

华中师范大学出版社

Practical English Writing

刘玉珍 编著

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This book provides a practical approach to writing. It is your best teacher. It helps you improve your ability to apply the English language in an efficient way. It is a bridge that leads you to success.

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Essays of English Writing

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(鄂)新登字11号

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华中师范大学出版社出版·发行

(武昌 桂子山)

新华书店湖北发行所经销

中船722研究所印刷厂印刷

* * *

开本 787×1092 1/32 印张 8 字数 185千字

1993年6月第1版 1993年6月第1次印刷

ISBN 7—5622—1078—0/H·94

印数：1—3000 定价：4.80元

本书若有印装质量问题，可向承印厂调换

内 容 简 介

《实用英语写作》一书不单纯指导如何写文章，它还包括语法与修辞。文章是由许多句子组成的，句子由单词和词组组成。只有把句子写准确，打好语言基础，才能写出较好的文章。十大词类、三类句子（简单句，并列句，复合句）是对语法的概略认识，而修辞除了对语法作进一步完善温习之外，它还运用各种表现方式使语言表达得准确生动，鲜明有力。

本书的第一部分偏重于语法修辞的训练与提高；第二部分偏重于学习写段写文章的训练；第三部分着重于介绍一般信件写法，其中包括介绍信，邀请信，请示信，谋求职业信等。

本书适合于高校文理科大学生。对高中二、三年级学生有较大帮助。本书也可供英语老师教学参考，它对从事于英语文秘工作者有一定的指导作用，对自学英语者可起辅导作用。

前 言

《实用英语写作》是根据国家教委颁布的《大学英语教学大纲(文理科用)》的要求,结合在校大学生的实际写作水平而编写的。本书重视英语语言基础知识和写作的基本训练。它不仅能满足准备参加全国大学英语四级统考的文理科大学生的需要,而且为高中二、三年级学生今后跨入大学之门架起一座桥梁,同时对从事英语文秘工作者和自学英语者也有一定的参考价值。

本书共分三个部分:第一部分偏重于单词、词性、惯用语及句子等基本知识的训练与提高;第二部分偏重于学习写段、写短文的训练;第三部分介绍写一般信件的格式。并根据目前社会的需要,书末还附有介绍信、邀请信、求职信等十种常用范文。

本书融知识性、趣味性为一体,题材广泛,结构新颖,由浅入深,循序渐进,有助于逐步提高读者运用英语语言的能力。在本书的编写和出版过程中,承蒙李华矩教授的指导,同时还得到林金辉教授、胡永久副教授、张隆胜副教授的关心和鼓励,得到华中师范大学出版社各级领导的大力支持和帮助,在此一并致以衷心的感谢。

若书中有错,敬请专家、同行斧正。

编著者

1993. 4.

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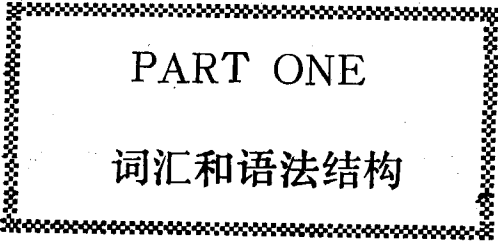
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PART ONE

词汇和语法结构

I. Vocabulary 词 汇

字或单词是语言文字的最基本要素。学习任何一种语言，首先要学它的字或单词。只有掌握了一定量的单词，才可运用它们来表达自己的情感，达到交流的目的。

教学大纲对高等学校理工科学生英语水平的基本要求是：必须领会式掌握3,800—4,000个单词以及一定量的习语。在写作方面，要求能按规定的题目和提示在半小时内写出100到120个词左右的短文，包括书信、文章摘要等，要求文理基本通顺。

知识的掌握是一个由浅入深，由易到难的循序渐进的过程。要提高英语写作水平，必须首先掌握大量的词，使用时才能做到准确而流利。为了巩固和扩充词汇量，下面配有常用单词测试练习，请根据句子的需要和提示写出正确的单词（单词以字母顺序排列，便于读者记忆）：

1. College students should have the abi_____ to speak a foreign language.
2. Mary's brother is a patient. So he is always ab_____ from school.
3. I usually have abso_____ trust in my parents.
4. He was ab_____bed in a book.
5. Silence, happiness, and harm are abs_____ nouns.
6. The peasants had an abun_____ harvest last

- year.
7. It is a good attitude to ac_____ criticism with an open mind.
 8. He was killed in a traffic ac_____.
 9. This room can acco_____ate over fifty people.
 10. Mr Wang will acco_____ a foreign visitor to the railway station.
 11. I have to acco_____sh my task before supper.
 12. Your opinion is in accor_____ with mine.
 13. Nobody acc_____ him a diligent student.
 14. By saving half of your salary every month, you may accu_____ a fortune.
 15. Since your head a_____, you'd better go to see the doctor right away.
 16. I have the only nodding acquaintance with Mr Wu.
 17. A_____ are more important than words.
 18. Two a_____ to five makes seven.
 19. After getting up, you'd better adj_____ the pillows on the bed.
 20. In spring people intend to go to the East Lake and ad_____ the view.
 21. Tom's brother is already 23, that is he is an ad_____.
 22. We have made rapid adv_____ in industry.
 23. You should take ad_____ta__ of this opportu-

- nity to visit your grandparents.
24. Little Tom said that he admired the adven-----s.
 25. Mr Li is the best man to ad---- me on this question.
 26. It is said that the climate can af---- people's health.
 27. I can't af---- time for the party because I want to pass the examination.
 28. A house-a---- is one who buys, sells and rents houses for others.
 29. Smoking is not all---- in the classroom.
 30. Vingo used to be lazy. Now he studies diligently. He has al----ed a lot.
 31. Though I major in History, I like to sing. I am an am----- singer.
 32. Our English teacher am----fied the importance of learning a foreign language by illustrations.
 33. We call our grandfather's grandfather ance-----.
 34. In anc----- times, people didn't know how to make clothes.
 35. On Oct.1, 1949, Chairman Mao ann----- that New China had been established.
 36. Hearing the news that he failed in the

- examination, Tom felt ann-----.
37. Tom didn't come back. His mother was a-----ous about his safety.
 38. Students should apo--g--- to their teacher for being late.
 39. Don't judge a person by appe-----cés.
 40. He made an appl----t--- for admission to school.
 41. Those kids are too young to ap---ci--- the works of art.
 42. National Day is ap-----ching.
 43. Adams is an efficient expert. He always ar---ges things in order.
 44. Bees can tell arti-----al flowers from the real ones.
 45. You must consider the plan in all its as-----.
 46. In order to save time and energy, you should redesign the asse---- line.
 47. Mr Smith was as-----shed to see his little son stealing money from his wallet.
 48. Please a---ch the label to your baggage for distinction.
 49. Sometimes it is necessary for the parents to take a firm at--tu-- toward their children.
 50. These flowers at----- a lot of bees.

51. I a_____bute my failure to my carelessness.
52. If they have good study habits, the av_____students can be top students.
53. In order to av___ meeting him, you'd better stay at home.
54. After four year's university, he got a bac__l___'s degree.
55. We are discussing how to ___fle the enemy's plans.
56. When parents are away , good children be__ve themselves at home.
57. A person who is engaged in the scientific study of living thing is a bi___gist.
58. B___er pills may have wholesome effects.
59. China and Korea b__d__ on each other.
60. This ship is b___d for Shanghai.
61. At the sight of its host, the dog bo___ed towards him.
62. When we say that all the students boy_____classes, it means that all the students refuse to have classes.
63. He saved five children in a forest fire. His br____y moved us to tears.
64. To earn one's b____d is to make enough money to live on.
65. After two hours' work, our teacher asked:

- us to have a b---k.
66. It is hard for people to br--- away from old habits.
 67. The soldiers were determined to fight to their last br-----.
 68. Jim's main job is to br--d cattle.
 69. That big oak tree covered with yellow handkerchiefs stood there like a banner of welcome billowing in the b---ze.
 70. The b---ge has been washed away. How can we cross the river?
 71. I am very busy. I can only have a br---- stay here.
 72. Knowing that the whole family would go for an outing, little Tom was very excited and he spoke b--ghtly: "I'll go for an outing!"
 73. Our university is short of bri---ant guidance.
 74. Though he was very ill, good doctors and careful nursing br--ght him through.
 75. Rivers are long while oceans are br---.
 76. Small streams are also called b---ks.
 77. Your coat is dusty. Go and b--sh up the dust.
 78. Houses, schools, factories, and hotels are all -----ings.
 79. There are books everywhere. You'd better

- bun--- them up.
80. Don't regard your grandma as a b--d---. To take good care of her is your duty.
 81. A person who breaks into a house at night in order to steal is called a b--gl---.
 82. Seeing mother going away from the house, her three-year-old son b---- into tears.
 83. Can you ca---la-- when there will be eclipses of the sun?
 84. Liu Hu-lan remained --lm in face of the ferocious enemy.
 85. The sports meeting will be can---led because of the bad weather.
 86. Teachers are often compared to c--d---.
 87. After work, the workers go to the c--t--n to have their lunch.
 88. That boy has a mind of great c-p-ci---. That is, he has a mind well able to grasp ideas.
 89. Teacher Liu is very ca---ble. All her students respect her.
 90. By reading about the c-r----s of great scientists, we can learn much.
 91. A care---- driver is very dangerous to the passengers.
 92. Comrade Lin was successful in every day. It

- means that he c_____ied everything before him.
93. It is said that girls are more careful than boys. But it is not necessarily the c_____.
94. To that old man his house is his c_____tle.
95. We should fight in the c_____e of justice.
96. That factory has c_____sed making pencils. It is said that it will turn out bicycles.
97. Next month, we are going to c_____br_____ the birth of our university.
98. Hancow is a c_____re of commerce in Wuhan City.
99. Now we are living in the 20th c_____.
100. There is no need for c_____r-m_____y between friends.
101. Who won the ch_____p_____ship in the swimming contest?
102. Goodness ch_____ms more than beauty. (善良比美色更使人欣赏。)
103. Dogs like to ch_____ cats and rabbits.
104. In that school the students who ch_____ in the examines will be punished.
105. The good news that our team won the first prize ch_____ed all of us.
106. As we all know, salt, soda, and water are ch_____ compounds.
107. It is certain that a chemistry teacher tea-