

新编研究生英语系列教程

研究生英语 写译教程

PROGRESSIVE (基础级教师用书)
Writing and Translation

北京市研究生英语教学研究会
主编/袁锡兴 杨若东

 中国人民大学出版社

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前 言

《新编研究生英语系列教程/研究生英语写译教程（基础级）》由北京市研究生英语教学研究会组织北京市有关院校资深教师根据《研究生英语教学大纲》（试行）以及近年来研究生英语教学的实际需要而编写，编写原则是理论与技巧相结合，既包括基本理论的讲解和范例，也有丰富的实例和技巧方面的指导；既有常规的课堂教学内容，也有实践中实用的写译内容。该教程适用于高等院校文、理、工、医、农、林等各学科的非英语专业的硕士研究生。

写作部分由三部分组成：即段落写作（Paragraph Writing）、短文写作（Essay Writing）和实用写作（Practical Writing）。

段落是写作的关键，因而本书在段落方面着力较多，列举了九种展开段落的主要方法；在短文写作方面，重点论述了文章的构思、段落的过渡和不同题材（体裁）的文章处理技巧等；实用写作重点论述了生活和工作中常用文体的写作方法和技巧，包括通知、留言、备忘录、公函、申请信、简历、总结、感谢信、广告、合同书和说明书等。

翻译部分包括翻译概论、英译汉和汉译英三部分。

翻译概论部分讲述翻译的定义、翻译的标准和释译的过程；英译汉部分介绍了翻译过程中经常使用的九种方法，并针对英译汉中的难点，即长句和科技英语的翻译作了重点讲解；汉译英部分重点分析了汉译英过程中容易出现的问题，同时列举了汉译英八种常用技巧。

《新编研究生英语系列教程/研究生英语写译教程（基础级）》全书贯彻精讲多练的原则，每个章节后都精心设计了有针对性的

练习，使学生及时复习巩固该章节的理论和技巧。

限于作者的水平，敬请读者对书中不足之处不吝赐教。

编 者

2004 年 4 月

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Progressive Writing 写作篇

Part One Paragraph Writing

Chapter One The Paragraph

I . Introduction

EXERCISES

1. *Read the following paragraph and answer questions.*
 - (1) What is the function of the first sentence? Topic sentence.
 - (2) What is the function of the last sentence? Concluding sentence.
 - (3) What is the function of the sentences between the first and the last sentences? Supporting sentences.
 - (4) What is the function of the italicized parts in the paragraph? Transitional words.
 - (5) How many main ideas are expressed in the paragraph? One.
2. *Rearrange the following sentences in their logical order to form a complete paragraph.*

C. E. A. D. B

II . The Topic Sentence

1. Pretest

Read the following sentences and tell which can be used as a topic sentence.

- (2) (5) (8) (9)

EXERCISES

Recognize the topic sentence in each of the following paragraph and arrange the sentences in their logical order.

Paragraph 1

C (Topic sentence), A, D, C

Paragraph 2

B (Topic sentence), G, E, A, D, C, F,

Paragraph 3

D (Topic sentence), B, E, A, F, C

Paragraph 4

B (Topic sentence), E, F, C, A, D, G

4. The Two Parts of a Topic Sentence

EXERCISES

1. *Circle the topic and underline the controlling idea in each of the following sentences.*

- (1) Driving on freeways requires nerves of steel.
- (2) Driving on freeways requires an aggressive attitude.
- (3) The Caribbean island of Trinidad attracts tourists because of its calypso music.
- (4) Spectacular beaches make Puerto Rico a tourist paradise.
- (5) Living in an American college dormitory can be a stressful experience for newly arrived international students.
- (6) Many religious rules developed from the health needs of ancient times.
- (7) The spread of AIDS can be slowed by educating the public.
- (8) A major problem for international students is taking essay examinations.

- (9) Participating in class discussions in English is a problem for international students.
- (10) In my opinion, many television commercials for cosmetics lie to women.
- (11) Owning an automobile is a necessity for me.
- (12) It is an expensive luxury to own an automobile in a large city.

5. Writing Topic Sentences

EXERCISES

Write good topic sentences for the following paragraphs in the spaces provided. Remember to include both a topic and a controlling idea.

Paragraph 1

American English takes in a lot of foreign words.

Paragraph 2

The educational system in European universities is quite different from that in American universities.

Paragraph 3

People usually use local materials available to build their homes.

Paragraph 4

There are many similarities between doctors and teachers.

III. The Concluding Sentence

EXERCISES

1. *Practice writing concluding sentences by using the following end-of-paragraph signals.*
(Omitted)
2. *Write concluding sentences by following the steps below.*

Paragraph 1

You can be a good conversationalist by being a good listener. When you are conversing with someone, pay close attention to the speaker's words while looking at his or her face. Show your interest by smiling and/or nodding. Furthermore, don't interrupt while someone is speaking; it is impolite to do so. If you have a good story, wait until the speaker is finished. Also, watch your body language; it can affect your communication whether you are the speaker or the listener. For instance, don't sit slumped in a chair or make nervous hand and foot movements. Be relaxed and bend your body slightly forward to show interest in the person and the conversation. In summary, good manners in listening, such as attention, not being interruptive, and body language, can be as important in a conversation as speaking itself.

Paragraph 2

Modern communication technology is driving workers in the corporate world crazy. They feel buried under the large number of messages they receive daily. In addition to telephone calls, office workers receive dozens of E-mail and voice mail messages daily. In one company, in fact, managers receive an average of 100 messages a day. Because they don't have enough time to respond to these messages during office hours, it is common for them to do so in the evenings or on weekends at home. Therefore, the corporate workers often get overworked and feel frustrated in dealing with the overwhelming messages made possible by the modern communication technology.

IV. Unity

1. Pretest

Read the following paragraphs and determine whether they are good paragraphs or not. Locate the topic sentence of each paragraph and find out the sentence(s) irrelevant to the topic.

Paragraph 1

Adventure travel is the hot trend in the tourism industry. Ordinary people are no longer content to spend their two weeks away from the office resting on a sunny beach in Hawaii. More and more often, they are choosing to spend their vacations rafting down wild rivers, hiking through steamy rain forests, climbing the world's highest mountains, or traversing slippery glaciers.

Paragraph 2

Daredevil sports are also becoming popular. Young people especially are increasingly willing to risk life and limb on mountain biking, backcountry snowboarding, or high-speed skateboarding. One of the riskiest new sports is skysurfing, in which people jump out of airplanes with graphite boards attached to their feet. Skysurfing rivals skydiving and bungee jumping for the amount of thrills and risk.

EXERCISES

1. *The following short essay has not been divided into paragraphs, but it should contain six: an introductory paragraph, four body paragraphs, and a concluding paragraph.*

- (1) Read the entire essay once or twice.

- (2) Decide where each new paragraph should begin. (Where does the author begin to discuss a different topic?)

(3) Underline the first sentence of each paragraph.

Culture, Logic, and Rhetoric

Logic, which is basis of rhetoric, comes from culture; it is not universal. Rhetoric, therefore, is not universal either but varies from culture to culture. The rhetorical system of one language is neither better nor worse than the rhetorical system of another language, but it is different.

English logic and English rhetoric, which are based on Anglo-European cultural patterns, are linear—that is, a good English paragraph begins with a general statement of its content and then carefully develops that statement with a series of specific illustrations. A good English paragraph may also use just the reverse sequence. It may state a whole series of examples and then summarize those examples in a single statement at the end of the paragraph. In either case, however, the flow of ideas occurs in a straight line from the opening sentence to the last sentence. Furthermore, a well-structured English paragraph is never digressive. There is nothing that that does not belong to the paragraph and nothing that does not support the topic sentence.

A type of construction found in Arabic and Persian writing is very different. Whereas English writers use a linear sequence, Arabic and Persian writers tend to construct a paragraph in a parallel sequence using many coordinators such as **and** and **but**. In English, maturity of style is often judged by the degree of subordination rather than by the degree of coordination. Therefore, the Arabic and Persian styles of writing, with their emphasis on coordination, seem awkward and immature to an English reader.

Some Asian writers, on the other hand, use an indirect approach. In this kind of writing, the topic is viewed from a