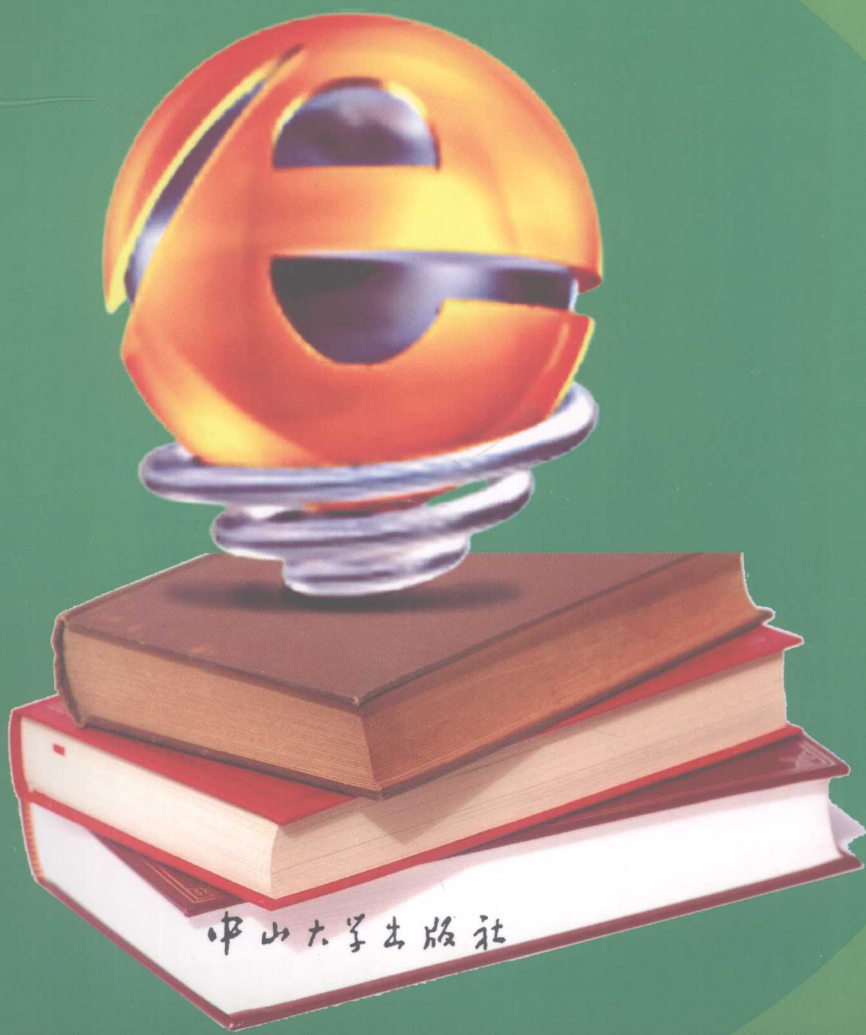


英语基础写作教程

A Basic Course in Writing

袁亚平 林敏 主编



中山大学出版社

高职高专英语系列教材

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· 广州 ·

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前 言

《英语基础写作教程》是为高职高专英语专业、商务英语专业的学生编写的，同时适合成人大学的英语专业、商务英语专业以及英语水平相近的自学者使用，也是广大学生参加全国大学英语四级、六级考试的必备参考书。

本书的主要特点是实用。全书总共分为4个部分，11个单元，各部分的内容深入浅出，从造句、段落写作、完整作文写作到应用文写作，都提供了一些基本方法。本书的内容是学习者必须掌握的英语写作基本知识，对于学习者会有实际的帮助。

本书的另一个特点是难度适中。本书的讲解使用简单易懂的英语，而且各单元中的方法和技巧部分都用中文讲解，语言简练，便于学习者领悟和学习。另外，本书提供了较多的例句、段例和范文，范文大多选择英美读物的原文，这不仅可以帮助学习者理解写作方法，还可以提供学习者模仿。此外，每个单元后都附有一定量的练习。书后附有英语标点符号的用法，并提供了一些趣味阅读材料。

本书是按句、段、文、应用文和摘要的次序来排列的。但是，在实际的教学中，没必要按照这个次序来学习写作，可以从学写段开始，逐步过渡到写文章摘要和整篇文章。至于造句，可以穿插在任何一个单元中去讨论，让学习者逐步体会。本书适合两个学期教学，但如果学时不够的话，可以选择其中的一部分，如学写应用文。

本书由袁亚平负责全书的审校和统稿工作，周力教授审阅了全书，张武保教授对本书的修改也提供了不少的建议。参加本书的编写人员都是各个学校多年从事英语写作的教师，这些学校是：广州大学、广州城市职业学院、广东工贸职业技术学院、华南农业大学、广东白云学院、广东水利电力职业技术学院，对于他们的支持和帮助特此致谢。

由于编者水平所限，书中可能有不少的疏漏或不当之处，恳请广大读者和专家批评指正。

编 者

2008年8月于广州

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Part One English Sentence Writing

(英语句子写作)

Unit 1 The Making of Sentences (造句)

Objectives

(1) Enable students to use and write the 5 basic English sentence patterns correctly.

(2) Enable students to use and write simple sentence, compound sentence, complex sentence, compound-complex sentence, coordinators and subordinators correctly.

(3) Enable students to use and write various sentence patterns.

1. Basic Elements of a Sentence (句子的基本要素)

A sentence is a complete, independent unit of thought. It consists of two main elements: a subject (主语) and a predicate (谓语).



一个英语句子必须具备以下五个要素：

- (1) 表达一个完整的、独立的思想。
- (2) 必须有两个主要成分：主语和谓语。
- (3) 结构必须完整。
- (4) 以句号或者问号或者是感叹号结尾。
- (5) 以大写字母开头。

Read the following. Do you think they are sentences? Why?

- (1) How to send an E-mail.
- (2) Tom, who studies English.
- (3) With many houses built in this city.
- (4) He to get this job finished.
- (5) Tom finishing his job quickly.

2. Five Basic Sentence Patterns (5种基本句型)

There are five types of basic sentence patterns according to the predicate verbs.



英语的基本句型实际上就是简单句的基本句型，千变万化的英语句子都是由此演变发展成的。动词是句子的主干，使用不同类型的动词，句子的主要成分就会不同，从而形成不同的句型。

2.1 SV (Subject + Verb) (主语 + 谓语)

In this pattern, V refers to intransitive verb, and it usually has an adverbial to show time, place, purpose, reason, manner and degree. The adverbial can be adverb, prepositional phrase, participle phrase, infinitive phrase, and adjective group.

Examples:

- (1) $\frac{\text{The baby}}{\text{S}} \quad \frac{\text{cried.}}{\text{V}}$
- (2) $\frac{\text{A gigantic red truck}}{\text{S}} \quad \frac{\text{was speeding}}{\text{V}} \quad \frac{\text{crazily down the highway.}}{\text{A}}$
- (3) $\frac{\text{Many car owners in America}}{\text{S}} \quad \frac{\text{belong}}{\text{V}} \quad \frac{\text{to the American Automobile Association.}}{\text{A}}$

Association.

2.2 SVCs (Subject + Verb + Subject Complement) (主语 + 谓语 + 主补)

In this pattern, V refers to link verb. Cs is subject complement. The commonly used link verbs are: *look, smell, taste, feel, be, become, go, turn, grow*. And the subject can be a noun, an adjective, a participle, or a prepositional phrase, clause etc.

Examples:

- (1) $\frac{\text{The flowers}}{\text{S}} \quad \frac{\text{smell}}{\text{V}} \quad \frac{\text{sweet.}}{\text{C}}$
- (2) $\frac{\text{The milk}}{\text{S}} \quad \frac{\text{goes}}{\text{V}} \quad \frac{\text{sour.}}{\text{C}}$

2.3 SVO (Subject + Verb + Direct Object) (主语 + 谓语 + 宾语)

In this pattern, V refers to transitive verb. O is direct object. *Noun, pronoun, number, gerund phrase, infinitive phrase or clause can be used as object in the sentence.*

Examples:

(1) $\frac{\text{We}}{\text{S}} \quad \frac{\text{love}}{\text{V}} \quad \frac{\text{peace.}}{\text{O}}$

(2) $\frac{\text{He}}{\text{S}} \quad \frac{\text{helps}}{\text{V}} \quad \frac{\text{me}}{\text{O}} \quad \frac{\text{sometimes.}}{\text{A}}$

(3) $\frac{\text{In order to lose weight,}}{\text{A}} \quad \frac{\text{Susan}}{\text{S}} \quad \frac{\text{avoids}}{\text{V}} \quad \frac{\text{overeating}}{\text{O}} \quad \frac{\text{every day.}}{\text{A}}$

2.4 SVOCo (Subject + Verb + Object + Object Complement) (主语 + 谓语 + 宾语 + 宾语补足语)

In this pattern, Co stands for object complement. Object and object complement together form a compound object. This compound object is regulated by some special verbs, and these verbs are:

- (1) *think, prove, consider, keep, leave, find, want, call, believe;*
- (2) *make, have, let (causative verb);*
- (3) *hear, watch, feel, notice, see (perceptual verb) etc.*

Noun, adjective, adverb, participle phrase, infinitive phrase, prepositional phrase etc. can be used as object complement.

Examples:

(1) $\frac{\text{People}}{\text{S}} \quad \frac{\text{consider}}{\text{V}} \quad \frac{\text{eight o'clock}}{\text{O}} \quad \frac{\text{everyday evening}}{\text{A}}$

a prime time TV slot.

Co

(2) $\frac{\text{We}}{\text{S}} \quad \frac{\text{believe}}{\text{V}} \quad \frac{\text{John}}{\text{O}} \quad \frac{\text{to be a fine player.}}{\text{Co}}$

2.5 SVOiOd (Subject + Verb + Indirect Object + Direct Object) (主语 + 谓语 + 间接宾语 + 直接宾语)

In this pattern, V is transitive verb, followed by double objects, which makes


sentence meaning complete. Oi is indirect object, referring to person (the receiver). Od is direct object, referring to the thing. And the commonly used verbs in this sentence pattern are *allow, ask, give, buy, pass, get, offer, lend, sell, send, take, wish, show*.

Examples:

- (1) $\frac{\text{My mother}}{\text{S}} \quad \frac{\text{gave}}{\text{V}} \quad \frac{\text{me}}{\text{Oi}} \quad \frac{\text{a lovely present.}}{\text{Od}}$
- (2) $\frac{\text{I}}{\text{S}} \quad \frac{\text{will tell}}{\text{V}} \quad \frac{\text{the news}}{\text{Od}} \quad \frac{\text{to all my classmates.}}{\text{Oi}}$

3. Types of Sentences (句子的分类)

Sentences can be classified in different ways. In terms of structure, they are simple, compound (并列句), complex (复合句) and compound complex (并列复合句). Rhetorically, sentences can be grouped as loose (松散句) and periodic (圆周句) as well as short and long sentences.

 句子按结构可分为简单句、并列句、复合句和并列复合句。从修辞角度看，句子又可分为松散句和圆周句。按照长短，还可分为长句和短句。不同的句式，给文章带来的修辞效果不同。松散句自然、轻松、流畅、易懂，使用松散句可以使文章重点突出，开门见山；圆周句会给读者心理上带来一种悬念，一种期待，因为作者要揭示的重要信息被推至句末。另外，长句和短句的交替使用不仅会给文章带来抑扬顿挫的语音美感，而且可收到理想的修辞效果。

3.1 Simple, Compound, Complex Sentences and Compound-complex Sentence (简单句、并列句、复合句、并列复合句)

According to the structure, sentences can be classified into four types: simple, compound, complex sentences and compound-complex sentence.

3.1.1 The Simple Sentence (简单句)

A simple sentence contains only one independent clause and no subordinate clause. It may, however, contain a compound subject or a compound predicate and any number of modifiers.

Examples:

- (1) The mother is doing her housework. (simple subject)
- (2) Both Mike and Jack like playing football. (compound subject)
- (3) The factory chimney smoked and polluted the air. (compound predicate)
- (4) Mary, Lucy, and Jessie lubricated their car, replace the oil filter, and cleaned the spark plugs. (compound subject and predicate)

3.1.2 The Compound Sentence (并列句)

A compound sentence is made up of at least two or more independent clauses (or simple sentences) related to each other in meaning, and usually connected by coordinating conjunctions (并列连接词) or joining words (*and, or, but, so, yet, nor and for*) or a semicolon (分号) without a conjunction.

Examples:

- (1) His feet hurt from the long hike, and his stomach was growling.
- (2) Tom wanted to go swimming, but Mary decided to go shopping.
- (3) It must have rained last night, for it is wet everywhere.
- (4) The heavy rain started suddenly, so we stopped planting our trees.
- (5) I haven't been to America, nor has Mary.
- (6) You'd better bring an umbrella with you, or you'll catch the rain. Or: You'd better bring an umbrella with you; otherwise you'll catch the rain.

3.1.3 The Complex Sentence (复合句)

A complex sentence contains only one main clause (主句) and one or more dependent (or subordinate) clauses (从句) with a connective word, a subordination (连接词) denoting (表明) the relation between the two parts. A complex is used when you want to emphasize one idea over another in a sentence.



复合句由一个简单句和一个以连接词引导的从句构成，习惯上称之为主从复合句。常见的主从复合句有：主语从句、表语从句、宾语从句、定语从句、同位语从句和状语从句。

Examples:

- (1) The car *that Baker bought yesterday* cost thirty thousand dollars. (定语从句)

(2) *Although many people were unknown to each other before, they have got acquainted with each other through E-mail.* (让步状语从句)

(3) *When Jack obtained a credit card, he began spending money carelessly.* (时间状语从句)

(4) Scientists wonder *what effect global warming will have on the environment.* (宾语从句)

(5) Business is so competitive nowadays *that we must improve our efficiency.* (结果状语从句)

(6) He seems to make enemies *wherever he goes.* (地点状语从句)

(7) He did well *as we had expected.* (方式状语从句)

(8) *Although an advertisement increases the cost of goods,* it often brings about an increase in sales and production. (让步状语从句)

(9) The fact *that he failed in the exam was* that he had been ill these days. (同位语从句)

(10) A child *whose parents are dead* is called an orphan. (定语从句)

3.1.4 The Compound-complex Sentence (并列复合句)

A compound-complex sentence is made up of two (or more) simple sentences and one (or more) dependent clauses—a combination of a compound and a complex sentence.



并列复合句是由两个或更多的简单句和一个或更多的从句构成，句中通常含有一个并列句和一个主从复合句。

Examples:

(1) I did not know what I could do, but I wanted to see what was happening.

(2) When we next saw Miss Emily, she had grown fat and her hair was turning gray.

(3) The tide was coming in, and the sky had darkened when we finally reached the path leading up the cliff.

3.2 Periodic Sentences and Loose Sentences (圆周句和松散句)

From a rhetoric point of view, sentences are periodic and loose.



圆周句是把最重要的意思放到最后面，并且直到最后一个词时句子的结

构才完整，读者只有看完整句话才知道它说什么。与之相反，松散句把主要意思放在次要意思之前，先说最重要的事情，因而读者在看到最初几个词后就知道这句话的意思。

Examples:

- (1) a. She decided to study English though she was interested in music.
(Loose sentence)
- b. Although she was interested in music, she finally decided to study English (Periodic sentence).
- (2) a. There have been many great discoveries made by scientists in the twentieth century. (Loose sentence)
- b. Scientists in the twentieth century have made many great discoveries. (Periodic sentence)

3.3 Short and Long Sentences (短句和长句)

Generally speaking, simple sentences are short while complex or compound sentences are long. Beginners are suggested to use more simple and short sentences for they are clear, effective and easy to read. However, a composition will sound childish or result in monotonousness (单调) if too many short sentences are piled in.

Examples:

(1a) I returned to my room. There was a note under my door. It was from Bill. He said he was in the town looking for a job. He hadn't found anything yet. He was sorry to have missed me.

(2a) That day was very cold. A fierce wind was blowing. It was snowing hard.

Comment (点评)

The above two examples are all made up of short sentences. The piling of short and isolated sentences makes it impossible to find any reasonable connection among the sentences, so one way to improve them is to convert them into longer sentences as follows:

(1b) When I returned to my room, I found a note from Bill under my door. He said he was in the town looking for a job, but hadn't found anything yet. He added that he was sorry to have missed me.

(2b) With a heavy snow and a fierce wind, it was really a cold day.

4. Variety of Sentence Patterns (句型的多样化)

A series of sentences of the same structure and length with the same noun or pronoun as the subjects produce monotony. It is often good to vary sentence structures and mix short and long, simple and compound or complex, loose and periodic sentences, so long as the meaning is properly expressed.



句式变化可以使内容变得生动和充满活力,也有助于强调重点。文章写作的最好方法是混合使用简单句、并列句、复合句。此外,长短句的混合使用也可使文章富于节奏。

Now read the following paragraph. You may find variety of sentence patterns being used.

We had a very enjoyable evening on Friday. After a meal at a romantic Italian restaurant, we went to a very powerful film. I liked it because the actors were so sensitive and the plot was an original one as well. Afterwards we felt so exhilarated that we decided to visit some close friends of ours and tell them all about our evening. They were very understanding about our calling round so late and I was glad that I was able to do them a favor by mending their clock while we were there.

(O'Dell, 1986, p. 58)

There are many ways to vary your sentences for readers' interest and to express yourself most effectively.

4.1 Beginning of a Sentence (句首部分)

Most English sentences begin with the subject. However, a composition would seem monotonous if several consecutive (连续的) sentences begin in the same way. The following are several different ways to begin a sentence.



写作时,如果总是使用主语作为句子开头,就会使句型显得单调、乏味。句子开头多样化可以避免文章语言的呆板。

4.1.1 Beginning with a Participle Phrase

- (1) Relieved from the final examinations, he had a very good sleep that night.
- (2) Smiling to himself, he went on his way.
- (3) Looking back on my childhood, I am convinced that naturalists are born