

# 新四级英语写作指导

• 主编 彭桂芝 阮先凤



华中科技大学出版社

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彭桂芝 阮先凤 主编

策划编辑:杨 鸥

责任编辑:张 欣

责任校对:李 琴

封面设计:秦 茹

责任监印:周治超

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# 前 言

《新四级英语写作指导》一书是依据最新的《大学英语教学大纲》、《大学英语四、六级考试大纲》和《大学英语课程教学要求》，为适应大学英语四级考试改革而编写的。

2006年12月，在全国高等院校全面推行了大学英语新四级考试；2007年6月，大学英语六级考试同大学英语四级考试一样，也进行了较大的调整。在新的大学英语四、六级考试中，考察学生综合运用语言能力的短文写作考试被放在整个考试试卷的最前面，这充分体现了对学生英文写作能力的重视和强调。

在多年的教学实践中，编者发现，英语短文写作一直是困扰广大学生的一大难题；在每年的大学英语四级改卷工作中，也发现考生此项均分偏低。为了帮助考生提高英语写作技能，做到有的放矢，在结合多年教学实践和改卷经验的基础上，作者翻阅了大量的同类写作资料，精心编写了本书。希望该书能为广大英语学习爱好者、参加大学英语四、六级考试的考生提供有效的指导和帮助。

本书的主要内容包括：

1. 大学英语四级考试改革的最新信息；
2. 对大学英语四级考试的总体发展趋势进行了细致、恰当的分析；
3. 对考生在大学英语四级考试中存在的常见问题，进行了分类分析，并提供了可行性的建议；
4. 介绍了英语写作的基本技巧（如怎样选词、造句、成篇以及各种文体的写作指导）；
5. 大学英语四级命题类型和写作方法的具体指导（包括操练的模板、模仿的范文以及可供选择的常见句型）；
6. 汇集了历年来的大学英语四级真题经典范文。

本书内容翔实、全面；集实用性、针对性、时效性和科学性于一体；既有真实的阅卷信息，又有全面、实用的写作文体和翔实可行的写作指导；汇集了近年来大学英语四级短文写作真题。希望读者通过本书的学习既获得理论指导，又能通过模板操练，逐渐提高英语写作能力。本书的部分内容来自学生平时写作训练习题，大学英语四级考试和编者的教学实践，可以说是编者多年教学经验与实践的结晶。

此书的顺利完成，还得益于襄樊学院好友阮先凤教授的大力合作。

在此，要特别感谢华中科技大学出版社的热心扶持和鼎力帮助；并向审稿编辑们在此一并表示真诚的谢意。

由于编者的水平所限，书中存在的疏漏和错误之处，敬请英语界的同仁和广大读者不吝赐教。

彭桂芝

2008年3月28日

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# 第一部分 新四级英语考试大纲分析与作文评分及样题

## 一、新大纲的三个层次要求

新四级英语考试大纲对写作也提出了具体的要求，即一般要求、较高要求和更高要求。

### (一) 一般要求

能完成一般性写作任务；能描述个人经历、观感、情感和发生的事件等；能写常见的应用文；能就一般性话题或提纲在半小时内写出 120 词的短文，内容基本完整，用词恰当，语义连贯，表达意思清楚，无重大语言错误；能掌握基本的写作技巧。

### (二) 较高要求

能就与课文难度相仿的阅读材料回答问题，写提纲和摘要；能就一定的话题和给定的提纲、表格或图示写短文；能写日常应用文（如信函、简历等），内容完整，条理清楚，文理通顺；能在半小时内写出 150~180 词的短文。

### (三) 更高要求

能就一般性主题比较自如地表达个人的观点，做到文章结构清晰、内容丰富、逻辑性强；能用英语撰写所学专业的简单的报告和论文；能在半小时内写出 200 词的说明文或议论文，内容完整，文理通顺，思想表达清楚。

以上是《教学要求》对学生应具备三个层次的写作能力的基本要求。考生要在规定的 30 min 内，根据试卷上可能给出的题目（或规定的情景，或看图作文，或段首句续写，或根据关键词写短文）写出一篇 120~200 词的能够正确表达思想，意思连贯，无重大语法错误的短文，可见也不是很容易的事。此外，《大学英语四、六级考试大纲》对于短文写作还有以下要求：

1. 规定时间：30 分钟。
2. 文章篇幅：四级作文，120~150 词。
3. 文章题型：命题作文、情景作文、看图表作文、给段首句作文、给关键词作文、根据所给文章（英语或汉语）写出摘要或大意。
4. 语言：能正确表达思想，语义连贯，文理基本通顺，无重大语法错误。
5. 内容：大学英语四级作文的命题一般涉及学生的日常生活，如读书、兼职、工作、求职、体育运动、健身、旅游等。或选自科技、社会和文化的一些题材，如电脑、拥有私车、国企改革、能源短缺、环境污染等。正常情况下，题目不会涉及专业性太强的主题。

了解了考试大纲和考试可能出现的主题,进而也有必要了解大学英语四级作文考试位置的调整情况和大学英语四级作文的评分原则及标准,只有做到心中有数才能取得好成绩。

## 二、新四级英语作文考试位置的调整

2006年12月,大学英语新四级考试在全国高等院校全面推行。大学英语新四级考试是在原来大学英语四级考试的基础上的一次大调整,接着,2007年6月23日,大学英语六级考试也进行了同大学英语四级考试一样的调整。其调整主要表现在试卷考试的题目类型、考试结构、考试流程、记分体系等方面。从考试结构、考试流程上看,写作作为首当其冲的考试项目摆在整个考试试卷的最前面,这不能不说是英文写作的重视和强调。下面我们来看一看试卷调整的总体结构及题型得分比例、试题流程、试题分配及相关内容。

### (一) 710分试卷总体结构及比例

表1

结 构	内 容		题 型	比 例	
第一部分：写作	写作		短文写作	15%	
第二部分：听力理解	听力对话	短对话	多项选择	35%	
		长对话	多项选择		
	听力短文	短文理解	多项选择		
		短文听写	复合式听力		
第三部分：阅读理解	快速阅读	篇章短文理解	多项选择	35%	
		篇章词汇理解	选词填空		
	仔细阅读		是非判断		
			句子填空或其他		
第四部分：综合测试	完型填空或改错		多项选择	10%	15%
			错误辨认及改正		
	篇章回答或句子翻译		简单回答	5%	
			中译英		

### (二) 710分试题流程、分配及相关内容

表2

Structure	Content	Type	Time Needed	Proportion
Part I	Writing	A Short Passage	30 minutes	15%
Part II	Reading Comprehension (Skimming and scanning)	True or False	15 minutes	①
		Filling the Blanks		

续表

Structure	Content	Type	Time Needed	Proportion
Part III	Listening Comprehension	Multiple Choice (Short and Long Conversation, Passage Comprehension)	35 minutes	35%
		Compound Dictation (Passage Dictation)		
Part IV	Reading Comprehension (Reading in depth)	Multiple Choice (Context Comprehension)	25 minutes	② ①+②=35%
		Choosing the Proper Words or Short Answer Questions (Vocabulary Comprehension in the Specific Context)		
Part V	Cloze/Correction	Multiple Choice or Correction	15 minutes	10%
Part VI	Translation	Chinese to English Translation	5 minutes	5%

### (三) 分数计算表

自 2005 年 6 月起, 大学英语四级考试的原始分数在经过加权、等值处理后, 参照常模转换为均值为 500、标准差为 70 的常模正态分数。同时, 大学英语四级考试不设及格线, 考试合格证书改为成绩报告单。大学英语四级考试报道总分计算公式为:

$$\text{TotSco} = \frac{(X - \text{Mean})}{\text{SD}} \times 70 + 500$$

式中, X 表示每个考生加权、等值处理后的原始分数, Mean 表示常模均值, SD 表示常模标准差。

目前, 大学英语四级的分数常模群体由 1987 年的全国若干所重点大学的近万名本科生组成。大学英语四级考试委员会在 2006 年对常模进行了第一次修订。

常模正态分数的特点是能够报道考生在常模群体中所处的百分位置。例如:

某考生大学英语四级报道总分是 450 分, 则其在常模群体中的百分位是 24%, 表示这名考生的英语成绩优于常模群体中 24% 的人。

大学英语四级考试单项分的报道分为四个部分, 这四个部分以及各部分所占的分值比例分别为: 听力 (35%)、阅读 (35%)、完形填空或翻译或改错 (15%)、作文 (15%)。各单项报道分的满分分别为: 听力 249 分; 阅读 249 分; 综合 106 分; 作文 106 分。各单项报道分相加之和就是报道总分。

## 三、作文评分原则与评分标准

### 1. 评分原则

(1) CET 是检查考生是否达到大学英语教学大纲规定的大学英语四、六级教学要求, 对作文的评判应以此要求为准则。

(2) CET 作文题采用总体评分 (Global Scoring) 方法。阅卷人员就总的印象给出奖励分

(Reward Scores), 而不是按语言点的错误数量扣分。

(3) 从内容和语言两个方面对作文进行综合评判。内容和语言是一个统一体, 作文应围绕题目所规定的内容来写, 而内容则要通过语言来表达。既要考虑作文是否切题, 是否充分表达思想, 也要考虑是否是用英语清楚而合适地表达思想, 也就是要考虑语言上的错误是否造成理解上的障碍, 用词和造句是否能清楚而确切地表达思想。

(4) 避免趋中倾向。该给高分的给高分, 包括满分; 该给低分的给低分, 包括 0 分。一名阅卷人员在所评阅的全部作文试卷中不应只给中间的几种分数。

## 2. 评分标准

(1) 本题满分为 15 分。

(2) 阅卷标准共分五个等级: 2 分, 5 分, 8 分, 11 分及 14 分, 各有标准样卷一至二份。

(3) 具体评分标准如下。

2 分——条理不清, 思路紊乱, 语言支离破碎。

5 分——基本切题。表达思想不清楚, 连贯性差。大部分句子均有错误, 且多数为严重错误。

8 分——基本切题。有些地方表达思想不够清楚, 文字勉强连贯。语言错误相当多, 其中一些是严重错误。

11 分——切题。表达思想清楚, 文字连贯, 但有少量语言错误。

14 分——切题。表达思想清楚, 文字通顺, 连贯性较好。基本上无语言错误, 仅有个别小错。

白卷、作文与题目毫不相关, 或只有几个孤立的词而无法表达思想, 则给 0 分。

(4) 字数不足要酌情扣分:

CET-4 累计字数	110—119	100—109	90—99	80—89	70—79	60—69	50—59	<49
扣分	1	2	3	4	5	6	7	9

注: (1) 如题目中给出的主题句、起始句和结束句, 均不得计入所写字数。(2) 规定的内容未写全者, 按比例扣分。(3) 如果扣为 0 分, 要慎重处理。

(5) 为了便于阅卷人员掌握标准, 现将各档作文分数相当于百分制的得分列表如下, 称为得分率。其中, 9 分的得分率为 60 (相当于百分制的 60 分)。

作文分数	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
得分率	100	94	87	80	74	67	60	54	47	40	34	27	20	14	7

## 四、2006 年及 2007 年作文样卷及分析

以下是 2006 年 12 月和 2007 年 12 月全国大学英语四级作文真题评分样卷。通过对这些样卷的解读, 相信考生能更好地理解评分标准。(样卷中的错误均在其下划横线“—”标出, 并在旁边用括号标注了正确的表达方式。)

### (一) 2006 年 12 月大学英语四级作文评分样卷及分析

Directions: For this part, you are allowed 30 minutes to write a short essay entitled **CCTV Gala Show**. You should write at least 120 words following the outlines given below:

- (1) 许多人喜欢在除夕夜观看春节晚会;
- (2) 但有些人提出取消春节晚会;
- (3) 我的看法。

#### 样卷①

The Spring Festival Gala on CCTV has been a tradition for Chinese people to celebrate the New Year. It was very popular at the beginning, but now, some people suggest that it should be stopped because many programs are outdated and boring.

In my opinion, the Gala should continue to be held every year. Firstly, it still has a large audience who prefer to spend their new year's eve watching it. It has become a custom for them. Secondly, as it is broadcasted throughout the world, it can be a good chance to show our traditional culture to the rest of the world. Thirdly, it is an important program for Chinese people living in other nations. By watching the program, they fell like being at home.

In a word, the Spring Festival Gala is quite meaningful. It shouldn't be stopped, but be held on year by year.

得分: 14

分析: 这篇文章内容切题。表达思想清楚, 文字通顺, 连贯性较好。基本上无语言错误, 仅有个别小错。

#### 样卷②

In China, there is a Spring Festival Gala on CCTV on the Spring Festival Eve. It has a long history and is very important to everyone. But as time change (changes), now people have two different opinions.

On one hand, a lot of people still like it, and even love it. On the eve, the whole family can sit together, and enjoy the great gala. After a busy year, it's so good that everyone can enjoy oneself. On the other hand, some persons don't think so, and ask to cancel it. They think the gala's style is out of fashion and so simple that they completely hate it. The gala costs a lot of time and money, but doesn't impress them at all.

In my opinion, the gala is very beautiful. The actors and actresses spend a lot of efforts on it. They hope that people can enjoy it and have fun. I like it very much.

得分: 11

分析：这篇文章内容切题。表达思想清楚，文字连贯，但有少量语言错误。

### 样卷③

Spring festival (Festival) Gala on CCTV is very popular in Chinese (China) for many years. Lots of people like to see (watch) it when Spring Festival (is) coming. From it, they feel warm and happy. They can see (enjoy) many traditional things, such as opera, singing, dancing, and so on. Usually, there are some interesting things happened (which happen) in Spring Festival Gala.

But some other people think that Spring Festival Gala on CCTV should be forbidden. Why do they think it is not good? Because they say that it spends much money. Usually it cost more than millions (one million). In another way, the Spring Festival Gala is worse than before. So many people think that it does not interest them at all. They think they can find interesting (interesting things) from some other places.

I think Spring Festival Gala is still necessary, no matter there are many people is disagree (no matter how many people dislike it). We should have something really from our country's (country). I like Spring Festival Gala.

得分：8

分析：这篇文章内容基本切题。有些地方思想表达不够清楚，文字勉强连贯；语言错误相当多，甚至其中有一些是严重错误。

### 样卷④

Nowadays, there is a general discuss today about the issue of changes on Spring Festival Gala on CCTV.

Many people like to watching (watch) Spring Festival Gala on CCTV. Particularly, the old people very like it. Firstly, they though (thought) that Spring Festival Gala on CCTV is great and interesting. Secondly, there is (a) program of our Chinese culture. Thirdly, may be (maybe) it is able to bring happy (happiness) to them.

Of course, the other people want to canceling (cancel) that. On one hands (hand), they likely to don't love it (they are likely not to love it). In other words, may be (maybe) it is so dull. On another hands (hand), people (who) don't like it think the program lack of (lacks) severe (any) creation.

In my opinion, I agree with the first opinion. In my childhood, the program is my favorite things (thing) and I love't (love it). However, I hope Spring Festival Gala on CCTV could have some changes and became more than before (some more changes than before).

得分：5

分析：这篇文章内容基本切题。思想表达不清楚，连贯性差。大部分句子有错误，且多数为严重错误。

### 样卷①

In China, there have a large of number (a large number of ) people likes (people who like) to look (watch) Spring Festival Gala on CCTV. It is a tradition customs (custom) for Chinese family. They are argue (think), Spring Festival Gala (Spring Festival Gala can bring them) more and more delight and happiness.

Recent (Recently), there have (are) some people suggest (people who suggest) that Spring Festival Gala was cancelled (which should be cancelled) would rather better (be better). They are think (think) that tradition (the traditional) Spring Festival Gala was very limited. Then Spring Festival Gala became very not interesting (not very interesting) in this (these) over years and people was (are) boring (bored) with this form.

In my pasts (part), I think every thing is double (has two sides). So we must thing matters every parts (think every part of matters carefully) during our thought with Spring Festival Gala whether or not continue lives on TV (when we decide whether Spring Festival Gala should be kept or not). It is will be have some people was lived. Or it is will be have another people was disliked that we must thought with them (maybe some people like to watch it, maybe some don't).

得分: 2

分析: 这篇文章条理不清, 思路紊乱, 语言支离破碎。

### (二) 2007 年 12 月大学英语四级作文评分样卷及分析

#### What Electives to Choose

- (1) 各学校开了各种各样的选修课;
- (2) 学生选课有不同的原因;
- (3) 就我而言……

### 样卷①

With the reform of Chinese higher education, more and more colleges and universities put emphasis on enhancing students' abilities. As a result, elective courses are available not only for advanced students but also for the average level.

Certainly, students have different reasons to choose their own electives. For some, practical skills are the essence of college education, and therefore, courses on computer science, marketing, and finance are highly preferred. On the other hand, others may hold the idea of liberal education and electives concerning literature, history, philosophy and music are also welcome.

As I see it, I stand (stand for) the notion that university is not a place for survival skills, but a palace of knowledge and critical reasoning. Although my major is mathematics, the electives I attend

most frequently are Chinese literature, an introduction to classic music, and western philosophy. They really enrich my horizon.

得分: 14

分析: 切题。思想表达清楚, 文字通顺, 连贯性较好。基本上无语言错误, 仅有个别小错。

### 样卷②

Due to result (the result) of multi-demand of the employment market, more and more college students prefer to having (have) electives in their spare time apart from what they learn in the daily courses. There are many factors account for (that may account for) it.

To begin with, some students want to get another degree besides their own, so that they can have more competence when they seek a job. And, others want to learn anything (something) that is different from that (what) they are learning now. So that they can all get that (what) they think is useful to their college life.

As for me, I don't care about degree or job; I just want to obtain some necessary skills to make my college life worthwhile. What I'm concerned most is how to own more skills that may be necessary for my future.

得分: 11

分析: 切题。思想表达清楚, 文字连贯, 但有少量语言错误。

### 样卷③

Now, in university there usually exist (exists) a wide selection of electives for college students to choose (choose from). However, students have quite different plans for their future so they always end up learning (choose some elective) courses based on their own ideas.

Some students may choose to learn a certain course in order to obtain an extra certificate (score) for their job hunting after graduation. Because they think of (think) that some more knowledges (knowledge) could sure (ensure) more chances in finding a good job. Others may have their choice making (choices made) just for fun. They tend to holding (hold) the idea that college life could be more colored (colorful) if they could widen their knowledge through elective courses.

As far as I'm concerned, I tend to choosing (choose) electives based on both the value of the courses and my own interest.

得分: 8

分析: 基本切题。有些地方思想表达不够清楚, 文字勉强连贯; 语言错误相当多, 其中一些是严重错误。

#### 样卷④

As is known (It is well known to college students) that elective course can make a free space for everyone to show their strong points, create personal styles (their personal styles). Every term our university will offer a range of elective courses which you can choose (for students to choose) according to your own areas of interest. I always read all course informations (information) and analysis (analyses, then decide) which one is suitable for us study (for us to study). This semester, I took an (a) course about psychologyl (psychological) health as my eclective (elective) course.

For a long time, I always face great pressure from study and life. Being depressed for a long time, I doubt if I am physically healthy (whether I am mentally healthy or not). So I choose it as my eclective (elective) course of this term.

During the course, my mental state improved greatly (I learn a lot and my mental state has improved). First and foremost, I tried to build up (form) a healthy lifestyle. Furthermore, we need to find different ways to relaxing ourself when we face severe competition (to relax ourselves when we face severe competitions). Thirdly, we should be sympathetical (sympathetic). Thanks to (Thanks our school for offering) the electives course.

得分: 5

分析: 基本切题。思想表达不清楚, 连贯性差。大部分句子有错误, 且多数为严重错误。

#### 样卷⑤

All university (universities) offer various electives for students to choose (choose from). They (Students) may make different choice (choices) due to different reasons. But so (as) far as I am concerned, Fashion Design course is worth studying (choosing to study) for each person.

First, a good look (appearance) may help us make (leave) a better impress (impression) in sociaty (social) contacts. The way we dressed in us (are dressed) helps us to reserve (preserve) a sense of our own value and personal (value and personalities). Second, being well-dressed is of psychological important (importance). Because dress proper (being dressed properly) can rise (enhance) our self-confidence in appearance, that will lead in our success in life (which may lead to success in life). So I believe Fashion Design will give you (enable you to have) an unusual life.

得分: 2

分析: 条理不清, 思路紊乱, 语言支离破碎。

## 五、大学英语作文的总体趋势

### (一) 历年作文真题总汇

#### 1. 历年大学英语四级考试作文真题总汇

1987年6月: Women in the Modern World

- 1988 年 6 月: An Early Morning Walk  
1989 年 1 月: The Tape Recorder  
1990 年 1 月: What Would Happen If There Were No Power?  
1990 年 6 月: Make Our Cities Greener  
1991 年 1 月: Bicycle—An Important Means of Transport in China  
1991 年 6 月: Changes in People's Diet (with chart)  
1992 年 1 月: Is Failure a Bad Thing?  
1992 年 6 月: How I Overcome Difficulties in Learning English?  
1992 年 12 月: The Positive and Negative Aspects of Sports  
1993 年 6 月: My Favourite Programme  
1994 年 1 月: We Need to Broaden Our Knowledge  
1994 年 6 月: My Ideal Job  
1995 年 1 月: Can Money Buy Happiness?  
1995 年 6 月: Advantages of a Job Interview  
1996 年 1 月: The Two-Day Weekend  
1996 年 6 月: Global Shortage of Fresh Water  
1997 年 1 月: Practice Makes Perfect  
1997 年 6 月: Getting to Know the World Outside the Campus  
1998 年 1 月: Harmfulness of Fake Commodities  
1998 年 6 月: Do "Lucky Numbers" Really Bring Good Luck?  
1999 年 1 月: Don't Hesitate to Say "No"  
1999 年 6 月: Reading Selectively or Extensively?  
2000 年 1 月: How I Finance My College Education?  
2000 年 6 月: Is a Test of Spoken English Necessary?  
2001 年 1 月: How to Succeed in a Job Interview  
2001 年 6 月: A Letter to a Schoolmate  
2002 年 1 月: A Letter to the University President  
2002 年 6 月: Student Use of Computer (with chart)  
2003 年 1 月: It Pays to Be Honest  
2003 年 6 月: Eye-Witness Account of a Traffic Accident  
2004 年 1 月: A Letter in Reply to a Friend  
2004 年 6 月: A Brief Introduction to a Tourist Attraction  
2005 年 1 月: A Campaign Speech  
2005 年 6 月: Teacher's Day  
2005 年 12 月: Should the University Campus Be Open to Tourists?  
2006 年 6 月: (四级旧题型) An Announcement For a Voluntary Program