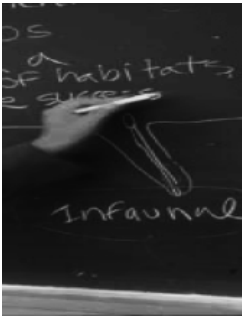




21 世纪高职高专英语系列教材

Access to Process-oriented Writing



# 走进过程写作

——实用英语写作教程



主 编：叶 红      主 审：黄运亭  
副主编：麦淑华      编 者：陈 虹



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# 前 言

英语写作是我国英语教学中最薄弱的环节之一，学生的写作能力一直很难提高。这种现象严重影响着我国现代化建设对 21 世纪复合型人才的需求，因此，英语写作教学的改革刻不容缓。

本教材以过程写作为模式，将写作理解为一种不断循环、螺旋型发展的思维过程。事实上，英语写作确实是学生在英语学习过程中使自己的思想逐步深化的有效方法。所以，英语写作需要调研、搜集资料 and 阅读输入，只有这样才能激发思维，形成思想。写作应该有明确的读者，有值得探讨的问题和真实的目的，只有这样，才能激发写作的灵感，使写作具有实际的价值。学习写作还应该以真实为前提，让学生对自己的作文反复打磨、反复修改，最终完善成型。

华莱士 (Wallas, 1926) 把写作的思维过程分为四个阶段：预备 (preparation)、孕育 (incubation)、启发 (illumination) 和验证 (verification)。罗曼 (Rohman) 则把写作过程分为三个阶段：前写作阶段 (prewriting)、写作阶段 (writing) 和重写阶段 (rewriting)，并认为最重要的阶段是前写作阶段。本教材以两位学者的观点为理论依据，结构上的设计分为：①写作前准备活动，包括 brainstorm, free writing, critical thinking, opinion discussion, peer work, researching, related arguments and in-depth reporting, presentation 等写作前环节；②写作计划环节，包括：笔记、提纲、构架、分类等；③起草和修订环节，包括辨认错误模式、同学反馈、教师反馈、使用 checklist 以及校对和编辑等控制和检测环节。本教材具有以下特色：

(1) 实用性。本教材充分考虑到学生在真实的学习、工作和生活环境下的写作需要，将技能写作与学术写作，办公环境写作及个人生活写作贯穿起来，最大限度地满足学生在不同环境下写作实践的需要。

(2) 真实性。本教材选材力求真实，直接从国外的报纸、杂志和网站选材，使学生直接接触和感受纯正的英语语言的韵味和文采。真实的语言材料不但为教师提供了可拓展的教学空间，也使学生触及到真实的写作问题并进行调查、研究和讨论，在写作中培养学生的批判性思维。

(3) 灵活性。本教材在写作内容和练习的设置上，难易兼顾，便于教师针对不同程度学生的需要对教材进行灵活取舍。同时，本教材有较大的适用面，既适用于高职高专英语专业的学生，也适用于其他本专科院校英语专业的学生。

(4) 过程性。本教材以过程写作为主线。注重对学生写作技巧、写作策略和交互能力的培养。作者在教材中设计了一系列便于操作的课堂活动，如小组讨论、演示、课题研究等，以便帮助学生明确写作过程中各个阶段的具体细节，顺利完成写作前准备、起草、重写和修改等任务。

本教材共有 8 个单元。每个单元具有独立的主题，由热身运动、阅读写作 A、阅读写作 B、语言聚焦、写作策略、写作任务、反思写作和错误识别 8 个部分组成。每个单元需 8 个学时，共 64 个学时。

本教材在编写过程中得到了许多同事的热情帮助与指导。澳大利亚专家 Mccartney Don 为本书编写提出了宝贵的意见和建议。在此，编者一并对他们表示诚挚的谢意！本教材是对过程写作教学方法进行的一次探索和对写作材料发展的一个尝试，其中定会存在不当和疏漏之处，敬请使用者批评指正。

叶 红

2006 年 7 月 17 日

## HOW THIS BOOK IS DIFFERENT

**Process-oriented** — What characterizes the book is the process-oriented writing. This book tries to walk students through the whole writing process from preparation, prewriting, drafting, revising, proofreading and editing with a strategy and a writing skill in each unit to support this process development. Activities, like team work, group work, presentation, discussion, doing research, are the basic forms of practice in this book to promote students' interaction in learning and help to complete the cycle of process writing.

**Practical** — The integrated coverage of technical writing, academic writing and institutional writing in contexts helps to meet students' needs in life, learning and work. They are well intertwined to avoid the redundancy and burden feeling.

**Authentic** — This book uses authentic materials directly from magazines and newspapers and other materials on the web so as to make students realize the tone and styles of the language in writing. This also leaves flexible space for teachers to expand from the text book, as authentic materials provide meaningful topics for discussion, research and therefore help students realize the practical problems in writing.

**Flexible** — To meet the needs of students from different backgrounds, the topics, exercises and practice start from the foundation-building phase but allow it to go in depth. For example, Language Focus, Writing for Learning, Error Spotting are accurate-oriented and provide opportunities for students to do reflective writing and identify their error patterns. Reading for Writing provides opportunities for research online and discussion, allowing learning environment to be extended beyond the classroom into authentic and appropriate contexts of use. Besides, there is wide range of exercises or practice from controlled, half-controlled exercises to final task in each unit to provide an alternative when the teaching time is limited or needs extension.

## MAP OF THE BOOK

Units Page	Theme	Skills	Strategies	Writing in Contexts
Unit 1 Page 1	Keeping Informed	Sentence Writing The Essential Building-Blocks	Free Writing	Notices
Unit 2 Page 19	A Way to Keep Track	Sentence Writing Sentence Linking and Expansion	Writing Portfolios	Business Memos
Unit 3 Page 37	Creating an Image of You	Sentence Writing Using Specific Words & Metaphors	Developing Vocabularies	CV & Covering Letter
Unit 4 Page 59	Business Is Business	Sentence Writing Formal and Informal Expressions	Proofreading	Business Letters 1 Formal & Informal Letters
Unit 5 Page 77	Cushion the Blow	Paragraph Writing Opening and Concluding Paragraphs	Using Thesaurus	Business Letters 2 Negative Letters
Unit 6 Page 94	Looking Beyond Differences	Paragraph Writing Body Paragraphs & Opinion vs. Facts	Writing Outline	Comparative Writing
Unit 7 Page 114	Interpreting Visual Information	Paragraph Writing	Charts Writing : Curve Charts Data Collecting	Trends & Numbers
Unit 8 Page 136	Experiencing Science	Passage Writing Charts Writing : Bar Charts	Information Sources	Grouping & Qualifiers
Appendix	Answer Key			
Unit 1 Page 155	Keeping Informed	Unit 3 Page 164 Creating an Image of You	Unit 5 Page 175 Cushion the Blow	Unit 7 Page 183 Interpreting Visual Information
Unit 2 Page 160	A Way to Keep Track	Unit 4 Page 169 Business Is Business	Unit 6 Page 179 Looking Beyond Differences	Unit 8 Page 188 Experiencing Science

注：该教材预计用 64 课时左右完成。主要面向英语专业的高职学生和其他院校英语专业的本科学生。

## THE STRUCTURE OF THE UNITS

(A focus on input learning and practice)

- Warming Up (Getting ready for writing)
- Free Writing (5 ~ 10 minutes free writing to get ideas on paper)
- Reading for Writing (A focus on input)
- Language Focus (A focus on accuracy)
- Writing Strategy (Writing support)
- Task (A focus on free practice)

(A focus on reflective writing)

- Writing for Learning (A review of the lesson: writing down what you have learnt in this class)
- Error Spotting (Recognizing students error patterns)
- Doing Research (Preparation for the next topic: pre-class research online)

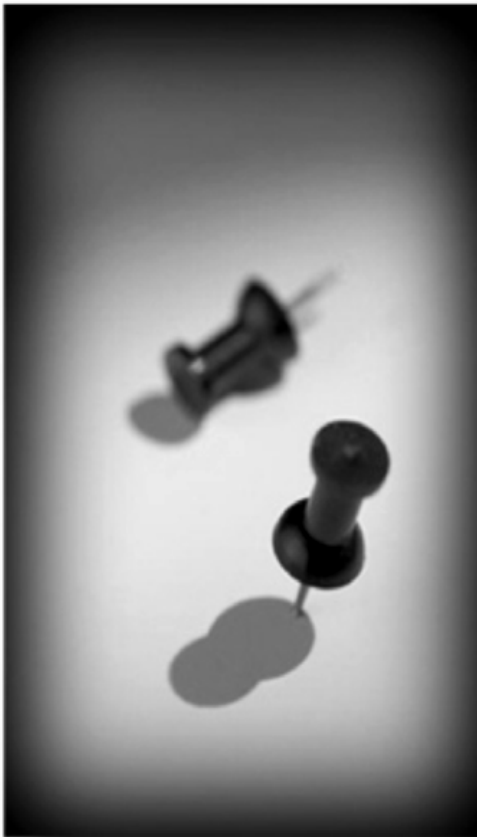
Appendix

- Answer Key

# Unit 1 Keeping Informed

By the end of this unit , students should be able to

- write formal notices, informal notices and notices in graphs.
- write dates and days of the week in order.
- select appropriate expressions and techniques in notice writing.
- identify the essential building - blocks in a sentence.
- write complete sentences with essential building - blocks.
- do free writing .



**On the spot  
littering fines from  
\$60 to \$375.**

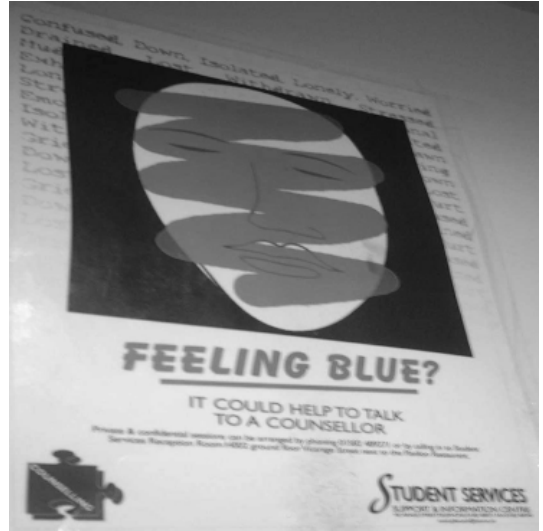
**LITTER**

**IT'S IN YOUR HANDS**

YOUR  
LOGO HERE

A vertical rectangular sign with a black border. At the top, bold black text reads "On the spot littering fines from \$60 to \$375." Below this is a black and white photograph of a hand held palm up, with the word "LITTER" in large, bold, black, sans-serif capital letters superimposed over it. At the bottom of the sign, bold black text reads "IT'S IN YOUR HANDS". Below the sign, there is a small logo area with the text "YOUR LOGO HERE" in a smaller font.

# Warming Up



**1** Tell your partner what the notices say ; where you might read the notices ; what makes them interesting. Rewrite the notices in the following.

- Road closed: \_\_\_\_\_
- Kill your speed: \_\_\_\_\_
- Dear crossing: \_\_\_\_\_
- Feeling blue: \_\_\_\_\_



## Reading for Writing A



- 1 Tell your partner what information you have got from the notices. What do you think of the necessity of the notices? Observe your surroundings and write notices where it is necessary to make people aware of the potential danger involved and what to do in case of danger.



## FIRE ACTION

### IF YOU DISCOVER A FIRE

1. Sound the alarm.
2. Attack the fire, if possible, using a suitable extinguisher, but do not expose yourself to task.

### ON HEARING THE FIRE ALARM

1. Leave the building by the nearest route, closing doors behind you.
2. Do not use the lifts.
3. Move to at least 50 metres away from the University buildings.
4. Keep entrances clear for emergency vehicles.
5. Do not return to the building for any reason until authorised to do so.

Vice Chancellor

September 1993

Notices can be what people write in workplace to let their colleagues know about new policies or upcoming events. A notice gives information briefly and quickly to make it possible for a reader to follow the message quickly and with complete understanding.

2

Read and tell your partner what information you can get from the notices in the Bulletin Board below and make a list of the key points which should be included in a notice.

**Bulletin Board**

**September 30 OAC Meeting Canceled**  
The Oversight and Advisory Committee meeting scheduled for Thursday, September 30, 2004 has been canceled. The next meeting will take place on Thursday, October 28, 2004 from 12:30 to 3:30 p.m. in room 4201 of the Health Sciences Learning Center.

**Clarification**  
Apparently there is confusion related to the cancellation of the UW Medical School Oversight and Advisory Committee meeting on June 26th. The Wisconsin United for Health Foundation (WUHF) meeting the same date has NOT been cancelled. The WUHF meeting will take place as scheduled beginning at 9:00 a.m. at the Concourse Hotel in the Wisconsin Ballroom.

**Students Paychecks**  
June students paychecks are available on July 15th !  
If you want your check mailed home, bring a self-addressed, stamped envelop to the Payroll Department, Burnham.

**April OAC Meeting Rescheduled**  
The April 8, 2004 Oversight and Advisory Committee meeting has been rescheduled and will instead take place on Monday, April 12, 2004 from 8:00a.m.-11:00a.m. in room 212/214 Fluno.

**The UW Medical School**  
The UW Medical School in collaboration with the Oversight and Advisory Committee is completing a preliminary draft of the five year plan. The plan will be available on the website, no later than March 13 for a two-week public comment period.

Our call center is only closed on Thanksgiving Day, Christmas Day and New Year's Day. All other US holidays observed by our college are worked by the call center with a skeleton crew.

Those interested in attending this workshop are asked to fill in the registration form and return it by mail, by 10th November 2005, along with their registration fee.  
\*\*\*\*\*  
There will be presentations on institutional responsibilities with regard to the care of the old people. The essay is due on 25th of Dec.2005.

### 3

Study the following pairs of sentences and tick the sentence that is clearer and learn how specific information makes a sentence clearer ; how hours , dates and days of a week are put in order .

1.

- The meeting has been canceled.
- The Oversight and Advisory Committee meeting scheduled for Thursday , September 30 , 2004 has been canceled.

2.

- The next meeting will take place on Thursday.
- The next meeting will take place on Thursday , October 28 , 2004 from 12:30 to 3:30 p. m. in room 4201 of the Health Sciences Learning Center.

3.

- The meeting has been rescheduled and will instead take place on Monday.
- April 8 , 2004 Oversight and Advisory Committee meeting has been rescheduled and will instead take place on Monday , April 12 2004 from 8:00a. m. ~ 11:00a. m. in room 212/214 Fluno.

4.

- The plan will be available on the website.
- The plan will be available on the website , no later than March 13 for a two-week public comment period.

5.

- There will be presentations on institutional responsibilities.
- There will be presentations on institutional responsibilities with regard to the care of the old people.

6.

- You will fill in the registration form and return it by mail.
- Those interested in attending this workshop are asked to fill in the registration form and return it by mail , by 10 November 2005 , along with their registration fee.

7.

- The WUHF meeting will take place as scheduled.
- The WUHF meeting will take place as scheduled , beginning at 9:00 a. m. at the Concourse Hotel in the Wisconsin Ballroom.

### 4

Read and complete the following sentences with the phrases given in the box.

are closed	are due	will take place on
are being organized	as scheduled	has NOT been cancelled
are available	will be held on	is open

1. Our centers \_\_\_\_\_ on New Year s Day , two days for Independence Day , Thanksgiving Day , and three days for Christmas.

2. Our office \_\_\_\_\_ on Saturday , October 15 , 2005 from 8 : 00 a. m. to 5 : 00 p. m. . Directional signs will be posted in the building.
3. Studies \_\_\_\_\_ from 27 June through 30 June 2006 by International Institute of Asian Studies (IIAS) and European Association for South Asian Studies (EASAS). The conference held after every two years is the largest gathering of South Asia .
4. The final \_\_\_\_\_ Tuesday , Dec. 20 , in Phys. 210 , 8:30a. m. ~ 11:30 a. m. .
5. The first lecture \_\_\_\_\_ Wednesday September 7 ( 2 : 30 p. m. ~ 03:20 p. m. ) in room 210 of the physics building.
6. The seminar will be held \_\_\_\_\_ on Tuesday , September 6. Section 2 ( from 10:10 to 12:05 ) , will meet for the first time on Wednesday , September 7. The lab is in room 65 in the basement of the physics building !
7. June students paychecks \_\_\_\_\_ on July 15th ! If you want your check mailed home , bring a self -addressed , stamped envelope to the payroll department , Burnham 100.
8. The Wisconsin United for Health Foundation ( WUHF ) meeting the same date \_\_\_\_\_. The WUHF meeting will take place as scheduled , beginning at 9:00 a. m. at the Concourse Hotel in the Wisconsin Ballroom.
9. School fees \_\_\_\_\_. Contact the office if you need forms to fill out.

## Reading for Writing B

Read the information in the following Bulletin Board and tell your partner the information you have got in your words.

### Bulletin Board

1. I'm pleased to announce that, due to popular demand, this month we are hosting the 3rd Annual Best in Stores Contest!
2. I am pleased to announce that Sallie Traxler will become the new Executive Director for the Association of College and University Housing International. She will begin her work for ACUHO-I in August 2004.
3. Attention! We are going to hold a free lecture on Cross-culture by Professor Allen Wilson this night in the Foreign Language Department building.
4. Please remember to hand in your assignments from the course of English composition on 20th of May. No delay. Remember to submit one clearly marked original copy of the proposal with authorized signatures plus eight copies of the entire proposal. No faxes or email will be accepted.
5. We will have an open Q & A session from 7~8 p.m., and then the presentation starts at 8 p.m.. This is an open meeting; all are welcome, and encouraged to attend.
6. There will be a key signing following this meeting. Come and have your PGP/GPG key signed by fellow PLUG members. See the instructions on the website for instructions on what to bring with you.
7. Because the Spring Festival falls on the 20th, January, you cannot go to the school library until 20th of February. Directional signs will be posted in the building.

**1** Work in pairs. Compare the notices above with the notices in Reading for Writing A , explaining how they differ in styles and in sentence structures. Make a list of the differences in the following table

Items	Reading A (✓)		Reading B (✓)	
	Minimal	Prevalent	Minimal	Prevalent
Pronoun use	( )	( )	( )	( )
Active voice	( )	( )	( )	( )
Passive voice	( )	( )	( )	( )
Oral expressions	( )	( )	( )	( )
Written expressions	( )	( )	( )	( )
In conclusion ,how would you best describe the two types ?	Formal ( ) Informal ( )		Informal ( ) Formal ( )	

**2** Rewrite the following notices and try to avoid personal expressions by using the passive voice. If unclear , you can add necessary complementary information.

1. I m pleased to announce that ,due to popular demand ,this month we are hosting the 3rd Annual Best in Stores Contest !



2. I am pleased to announce that Sallie Traxler will become the new Executive Director for the Association of College and University Housing International. She will begin her work for ACUHO-I in August 2004.



3. Attention ! We are going to hold a free lecture on Cross-Cultural Communication by Professor Allen Wilson this night in the Foreign Language Department building.



4. Please remember to hand in your assignments from the course of English composition on 20th of May. No delay. Remember to submit one clearly marked original copy of the proposal with authorized signatures plus eight copies of the entire proposal. No faxes or email will be accepted.



5. We will have an open Q & A session from 7 ~ 8 p. m. , and then the presentation starts at 8 p. m. . This is an open meeting ; all are welcome , and encouraged to attend.



People sometimes write a complex notice using a graphic table to make it brief and concise. If it is too wordy , people will not want to read it. To capture readers attention , it needs to be eye-catching and easy to read.

For example :

Subject :	South Weymouth Naval Air Station Restoration Advisory Board
Type :	Monthly Public Meeting
Date :	August 12 (2nd Thursday of Each Month)
Time :	7:00 p. m.
Location :	Conference Center on Shea Memorial Drive , South Weymouth , MA
Sponsors :	EPA , US Navy

### 3

Now read the following notice and see whether you can write a notice in graphical table.

The 19th European Conference on Modern South Asian Studies is being organized at 7:30 p. m. from 27 June through 30 June 2006 in Leiden , the Netherlands by International Institute of Asian Studies ( IIAS ) and European Association for South Asian Studies ( EASAS ). The conference held every two years is the largest gathering of South Asia.