

考试虫



考试虫学习体系

工商管理硕士入学考试

MBA 万能作文 (英语)

主编 张周易 王若平

主审 李安林

- 单句写作与篇章写作相结合
- 万能模式写作与自由写作相结合
- 两周背下万能模板，胜过考前苦读百篇作文

航空工业出版社

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写在前面的话

《硕士研究生英语入学考试 万能作文》出版以来，受到广大考研朋友们的欢迎。由于缺乏适合 MBA 考生阅读的英语万能作文，很多 MBA 的考生也在使用本书。美中不足的是 MBA 英语作文与考研作文的侧重点不同，参加 MBA 联考的同学们纷纷来信，要求编写适合 MBA 考试的作文。经过我们长达两年的创作和研究，这本《工商管理硕士入学考试 MBA 万能作文》终于问世了。

在多年的英语考试培训中，我们感到许多非英语专业考生对写作部分抱有恐惧心理。部分考生英语基础较好，却苦于无话可说，而另一些考生文思敏捷，具有较强的分析能力，却被贫乏的词汇和薄弱的语法所限制。鉴于此，本书总结多年迎考第一线教学实际体会，探索出在短期内迅速提高考生英语写作水平、获得作文高分的捷径。

本书特点：

1. 单句写作与篇章写作相结合：考虑到很多 MBA 考生英语基础比较薄弱的实际情况，本书特别设计了单句的写作训练。事实上，一篇作文无非由十几个单句组成。漂亮的句子是英语写作成功的关键。请同学们在此基础上进行篇章写作。

2. 应试技巧的实用性强：作为万能作文的创始者，我们在英语套路写作的教学方面积累了丰富的经验。本书针对 MBA 考试的特点，给出了模仿性极强的万能写作模板。

3. 写作素材丰富：本书提供了大量高质量的范文，这些文章均经过笔者精心设计编写，供广大读者模仿和背诵。

本书共分三章。第一章通过词——句——篇章的讲解和练

习，夯实基础，扩大词汇量，构建完善的句子和篇章结构。第二章通过将模板写作与自由写作相结合，对社会最新热门话题进行讨论，使考生既能知道如何通过模板完成基本写作，又能对文章进行鉴赏。第三章是商务信函的写作，将各种商务信函的基本句子练习和实践写作相结合，从而使商务英语写作化难为易。

透过浮华悟出作文的真谛是笔者多年来作文教学理性认识的总结，也是本书的宗旨。笔者在亲身教学实践中发现：只要你读懂、悟透本书的一半，MBA 作文拿高分就没有问题。

王若平 于北京

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第一章 句子的写作基础练习

一、英语功能性词汇和结构的讲解以及写作练习

(一) 动词词组类

- **be used to:** having learned to accept sth. ; accustomed to sth. (对某事物)已适应,已习惯

要点: to 是介词,所以用法为: be used to sth. /doing sth. 前面的 be 动词也可改成系动词 get。另外,可记住另一个词组: be accustomed to sth. /doing sth.。

造句: 1) 很多大学生已习惯在网吧熬个通宵。(Internet Coffee 网吧)

2) 入关后中国会适应各种挑战。(to enter WTO 入关)

答案: 1) Many students are used to spending the whole night in the Internet Coffee.

2) China will get used to facing various challenges after entering WTO.

- **tend to:** be likely to believe in a certain way or to have a certain characteristic or influence 趋于,趋向

要点: tend to 后面既可跟名词,也可跟 to do something。

造句: 1) 每件事都有两面性。

2) 广告商趋向于夸大商品的好处。(advertiser 广告商; exaggerate 夸大; benefit 好处; commodity 商品)

答案: 1) Everything tends to divide into two.

2) Advertisers tend to exaggerate the benefits of the commodity.

- **be likely to:** that is expected; probable 预期的;可能的



要点: be likely to do sth. 或是 be likely that...。也应该记住其反义短语: be unlikely to。

造句: 1) 随着经济令人瞩目的发展和人民生活水平的提高, 计算机很可能在社会生活中起着越来越重要的作用。(the eye-catching development 令人瞩目的发展)

2) 旅游业极有可能成为中国最有希望的产业。(promising industry 有希望的产业)

答案: 1) With the eye-catching development of economy and the improvement of people's living standard, the computer is likely to play an increasing important role in our social life.

2) Tourism is likely to become a promising industry in China.

● **devote... to...**: give (one's time, energy, etc.) to sb./sth.; dedicate 为某人/某事物付出(时间、精力等); 献身于某事物

要点: devote oneself/sth. to sp./sth., to 为介词。

造句: 1) 事实上我把所有的时间都放在英语上。

2) 如果全力去做这件事, 我们就有充分的理由把它干好。

答案: 1) Actually I devote all my time to my English.

2) If we devote ourselves to a task, we have every reason to do it well.

● **range from... to**: vary or extend between specified limits 在...与...之间变化

要点: 也可写成 range between... and..., 还应记住 vary from... to...。

造句: 1) 他的业余爱好有旅游和钓鱼等。

2) 环境污染包括水、噪音以及空气污染。

答案: 1) His hobbies range from traveling to fishing.

2) The environmental pollution ranges from water pollution and noise pollution to air pollution.



- **turn to:** go to sb./sth. for help, advice, etc. 向某人/某物寻求帮助、指教等。

要点: turn to sb./sth. 中 to 为介词。

造句: 1) 越来越多的人求助于保险公司来保护他们的私人财产。
(insurance company 保险公司)

2) 由于陆地上的淡水日趋减少, 我们只好求助于海洋。

答案: 1) More and more people in China are now turning to insurance companies for the protection of their private property.

2) With the decrease of fresh water in the land, we turn to the sea.

- **fail to:** forget, neglect or be unable (to do sth.) 忘记、忽视或未能(做某事)

要点: fail to 中的 to 是介词。另外, 也可记住其名词词组: failure to。

造句: 1) 我们不要辜负父母对我们的期望。(live up 辜负)

2) 没有自学能力的学生会发现在专业领域和社会中都无法有效地进行交流。(self-study 自学能力; field 专业领域; communicate 交流)

答案: 1) We will never fail to live up what our parents expect of us.

2) Without self-study students will find themselves fail to communicate effectively in their field and society alike.

- **distinguish...from...:** recognize the difference between (people or things) 区别, 辨认(人或事物)

要点: 这个词组也可写作 distinguish between...and...。

造句: 1) 在我看来, 学英语很难, 因为好多单词十分相似, 难以区分。

2) 一些年轻人不能区分善恶。



答案: 1) In my opinion, English is hard, because too many English words are similar to each other, so I can't distinguish one from the other.

2) A few young people can't distinguish good from evil.

● **make sb. do sth.**: force or compel sb. to do sth./cause sb. to do sth. 强迫、迫使(某人)做某事/使某人做某事

造句: 1) 我们必须采取措施让人们明白保护地球的紧迫性。(urgency 紧迫性)

2) 休息让我们感到愉快、精力充沛和自信。(energetic 精力充沛)

答案: 1) Measures should be taken to make people realize the urgency of protecting our earth.

2) Recreation makes people feel happy, energetic and confident.

● **stimulate sb./sth.** (to sth.): make sb./sth. more active or alert; arouse sb./sth. 使某人/某物奋发起来; 刺激、激励某人/某物

要点: to 后面既可跟名词, 也可跟动词。还可记住其形容词 stimulating 和同义词 encourage (sb. to do sth.)。

造句: 1) 竞争使我们感觉到挑战, 它激发我们创造一个更加美好的世界。

2) 表扬总能激发人们作出更大的努力。

答案: 1) Competition makes us feel challenged and stimulates us to create a better world.

2) Praise always stimulates him to make greater efforts.

● **attach sth. to sth.**: connect sth. with sth.; attribute sth. to sth. 将某事物与另一事物相联系; 将某事物归于另一事物

要点: attach (greater) importance to 是 MBA 作文中经常使用的词组, 相当于 pay (greater) attention to, 类似的词组还有 put/



place emphasis on sth.。

造句:1) 在学外语的过程中,一些学生不重视提高听力能力。

2) 政府越来越重视提高人们的生活水平。(the living standards 生活水平)

答案:1) In learning a foreign language, some of the students don't pay much attention to the development of their listening ability.

2) Our government is paying increased attention to raising the living standards of the people.

● **bear in mind that**: remember that... 记住

要点:通常 bear in mind 后跟 that 从句。还应记住同义词组 keep in mind。

造句:1) 我们必须记住有很多事情远比钱重要。(far more... than 远比)

2) 我们必须记住压力是不可避免的。

答案:1) We should bear in mind that there are many other things that are far more important than money.

2) We must bear in mind that pressure is inevitable.

● **relieve sb. of sth.**: take (a burden responsibility, ect.) away from sb. 解除某人的(负担、责任等)

造句:1) 私立学校解除了政府部分的经济负担。(private schools 私立学校; the burdens of finance 经济负担)

2) 最近,政府新出台一项政策,以及时减轻毕业生的就业压力,这将有助于国家经济的稳步增长。(force of taking up employment 就业压力)

答案:1) Private schools are relieving our government of part of the burdens of financing so many schools.

2) The government had made a constitution recently, which



relieves the graduates force of taking up employment in time,
which makes the economy of country developing steadily.

- **can/could (not) help (doing) sth.**: can/could (not) prevent or
avoid sth. (不)能防止或避免某事物

造句:1) 公众禁不住显示出对厂家不诚实行为的恶心。(disgust
恶心)

2) 我们禁不住赞美山区及其附近乡村的美景。(admire 赞
美)

答案:1) The public couldn't help showing their thorough disgust at
producers' dishonesty.

2) We couldn't help admiring the mountain scenery and the
surrounding countryside.

- **be tired of sb./sth./doing sth.**: have had enough of sb./sth./
doing sth.; be important or bored with sb./sth./doing sth. 厌
倦、厌烦做某事

要点:也可以写作 be sick and tired of sb./sth./doing sth., 还应记
住 be fed up about/with sb./sth. 这个意义相同的词组。

造句:1) 现在年轻人厌倦按部就班的生活。(the routine 按部就
班)

2) 越来越多的学生厌倦目前的教育。(an increasing number
越来越多的; current schooling 目前的教育)

答案:1) Nowadays the young are easily tired of the routine.

2) An increasing number of pupils are tired of the current
schooling.

- **have difficulty in doing sth.**: do sth. with difficulty 费劲地做某
事

要点:还应记住 have trouble in doing sth.。

造句:1) 也许你觉得学习上有很大困难,但我觉得更大的困难是



当你迈进社会时,将如何处理人际关系。(the relationship between people 人际关系)

2) 找出这个问题的解决办法并不是件难事。

答案: 1) Maybe you have a lot of difficulties in studying, but I think the more difficult thing you will face is how to deal with the relationship between people when you entering the society.

2) We had no difficulty in finding the solution to this problem.

● **be aware of somebody/sth. ; be aware that;** having knowledge or realization of somebody/sth. 对某人/某事物知道,明白,觉察到,意识到

要点: 首先应知道 aware 是形容词,只能作表语。另外还应记住 make sb. aware that/of 这个词组。

造句: 1) 现在发达国家越来越多的人意识到节食与健康的关系。(diet 节食; link 关系)

2) 我已意识到大学毕业生就业形势的严峻性。(the serious situation of employment 就业形势的严峻性)

答案: 1) Nowadays more and more people in the developed countries are becoming aware of the link between diet and good health.

2) I am aware of the serious situation of employment for college graduates.

● **entitle sb. to sth. ; give sb. a right to have or do sth.** 给予某人获得某事物或做某事的权利

要点: 常用被动语态 be entitled to, 另外记住 to 在这里是介词。

造句: 1) 我们有权力保护自己的合法权益。(protect our right 保护合法权益)

2) 仅有书本知识不足以让你找到理想的工作。(find a satisfied job 找到理想的工作)



答案: 1) We are entitled to protecting our right.

2) Knowledge of book alone won't entitle you to finding a satisfied job.

● **keep somebody (well) informed of:** give sb. knowledge (of sth.); tell sb. 通知或报告某人(某事), 告诉某人

造句: 1) 因特网让我们知道世界的政治局势。(Internet 因特网; political situation 政治局势)

2) 报纸让我们知道国内外发生的一切。

答案: 1) Internet keeps us well informed of the political situation of the world.

2) Newspaper keeps us informed of what is going on at home and abroad.

● **prefer...to...:** choose sth. rather than sth. else; like sth. else 选择某事物(而不选择他事物); 喜欢别的事物

要点: prefer 的形容词是 preferable。prefer to 是“喜欢”的意思。

造句: 1) 许多妇女喜欢出门做事而不愿呆在家里做家庭主妇。(pursue professional careers 出门做事)

2) 我喜欢在小型企业工作。

答案: 1) Many women prefer to pursue professional careers rather than remain home as housewives.

2) I prefer to work in a small enterprise.

● **complain to sb. (about/at sth.)/complain of sth.:** say that one is dissatisfied, unhappy, etc. 投诉, 抱怨

要点: 首先应记住 complain 是一个不及物动词, 牢记与之搭配的介词。另外要记住其名词为 complaint, 以便在作文中灵活运用。

造句: 1) 一些学生抱怨他们成了“考试机器”。(考试机器 exam machine)



2) 许多人抱怨一些贫困学生缴不起学费,而且高昂的学费和新的收费制度使得贫困生不能上学。(poverty-stricken students 贫困生; can't afford to 缴不起; the college tuition 学费)

答案: 1) Some students complain that they are becoming "exam machine".

2) Many people complain that some poor students can't afford to pay the college tuition and fees and the new tuition system keeps poverty-stricken students away from college.

● **lie in:** (of abstract things) exist or be found (指抽象事物)存在, 在于

要点: 表示这个意思时, lie 常与 in 搭配使用。另外要分清 lie (vi.) "处于休息的位置", lay (vt.) "放在某个面上", lie (vi.) "说谎"这三个词的不规则变化, 还应记住 be based on, rest on (不用被动语态)这两个意义相近的词组。

造句: 1) 我们的成功主要在于技术上的不断进步而不是运气。(technology 技术; constant improvement 不断进步; rather than 而不是)

2) 青年志愿者的伟大在于对那些需要帮助的人他们总是义不容辞。(Youth Volunteers 青年志愿者; those who are in need of their help 需要帮助的人; never hesitate to 义不容辞)

答案: 1) Our success lies mainly in the constant improvement of technology rather than our luck.

2) The greatness of Youth Volunteers that they never hesitate to serve those who are in need of their help.

● **thanks to sb./sth.:** because of sb./sth. 由于或因为某人/某事物

要点: 也可记住同义词组 owing to, on account of, due to, by virtue of, with, on this/that account.



造句:1) 由于年龄、性别、健康、教育、智力和许多其他背景因素, 人与人的兴趣差别很大。(differ widely from ... to ... 差别很大)

2) 有了移动电话,我们就能在孤独的时候和朋友愉快的聊天。(mobile phone 移动电话)

答案:1) Interests differ widely from person to person, owing to age, sex, health, education, intelligence, and many other background factors.

2) Thanks to the mobile phone, we can speak to my friends happily when we feel lonely.

● **provide sb. with sth.:** offer or present (an answer, example, opportunity, etc.) 提供

要点:也可写作 provide sth. for sb., offer, supply...to.

造句:1) 旅游为人们提供更多的机会享受其他地方没有的食物和服装。(touring 旅游)

2) 素质教育为许多学生提供了受教育的平等机会。(quality-oriented education 素质教育)

答案:1) Touring will provide more chance for them to enjoy food and try on clothes that they otherwise cannot have.

2) The quality-oriented education provides all the students with opportunities to share equal education.

● **deprive sb./sth. of sth.:** take sth. away from sb./sth. 剥夺某人/某物的某事物

造句:1) 电视剥夺了人们阅读的乐趣。

2) 汽车剥夺了人们行走的乐趣。

答案:1) Televisions deprive people of the fun of reading.

2) Cars deprive people of the fun of walking.

● **result in sth.:** have a specified effect or consequence 产生某种作