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再版前言

今年申城的秋天来得特别晚,是否收获也总是这样不易呢?一年一度的全国研究生英语入学考试即将来临,写作的重要程度自不待言。

为了帮助大家最后的考试中取得好成绩,在编辑部的大力支持下,我在这一版的修订过程中下了一番功夫。

在小作文部分,将原来三十篇文章替换了十五篇,也就是每一类更新了一篇。大家一定要牢记结构要点,熟悉语言注意点,在写作时紧扣题目的要求。注意行文流畅,语言准确贴切,字数不必太多。

大作文部分,这次共增加了十篇文章,全部是图画类作文,这是紧扣大纲和近年来趋势而做出的选择。大家在写作时一定要思索图画与提纲所构成的语境,然后确定要分哪几个段落来写作,之后再进入到真实的写作之中。在文章讲解中,仍然采用了第一版的审题、点评与心得的模式,以使大家能迅速了解由构思到写作再到感悟的全过程。

2007年考研英语大纲已于7月出台,与去年相比没有任何变化。需要特别提醒大家的是:在小作文方面,虽然书信是主流题型,但也不能忽视通知、简历和备忘录等考试形式;在大作文方面,考察图画作文的可能性最大,但也不要忘了图表作文和其它不常见的作文形式。本文在选文上特别注重了这一点,所以大家也应该铭记于心。

对于写作的复习,冲刺阶段是一个关键时期。如果能实践“读、背、仿、写、改”五字口诀,加速“理解——模仿——活用”的周期,必能获得进步。

日夜兼程,感慨良多。朱熹说“少年易老学难成,一寸光阴不可轻”,我感觉写作尤其如此。为了最后能达到“何意百炼钢,化为绕指柔”的境界,让我们共同努力吧。

再次感谢恩波英语的大力支持,也感谢大家多年来的信任与厚爱,祝大家成功!

贡献

前言

全国研究生英语入学考试近年来对写作的重视程度越来越高,从 2005 年开始要求写作两篇文章,共占三十分,而广大考生一直感觉这一部分的提高比较困难,不禁会问这样一个问题:在最后的冲刺阶段,写作方面还有没有可能有大的突破呢?

回答当然是肯定的。笔者精心打造这本书的目的就是帮助大家在冲刺阶段通过精心准备、高效复习来显著地提高写作部分的成绩。

笔者深深地知道,一本作文书要对大家起到决定性的帮助作用,必须做到两点:一是选文精准。本书共有三十篇应用文和三十篇大作文,均是笔者深入分析多年命题趋势、精心构思、精心选题的结果,具有很强的预测性。特别是在大作文方面,笔者突出了图画为主、图表为辅、兼顾命题”的原则,挑选了一批极具代表性的文章。二是范文精彩。笔者相信,只有给出高质量的范文,才能让广大考生在最大程度上获益。

在多年的写作教学中,笔者总结归纳出了五字口

诀——读、背、仿、写、改。笔者提倡狂背作文，就是让大家在读和背的过程中去迅速熟悉文章内容、了解文章结构和领悟文章语言。之后大家就应进入模仿的阶段，这里有个绝佳的办法，就是尝试将背过的文章写下来，这时首先看看自己能不能写得准确，再看看自己能否做一些变换，最后还应思考一下如果出类似的文章我该如何来写。下一步大家就进入了真实写作的过程，实际上最后阶段大家要写作的文章并不在多，写六至八篇就足够了，关键是应该挑选具有代表性的来写作，之后应该找到老师批改。这样就能够获得实实在在的提高了。

在应用文的讲解中，笔者给出了文章的结构要点和语言注意点。在大作文的讲解中，笔者给出了审题、点评和心得等部分——审题部分帮助大家迅速分析图画（或图表）与提纲所构成的语境，点评部分分析文章的内容、结构和语言，心得部分点出文章的独特之处或大家应特别注意的地方。

笔者将多年写作教学和写作阅卷的经验浓缩于本书之中，衷心希望本书能帮助广大考生取得理想的成绩！

本书在编写过程中得到了恩波英语的全力支持，在此深表感谢。

贡献



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第一章

应用文写作

- 结构要点
- Sample
- 语言注意点



推荐信！

结构要点

推荐信是向收信人推荐某人做某事的信件，一般分为三个部分：

1. 指出被推荐的人及推荐的原因；
2. 介绍被推荐人的情况；
3. 总结说明被推荐人值得被推荐(例如能胜任工作)。

DIRECTIONS 1

Suppose you work as a part-time translator in a company. Now you are going to graduate and your friend Liang Bo wants to get that job. So you write a letter of recommendation to your boss Mr. Wang in about 100 words. Do not sign your own name at the end of the letter, using "Li Ming" instead.



SAMPLE

Dear Mr. Wang,

I'm terribly sorry to tell you that I am going to graduate this June and cannot go on to work for you as a translator. It has been such a pleasant and precious experience to work in your company.

In addition to extending my gratitude, here I take great pleasure in recommending to you my friend Liang Bo, a sophomore majoring in English. He particularly desires to get this job when he knows about your company.

Liang Bo is a straight A student, good at both Chinese and English. Moreover, being cheerful, considerate and easy-going, he usually gets along well with others.

I am convinced that he is very suitable for the job. At last, I'd like to express my gratitude to you again and wish you a successful career.

Sincerely yours,
Li Ming



推荐信 2

语言注意点

推荐信应多写被推荐人的优点，肯定其成绩。但内容应真实可信，语言热情得体。切忌夸大其实。

DIRECTIONS 2

You are asked to write a letter of recommendation for Miss Liu Ming who wants to study for the Master's Degree under the supervision of Professor Smith who was once your supervisor in your graduate study. Write a letter to Prof. Smith in about 100 words. Do not sign your own name at the end of your letter, using "Li Ming" instead.



SAMPLE

Dear Prof. Smith,

It has always been a great pleasure to write to you since I can never fail to get help, inspiration or enlightenment from you. Now I am writing to recommend to you Miss Liu Ming who wants to pursue her graduate study for the Master's Degree under your supervision.

Miss Liu Ming was one of my classmates in Tianjin University. She was one of the most excellent students in our university as can be seen from her straight A grades on all subjects. After graduation she worked in Tianyi Biological Company for three years, which considerably added to her practical experience.

It is my belief that with her intelligence, diligence and rich experience, Miss Liu Ming has great potential for further development in the field of pharmacology both theoretically and practically. Therefore, I recommend her to you with no reservations.

Faithfully yours,
Li Ming



建议信 1

结构要点

建议信是建议收信人采取某种行动的信件,一般分为三个部分:

1. 说明建议的内容;
2. 提出建议的原因;
3. 指出采纳建议的益处。

DIRECTIONS 3

Suppose two of your friends are going to make a trip to Hangzhou. Write a letter in about 100 words to make a suggestion to them. Do not sign your name at the end of the letter, using "Li Ming" instead.



SAMPLE

Dear Linlin and Xiaochun,

What a pleasure it is to hear from you! I just went to Hangzhou last week, so you have asked the right person for suggestion.

Hangzhou is a beautiful city. Its fresh air, picturesque scenery and warm people have impressed me much. If you are going there, I advise you to make a self-tour, for its developed bus system makes the travel between beauty spots very convenient and you can enjoy more freedom on what to and how to see. Besides, you'd better book a room and learn about the scenic spots beforehand, with which the related websites will surely help you.

Have a good time.

Yours ever,
Li Ming



建议信 2

语言注意点

这类信可写给认识的人,也可写给不认识的人。内容与模式都比较灵活。但总地来说,应言辞恳切,理由充分。

DIRECTIONS 4

Suppose one of your friends is going to take the CET-6 and asks you for suggestions on how to make preparation. Write a letter in about 100 words to him/her. Do not sign your own name at the end of your letter, using "Li Ming" instead.



SAMPLE

Dear Helen,

What a surprise it is that you are going to take this June's CET-6 since you are only a freshman in Fudan University! Anyway, your courage and efforts are worth praise.

To get fully prepared for the test, I think, you need to first enlarge your vocabulary, which is the basis of all parts. Second, you need more exercises, especially exercises of reading comprehension, in order to improve your test skills. Then you should practise writing constantly. You can e-mail your compositions to me and I will correct them for you in time.

In a word, every effort is rewarding. I am looking forward to your success.

Best wishes.

Yours,
Li Ming



求职信 1

结构要点

求职信是申请具体职位的信件，
包括下列三个部分：

1. 说明应聘职位；
2. 介绍自身情况；
3. 请求回复并表示感谢。

DIRECTIONS 5

Write a letter in about 100 words to apply for a typist advertised in a newspaper. Do not sign your own name at the end of your letter, using "Li Ming" instead.

