

英语写作理论与技巧

THE THEORY AND
PRACTICE OF
ENGLISH WRITING

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The Theory and Practice of English Writing

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前 言

为提高英语专业人员的写作能力,我们特编写《英语写作理论与技巧》(The Theory and Practice of English Writing)一书。此书适合于各类英语专业人员和广大英语爱好者,特别是大专院校学生。本书的编写宗旨是帮助读者系统了解并掌握英语常用的文体的写作理论与技巧。

本书分四部分,共十二章。第一部分为写作理论与技巧,包括句子、段落和篇章三章。这部分系统地讲解了如何措词、组句,如何构思、写作段落和篇章。第二部分为几种不同文体,分记叙文、描写文、说明文和议论文四章,每章阐述了一种文体的写作理论与技巧。第三部分是应用文,包括书信、便条和通知两章。读书摘要自成一章,也归入这部分。第四部分是修辞与标点,分修辞格和标点符号两章。这部分介绍了十几种常见的修辞格及使用方法,并收集了自学考试中“修辞与写作”试卷的一些例题,可供参加自学考试者参考。此外这部分还介绍了十几种英语标点符号的正确使用方法。大学英语专业的学生因写作课开设的时间较长可从基础部分(句子)开始。师专、电大、教育学院的英语专业学生因写作课开设的时间较短,可重点学习第二部分几种不同体裁的文章的写作方法以及第三部分应用文。其他英语专业人员和英语爱好者应

根据自己的情况确定自己的学习重点。

选材新颖、深入浅出、逻辑性强为该书的特色。书中范文大都选自英美现当代原著,内容丰富、难易适中。其中书信选自美国朋友书信原稿。

本书由阎香芹负责统编和定稿,由李赋广和李莉大力协助修改、审订。具体分工为:郭卫民:第一章;鲁洁:第二章;薛晓霞:第三章;阎香芹:第四、六、七章;李莉:第五章;张文华:第八章;李赋广:第九、十章;李惠玲:第十一章;王爱莲:第十二章。

在编写过程中,该书曾受到多方面的关注和指导。河南省外语教学研究会会长申立教授、郑州大学外文系张霖欣教授、解放军电子技术学院有关领导等曾给予指导和大力支持,濮阳教育学院刘宗耀老师曾予以大力帮助。在此深表谢忱。

由于编者水平所限,时间仓促,书中不足之处在所难免,诚望广大读者多提宝贵意见,以便修订。

编者

1997 年春

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PART ONE WRITING SKILLS

Chapter One

The Sentence

We know that English writing is a process of making sentences with words, then building up paragraphs with sentences, and finally building up essays with paragraphs. When people begin writing, they usually begin with sentences. Therefore, let us start with the sentence and the basic English grammar in this chapter.

I . What Is a Sentence

What is a sentence ? A sentence is a group of words that makes complete sense. It begins with a capital letter and ends with a period(full stop) , question or exclamation marks.

II . Types of Sentences

1. DECLARATIVE, INTERROGATIVE, IMPERATIVE, AND EXCLAMATORY SENTENCES

According to their uses , sentences can be classified into

declarative, interrogative, imperative, and exclamatory. A declarative sentence makes a statement. An interrogative sentence asks a question. An imperative sentence gives a command or makes a request. And an exclamatory sentence expresses a strong feeling or emotion, such as joy and anger, pleasure and sorrow.

She teaches us English. (Statement)

Have you ever been to Hongkong ? (Question)

Take a handkerchief with you. (Command)

Please help me with my work. (Request)

Oh, how large your room is! (Exclamation)

2. SIMPLE, COMPOUND, AND COMPLEX SENTENCES

According to their structures, sentences can also be classified into simple, compound, and complex sentences.

The simple sentence expresses one idea only. It has one subject and one predicate or, sometimes, more than one subject and one predicate, or one subject and more than one predicate. There are five basic sentence patterns in simple sentences.

1)SV/There + be + adv. (subject and predicate)

The sun rises.

He coughs badly.

There is a stamp album on the shelf.

2)SVP(subject, link – verb, and predicative)

This is an antler.

He is a postgraduate student.

They fall ill.

3) SVO (Subject, predicate, and object)

He has studied reading and writing at the University of Hampshire.

My sister won an essay contest.

The mother has borne twin girls.

4) SVIO (subject, predicate, indirect object and direct object)

She gave me an English book.

He passes me the salt on the table.

He bought his wife a beautiful skirt.

5) SVOC (subject, predicate, object, and object complement)

He helps teenagers become better writers.

I heard her playing the piano in the next door.

The boss wants his staff to study English.

Thousands of English sentences are made up of these five basic sentence patterns, or derived from them. So it is important to remember these basic structures. Of course, we sometimes meet some sentences without a subject or predicate or both, like "wheat", "same," and "How much?" instead of "This is wheat." "They are the same." and "How much is it?"

Attributes and adverbs, though they are not essential elements of a sentence, help to make the meaning of a word or sentence they modify clear and complete.

He passes a sleepless night.

The north wind brings a heavy snow.

Cranmer reads the story about a migrant Vietnamese boy excitedly.

The compound sentence contains more than one idea. In this type of sentence all ideas expressed have an equal value. The compound sentence is made up of two or more simple sentences joined by conjunctions. The main conjunctions used to form compound sentences are: and, but, yet, both...and, either...or, neither...nor, and not only ... but. Note that in the negative "both...and" and "either...or" become "neither...nor".

Michael likes eggs and he often has two for breakfast.

Tom is reading but Mary is writing.

Ann wants to play with Alan but Alan runs away.

The complex sentence contains one main idea (called the Main Clause) and one or more secondary ideas (called Subordinate Clauses). Subordinate Clauses are classified into three categories in the light of the work each does. If it is doing the work of an adjective, it is called an Adjective Clause, if doing the work of a noun, a Noun Clause, if doing the work of an adverb, an Adverb Clause.

The Adjective Clauses are joined to the main clauses by Relative Pronouns, such as who, whom, which and that. Who and whom are used for people, whose is used both for people and things; which is used for things; that is for people and things. Who is the nominative form, whom is the objective form; that and which can be nominative or objective.