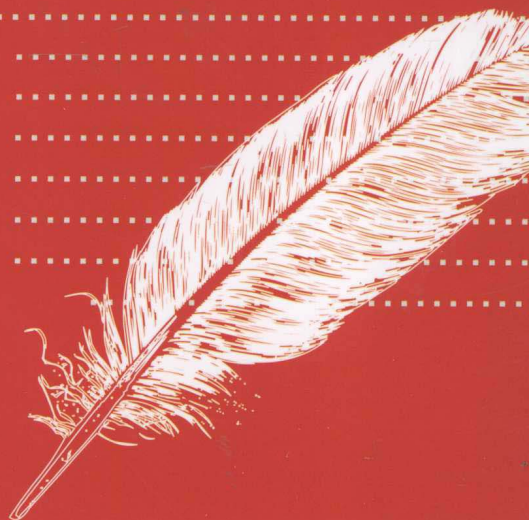


在职攻读硕士学位全国联考英语考试

写作 高分范文 100篇



北京大学 李 雪
清华大学 王音环
北京外国语大学 孙 璇

编著



由多次参加命题及阅卷的专家亲自编写，内容系统、权威

严格按照最新考试大纲，荟萃专家智慧，启迪备考

点拨写作思路，提高考生写作实战能力

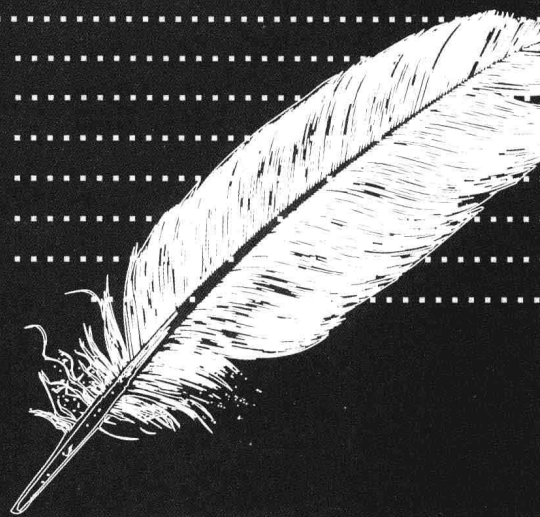
中国石化出版社

[HTTP://WWW.SINOPEC-PRESS.COM](http://www.sinopec-press.com)

教·育·出·版·中·心

在职攻读硕士学位全国联考英语考试

写作 高分范文 100篇



北京大学 李 雪
清华大学 王音环
北京外国语大学 孙 璇

编著



由多次参加命题及阅卷的专家亲自编写，内容系统、权威

严格按照最新考试大纲，荟萃专家智慧，启迪备考

点拨写作思路，提高考生写作实战能力

中国石化出版社

[HTTP://WWW.SINOPEC-PRESS.COM](http://www.sinopec-press.com)

教·育·出·版·中·心

前言

国务院学位委员会办公室于2005年颁布了最新版《在职攻读硕士学位全国联考英语考式大纲》，2006年，法律硕士、教育硕士、体育硕士、公共卫生硕士、军事硕士、工商管理硕士、会计硕士、公共管理硕士英语考试科目，使用同一张试卷，按照统一的考试大纲，统一命题，统一考试，统一阅卷，择优录取。考试内容包括口语交际、词汇、语法、阅读理解、完成填空、英译汉和写作。

由于联考实行的时间比较短，虽然有统一的考试大纲，但是没有统一的考试教材，这样加大了考生的复习难度。为了满足广大考生的迫切需求，我们特组织了大量有丰富教学、辅导及培训经验的专家和教授，花费大量的时间精心编写了这本《在职攻读硕士学位全国联考英语考试写作高分范文100篇》。尽管英语写作有一定的难度，但与阅读、语法和翻译相比，英语写作是有可能在短时间内集中突破的。

本书的特色如下：

一、鲜明的创新特色，编写体例非常符合考生的需要

本书全面吸收了同类图书的优点，结合作者丰富的辅导经验，博采众长，推陈出新，使书中的结构和内容具有鲜明的特色。编写者都是多年从事在职攻读硕士学位全国联考英语考试命题研究和考试辅导的专家、学者，他们熟悉学位考试的大纲、教材，了解考生的需要，深谙命题原则、思路和最新考试动态，从而保证了本书内容的权威、实用。

二、实用性强

本书从字、词、句等方面详细分析了高分作文闪光点的成功之处，对用词错误、语法错误、段落内容错误等方面有针对性地进行了归纳总结，后面精心选取了100篇经典范文，内容广泛、题材新颖，几乎覆盖了当前各类热点和难点，供考生背诵与仿写。

总之，本书一定会成为广大立志参加在职攻读硕士学位全国联考英语考试的莘莘学子的良师益友。好的学习方法、好的辅导老师、好的辅导教材以及好的学习热情，是必不可少的成功要素。我们的精益求精和热情付出，恰恰是广大考生迫切需要和殷切期待的。

限于水平和时间，书中疏漏在所难免，敬请广大读者批评指正。

编者

目 录

第 1 章 英语写作概述	1
1.1 英语写作的基本要求	1
1.2 英语写作的评判标准	1
1.3 英语写作的步骤及目的	2
1.4 英语写作中的文章层次顺序	2
第 2 章 英语写作的方法	5
2.1 列举法与分类法	5
2.2 定义法与主题句法	6
2.3 例证法与因果法	8
第 3 章 英语写作中词汇、句子的运用及段落的写作方法	12
3.1 词汇的运用	12
3.2 句子的运用	15
3.3 段落的写作方法	17
第 4 章 各类文体的写作方法	29
4.1 记叙文	29
4.2 描写文	31
4.3 说明文	32
4.4 议论文	34
第 5 章 英语写作中常见的用词、句子及段落的错误分析	39
5.1 写作中的用词错误分析	39
5.2 写作中句子的语法错误分析	42
5.3 写作中段落内容的错误分析	46
5.4 写作中的格式错误分析	47

第 6 章 英语写作常见的题型及写作方法	50
6.1 图画题型写作	50
6.2 图表式作文	52
6.3 情景题型写作	56
6.4 命题式作文	57
6.5 摘要的写作	59
第 7 章 精选写作高分例句及名言和谚语	62
7.1 写作高分例句	62
7.2 名言和谚语	82
第 8 章 英语写作精选范文 100 篇	93
8.1 基础训练 30 篇	93
8.2 强化提高 30 篇	122
8.3 模拟测试 40 篇	147

第 1 章 英语写作概述

1.1 英语写作的基本要求

作文部分是英语试卷中分值较高、难度较大、同时也是考生不容易得高分的主观型试题。这一部分内容既能测试考生对英语词汇、语法、修辞等的掌握和运用能力，同时也能测试考生的英语书面表达能力。因此，作文能真实地测试出考生综合运用英语书面语言的能力。在各种标准化英语考试中，作文都是必不可少的题型。

本部分设 1 题，15 分；考试时间为 30 分钟。要求考生在规定的时间内，按照题目要求用英语写出一篇不少于 120 个词的短文。考试形式包括根据提纲作文、看图作文、描述图表或根据一篇所给的文章写出内容提要或读后感等。考生应具有用英语书面表达思想的基本能力；所写文章应切合主题，能正确表达思想，语意连贯，无重大语言错误；每小时应能写出不少于 240 个词的短文。

1.2 英语写作的评判标准

评判一篇作文的优劣主要有两个标准：内容和语言。

1.2.1 内容

内容切题，是指作文必须涵盖题目中提出的所有要求，如果有所遗漏，评分就很难达到 12 分以上了。叙述流畅指必须符合两个“C”的特征，即结构上紧凑（compact），内容上具体（concrete），要求句子之间呈现出逻辑性和连贯性。一方面借助论证方法保证文章有序发展，另一方面通过逻辑联系实现句子和句子、段落和段落之间的衔接。

1.2.2 语言

主要包括用词、句子、语法、拼写和标点符号五个方面。12 分以上的文章上述方面的错误很少，而 12 分以下的文章则错误较多。要想拿到作文高分，一方面要尽量减少语言错误，另一方面还要注意句子的变化和用词的丰富，这样评卷人就可以看到作文中反映出的英语水平，对考生做出客观准确的评价。



1.3 英语写作的步骤及目的

英语写作会遇到两大问题：我们写的是什么？能否使读者明确我们写的是什么？解决这两个问题没有轻而易举的办法。起码我们应当明确写什么（what），写给谁（whom），怎样去写（how），然后再去写。

1.3.1 英语写作的步骤

一般说来，文章写作从整体来说要按照以下步骤进行：

- (1) 决定写什么；
 - (2) 明确写作目的，拟定文章结构纲目；
 - (3) 认真考虑文章的读者对象；
 - (4) 列出与文章主题有关的事实，说明、议论材料；
 - (5) 考虑最能表达你要表达内容的组织结构形式；
 - (6) 在草拟的提纲中把内容进行分类，有关内容合并，无关材料删去；
 - (7) 开宗明义，出示明确的具体事例，说明；
 - (8) 开始写作，不要让词语问题阻碍你的写作，一气呵成；
 - (9) 当草稿完成后，从头到尾对字、词、句、段进行斟酌，检查结尾，看文章是否完整；
 - (10) 如可能，在文章最后修改之前，把文章放置一段时间，沉淀一下，再进行修改。
- 总而言之，写作是两个连续的基本步骤：计划要写的内容，写作及修改。

1.3.2 确定英语写作的目的

确定写作目的是很重要的。不同的写作目的要用不同的写作方法。比如说，我们要向心理学教师说明（explain）我们所遇到的困难，这是一种写法；如果我们要劝告（persuade）心理学教师改变他的教程，这又是一种写法；如果我们想要向读者阐明（define）“妇女解放”意味着什么，这是一种写法；如果我们要说明（explain）妇女解放运动的进行情况，这又是一种写法；如果我们想要转变（convert）读者的信仰而支持妇女解放运动的行动，这是另外一种写法。问题是我们要有明确的写作目的。

1.4 英语写作中的文章层次顺序

1.4.1 逻辑顺序

最普通、最有用的逻辑顺序是：分类，原因和结果，论点和论据，比较和对比。

- (1) 分类。分类与分析是紧密相关的。比如，我们要写一篇关于 federal government 的文章，按照逻辑组织形式，就应把 government 分为 legislative, judicial, executive



functions 来写；如果我们要描写一台 television set，我们就要对其 components 进行分析。和这一过程相对的办法是，先分类后综合。采用何种写法，要根据写作目的而定。

(2) 原因和结果。了解事情的原因与结果，是人们的心理习惯。如果我们论说某件事情的结果，也可以先给出其结果，然后从中论说产生该结果的原因。

(3) 论点和论据。论文提出论点，就要用详细的材料、理由来支持论点，这些材料和理由就是论据。如我们要写这方面的文章 “The Value of Studying History”，“College Should Develop Courses in Women’s Studies”，“The Problem of Sharing an Apartment”，写这种文章在结构上两点要求：首先，必须有集中的、明确的观点，而且该观点应是限定的，而不是笼统的。如 “There is violence on TV”，“Buying a used car is time consuming”，“Apartments make for good living”，这样笼统的文题都是不可取的，论点必须是限定的 (defined) 才好用例证、原因加以说明、论述。第二，选取的论据材料必须是与论点有关，能说明问题的，而且运用这些材料的先后顺序必须精巧，或者根据时间或者根据重要性来确定论据材料的先后顺序。

(4) 比较和对比。这种写作方法往往是由一定的题目所决定的。如 “The Demands of College vs. High School Education”，“My Preference for Nixon”，“Why Nineteenth Century Women Were Happier (Less Happy) Than Women Today”，类似这样的题目，要用比较和对比的方法。比较和对比的写作方法有两种：一种是先立论后比较，然后做出结论；另一种是先比较后结论。无论用哪种形式，都应充分注意顺序上的平行。

1.4.2 自然顺序

对自然顺序的文章宜用叙述和描写的方法。如果我们为了方便叙述，可以用时间顺序的办法。如体育竞赛报告、传记、历史事件等都宜以时间为序加以叙述。如果目的在于描写，则采用空间组织材料 (spatial organization) 形式是比较合适的。在我们采用时间顺序 (chronological pattern) 和空间形式 (spatial pattern) 时有两点要注意：第一，无论是以时间顺序还是空间顺序去写作，一定要层次清楚，有连续性，职业作家常用多线条多层次的办法去写，而我们一般则以一条主线顺序来写。第二，如果可能，不妨把一系列的长线条按时间点分成几个主要分支来写，分清主次。

(2010 年试题)

Part VI Writing (30 minutes, 15 points)

Directions: You are to write in no less than 120 words on the topic of “The Country I Would Like to Visit”. You may base your composition on the clues given below:

1. 如果有机会到国外度假两周，你会选择哪个国家？
2. 请至少给出三个理由。



【参考范文】

My Choice to Travel America

If I have the chance to travel a foreign country, I will take US as my choice. My reasons are as following.

First of all, the United States of America is a great country located in the northern American continent. Early since 1870, the US economy always ranks No.1 across the world. Beyond its powerful economic capability, America possesses an unmatched influence in many areas such as politics, economy, military and entertainment, etc.

Secondly, America has a vast and diversified territory with various kinds of pleasant climate all over the year. Especially, there are also many beautiful scenic spots like the Great Lakes, the Niagara Falls, the Hawaii Islands and so forth, all of which are world famous vacation resorts.

Thirdly, the food culture of America is also extremely colorful and popular. The fast food chain store KFC and McDonald's even have become the symbol of America. Additionally, in America one can taste all the flavors of other countries.

In view of the points given above, I am with high enthusiasm to select America as my travel destination if possible.

第2章 英语写作的方法

2.1 列举法与分类法

英语考试的短文写作通常使用过程描述，为了叙述清楚有序，完整准确：用列举法通过列举几方面的事实使读者相信或接受作者的意见、观点；或用分类法将被说明的对象，按照一定的标准划分成不同的类别，一类一类地加以说明。例如：

Firstly, I will mention the advantages, then I will talk about the disadvantages.

I have never been to Beijing though it is the capital. In the first place I don't want to go, and in the second place I can't afford to.

I want to be a kindergarten teacher; to begin/start with, I have some kindergarten educational background, and secondly I am always very happy with those little kids.

常用的序列标识语组合有：

first ... next ... then ... after that ... finally

firstly, ..., secondly, ..., thirdly, ..., finally, ...

in the first place, ..., in the second place, ..., in the last place, ...

for one thing, ..., for another (thing), ...

To begin with, ..., moreover, ..., finally ...

【例文 1】

Reforms have already brought the Chinese people a lot of benefits. As a result of successful economic reforms in urban and rural areas, great improvement has been made in the people's living standards. The political reform has also showed its great advantages. It strengthens and perfects our political system and creates better conditions for the further development of production. What's more, reforms have enriched the people's spiritual life and now people can enjoy more democracy.

文中第一句为主题句，表明了观点，即改革开放给中国人民带来许多好处。下面列举了三方面的变化来证明作者观点的正确。

【例文 2】

Nowadays the news media mainly consist of radio, television and newspapers. Each type has its own advantages and disadvantages. Newspapers are the oldest form for communicating the news. Today many people still begin their day by reading the morning paper while having breakfast, and end their day by reading the evening paper while having dinner.

The invention of the radio has had a tremendous influence on the world. It is able to



bring up-to-minute news to distant places in a matter of seconds. Thus the development of the radio has made the world a smaller place.

Television is the most recently developed device for communication. It allows us to see as well as to hear the news. The fact that it enables people to see visual images has had a considerable effect on our perceptions of world event.

2.2 定义法与主题句法

2.2.1 定义法

定义法是来说明的一种方法。用定义法在叙述某一事物或论证某一概念时，需要对其进行定义。常见句型：

(1) X is Y. (X 代表被定义项，Y 代表定义项：“is”是联项)。例如：

A letter is a written or printed message from one person to another.

A thermometer is a device used for measuring and showing temperature.

(2) X is Y + who (which 或 where) 引起的定语从句。例如：

An instructor is a teacher of a college or university, who usually teaches a limited number of classes.

A university is a college or collection of colleges where people study for a degree.

(3) X refers to Y. (X applies to Y/X is applied to Y.) 例如：

Density refers to the weight of the metal.

The word matter refers to the material of which all bodies are composed.

(4) X is defined as Y. (X is called Y.) 例如：

Physics is often defined as the science of matter and energy.

(5) X means Y. /By X we mean Y. /By X is meant Y. 例如：

By civil rights we mean, politically, freedom.

By conductivity we mean the ability to conduct an electric current.

【例文】

Flexibility is defined as being adaptable to change. In the course of your lifetime, it is essential that you learn to bend and flex around every new circumstance, as rigidity deprives you of the opportunity to see new possibilities. Paradigms (情况, 式样) change over time, and so must you. Your company may restructure, and you will have to survive. Your spouse may choose to leave the marriage, and you will have to cope. Technology will continue to advance and change, and you must constantly learn and adapt or risk becoming a dinosaur. Flexibility allows you to be ready for whatever curve lies ahead in life instead of getting blindsided by it.

2.2.2 主题句法

在英语篇章中，一致性原则通常体现在各段的主题句里。一个比较规范的段落通常由



三部分组成：主题句，展开句或推展句和结论句。

【例文】

Now people become increasingly aware of the importance of acquiring a mastery of a foreign language. To them, the knowledge of a foreign language, say, English, often means a good opportunity for one's career, even a passport to a prosperous future. Many of them equate success in life with the ability of speaking a foreign language.

2.2.2.1 主题句的位置

主题句在段中可以居首、居中，也可以居尾。主题句的位置可以根据作者写作需要而定。

(1) 主题句在段首与段尾

【例文】

Good manners are important in all countries, but ways of expressing good manners are different from country to country. Americans eat with knives and forks; Japanese eat with chopsticks. Americans say "Hi" when they meet; Japanese bow. Many American men open doors for women; Japanese men do not. On the surface, it appears that good manners in America are not good manners in Japan, and in a way this is true. But in any country, the only manners that are important are those involving one person's behavior toward another person. In all countries it is good manners to behave considerately toward others and bad manners not to. It is only the way of behaving politely that differs from country to country.

(2) 主题句在段首

【例文】

Progress in science and the improvement of living conditions have led to the rapid growth of the world population. Modern medicine, for example, has made it possible for babies to grow up healthily and for people to live longer. With improved living conditions, particularly in the countryside, people tend to have larger families. As a result, the world population has increased so rapidly that it has now exceeded 6 billion.

(3) 主题句在段尾

【例文】

Throwing criminals in jail is an ancient and widespread method of punishment; but is it a wise one? It does seem reasonable to keep wrongdoers in a place where they find fewer opportunities to hurt innocent people, and where they might discover that crime doesn't pay. The system has long been considered fair and sound by those who want to see the guilty punished and society protected. Yet the value of this form of justice is now being questioned by the very men who have to apply it: the judges. The reason, they say, is that prison doesn't do anyone any good.

(4) 主题句在段中

【例文】

Just as I settle down to read or watch television, he demands that I play with him. If I get a telephone call, he screams in the background or knocks something over. I always have



to hang up to find out what's wrong with him; baby-sitting with my little brother is no fun. He refuses to let me eat a snack in peace. Usually he wants half of whatever I have to eat. Then, when he finally grows tired, it takes about an hour for him to fall asleep.

2.2.2.2 写好主题句的方法

写好主题句的方法包括:

(1) 主题句应该做到句子完整和表达的主题思想完整, 例如:

不完整: How to write a composition.

完整: How to write a composition is not an easy thing to talk about.

不完整: If the weather had been fine.

完整: If it had been fine, we would have had a good time.

(2) 关键词是直接表达主题的词汇, 它决定段落的内容和展开的方法, 引导整个段落的发展, 例如:

There are several ways to boil the water.

The task can be finished in three steps.

There is a new method to reduce the cost.

(3) 主题句要概括一定内容, 不要空泛, 否则扩展句将难以说明和支持它, 例如:

空泛: English language is very important.

概括: English language is very important in our daily life.

空泛: The Olympic Games are exciting.

概括: In the Olympic Games the football teams from many countries compete intensely.

(4) 尽量使用简单句或简洁明了的句子, 例如:

简洁: Collecting stamps is her hobby.

复杂: She likes collecting stamps which is her hobby.

简洁: I enjoyed watching *Gone With the Wind* very much.

复杂: *Gone With the Wind* was a good film which I enjoyed watching very much.

2.3 例证法与因果法

2.3.1 例证法

在确定段落的主题后, 举出实例来说明观点, 使所要说明的观点或事物具体化, 以便让读者理解。但运用此方法时, 一定要注意例子的代表性和适量性, 恰当地使用事例可以使内容具体, 增强说服力。

实用范例:

Just as fish cannot live without water, human beings cannot live without oxygen.

Everyone in the family takes last Sunday's picnic in the park, including my 85-year-old grandma.



Like love, diamond becomes more precious with time.

There are many sources of air pollution; exhaust fumes, for example.

People's ability to do the tests was influenced by factors such as age, sex, and ethnic background.

Lack of communication causes serious problems and their marriage is a case in point.

【例文】

In order to prevent non-smokers from being affected, measures must be taken to reduce the chances of smoking. A lot of work can be done concerning this. For example, in some public places, such as in theatres, cinemas, and smoking should be forbidden. Even on the train or plane, people should not be allowed to smoke. Doctors, teachers, government leaders should take the lead not to smoke. Above all, the harmfulness and dangers caused by smoking should be made known to all through newspapers, broadcast or TV programs. Also, the growing of tobacco and the production of cigarettes should not be encouraged. Only in this way can we effectively reduce the chances of smoking.

例文的中心思想是要说明为了使不吸烟者免受影响，应尽量采取措施减少被动吸烟的机会。围绕这一中心，作者列举了几方面的例子，如：在公共场所禁止吸烟；医生、教师及公务员等要带头不吸烟；让人们了解吸烟的危害等。

2.3.2 因果法

在议论文中使用因果法 (cause and effect) 进行论证具有较强的说服力。因果法中的“因”是指证明论点的理由；“果”是指要证明的论点。人们在思维过程中常常会根据某事物的原因推导其结果或根据某种结果分析其原因，这种思维方法体现在写作中就是因果法。

用因果法展开论述时，可以先从正面说明原因，再得出结论，也就是先因后果；也可先表明论点，再一一阐明原因，即先果后因。展开论述时可以一果一因、一因一果；也可一果多因、一因多果。

【例文】

The hamburger is the most popular food item in the United States. Every year Americans consume billions of them. They are sold in expensive restaurants and in humble dinners. They are cooked at home on the kitchen stove or over a barbecue grill in the backyard. Why are they so popular?

First, a hamburger is extremely easy to prepare. It is nothing more than a piece of ground beef, cooked for a few minutes. Then it is placed in a sliced bun.

Nothing could be simpler. Even an unskilled cook can turn out hundreds of them in an hour. Besides that, the simple hamburger can be varied in many ways. You can melt some cheese on top of the beef to create a cheeseburger. You can also add some grilled bacon for an interesting flavor contrast. In addition, you can garnish the hamburger with other things such as lettuce, tomato, onion, mushrooms, avocado, pickles, hot pepper, ketchup, relish, mayonnaise, mustard or whatever you wish!

表示因果关系常用如下方法。



(1) 用连接词语 therefore, so, thus, hence, accordingly, consequently, as a result, as a consequence 等表示结果。例如:

We do not have enough money. Thus we cannot buy a new car.

They cannot do the work; consequently, we must find another company.

The Red Cross has not been allowed to inspect the camps, and as a result little is known about them.

(2) 用从属连词 because, since, as, now (that), seeing that 等引起从句表示原因。例如:

Since we've got a few minutes to wait for the train, let's have a cup of coffee.

Seeing that we need to arrive by twelve o'clock, we'd better leave at nine.

(3) 动词或动词短语 cause, produce, effect, lead to, result in, bring about, be responsible for, give rise to 等可以表示因果关系。例如:

An increase in demand often results in/leads to/causes/produces higher prices.

Social practice alone gives rise to human knowledge.

(4) 用介词短语 because of, due to, owing to, on account of, as a result of, thanks to 等表示原因。例如:

On account of the rise in prices, we must also charge more.

The play was a great success, and it was all thanks to the effort and commitment of everyone involved.

(5) 用名词 cause (后接 of) 或 reason (后接 for) 表示原因。例如:

One of the causes of the accident was poor communication.

The reason for the flood was all that heavy rain.

(6) 用名词 effect, consequence 或 result 表示结果。例如:

The government's refusal to put enough money into health care has had disastrous consequences.

His broken leg is the direct result of his own carelessness.

(2009 年试题)

Directions: You are to write in no less than 120 words on the topic of "A Threat (Threats) to Endangered Animals". You may base your composition on the clues given below:

Many animals are now in danger of becoming extinct ...

Among the threats to endangered animals is (are) ...

The way to cope with the threat (threats) ...

Conclusion.

(Note: endangered 濒危的)

**【参考范文】****Threats to Endangered Animals**

Nowadays, rapidly and unstoppably, the trend that animal extinct steps into our sight. According to an official survey, 60% animals are now in danger of becoming extinct. It is no denying that in our society, protect animals are very important.

Among the threats to endanger animals are pollution, commercial fishing, and population expanding and so on. Considering the current issue and worsening situation, we should call for some immediate actions imposed by the authorities. First, the government should limit the industrial discharging; second, the government of various levels must make relevant plans or rules to guarantee order and justice. Last but not least, general public should also be made aware that any prompt solution is of benefit to all.

As far as further prospect is concerned, I think that we are certain to succeed as long as we stick to what is right and correct what is wrong.

第3章 英语写作中词汇、句子的运用及段落的写作方法

3.1 词汇的运用

3.1.1 连系动词的用法

连系动词的用法要注意以下两个问题：

(1) 在英文句子中，不宜过多地使用连系动词。例如：

改前：Plant A is successful in terms of production.

改后：Plant A produces well.

改前：There appears to be a tendency on the part of investment bankers ...

改后：Investment bankers tend ...

(2) 在英文句子中，不宜过多使用形式主语，就像 it is/it was, there is/there was, this is/this was 等句型，例如：

改前：It was clear to the manager why ...

改后：The manager knew why ...

改前：There is no more space available.

改后：No more space is available.

3.1.2 介词的用法

介词的用法要注意以下三个问题：

(1) 不宜过多使用介词

在写英文句子的时候，考生经常容易滥用介词，尤其是 of 这个介词。如果一个句子中的介词超过了 4 个，那么就必须多注意了，例如：

改前：Central **to** our understanding **of** the problem **of** the organizational structure in the XYZ division **of** the ABC Company is the chain **of** command **between** the position **of** the division vice president and the subordinate departments, because although all of them are **under** this office, none **of** them are directly connected **up with** it.

改后：The organizational problem at the ABC company's XYZ division is centered in the unclear connection between the division vice-president and the subordinate departments.

(2) 注意复合介词的用法，例如：

改前：I am writing **in order to** list the potential issues **in regard to** the Russell account **in advance of** the client visit.