

*Knowledge and Knack
of English Writing*

英语 写作知识与技能

王永聘 著

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内容提要:

本书是一部集英语写作综合知识和各种写作技巧训练于一体的实用性书籍。全书用英文撰写,共分十章。系统地阐述了英语写作中各种规则、正确使用标点符号、选词、用词以及修辞格。涵盖了各种典型句子类型的分析和有效句子的写作、段落的种类和构成、主要应用文的运用和几种常用文体等相关知识和写作手段,以及写作技能的训练。如何写摘要、短评和读书报告,怎样写学术论文等。

内容新颖,涉及范围较广,可作为教材,也可作为工具书。有助于专业英语和大学英语各类学生、出国人员以及有一定英语基础的人学习和掌握写作知识与技巧,提高英语写作能力。

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邮 箱:bjb@cnipr.com

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FOREWORD

NOWADAYS quite a few English learners would come under the illusion that the field of English learning betrays a fundamental easiness; words plus grammatical rules mean sentences, and sentences plus cohesion mean composition; in other words, learning how to use words and how to organize sentences will come to shape an article.

Unfortunately, people ready to hope for the kind of ‘easiness’ this way have come under grave disappointment. In one way, surely, a ‘composition’ is composed of chosen words and correct sentences; yet in another, more definitely, the composition of correct sentences combined can by no means guarantee the ‘correctness’ of an article, let alone the logical coherence, the stylistic flavor, and the interest of subject matter required. This is the problem of writing which is a metaphorical will – o’ – the – wisp on the part of the learners, and also a problem facing many of the teachers.

Some years ago, Mr. Wang Yong – pin, an eminent professor of English at Foreign Languages College of Three Gorges University (三峡大学), prepared, in the interest of the students, to pursue the path of meeting this will – o’ – the – wisp, began to talk to the young learners at the college how to set up felicitous goals in English writing and how to achieve them satisfactorily.

Now the time was ripe for some new thinking on this topic, some thinking which would not be constrained by the orthodox of boundaries

of university syllabus of grammar and vocabulary. Nevertheless, more than thinking is required to bring about a successful course of writing in the classroom, for the intellectual climate of experiences in writing class should be right. In fact, some workable developed lines of thought originating from Prof. Wang's classroom practice and quite different spheres of activities in the teaching were coming together, hence this guidebook of English writing.

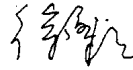
Recent years have found an increasing use of English writing in China. This guidebook, attempting to meet the needs of college English students in this respect, plans to introduce to them the most important principles and skills in English writings, both formal and informal, with useful yet lively examples taken chiefly from contemporary daily uses at home and abroad. At the same time it is comprehensive enough in the discussion of the use of language, of the development of subject matter, of the technique of text organization, and of the consideration of stylistic features, and therefore may be of value to people other than students as well.

This is a course book of applicable and functional nature, with the theoretical content being relatively fundamental, and what is more, being adequately – discussed and clear. Readers with average level of English together with some experience in writing English articles will have an easy time with the book, as it does not assume a great deal of stylistic and rhetoric background on the part of the reader. In an attempt to reach the readers who are not literary oriented, the objective throughout has been to explain as carefully as possible on the verbal level and by examples all of the writing principles and skills that are basic and important.

There being many ways that a book of English writing might be organized, this book, to my understanding, tries to incorporate several

practical skills into a single design with the division of cutting between theoretical explanation and practical examples, with full attention being given to those skills and problems that have been proved to be most significant for beginners and for other writing learners.

With this introduction to the ideas behind this guidebook of English writing, progress can now be made for the book to speak for itself.



Xu Shenghuan
Professor of Linguistics
September 5, 2009

前言

英语写作是英语爱好者和大学生的一项艰巨的任务,也是一种情趣。写作初学者往往需要花费很大工夫进行磨练,逐步掌握写作知识和各种技巧,以期提高写作水平。有一定写作基础的人,尤其是英语专业本科生和非英语专业的研究生或本科生,虽然往往提笔便能成章,但仍然需要精益求精,努力达到炉火纯青之境。可喜的是,在各种大学生英语作文比赛,以及专业英语四、八级、大学英语四、六级作文考试中,常有佳作脱颖而出,令人耳目一新。然而,受东方思维模式以及汉语语言习惯的干扰,依然有许多学生英语写作欠佳。有的学生4年本科临近毕业,填一份英语表格仍感困难。在英文写作中,比如说“毕业论文”,且不说一系列格式(各个院校有自己的规定),有的还没写上几句就出现多处错误。细微处如标点符号,要么使用不当,要么滥用,有的甚至连字母的大小写都掌握不好。当然,较低年级的学生在写作方面存在的问题不会更小。笔者曾多次在学生作文中(不过,偶尔也在出版的写作书籍中)见过这样或类似的句子:“In my opinion, I think we university students should support ourselves by our own labor to finish our studies.”这是一个流畅的句子,但这个句子的靠前部分,有一处实在是多余的。全句本来是一个很好的句子,但由于In my opinion和I think两个语义重叠的短语用在一起,破坏了整体意义结构,使其显得累赘,成了一个不够完美的句子。滴水映日,可见英语写作的训练和提高,无论是对老师的教学,还是对学生的学习而言,无疑是任重而道远。

本书的撰写,旨在为本科英语专业学生、大学外语学生以及相当于同等水平的学习者传授英语写作知识和写作技巧,帮助他们迅速增强写作能力,提高写作水平。尤其对参加专业英语四、八级考试和大学英语四、六级考试的考生,提供了一个较好训练英语写作

的平台。当然,书中的某些内容对其他英语学习者也有一定帮助。

本书共分十章。第一章围绕一般英语写作的初稿格式和整体布局全面铺开,比较系统地阐述了各种规则以及英语写作中常用标点符号的正确使用。第二章详细讲述了怎样选词、用词以及修辞格知识。一般说来,在写作中,正确选词、精确用词十分重要。要真正做到,就必须了解词的类别、等级、性能以及惯用法等。因此,在这一章里,除了分析、训练用词之外,还对词的类型、词的来源、词的构成方式、词的形态、词的理据和词的发展规律进行了探索。对与写作息息相通的修辞格知识也做了大量的列举,共撷拾16种在写作中常用到的修辞,对各个修辞的特点和用法进行比较详细地阐释。其他章节内容分别涵盖了各种典型句子类型的分析和有效句子的写作、段落的种类和构成、主要应用文的运用和几种常用文体等的相关知识和写作手段,以及写作技能的训练(几乎每章都有相应的练习)。第九章以大量例证阐述了如何写摘要、短评和读书报告。第十章讲述怎样写学术论文,着重分析不同的学术论文的格式和要求,旨在为学术论文写作时需要注意什么提供一些借鉴。本书书名贯入“知识、技能”,主要基于全书涉及写作方面的内容较泛,凡事与写作相关,都要旁征博引,或者举一反三,且作写作知识的传送。几乎每章(除个别章节以外)都设计了相应的练习,故为技能训练。另外,书中还有一个重要特点,便是在第八章中,尝试将专业英语四、八级和大学英语四、六级考试的应试作文形式与常用的四种文体——描述文、叙述文、说明文和论说文的形式分开论述。前者从应试角度,着重分析、阐释各种类型的应试作文特点,比如,从形式上看,分为“提纲式作文、图表式作文、规定情景式作文”等;从类别上看,分为“比较型作文、分析型作文、议论型作文”等。当然,在写作风格上与四种文体大同小异,在写作方法上也可灵活多变,即可以按体裁模式和要求进行单一写作,也可以根据题材内容进行混合写作。然而,在实际写作中,只要紧紧围绕主题,许多学生在遵循提示和规则的情况下都进

行了自由写作。因为一篇作文的良好效果就在于根据主题,充分、深刻地表达思想,无句法和逻辑错误,内容丰赡、意趣圆足,以臻圆满。后者从文体特征出发,系统地阐述了四种作文体裁的特点、用法和相互关系。书后还罗列了十个比较实用的附录。

全书的结构、层次和内容,有助于专业英语和大学英语各类学生以及有一定英语基础的人员学习和掌握写作知识与技巧,提高英语写作能力。对英语专业和非英语专业的研究生在英语写作方面也有一定启示,并可作为英语教师参考之用。

全书用英文撰写,但在有些地方为了简便理解或者避免歧义,又附了中文译文。在本书撰写过程中,参阅了大量的国内外新出版的书籍和相关资料。加之本人多年从事英语写作教学的一点积累,对完成本书的创作也起到一定的帮助作用。希冀将点滴所获与读者分享。作者虽然讲授英语写作有年,但限于水平,断断续续花了三个春秋才使本书得以完成。感到欣慰的是,本书完稿后,得到了我国当代著名认知语言学家、博士生导师徐盛桓教授的精心审阅和宝贵的意见。徐先生学识渊博,且虚怀若谷,可谓“贤者任重而行恭,智者功大而辞顺”,竭力扶持后学,令人敬仰。蒙先生不弃,赐墨为拙著作序,本人谨表示由衷地感谢!

知识产权出版社的赵军编辑等,在本书编辑出版过程中付出了大量的心血,我对他们表示诚挚的谢意!在本书出版之际,三峡大学外国语学院领导给予了大力支持,本人不胜感激之至。最后要感谢我妻子底晓明为我撰写本书自始至终所给予的帮助和眷顾。

首次写这样的著作,实属经验不足。而又在一些章节中掺进了作者本人的观点,惟恐有妄断之嫌。更重要的是,书中难免有错误和疏漏之处,恳请海内外各方通人不吝金言,以襄助之。“日异其能,岁增其智”,作者愿以此与英语写作者们共勉。

王永聘

2009年秋于三峡大学

CONTENTS

Chapter One

Fundamental Knowledge	1
1. 1 General Remarks	1
1. 2 Basic Rules of Manuscript Form	2
1. 2. 1 Arrangement	3
1. 2. 2 Word Division	5
1. 2. 3 Capitalization	6
1. 3 Handwriting	10
1. 4 Punctuation	11
1. 4. 1 The Comma	11
1. 4. 2 The Period	14
1. 4. 3 The Semicolon	15
1. 4. 4 The Colon	16
1. 4. 5 The Question Mark	17
1. 4. 6 The Exclamation Mark	17
1. 4. 7 Quotation Marks	18
1. 4. 8 Parenthesis / Brackets	20
1. 4. 9 The Dash	21
1. 4. 10 The Slash	23
1. 4. 11 Ellipsis / Dots	24
1. 4. 12 The Apostrophe	24
1. 4. 13 The Hyphen	25

1.4.14 Underlining and Italics	26
ASSIGNMENTS;	28

Chapter Two

Phraseology	32
2.1 General Remarks	32
2.2 Types of Words	32
2.3 Sorts of Lexical Item	33
2.3.1 Synonymy	33
2.3.2 Gradable Antonymy	36
2.3.3 Hyponymy	38
2.3.4 Polysemy	39
2.3.5 Homonymy	41
2.4 Levels of Words	44
2.4.1 Common Words	45
2.4.2 Formal Words	48
2.4.3 Informal Words	49
2.5 Meaning of Words	59
2.5.1 Contextual Meaning	61
2.5.2 Denotative Meaning	63
2.5.3 Connotative Meaning	64
2.6 Choice of Words	68
2.6.1 Essential Points of Choosing Words	69
2.6.2 General and Specific Words	84
2.6.3 Vitality of Some Words	90
2.7 Appreciation of Skillful Diction	93
ASSIGNMENTS;	95

Chapter Three

Making Right and Effective Sentences	101
3.1 General Remarks	101
3.2 Types of Sentences	103
3.2.1 The Use of Sentences	103
3.2.2 The Structure of Sentences	111
3.2.3 The Rhetorical Form of Sentences	117
3.3 Effective Sentences	123
3.3.1 Correctness of Sentences	123
3.3.2 Unity of Sentences	124
3.3.3 Coherence of Sentences	128
3.3.4 Conciseness of Sentences	135
3.3.5 Emphasis of Sentences	141
3.3.6 Variety of Sentences	149
ASSIGNMENTS;	157

Chapter Four

Rhetorical Devices	167
4.1 General Remarks	167
4.2 The Function of Figures In Writing	168
4.3 Commonly Used Figures	170
4.3.1 Simile	170
ASSIGNMENTS;	178
4.3.2 Metaphor	179
ASSIGNMENTS;	187
4.3.3 Metonymy	191
4.3.4 Synecdoche	199
ASSIGNMENTS;	204
4.3.5 Personification	206

ASSIGNMENTS;	210
4. 3. 6 Euphemism	212
ASSIGNMENTS;	218
4. 3. 7 Overstatement	219
4. 3. 8 Understatement	222
ASSIGNMENTS;	226
4. 3. 9 Irony	227
4. 3. 10 Alliteration	230
ASSIGNMENTS;	232
4. 3. 11 pun	234
4. 3. 12 Oxymoron	238
4. 3. 13 Paradox	242
ASSIGNMENTS;	244
4. 3. 14 Transferred Epithet	245
4. 3. 15 Zeugma	249
ASSIGNMENTS;	252
4. 3. 16 Parody	254
ASSIGNMENTS;	265

Chapter Five

The Practical Writing	266
5. 1 General Remarks	266
5. 2 Types of Practical Writing	267
5. 2. 1 Notices	267
5. 2. 2 Notes	269
ASSIGNMENTS;	277
5. 2. 3 Letters	278
5. 2. 4 Resumes	309
ASSIGNMENTS;	322

Chapter Six

The Paragraph	323
6.1 General Remarks	323
6.2 Features of a Paragraph	325
6.2.1 About Unity	327
6.2.2 About Completeness	328
6.2.3 About Coherence	329
6.3 Structure of a Paragraph	332
6.3.1 The topic sentence	332
6.3.2 Developing sentences (or Supporting details)	343
6.3.3 The concluding sentence	343
6.4 How to write good paragraphs	344
6.5 Appreciation of effective paragraphs	346
ASSIGNMENTS:	348
6.6 Ways of Expanding a Paragraph	353
6.6.1 Expansion by Time	354
ASSIGNMENTS:	357
6.6.2 Expansion by Process	357
ASSIGNMENTS:	358
6.6.3 Expansion by Space	359
ASSIGNMENTS:	361
6.6.4 Expansion by Example or illustration	362
ASSIGNMENTS:	364
6.6.5 Expansion by Comparison and Contrast	365
ASSIGNMENTS:	370
6.6.6 Expansion by Cause and Effect	372
ASSIGNMENTS:	376

6.6.7 Expansion by Classification	379
ASSIGNMENTS:	381
6.6.8 Expansion by Definition	384
ASSIGNMENTS:	387

Chapter Seven

Organizing the Whole Composition	391
7.1 General Remarks	391
7.2 Basic Principles	397
7.3 Structure of Writing	398
7.3.1 Opening Paragraph	399
7.3.2 Body Paragraph	403
7.3.3 Concluding Paragraph	406
7.4 Stages of Writing	410
7.4.1 Basic stages	410
7.4.2 Specific steps	412
7.5 Samples of the whole composition	415
ASSIGNMENTS:	419

Chapter Eight

Types of Writing	420
8.1 General Remarks	420
8.2 Different Types of Compositions of TEM-4	420
8.2.1 The Outlining Composition	420
8.2.2 The Graphic Composition	428
8.2.3 The Set-situational Composition	431
ASSIGNMENTS:	434
8.3 Description	435
8.3.1 Description of a person	436
8.3.2 Description of a scene / scenery	439

8.3.3 Description of an object	442
8.3.4 Description of a Place	444
ASSIGNMENTS:	447
8.4 Narration	451
8.4.1 Structure and composition	452
8.4.2 Basic requirements of writing a Narrative	453
8.4.3 Samples	453
ASSIGNMENTS:	458
8.5 Exposition	461
8.5.1 Function of Exposition	463
8.5.2 Skill of Writing Exposition	464
8.5.3 Common Ways of Writing Exposition	464
ASSIGNMENTS:	467
ASSIGNMENTS:	468
ASSIGNMENTS:	471
ASSIGNMENTS:	474
ASSIGNMENTS:	479
ASSIGNMENTS:	484
8.5.4 Appreciation of Common Expositions	486
8.6 Argumentation	490
8.6.1 Striking features of argumentation	491
8.6.2 Samples	494
ASSIGNMENTS:	499
8.7 Writing Different Compositions by Assigning Subjects	504

Chapter Nine

The Summary, Brief Comment and

Book Report	512
-------------------	-----

9.1 General Remarks	512
9.2 Practice of Writing Summary, Brief Comment, and Book Report	513
9.2.1 The Summary	513
9.2.2 The Brief Comment	519
9.2.3 The Book report	528
ASSIGNMENTS:	548
Chapter Ten	
The Academic Paper	551
10.1 General Remarks	551
10.2 General Principles and Techniques	552
10.3 Layout and Process	563
10.3.1 Layout	563
10.3.2 Process	564
10.4 Format	565
10.4.1 Overall arrangement	565
10.4.2 Styles of documentation	566
10.5 Samples of Academic Papers	571
ASSIGNMENTS:	640
APPENDIX	641
BIBLIOGRAPHY	663