

普通高等学校大学英语选修课教材

大学英语 写作教程

COLLEGE ENGLISH WRITING

主编 李晓惠



武汉理工大学出版社
Wuhan University of Technology Press

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主 编 李晓惠
副主编 耿慧蓉 肖丰年

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【内 容 简 介】

本书分为五个单元,涵盖了英语写作的两大基本部分:论文写作的共性和个性;论文写作的语法。第一单元详细讲解论文写作的共性,第二、三、四、五单元分别讲解记叙论文、对比论文、因果论文、议论文写作的特点。每一个单元都设计了写作基本功的训练和写作技巧的练习,练习题的答案附在全书最后。五个单元还针对中国学生用英语写作时把握不好的时态、句子的完整、修饰词、排比句、标点符号分别进行了讲解,非常方便教授和学习。

图书在版编目(CIP)数据

大学英语写作教程/李晓惠主编. —武汉:武汉理工大学出版社,2010.5

ISBN 978-7-5629-3167-6

I. ① 大…

II. ① 李…

III. ① 英语-写作-高等学校-教材

IV. ① H315

中国版本图书馆 CIP 数据核字(2010)第 089417 号

出版发行:武汉理工大学出版社(武汉市武昌珞狮路 122 号 邮编:430070)

<http://www.techbook.com.cn> 理工图书网

印 刷 者:湖北恒泰印务有限公司

发 行 者:各地新华书店

开 本:787×1092 1/16

印 张:14.25

字 数:425 千字

版 次:2010 年 6 月第 1 版

印 次:2010 年 6 月第 1 次印刷

印 数:3000 册

定 价:29.00 元

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《大学英语写作教程》是专门为中国大学生设计的写作教材。它为中级和中高级水平的短文写作、实用写作练习及课堂活动提供指导。教材包含了丰富的练习、具体的写作过程和最终形成一篇短文的实践训练。

写作方法因人而异。短文写作既能反映作者对短文写作惯例的掌握又能反映作者的创造性。因此,短文写作既是一门科学又是一门艺术。鉴于没有一种艺术形式能够被精确地传授,本写作教材提供了优秀短文范例作为短文写作的学习和训练起点,通过学习使用者可以这些范例创作出自己的新短文。

我们在教材中着意涵盖了一系列代表不同写作教学方法的写作练习,设计了大量能够反映不同写作教学方法的写作活动,提供了足够多的写作指导和练习。书中还提供了语言运用和语法方面的补充练习及实践活动。它提供的材料用于 60 到 80 学时的课内学习。考虑到大量的写作任务可以在课外完成,学时的总数可以减少到 40 个课时。

教师可以根据学生的实际水平和需要循序渐进地教授他们英语短文写作过程中的基本步骤,也可以教授那些已经能够用汉语写出不错的文章的学生在英语写作过程中学会使用不同的修饰风格。教师可以从教材中找出适合学生水平、满足学生需求的材料用于授课和训练。

对于大学生来说,他们写作构思中的一个主要障碍是不能有效和轻松地用英语进行表达,这个障碍会影响他们的写作质量。为了消除这个障碍,本教材的讲授涉及了一些影响写作质量的因素,例如文章的组织 and 逻辑、语法结构、词汇运用、标点符号的用法等等。

《大学英语写作教程》由两部分组成。第一部分的五个单元介绍了优秀短文所具有的特点和短文写作的四种类型。第二部分的五项附录,包括写作过程步骤,语法练习,连接词信息,相关校对活页和参考答案。

第一部分首先概括性的教授如何写出一篇好的短文。第一单元讲述了一篇短文的总体结构,针对短文引言部分的写作提供了一些具体建议,包括如何写出一个引人注目的句子和一个有说服力的论点。已经很熟悉短文结构的学生可以跳过第一单元中的大部分内容,直接学习短文写作的四种类型,即记叙文,对比论文,因果论文和议论文。这四种类型可以按任意顺序来学习。

第二部分是五项附录。

附录 1 阐明了短文写作的七个步骤。

附录 2 提供了在短文中以段落为语境的一些语法练习。尽管写作的其他方面也需要得到重视,但是英语语法仍然是中国学生写作时面临的最大问题。为了帮助解决一些普遍的语法问题,附录 2 提供了一些练习。

附录3列出了一些有用的连接词,补充了在这几个单元中以连接词为特点的语言部分。

附录4为学生提供了校对活页。当学生互相阅读对方的作品并提供反馈意见时,他们可以使用这些活页,对于每一种短文类型都有针对其提纲和全文的校对活页。我们认为并非所有的人都是一个好的作者。在不加以指导的情况下,让学生对另一个学生的作品进行评论是一件很糟糕的事情,这可能伤害作者的感情。因此,我们认为一个水平低的作者不可能对一个水平高的作者的作品做出有益的评价。同样的,并非所有的优秀作者知道如何指导水平低的作者改进文章,这些相互校对活页提供了集中指导来帮助每个学生做出有用的评论。对于那些程度较好的,能够超出基本水平的学生,他们可以发现许多问题都是开放性的,可以做出另外的评论。

附录5提供了每一个单元的练习答案。

每一单元的内容

每个单元都有一个不同于其他单元的具体的写作目标和语言重点(列于每个单元的开始部分)。每个单元共同具有的特点是:

范例短文

我们认为阅读和写作是紧密联系的,因此,在范例文章之前我们设置了简短而有概括性的问题供同学们以小组形式或全班一起讨论。那些对学生来讲可能不熟悉的词汇在短文中标出了下划线,并有注释。在范例文章后面,我们给出了一些具体而有针对性的问题,这些问题旨在使初学者注意短文的组织结构、句子结构和其他特征。

作者提示

每一个单元都有专门的版面给出了作者对读者的写作提示。从头脑思考写作的开始到学生相互校对的指导,再到创作细节的提示,每个单元都有不同的提示。

语言焦点

这一节旨在使学生注意英语词汇运用的问题,因为我们认为这些问题对于该单元涉及的某种类型短文是极为重要的。学生可以通过附录2提供的相关附加练习,提高词汇运用水平。

列出提纲

每一个单元,学生都要按照要求阅读一些不完整的写作提纲并补充其中的缺失部分。这一策略将会提高学生两个方面的写作组织技巧:组织文章的观点;提供合适的细节。

列出范文

从第二单元到第五单元,我们要求学生在特殊的短文中补充完整缺乏支撑细节的部分。这一策略可以巩固前一单元学习的短文类型。这一活动是为了让学生进一步地练习如何在段落里写出支撑句子。

分析短文

每一种短文类型均要求读者阅读短文并回答问题。这些问题从中级水平到高级水平关注不同的写作方面。例如,找出主题句、识别论证例子或者发现作者某些特殊信息。

写作话题

每一个单元的末尾都有一个写作任务,要求学生写一篇与本单元涉及的修饰风格相同

的短文。若要进一步地练习,可以参考每个单元后面列出的五个额外的写作话题。

互相校对

本着改进短文的目的,在每一单元的活动中学生搭档间都会给对方的短文做出书面评价。正如学生们具有不同的写作水平一样,他们的校对水平也参差不齐。由于这一原因,我们相信学生可以从有指导的对等校对中受益。在学生列出提纲后,他们就可以相互校对提纲了。校对的内容包括目录、支撑信息和逻辑性。第二次相互校对活动要求校对全文。每一对学生都需要交换他们写的短文并把书面评价写在互相校对的专用纸上。我们建议学生用15到20分钟的时间来读完同学的短文并根据互相校对页上的问题相应的做出评价。由于互相校对需要双方投入一定的信任和合作,因此,很重要的一点就是要确保学生可以和他们的搭档彼此和谐相处。

特别注意

每一个单元的特别提醒部分是根据中国学生用英语写作时容易混淆不清的问题而特别设计的,旨在帮助把英语作为第二语言学习的中国学生提高英语写作水平。

练习活动

我们注意到学生可以在一些没有关联的句子中写出没有语法错误的句子,但是当他们写短文的时候会出现一些语法错误。因此,本教材的大部分活动和练习都使用完整的短文或是从一篇短文中节选的某一段。例如,为了练习连接词的用法我们会选用一篇全文而不会使用几个单独且毫无关联的句子。我们希望通过这种对语法问题有效的训练使学生们能很快写出准确无误的短文。

早期关于将英语作为第二语言的写作教材,只是语法课的延伸而已。这些早期的教材与其说是英语写作的训练还不如说是英语语法的练习。后来的一些教材又从另一个方面过于重视写作的过程,这种趋势忽略了一个重要的事实,即在短文写作中将英语作为第二语言的真正目的不仅仅是要掌握写作过程更重要的是写出优秀短文。从我们多年教授英语的经验来看,我们相信《大学英语写作教程》能够让英语作为第二语言的中国学生实现上述两大目标。

编者

2009年12月

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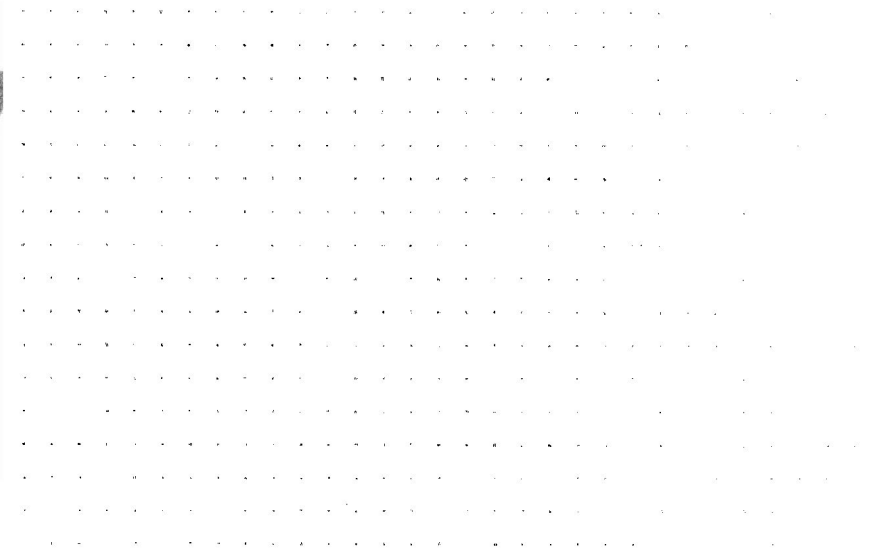
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Unit 1

Exploring the Essay



GOAL: To Learn about the structure of an essay

Special Attention(1): Tenses

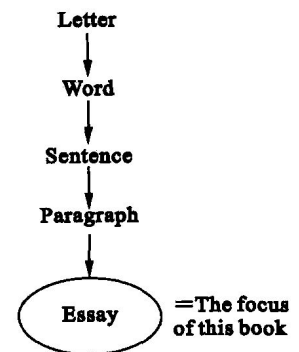
Part 1

What Is an Essay?

Essays are everywhere—in books, magazines, newspapers, and other printed material. An essay is short collection of paragraphs that presents facts, opinions, and ideas on a topic. Topics can range from a description of a visit to Disney World to an argument about capital punishment.

An essay usually has three to ten paragraphs. Most of the essays in this book have five or six paragraphs. Each paragraph discusses one idea, often stated in the topic sentence of the paragraph. This idea is related to the topic of the whole essay. The topic sentence of a paragraph can be located anywhere, but the most common place is at the beginning of the paragraph.

The following illustration shows how letters, words, sentences, paragraphs, and essays are related, see figure. Letters can be combined into a word. Words can be combined into a sentence. Sentences can be combined into a paragraph. Finally, paragraphs can be combined into an essay. In this book, you will study essays.



Hierarchy of An Essay

Part 2

Kinds of Essays

There are many different ways to write an essay. The method that a writer chooses is based on the topic of the essay and the kind of essay that presents the topic in the best way. For example, in an essay that compares Civil War weapons with World War II weapons, the writer would use a comparison format.

In this book, you will learn about four common kinds of essays: *narrative*, *comparison*, *cause-effect*, and *argumentative*. Each of the next four units presents one of these kinds of essay writing. However, it is important to note here that most writers use more than one method. For example, if you are contrasting Civil War weapons with World War II weapons, you might include information about what caused the weapons technology to be developed (cause-effect). You might also give an account of how this technology was manufactured in a specific factory (narrative). In addition, your essay could include facts and opinions about how one kind of weapon was more effective than another (argumentative).

It is likely that a good writer will use more than one kind of writing in an essay. Once you

learn about these essay methods separately and become comfortable with them, you can experiment with weaving them together to produce well-written essays in English.

WRITER'S NOTE: Parts of an Essay

Notice that an essay always has three basic parts: the introduction, the body, and the conclusion. The introduction is the first paragraph, the conclusion is the last paragraph, and the body consists of the paragraphs in between. You will study these three parts later in this unit.

Part 3

Example Essays

Read and study these five example essays. Work with a partner to answer the questions before and after the essays. These questions will help you understand the content and organization of the essays.

Activity 1 Studying an Example Essay

Essay 1

This essay is about typical household chores and what the writer thinks about them.

- 1) How much time do you spend cleaning your house or apartment each week?
- 2) What is your least favorite household chore? Why?

Cinderella and Her Odious Household Chores

1. Everyone knows how the story of Cinderella ends, but did you ever really think about how she spent her days before she met the prince? Her daily routine was not glamorous. She did everything from sweeping the floor to cooking the meals. If someone had asked Cinderella, "Are there any household chores that you particularly hate?" She probably would have answered, "Why, none, of course. Housework is my duty!" In the real world, however, most people have definite dislikes for certain household chores. The top three of these tasks include ironing clothes, washing dishes, and cleaning the bathroom.

odious: very unpleasant

glamorous: attractive, exciting

household: referring to the house

chore: a specific task or job

2. One of the most hated chores for most people is ironing clothes because it is not a task that can be completed quickly or thoughtlessly. Each piece of clothing must be handled individually, so ironing a basket of laundry can take hours! After ironing a piece of clothing meticulously, which entails smoothing out the fabric, following the seams, and getting the creases "just right," you need to place it on a hanger as soon. If you do not follow these directions carefully, it might become wrinkled and you have to start over. Perhaps that is why ironing is not a favorite chore. It requires extreme attention to detail from beginning to end.

meticulously: thoroughly and carefully
fabric: material made by weaving wool, cotton silk etc.

3. Another household chore that many people dislike is washing dishes. Of course, some people claim that this chore is no longer a problem because we have dishwashers now! However, no one would argue that dishes, silverware, and especially pots and pans washed in a dishwasher come out as clean as they do when washed by hands. For this reason, many of us continue to wash our dishes by hands, but we are not necessarily happy doing it. Washing dishes is a dirty job that requires not only the elbow grease to scrape food off the dishes but also the patience to rinse and dry them. In addition, unlike ironing clothes, washing dishes is a chore that usually must be done every day. I don't know how Cinderella felt about this particular chore, but I believe that most people hate it as much as I do.

silverware: eating utensils; forks, knives, and spoons

elbow grease: physical strength, usually using the hands

4. Though ironing clothes and washing dishes are not the most pleasant household chores, perhaps the most dreaded is cleaning the bathroom. This involves tackling three main areas: the bathtub, sink, and toilet. Because the bathroom is full of germs, a quick wiping of the surface is not enough. As a result, you must use a strong cleaner to clean and disinfect this room. The task of cleaning the bathroom is so unpleasant that some people wear rubber gloves when they attempt it. The only positive point about cleaning the bathroom is that it does not have to be done on a daily basis.

tackling: undertaking, beginning

disinfect: purify; eliminate germs

5. Maintaining a house means doing a wide variety of unpleasant chores. Cinderella knew this and so do we. Many of us do not have the luxury of hiring an outsider person to do our housework, so we must make do with our responsibility. If we can take a pride in the results of our hard work, maybe we can get through the unpleasantness of these typical household chores.

3) According to the author of this essay, what are the three least popular household chores?

WRITER'S NOTE: The Hook

The opening sentence of an essay is called the hook. A hook in writing is used to "catch" readers and get their interest so that they want to read the essay.

- 4) Write out the hook in this essay. _____

- 5) Do you think this book is effective? Does it grab your attention? Why, or why not _____

- 6) How many paragraphs does this essay have? _____ Which paragraph is the introduction?
_____ the conclusion? _____ Which paragraphs are the body? _____
- 7) In a few words, what is the general topic of this essay? _____
- 8) Can you find a sentence in paragraph 1 that tells readers what to expect in paragraphs 2, 3, and 4? Write that sentence here. _____

WRITER'S NOTE: The Thesis Statement

In *Cinderella and Her Odious Household Chores*, the last sentence in paragraph 1 is the **thesis statement**. It states the main idea of the essay and tells what the organization of the information will be.

- 9) What is the topic of paragraph 2? _____
Can you find one sentence that introduces this topic? Write it here.

WRITER'S NOTE: The Topic Sentence

Every good paragraph has a topic sentence. The topic sentence tells the reader the main topic of the paragraph. Sometimes it also gives the reader a hint about the writer's purpose.

- 10) Write the topic sentence of paragraph 3 and paragraph 4.
Paragraph 3: _____

Paragraph 4: _____

WRITER'S NOTE: Supporting Sentence

The supporting sentences in an essay are in the body. Supporting sentences always relate to the topic sentence of the paragraph, in which they occur. Common supporting sentences give examples, reasons, facts, or more specific information. Without supporting sentences, an essay would be nothing more than a general outline.

- 11) Supporting sentences: In paragraph 2, the writer shows that people do not like to iron clothes. Write two of the supporting sentences here.

- 12) Supporting sentences: In paragraph 4, the writer suggests that cleaning the bathroom is not a simple or fast chore. Write the sentence in which the writer makes this point.

- 13) Look at the last paragraph. Find the sentence that relates the thesis. Write that sentence here.

WRITER'S NOTE: The Conclusion

It is important for an essay to have a good conclusion. Notice that the writer mentions Cinderella again in the last paragraph of *Cinderella and Her Odious Household Chores*. The introduction and conclusion often share same ideas and words.

Activity 2 Studying an Example Essay

Essay 2

In this narrative essay, the narrator experiences a humorous language problem in Japan.