

The Practical Advanced
English Writing

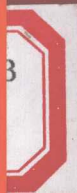
实用高级英语写作

路文军 吴尚义 著



外语教学与研究出版社

FOREIGN LANGUAGE TEACHING AND RESEARCH PRESS



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前言

一、高等学校英语专业对写作的要求

根据2000年新制定的《高等学校英语专业教学大纲》对写作的要求,英语专业学生在基础写作阶段应该熟练掌握选词、造句、组段和写提纲、摘要的基本写作技巧,并且熟悉记叙文、描写文、说明文、议论文这四种体裁的写作;能根据作文题目、提纲或图表、数据等,在半小时内写出150-200左右的短文,内容完整,条理清楚,语法正确,语言通顺,表达得体,文理通顺,符合专业四级写作的要求;并能根据提示在10分钟内写出长度为60个单词左右的日常应用文(如便签、信函、简历等),最后还要求学生要初步掌握学术论文的写法和基本要求。英语专业四年级学生应能写各类体裁的文章,做到内容充实,语言通顺,用词恰当,表达得体。写作速度为30分钟300-400个单词。其毕业论文一般应用英语撰写,长度为3,000-5,000个单词,要求文字通顺、思路清晰、内容充实,有一定的独立见解。

二、目前高校高级英语写作教材和专著的现状

目前国内高校通用英语专业写作著作有六套,包括丁往道等编写的《英语写作基础教程》(1998),《英语写作手册》(1994);朱源等编写的《新概念高级英语写作教程》(1999);陈立平编写的《新编英语写作教程》(2002)和《新思维高效英语写作》(2004);杨永林编著的《体验英语写作》(2004);针对高校商务英语应用文写作教材一套,是姜锡彪主编的《商务英语写作》(2002)。(蔡慧萍,2005)现有的英语写作著作都比较重视写作知识的传授,却忽视了培养学生分析语篇的能力,编写原则仍然带有指令性和控制性,教学内容经常出现重复现象。其次,写作著作中所体现出来的体裁意识淡薄,教材所涉及的体裁不够广泛,绝大多数教材只把记叙文、描写文、说明文和议论文的写作作为主要内容,对所涉及的体裁写作指导较少,也很少同作品语篇的交际目的联系起来,忽视了文章总是为一定的交际目的而写的,总在一定的语境中显示出自己的交际功能这一事实(高芳,2002)。

三、本书撰写的宗旨

目前市场上绝大多数的高级写作教材和专著都与基础写作教材和专著有重叠之处,学生在基础写作阶段接触过的内容在高级写作教材和专著中又有所体现,从而造成教材和专著的使用效率不高。目前市场上有关写作的教材和专著很多,但真正

符合教学实际的教材和著作并不多。本书是作者根据教学实际，充分考虑英语专业学习者的实际水平和需求而撰写的。

四、本书的结构和内容

本书由三部分组成，各部分之间相互衔接，内容循序渐进。

第一部分是五段议论文的写作。第一节介绍了如何由段落扩展为文章；第二节介绍了文章的中心思想句及其特点；第三和第四节分别阐述了如何组织文章思想并使文章的议论通顺有理；第五节介绍了五段议论文的格式、特点和要求；第六、七、八节分别介绍了如何开展文章引言段、正文段和结论段的写作；第九节简单介绍了议论文的类型；第十至十三节分别对各种类型的议论文进行了分析，并给出范文逐一按步骤进行分析。

第二部分是学术性论文写作。该部分首先阐明了学术性论文的定义，如何针对学术性论文的论题即题目提出问题，如何寻找资料，随后介绍了初稿的撰写和修改，如何完善引述段和结论段，如何在学术性论文中使用引文，如何使用缩写、图表和数字，如何按照学术性论文的要求进行修改，该部分最后分别给出了不同题材的学术性论文范文。

第三部分介绍了毕业论文的写作要求。由于有了前一部分学术性论文写作的知识，本部分就毕业论文选题、组织思想、文献回顾的要求、引言段的撰写、正文段的讨论、结论段的要求、论文摘要的类型和内容以及论文答辩等进行了简单的阐述，每个部分的内容都体现出实用性的原则。

本书在撰写过程中参考了三十余种国内外与写作有关的书籍，通过教学实际的检验，得到了不断的总结和完善，作者相信该书对于广大英语专业学习者和有意提高英语写作水平的读者，一定会起到积极的作用。本书的读者对象为英语专业高年级学生和英语专业研究生，既可以作为专著供英语专业高年级学生和英语专业研究生学习使用，也可以作为英语专业高年级写作课程教材来使用。

本书的第一部分五段议论文写作、第二部分学术性论文写作由路文军老师撰写，第三部分毕业论文写作由吴尚义教授撰写。

由于作者水平所限，书中不妥之处难免，诚请使用者及同行专家指正，以不断改进，不断完善。

路文军 吴尚义
2007年12月28日

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Part 1

Writing the Five-Paragraph Argumentation

Section 1 From Paragraph to Essay

1.1 Introduction

As we know, an essay is composed of several paragraphs rather than only a single paragraph. As a paragraph does, an essay discusses about one subject. Sometimes, the topic is too complicated to be discussed in one single paragraph, then you must discuss the subject in several, that is, you have to deal with one main point of a subject in one paragraph at a time in an essay.

Usually, a paragraph includes three parts: the topic sentence, the supporting sentence(s) and the concluding sentence. Similarly, an essay also comprises three parts: the introductory paragraph, the body paragraph(s) and the concluding paragraph. Therefore, you cannot write a good essay unless your paragraph is well developed.

One of the most conspicuous purposes for writing an essay in your college classes is to provide you with the opportunity to sort out your thinking and formalize it. Formal writing gives you an opportunity to see what you think about a topic. Writing is an intensely personal activity. You write in accordance with your instructor's requirement and you must bear two things in your mind in the process of your writing, that is, the purpose and the readers. Many of the essays that you write in college concentrate on materials relevant to the topic. Thus, you must design what you intend to write in order that you can accomplish the intended purposes for that particular readers.

The people you write to can be called your readers. Of course, the teacher will read your paper, not to mention grading it, so your teacher is part of the readers. But to assume that only your teacher is the reader who would seem to defeat the purpose of the writing assignment. Writing the essay has exposed you to a body of information and ideas that have encouraged you to think in a new way. Your essay sets forth these ideas, clarifying them for you and for your readers. But if the gap between you and your readers is great, as it could be if your teacher were a specialist in some areas of the same field, you could run into difficulty by trying not to communicate at your own level.

Although teachers are not always specialists in the field they assign papers on, sometimes they are. Therefore, teachers shouldn't be your only reader. You should write to a reader of your peers, that is, write to those on your own level: your classmates. Then you have a common ground to build on. You can assume they are a group of intelligent people who will be convinced by your logical

argument, and who share some of the same interests and background. On this same level you will, to some extent, appeal to your teacher as well.

As you know, most of the term papers written by English majors are argumentative. The writer of argumentative papers attempts to persuade readers to accept his point of view by reason and logic. An argumentation is not necessarily made up of five paragraphs; it can be of three or four paragraphs. However, five-paragraph argumentations are very common in writing classes in American universities.

Then, what is a five-paragraph argumentation? A five-paragraph argumentation consists of five paragraphs, which includes an introductory paragraph which commences from a generality to a thesis statement and announcement of three main points in support of the thesis, three middle paragraphs, each of which starts with a topic sentence restating one of the main points supporting the thesis and then develop the topic sentence, and a concluding paragraph restating the thesis and the main points.

The five-paragraph argumentation is clear and strict in terms of organization, and its points are clearly expressed. The five-paragraph argumentation is usually chosen to measure students' writing proficiency, and it is essential that every student master this specific thinking and organizational pattern in order to score well. Writing the five-paragraph argumentation is not only significant to pass exams, but also an essential step for research papers for students. Mastering the form of the five-paragraph argumentation is the first step to be successful for further writing.

Therefore, the following sections will focus on how to develop a five-paragraph essay, and argumentation in particular.

1.2 Questions to be asked

You may have a "reader survey" by asking yourself some questions about the tastes, values and experiences of your readers. For example, you may ask the following questions in the process of your writing:

- 1) Will the readers be interested in my essay?
- 2) What is the average educational level of my readers?
- 3) Do the readers have specialized knowledge in the field? And how much?
- 4) Is the evidence for the essay convincing?
- 5) Will my readers be likely to accept my points of view?
- 6) What is the purpose of my writing?
- 7) Does my writing focus on the topic and thesis in the process of writing?

- 8) Is the thesis statement clear in the introductory paragraph?
- 9) Is the thesis statement well supported by enough examples, evidences, facts, details, or reasons?
- 10) Are there any wordy or redundant sentences in my writing?
- 11) Are there any irrelevant materials that need to be removed?
- 12) Are the transitions smooth between paragraphs?

You will realize that asking yourself these kinds of questions will aid you to make decisions about what to include and what not to include in your essay.

Whenever you write, you must bear in your mind the interests of your readers, how much expertise they have on the subject, and the occasion for which you are writing. In other words, you will want to appeal to the group you have defined as readers from the first step of writing. Pick a subject that suits you both, and then make decisions on the main points to focus on the essay, and make sure that both you and your readers are likely to be interested in the topic chosen. Then, as you select evidence for the body of the essay, consider what the readers already know, what they want to know, and what they need to know.

Section 2 How to Organize Your Ideas

2.1 Identifying the controversy

The first step of writing a five-paragraph argumentation is to identify the controversy over the issue and your position. You can also provide some background information such as the causes of the issue so that your readers can have a better understanding of the issue to be discussed if necessary. Then, you must formulate your proposition in your thesis statement. You must make sure that your proposition focuses on a controversial issue and indicates your point of view. You must avoid a proposition that is factual because a fact allows little room for debate.

An effective thesis statement for an argumentative essay should possess the following qualities: first, it should provide a clear, concrete statement of your viewpoints; second, state the main ideas you will use to support your arguments; then, tell your readers why the topic is important.

2.2 Providing strong support to develop the body of a five-paragraph argumentation

It must be emphasized that convincing evidence is a crucial part of an argumentative essay. Like any effective essays, the evidence in a five-paragraph argumentation must be concrete, accurate, specific and representative. You should try to develop three main points in your thesis statement, and each main point should be developed into the topic sentence in each paragraph. For example, you may employ brainstorming in the process of figuring out the main points. Convincing evidence may comprise facts, authoritative or expert views, statistical findings, observations as well as your personal experiences. The following is a discussion of some of the techniques.

Facts

Facts can be effectively used in any kinds of argumentation. A fact can be defined as a statement accepted as true. It goes without saying that facts must be accurate, complete and trustworthy if they need to be convincing. Some common sources of facts can be gained through reading in the library. For instance, in a paper arguing that public transportation should be put in the first priority may include facts from newspaper, or other kinds of article published.

Authoritative or experts' views

An authority is an expert in his or her field whose views are likely to be valued and accepted by the readers. You may cite an expert's view to support your view in an argument, and demonstrate that you agree with their points of view. You can add credibility to your argument by quoting, paraphrasing, or even just referring to a respectable authority. Definitely, authoritative and experts' views play a very important role in your argument.

Statistical findings

It is more convincing to use statistics or data in your argument. For example, it is more convincing to say that 90 percent of the population is in favor of death penalty than to say that many people are in favor of death penalty. Statistics or data often comes from books, magazines, newspapers, and articles. Of course, you can use your own research result as well. It is better to use the sources in which statistics first appeared rather than summaries or digests of others' statistics.

Examples

Generalizations can be utilized to support your beliefs and views, and generalizations are clearer when they are illustrated by examples. On the one hand, examples can make a generalization clearer, and on the other, they are likely to make it more convincing, too.

Your personal experiences and observations

Your personal experiences and observations, as well as those of others gathered from books, magazines, or interviews can illustrate a point of view. Sometimes they are more forceful than any other kinds of evidence. Imagine you argue against air pollution caused by exhausted pipes from cars, you can use your own personal experiences in big cities to illustrate the aftermath of heavy air pollution. You can point out that air pollution can cause, or make worse, diseases like emphysema and bronchitis by observation. You can also point out that air pollution can rot or soil clothes, and rust metals and discolor paint, and it can damage plant life and even destroy crops. As a result, personal experiences and observation can reinforce your argument. But you must be aware of the fact that personal experiences and observations cannot replace other kinds of evidence.

The ending of an argumentation and persuasion essay

You can end an argumentation essay by restating your thesis statement in different ways. You can summarize your main points if the paper is long. You can call your readers for support or action at the end of your paper after convincing your readers firmly on your side. You'd better be specific about what form of support for your proposition can take.

In the following concluding paragraph written by a student who argues for the seriousness of water crisis, the author summarizes his main points and urges the readers to take action.

Example:

In conclusion, the lack of the knowledge of insufficient water resources, the ineffective utilization of water and even the heavy pollution of water resources have caused a serious water crisis nowadays, which everyone has to face. Therefore, people should be educated to have a clear understanding of the water crisis we are facing now. Besides, more advanced techniques should be applied to economize the water resources.