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大学英语四级考试写作部分简介

1. 考核目的

国家教育部颁布的《大学英语教学大纲》及其相应的考试大纲规定，修完四级大学英语的学生定期实施统一考试。四级试卷中含有写作项目，旨在考核学生用英语进行书面表达的初步能力。

2. 考核要求

大学英语四级写作考试时间为 30 分钟，分数值占总分的 15%，要求考生写 120 词以上的短文。试卷上可能给出题目，或规定情景，或要求看图作文，或给出段首句要求续写，或给出关键词要求写成短文。写作的内容包括日常生活和一般常识，涉及科技、社会、文化等方面，要求切题，能正确表达思想，意义连贯，文字基本通顺，无重大语法错误。

3. 评分原则

四级作文题采用总体评分方法。阅卷人员就总的印象给出奖励分，而不是按语言点的错误数目扣分。

阅卷人员从内容和语言两个方面对作文进行综合评判。内容和语言是一个统一体，作文应该表达题目所规定的内容，而内容要通过语言来表达。要考虑作文是否切题，是否充分表达思想，也就是要考虑语言上的错误是否造成理解上的障碍。

4. 评分标准

2005 年 6 月起，大学英语四级考试采用了 710 分制的计分法，但在评分过程中仍采用 100 分制。考生所看到的成绩是经过加权以后的报道分。这样，作文题满分为 15 分。阅卷标准共分五等：2 分、5 分、8 分、11 分及 14 分。阅卷人员根据阅卷标准，对照样卷评分，若认为与某一分数（如 8 分）相似，即定为该分数（即 8 分）；若认为稍优或稍劣于该分数，则可加一分（即 9 分）或减一分（即 7 分），但不得加或减半分。具体评分标准为：

2 分——条理不清，思路紊乱；语言支离破碎或大部分句子均有错误，且多数为严重错误。

5 分——基本切题；表达思想不清楚，连贯性差；有较多的严重语言错误。

8 分——基本切题；有些地方表达思想不够清楚，文字勉强连贯；语言错误相当多，且一些是严重错误。

11 分——切题；表达思想清楚；文字连贯，但有少量语言错误。

14 分——切题；表达思想清楚；文字通顺，连贯性较好；基本上无语言错误。

白卷、作文与题目毫不相关或只有几个孤立的词而无法表达思想的，则给零分。

此外，字数不足应酌情扣分。缺 1~10 个词扣 1 分，缺 11~20 个词扣 2 分，缺 21~30 个词扣 3

分, 缺 31 ~ 40 个词扣 5 分, 缺 41 ~ 50 个词扣 7 分, 缺 51 个词以上扣 9 分。如题目中给出主题句、起始句、结束句, 均不得计入所写字数。

另外, 大学英语考试设作文最低分, 采用下列成绩计算方法:

(1) 作文分为 0 分者, 总分即使高于 60 分, 报道时一律作不及格处理。

(2) 作文分大于 0 分小于 6 分者, 按下列公式计算成绩: 最后报道分 = 原计算总分 - 6 + 实得作文分。

5. 样卷分析

现将 2001 年 6 月的考题及作文样卷作为例子进行分析。

考题为:

Directions: For this part, you are allowed thirty minutes to write a letter. Suppose you are Zhang Ying. Write a letter to Xiao Wang, a schoolmate of yours who is going to visit you during the week-long holiday. You should write at least 120 words according to the suggestions given below in Chinese:

- ①表示欢迎
- ②提出对度假安排的建议
- ③提醒应注意的事项

A Letter to a Schoolmate

June 23, 2001

Dear Xiao Wang,

Yours,

Zhang Ying

这是一个书信写作的考题, 日期、称呼、结尾、签名已经给出, 要求写信的正文。

以下是实考样卷及评析。

2 分:

I'm very happy for your coming.

It's time for us to visit Shanghai. We can go to popular-squire. It has been great changed since you visited last time. You will surprise for its beauty. Then we can visit Shang Musuem. That is interstring. And you can go to NanJin-road. It is very boom and you can shopping there. We will play very happily during the week-long holiday.

You don't forget to dail me. And tell me what's the data, time you coming, where I can pick up your. Don't carry any-thing because I have ready for all. When coming, you should stay station or we will miss. Remember all above.

I'm wait for your coming. When meeting you, I'll talk you dital.

since) then, we haven't meet with (meet with 表示“偶然见面”,“见面”要用 meet, 这里要用过去分词) each other. I welcome that you can return your country. (welcome 不接宾语从句, return 是不及物动词, 要加 to, your 应改为 our)

From your letter, I have known (表示“得知”应该用 learn) you have a week-long holiday. There is a great change in Shanghai. I think you must be feel (be 和 feel 两者取一) surprised with (be surprised at) what you see. (要用将来时) So I advise (用 suggest 更妥) you visit some place, (应该用复数) that (应该用关系副词) we often went ago. (表示“以前”用 before, 表示“一段时间以前”用 ago) And you can visit some old-classmates. (“老朋友”用 old friends, “老同学”要用 former classmates) They also mise (拼写错误, 应为 miss) you very much.

If you don't want to hotel, (表示“住旅馆”要用 stay at/in a hotel) you can live (用 stay with me 更妥) in my home. You'd better buy a map. I'm afraid you will be at a lost. (表示“迷路”要用 lose one's way) But even if you can't find bus stop, (可数名词单数不能单独出现, 前面要加冠词或变单数为复数) you still can go to anywhere (副词前不加 to) by taxi. I hope you will have an unforgettable (拼写错误, 应为 unforgettable) holiday.

现将原文修改如下:

I am glad to learn that you will come to Shanghai.

Three years ago, you went to England. Since then, we haven't met each other. I welcome you to come back to our country again.

From your letter, I learn that you have a week-long holiday and are going to visit Shanghai. There have been great changes in Shanghai. I think you will be surprised at what you are going to see. So I suggest you visit some places where we often went before. And you can visit some former classmates. They also miss you very much.

If you don't want to stay in a hotel, you can stay with me in my home. Of course, I'd like to show you around. But if you happen to go out alone, take a map with you so as not to lose the way. And even if you can't find a bus stop, you can go anywhere by taxi.

I hope you will have an unforgettable holiday.

8 分:

I'm very glad that you will come to see me during the week-long holiday. We have not seen each other for two years. So this time we can spend the holiday together will make me so happy.

Since you left Shanghai two years ago, Shanghai has changed a lot. The city is more beautiful and buildings are higher. You will surely surprise the changes. I have helped you to make some arrangements during the holiday. We can go shopping in Nanjing Road which is the best road of Shanghai. We can go to people's square and history museum to visit. We can also visit the JingMao Building which is the highest building of China. Shanghai has many new and good place we can visit. The time table of visit we can make when you come. What do you think of my advice.

By the way, you should telephone me when you come to Shanghai, I will meet you in the railway station. I'm waiting for your come.

这篇文章切题, 条理基本清楚, 前后也较连贯。作者基本上能表达自己的意思, 读者也基本上能看懂。但是, 句子结构中的严重错误较多, 有明显按中文语序造句的痕迹。具体评析如下:

I'm very glad that you will come to see me during the week-long holiday. We have not seen each other for two years. So this time we can spend the holiday together will make me so happy. (错误套用中文词序)

Since you left Shanghai two years ago, Shanghai has changed a lot. The city is more beautiful and

bet they will be as happy as I am when seeing you. Do you like the suggestion I made above? If there is something unsuitable, we will talk about them (something 是单数) when you arrive. OK?

Oh, (这是受中文影响) please remember to bring your winter clothes with you, because Shanghai is a little bit colder than SiChuan.

Remember me to your parents. (别忘了加 please)

现将原文修改如下:

You can't imagine how happy I was when I heard that you would come to visit me. We haven't seen each other for a long time, so I am counting the days.

You haven't been to Shanghai before. When you see it, you will find it hard to believe your eyes. Shanghai is very modern. I have planned a schedule for your holiday. First, we will go shopping, and then visit some sites, such as Yu Yuan Garden and the People's Square. If you like, we can go to see some old friends. I bet they will be as happy as I am when seeing you. What do you think of the suggestion I made above? If there is something unsuitable, we will talk about it when you arrive. OK?

By the way, please remember to bring your winter clothes with you, because Shanghai is a little bit colder than Sichuan.

Please remember me to your parents.

14 分:

I am delighted to learn that you are going to visit me during the week-long holiday. My parents will also be happy to see you again. I am sure you will enjoy every minute here.

I know you are fond of swimming. A river lies not far away from my home. We can go swimming there. I think it would be very pleasant and refreshing to swim in such hot summer days. In every big room of my home there is an air-conditioner. We can watch TV, play VCDs or read books very comfortably at home.

A mountain about two miles away from here is beautiful and it is worth touring. We can go there on foot. When we climb to the top of the mountain, we can have a wonderful bird-eye view of the whole village.

Just phone me before you set off. There is no need for you to take anything. I'll prepare everything for you.

I am looking forward to seeing you soon.

这篇作文内容切题, 题目要求的三方面内容都写到了, 通篇文字简洁流畅, 连贯性也较好, 其文体亦是个人书信常用的口语体。该考生语法概念清楚, 句子结构正确, 词语搭配基本符合英美人的习惯。例如: 第1段第1句 I am delighted to learn... 使用就很得体。另外, 像 be happy to see you again, enjoy every minute here, are fond of swimming, it would be very pleasant and refreshing to swim in such hot summer days, is worth touring, go there on foot, looking forward to seeing you soon 等句子和表达都用得很娴熟得当, 说明该考生的基本功是很扎实的。具体评析如下:

I am delighted to learn that you are going to visit me during the week-long holiday. My parents will also be happy to see you again. I am sure you will enjoy every minute here.

I know you are fond of swimming. A river lies not far away from my home. (若要强调 a river, 可将其移到句末, 其他词作相应调整) We can go swimming there. I think it would be very pleasant and refreshing to swim in such hot summer days. (这里转换太突然, 应加过渡句) In every big room of my home there is an air-conditioner. We can watch TV, play VCDs or read books very comfortably at home.

A mountain about two miles away from here is beautiful (主语长, 显得头重脚轻; here 不明确) and it is worth touring (不能 tour a mountain, 但可以 climb a mountain). We can go there on foot. When we climb to the top of the mountain, we can have a wonderful bird-eye (应为 bird's-eye) view of the whole village.

Just phone me before you set off. There is no need for you to take anything. I'll prepare everything for you.

作者说 “It was a simple speech and made up of small words, but it went home. She never used large words, but she had a natural gift for making small ones do effective work.” 马克·吐温的文字中也都是我们会用的词语，因此，应当下工夫悉心揣摩如何用好我们熟悉的词语，这才是写作的根本。

用词同表达内容的性质相关。描写性的内容要通过词语的选用给读者留下深刻而生动的印象，选词时就要注意一般词汇与具体词汇的区分。

许多考生的语句过多依赖于一般词汇，语意显得笼统含糊，不能包容必要的生动细节，并使有些语句显得可有可无。如果一篇文章里有许多无足轻重的、可以删除的句子，那它一定不会有多少价值，表达效果也不会强烈。

选用具体词汇可以充实语句的信息内容，而不仅仅是文辞的修饰。下面一组动词 walk, shuffle, saunter, stroll, limp, tiptoe, stagger, tread, stamp, pace, march, stride, grope, strut 中，walk 属一般词汇，其余为具体词汇。具体词汇附加了一般词汇所不能包容的语意，用起来不仅简约形象，而且能激发读者积极地联想，结合上下文去体会动作所传达的情绪、态度，乃至人物间的关系、行为的后果等。选词反映了写作者对具体语境的敏感和对特定表达需要的把握。

行文本身也需要变化，不能翻来覆去只用那么几个词语。交替使用一般词汇和具体词汇是很有效的修辞方法。例如：说明人物的品质，除了用 good, bad 之类的概括性词语，何不择机选用 selfless, honest, warm-hearted, generous, worthy 或者 selfish, offensive, nasty, wicked, naughty 等具体词语，把意思说得更明白一些呢？

词语的选用犹如调色，是词语与上下文的配合，是词语间的配合。

其实，词语的选择不限于词汇层次，就是说不仅仅指不同词语的替换。写作中，用这类而不是那类词语常常与表达方式的选用有关。如果意在总体叙述而不在细节描写，就会有两种不同的表达，词语运用也就有差异。试比较：

{ We have had very bad weather recently.

{ Recently, it has been rainy and windy and the temperature is also very low.

{ Every morning she has the same thing for her breakfast.

{ Every morning she invariably has a cup of milk, a piece of bread and fried egg for her breakfast.

{ His relatives often gave him birthday gifts.

{ His aunts and uncles were in the habit of sending him modest gifts such as a pen or a watch for his birthday.

各组的两种行文有表达效果上的差别，但没有优劣之分。考生应当注意的是按表达内容和交际目的选用恰当的行文方式，把握词语的选择。

语句的语法形式的选用也对词语的运用产生影响。考生对语法形式的选择常常受汉语习惯的制约；尤其是当考生求保险、十分在意表层语法形式的正确性的情况下，不能充分利用英语语法形式的表现力，因而就影响了词语的选用和词语的表现力。

例如，汉语的句子多用人称作主语，而英语书面语有用非人称主语的特点，强调“什么事发生在什么人身上”。如果按汉语习惯组织语句，强调“什么人或事怎么样”，英语中的很多简洁生动的表达就不大会出现在考生的笔下。例如：

His name escaped me = I forgot his name.

An idea suddenly occurred to me = I suddenly got an idea.

这类例子俯拾皆是，阅读时须留心积累。

词性和句法成分的转换是翻译技巧中常提及的方面，体现了英汉两种语言在表达方式和习惯上的不同。考生不妨从这里得些启发，根据这种转换的特点来选用词语，使行文更生动、更自然。许多“地道的”英语表达都有其语法形态上的特点，与套用汉语表达习惯的“翻译腔”不同。例如：

The engine choked to a halt.

行文中“停止”用介词词组表达，把谓语动词留给 choked，结合修辞上的拟人，生动而简洁地描述了发动机停顿下来的状态。

比较汉英语句的表达特点，可发现词性的转换是很普通的现象，这正体现了不同语言的独特的语言使用习惯。例如：

上海生产的产品的主要特点是工艺精湛，经久耐用。

The products made in Shanghai are chiefly **characterized** by their fine workmanship and durability.

他给我的印象是个老实人。

He **impressed** me as an honest man.

环保事业加快发展。

The **development** of environmental protection sped up.

平时加强选词训练对提高考生实际应试能力意义重大。写作是综合能力的反映，考场上有时间限定，不可能有充裕的时间专门考虑词语的修改，因此，考生尤其应当通过平时练习提高在初稿阶段把握词语运用的能力。还需一提的是，要努力摆脱翻译式的语句组织，多直接利用英语惯用的表达和搭配。

二、删

删是遣词中的重要操作。短文篇幅有限，只有通过删除可有可无的词和句，删繁就简，才能增大文章的信息容量和交际价值。

考生的毛病常常是舍不得删。大致有如下原因：（1）一挥而就，没有修改文章的习惯；（2）文思不畅，在规定时间内完成一定字数的文章较困难，好不容易造好的句子自然不肯删；（3）敝帚自珍，用上一串好词，明知不一定妥当，常用“总比没有强”来自我安慰。

删也是选择。删为恰当的表达腾出地方，也只有删才能使表达贴切、连贯。此外，句子属线性排列，很容易产生不同位置上的语意重复，应予以注意。例如：

As a rule, I usually spend the whole morning in the library on Saturday.

As a rule 蕴含了 usually 的语义，二取一。

习作中可以发现不少词语堆砌的句子，如果所用的词语不能增加语义内容，结果就会适得其反。这类句子往往不自然。例如：

The boy limped due to the reason that he had been injured in the accident.

due to the reason that 相当于 because。简短的表达能解决的，绝对不要用复杂的。用词多的、结构复杂的、比较正式的表达一般用于强调语意，因为它们更容易吸引读者的注意。遣词的基本原则始终是选择尽可能简约的表达来完成既定的交际任务。

三、增

与删相对的当然是增。删留出了空间，就可以考虑为充分表达思想，在必要的场合增添词语，以丰富语句的语意内容。以下是几种增的方法：

1. 增添词语以增强语意

语意是作者要表达的意思。可有可无的词句对表达来说常常是一种干扰。但语句的主要信息项需要通过增加其结构重量来显现它的重要性。试比较：

原句：The new road will free them from the roar of high power engines, and from the air pollution caused by exhaust fumes.

改句：The new road will free them forever from the constant, deafening roar of high powered engines, and from the air pollution caused by dense exhaust fumes.

改句增添的几个形容词不只是增加了具体细节，而是意在传达交通对该地环境长期和严重污染的信

红尘	human society
红橙	blood orange
红豆	love pea
红利	dividend
红人	a favourite by sb. in power
红糖	brown sugar

此外，初成文时多以语意为主，修改时自然应该较多地顾及形式。应该调动平时积累的成语、习惯搭配，形象地表达。例如：

原句：The writer paid much attention to evidence of drug addiction.

改句：The writer had kept a keen eye on evidence of drug addiction.

原句：The committee did not consider his request.

改句：The committee turned a deaf ear to his request.

改句中用了习语来表达，语句就生动活泼了许多，语义也更为清晰。

表达准确还在于词与词的搭配。不同的搭配有语意的轻重。能注意到英语的搭配特点，文字就可以更精炼。例如：

原句：Producers want to sell their goods at the best prices and therefore to reap the most profit.

改句：Producers seek the best price and profit for what they have to sell.

英语中，seek 可同时与 price, profit 搭配，语句就显得不那么累赘，而且，seek... for... 的习惯用法使语句的表现形式地道自然。

以下的例句都是由于搭配上的特点，增强了表达效果。这类例子只要留心，随处都是，可供我们借鉴。

Ford's basic wage of \$ 5 a day caused not only a wage explosion, but also a population explosion.

The weather forecast has promised sunshine, and it doesn't often make mistakes.

The engine roared into life.

In Britain, arrangements for inviting and entertaining guests at a wedding are usually the responsibility of the bride's family.

有时，语句符合语法，用词似无大错，但还是词不达意。例如：

原句：Look after the poor boy. Be sure that he eats enough.

改句：Look after the poor boy. See that he has enough to eat.

改句中用 see 代替 be sure，是考虑到直接引言的用词尽量口语化。但更重要的是意识到 he eats enough 与 he has enough to eat 所表达的语义的不同。很多考生不熟悉后一句式，本想表达“务必让他吃饱”，结果成了“务必不要让他（该吃饱而）不吃饱”。

类似的例子不少，都牵涉到习语的运用经验。可以在实际运用过程中通过比较和鉴别，强化词语表现力的敏感性。例如：

原句：People had to shout if they wanted to hear each other, because of the noise in the workshop.

改句：People had to shout to be heard, because of the noise in the workshop.

原句：The time came when I should try to change my bad temper.

改句：The time came when I should do something about that temper of mine.

原句：I managed to answer her question and also the ones she later put to me.

改句：I managed to answer her question and the follow-up.

原句：I will feel very happy for two months whenever I get a good compliment.

改句：I can live for two months on a good compliment.

原句: The police ran after the thief and finally caught him.

改句: The police gave chase and the thief was caught.

原句: But remember you're still young, barely twenty, with a long, long way to go.

改句: But remember you're still young, barely twenty, with a lot of world ahead of you.

打草稿时语句累赘、语义松懈是常有的事。修改时就应考虑用从句代替独立句，用词组代替从句，用单词代替词组。不管何种层次的语句的简约，都会牵涉词语的变化。例如，汉语词组可有主谓结构，而英语中相应的语义用单词就够了。懂得这一点，语句肯定会比翻译式的对等句简洁得多。例如：

原句: The door opened as I pushed it and then I entered and found nobody in the room.

改句: The door yielded under my push and I let myself in, only to find nobody there.

一般说来，行文的简洁取决于语句语法层次的简约。用较多词语和较高层次语法结构所表达的内容应该是语句的主要信息。因此，改句把用 as 和 and 引导的从句分别用介词词组和不定式表达之，减少了语法层次，用词也作了相应的修改。主句中的谓语动词由一般词汇改为 yielded，与后文的 to find nobody 相配合，曲折地表达“人不在，门却（出乎意料地）虚掩着”的含义。

原句: It is not necessary to mention the fact that rich countries got rich by robbing the poor countries of their wealth at one time.

改句: Needless to say, rich countries got rich, at one time, by robbing the poor countries of their wealth and man power resources.

改句中 needless to say 的语义在原句中用强调句式，而实际效果反显得喧宾夺主。除非有语境和结构上的必要，同样的意思应用文字少的表达式。改句还改变了 at one time 的位置，使“强国欺凌弱国”的语义部分处于句末及停顿（逗号）之后，得到强调。由于词序的变动，为使语句获得平衡，by 引导的成分应适当增加长度，故而增添了 manpower resources，同时也增添了必要的语义内容。

原句: Some people often try to exhibit dominant behavior when there are others around.

改句: Some people often try to exhibit dominant behavior in the presence of others.

用介词词组代替从句，行文较为正式，表达简洁有力。

行文的力度仰仗句式和用词的配合，因而需要改变表述方式。例如：

原句: They saw that there might be a need for change in the future.

改句: They saw that the future might bring a need for change.

原句为存在句的静态表述，in the future 为从属成分，语义较弱。修改后用 the future 作主语，居于信息单元的起首位置，尤其配以拟人化的谓语动词 bring，对下文的 change 起到统领作用。这种修改不只是单纯的语法结构的变动，而是体现了英语语言的特点，考生应当在阅读和写作中仔细加以体会。

原句: I think she said this to flatter me highly.

改句: I think she meant this as the height of flattery.

原句: He arrived at the moment when all the people at the party were fully enjoying themselves.

改句: He arrived at the moment when the party was in full swing.

好的表达必有其文字本身的特色。表达的多样化就是其中之一，使行文生动活泼、不呆板，富有情趣，色调多。试比较：

原句: The United States borders Canada on the north and Mexico and the Gulf of Mexico on the south.

改句: The United States borders Canada on the north and reaches south to Mexico and the Gulf of Mexico.

改句的优点是多方面的，应该不难体会。原句结构简单但并不清晰：由于方位状语的阻隔，谓语和后面的宾语成分的语法关系较弱。从行文的角度看，连词的功能是连接两个谓语成分。改句满足了这一要求。从选词角度看，同样讲与周边国家接壤，用不同的表述显然改变了原句的单调感，也符合内容的需要。与墨西哥湾的地理位置关系用接壤来表达不确切。如果我们认识到信息的传递在依靠语言的同

时, 还依靠交际双方共享的知识和经验, 就很容易理解改句所表达的增添的信息内容。它不仅仅介绍周边地理环境, 结合北美洲的地理知识, reach south to 这个词语启发读者思考美国从北到南的疆土的辽阔。因为选词的精细, 丰富了句子的语义。

原句: Magazines are published once a week, once a month, or even two months and longer.

改句: Magazines are published weekly, monthly, bimonthly and quarterly.

改句的形式整齐、简明, 主要仰仗于恰当的词语选择。

总之, 遣词强调词语的选择运用。希望考生通过这方面的练习改变依赖汉语组织行文然后进行“翻译”的习惯, 也希望考生能比较迅速地提高文字能力。写作仅求语法形式的正确当然不够, 考生应当有能力充分利用英语的语言材料。在一定意义上说, 作文能力主要是文字能力: 思想内容、篇章组织、表达效果, 无不需要通过文字来实现。考生要善于把握词语和语法形式的选择和组合, 使之相互配合, 做到内容表达充分、准确、生动。

遣词是一种技巧, 但更是一种意识。只有具备了强烈的选择运用词语的意识, 才能化技巧为高超的表达能力。

► 第二节 基本句型 ◀

句子是无限的, 但句子结构是有限的。归纳起来, 英语主要由以下五种基本句型组合、扩展、变化而来: 主谓结构、主系表结构、主谓宾结构、主谓双宾语结构、主谓复合宾语(宾语+宾语补足语)结构。以下用表格的形式分别对五种结构进行分析和讲解。

一、主谓结构——S + Vi (主语 + 不及物动词)

S	Vi
World peace	must develop from inner peace.
We	must act and speak politely.

二、主系表结构——S + Lv + P (主语 + 系动词 + 表语)

系动词有 be, appear, seem, look, feel, smell, sound, taste, remain, become, grow, turn, get, go, prove 等。

S	Lv	P
Living on campus	seems	beneficial to the students not only academically but also psychologically. (形容词短语)
The shorter way to do many things	is	to do only one thing at a time. (动词不定式短语)
Mere money-making	will never become	my goal. (名词短语)
Seeing	is	believing. (动名词短语)

三、主谓宾结构——S + Vt + O (主语 + 及物动词 + 宾语)

S	Vt	O
Traveling	broadens	our horizons.
Big results	require	big ambitions.

不定式短语做宾语补足语分为接 to 和不接 to 的动词不定式。

S	Vt	O	Oc (不定式短语)
A part-time job	enables	a student	to combine theory with practice.
A positive attitude	can really make	dreams	come true.

现在分词和过去分词短语做宾语补足语用在 see, hear, feel, watch 等感官动词以及使役动词 have, keep 等后面。

S	Vt	O	Oc (现在分词和过去分词短语)
I	hear	her	singing the song again.
I	have had	my computer	repaired.

▶ 第三节 句子种类 ◀

句子按其结构可以分为简单句、并列句、复合句和并列复合句。

一、简单句 (simple sentences)

只包含一个主谓结构的句子叫简单句, 例如:

We should ban smoking in public places.

二、并列句 (compound sentences)

包含两个或两个以上主谓结构的句子叫并列句。

1. 用并列连词连接分句的并列句

这类并列句的分句与分句之间通常用 and, but, or, so, for 等并列连词连接, 例如:

Opportunity is always present, but it is rarely obvious.

Someone must have come, for there are footprints on the ground.

2. 用分号连接分句的并列句

这类并列句的分句与分句之间通常用分号来连接, 例如:

Beauty is not in the face; beauty is a light in the heart.

To most people, language is a means of communication; to some, it is a means of examination.

三、复合句 (complex sentences)

复合句包含两个或多个主谓结构, 并且其中一个主谓结构充当主句, 另一个或多个主谓结构为从句, 充当该主句的主语、同位语、表语、宾语、定语或状语。按照从句在整个复合句中所起的语法作用, 可将复合句分为六类: 主语从句、同位语从句、表语从句、宾语从句、定语从句和状语从句。

1. 主语从句

主语从句是在整个句子中充当主语成分的分句, 可以由从属连词 that, whether 等引导, 也可以由连接代词 what, which, who, whatever, whichever, whoever 以及连接副词 how, when, where, why 等引导。例如:

That the earth goes round the sun is known to us all.

Whether borrowing money from your friends will harm your friendship or not depends on many factors.

What is done cannot be undone.

Which team will win the match is still unknown.

Whoever comes to the party will receive a present.

Where he will go to further his study has not been decided yet.

为了使句子保持平衡，有时可用 It 作为形式主语放在句首，真正的主语从句放在句末。这样就构成了下面一些常用句型：

(1) It is + 形容词 + 从句

It is advisable that a student (should) make full use of reference books in the library.

(2) It is + 名词 + 从句

It is a pity/shame that you must leave so early.

(3) It + 不及物动词 + 从句

It seems/appears that cities are becoming larger and larger.

(4) It + be 的变化形式 + 过去分词 + 从句

It is believed that at least a score of buildings were damaged or destroyed.

2. 同位语从句

同位语从句的作用是做主语、表语或宾语的同位语（即，不是对主语、表语或宾语进行修饰和限定，而是说明其内容含义）。同位语从句的先行词一般为 fact, news, idea, thought, promise, reply, report, remark, problem, question 等，由连词 that, whether, 疑问代词 who, which, what 和疑问副词 where, when, why, how 引导。例如：

We cannot ignore the fact that industrialization brings with it the problems of pollution.

I am often tortured by the doubt whether I should help beggars on the streets.

I still cannot answer your question where you should buy a computer.

The question who should represent us requires consideration.

There is a problem how we should cope with pollution.

We still cannot make a decision who will be elected as our monitor.

It is a question how Mary managed to finish her paper in an hour.

3. 表语从句

当主句的谓语是系动词，而从句位于其后，即在整个句子中充当表语时，则该从句叫做表语从句。表语从句可以由从属连词 that, whether 等引导；由连接代词 what, which, who 等引导；由连接副词 how, when, where, why 等引导。例如：

The accepted wisdom is that we must work hard to get ahead.

The fact is that we like Prison Break.

The question is whether college students should take part-time jobs.

In an information economy, the information content is what gives value to most products and services.

The question is how we can do the work well.

That's why I am in favour of the second view.

4. 宾语从句（包括间接引语）

在主句中充当宾语成分，即跟在及物动词后面、不及物动词加介词后面或介词后面的从句叫做宾语从句。宾语从句可以由从属连词 that, whether, if 等引导；由连接代词 what, which, who 等引导；由连接副词 how, when, where, why 等引导。例如：

Some people suggest that we should encourage people to wear traditional costumes in order to preserve our tradition.

I am not sure whether I can do well in the final examination.

Always return what you borrowed and you may borrow again.

5. 定语从句

定语从句在句中做定语，修饰一个名词或代词。定语从句有限制性和非限制性之分。限制性定语从句对被修饰的先行词有限定制约作用，使该词的含义更具体、更明确；限制性定语从句不能被省略，否则句意就不完整。非限制性定语从句与先行词关系不十分密切，只是对其做一些附加说明，不起限定制约作用。如果将非限制性定语从句省去，主句的意义仍然完整。被修饰的名词、词组或代词叫先行词。定语从句通常出现在先行词之后，由关系词（关系代词或关系副词）引出。关系代词有 who, whom, whose, that, which 等，在定语从句中可做主语、宾语、定语等；关系副词有 when, where, why 等，在定语从句中只做状语。

(1) 关系代词引导的定语从句

① Who, whom, that 代替的先行词是人，例如：

This is the man who/that wants to see you.

Lucky people are those who are prepared for opportunities.

Professor Li is the teacher whom/ that we all respect.

② Whose 用来指人或物，例如：

This is the student whose pronunciation is the best in our class.

Please pass me the book whose cover is red.

③ Which, that 所代替的先行词是物，在从句中可做主语、宾语等，例如：

The thing that/which gives a computer chip its value is information.

To achieve success, you must find something (that/which) you absolutely love to do.

先行词是人时，关系代词 that 与 who 经常可以互换；先行词是物时，关系代词 that 与 which 经常可以互换。但在下列情况下多用 that，而 that 做宾语时可以省略。

先行词可以受最高级、序数词或 all, no, only, any 等修饰。例如：

Taking the time to express appreciation is one of the most positive things (that) you can do.

The only hobby (that) I have is collecting stamps.

Is there any obstacle (that) we cannot overcome?

在下列情况中多用 that 引导定语从句。

先行词本身是最高级、序数词、不定代词 (something 例外)、all 等。例如：

All that glitters is not gold.

There is nothing that can make me yield.

在 which 开头的疑问句中。例如：

Which is the book that was recommended by Professor Zhang?

在下列情况中则多用 which。

在非限制性定语从句中，而且 which 做宾语时不可省略。例如：

The book, which he lost yesterday, has been found.

先行词是句子。例如：

A middle-aged woman killed her husband, which frightened me very much.

在介词后面。例如：

He was looking for a car of which engine was made in Germany.

of which 等于 whose。

先行词受 those 修饰。例如：

A shop should keep a stock of those goods which sell well.

(2) 关系副词引导的定语从句

When, where, why 的含义相当于“介词+ which”结构，因此常常和“介词+ which”结构交替使用。例如：

There are occasions when (on which) one must yield.

Beijing is the place where (in which) I was born.

There are many reasons why (for which) I choose biology as my major.

6. 状语从句

在复合句中充当时间、地点、方式、目的、原因、结果、条件、让步、比较等状语成分的从句通称为状语从句。

(1) 时间状语从句

时间状语从句通常由 since, when, after, as, while, before, as soon as, hardly...when..., no sooner...than..., every time, the first time, the moment, until, not ...until...等时间连词引导。例如：

Many people visit museums when they travel in an unfamiliar place.

You cannot leave until your work is finished.

(2) 地点状语从句

地点状语从句通常由 where, wherever 引导。例如：

To be lucky, you must learn to look at a situation and see opportunities where others see nothing.

Where there are difficulties, there are opportunities.

Sit wherever you like.

(3) 方式状语从句

方式状语从句通常由 as, just as...so..., as if, as though, the way 引导。例如：

Just as water is to fish, so air is to man.

It looks as if it is going to rain.

Do it the way you were told.

As if, as though 两者的意义和用法相同，引出的状语从句谓语多用虚拟语气，表示与事实相反，有时也用陈述语气，表示所说情况是事实或实现的可能性较大。中文常译作“仿佛……似的”，“好像……似的”。例如：

They completely ignore these facts as if/ though they never existed. (与事实相反，谓语用虚拟语气。)

(4) 目的状语从句

表示目的状语从句可以由 so that, in order that, lest, for fear that, in case 等词引导。例如：

The teacher raised his voice so that we could hear him clearly.

I always keep candles in the house in case there is a power cut.

He didn't dare to leave the house lest someone should recognize him.

(5) 原因状语从句

原因状语从句一般由 because, since 和 as 引导。because 语势最强，用来说明人所不知的原因，回答 why 提出的问题。当原因是显而易见的或已为人们所知时，就用 as 或 since。

Our perception of time is useful, because it helps us live our lives meaningfully.

(6) 结果状语从句

结果状语从句常由 so that, with the result that, so...that 或 such...that 引导。so...that 与 such...that 之间可以转换。例如：

The teacher raised his voice so that we heard him clearly.

Food is to men what oil is to machine.

四、并列复合句 (compound-complex sentences)

当并列句与复合句合在一起构成长句时，我们称它为并列复合句。例如：

When the project is completed, you will not only have a tangible accomplishment, but also you will have learned something valuable.

There is rarely any financial gain without risk, but that doesn't mean we should take unnecessary risks.

If you want someone on your side, if you want to persuade someone to see your point of view, one of the best ways is to approach them with sincere kindness and caring.

Successful people are on a permanent vacation, not because they don't work hard but because they love what they do.

If you give a man a fish, you feed him for a day; if you teach him how to catch fish, you feed him for a lifetime.

总之，以上的基本句型和种类通过变换成为千差万别的英语句子，表达丰富的思想内容。

第二章

推敲提炼，精雕细琢

文章非天成，妙手靠勤奋。只有肯下苦功，坚持不懈，持之以恒，反复练习，才会出现得心应手的“神来之笔”，才会使文章不乏闪光点。所谓作文语言的闪光点，指的是画龙点睛的一笔，它可以是一个含义隽永、令人回味的词、词组或句子，也可以是一则妙用的典型材料，一个精巧的构思片断。作文语言的闪光点既是语言运用的升级，又是思维创新的结晶。只有平时具备良好的语言习惯和思维的创新意识才可使思维和语言的纵向发展得以实现。

考生可以有意识地去培养创造这种闪光点的能力。学习修辞手段便是一条行之有效的途径。修辞就是在特定语言环境下，选取恰当的语言形式，表达一定的思想内容，以增强表达效果的言语行动。学一点修辞法，便可将文字推敲提炼、精雕细琢。

以下是常用的修辞格。希望考生通过学习能恰当地运用修辞手段来丰富自己的表达，加深语言功底。

► 第一节 语音修辞 ◀

一、头韵 (alliteration)

头韵是指一组词、一句话或一行诗中重复出现开头辅音或元音相同的单词，简明生动，起到突出重点、加深印象、平衡节奏、宣泄感情的作用。例如：

The two friends were faithful through **thick** and **thin**.

这两个朋友历经甘苦，始终不渝。

This is a **tried** and **true** way of saving water.

这是一种行之有效的节水方法。

Jiang Zemin's important speech on "Three Represents" is **part** and **parcel** of our study programme.

江泽民“三个代表”的重要讲话是我们学习规划的重要内容。

二、尾韵 (consonance)

尾韵是指相同词尾辅音在一组词、一句话或一行诗中重复出现，具有悦耳的节奏感。例如：

The downtown area is a scene of **hustle** and **bustle**.

市区一片熙熙攘攘的景象。