



北京高等教育精品教材
BEIJING GAODENG JIAOYU JINGPIN JIAOCAI

21世纪研究生英语选修系列教程

研究生英语

实用写作教程

(第二版)

主编 罗立胜

COMPOSITION



中国人民大学出版社

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北京高等教育精品教材
21世纪研究生英语选修系列教程

研究生英语 实用写作教程(第二版)

Writing

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《研究生英语实用写作教程》(第二版)是《21世纪研究生英语选修系列教程》之一。该书第一版自2003年发行以来,得到广大使用者的充分肯定,其使用面覆盖全国50余所高校。该系列教程于2001年列入北京市高等教育精品教材立项,并于2003年荣获“北京高等教育精品教材”称号。

为了更好地适应研究生英语教学的不断发展,以及选修课程的需要,我们在初步调研的基础上,对原版《研究生英语实用写作教程》进行了必要的修订。在保留原特色的基础上,修改了原第八单元,并增加两个单元,即第九单元和第十单元。这两个单元分别介绍英文的通知、传真、电子邮件等。

《研究生英语实用写作教程》(第二版)适用于各专业硕士研究生英语写作教学,其目的是帮助研究生解决学习和科研中的一些实际写作问题。全书共分十四个单元,其内容安排如下:

第一单元 段落写作 (Paragraph Writing)

第二单元 英文报告 (Report Writing)

第三单元 说明书及指令 (Instruction Writing)

第四单元 图表作文 (Diagram Writing)

第五单元 合同写作 (Contract Writing)

第六单元 摘要和概要写作 (Abstract and Summary Writing)

第七单元 表达态度和情感 (Expressing Attitudes and Feelings)

第八单元 应用文 (Practical Writing)

第九单元 通知及招聘广告 (Writing for Notices and Job Advertisements)

第十单元 备忘录、传真及电子邮件 (Writing for Memos, Faxes and E-mails)

第十一单元 议论文 (Argumentative Writing)

第十二单元 说明文 (Expositive Writing)

第十三单元 描写文 (Descriptive Writing)

第十四单元 论文写作 (Thesis Writing)

《研究生英语实用写作教程》(第二版)依然具有以下主要特点:

1. 实用性: 考虑到研究生阶段学习者对英语的实际需要, 本教程突出了实用性原则, 即强调写作的实践以及内容的实用。尽可能地与将来工作中的需求结合起来。

2. 主体性: 在内容安排上, 尽可能地考虑到学习者的参与性。注意调动研究生的英语写作积极性, 以及发挥他们的主体作用。

3. 图文并茂: 根据研究生写作的实际需要, 书内安排了一定数量的图和表格。这种类型的写作对于研究生来说具有较强的实用价值; 他们在论文写作中需要利用图表来表达实验和调查的有关数据。

4. 选材新颖: 本书选材主要是近十年来国内有关外语期刊的素材, 同时注意了材料的新颖性、趣味性、可写作性和实践性。

5. 练习多样化: 本书安排了大量的、形式多样的写作练习, 并在书后配备了相应的参考答案。

《研究生英语实用写作教程》(第二版)可作为必修或选修课程的教材, 共需32学时; 也可供同等程度的自学者使用。

《研究生英语实用写作教程》(第二版)在修订过程中得到中国人民大学出版社的大力支持, 在此表示衷心的感谢。本书在编写和修订过程中肯定还存在着不足, 恳请使用者提出宝贵的意见。

作者

2008年8月

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第一单元 段落写作

Paragraph Writing

任何一篇文章都是由词、句、段构成的；在写作的中高级阶段，学习者已经具有了一定的写作实践经验，所需要的是能够以英文写作作为对外进行交流的一种方式。因此，从段落写作入手，加强语篇水平上的不同文体或题材的写作实践，则显得更为重要了。了解英文段落写作，掌握好段落写作的基本要领，将有助于后面的专项写作，同时也能对各种文体的短文写作打下比较好的基础。出于以上考虑，我们安排了一定篇幅的段落写作与实践。

一个段落通常由几个句子组成；段落也是文章的基础，从某种程度上说，段落写作也是短文写作，因为，它同短文一样有其自身的特点。一般来说，一个段落说明一个中心内容，或从一个角度对短文的主题进行阐述。段落有自己的发展模式以及某些基本特征。了解这些特点，对于写好段落是有益的。本章将介绍英文段落的特点，以及段落的发展方式，同时分析和介绍如何避免段落写作中的一些问题。

一 段落的特点

多数段落是由二至三部分组成，即主题句、扩展句和结尾句。下面扼要地介绍一下段落中的这三个组成部分。

1 主题句

主题句 (topic sentence) 是段落的核心，它表明作者的态度、观点、意图等，同时反映了段落的中心思想。写好主题句的关键是：段落的中心思想应该是一个，并将其清楚地表达出来。请见以下主题句：

(1) These days, mobile phones play an important role in our daily communication.

(2) I agree with the statement that television has an important effect on our society.

(3) I think that advertising has also brought about some problems into our society.

以上三句较好地表达了作者的观点及态度,也为下面的扩展句做好了相应的铺垫。同时,在确定主题句时,还需要有比较具体的实例、数据等加以阐述,才能使其观点更有说服力。一般来说,主题句应具备:一是明确的观点,二是有一定的概括性,三是能用其他句子来解释、描述、分析等。

2 扩展句

段落中除了主题句之外,其他围绕这一主题的句子可称为扩展句(expanding sentences)。扩展句主要根据主题句进行叙述、说明或论述,是主题句发展成段落的重要组成部分。请看以下例子:

Nowadays, the computer has found wide applications in many areas. (1) It is used not only in calculation, but also in an engineering project, designing, language learning, etc. (2) In today's society, computers can be seen working for us almost everywhere, in shops, banks, post offices, schools, hospitals, and so on. (3) Computers have even entered most families. (4) Children can learn various subjects on computer, and parents can enjoy some entertainment from the computer too.

本段中的扩展句是 It is used not only... 之后的 4 个句子。这些句子都是围绕主题句展开的,叙述了计算机在各个领域的应用。上面画横线的 4 个扩展句在语法及语义上是完整和连贯的,紧紧地扣住了主题句的中心思想。

3 结尾句

结尾句(conclusion sentence)指用一句话对某段落的内容进行归纳总结,有时还起到承上启下的作用,结尾句需要与主题句相呼应,引发读者对段落的进一步认识。有时一些段落是没有结尾句的。这要看写作内容或具体情况来决定。

让我们分析下面段落的结构及结尾句。

There are many problems with advertisements. Sometimes, people consider them to be a bad thing because many of the products advertised only

sound good. Some advertisements are rather confusing, and often deceive consumers into buying goods of poor quality. The solution to these problems is for some essential laws to be worked out, otherwise certain advertisements will continue to be harmful to the society.

该段的主题句为: There are many problems with advertisements. 该段的结尾句是: The solution to these problems is for some essential laws to be worked out, otherwise certain advertisements will continue to be harmful to the society.

本段的最后一句说出了解决的方式以及不加以解决将会产生的不良结果。段落结尾句是段落的结论, 需要简明, 并符合主题句的主旨, 但是不要简单的重复。

段落写作练习 1

1. Directions: Pick out the topic, expanding and conclusion sentences from the following passage. (根据下面的短文, 挑出各段中的主题句、扩展句和结尾句)

British newspapers can be classified into groups according to various criteria such as area of distribution, size of sales, socioeconomic class of their readers, days of publication, and political bias. Each of these different criteria will lead to more or less different groupings.

With regard to the area of distribution, a fairly clear distinction can be made between national papers and local papers. The nationals, e.g. *the Times*, *the Daily Mirror*, *the Sunday Express*, are readily obtainable in virtually all parts of the United Kingdom at the same time. On the other hand, local papers, e.g. *the Yorkshire Post* or *the Overpool Echo*, serve a particular area, and outside that area must be specially ordered. This is the first criterion for newspaper classification.

Regarding the socioeconomic class of the readers, a classification on these lines will to a large extent reflect the above grouping by a further distinction between quality and popular. This is because the quality papers are mostly intended for upper income groups, while the popular papers find their readers among the lower socioeconomic groups. Thus, a reader of *the Observer* or

the Financial Times, which are quality papers, is likely to be an educated person with quite a good income, while a reader of *the Daily Mail* or *the Sun* is more likely to be a less well-educated person, with a lower income. This is obviously a broad generalization, for although in the main it follows the facts, it is nevertheless true that a more detailed study would show that the complete picture is somewhat more complicated.

Large newspapers appear daily, such as *the Times*, and local papers with small circulations, however, might appear only once or twice a week, or even less frequently, depending on demand. The vast majority are morning papers, i.e. they go on sale early in the morning, while the minority are the so-called “evening” papers whose sales might start as early as midday, and then continue until the evening. This can be regarded as the main criteria for days and times of newspaper publication.

各段主题句：_____

各段扩展句：_____

各段结尾句：_____

以上就段落的特点做了简单的介绍，本章的以下部分将重点介绍段落的发展。

二 段落的发展

在主题句确定后，需要围绕主题中心扩展成段落。扩展的方式有多种，本节重点介绍最常用的5种方式，即：排列、举例、因果、分类、比较和对照。

1 排列 (Listing)

排列顺序是一种常见的段落发展方式。以这种方式完成的段落在层次上清楚易懂。一般情况下,围绕一个主题,列举必要的论据进行陈述或解释。排列的顺序可以根据有关内容的重要性、时间的先后或位置的远近来组织。常用的词语有:

1) 常用的副词: first, second, also, finally, one, another, still another, firstly, secondly 等。

2) 常用的短语: to begin with, in the first place, for one thing, for another, on the one hand, on the other hand 等。

请看下面的短文:

These days e-mail is very common, and is popular among almost all city-dwellers. Its advantages are as follows. **First**, e-mail is cheap: for example, if you send an e-mail message to the United States it will cost you only a few fens. **Second**, it is fast: an e-mail message takes a few seconds to reach the person who it is intended for. **Finally**, e-mail is convenient: you don't have to go out and buy an envelope and stamp and send it from a post office, you can send it out through your computer at home or at office. For these reasons, many people like e-mail very much.

以上这篇短文较好地采用排列顺序,清楚地表达了人们喜欢电子邮件的原因。

段落写作练习 2

请采用排列顺序的段落写作方式,将下面的三个主题扩展成为一个 50 至 70 字的完整段落。本书后面配有参考答案。

2. Directions: Develop the following topic sentence into a complete paragraph by using the Listing mode.

The Internet is popular with almost everyone in China. The main reasons are as follows:

3. Directions: Develop the following topic sentence into a complete paragraph by adopting the Listing mode.

Some people don't agree with the statement that the use of private cars should be greatly encouraged in China now, especially in big cities. Their main reasons are:

4. Directions: Develop the following topic sentence into a complete paragraph by adopting the Listing mode.

Some people think that Master's degree programs in China should be expanded as fast as possible to meet the large-scale demand of social development. They have the following reasons:

5. Directions: Fill in the blanks with proper words or phrases which are related to Listing. (采用排列顺序的副词及短语填入下面短文中的空格内)

There are a number of separate sources of danger related to the use of nuclear reactions to supply us with energy. (1) _____, the radioactive

material must travel from its place of manufacture to the power station. (2) _____, the power stations themselves are solidly built, the containers used for the transport of the material are not. Unfortunately, there are normally only two methods of transport available, (3) _____ road or rail, and both of these involve close contact with the general public, since the routes are bound to pass near, or even through, heavily populated areas. (4) _____, there is the problem of waste. All nuclear power stations produce wastes which in most cases will remain radioactive for thousands of years. (5) _____ there is the problem of accidental exposure due to a leak or explosion at the power station.

2 举例 (Exemplification)

以给出实例说明或证实作者的观点是举例段落发展方式。在实际写作中,我们经常需要采用举例的方式,使文章内容更加充实,更富有内容。请看下面的短文:

Automobiles have long played an important role in the daily activities of human society. For example, industry needs them for transporting products, and agriculture depends on them for farm supplies. Besides, automobiles are used every day to carry people to and from work. At weekends, automobiles take families on outings.

But automobiles have also brought about a series of problems. For instance, the streets become crowded with them. They not only cause traffic accidents which injure or kill a large number of people each year, but also make a lot of noise and give off quantities of poisonous gases.

上面的段落,通过采用 for example, for instance 引出实例说明汽车在我们生活中的重要作用以及带来的问题。同时,利用连词 besides, not only... but also, 给出进一步的例子,加以说明。这种段落写作方式可以避免短文内容空洞和单调。在采用举例写作方式时,可以使用以下词和词组:

- | | | |
|-----------------------------|-----------------------------|---------------------|
| (1) for example | for instance | for another example |
| one example is/would be | another example is/would be | |
| There are two examples that | | |
| (2) furthermore | moreover | besides |
| in addition to | also | additionally |

段落写作练习 3

6. **Directions:** Develop the following topic sentence into a complete paragraph by adopting the writing technique of **Exemplification**.

Today, there are many means of transport for people to travel by. One of the best, for example, _____

My favorite means of transport is _____

7. **Directions:** Read the following passage, pick out the word “example” and all the words which have the same meaning as the word “example.” Notice how they are used in the passage.

A language is a signaling system which operates with vocal sounds, and which is used by a group of people for the purposes of communication.

Other animals, it is true, communicate with one another by means of cries: for example, many birds utter warning calls at the approach of danger; apes utter different cries, such as expressions of anger, fear and pleasure. But these various means of communication differ in important ways from human language. For instance, animals' cries are not articulate. This means, basically, that they lack structure. They lack, for example, the kind of structure given by the contrast between vowels and consonants. They also lack the kind of structure that enables us to divide a human utterance into words.

We can change an utterance by replacing one word in it by another. A good illustration of this is a soldier who can say, e.g., “tanks approaching from the north,” or they can change one word and say “aircraft approaching from the north” or “tanks approaching from the west”; but a bird has a single alarm cry, which means “danger!”

This is why the number of signals that an animal can make is very limited: the Great Tit is a case in point; it has about twenty different calls, whereas in human language the number of possible utterances is infinite. It also explains

why animal cries are very general in meaning.

8. **Directions:** Find out some examples in the following passage and then write out a few key words which indicate the events down below:

The use of the word "imitation" reminds me that I ought to make some more comments on the risk of people imitating what they see on the screen in the way of crime or violence. First there was always a risk of children acting out scenes which could be dangerous. For example I remember a woman who was head of an infants school telling me that she had happened to look out of her window when the children were in the playground and had seen them putting a small boy on a chair with a noose round his neck and the rope over the branch of a tree; fortunately she was in time to intervene before the child was hanged. I remember a film of no particular merit in which the hero who was imprisoned had escaped by killing his guard, the technique of doing this being shown in detail. This was the kind of scene which we should cut for these reasons.

Every time I gave a talk in a prison someone used to mention the French film *Rififi* made by Jules Dassin in 1954. This remarkable film showed in great detail a robbery of a jeweler's shop, the robbery sequence lasting about half an hour and being backed only by natural sound—one of the most brilliant film sequences of all time. I remember our discussions at the time. We took into account the fact that the robbery was accomplished only with the use of elaborate and obviously expensive equipment, and that only the most experienced and skilled criminals could possibly imitate it; we believed therefore that it was relatively safe. When talking in prisons some years later I learned that there had been several robberies in which the techniques had been copied, so perhaps we were wrong.

Example one: _____

Example two: _____

Example three: _____

3 因果 (Cause and Effect)

这种段落的发展方式通常用于解释某件事情发生的原因和结果。请看下面的短文:

There are many reasons why languages change, but three major causes help illustrate the concept. Initially, various languages that started from the same parent developed their own uniqueness after groups of speakers drifted away from one another to establish isolated, independent communities. Another major cause of language change is the influence of and interaction with foreign cultures, often as a result of military conquest. A continuing cause for change is rapidly expanding technology and new systems of communication that bring all cultures and languages into closer contact, with borrowing between languages a common phenomenon in the contemporary world. All languages change as the experiences of their speakers change.

该文利用因果段落发展的方式介绍了语言变化的三个原因。即:同一语系中的不同语言形成了自身的特点和体系、外来文化的影响、语言使用者经历的变化。

在因果关系类写作中,可使用以下过渡作用的连接词:

because	owing to	due to
as a result	because of	so
therefore	thus	consequently
for this reason	since	as
on account of	as a consequence	accordingly

经常用到的有关因果关系的动词和动词词组有:

cause	produce	lead to
bring about	result from	be due to
have an effect on	result in	

段落写作练习 4

以下是 4 篇短文题目,可采用因果发展方式,将其写成 60 至 80 字的短文。

9. **Directions:** Develop the following topic sentence into a complete paragraph by adopting the Cause and Effect mode.