

College English Practical Writing

大学英语 实用写作

沈洁方 陈伟德 编著

华东理工大学出版社

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内 容 提 要

本书从词、句、段、文一步步入手,对学生进行循序渐进的训练。本书讲解采用中文,深入浅出,简明扼要,并配有大量的练习。

本书设计了30套四、六级模拟训练试题,并附有范文以供学生揣摩和学习。

本书既可供本、专科大学生及其他英语学习者作为写作训练教材;也可供大学英语教师作写作辅助教材及参考之用。

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前 言

经国家教委批准的“大学英语教学大纲”对学生的英语写作能力作了明确的规定:要求学生“按规定的题目和提示,在半小时內写出100个词左右的短文,基本上能表达思想,无重大语法错误”。

尽管这些要求都是最基本的,许多学生还是觉得要在规定的30分钟内写出一篇切题、通顺并符合要求的短文有一定的困难。学生普遍反映图书馆能借到的写作书太深,不太适用。学生迫切希望能有比较浅近的适合于他们水平的指导写作的教材,本书就是顺应这一要求而编写的。

本书的特点是:1. 吸取交大、复旦及各种写作训练书籍的特长,从词、句、段、文一步一步入手,对学生进行循序渐进的训练,逐步提高学生的写作水平。2. 讲解采用中文,深入浅出,简明扼要。本书针对中国学生写作的常见错误,设计了大量的例句和练习,并附有多种句型供学生写作选用。3. 本书设计了30套四、六级的模拟训练试题供学生练习,题材广泛,题型丰富多样,书后附有范文供学生揣摩学习。4. 应用文一章有自传、求职信、求职面试、简历、申请信等文体供学生参考,对学生有实用价值。本书书后附有可供学生写作引用的谚语、格言等,并附有名篇名作供学生欣赏。5. 本书读者对象:报考四、六级的本专科大学生及其他英语学习者;也可供大学英语教师写作辅助教材及参考之用。

本书由精通英语、教育经验丰富、德高望重的蒋一平教授审校。

从英国留学归来的戚元方副教授对本书提出了很多宝贵的建议。尤其在“模拟训练试题”部分为我们开拓了新颖的思路,给予我们很多建设性的帮助,谨在此表示诚挚的谢意!

由于编写时间仓促,作者水平有限,错误缺点在所难免,衷心希望广大读者不吝指正。

编 者

1996年8月

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第一章 措 辞

尽管有的学生已掌握了三到四千的英语词汇,但一拿起笔来,仍会感到困惑,不知选用哪些词来表达自己的意思。众所周知,在学生掌握的三四千的词汇中,有大量的同义词、近义词,但这些词的意义有时并不完全相同,有时也有不同的语法要求,故在应用时应十分小心。虽然教师不断地强调要坚持 proper words in proper places(亦即:在恰当的位置使用恰当的词语)的写作原则,也向学生宣讲了写作 A、B、C 的三要点(即:Accuracy, Brevity, Concision)但是,从学生的习作情况来看,是不容乐观的。从措辞的角度来看,学生易犯的错误主要有三条。其一,在论述文的写作中学生总是倾向于使用过分抽象、不太具体的词语,以至文章缺乏具体的例证,枯燥无味。其二,由于对有些词语的含义和用法不甚明了,在实际应用中出现了不少错用、混淆的词语,使文章出现了许多词不达意的现象。其三,由于对一些最基本的常用句型不熟悉,对一些习语或成语不甚了解,故在措词方面,学生习作的语言显得干巴巴的。重复、累赘,甚至用错的词语实在是不胜枚举。对于四、六级的英语写作,笔者从长期的教学实践中总结出了三条措词方面的经验:

1. 多用具体的词,少用抽象的词——使文章言之有物;
2. 多用熟悉的词,少用陌生的词——防止词的混淆;
3. 多用生动的词,如成语、习语等——使文章生动引人。

第一节 要言之有物

在大学英语写作过程中,不可避免地要用一些抽象的词汇,但

是过多使用一些不具体不生动的词汇会使文章黯然失色。在一篇题为 *Traffic in Shanghai* 的短文中,一个学生是这样写的: *Traffic in Shanghai is very crowded. The streets are very crowded, and the buses are also very crowded.* 就结构而言,这样的短文不能说不正确,意义上也过得去。但是,重复地用同一个抽象词 *crowded* 显然使文章枯燥无味,而且缺乏生动有力的词语。诚然,要在这样的短文写作中用一些较为具体的例子来扩展主题句,显然是不可能的,而且是不现实的。因为这会使文章拉得很长,也会对学生的写作水平和时间提出过高的、不切实际的要求。但是,这并不等于我们将无所作为,只要我们在写作中多用一些具体的、生动的词和词组,亦可使文章增色,变得更有说服力。我们再来看另一个学生是这样写的: *Traffic in Shanghai is very crowded. The narrow streets are often filled with people, and the buses are usually packed like sardines in a can during the rush hours.* 在几乎是同一结构、同一内容的情况下,通过活泼具体的词汇使文章显得生动形象,达到了完全不同的效果。

多用具体的词汇更可达到增加文章细节、使之言之有物的目的。例如:在 *Pollution in Shanghai* 一文中,一个学生是这样写的: *Shanghai is seriously polluted. The air is polluted and the water is dirty.* 这样的短文显然过于干巴、抽象,使人读了以后对上海的污染状况没有什么深刻的印象。而另一位同学则较为具体: *Shanghai is seriously polluted. We can often see the harmful smog in the morning and the air is full of dust. The water in the Wang Pu River is getting more and more dirty, let alone the black and stale water in the Suzhou River which you can smell miles away.* 有不少同学在拿到作文题以后,都纷纷向老师抱怨:没什么可写的,写不到一百五十个词等等。其实,从上面的例子来看,只要把文章写具体些,多注意选词方面的因素,适当地增加一些细节,就会发现,英语写作原来并不是一件难事。

练习一 用换词、增加细节的方法使下列句子更具体化

- 1) We always enjoy good food.
- 2) Tom studied English very hard.
- 3) She is walking in the street.
- 4) A lot of people are threatened by pollution.
- 5) My relatives gave me two gifts.
- 6) Every morning he has the same thing in his lunch box.
- 7) My brother can repair almost anything.
- 8) We have had very bad weather recently.
- 9) They live in a nice house.
- 10) The little boy was told to keep away from bad children.

第二节 当心易混淆的词

众所周知,英语是世界上同义词、近义词最丰富的语言之一。英语学习者一般掌握三千左右的单词,便会遇到相当数量的同义词、近义词。应该指出,英语的同义词、近义词在实际应用中并不是意义完全相同的,有的同义词在语言上也有不同的要求。因此,了解和掌握英语中常见的同义词、近义词,准确地选词、用词,这是在初学英语写作时经常碰到而又无法回避的问题。

在选词方面经常易出现的错误主要可分为三种。其一,英语有些词常常在语法结构上有固定的要求和格式搭配,不能随意改变。如:be superior to, take advantage of, make full use of 等等。尽管教师一再强调,但是这方面的错误似乎仍占了一个很大的比例。有一学生在习作中写道:We can not refuse the fact that Shanghai is seriously polluted. 在这里学生显然把 refuse 和 deny 的用法混淆起来了,把该用 deny 的地方,用了 refuse。又如,一个学生写道:With the economical development of China, there is a greater need for

different kinds of energy. 在这句里, 学生因粗心而将 economic(经济的)和 economical(节俭的)两个形容词的意义混淆了。其二, 有些词的词形看起来很相似, 但往往差以毫厘, 失之千里, 意义上截然不同。如: adapt 和 adopt; principal 和 principle; continual 和 continuous 等等。这些词在拼写上往往只有一字母之差, 稍不留意就会混用。如一学生写道: We should adapt several measures to solve the energy problem. 很明显, 这里应用 adopt(采纳)一词, 而不是 adapt。adapt 通常与介词 to 连用, 有“使适应, 使适合”等意义。如: Tom adapted himself to new circumstances. (汤姆使自己适应新的环境。)其三, 有些学生对一些基本的成语掌握得不牢固, 又不肯在下笔之前查一下词典, 故常常混用, 应引起警惕。一个学生写道: In Shanghai the problem of pollution is quite familiar with us. 显然, 学生想用已经学过的 be familiar with(to)这一词组, 但又不能确定到底是用 to 还是 with, 因而在实际应用中犯错误。其实, be familiar with 表示某人对某种事物是熟悉的, 句中的主语一般是人; 而 be familiar to 则表示某事对某人来说是熟悉的, 因此句中的主语一般是物而不是人。如:

They are familiar with French.

These stories are familiar to every school boy.

练习二 选词填空(注意易混淆的词)

- 1) Reading in bed has _____ his short-sight. (affected, effected)
- 2) Punishment does not seem to have much _____ on him. (effect, affect)
- 3) It is _____ that she may succeed. (possible, likely)
- 4) Ted said that the Smiths had left for London two days _____. (ago, before)
- 5) The police _____ the thief and put him in prison. (captured, arrested)

- 6) The new dam will form a large _____ lake. (man - made, artificial)
- 7) That puzzle is too _____ for the children. (complicated, complex)
- 8) In order to improve our living condition, this new plan must be _____. (adopted, adapted)
- 9) He _____ the success of the project to the generous help of his workmates. (attributed, distributed)
- 10) After the heated argument, he was not in the _____ to sing. (mood, mind)
- 11) Most people in the city have _____ their cars against robbery. (ensured, insured)
- 12) It's not wise to _____ one's ideas on others. (impose, dispose)
- 13) Jack could finish his work in less time if he were more _____. (efficient, effective)
- 14) Being extremely _____ to the cold I do not like skiing. (sensible, sensitive)
- 15) The neighbours do not consider him quite _____ as most evenings he awakens them with his drunken singing. (respectful, respectable)
- 16) My grandfather _____ lived in Beijing. (formerly, formally)
- 17) They didn't care to investigate the matter _____. (further, farther)
- 18) If the pressure is not _____ at once, there may be an explosion. (released, relieved)
- 19) The boss of the shop used to _____ the shop assistants by paying low wages. (exploit, explore)
- 20) We must consider each _____ of this plan before

coming to a decision. (aspect, respect)

第三节 多用生动有力的语言

有的学生,一拿起笔来,就不知如何下笔。即使勉强写出来,也是干巴巴的,显得枯燥无味,语言苍白。当然,我们也不能指望大学生在四、六级的水平上就能流畅地用英文来表达自己的思想。但是,只要进行系统的一定量的训练,则可使学生的短文变得较为规范,有一定的可读性,亦能在写作测试中取得较好的成绩。

“水无定形,文无定势。”有各种各样的方法可使文章变得生动活泼。但是,就四、六级的作文而言,经过多年的实际操作和应用,至少有三种较为实际的做法。首先,适当地应用一些英语固定的词组,则可使短文增色不少,我们甚至可以毫不夸张地说,只要每一句或每一段有一个恰到好处的固定词组或成语,则该短文应该说已达到了一定的水准。如一个同学在一篇短文中写道:It goes without saying that we can not live without electricity. First of all, modern industry, to some extent, depends on electricity. As known to all, electricity is a necessity even in the countryside, without it modern agriculture is impossible. Finally, without electricity we can not enjoy all the conveniences that modern equipment is able to supply such as telephone, T. V, radio and even light. In a word, without electricity there will be the end of modern civilization.

很明显,如果能正确地应用这些常用词组,则不仅可使短文有一个良好的开端和过渡,而且可增加一定的可读性。因此,尽快地掌握一些用于开头、转折、对比、举例、结尾的常用词组,并经常练习,则可做到事半功倍。

其次,在短文写作中适当应用一些常用的固定句型,将是相当有益的。这些句型经前人千百次的应用,有一定的生命力和说明力,如果能在具体的短文写作中,恰如其分地把自己的思想“套”进

这些句型中,定会使你的短文生动活泼,并显示出一定的写作能力。例如,在 City life or country life, which do you prefer? 一文中,如能在第二段(城市生活的缺点)中,应用 Superior as city life is, it has its own disadvantages. For one thing...for another...这两个常用句型的话,文章会变得生动有力,即使短文有点小错,也可起到“以瑜掩瑕”的作用。事实上,只要替换几个词语,这种句型可以应用于任何有比较意义的短文中。

练习三 记住并试用下列常用词语造句

A 常用于开头的词组

- 1) As known to all,...
- 2) As it is known to all that...
- 3) As far as...is concerned that...
- 4) As far as we know...
- 5) As the proverb says... 谚语
- 6) First of all,...
- 7) Frankly speaking, (Generally speaking)...
- 8) It has been found that...
- 9) It's quite clear that...
- 10) It is estimated that...
- 11) It must be pointed out that...
- 12) No one can deny that...
- 13) There is no doubt that...
- 14) To begin with,...
- 15) Because of (Because)...
- 16) Until recently...
- 17) We must recognize the fact that...
- 18) With the development of...
- 19) In order to get...
- 20) More and more people...

B 常用于转折的词组

- 1) A more important fact is that...
- 2) As a matter of fact...
- 3) As explained before,...
- 4) As mentioned before,...
- 5) As we can see from the above fact that...
- 6) But for...
- 7) But it is a pity that...
- 8) But the problem is not so simple, therefore...
- 9) At any rate,...
- 10) At the same time,...

C 常用于对照和比较的词组

- 1) By comparison,...
- 2) By contrast,...
- 3) Compared with ...
- 4) Considering ...
- 5) Contrary to ...
- 6) Contrary to all expectation,...
- 7) Despite the fact that ...
- 8) Even if...
- 9) For all we know,...
- 10) A differs from B in that...

D 常用于举例的词组

- 1) Firstly...Secondly...Finally...
- 2) Some...others...still others...
- 3) For one thing...for another...
- 4) A good case in point is that...
- 5) Moreover...
- 6) For example(For instance)...
- 7) According to...

8) In addition...

E 常用于表示原因和结果的词组

1) As a result...

2) Therefore...

3) Consequently...

4) The reason why...is that...

5) What causes...is that...

F 常用于结尾的词组

1) In general...

2) On the whole...

3) In short...

4) In a word...

5) After all...

6) At length...

7) In conclusion...

8) Last but not least...

9) To sum up...

10) Hence...

练习四 记住并应用下列常用句型造句

A 常用于论证的句型

1) We may take a common example of ...

2) This provides a typical instance of ...

3) A recent investigation conducted by experts reveals that ...

4) According to the figures provided by the government, ...

5) According to the latest survey, it can be seen ...

6) There is considerable evidence to show that ...

7) Examples I've heard of leads me to conclude that ...

8) No one can deny the fact that ...

9) All reliable evidence points to the fact that ...

10) We must point out the indisputable fact that ...

B 常用于解释和分析的句型

- 1) The increase(change ,success .etc)in...mainly result from the fact that...
- 2) We may criticize...for... ,but the causes for the problem go far deeper.
- 3) There are a number of reasons for dramatic growth in...
First,...Second,...Finally,...
- 4) We may trace the problem back to ...,but it doesn't necessarily answer the question why ...
- 5) The reasons for ...are complicated ,and perhaps they lie in the fact that ...

C 常用于表达数字和图表的句型

- 1) In 1995,it increased from 5 to 10 percent of the total...
- 2) By comparison with 1994 ,it decreased from 10 to 5 percent.
- 3) The figure has nearly doubled compared with that of last year.