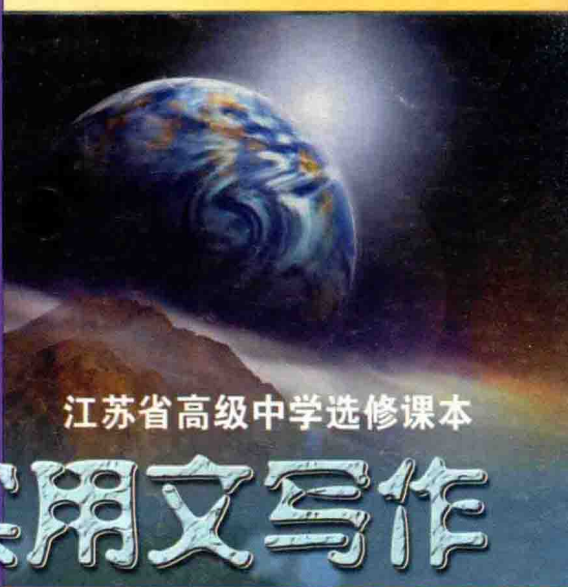


江苏省中小学教学研究室 编著

英语

江苏省高级中学选修课本

实用文写作



译林出版社

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# 实用文写作

江苏省中小学教学研究室 编著

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# 前 言

《全日制高级中学英语教学大纲》指出,高级中学英语教学的目的是在义务教育初中英语学习的基础上,巩固、扩大学生的基础知识,发展听、说、读、写的基本技能,培养在口头上和书面上初步应用英语进行交际的能力。

为了进一步提高高中学生的写作能力,尤其是实用文写作的能力,我们组织有关专家编写了《英语实用文写作》一书,作为普通高中的选修课教材。

本书共有14个话题,每个话题大致分五个步骤,即,一、介绍话题;二、讨论话题;三、练习;四、范文;五、作业。

编写本书是一种尝试,书中所存不足之处敬请广大师生予以指正,以便我们进一步修订和改进。

江苏省中学教学研究室

2001年6月

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## Unit 1 *Getting started*

### Step one

Questions :

1. Why do people write? Please list the purposes for which people write.
2. What do people write? Please list common types of writing.

### Step two

Read the following passage :

*The Internet is the largest computer network in the world. It covers nearly*

*the whole globe, and is used by more than 25 million people, which is increasing rapidly.*

*The kind of information on the Internet is as varied as the imagination. The Internet resources are so vast that you could never see the same site twice.*

*No matter what your interest is, there is something for you on the Internet. It doesn't matter if you are a student or a nuclear physicist or a trash collector, you can find something relating to your interests on the Net. Whether your hobby is gardening or fishing, you'll find interesting information on the Internet. There are millions of people on the Internet, and tens of thousands of resources. Chances are good that someone else out there shares the same interests as you do.*

*Information comes in many forms, including searchable databases, ongoing private and public discussions, real-time chat, e-mail and others. The Internet is*

*truly multimedia, delivering text,  
images, moving pictures and sound to  
your computer.*

### Step three

Suggestions on how to write well :

- a) Read a lot and enlarge your vocabulary
- b) Collect materials for writing
- c) Practise writing
- d) Set up your own filing folder

### Step four

Further exercises :

- a) Make a writing plan
- b) Set up a filing folder
- c) Send an email



## Unit 2 *Description of a person*

- A personal description should tell the reader what a person looks like and what makes him or her different from others.

### Step one

Write about one of your classmates. The following are some suggested outlines:

The clothes the person often wears

The height

The person's figure and appearance, big or small, slim or stocky

The person's eyes, nose, lips, ears, hair etc.

The person's habitual manner

## Step two

Read out what you've written to the class and ask them to guess who is the person you have written about.

## Step three

1. Read the following and find out how the person is described:

*My missing friend should be easy to recognize. When I last saw Roger, he was wearing dark-blue jeans, a pair of dark-brown hunting boots with red laces, and a light-blue sweater with a turtleneck; he was carrying a red schoolbag with black trim, filled with books. He stands about six feet four inches, slouching shoulders, and carries roughly 190 pounds on a medium frame. He walks in excessively long strides,*

*like a cowboy. His hair is sandy blond, cut just below his ears and feathered back on the sides. He has deep purple eyes framed by dark-brown eyelashes and brows set into a clear tanned complexion. The bridge of his nose carries a half-inch scar in the shape of an inverted crescent. His right front tooth has a small chip in the left corner.*

2. A description of a person may also involve his nature or character and his attitude towards other people. Read the description and try to find four words or expressions which describe his nature.

*Where was Woody on Oscar Night? Playing the clarinet like any other Monday evening. Even if the Oscar ceremony had taken place on another night, he probably would not have gone. He is a small, complicated, extremely shy man who always keeps to himself. To avoid being recognized in the street he either hides his big Parka hood or*

*wears a variety of disguises. He is fond of humanity but does not feel at ease with people.*

### Step four

There are many words that describe personality. Here are some of them. Read them and look up any words you do not understand in your dictionary. Then decide which is active and which is negative.

boring   entertaining   dishonest   dull   friendly  
happy   honest   interesting   irritable   pleasant  
reliable   relaxed   shy   tense   understanding

Look at the following pictures and say what you think they are like. You can use the words above.



### Step five

Write a person that you know well.

## Unit 3 *Description of an object*

- When describing an object, you have to take into consideration the shape, size, colour of the object and the material of which the object is made. In some cases, you will also tell the location or the position where the object is.

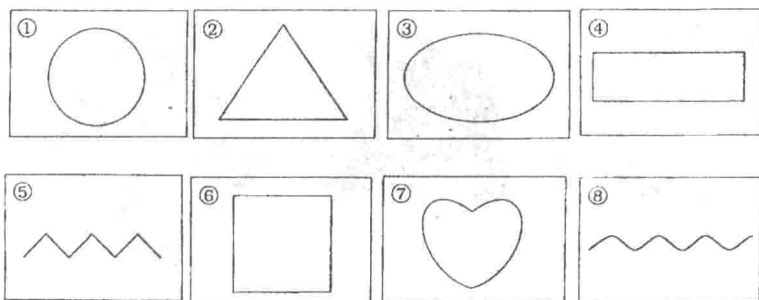
### Step one

Think of something and ask your partner to guess what it is by asking “yes” or “no” questions.

### Step two

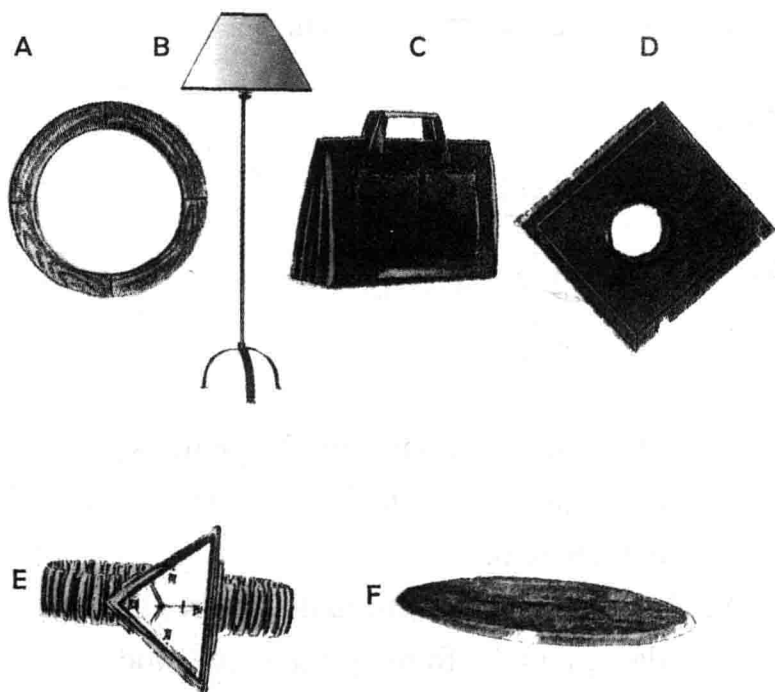
Say what shapes the following are. The words

for the following shapes are given.



Match the descriptions with the pictures :

- ( ) 1. It's square. It's made of plastic, and it's about 9.5cm.
- ( ) 2. It's round and 45cm in diameter. It's made of glass, and the frame is made of wood.
- ( ) 3. It's about 2 meters (about 7 feet) high and it's made of metal.
- ( ) 4. It's made of soft black leather. It's 32cm by 28cm by 5cm. It's rectangular, and it's got two leather handles and two side pockets.
- ( ) 5. The face is triangular and it's made of glass. The strap is made of metal.
- ( ) 6. It's oval and it's made of blue wool.



### Step three

Describe the following objects:

A vase

A bag

A building

A bridge

A suitcase

## Step four

Read the following passage :

*If you leave something important on a bus or an underground train while traveling around London, you should pay a visit to the London Transport Lost Property Office in central London.*

*“We’ve got everything here, but it’s difficult to imagine how people lose some things,” says manager Maureen Beaumont, holding a box of false teeth. How can anyone leave their teeth on a bus?*

*“If there’s a name and address somewhere on the item, we try to contact the owner and return it. Visitors to London are always surprised to get their property back. If we can’t find the owner anywhere, we keep the item here for three months and hope that someone will come into the office to claim it. If*



*no one collects the item, we sell it.*

*“It’s an interesting job. People lose some unusual things and they’re always pleased when they come into the office and find them.”*

## Step five

Further exercises:

Suppose you lost something on the bus. Try to describe your lost property. Here are some of the objects for your reference: handbag, purse, umbrella, watch, camera, jacket, mobile phone.