



全国著名考研辅导班强力推荐

英语专项突破系列

2004

年

考研英语写作 专项突破

编著 田育英

紧扣考纲

名师主笔

提炼技巧

整体突破





图书在版编目(CIP)数据

2004年

考研英语写作专项突破

编 著 田育英

2004年考研英语写作专项突破

田育英 著

出版发行：中国人民大学出版社

(北京市中关村大街31号 邮编 100080)

编辑室：010-62511231 门市部：010-62511148

总发行：010-62511343 出版部：010-62511539

本社网址：www.crup.com.cn

人大书网：www.crup.com.cn

经 销：新华书店

印 刷：廊坊市星河印刷厂

开本：787×1092 毫米 1/16 印张：19.25

2001年2月第1版

2003年3月第3版 2003年3月第1次印刷

字数：439 000

中国人民大学出版社

定价：22.00元

(图书在版编目(CIP)数据)

图书在版编目(CIP)数据

2004 年考研英语写作专项突破/田育英编著. 3 版
北京:中国人民大学出版社, 2003

ISBN 7-300-03775-5/H·293

I. 2...

II. 田...

III. 英语-写作-研究生-入学考试-自学参考资料

IV. H315

中国版本图书馆 CIP 数据核字(2003)第 014273 号

凡人大版考研图书,正文使用特制有色纸印刷,
封面压有人大社标印纹,否则均为盗版,
欢迎举报。举报电话:010-62515275

2004 年考研英语写作专项突破

编著 田育英

出版发行:中国人民大学出版社

(北京中关村大街 31 号 邮编 100080)

邮购部:62515351 门市部:62514148

总编室:62511242 出版部:62511239

本社网址:www.crup.com.cn

人大考研网:www.easyky.com

经 销:新华书店

印 刷:涿州市星河印刷厂

开本:787×1092 毫米 1/16 印张:19.25

2001 年 5 月第 1 版

2003 年 3 月第 3 版 2003 年 3 月第 1 次印刷

字数:436 000

定价:25.00 元

(图书出现印装问题,本社负责调换)

使用说明



本书适用于大学至研究生阶段的学生。本书有以下六个特点：

第一，本书融入了作者多年来对英语写作的研究和教学实践的体会。作者了解学生的需要及学生在写作中常出现的问题，因而本书有较强的针对性，能帮助学生尽快地掌握英语写作知识和技巧，提高写作水平。

第二，第一章的“英语优秀作文写作指导”归纳和概括了英语写作基本知识，提出了学习英语写作必须了解和掌握的三原则——一致性原则、连贯性原则和条理性原则。

书中把一致性原则与主题句放在一起进行讲解，并且强调要有写好主题句的意识，这有利于更好地掌握英语文章中一个段落一个中心的特征；把按时间、空间顺序，按重要性顺序，按归纳法、演绎法安排内容展开写作等方法归纳为条理性原则，强调了中英文写作的差异——英语写作更应加强其严密的逻辑性；最后指出了英文写作与中文写作相同的方面——写作重心在后的总分法、写作重心在前的总分法、写作重心均衡的总分总法，目的是让读者能够更准确、更迅速地掌握英语写作方法，提高英语写作能力。

英语文章、段落的铺叙技巧建立在英语写作三原则的基础上。如果不掌握这三条原则，如果文章上下不一致、不连贯、无条理，无论你采取何种铺叙技巧展开写作都是徒劳的。

第三，第四章第二节给出的“评分标准的五个方面”是衡量和评价任何一篇英语作文优劣的标准，书中用具体范例作了详细说明，从中可了解英语写作的基本要求。

第四，说明文和议论文在实际生活中应用广泛，教科书、报纸杂志上的文章及工作报告等大多是说明文和议论文，因而本书第二章着重介绍了写说明文和议论文的铺叙技巧。

第五，本书在第三章里收录了作者长期积累的一些英语优秀文章。有些文章有一定难度，但是文字非常优美。学习这些文章，不仅能提高阅读理解水平，还能通过欣赏作

品的优美之处,体会写作方法,收到立竿见影的效果。

第六,本书另一独特之处是提供了大量的考试题型及范文。其中作文涉及内容广泛、题型多样;有些作文题结合中国目前国情,比如:中国加入WTO、我喜欢的媒体、国有企业改革、房改、能源问题、空气污染程度的分析报告等;这些题目和范例为考生提供了可供模仿和参照的范文,它们有的短小精悍,有的论证透辟,运用了多种段落拓展技巧,如果能就这些题目进行写作练习,必能起到融会贯通之功效,考生会很快改变原本只能识别不会运用的状况,把自己已掌握的词汇激活并调动起来,切实提高写作水平。

本书今年所做的修订

今年本书在第二章第三节的写句技巧部分为考生增加了英语写作常用句型。其中所列句型都是写各类作文所需的常用经典基本句型,可供考生写作时参照使用。

在去年增加信函和摘要写作的基础上,本书今年更换了部分作文并在第六章开辟了两个新栏目——“范文点评”和“携手同行——写作实践”。

设置“范文点评”这一节的目的就是为了让考生能有机会细细体会范例中的选词、造句、谋篇等方面的方法,改进和增强写作意识。依据作者的教学实践和经验,很多学生具备相当的英语水平,但是由于平时练习很少,写作意识比较薄弱,动手写时常无从下手,或者写的句子很简单、很苍白,想要写的意思表达不出来。若是通过范例了解一些写作的方法和技巧,定能在短期内提高写作水平。

“携手同行——写作实践”是在第一节的基础上带领考生共同练习。在这一节里,作者希望考生通过所提供的写作常用词汇、与话题相关的词汇以及句型来完成写作过程。

在这一章里,作者保留了范文与常用词这一练习形式。考生在参考这一节时可以先做作文,后看范文,阅读时可猜一猜删掉的词,再核对答案,起到查漏补缺的作用。

本书还在其他章节做了一些修订,如:增加了2003年的试题与范例,在此不一一列举。

本书在形成和修订的几年时间里,得到了众多人的支持和帮助,在此一并表示感谢。他们是潘志南、王瑞清、刘利、张学梅、韩亦民、刘天欣等。

由于水平所限,疏误之处在所难免,敬请读者不吝指正。

编者

2003年2月

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第一章

英语优秀作文写作三原则



随着越来越快的全球经济一体化进程的发展,英语作为交流沟通的工具显示出越来越重要的作用。作为沟通和交流的技能之一,写作越来越受到广大英语学习者和使用者的重视。

许多考生英语学了许多年,在课堂和课外学习中掌握了许多英语知识,平时经常听录音、练口语、背单词、做语法和阅读题,在听、说、读三方面有较强的能力,但是缺乏英语写作训练。部分考生了解一些写作常识,也接受过一些培训,但相当一部分在职考生对写作理论知之甚少。随着改革开放的不断深入,社会对人才的要求也更加全面,只会讲几句日常用语,看一些文字材料,已不能适应当今信息化社会的需要,因而提高写作能力已成当务之急。此外,重新修订的大学英语教学大纲对大学生应具备的写作能力有了新的标准,要求学生要具备一定的写作能力;四级、六级写作考试的标准也作了较大的调整。有鉴于此,考研英语的写作部分也有相应的变化。为选拔更优秀的人才,考研写作题的难度也有变化和提高,所以了解和掌握写作知识和理论变得越来越重要。

有关英语写作知识与理论很多,范围也很广,考生并不需要了解和掌握全部,但为了进一步提高英语水平,必须对基本常识有所了解,并且在实践中学会运用,比如英语强调文章或段落应具有一致性、连贯性;描写、叙述、说明或议论时要有条理性;段落展开常用的几种模式,英语常用文体等。掌握这些写作常识不仅可以提高写作能力,还能促进阅读及其他能力的提高。

第一节 一致性原则与主题句

(一) 一致性原则

一致性用英语来表示是 Unity,又可译为整体性。英语写作理论十分强调文章的整体性,也就是说一篇文章要有一个明确的核心思想即主旨,同样,每个段落也都应该有各自

的中心思想即主题句，文中的各个段落以文章主旨为核心进行阐述和说明，段中的每一句话都要以主题句为核心来论证。这就是我们这里讲的体现在英语文章中的一致性原则。

1. 一致性原则在段落中的体现

英语写作中的一致性原则体现在段落上。一般来说，英语是一个段落一个核心，或者说一个段落只能有一个中心思想，全段各句要围绕这一中心思想展开或铺叙，凡是与中心思想无关的句子都不能出现在段落中，否则就破坏了英语写作中的一致性原则。请看下例：

例 1

Many of us impose unnecessary limitations upon ourselves. We say, or think, we can't do something without really checking. We hold ourselves back when we could move ahead. We assume that certain good occupations are closed to us, when they're really not closed at all. We think we're NOT OK when we're really just as good as the next person.

例 1 的中心思想是“我们中许多人的能力被我们自己人为地束缚住了”，后面四句都是围绕这一核心展开的。

例 2

Of the several typical units in a shopping center, the department store, the five-and-ten cent store, and the drug store deserve special mention. A department store, true to its name, is composed of many departments. Indeed, it is in itself a miniature shopping center, selling virtually every thing but foodstuffs. Men's and women's clothing, shoes, hats, furniture, floor coverings, large and small electrical appliances, house wares, sporting goods, books, jewelry, stationery, cameras, records, cosmetics, toys, linens, curtains and draperies, silverware and chinaware—all these and many other items are part of the regular stock of the modern department store.

例 2 的核心内容是介绍百货商店，下面几句都是在讲百货店的售货范围。然而段中的第一句是统率下面三段的核心句。根据第一句，读者可以判断出下面的三段是分别围绕三方面展开。

例 3

Like the department store, the five-and-ten cent store, or the dime store, offers a great variety of items for sale. But the emphasis is upon smaller items not to be found in the department store and cheaper versions of many of the basic goods the department store has to offer. Here one finds kitchen gadgets, costume jewelry, school supplies, shoe polish, candy

and nuts, nails and screws. Contrary to the title of the store, very few items actually cost as little as five or ten cents, but the prices are low, especially for items such as clothing, toys, dishes, and kitchen utensils.

例3 完全扣住 the five-and-ten cent store 这一关键词展开。

例4

The drug store also sells an amazing variety of goods, a far cry from the pharmacy of other nations, which sells only drugs and medicines. The filling of prescriptions is, of course, one of the basic services of the drug store. The pharmacy department must be operated by a licensed pharmacist, an expert in the compounding of drugs and medicinal ingredients. The pharmacy also sells medications such as aspirin, vitamin preparations, antiseptics and patent medicines not requiring a prescription. Other important parts of the average drug store are the soda fountain, the tobacco stand, the cosmetics counter, and the newsstand. Since the drug store is usually open evenings and Sundays, it is, in a sense, an “emergency store”, where one can buy things needed on sudden notice.

例4 介绍了美国药店的特点，全段也是一个中心。

例5

“Of the good things in life he has about one half those of whites; of the bad he has twice those of whites”, wrote Dr King. Half of all black people lived in poor houses. They received about half as much pay as whites. They had twice as many of their people out of work and twice as many babies dead for lack of proper care. Allowing for their numbers, twice as many black men as whites fought in the war in Vietnam, and twice as many died in that war.

例5 也是反映英语写作一致性原则比较好的一段，该段以美国黑人与白人平不平等为中心思想展开。

2. 一致性原则在文章中的体现

英语一致性原则不仅体现在段落上，也体现在文章上。一篇文章可能由许多段落组成，但是无论多少段落都要紧扣该篇的中心，偏离这一中心就不符合英语写作的规范。

请看下面的文章：

例1

There were two widely divergent influences on the early development of statistical methods. Statistics had a mother who was dedicated to keeping orderly records of governmental

units (state and statistics come from the same Latin root, status) and a gentlemanly gambling father who relied on mathematics to increase his skill at playing the odds in games of chance. The influence of the mother on the offspring, statistics, is represented by counting, measuring, describing, tabulating, ordering, and the taking of censuses—all of which led to modern descriptive statistics. From the influence of the father came modern inferential statistics, which is based squarely on theories of probability.

Descriptive statistics involves tabulating, depicting, and describing collections of data. These data may be either quantitative, such as measures of height, intelligence, or grade level—variables that are characterized by an underlying continuum—or the data may represent qualitative variables, such as sex, college major, or personality type. Large masses of data must generally undergo a process of summarization or reduction before they are comprehensible. Descriptive statistics is a tool for describing or summarizing or reducing to comprehensible from the properties of an otherwise unwieldy mass of data.

Inferential statistics is a formalized body of methods for solving another class of problems that present great difficulties for the unaided human mind. This general class of problems characteristically involves attempts to make predictions using a sample of observations. For example, a school superintendent wishes to determine the proportion of children in a large school system who come to school without breakfast, have been vaccinated for flu, or whatever. Having a little knowledge of statistics, the superintendent would know that it is unnecessary and inefficient to question each child; the proportion for the entire district could be estimated fairly accurately from a sample of as few as 100 children. Thus, the purpose of inferential statistics is to predict or estimate characteristics of a population from knowledge of the characteristics of only a sample of the population.

例 1 是一篇说明文。该文第一、二、三段分别从三个方面对统计学作了简要介绍。

例 2

I was very disappointed not to be able to go to the jazz concert last Friday. The announcement in the paper said that you could buy tickets at the theater box office in Richland Hills any day between 10:00 and 4:00. Since I worked from 9 o'clock to 5:30, the only time I could go to the theater was during my 45-minute lunch break. Unfortunately, the theater is on the other side of the town, and the bus service between my office and Richland Hills is not very good. But if you are lucky, you can make the round trip in 45 minutes. Last Monday, I stood at the bus stop for fifteen minutes waiting for a bus. By the time I saw one come around the corner, there was not enough time left to make the trip so I gave up and went back to the office. The same thing happened on Tuesday, and again on Wednesday. On Thursday, my luck changed. I got on a bus right away and arrived at the theater in ex-

actly twenty minutes. When I got there, however, I found a long line of people at the box office. I heard one man say he had been waiting in line for over an hour. Realizing I would not have enough time to wait in line, I caught the next bus and headed back across the town. By Friday I realized my only hope was to make the trip by taxi. It was expensive, but I felt it would be worth it to hear the concert. The trip by taxi only took 10 minutes, but it felt like an hour to me. When I got to the theater, I was relieved to see that nobody was waiting in line. The reason, I quickly discovered, was that they had already sold all the tickets.

例2是一篇叙事文,全篇围绕着作者的一次经历展开,与此无关的都没出现在文章里。

例3

Pens

Small as it is, the pen has changed the course of history, shaped the destiny of nations, facilitated the commerce of peoples, imprisoned the elusive thoughts of man, recorded events, carried news, and done more work for mankind than all other tools or weapons.

Progress without it would have been almost impossible. The invention of the wheel and screw, the introduction of steam-power, the use of electricity, all these have changed the lives of millions; but the pen has done more. It has removed mountains. It has prepared the way for all advancement. Whatever plans have been drawn up, whatever laws formulated, have come from the pen.

Today the pen is more highly esteemed than ever. The typewriters clicking in every continent are the drudges, the pen is the aristocrat, governing all and giving the final flourish. In the past the pen did all the work, for all writing intended to last for any length of time was valid only if written with pen and ink. The lawyers took up their pens and wrote the law of the land from the days when papyrus was first used to the day Magna Carta was compiled, and for 500 years after. The most famous letters in the world were written with a pen; and it was with a pen that the greatest thinkers of all time wrote down their thoughts.

The Law and the Prophets, the four Gospels, the letters of St Paul, how should we have had these today had they not been preserved for us by the pen? To the pen we owe The Pilgrim's Progress, Paradise Lost, The Canterbury Tales; and it was with his pen that Shakespeare shook the world.

The servant of the greatest, the pen is the slave of the humblest. The serving maid and schoolboy may drive it as they will.

Behind all we do today is the pen. We cannot sign a cheque or write a letter or buy a house or complete a business transaction without our pen. The editor stirs the world with it, the student would fail to pass his examination without it, a deed is worthless till our name is

written with pen and ink, though the signature is there it becomes irrevocable. For the stroke of a pen is legally binding, and few things are more thrilling or mysterious.

With a stroke of the pen Bradshaw sent Charles Stuart to the block. Queen Elizabeth took up her pen and signed a document, which hurried Mary Queen of Scots to her tragic end.

Queen Victoria saved a life with her pen, for, when the Iron Duke gave her a death warrant to sign she wrote Pardoned, so giving a bad soldier a chance to make good. When the Declaration of American Independence was signed John Hancock was the first to write his name. "There, (said he) I guess King George will be able to read that."

Our coming into the world is recorded with pen and ink. Before we have been at school a day our name is enrolled with a pen. We cannot be married till we have signed the register. A pen records our death.

The next time we take up our pen to write let us remember that we hold in our hand the most powerful instrument mankind possesses.

例3 这篇文章有十个段落，如果认真阅读一下就可发现段段都有各自的核心，只要出现与该中心有差异的观点或事例，作者马上就另起一段，而每一段又都是围绕全文的中心“笔”展开的。

以上各例无论是以段为例，还是以篇章为例，都体现了一致性原则。

下面给出几篇一致性原则体现较差的学生例文。

例4

Watching TV has become a very common activity in every family. It has become a necessity to some modern young people. And it is also an easy way to fritter away retired people's time. By watching news report, people can know recent social events and important affairs of homeland and the world, or are attracted by a TV play. However, watching TV cannot take place of reading and outdoors activities. But in brief, watching TV has already been a part of modern life.

在例1中，作者对英语一致性原则可能了解不多或掌握不好。根据第一句和最后一句我们可以推测作者的中心思想是“看电视已成为每个家庭最常见的活动”，第二句、第三句基本扣住中心思想展开，但是到画线句，作者就开始偏离中心了，However后带的内容应另起一段阐明。这种情况的出现会影响对全文的理解，使该段段意表达不清。

例5

Today the computer is widely used in the society. It is used in offices, homes and uni-

versities and so on. Using computers, we can work efficiently. And it costs us less time to do things more than before. So the job can be done by few people. Thus the rest persons can work in other departments. More and more people want to learn how to use computer with the development of society. In a word, the computers become popular.

例 5 全段有两个核心，一是电脑广泛应用，二是电脑所带来的效率。作者在第一、二句写电脑的广泛应用，后面几句连续写效率，没有把握住一致性原则，因而使读者不明白文章到底想说什么。所以，没有掌握好一致性原则，就不能做到表达清楚。

从以上正反两方面的例子我们可以得出这样的结论：学习和掌握一致性原则是英语写作的基础。

(二) 主题句

1. 主题句的概念

在英语篇章中，一致性原则通常体现在各段的主题句里。一个比较规范的段落通常由三部分组成：主题句 (Topic Sentence)，展开句或推展句 (Developing Sentence) 和结论句 (Concluding Sentence)。如图 1.1 所示。

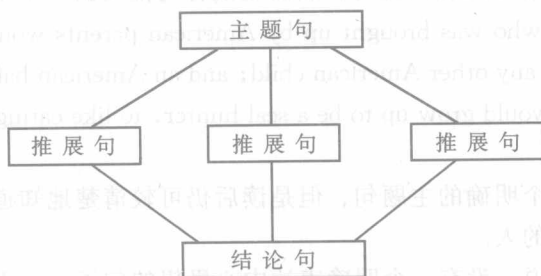


图 1.1

主题句是全段核心，它通过一个句子来点明全段的中心思想；展开句一定要围绕主题句展开，偏离主题句的展开句不能出现在段落里。

请看下例：

例 1

Women are playing an increasingly important part in society today. In many countries, more and more women are acting as workers, farmers, scientists and even leaders, and so we can say that almost all jobs which men can do are done equally well by women. Women are no longer looked down upon in society.

例 1 的画线句是全段的中心思想，以后各句都围绕妇女的作用在社会上不断得到加强和展开。最后一句为结论句。

例 2

As a boy, Mark Twain caused much trouble for his parents. He used to play practical jokes on all his friends and neighbors. The nature of his jokes often led to violence. He hated to go to school, and he constantly ran away from home. He always went in the direction of the nearby Mississippi. He was fascinated by that mighty river. He liked to sit on the bank of the river for hours at a time just gaze at the mysterious islands and passing boats and rafts. He was nearly drowned nine different times. He learned many things about the river during those days. He learned all about its history and the unusual people who rode up and down it. He never forgot those scenes and those people. He later made them part of the history of America in his books Tom Sawyer and Huckleberry Finn.

例 2 以马克·吐温童年时期经常给父母找麻烦为核心内容展开, 列举了三个典型例子: 开玩笑过火导致打架争斗、逃学, 到密西西比河边玩, 九次差点被淹死, 这些经历为他以后写文学作品奠定了基础。

有时候, 有的段落并没有主题句, 然而全段各句都突出一个中心。例如:

An Eskimo baby who was brought up by American parents would speak English, hate castor oil, and act like any other American child; and an American baby who was brought up by an Eskimo family would grow up to be a seal hunter, to like eating blubber, and to speak Eskimo.

此段虽然没有一个明确的主题句, 但是读后仍可较清楚地知道其中心思想: 不同环境造就不同风俗习惯的人。

因此, 可以这样说, 没有一个明确表达中心思想的句子——主题句, 并不等于全段没有中心思想, 也并不等于全段就可以出现多个中心。

但是有些段落里必须有主题句, 否则读者就很难准确地抓住作者要表达的思想, 这类例子如:

For example, how do we learn language? Man differs most from all the other animals in his ability to learn and use language but we still do not know exactly how this is done. Some children learn to speak when they are very young compared to average children. But scientists are not sure why this happens. They are trying to find out whether there is something about the way we teach language to children, which in fact prevents children from learning sooner.

此段原主题句被删去, 请归纳上段中心思想, 然后再看下面的段首主题句:

Scientists hope that if we can discover how the brain works, we will be able to put it to better use.

在许多写得很规范的文章里, 段段都有主题句。例如:

How to Develop the Qualities of Leadership

The qualities of leadership are almost constant the world over. If you would like to become president of your class, school, or student council, you must first demonstrate that you have the potentials of leadership.

For one thing, you must show that you are interested in your school and in your fellow students. In practical terms, this means taking an active part in school activities. It means joining clubs, attending dances and other social functions, and going out for athletics if you are athletic. But many young people have to push themselves to join clubs or attend dances. Perhaps you are one of them. The basic reason for this hesitancy is natural shyness. There is nothing whatever wrong with shyness; it can be overcome if you recognize that it is not a permanent affliction, and if you realize, too, that most of your schoolmates are probably as shy as you are.

If you consciously strive to overcome shyness by going out to meet people, you will find yourself at the same time developing another quality of leadership—understanding. As your circle of friends and contacts widens you will get to know your schoolmates better. Because you are no longer so concerned with your own feelings, you will begin to respect and take into account the feelings of others. Your friends and acquaintances will be aware of your new attitude, for it will show in many small ways—your greeting, conversation, and willingness to give and accept friendship.

Another quality of leadership which you can develop is willingness to do a bit extra. If you are expected to sell ten tickets to a dance, for example, and sell fifteen, you have proved your interest and your effort to make your organization successful. Once you acquire the reputation of always doing a little more than expected, your fellow students will be willing to trust you with greater responsibilities. All your extra effort also indicates enthusiasm, and shows that you concentrate more on how to do a job efficiently than on its difficulties.

A fourth quality of leadership is imagination—the ability to see a way through problems and to develop new ideas. You can develop this all-important quality by devoting extra thought during quiet moments to problems being faced by your organization. Many members of a club sit passively through a meeting, and give no more thought to club matters until the next meeting. But if you take time during the week to think over the last meeting, you are likely to come up with new ideas (or at least some questions) to contribute at the next meeting.

As you show that you are interested in your school or organization, that you have understanding and respect for your schoolmates, and that you will work hard and use your imagination, your schoolmates will naturally think of you as one of their leaders. When the time comes for election of class or student body officers, you will be mentioned as a possible candidate by your closer friends, and this word will reach other groups until you are given a chance to declare yourself a candidate without seeming immodest.