

四级

写作

大学英语四级考试

写作进阶指导

WRITING STEPS FOR COLLEGE ENGLISH
TEST (Band Four)

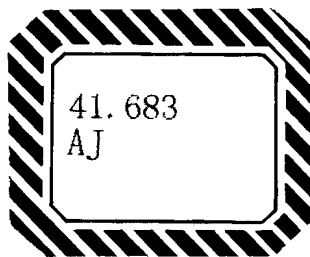
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大学英语

四级考试写作进阶指导

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前 言

大学英语四、六级考试中心公布的数据表明,在所有测试项目中,写作的得分率最低。在多年大学英语的教学实践中我们也发现学生的写作存在着很多问题,这不仅影响学生能力的全面提高,而且制约着大学英语整体教学水平的进一步提高。本书的编写旨在介绍英语写作基础知识和基本技能,使非英语专业的学生尽快提高英语写作能力和应试能力,同时也希望本书能为大学英语写作教学提供一些有益的参考。

本书以“大学英语教学大纲”为准则,全面系统地讲解了写作的基本知识,从段落到篇章,由浅入深,循序渐进。讲解简明扼要,语言规范,并附有写作练习及参考范文,读者可根据实际情况选择使用,在实践中加深对写作理论的理解和对写作技巧的掌握。

本书精心编排了有关大学生活、社会热门话题以及历年四级考试的写作真题的范文,具有很强的实用性和可模仿性。

本书编写过程中参考了大量近年出版的写作教程及其他书籍,在此表示感谢。

由于时间仓促,水平有限,本书虽数易其稿,但仍有疏漏,诚望外语界同仁、专家不吝赐教,以便改进。

编 者

2002 年 10 月

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第一章 段落

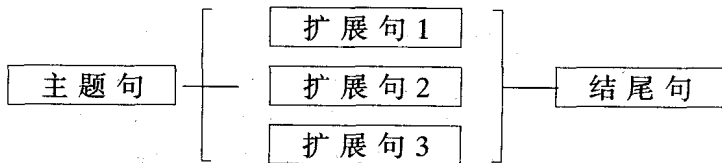
第一节 段落的基本构成

一、什么是段落

大学英语四级写作测试大多采用命题式,并提供英文段首句或中、英文提示,要求在 30 分钟内完成一篇约 120 字的短文。这就对应试者的写作速度和写作水平都提出了较高的要求。如何写好这类作文,关键一步是审题。要全面了解,细致分析,仔细推敲,准确理解题目含义,透析其写作宗旨、选材范围和其他具体要求。然后,就要着手第二步——构建文章的基本单位——段落。段落是能够完整地表达某一思想的一组相互联系的句子,是文章发展的必要步骤,是文章内容和层次的外部体现。

二、段落的构成

一般说来,段落主要由三部分组成,即:主题句(Topic sentence);扩展句(Development sentence)和结尾句(Concluding sentence)。主题句集中阐明该段的主旨含义,可置于段中的任何位置,但其最佳位置是段首,这样就能使读者对本段的中心一目了然;扩展句为具体细节,对主题句加以引申、说明和论述来支持主题句;结尾句用来总结或重申、强调本段中心。段落的组成如下图所示:



第二节 段落的构造原则

一、单一性原则

段落的组成应遵循一定的构段原则。段落应具有单一性,即一致性。所谓一致性,是指在一段文章中应该只说明一个问题,或一个问题的某个方面;只叙述一个事物,或一件事情的某一阶段,也就是说一段一个中心,一段一个主题。不能把几层相对独立的意思、能够独立成段的思想混杂在一段里叙述。为此,每段中的论证、分析都要围绕中心展开,为发展主题句服务。这样的文章脉络才清楚明白,避免了内容庞杂,结构混乱。

二、完整性或连贯性原则

段落的组成还必须遵循完整性和连贯性原则。所谓完整性,就是要求把所要表达的一个完整的意思在一段中交代清楚,阐述明白。段落中句序及思想脉络安排要有逻辑性,句与句之间无论在逻辑上还是在内容上都要有机地结合在一起,表达严谨周密。连贯性是指段落的内容在语义上前后连贯,合乎逻辑;句子之间衔接紧凑,过渡转换自然流畅。这就要求在段落衔接时使用过渡性词语,常用的过渡性词语有如下几种。

1. Introduction (引言)

generally speaking, as a general rule, comparatively speaking, in general, in a sense, in one sense, in a way, to some extent, to a certain degree, in my view, to my mind, as for me, as far as I am concerned, on a personal level, at an individual level, from a perspective of, in some cases, in some respects, on a larger scale, to take the idea further, to take the above point to an extreme, to get back to the point, traditionally/ unfortunately/ obviously/ undoubt-

edly/ practically/ economically speaking, in terms of, with regard/ reference/ respect to, as regards, regarding/ concerning/ considering

2. Exemplification (举例)

for example, for instance, as an example, a case in point, as an illustration, to take... for instance, such as, just as, as, like, namely, say, that is, including, as follows

3. Comparison (比较)

similarly, likewise, in the same way, equally important, like, both...and..., the same as, (have...) in common, correspondingly

4. Contrast (对照)

on the contrary, on the one hand... on the other hand, but, otherwise, unlike, while, whereas, instead (of), conversely, by contrast, in contrast with/ to, rather than

5. Enumeration (列举)

first... second... third... etc., firstly... secondly... thirdly... finally, above all, in the first place, initially, first of all, to begin/ start with, first and foremost, first and most important, in the second place, next/ then/ afterwards, also, besides, furthermore, moreover, in addition, additionally, what is more, beyond that, not only... but also..., and... as well, as well (as), again, for one thing... for another..., lastly, supremely, eventually, in the end, last but not least

4.

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6. Cause(原因)

because, because of, as, since, for, owing to, due to, thanks to, on account of, as a result of, by reason of, in view of

7. Result(结果)

so, thus, hence, therefore, in consequence, consequently, accordingly, as a result, as consequences, for this reason, on that account, so that, so much so that, it follows that

8. Emphasis(强调)

in fact, in reality, as a matter of fact, chiefly, especially, actually, surely, certainly, particularly, indeed, to be sure, above all, most important of all, even worse, (in) no doubt, more often than not

9. Concession(让步)

although, even so, or else, nevertheless, however, but, yet, admittedly, granted that, even though/ if, despite, in spite of, regardless of, after all, for all (that), in any case, it is true that... , at the very worst

10. Summary(总结)

in conclusion, in short, in summary, in brief, in a word, to sum up, to summarize, to conclude, on the whole, all in all, altogether, overall, then, finally, given all these points, as has been mentioned/ stated

除了使用过渡性词语使段落连贯顺达外,还应注意句型句式

的变换。应灵活运用简单句、复合句、并列句、强调句、感叹句等多种句型,而不要一味使用一种句型。这样句式就有所起伏,避免了枯燥乏味。

如果说一致性原则是要突出文章段落的中心思想,从意义上体现文章的完整性,那么,连贯性原则就是要求作者注重语言和逻辑关系,从结构上,即从句子或段落之间体现文章的完整性。

第三节 段落的扩展方法

大学英语四级写作测试一般要求写三个段落约 120 词,每段平均 5~6 个句子。如何在这样一个较短的段落中,根据所给的中英文提示写一组中心统一、内容连贯而又相互独立的句子,是段落写作的主要任务。因而,如何选用相关细节来引申、描述、说明、论证,对文章中心的表达有着举足轻重的作用。段落的展开通常是用逻辑展开方式进行的,下面就介绍几种常用的扩展段落的方法。

一、列举法 (by illustration)

这是一种常见而又十分有效的段落展开的方法。在这样的段落中,主题句总位于段首,随后列举足以说明主题句的具体细节来支持中心思想。具体细节一般是叙述事实,提供数据,举出事例或给出简短的定义。常用的连词或顺序标记词有:to begin with/to start with, at first, then, after that, now, at last, finally, first(ly), second(ly), third(ly)等。

[例 1]

This belief in hard work is the first of three main factors contributing to Asian students' outstanding performance. It springs from Asians' common heritage of Confucianism, the philosophy of

the 5th-century-BC Chinese sage whose teachings have had a profound influence on Chinese society. One of Confucius's primary teachings is that through effort, people can perfect themselves.

Confucianism provides another important ingredient in the Asians' success as well. In Confucian philosophy, the family plays a central role — an orientation that leads people to work for the honor of the family, not just for themselves. One can never repay one's parents, and there's a sense of obligation or even guilt that is as strong a force among Asians as Protestant philosophy is in the West.

There's yet another major factor in this bond between Asian parents and their children. During the 15 years I lived in China, Japan, and Vietnam, I noticed that Asian parents establish a closer physical tie to their infants than most parents in the United States. When I let my baby daughter crawl on the floor, for example, my Chinese friends were horrified and rushed to pick her up. We think this constant attention is old-fashioned or even unhealthy, but for Asians, it's highly effective.

本篇文章在第一段段首即点出亚洲学生出类拔萃的原因主要有三点,然后分别列举,即(1)信奉儒学思想,认为通过努力奋斗可达到自我完善;(2)为家庭的荣誉而战而非为自己;(3)亚洲父母与子女之间的血缘纽带,进而分别阐述。其结构如下(TS: topic sentence; DS: development sentence; CS: concluding sentence):

TS: Three factors contributing to Asian students' outstanding performance.

DS: (1) First: the belief in hard work, which springs from Confu-

cianism

- (2) another important ingredient: working for the honor of their family
- (3) yet another major factor: the close physical tie between Asian parents and their children

[例 2]

Shanghai is famous as a paradise for shopping. One of the features of Shanghai is the number of big stores. They are spacious, with many high stories, in which you can buy almost anything you want, from a box of matches to a suite of furniture, most of them are very modern, equipped with speedy elevators and escalators, well-planned lighting, ventilation and heating. You can spend hours wandering around one of these stores, leisurely inspecting the items for sale. If you stay in a store so long that you feel hungry, you need not leave the building, for almost all the big stores have cafes, snack bars or restaurants. Another feature of Shanghai's shopping is the chain store, in which prices are usually lower and a wider variety of items are displayed on open counters. Most of the chain stores operate on the "serve yourself" method: you go in, pick up a basket, walk round the shop and choose what you want. At the exit there is a checkout lane where you pay for everything at one time.

本段中段首句即为主题句,点明上海以购物的天堂而著称,而后分别列举其特点(1)大商场的数目,(2)连锁店。其结构如下:

TS: Shanghai is famous as a paradise for shopping.

DS: (1) One of the features of Shanghai...

(2) Another feature of Shanghai's shopping...

[练习] 请用列举法发展下列主题句:

(1) Graduates from our university express their gratitude to their English teachers in three main ways.

(2) Students admire their English teachers for three main reasons.

[参考范文]

(1) Graduates from our university express their gratitude to their English teachers in three main ways. To start with, every holiday season they send them beautiful cards and gifts. Second, whenever they can make it, they invite their teachers out to dinner in fine restaurants. And third, you can frequently hear them recite the most beautiful sentences from their English textbook: "It is through the act of giving that we realize our fullest strength and power."

(2) Students at our university admire their English teachers for three main reasons. To begin with, the teachers' hard work and dedication are highly inspiring to us. Second, the wonderfully creative lessons they prepare give us strong motivation to study as hard as we can. And third, our teachers' warm human character creates a bond of friendship that will last forever.

二、例证法或举例法 (by examples and illustrations)

这是说明文和议论文极常用的一种发展段落的方法。它用具体实例来阐述段落的主题句——即把段落主题句中潜在的内容和细节以真实生动的例子展现在读者面前,从而使说明和论证

坚强有力而为读者所接受。例证法/举例法常用词有: for example/instance, for another example, a case in point, such as, also, furthermore, moreover, besides, in addition, illustration, etc.

下面请看用例证法发展起来的段落:

[例]

Animals serve us in many ways. First, their meat supplies us with a lot of energy. If we lived only on plants, our bodies would weaken. Second, clothing from fur coats to boots shows that animals silently decorate our lives. Third, children have strong memories of amusing zoo animals. Finally, in the field of science, we cannot ignore our use of animals. Planes and radar were invented according to the characteristics of some animals. Animals are mankind's greatest friends!

本段落第一句开门见山,提出主题思想,其后运用过渡连接词 first, second, third, finally 引出四个例子阐明主题,最后,结尾句总结全段内容并与主题句相呼应,其格局如下:

TS: Animals serve us in many ways

DS: (1) First...

(2) Second...

(3) Third...

(4) Finally...

CS: Animals are mankind's greatest friends!

[练习] 请用例证法发展如下主题句:

(1) Travelling is a kind of education

(2) Home computers benefit people hugely

- (3) Gender discrimination (性别歧视) has done a great deal of harm to our society

[参考范文]

(1) Travelling is a kind of education. For example, visiting places of historic interest can enrich your knowledge of history. In addition, while travelling, you can learn about many art forms and architectures different from your own. In this way, you can broaden your scale of knowledge. Finally, travelling may offer you an opportunity to get to know people of different cultures — their lives, customs, beliefs, to mention just a few — so that you may understand them better. No wonder, travelling has become more and more popular all over the world.

[注]例证法与列举法的区别:严格地讲,例证法也是列举法的一种,因为前者所举的事例也是按一定顺序排列的。列举法侧重于——罗列事实,所列事实力求全面而无疏漏;例证法则通过典型的事例解释作者的观点,事例可多可少。同时这两种方法也往往和下面要介绍到的其他段落发展法结合在一起使用,特别是因果法,比较法,对照法等。

三、分类法 (by classification)

所谓分类,就是根据某种相似点来给所描绘的对象分组。每组事物间界限明了,不能交叉重叠,这样就要求在主题句中阐明分类原则及依据这样的原则共分哪些种类,然后予以分别说明论述。这种展开类型使读者对讨论对象或观点、看法的认识更全面更准确,一眼就对论述说明对象了然于胸。分类法可用下列连接词或词组: first(ly), second(ly), third(ly), the first thing, another thing, in the first place, in the second place, to fall into, to be

divided into, to classify 等。

[例]

In America, if you ask the high school students to list their heroes, their choices would probably fall into three categories. The first group of heroes would be the rock stars — the people associated with rock music. There is no doubt that such people do have talents but not wonders if one should hold up rock stars as a role model. The rock stars too often are involved with drugs and their personal life is not all that good. The rock stars are rich and wear in the latest fashion styles. However, one should seek more in a hero than such externals as money and good clothes.

A second type of hero for the American youth is the sports star. Again you have a person who has a great ability in one area — sports. However, too often the personal life of sports stars is a bit of mess. Too frequently drugs and alcohol are a part of the life of sports stars.

A third type of hero is the TV or movie star. This person may have lots of acting talent and is quite handsome. However, the personal life and conduct of too many actors is quite sad and they should not be held up as a model for young people.

本文中,作者开门见山地提出美国学生把他们心目中的英雄分成三类,即(1)摇滚歌星;(2)体育明星;(3)影视明星。然后分别加以论述,其结构如下:

TS: The heroes of high school students fall into three categories.

DS: (1) rock stars

(2) sports star