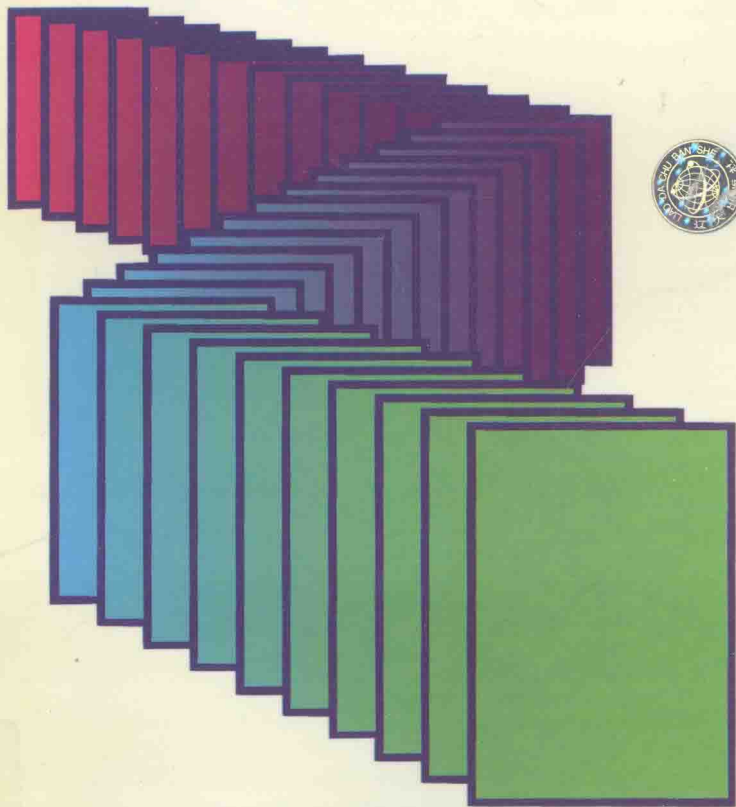


高等教育自学考试自学辅导丛书

# 英语写作指导手册

英语专业

杨俊峰 马爱华 朱源 主编



全国高等教育自学考试指导委员会办公室自学指导服务中心组织编写

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# 前 言

为了完善高等教育自学考试教育形式,弥补考试的局限性,促进高等教育自学考试的发展,根据全国考办的工作部署,我们组织编印了《高等教育自学考试自学辅导丛书》。

该套丛书以全国考委公布的课程自学考试大纲为依据,以全国统编教材为蓝本,相关专家、学者担任各册辅导书的主编和主审,旨在帮助自学者达到学习目标,顺利通过国家考试。

自学辅导书是高等教育自学考试教育媒体的重要组成部分,我们将在全国考办和各专业委员会的指导帮助下,根据专业的开考情况和考生的实际需要,陆续组织编写、出版文字、音像和计算机多媒体自学辅导资料,由此构成与大纲、教材相配套的、完整的学习体系。

全国高等教育自学考试指导委员会办公室

自学指导服务中心

1997年1月

## 写给教材使用者的话

继《英语写作基础》出版之后，我们又应邀编写了《英语写作》作为本科阶段使用的写作教材。教材出版后，出版社收到全国各地许多学员来信来电，要求作者为《英语写作》再补编一本指导手册，但由于种种原因，指导手册迟迟没有问世。其中一个很重要的原因是作者认为提高英语写作水平，尤其是高级阶段的水平，单靠一两本指导手册是不行的。尽管如此，我们还是答应满足学员的愿望，在教材的基础上，再为学员提供一些有参考价值的资料。

本书除了为学员提供某些练习答案外，又在原来的基础上给予进一步的指导，并为学员提供一些可以参考的论文范文，希望能对学员有所帮助。

作 者

1998年8月

# 愿天下有志者皆成人才

——《自学辅导丛书》总序

杨学为

中国独创的高等教育自学考试,既是一种国家考试制度,又是一种个人自学、社会助学、国家考试相结合的教育形式。自20世纪80年代初创立以来,已使许多自学者获得了大专、本科文凭,这一所投资省、适应面广、质量高的没有围墙的“大学”已受到了社会各界的欢迎,引起了世界的瞩目。为了进一步完善它,帮助更多的公民实现求学的理想与成才的追求,我们将不遗余力地把“学校”送到每个自学者的面前,把成才之路铺在每一个自学者的脚下。给自考者提供高质量、有实效的自学辅导材料就是这项工作的重要组成部分。基于这样的认识,我们邀请有关专家学者编写了这套《高等教育自学考试自学辅导丛书》(以下简称《丛书》)。

《丛书》的编写者、审订者们不仅有很深的学术造诣和丰硕的研究成果,而且在长期的教书育人事业中积累了丰富的经验。在繁重的教学、研究的同时,他们还以极大的热情投入到了高等教育自学考试这一崇高的事业中。对于高等教育自学考试的基本规律,自考者学习过程中的基本特点,加强自学指导的重要意义等等,他们都有深刻的认识和独到的见解,他们从内心深处愿意为每一位有勇气踏上自学之路的人奉献出全部智慧和力量。所有这些,就是我们这套丛书的基石。

这套《丛书》既然是以帮助考生为根本宗旨,在编写中我们就力图体现下列特点:

1. 理清脉络, 建立结构。掌握一门学科, 最关键的是弄清其独特的知识体系与结构, 从总体上有一个明晰的框架。在此基础上, 再装入基本事实、基本理论, 就可以学得通、记得住、用得活。《丛书》在理清学科的脉络, 帮助读者理解知识结构与体系方面想了不少办法。在编写每一部分时, 都力图做到先总体后部分再回到总体。

2. 突出重点, 突破难点。人们最初接触一门学科时, 往往抓不住重点, 找不出难点, 平均使用力量, 结果是费了不少力还不得要领。《丛书》根据各学科特点, 把重点明确告诉给读者, 围绕重点把相关学科知识组织起来, 把难点明确地提出来, 简要地分析了其成为难点的原因及攻破难点的方法。

3. 学练结合, 联系实际。学任何一门学科都必须做一定量的习题, 都必须用该科知识解决现实生活、生产中的问题。《丛书》精选了那些有代表性的、能举一反三的问题并做了适当的分析, 使读者能在做习题的过程中巩固已学的知识, 加深对有关知识的理解, 为帮助考生联系实际, 《丛书》也选择了一些实例, 通过这些实例, 读者能够学习到理论联系实际的具体方法。

4. 纵横联系, 指导方法。每门学科内容各章节之间, 与相关学科之间都有内在的联系, 只有把握了这种纵横联系, 才能加深理解, 融会贯通, 使各章节、各学科的学习相互补充、相得益彰。《丛书》充分考虑了读者在这一方面的困难, 把应揭示的联系都予以揭示, 但又把握了分寸, 不至于使读者不知云里雾里。每门学科都有自己独特的学习、研究方法, 只有掌握了这些方法, 才算找到了打开该学科知识宝库的钥匙, 才能收到既掌握知识又培养能力的实效, 才能提高学习的效果与效率。《丛书》在指导方法上, 密切结合学科内容, 力求简明易懂, 便于操作。

为了使考生读得懂, 喜欢读, 见成效, 《丛书》在文字上力求简明扼要, 通俗易懂; 在行文上力求生动流畅, 不绕弯子; 在形式上力求灵活变化, 适合自学者的情趣。

通过这些努力,我们期望达到的目的是:

1. 减缓坡度。在实现一个知识点转到另一个知识点,从这一章转到下一章的转折时,借助各种中介而不至于使考生感到太吃力,太困难。

2. 减小难度。在学习新知识时有旧知识的铺垫,有相关的背景知识做向导,有深入浅出的分析,有一定的实例。这样,学习者所遇到的困难和压力就相应地得到缓解。

3. 拓展深度。在掌握一门学科时,不至于只知道一些表皮的东西,对一些基本理论、基本概念,要既知其然,又知其所以然;既知其一,又知其二。同时,对一些前沿问题也有所涉猎。

4. 实现高度。既能通过国家考试,获得文凭,又学到了知识,培养了能力,实现了个人素质的提高,这才是我们理解的高等教育自学考试,这才是我们助学的终极目标。

我们尽了绵薄之力来体现自己的宗旨,但能否如愿,应由广大考生去评定。我们诚恳地欢迎每一位考生提出意见和建议,从而进一步改进我们的工作,使每一个考生都能得到更切合实际,更有成效的指导与帮助。

作为高等教育自学考试的一名工作者,我们有义务不厌其烦地告诫参加自考的朋友们:一定要在钻研大纲、教材的基础上使用《丛书》。那种平时不在大纲、教材上下功夫,只寄希望于突击背诵辅导材料以应付考试的办法是不足取的,它已使不少人走了弯路。“以大纲为纲,以教材为本”是我们自学者应遵循的基本原则。

人类的知识是无穷无尽的,自学之路也因之曲折而漫长,愿我们的工作能助自学者一臂之力,愿天下有志者皆成人才。

一九九六年冬



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# The Book Report

In many academic courses or disciplines, book reports are one of the major means by which teachers evaluate their students for their assignment and students themselves test and practice their own comprehension and writing abilities and other skills. As our textbook demonstrates, it usually consists of three parts:

## Information about the Writer

Information about the writer includes his name, the books he has published, the years of his birth and death, the publisher of the book etc.

Information about the writer can be very illuminating in getting a comprehensive and true understanding of the book. It provides the readers with a wide scope of the writer's personal and social background and some major thoughts and trends in the writer's activities. For such information about literary writers, the three most essential reference books include:

*Cassell's Encyclopaedia of World Literature*

*Oxford Companion to American Literature*

*Oxford Companion to English Literature*

For information about writers in other disciplines, the most comprehensive reference books include:

*Encyclopedia Americana*

*Encyclopaedia Britannica*

Sometimes information about the writer can be found within the covers such as in the preface or the end of the book, especially when the book is a classic.

Other biographical information can also be found in various book forms such as a guide book, a handbook or a book of biography either in English or in Chinese.

## **A summary of the Book**

A summary of the book includes the story and the main characters.

A summary is an abbreviated version of a longer piece of writing, a miniature reflection of the original text. The length of the summary in relation to the original may vary according to the requirements of the situation. There are summaries called abstracts that may summarize in one page or one paragraph a book of several hundred pages.

Summaries are widely used in business, industry, and the sciences. Busy executives do not have the time to read all the reports addressed to them; they may require that summaries accompany such reports, or

they may delegate the task of summarizing the reports to a staff member. Scientists do not have the time to read everything written that might relate to their field, so they read summaries of other scientists' research to determine what may be relevant to their own work.

Summarizing is also important for college student writers. When you take class notes or write an essay exam, you are engaged in a summary-type activity, providing yourself or someone else with an abbreviated version of a lecture or assigned chapters in a textbook. If you are assigned a book review or book report to write, part of that review or report will include a summary of what you have read.

Writing a summary of a book or other sources is a most basic skill for students to enhance and test their reading comprehension, writing skills and their power of generalization. It is an indispensable tool in learning.

### ***Suggestions for Successful Summary Writing***

1. Summarize the entire passage; do not summarize only part of the passage.
2. Reflect accurately what the author says; do not intrude your opinions, or add information not presented in the original.
3. Focus on the main idea; do not focus on examples, ignoring the main ideas.
4. Use quotations to support summary statements; do not copy the original passage virtually word for word.

5. Quote the author's words exactly and enclose them in quotation marks.
6. Paraphrase—restate the author's ideas in your own words; do not use the author's words, changing them only slightly.

### ***Sample Summary Writing***

Read carefully the following passage taken from an introductory sociology text written by Donald Light, Jr., and Suzanne Keller. Focus your attention on the key ideas of the passage that the authors present. Then write a summary of the passage in approximately 200 words. Include, in condensed form, all the major points necessary for understanding the passage.

A black student is bused to a school in a white neighborhood across town and finds himself the subject of unwanted controversy. An urban middle-class couple with a five-figure income is shocked to discover they can't afford to buy a house within commuting distance of the city. A bank employee who embezzled thousands of dollars by programming a computer to divert pennies to his account is caught but given only a suspended sentence. Liberal, free-thinking parents are bewildered when their son joins a fundamentalist religious sect. "Why?" they ask themselves.

We tend to think that what happens to us is the result of something we did or something “they” did to us, ignoring the social forces that shape us. In different ways, all of these individuals are caught up in sociological events that are beyond their direct control. But these forces are not beyond understanding. It takes what C. Wright Mills called “sociological imagination” to perceive the larger forces that shape our lives—and to stop blaming ourselves or others for our frustrations.

The sociological eye looks beyond individual psychology and unique events to the predictable patterns and regular occurrences of social life. A sociologist would be more interested in the effects of marijuana on teen-age dating behavior than in the habits of one individual who smokes. A sociologist would be more interested in how best-selling novels come to be published, how they are circulated, and which groups read them and why than in what merits or flaws a particular novel has. A sociologist would be more interested in the similarities and differences among families that produce a schizophrenic child than in the case history of a particular child.

There is nothing mysterious or cold-blooded about the sociological perspective. It is one way of examining our social lives in order to make sense and meaning



out of the forces that shape our individual destinies. It complements the perspectives and angles of visions that we already have at our command. In this first chapter, we will discuss how the sociological perspective is used and the meaning of social facts. We will also consider the main theoretical orientations in sociology, the origins of sociology, its relations to other disciplines, and its uses in contemporary society.

Donald Light, Jr., and Suzanne Keller, *Sociology*

### **Sample Summary 1**

This passage, taken from a text in freshman Sociology, discusses what sociologists look for in a society. They do not look at the individual, but what causes the individual to do certain things. In the beginning, it discusses what may happen to a person just because of social forces. We do not always realize it is social force, but instead we blame ourselves. We are told that we are “caught up on sociological events that are beyond direct control.” The sociologist wants only to look at those forces and understand them.

We are also told that the sociologist looks for the predictable patterns and regular occurrences of social life. This, again, means looking beyond the individual. The sociological perspective is not mysterious or cold-blooded. Instead of being mysterious or cold-