能实现的动作。虚拟语气主要通过不同的时态来体现,因此时态的一致在虚拟语气中显得尤为重要。下面就几种情况谈一下虚拟语气中的时态一致问题。

a. wish + that 从句

在此结构中,从句中的动词如用一般过去时则表示与现在或将来相反的动作;如用过去完成时,则表示与过去情况相反。

e.g. I wish I could give you some help. = I am sorry that I can't give him any help now/tomorrow.

I wish that I had not told the stranger the address of my home.

= I regretted having told the stranger the address of my home.

如将 wish 改为 wished,从句中的时态可保持不变。这一点与前文提到的时态呼应有些不一致,主要看从句中表达的内容是与现在还是与过去情况相反,再决定用何种时态。

b. 在 would  $\left\{ \begin{array}{l} \text{rather} \\ \text{sooner} \end{array} \right.$  + 从句和 It's time (that) + 从句的结构中,用一般过去时,表示某个动作还不是事实。

e.g. I would rather you didn't go to Tom's birthday party; you have so much work to do this evening.

It's (high) time (that) you handed in your assignments.

c. as if / as though 后面的从句中,动词形式看具体情况而定。如果和现在事实相反或对未来情况有所怀疑,用过去时;表示过去想象中的动作或情况,用过去完成时。

e.g. Tom, one of my friends, often talks as if he were my father.

He talked as if he had done all the work by himself, ignoring others' contribution to the completion of the task.

d. 在表示建议, 命令, 请求等动词及相应名词后面的从句中, 和在类似“it is necessary that + 从句”的结构中, 采用(should) + 原形的形式。

e.g. His suggestion that a new class committee (should) be elected was a good one.

The dean strongly advises that Laura (should) participate in the remedial writing course.

e. 在非真实条件句中, 动词的时态形态取决于具体情况。

从 句	主 句
过 去 时	could/might + 原形动词
过去完成时	could/might + have + 过去分词

上表提到的只是非常规则、较为常见的情况。

e.g. If I knew the answer to the problem, I would tell you.

= I don't know the answer, so I am not able to tell you now.

但主从句中的动作并不一定都与现在或过去, 或将来相反, 有可能从句的动作与过去的真实情况相反, 而主句的动作与现在或将来的情况相反。这种句子称为错综时间条件句。

e.g. If you had listened to my advice, you wouldn't go into any trouble now.

If you were to leave today, you would be able to be home on Sunday, just in time for a big family reunion.

#### Exercise 5:

在空格内填入动词的适当形式并注意时态的一致性。

- Martha \_\_\_\_\_ (like) to display the miniature spoons she \_\_\_\_\_ (collect) since her marriage to an antique dealer.
- The president \_\_\_\_\_ (announce) that he \_\_\_\_\_ (seek) reelection.
- I \_\_\_\_\_ (start) my summer jobs just as soon as I \_\_\_\_\_ (take) my finals.
- Mr. Wilson \_\_\_\_\_ (ask) the students if these islands \_\_\_\_\_ (belong) to Japan.
- I \_\_\_\_\_ (finish) writing the paper if I \_\_\_\_\_ (not run) out of ink.
- If he \_\_\_\_\_ (come) tomorrow, I \_\_\_\_\_ (give) him the dictionary he needs.
- But that he \_\_\_\_\_ (see) it, he \_\_\_\_\_ (not believe) it at all.
- The teacher, who \_\_\_\_\_ (be) very strict with her students, \_\_\_\_\_ (request) that every one of them \_\_\_\_\_ (not be) late for class.
- I wish I \_\_\_\_\_ (have) two lives to give to my country.
- She says that she would rather \_\_\_\_\_ (go) to the concert by herself rather than with others.
- If you \_\_\_\_\_ (start) to work hard on English now, you \_\_\_\_\_ (surely pass) CET - 4 next year.
- The teacher said that he \_\_\_\_\_ (explain) in greater detail the development of paragraphs if he \_\_\_\_\_ (have) more time.
- After winning the match, Lewis felt that he \_\_\_\_\_ (conquer) the whole world.

14. Everybody thinks it quite necessary that people \_\_\_\_\_ (be) friendly to others.  
15. If I \_\_\_\_\_ (attend) the meeting last week, I \_\_\_\_\_ (attack) the proposal.

## (二)主谓语一致(Subject-verb Agreement)

汉语中“一个人工作”和“许多人工作”在句子外表上无任何变化。但在英语中,名词和代词都有“数”的变化,这种变化还体现在谓语动词上。基于这种不同,中国学生在学习写作中应特别注意句子的主语的单复数问题。只有搞清楚这点,谓语的形式才能合乎语法规则,表达清楚。

英语中谓语必须在单复数上与主语一致,也就是说,主语是单数,谓语也须是单数形式;主语是复数,谓语也必须是复数形式。问题的关键在于主语是什么,是单数还是复数。

e.g. Water is indispensable to life.

不可数名词单数

Some children spend more time in front of the TV and less time on a good book. That's why

复数

their reading abilities have suffered.

复数

下面是一些确定谓语单复数的原则。

1. 当主语和谓语之间有修饰语时,谓语动词与主语一致。

e.g. One of my friends is going to study in the U. S. A. .

The boys working in the field were shocked to find a snake still alive.

People who are selfless never trouble about their personal gains or losses.

2. 当主语是用 and 连接起来的时候,谓语一般用复数。但当所连接的两部分实际指同一人或物时谓语则用单数形式。

e.g. To say and to do are two different things. (“说”和“做”是两回事)

Fresh vegetables and fruits vary in prices with different seasons.

A scholar and businessman is what we need for the important position. (兼学者和商人气质于一身的人)

Eggs and bacon is his favorite.

3. 当主语和谓语之间插有下列单词和介词短语引导的短语时,谓语和主语保持一致。

with, along with, together with, as well as, rather than, instead of, not, except, in addition to, accompanied by, including, like 等。

e.g. Charlotte, as well as her friends, is now having a birthday party at home.

All the family members, including Mary, have an eye for beauty.

4. 名词性从句充当主语时谓语用单数形式。

e.g. What you said just now is encouraging.

How the accident happened remains unknown.

That no one likes to go with him is not at all surprising.

5. each, every, each one, either, neither, everybody, nobody, anybody, every... and, each... and..., many a + 名词单数做主语时,谓语用单数。

Each of the secretaries complains about the smoke in the office.

Each book and magazine is listed in the catalog.

Everyone is making great progress in learning how to write in English.

b. 由 either...or..., neither...nor..., not only...but also...连接的名词词组做主语时, 谓语和较近的名词或代词保持一致, “即就近原则”。

e.g. Neither the parents nor the children were satisfied with the result of the discussion.

7. 集合名词做主语时要看具体情况。如表示整体的概念, 谓语用单数; 如表示其成员, 则用复数形式。family, government, group, class, committee, crew, staff 等, 但 people 和 police 做主语时谓语总是复数。

e.g. The committee is made up of five competent and responsible teachers.

The staff were pleased to hear the news about a salary increase.

8. 表“时间、金钱、度、量、衡”等的名词做主语时, 如侧重总和或一定量, 谓语用单数形式; 如侧重具体的数量, 谓语则用复数形式。

e.g. Twenty-five thousand li is such a long way that many young people today find it difficult to imagine.

9. 在 all of, some of, most of, part of, rest of 和分数以及百分比之后接名词短语, 要看具体情况, 若这个名词短语是复数, 谓语也用复数; 若是单数, 谓语则用单数形式。

e.g. The rest of the money was donated to the Hope Project.

Some of the students are discussing the terrible results of overpopulation, and the rest are talking about the measures to be taken to control population growth.

#### Exercise 6:

在空格内填入适当的谓语形式, 注意主谓一致问题。

1. Everyone at the meeting \_\_\_\_\_ (impress) by his encouraging speech.
2. What you are trying to put across \_\_\_\_\_ (be) very clear.
3. Many a student \_\_\_\_\_ (be) expected to go to the lecture on English learning.
4. The editor-in-chief and publisher \_\_\_\_\_ (be) a very famous person.
5. The Government \_\_\_\_\_ (fall) and a general election will soon be held.
6. Either the players or the coach \_\_\_\_\_ (be) to blame for the defeat.
7. The old \_\_\_\_\_ (be) worthy of our respect.
8. My father, together with my two sisters, \_\_\_\_\_ (be) going to take part in the 10,000-meter competition.
9. To take care of the patients \_\_\_\_\_ (be) his duty.
10. The rest of the information in the materials \_\_\_\_\_ (be) discussed at the last meeting.

## 四、标点符号、大小写及句法常见错误分析

标点符号(punctuation)在英语中如同在汉语中一样起着重要的作用。英语因是拼音语言, 还存在大写问题(capitalization)。标点符号和大写如运用正确, 读者便可对所读内容一目了然, 理解准确。反之, 则会引起歧义, 或理解混乱, 甚至无法理解, 这样就达不到交流的目的。在英语学习和写作中经常会出现由于漏用或错用标点符号而引起的句法错误, 如断句(run-on

sentence)、融合句(fused sentence)、不完整句(sentence fragment)等。这里主要谈一下英语中逗号(comma)和句号(period)的几个用法和与此有关的句法错误,以及大写问题。

### (一)逗号的主要用法

#### 1. 用于并列的项目

e.g. Our purpose here is to see what has happened, to listened to what people have to say , and try to find a solution to the problems.

#### 2. 用于连接两个并列句的连词前面

e.g. He worked hard, so he did well in the final examinations.

#### 3. 状语从句位于句首时,其后用逗号与主句隔开

If the idea is wrong, the project is bound to fail.

#### 4. 用于非限制性定语从句

e.g. Overpopulation has led to a lot of problems, which are threatening the existence of mankind.

#### 5. 分词短语,独立主格结构做状语且位于句首时,其后用逗号和主句分开

e.g. Having been defeated three times in a row, the boxer decided to give up fighting.

The weather being fine, we decided to go out for a picnic.

#### 6. 用于插入语中

By the way, do you know why Mary is absent from school?

What you have said is , in a sense, right.

Life is, so to speak, a stage on which everyone plays a role.

#### 7. 直接称呼他人时用逗号把称呼和其他部分隔开

Miss Smith, would you be kind enough to type the letters for me?

### (二)逗号的错用

#### 1. 用逗号连接几个分句

并列句中,各个分句之前需用一个并列连词、或分号隔开,要么用从属连接词,把各个分句按一定的逻辑关系连接起来,若滥用逗号,就属错误的表达形式;也就是说,出现了断句(run-on sentence)或叫做逗号连接错误(comma splice)。如:

My father worked late last night, he is very tired now. (wrong)

此句可有几种改正的方法:

##### a. 把逗号改为句号,把逗号后面的单词大写。

My father worked late last night. He is very tired now.

##### b. 把逗号改为分号

My father worked late last night; he is very tired now.

##### c. 在第二个句子的前面加一个连词

My father worked late last night, so he is very tired now.

##### d. 根据句子的逻辑关系,把其中一个句子变为从句,使整个句子变为复合句

Because my father worked late last night, he is now very tired.

#### 2. 漏用逗号



如果两个句子放在一起,一无任何标点符号联系,二无连词将它们的逻辑关系表明,就构成了融合句,如:

My brother and I arrived home our parents were waiting for us. (wrong)

类似的结构错误的改正方法和上述谈到的改法相似。上面的病句可改为:

- a. My brother and I arrived home. Our parents were waiting for us.
- b. My brother and I arrived home; our parents were waiting for us.
- c. When my brother and I arrived home, our parents were waiting for us.

### (三)句号的错用

当完整地表达了一个思想之后,用一个句号(period)表明说话人讲完了。若句子尚未写完就使用句号,也就是把句子的其中一部分当成完整的句子来使用,就犯了 sentence fragment 的错误,即非完整句。此类错误在学生的英语写作中较为常见,应加以重视。

比如:a. There are many ways to get information.

Such as reading newspapers, watching TV, and listening to the radio. (wrong)

b. Every evening I go out to take a walk.

Then review my lessons. Last go back to my room to sleep. (wrong)

c. He had lots of friends he felt proud of.

None of whom came to help him when he was in trouble. (wrong)

d. I won't agree to this suggestion.

Even though everybody else thinks highly of it. (wrong)

e. Shocked by the news. (wrong)

He couldn't say a word.

f. Working on my term paper last night. (wrong)

I feel too tired to go to class today.

这几个句子有一个共同的特点就是把句子中的某一部分独立出来。纠正此类错误主要有两种办法。一种是把非完整句与前面或后面的句子合并为一个完整的句子,另一种是给不完整句子加上主语。上述错误例句分别可改为:

- a. There are many ways to get information, such as reading newspapers, watching TV, and listening to the radio.
- b. Every evening I go out to take a walk, and then I review my lessons before going back to my room to sleep.
- c. He had lots of friends he felt proud of, none of whom came to help him when he was in trouble.
- d. I won't agree to this suggestion, even though everybody else thinks highly of it.
- e. Shocked by the news, he couldn't say a word.
- f. Working on my term paper last night left me too tired to go to class today.  
or: Working on my term paper last night, I feel too tired to go to class today.  
or: I worked hard on my term paper last night, so I feel too tired to go to class today.

#### Exercise 7:

改正下列句子中的错误。注意:有些句子不只一种改法。