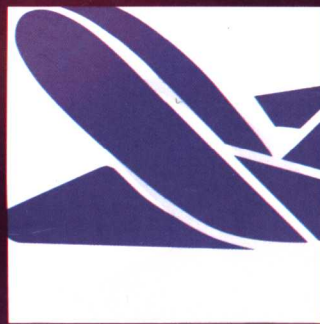
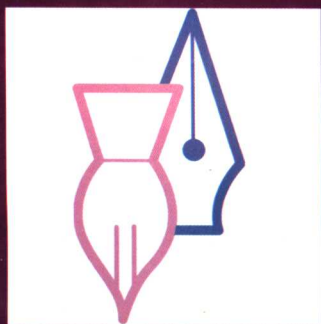


大学英语 写作教程

朱晓春 主编



武汉理工大学出版社

大学英语写作教程

主 编 朱晓春

副主编 张兵兵 易 明

武汉理工大学出版社

图书在版编目(CIP)数据

大学英语写作教程/朱晓春主编. —武汉:武汉理工大学出版社,2006.10
ISBN 7-5629-2462-7

I. 大… II. 朱… III. 英语-写作-高等学校-教材 IV. H315

中国版本图书馆 CIP 数据核字(2006)第 128011 号

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

印刷者:武汉理工大印刷厂

经销者:各地新华书店

开 本:787×960 1/16

印 张:10.5

字 数:203 千字

版 次:2006 年 10 月第 1 版

印 次:2006 年 10 月第 1 次印刷

印 数:1~2000 册

定 价:16.80 元

(本书如有印装质量问题,请与承印厂联系退换)

前 言

要掌握一门外语,必须具备听、说、读、写、译五种能力。从信息论的角度看,听和读是信息输入,而说和写则是信息输出。换言之,前者属于知识的学习和掌握,后者属于知识的应用,二者构成了语言学习的两个重要因素。英国著名哲学家培根指出“写作使人精深”。写作是对语言知识和科学文化知识综合能力的训练,通过对语言能力和思维能力的训练,培养语言的表达能力。目前,我国已将写作列为各种英语考试的必备项目,因此,提高写作能力也就势在必行。

本书的重点放在讲解写作的一般规律和技巧上,并配有典型的例子加以说明,以突出以下特色:①以《大学英语教学大纲》为指导,通过对本书的学习,达到《大纲》的要求,即“能就一定的话题或提纲在半小时内写出 120 ~ 150 字的短文,表达意思清楚,无重大语言错误”。②精选大学英语四、六级的各类题材为范文,加以点评。使读者通过阅读范文,熟悉写作思路,掌握一定的写作技巧和方法。③详细地介绍各类命题作文的要求,如段首句作文、图解作文、情景作文、应用文等。

本书内容丰富,选材广泛,题材多样,重点突出,具有针对性强、实用性强、适用性广的特点,能够开阔思路,丰富语言的表达能力,使英语写作能力有一个明显的飞跃,适用于高等学校学生教学或自修。

本书由张兵兵(1.3、1.4、1.5、1.7;3.3)、易明(2.1、2.2、2.3、2.4;3.1、3.2)、朱晓春(1.1、1.2;2.5;3.4、3.5、3.6;4.1、4.2 及全文的审校)编写。

由于时间仓促,疏漏和不妥之处在所难免,恳请批评指正。

编 者
2006.8

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1 英语写作的基本理论和技巧

1.1 英语写作训练的目的和要点

1.1.1 英语写作的目的

英语写作一般包括两个方面,一方面是词法和句法等语言基础方面的训练,另一方面是基本理论和技巧等写作知识和能力方面的训练。前者常常与基础教学连在一起,而后者则须通过专门训练才能实现,以便使学生对写作的基本理论和知识有一个较全面的、系统的了解。

强调英语写作的重要性和必要性在于以下几个方面:

(1)适应我国入世的需要,适应经济全球化的需要。目前,随着成功入世,我国已完成了从中国走向世界到世界走向中国的转变,经济全球化使得国际的交往日趋频繁。作为一名当代的大学生,具备基本的英语写作能力,即能够写一般的或专门的英语短文或书信等应用文,是今后就业和工作的必备条件之一。

(2)检验英语水平的需要。在我国英语考试中,如大学英语四、六级考试等,英语写作均为必考项目。从1996年起,全国大学英语考试委员会和国家教委已明确规定,考生的作文单项得分不得低于5分,而大学英语改革后更是增加了写作部分的权重,这意味着加强英语写作势在必行,广大师生必须对作文给予充分的重视。

1.1.2 英语写作的要点

(1)英语作文的要素

英语作文有五大要素,即词、句、段落、结构和主题。词是作文最基础的材料。拥有了作文必备的词汇量就拥有了写作文的基础,但还必须要把词汇按一定的语言表达框架有序地组织起来,构成句子和段落。通常,一篇作文由若干个段落组成,如果把句子和段落看成是若干个零件或部件的话,那么,连接句子和段落的组成方式就是结构。结构的功能是把全篇词、句、段落组织起来,统一表达共同的主题。主题是一篇文章的灵魂和精髓,是最重要的作文要素。

(2)英语作文的中心思想(文章主题)

任何一篇文章都有自己的中心思想,句子和段落须围绕中心思想展开。一旦

主题不明确,散乱无章的句子群就失去了凝聚力,不能走向一元化的结论,从而无法形成篇章上的作文。

(3)多阅读、多仿写

在写作初期,坚持“两多”十分必要。阅读是成功写作的基础,应尽力选择阅读一些现成文章的精彩句子、段落或篇章,也就是说,应该多从模仿入手,避免凭空生造。通过大量的阅读、背诵范文,达到得心应手、落笔成章的途径是很可取的。这里应该说明的是,适合模仿的文章是英语简易读物或专为学生准备的文章、故事、知识性读物以及作文选读等。这类读物具有简明、生动、常用、易于模仿的特点。通过大量的阅读、背诵、模仿,积累多种生动的表达方式、精练的文字、合乎英语习惯的句子和篇章,作为写作时的借鉴与参考资料。

(4)用英语思维进行写作

在用英语写作的初期,就应该努力避免用母语思维,然后再翻译为英语文章的不良习惯。因为这种翻译出来的文章虽然符合语法要求,但不符合英语的表达方式,常常引发误会。要培养英语写作的能力,可以从简单的文章开始。用所学过的英语句型表达自己的思维或写下刚刚接触过的英语电影、演讲或是故事等,用英语记日记也不失为一种有效的方法。

1.1.3 英语写作存在的问题

(1)词汇量不足

《大学英语教学大纲》明确要求,四级考试应达到领会式掌握 4200 单词(其中复用式掌握的单词为 2500),六级考试应达到领会式掌握 5500 单词(其中复用式掌握的单词为 3000),以及由这些词构成的常用词组(含中学所掌握的单词和词组),并具有按照基本构词法识别生词的能力。但目前不少学生对认知词汇和复用式词汇掌握得不够,写作因而受到局限。

(2)文章中心不突出或无中心

文章的中心是文章的主题和灵魂,是作者要通过文章达到与人交流的目的。可有的学生的文章中心不明确,或根本就无中心可言。结果就失去了驾驭语言的能力,文章结构散乱,观点不明确,令人不知所云。

(3)中式英语

一些学生掌握的地道的英语表达方式有限,喜欢用母语思维,常常是用中文构思后再译为英文,不符合英语的表达方式,更有甚者,会引起外国人的误会。

(4)思路狭窄

由于词汇量、句型等的限制,无法充分论证文章主题,文章缺乏逻辑性的论证过程,缺乏对比性的例子和数据,仅仅停留在对某一题目的表面论述,使得文章显得苍白无力,信息量不足。

(5) 脱题

脱题是指所写的文章偏离了文章的中心议题。文章的展开完全是信马由缰、离题万里,背离了文章的要求,而把思路转移到另一个议题上去了。

(6) 标点符号不规范

标点符号是表达文章意思的有效手段,它与文字符号密切相关,共同担负着表意的任务。但有一些学生的文章从头到尾一概用“,”或用“.”,忽略了标点符号的重要性。

1.2 如何限题及写提纲

1.2.1 如何对英语文章进行限题

在写英语文章前,应首先作到先行构思,胸有成竹。对如何开头、发展、结尾须有一个统筹的安排。只有思路清晰,才能使文章条理分明,重点突出,张弛有序,令人爱不释手。

一般说来,写作的首要步骤就是限题。所谓限题,就是划定题目的范围。如果题目过大或过于笼统,都会使文章只是流于表面,缺乏深度,论证不充分。这种缩小和限定题目范围的方法,是写好文章的前提,尤其是在大学英语四、六级考试中,半小时内须写出一篇一百来字的文章,必须从大处着眼、小处着手。小而具体的题目比起大而笼统的题目容易写得更多。

【例1】(以 Teaching 为例)

过于笼统:Teaching

范围较大:Teaching Number Concept

范围缩小:Teaching Number Concept to Children

范围明确:Teaching Number Concept to Children at Five

【例2】(以 Child Behavior 为例)

过于笼统:Child Behavior

范围较大:How Children Play Together

范围缩小:How Girls Play Together

范围明确:Patterns of Playing Among Primary School Girls Students

1.2.2 如何列出英语文章的提纲

一旦确定了范围,就可以围绕文章本身进行构思并搜集素材。要尽量把能够采集到的材料先写下来,再进一步将主要的和突出的素材进行归类,去除重复的和与主题无关的内容,形成一个初步的提纲,建立文章的基本框架,以便更多地注

意到思路表述的清晰和准确性。

拟写提纲有以下几点好处:①扩大思路;②素材条理性好;③文章段落清晰;④中心突出。

【例1】(以 The Advantages of Travel 为题)

- (1) seeing strange and different things (看到各种奇异的东西)
- (2) meeting people with different interests (遇到有各种不同兴趣的人)
- (3) keeping us fit and healthy (有助于身体健康)
- (4) enjoying beautiful scenery (欣赏各地美景)
- (5) understanding how people live (了解人们怎样生活)
- (6) visiting famous cities and scenic spots (游览名胜和名城)
- (7) tasting different food and local flavors (品尝各地风味)
- (8) getting ideas of the conditions and customs of other people (了解各地风土人

情)

- (9) arousing the fervent love for our motherland (激起对祖国的热爱)
- (10) gaining knowledge of geography and history (获得地理、历史知识)
- (11) making one less narrow-minded (使人心胸开阔)
- (12) gaining other knowledge (获得其他方面知识)
- (13) seeing places read of in books (目睹曾在书上读到的地方)

经过对上述素材的归纳,可分为三大部分,形成三个大标题,再将相关的内容分别归入其中,构成文章的提纲:

- (1) enjoy places of interest
 - a. enjoy beautiful scenery in different places (4)
 - b. see places read of in books (13)
 - c. visit famous cities and scenic spots (6)
- (2) know people and their customs
 - a. meet people with different interests (2)
 - b. see strange and different things (1)
 - c. get ideas of the conditions and customs of other people (8)
 - d. taste different food and local flavors (7)
 - e. understand how people live in different ways (5)
- (3) benefit us both mentally and physically
 - a. gain knowledge of geography and history (10)
 - b. gain other knowledge (12)
 - c. arouse the fervent love for our motherland (9)
 - d. keep us healthy (3)

e. make one less narrow-minded

(11)

以提纲为中心,加上必要的转折词,使文章合成一体,成为一篇完整文章。

The Advantages of Travel

Travel is beneficial to us in at least three ways.

First of all, by traveling we can enjoy the beautiful scenery in different places. We will see with our own eyes many places read of in books, and visit some famous cities and scenic spots.

Secondly, we will meet people with different interests and see strange and different things when we travel. We can get ideas of the conditions and customs of other people, taste different food and local flavors if we like. In this way, we can understand how differently other people live.

Thirdly, travel will not only help us to gain knowledge of geography, history and other knowledge, which arouses the fervent love for our motherland, but will also help us keep healthy and make us less narrow-minded. Travel does benefit us both mentally and physically.

With all these advantages of travel, it is no wonder that travel has now become more popular than ever in China.

下面把大纲通常沿用的格式列出,以便参考:

(1) Introduction (leading to the topic statement)

(2) Body Paragraphs

A. Topic Sentence

① Supporting details

② Supporting details

③ Supporting details

a. detail

b. detail

(i) minor detail

(ii) minor detail

B. Topic Sentence

① Supporting details

② Supporting details

a. detail

b. detail

③ Supporting details

C. Topic Sentence

① Supporting details

a. detail

(i) minor detail

(ii) minor detail

b. detail

② Supporting details

③ Supporting details

(3) Conclusion

Summary or restatement of the main points; final comment; writer's own conclusion.

1.3 如何写好句子和段落

段落写作的基础是句子。然而,学会了选词造句,还不一定写得出好的段落文章,因为段落写作有其自身的规律。从这个意义上讲,学习段落写作就是学习如何“从句到段”的技巧。同时,段落写作又为过渡到篇章写作打下了基础。英语作文中,常有人把文章的段落看成是小文章(mini-composition)。从这个角度来说,段落写作的技巧,也可以说是篇章写作的技巧。

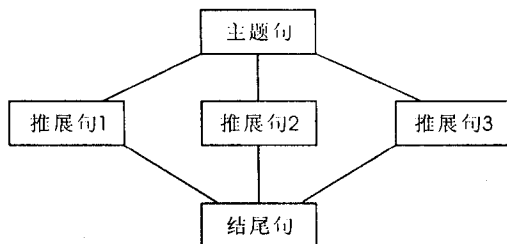
因此,我们在学习英文写作时,要特别注意段落写作这个重要环节。

段落是由一些有内在联系的句子遵循一定的逻辑顺序和谐统一地组织起来的,共同表达作者的意图、观点的一段文章。一般来说,段落主要由下述三个部分组成:

主题句(topic sentence)——点出段落的主旨。

推展句(development sentence)——说明或支持主旨。

结尾句(concluding sentence)——总结、归纳或概括主旨。



一个段落围绕一个中心思想或主旨展开,自成体系,同时又是整篇文章的一个组成部分。例如:(《大学英语》第一册第一课)“How to Improve Your Study Habits”一文中的一段是这样写的:

Study regularly. Go over your notes as soon as you can after class. Review impor-

tant points mentioned in class as well as points you remain confused about. Read about these points in your textbook. If you know what the teacher will discuss the next day, skim and read that material too. This will help you understand the next class. If you review your notes and textbook regularly, the material will become more meaningful and you will remember it longer. Regular review leads to improved performance on tests.

全段包括了八个相互关联的句子:“Study regularly”为主旨句,说明全段的中心思想。接下来六个句子是推展句,说明和支撑主旨句。最后一句“Regular review leads to improved performance on tests”是结尾句,对全段进行总结,给读者留下一个概括的整体印象。

这段文字中心明确,说明简洁,结论有力,且前后照应,表达了一个完整的思想,其本身就是一篇小文章。但事实上它只是“怎样改进你的学习方法”这篇“大文章”的一个组成部分。

又如:(《大学英语》第二册第三课的阅读训练)“The American Ideal of a Great Leader”中的一段:

Furthermore, Lincoln had many personal qualities that made him dear to the hearts of his countrymen. He had infinite patience and tolerance for government positions whom he considered most capable, even though some of them openly scorned him. He was generous to his opponents. There are many stories about his thoughtful treatment of southern leaders. When the war was over, he showed the South no hatred. Since generosity toward a defeated opponent is admired by Americans, Lincoln fitted the national ideal of what is right.

画线句“Lincoln had many personal qualities that made him dear to the hearts of his countrymen”是本段文章的主题句。第二、三、四句是对“林肯深受人民爱戴”这一主题的扩展。最后一句是本段的结尾句,又重述了本段的主题“Lincoln fitted the national ideal of what is right”。

1.3.1 文章的精髓——主题句

如果说文章的主题是文章的灵魂,那么段落的灵魂就是主题句。它是段落的主导思想,是阐述的对象,是能高度概括段落中心内容的句子,是段落的核心。

(1) 主题句的位置

主题句一般放在段首,这样可使读者一目了然。主题句有时也放在段中或段尾,要根据实际需要确定。主题句可以分为段首主题句、段中主题句、段尾主题句和首尾呼应主题句。

①主题句放在段首是最常见的,它能吸引读者的注意力,突出主题,同时又能方便段落的进一步扩展。

【例1】 The advantage and disadvantage of a large population have long been a subject of discussion among economists. It has been argued that the supply of good land is limited. To feed a large population, inferior land must be cultivated and the good land worked intensively. Thus, each person produces less and this means a lower average income than could be obtained with a smaller population. Other economists have argued that a large population gives more scope for specialization and the development of facilities such as ports, roads and railways, which are not likely to be built unless there is a big demand to justify them.

【例2】 The teaching set-up filled me with fear. I should have to divide the class into three groups and teach them in turn at three different levels; and I was dismayed at the thought of teaching algebra and geometry—two subjects at which I was completely incompetent at school. The idea of Saturday afternoon cricket perhaps was worse. Most of my friends would be enjoying leisure at that time.

②主题句放在段尾用于概括、总结、归纳,使读者对段落的主题思想印象更深,理解更透彻,有时也可以造成悬念,在下文中得到解答。

【例1】 Of all figures from America's past, Abraham Lincoln is dearest to the hearts of the American people. In fact, the admiration they have for him borders on worship. Writers note that the Lincoln Memorial in Washington, D. C. is unlike the temples that ancient Greeks built in honor of their gods, and that annual ceremonies of celebrating Lincoln's birthday in schools and public places sometimes had characteristics of religious services. Certainly Lincoln is America's ideal of a great leader. He had many of the qualities of leadership that Americans admire.

【例2】 Now let's look at an interesting example with colors. If you own a blue car, you know it is blue, even if it is in bright sunlight, in darkness or under a yellow streetlight. Your eyes tell you that it changes color in these different situations, but your brain knows better. You have learnt that cars don't change color all the time, and so your brain interprets the information your eyes give you.

③段中主题句通常用于对事物的比较或对比,起转折或过渡的作用,使文体、写作手法等多样化,同时可以协调、统一内容。

【例1】 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.

【例2】 Shortly after the Civil War ended, Lincoln was shot while attending a play in a Washington theater. He died within a few hours. The uncontrolled emotional reaction of the nation to his death was almost unbelievable and demonstrated the deep esteem in which he was held. Newspapers were edged with black; religious leaders gave praise of Lincoln instead of their prepared sermons. His funeral procession in Washington was miles long. Lincoln's body was taken by train back to his former home in Springfield, Illinois, but in all the major cities through which the train passed, the coffin was paraded through streets lined with sorrowful thousands. In the small towns through which the train passed, bells rang in honor of the dead President. Citizens lit torches along the railroad track to show their last respects.

④段首有主题句,段尾又以相同或相似意思的句子重述主题,首尾呼应,起到了进一步强化主题的作用。

【例1】 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, while 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 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, good manners are to behave considerately toward others and bad manners not to. It is only the way of behaving politely that differs from country to country.

【例2】 Many old buildings in cities are still being found useful. In several cities, old buildings that were no longer being used have been converted to a variety of useful structures. For example, one school building was changed into ninety-nine rental units for elderly and low-income residents. In Baltimore, Maryland, six schools were converted into 132 units with the help of a four-million-dollar city bond financing arrangement. "School House 77" in Boston utilizes three recycled elementary schools and an abandoned instrument factory. All these examples show how cities are using unneeded schools, police stations, libraries, and boarded-up factories that are structurally sound and even architecturally interesting buildings.

⑤有的段落没有主题句,但主题思想明确,环环紧扣,主题句隐含在段落中,读者必须去想象、去意会、去琢磨作者要表达的思想。

【例1】 There are about 50 000 entries in a Chinese dictionary not counting the compounds. In order to be literate, a Chinese must learn 6 000; to be moderately educated, 12 000. An English-speaking child, having to conquer only twenty-six-letter al-