

锦囊妙解

中学生 英语 系列

主编 杜中立
李 萍

畅销八年
品牌成金

第5版

适合各种教材版本



书面表达



机械工业出版社
CHINA MACHINE PRESS



锦囊妙解

中学生英语系列

第5版

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高二

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本书是“锦囊妙解中学生英语系列”的《书面表达 高二》分册。全书分四章,分别介绍如何提高高二学生的英语书面表达能力,如何写开放式作文,如何对文章进行改写和缩写;对英语写作中常见的记叙文、描写文、说明文、议论文、应用文及看图作文进行了指导和点拨。在第七章中,有针对性地安排了书面表达专项训练,以提高学生的英语实际写作能力。

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请认真阅读《锦囊妙解中学生英语系列》丛书！

本丛书聘请国内部分教学一线的资深特、高级教师撰稿，按中、高考必考的题型科学规划，分为听力、完形填空、阅读理解和书面表达四大系列，融趣味性 with 实用性于一体，根据新课标对词汇和惯用语的分级要求，分成七年级至高二及高考各分册，全套丛书共 24 册，是一套历经 8 年用智慧与爱心精心铸造的英语备考专用书。

丛书具有以下特点：

名师指点 指点迷津

名师指导英语听、说、读、写的学习方法与技巧，剖析知识学习的重点与难点，解读中、高考的考点和热点。

选文前沿 着眼实践

文章均选自英文图书、报刊、网络媒体，注重生活实际和欧美文化背景，语言地道，原汁原味，让你的英文与时代同步，视野与世界联网。

精彩真题 高效训练

专家引领你总结历年中、高考命题特点，体味更为高远的知识空间，全国各地最新中、高考真题回放，最新模拟试题快速、严格地对应中、高考命题方向，让你感悟中、高考最新的命题趋势。

由于时间有限，本丛书难免会有瑕疵，敬请读者不吝赐教。

编者

2010 年 3 月

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如何提高高二学生英语 书面表达能力

书面表达试题是高考必考题之一,书面表达试题旨在考查考生笔头表达英语的能力。中学英语教学大纲指出:“中学英语教学的目的,是对学生进行听、说、读、写的基本训练,培养学生在口头上和书面上初步运用英语的能力。”

怎样才能提高书面表达能力呢?下面给同学们介绍基本的方法及做题技巧。

一、提高书面表达的基本方法

1. 写和读相结合,在阅读的基础上进行各种写的练习。书面表达能力要在阅读的基础上发展和提高。中学生进行阅读首先应学好课文、背熟课文。因为课文提供了各种笔头表达的范例,可供我们借鉴,在学好课文的基础上,广泛地开展课外阅读,接触和积累更多的语言资料,来丰富自己的书面表达手段。结合课文和课外读物,可以进行一些笔头表达练习,如:写文章的要点、大意,改写、缩写课文等。

2. 写的练习和说的练习相结合。写是书面表达,说是口头表达,二者是互相联系又互相促进的,因此,这两种练习必须有机地结合起来,复述课文、值日生报告都是很好的练习方法。

3. 要提高书面表达能力只有多写。在做其他练习的同时,还可坚持用英语写日记,把每天的所见所闻以及做过的事情记下来,久而久之,写的技巧就会熟练。

4. 写的练习应循序渐进地进行,先要学会造句,把简单句写熟练,然后再练习写复合句,进而写段,最后写整篇文章。作文也要由仿写开始,按提示语写,再进一步到自由作文。当然,在现阶段我们只要把按提示语作文写好就够了。

二、书面表达的做题技巧

1. 书写规范,字迹清楚,这是最基本的要求。任何一种形式的书面文字材料,都要求书写规范、拼写正确无误、字迹清晰、大小写、标点符号及转行等都要正确。其实,做到这点并不难,只要做练习时认真、细心就行。

2. 正确理解提示语,严格、准确地按题目要求做。有提示语的书面表达不等于汉译英,不能按提示语逐句英译,它也不是作文,而是一种限定了内容、词数的一种书面表达方式。因此,必须充分注意提示语的提示作用。提示要求写的内容,一句不能少,与所要求表达的内容无关的话,一句也不要写,不要自己去添枝加叶,要紧扣提示,按所限定的内容、词数做到内容意义上的完整准确。

3. 表达要准确。准确的理解是准确表达的前提,准确理解的内容,要用准确的语言形态表达,在具体写作时,应主要注意以下几点:

(1) 文理通顺,层次清楚。要在准确理解提示语精神的基础上,把需要表达的内容,按逻辑顺序一件件地叙述清楚,简洁明了,切忌生搬硬造,词不达意,尽可能用最有把握的词语表述文章内容。

(2)语法结构要正确。语法结构即语言形式,是表达内容的手段,意思正确,但表达形式错了,也是不符合要求的。因此,要注意句子结构的正确,如词序、一致关系、时态、语态、人称呼应及词的搭配。错误的语言形式是表达不出正确的内容的。

(3)格式要正确。不同的书面表达形式有不同的格式,如书信、日记、便条、通知等各有其特殊的格式。

只要做到以上所列的几点注意事项,高二学生便能顺利攻克书面表达这最后一道难关。

三、书面表达的写作步骤

(一)认真审题,弄清题意,明确要求

审题即学生动笔前,通过仔细阅读书面表达所提供的材料,明确目的、要求。书面表达题可能是以汉语提示为信息,也可能是以一组画面为信息,还有可能是以英语短文为信息。无论是以何种方式提供信息,只要细心审题,学生对于明确命题意图和所要表达的内容,一般不会有太大的问题。因为书面表达题仅是简易的英语写作,要求并不太高,但这并不是说审题就不重要了。通过审题可以达到:

(1)明确体裁。书面表达虽然重在内容,但格式也不能忽视。如书信中的开头语和结束语都是基本要点,不可遗漏。

(2)确定内容。弄清题目设置的情景或提供的要点,便能紧扣题意,写什么不写什么,做到心中有数,避免随心所欲,文不对题。

(3)确定人称。弄清命题者要求学生用什么人称。历年高考书面表达题都对人称做出要求。但都有考生在没有确定人称的情况下匆匆动笔,结果白白丢分。

(4)确定时态、语态。时态、语态的准确运用,亦是判断书面表达好坏的一条重要标准。通过审题,明确体裁,知道事情发生的时间,对确定时态起着关键作用。

(二)理顺要点,译成英语,形成短文基础

书面表达的评分依据之一是内容要点。因此,在认真审题、弄清题意的基础上应逐个地完整地把内容要点列出来,然后译成英文词语或句子,以便下一步组织语言,形成短文。在完成这个步骤时要注意,不能遗漏要点,并非要点不必添加;将要点译成英语时,要尽量用你最熟悉的常用词汇和基本句型。

例如:该题内容要点有以下七点(附英文译文):

(1)为欢迎美国朋友举办晚会(to hold a party/to welcome our friends from the US)

(2)由学生会组织(Organizer—the Students' Union)

(3)时间:8月15日,星期六,晚7:30(Time—7:30 pm August 15 Saturday evening)

(4)地点:主楼屋顶花园(Place—the roof garden/Main Building)

(5)活动:跳舞、唱歌、听音乐、做游戏(Activities—dancing/singing/music/games)

(6)交换礼物,需包装好,签名并写祝词(exchange gifts/to be wrapped up/sign your name/write some words of good wishes)

(7)欢迎大家都参加(Everybody is welcome to the party.)

(三)紧扣要点,扩写成文

在完成这个步骤时要注意:尽量按基本句型写简单句;根据短文内容确定句子的主语和谓语,特别要注意谓语要用什么基调的时态及其前后相关的时态呼应;还要注意句与句之间的有机联系,段落与段落之间的自然过渡。总之,在这个步骤中,要尽量使句子表达得清楚、正确,使短文具有统一性和连贯性。

仍以上例为例,前面已列出七个内容要点,并已译成英文。现在首先要把这些内容要点的英文词语扩展成句子。我们可以确定句子主语或者是晚会(the party),或者是晚会的组织者(the Students' Union)。既然是广播通知未来的活动,那么谓语动词时态的基调则应是一般将来时,这样我们就可以写出下列许多句子来:

(1) The Students' Union will/is going to hold a party to welcome our friends from the US. (or, A party will be given by the Students' Union to welcome our friends from the US.)

(2) The party will be held at 7:30 pm, Sat, August 15. (or, The time for the party is 7:30 pm. . .)

(3) The party will be held in the roof garden of the Main Building. (or, The place for the party is the roof garden. . .)

(4) There will be various kinds of activities: dancing, singing, music, games and exchange of your gifts. (or, You'll have the following activities. . .)

(5) The gifts should be wrapped up. (or, You'd better wrap up your gifts.)

(6) Please sign your name and write some words of good wishes.

(7) Everybody is welcome to the party. (or, We hope everybody will be present at the party.)

在完成上述要点造句的步骤后,再根据前后句子的逻辑顺序,把这些句子重新排列起来,使之前后连贯成一个完整的短文。在这个组织语言、形成短文的过程中,有必要利用一些表示并列、转折或递进的连词。如果文章比较长,要表达的主题比较多,也可以在适当的地方分段。

下面是这篇书面表达题的参考范文:

May I have your attention, please? I have an announcement to make. The Students' Union is going to hold a party on Saturday evening, August 15, to welcome our friends from the United States. The party will be held in the roof garden of the Main Building. It will begin at 7:30 pm. There will be music, dancing, singing, games and exchange of gifts. Will everybody please bring along a small gift for this purpose? Remember to wrap it up, sign your name and write a few words of good wishes.

Don't forget: 7:30, Saturday evening, roof garden, Main Building. There's sure to be a lot of fun. Everybody is welcome.

(四) 通读全文,检查复核,修改错误

通读全文,检查复核,修改可能出现的错误,这是做好书面表达题的一个不可缺少的步骤。

在写好短文后,从题目要求上要对全文进行检查和修改。要注意词数是否相符;体裁格式是否正确;内容要点是否全面;语言表达上是否有错误,大至主谓一致、时态呼应、习惯用法,小至单词拼写、大小写及标点符号,都不可放过。

在考生的习作中,普遍存在书写潦草、粗心大意等现象。有的考生不打腹稿,在试卷上左涂右划,影响了卷面成绩。不少成绩不错的考生,基础知识的掌握也不牢,如:14岁的小男孩,可以翻译为"a fourteen-year-old boy/a boy who is fourteen years old/a boy who is fourteen/a boy at the age of fourteen/a boy fourteen years of age"而很多考生写成,a fourteen year old boy/a fourteen-years-old boy/a fourteen year-old-boy/a boy who is fourteen-year-old/a boy who is fourteen years等。考生因粗心造成的错误比比皆是,如:把广东 Guangdong 写成 Guandong;提示中所给的英语词汇很多学生都抄错,因不必要的失误造成的失分实在令人惋惜,应该引起考生的高度重视。

小结:应试作文时一定要注意以下几点:

(1) 要正确理解题意,抓住要点,避免错解题意,文不对题。

(2) 写作必须注意格式。在写作时,特别是写应用文时要注意格式,汉语与英语的格式有很

大区别,如英语书信和汉语书信的格式不同。

(3) 写作必须注意语法正确及用词得当。

(4) 写作不可用汉译英的方式进行。在写作时,尽量消除中式英语,用简练的、地道的英语来写。

(5) 写作应连续、流畅。

(6) 要注意大小写,标点符号等不要写错,更要避免严重的句子结构上的错误。

(7) 要注意卷面整洁,字迹清晰,书写规范,不要乱涂乱抹。

四、如何提高书面表达的档次,争取得高分甚至满分

不少同学们可能很不理解,考试时,写出的书面表达要点齐全,表达也正确,可就是不知道为什么得不了高分。是啊,为什么呢?今天,我们就来研究如何解决这个问题。

首先让我们来看近年来全国高考英语书面表达的评分标准。第五档(很好):“覆盖所有主要内容;应用了较多的语法结构和词汇;语法结构或词汇方面有些许错误,但为尽力使用较复杂结构或较高级词汇所致;应用简单的语句间的连接成分,使全文结构紧凑;达到了预期的写作目的。”

可见,高考书面表达评分标准在语言的运用上对考生提出了更高的要求。也就是说在考查考生语言准确性的基础上,进一步强调了用词的得体性、表达方式的多样性。如果同学们仅运用基础的词汇和基本的句型,不能体现出较强的语言运用能力,即使要点齐全,表达没有语法错误,也不能给人一种含金量高的审美享受,因此很难在考试的评分中达到较高档次。评分标准给我们传递了另外一个信息,如果有意识地使用较高级词汇或复杂结构,即使有些错误,也不扣分,仍属于最高档次。

因此要使一个平淡的文章变得丰富起来,进而提高书面表达的档次,同学们应着力于从以下三个方面来增强书面表达的效果。

1. 学会使用较高级的词汇

词汇反映你知识储存量的多少,也是衡量英语水平的一个重要标志。从评分标准可知,运用高级的词汇对提高书面表达的分数至关重要。大家先来看下面这些句子:

(1) Because the weather was good, our journey was comfortable. → Thanks to the good weather, our journey was comfortable.

(2) We all think he is a great man. → We all think highly of him.

(3) Suddenly I thought out a good idea. → ... came upon. ... / A good idea occurred to me. / A good idea suddenly struck me.

(4) The students there needn't pay for their books. → Books are free for the students there.

(5) As a result the plan was a failure. → The plan turned out (to be) a failure.

(6) When she heard he had died, she went pale with sorrow. → At the news of his death, she went pale with sorrow.

(7) She went to Austria in order to study music. → She went to Austria for/with the purpose of studying music.

(8) When he spoke, he felt more and more excited. → The more he spoke, the more excited he felt.

(9) In our school, there are twenty-six classrooms. → Our school is made up of twenty-six classrooms. / Twenty-six classrooms make up our school.

(10) You can find my house easily. → You'll have no trouble/difficulty finding my house.

2. 学会使用较丰富的句式

在整篇文章中,避免只使用一两个句型,要灵活运用各种语法结构,运用得当的句子结构可以给文章增色不少,从而使整篇文章因此而生辉。例如:

(1) When he arrives, please give me an e-mail. (使用 V-ing 形式) → On his arriving/ arrival, please give me an e-mail.

(2) To his surprise, the little girl knows so many things. (使用名词性从句) → What surprises him is that the little girl knows so many things. (That the little girl knows so many things surprises him. / It surprises him that the little girl knows so many things.)

(3) Though I'm weak, I'll make the effort. (使用倒装句) → Weak as I am, I'll make the effort.

(4) He did not know what had happened until he had read the news in the newspaper. (①使用强调句型 It was... ②使用倒装句 Not until...) → ①It was not until he had read the news in the newspaper that he knew what had happened. → ②Not until he had read the news in the newspaper did he know what had happened.

(5) I passed the physics exam because of your help. (使用虚拟语气) → ①I could not have passed the physics exam but for your help. → ②Without your help, I could not have passed the physics exam.

(6) She walked out of the lab and many students followed her. (用过去分词) → Followed by many students, she walked out of the lab.

(7) They sang and laughed as they went back to school. (使用 V-ing 形式) → Singing and laughing, they went back to school.

(8) I won't believe what he says. (使用状语从句) → No matter what he says, I won't believe.

(9) If you study hard, you will make rapid progress. (使用并列句) → Study hard and you'll make rapid progress.

(10) He had no sooner come back from Beijing than he was sent abroad. (使用倒装句) → No sooner had he come back from Beijing than he was sent abroad.

3. 学会使用恰当的连接词

使用恰当连接词,对写出一篇有“英语味”的文章很重要,能使整篇文章上下衔接自然、紧凑,使文章有一定的流畅性,以使文章层次清晰,行文连贯。下面表格中是写作中经常用到的一些连接词。

逻辑角度	合适的过渡性词汇
时间顺序	first, second, then, finally/at last, immediately, suddenly, soon
空间顺序	here, there, on one side... on the other side, in front of, at the back of, next to
对称顺序	for one thing, for another thing; on one hand, on the other hand
转折顺序	but, however, while, though, otherwise
因果顺序	because, since, as, thanks to, as a result (of)
条件顺序	as long as, so long as, on condition that, if, unless
让步顺序	though, as, even if/though, whether, who (what, when, where) -ever
递进顺序	what's more, besides, to make the matter worse, what's worse
过渡性插入语	I think, I'm afraid, you know, as we all know

例

①On one side of the road there is a new classroom building. On the other side, where the playground used to be now stands another new building—our library. ②As far as I know, everyone is happy about this new arrangement of things. ③What's more, I can go to bed earlier.

运用以上讲解的三点增强书面表达效果的技巧,我们来看下面这样一篇书面表达:

联合国教科文组织某考察团正在我国某乡村参观考察。假定你是接待人员,请根据下列提示以发言稿的形式简要介绍这个村的情况:

(1)大小:近 100 户人家,约 500 口人。

(2)变化:过去很穷,1978 年后变化很大。人们生活比以前好多了。现已旧貌换新颜。

(3)教育:原来的学校很小,现经过改建。新建的教学楼有 4 层,是村里最美的建筑物。村所有学龄儿童在此免费就读。

注意:(1)要点齐全,前后连贯。(2)词数:100~120 之间。

[解析]

(1)依据要点,草拟提纲,将所需要的语言材料准备好。可以只列出主要的词、词组、短语及句型。暂不考虑动词的时态、语态、单数第三人称等词形变化。

①100 families and 500 people

②used to be very poor/ change a lot/ richer than before/ take on a new look

③was very small/ have been rebuilt

④newly-built/ have 4 storeys/ most beautiful building

⑤school-age children/ enjoy free education

(2)扩展成句,联句成篇。本文为一篇发言稿,其格式与口头通知大体相同。因此,短文应有称呼、开场及结束语。既然介绍的是小村,所使用的人称应为 it。应注意时态、语态的正确运用,并适当使用一些连接成分将所列的语句连成完整的语篇。全文应结构紧凑,前后连贯。

Ladies and gentlemen,

Welcome to our village! ①This village is very small. It has nearly 100 families and about 500 people. It used to be very poor. ②It has changed a lot since 1978 ③. People here ④are richer than before. Now it is taking on a new look.

In the past, the school here was very small⑤. ⑥Now it has been rebuilt. ⑦The newly built teaching building⑧has 4 storeys and it is the most beautiful building in the village. All the school-age children can study here. ⑨They enjoy free education in it. ⑩Thank you.

大家看,这篇书面表达要点齐全,表达也没语法错误,但语言平淡,表达方式单一,逻辑性也差,因此很难在考试的评分中得到较高档次。如果使用一些恰当的连接词,并尽量使用较高级的词汇和较复杂的语法结构,这个平淡的文章就会有很大改观,甚至会变得更精彩。

Ladies and gentlemen,

Welcome to our village! ①This village is a small one with/which has nearly 100 families and about 500 people. It used to be very poor. ②However, it has changed a lot since 1978 ③and has been developing very fast. People here ④have/live a much better life than before. Now it is taking on a new look.

In the past, the school here was very small⑤and most children couldn't afford to go to school. ⑥But now it has been rebuilt⑦and the newly built teaching building ⑧which has 4 storeys is the most beautiful one in the village. All the school-age children can study here. ⑨What's more/Also, they enjoy free education.

⑩ May you enjoy your stay here/May you have a pleasant time here! Thank you.

[对上文评析]

①用介词短语作定语或用含定语从句的主从复合句。②语句间缺少连接成分 However。③表现作者对现在乡村的发展的喜悦心情,也起到承上启下作用。④较高级词汇。⑤作者对过去孩子们上不起学表示遗憾和同情。⑥语句间缺少连接成分,添加 But。⑦语句间缺少承上启下连接成分 and。⑧用含定语从句的主从复合句。⑨此处应添加一个承接上下文的过渡性词语,如“*What's more/Also*”,这样,前后就显得更加连贯了。⑩如能适当发挥,在结尾处添加像“*May you enjoy your stay here/May you have a pleasant time here!*”的表希望、祝愿的语句,会使全文更加完整,使文章读起来更亲切,完全达到与读者进行交流的目的,从而收到更佳表达效果。

④较高级词汇,①⑧较复杂句式。

②⑥⑦⑨这些连接词的恰当使用无疑能使全文过渡自然,令读者对后续的句子产生心理的期待和准备,增强句子间的逻辑性和紧凑性。

③⑤⑩适当增加句子的感情色彩,增加一些人情味,使文章读起来更亲切,完全达到与读者进行交流的目的。

以上我们可以看出,要使文章连贯、流畅,就要使用较高级词汇、复杂句子结构以及恰当的连接词,才能给人一种美的享受,才能在考试的评分中得到较高的档次。总之,希望同学们通过以上启发,灵活运用,坚持用科学的方法多写多练,就一定能写出高质量的英语作文,在高考中取得成功。

[小练习]

试试看,下面这篇书面表达又该怎样写才能得高分呢?

请你根据下列表格的内容,阐述一下你对减少城市人口的看法。

建议项	具体措施	目的
1	A. 晚婚 B. 一对夫妇一个孩子	减少人口自然增长(人口出生率)
2	严格控制外地人进城务工经商	减轻外地人口对城市的压力
3	A. 在郊区,建造生活、商业、文教、卫生、娱乐休闲生活小区 B. 在城市的县里建造卫星城	吸引城市居民到郊区和卫星城工作和生活

A Suggested Version:

Our modern city is too crowded, and to solve the problem, I have three suggestions. First of all, practise the policy of “Late Marriage” and “One Couple, One Child” so as to reduce the birth rate. Secondly, the city government must have a tight control of people entering cities to engage in trade or do various physical jobs in order to reduce the pressure on the city caused by the increasing population. Finally, more and more people suggest that living blocks with shopping centers, school, hospital as well as cinemas and theatres or even satellite towns should be built in the city suburbs or the countries round the cities. In this way city citizens will be encouraged to move there. If these three suggestions are well carried out, the city population will be greatly reduced.

五、写作中如何避免句式单调

请看一位同学写作中的一个片段:

I've found a place for you.

It is a flat on the third floor.

It is 25 square metres.

There is a bedroom and a bathroom in it.

There is a sofa and a kitchen in the bedroom.

There is a chair and a desk in the bedroom, too...

很明显,该片段所用句子过于单调,全是简单句,而且3次重复使用there be句型,像这样写出的文章在高考中即使没有语法错误也不会得到高分,最多只能得中档(15分左右),因为“评分标准”对语言能力的要求提高了——不仅要求语言无误而且还在“连贯性”、“多样性”和“复杂性”方面提出了具体要求。

为避免上述句式单调、松散的问题,我们可采取以下方法把简单句进行“优化”。

(一) 扩展法

所谓扩展法就是在原有单句的基础上(结合主题)适当增加描写成分或附加细节,使之表达具体、生动和充实。如:

(1)我的特长是英语和电脑。

a. I like English and computer best.

b. I like English and computer best and I am good at them.

a 句表达简单,但 b 句则增加了“I am good at them”,更加突出了“我”的特长与求职方面的优势。

(2) 过去听收音机, 而现在看电视。

a. We listened to the radio, but now we watch TV.

b. We listened to the radio for news and other information, but now we get news by watching TV.

a 句直来直去,表达一般,而 b 句增加了细节,使表达充实,说明通过看电视获取信息,by watching TV 的运用,提高了语言档次。

有时,在扩展句子时可以对句子的结构适当进行变通。如:

(3) 过去周末在家做作业。

a. I did homework at home at weekends.

b. I used to work even at weekends doing homework at home.

a 句是一般同学的表达,而 b 句则先用 work 一词,然后使用 doing homework... 这一分词结构,使表达复杂,又突出了减负前的作业量大,表现了作者的厌恶心情。

(4)我现在可以发展我的业余爱好了。

a. I can follow my interests.

b. I can follow my interests such as reading books, visiting museums, and taking computer lessons.

a 句只是泛泛地说“发展爱好”，而 b 句则根据实际把业余爱好明确写出来，让人读后觉得很实在、很具体，言之有物。

（二）合并法

合并法是指将意义相关或结构相似的句子按一定的方式连接在一起,以增强句子的连贯性和表现力。如:

(1) a. He stopped us half an hour ago. He made us catch the next offender.

b. He stopped us half an hour ago, and made us catch the next offender.

将句子合并后,使用了并列谓语,句子个数减少了,但动作的连贯性却加强了。

(2) a. He is a good teacher. We all love and respect him.

b. He is such a good teacher that we all love and respect him. / The teacher is so good that we all love and respect him.

a 句使用单句表达松散,而 b 句则使用了 such...that... / so...that... 这一常见句型,表达有力。

(3) a. Enter the park by the main gate. Walk straight. Come to a stream. Cross the stream. Turn right.

b. After you enter the park by the main gate, walk straight until you come to a stream, then cross the stream and turn right.

写作中应避免使用相同的句式或结构。而 a 句则多次重复使用祈使句,表达单调、呆板,更谈不上连贯性了。b 句合并后,动作的连贯性加强了,且符合“交际”场景,减弱了“祈使”语气,让人易于接受。

(三) 改写法

“改写法”就是使用比较新颖复杂或强调的表达方式来改写变换简单句,使表达手段丰富,游刃有余。如把陈述句变为强调句、把复合句简化为分词结构或独立主格结构、用同义词语来替换等。如:

(1) 我七岁上学,1984 年至 1990 年在光明小学上小学;1990 至 1996 年在大连第六中学上学。

a. I started school at the age of 7; I studied in Guangming Primary School from 1984 to 1990. I studied in Dalian No. 6 Middle School from 1990 to 1996.

b. I started school when I was 7. I studied in Guangming Primary School from 1984 to 1990. After that, I went to study in Dalian No. 6 Middle School and graduated in 1996.

a 句中都为简单句,且句式相同,用了两次 I studied...,时间状语相同,用了两次 from...to... 这些在写作中应该注意避免;而 b 句则是简单句、并列句和复合句并用,同时还使用了 after that,这个短语更增加了文章的“凝聚力”,提高了文章的表现力。

(2) 过去我们家住房拥挤,而现在我们住在新的宽敞的房子里。

a. We lived in the crowded house, but now we live in the new big house.

b. We lived in the house crowded with furniture, but now we have moved into a new three-room apartment.

a 句使用了并列句,但是重复使用 live, house 等词,句式结构也相仿;b 句用 have moved into 代替了 live,用 apartment 取代了 house,使表达多样,而且句式结构也作了相应的调整,如把 the crowded house 转换为 the house crowded with furniture,使用了分词结构作定语,表达手段新颖,体现了作者扎实的基本功。

下面我们把开头提到的那个片段(见第 8 页)改写一下:

I've found a flat for you. It's a flat of 25 square metres with a bedroom, a bathroom and a kitchen. In the bedroom, there is a sofa, a bed, a chair and a desk.

如果这样来表达一定会为我们的文章增色不少,当然也会为你提高分数的。

在写作中,上述手段可能会同时使用。为熟悉上述手段,请同学们改写或扩展下列比较单调的句子:

(1) 我哥哥骑自行车。我坐在后面。

My brother was riding. I sat on the seat behind.

(2) 在学校里,我学习很多门课程。我主要学习语文、数学、英语、物理和计算机。

At school I studied many subjects. I studied Chinese, maths, English, physics and computer.

参考表达:

(1) a. My brother was riding, and I sat on the seat behind.

b. My brother was riding with me sitting on the seat behind.

(2) a. At school I studied many subjects such as Chinese, maths, English, physics and computer.

b. The main subjects I studied at school included Chinese, maths, English, physics and computer.

六、书面表达中过渡词的使用

(一) 准确用好过渡语, 增强文章连贯性

连接(过渡)性词语的使用是语言的连贯性得以实现的最常用手段。在句子与句子之间、段落与段落之间恰当地使用一些承上启下的连接(过渡)性词语是非常必要的。如果使用得当, 它能够帮助读者理清文章的脉络, 密切句子间的逻辑关系, 从而使得整篇文章衔接自然流畅, 严密紧凑。

(二) 书面表达常用的过渡词语及范例

1. 文章及段落起始的过渡词语

(1) to begin with 首先

例 1 To begin with, I'd like to express my gratitude to those who have helped me.

例 2 To begin with, smoking should be banned in public areas.

(2) generally speaking 总体上讲

例 1 Generally speaking, those who have knowledge are more capable than those without knowledge.

例 2 Generally speaking, the more you practice, the more skillfully you can write in English.

(3) first of all 第一, 首先

例 1 First of all, doing exercise every day is of the almost importance in keeping fit.

例 2 First of all, many people in remote areas still live in poverty.

(4) in the first place 首先

例 1 In the first place, she can read at the rate of 100 words a minute.

例 2 In the first place, agriculture needs to be developed quickly to feed the world population.

2. 文章及段落结尾常用的过渡词语

(1) therefore, thus 因此

例 1 Therefore, it takes longer time and more energy to communicate in written English than in oral English.

例 2 Thus, taking morning exercises regularly may reduce the chances of getting sick.

(2) in conclusion 最后

例 1 In conclusion, the international agreement should be made to prevent the world from the war.