

朗阁IELTS应试系列丛书

# 雅思

# IELTS

## 高分·写作

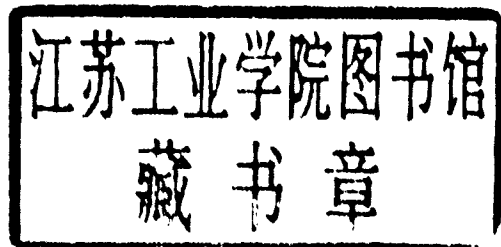
宁园 张书辉 编

上海交通大学出版社  
SHANGHAI JIAO TONG UNIVERSITY PRESS

朗阁 IELTS 应试系列丛书

# 雅思高分·写作

编者 宁 园 张书辉



上海交通大学出版社

**图书在版编目 (CIP) 数据**

雅思高分写作 / 宁园, 张书辉编. —上海: 上海交通大学出版社, 2003

ISBN 7-313-03260-9

I. 雅... ①宁... ②张... III. 英语—写作—高等学校—入学考试, 国外—自学参考资料 IV. H315

中国版本图书馆 CIP 数据核字 (2002) 第 100534 号

**雅思高分·写作**

· 宁园 张书辉 编

上海交通大学出版社出版发行

(上海市番禺路 877 号 邮政编码 200030)

电话: 64071208 出版人: 张天蔚

上海锦佳装璜印刷发展公司印刷 全国新华书店经销

开本: 787mm×1092mm 1/16 印张: 10.75 字数: 262 千字

2003 年 1 月第 1 版 2003 年 1 月第 1 次印刷

印数: 1-5050

ISBN7-313-03260-9/H·656 定价: 15.00 元

---

版权所有 侵权必究

# 序 言

在雅思的听、说、读、写四门测试中,写作一向被认为是难度最高和最不易提高成绩的一项考试。道理很简单,首先,我们可以把这四门测试划分为两类:听力和阅读属于接受型的考试,而口语和写作属于创造型的考试。显然,自我创造要比被动接受难得多。在同属创造型测试的口语和写作当中,口语的难度又要比写作简单许多,因为口语的目的主要是为了交流,只要双方彼此理解对方的意思即可,因此,许多语法和词汇方面的东西就不怎么讲究了。而写作是与之截然不同的项目,它不仅要看考生的观点、思路、逻辑和段落层次,还要看考生语法的正确性以及用词的恰当性和丰富性。从某种意义上说,写作是一门综合性的考察,通过写作的测试,一个人的英语水平的许多方面都可以被加以衡量,难怪乎古代历来的科举考试只要考一篇作文就行了。

鉴于写作的难度性和重要性,笔者在这本雅思写作的指导书中,花了较多的笔墨来阐述写作的一些要点。笼统地来讲,在雅思的三种形式的写作(书信、图表和议论文)中,都可以分成五大步骤:一是审题;二是构思;三是引言段的写作;四是主体段的写作;五是结尾段的写作。其中,审题和构思是最为重要的两个步骤,但不幸的是,它们又恰恰是很多中国考生最容易忽视的两个方面。许多学生喜欢拿到题目后,匆匆看两眼便开始“落笔如有神”,而等写到一半的时候才发现自己已离题万里,或陷入僵局,不知下面该写些什么。于是,要么擦去重写,要么冥思苦想,而这两种做法都是极为浪费时间的。因此,正确的方法是:先花3~5分钟时间进行审题和构思的工作,对整篇文章的布局和思路作一个全面的规划,包括作者的观点、段落的分配和内容以及如何进行引言和结尾等。看似花了些时间,实际上这是最节省宝贵时间的方法,因为一旦作好了整体规划,后面的写作只是一个操作的过程,你无需再停下笔来进行思考。

其次,引言段的重要性也往往为许多考生所忽略。特别是在议论文中,引言段的写作是至关重要的,因为其中包含作者对问题的理解、作者对该问题的观点以及作者对下文(主要指主体段)的布局安排的交代。可以毫不夸张地说,在雅思议论文中,只要写好了引言段,那么这篇文章就等于成功了一半。正所谓西谚有云:A good beginning is a half the battle.而许多考生未能充分重视其重要性,草草了就引言部分,往往观点不明确或缺乏布局方面的具体交代,等写到主体段时,才发现不知如何落笔,这时已经“悔之晚矣”。

然后,在主体段的论述中,笔者试图给出一些常见的主体段的结构模式。比如,在书信写作部分,本书详细地勾勒出十一种雅思书信的主体结构,而在议论文写作部分,本书给出三种最实用的布局谋篇的方法,使考生在看到任何一个作文题目之后,都能够决定该采取何种方法来进行结构安排,大大节省了思考的时间。同样地,在结尾段部分,我们也试图描绘出多种结束文章的模式,读者可以根据题目的要求和特定内容自行决定结尾的方法。

另外,在本书的后半部分,我们编排了一些优秀的雅思作文的范例,这些范文涵盖雅思作文的各种形式,其中书信范文12篇、图表范文12篇和议论文范文30篇。与其他许多雅思写作书籍不同的是,本书中所有的范文都有一个对文章进行分析的部分,该部分一般包括解题思路、结构剖析、妙语点击和考官评分等几个栏目。通过这些分析,读者不仅欣赏了范文,而且可以了解范文的结构、思路和不

少精彩之处,为广大考生学习英文的写作开了一扇方便之门。

在本书的编写过程中,得到上海朗阁培训中心刘常研、姜华、李怡然、倪慧洁、段建新和钱莉等同事的热情帮助和不断支持,我们衷心地感谢他们。我们希望广大读者在阅读本书的时候,能不吝赐教,多提出一些宝贵意见,以便我们能不断地修订和更正,使得本书能渐趋完美。

编者 宁 园 张书辉

2002年12月于上海朗阁培训中心

# 目 录

第一章 雅思写作策略与技巧(书信篇) .....	(1)
第一节 审题 .....	(2)
第二节 构思 .....	(3)
第三节 引言段写作 .....	(5)
第四节 主体段写作 .....	(7)
第五节 结尾段写作 .....	(11)
第二章 雅思写作策略与技巧(图表篇) .....	(13)
第一节 审题 .....	(14)
第二节 构思 .....	(19)
第三节 引言段写作 .....	(21)
第四节 主体段写作 .....	(24)
第五节 结尾段写作 .....	(28)
第三章 雅思写作策略与技巧(议论文篇) .....	(31)
第一节 审题 .....	(32)
第二节 构思 .....	(33)
第三节 引言段写作 .....	(36)
第四节 主体段写作 .....	(39)
第五节 结尾段写作 .....	(46)
第四章 雅思写作精品范文解析(书信篇) .....	(49)
第五章 雅思写作精品范文解析(图表篇) .....	(75)
第六章 雅思写作精品范文解析(议论文篇) .....	(101)
附 录 雅思写作答题纸 .....	(162)

# **第一章 雅思写作策略与技巧(书信篇)**

**Strategies and Skills in Writing IELTS Letters**

## 第一节 审 题

### Task Analysis

雅思书信的题目一般由两部分构成,即背景信息和写作任务,如果换成英文公式的话,应该是:

$$\text{Question} = \text{Background Information} + \text{Writing Tasks}$$

审题的要求就是通过仔细地分析句子来有效地确认这两个部分。背景信息告诉我们写信的起因、写信人的身份以及写信前所发生的一些相关事件,而随后的写作任务一般来说会有三个,我们在实际写作过程中应该按部就班地一一完成。

观察下面的作文题目:

#### Sample Question 1

You read in a newspaper an advertisement offering scholarships for overseas students. Write a letter asking for detailed information, and explain why you think you are qualified for one of the scholarships. Also, state your study plan.

通过分析句意,我们得知第一句话提供了背景信息,而第二句话明确规定了三项写作任务。我们可以把这些内容按照如下的模式写下来:

BI: You read in a newspaper an advertisement offering scholarships for overseas students.

WT1: ask for detailed information

WT2: explain why you are qualified

WT3: state your study plan

(Note: BI = Background Information; WT = Writing Task)

在很多题目中,某些写作任务是隐含在背景信息当中的,如以下的例子:

#### Sample Question 2

You've just been offered a job, but you will not be able to start work on the appointed day. Write a letter to your boss, explaining the problem and asking for an alternative day to start work.

BI: You've just been offered a job, but you will not be able to start work on the appointed day.

WT1: tell your boss that you can't start work as scheduled (隐含任务)

WT2: explain the situation

WT3: ask for an alternative day to start work

## 第二节 构思

### Structure Planning

审完题后,我们就进入了构思阶段。构思的主要内容就是考虑怎样将审题中得出的各项写作任务合理地分配到每个段落中。根据书信的三段体结构(引言段、主体段和结尾段),各项写作任务可以有几种分配方式。例如:

#### Sample Question 1

You rent a house through an agency. The heating system has stopped working. You phoned the agency a week ago but it has still not been mended. Write a letter to the agency.

Explain the situation and tell them what you want them to do about it.

经过审题,三项写作任务分别是:

WT1: complain about the heating problem

WT2: explain the situation

WT3: tell them what to do

在下面的范文中,我们发现这三项任务被分别安排在三个段落当中:

Dear Sir or Madam,

I am writing to you about the house you rent for me three months ago when I just entered London University. I am very happy with the house except for the heating system, which stopped two weeks ago. (引言段完成 WT1: complain about the heating problem)

I called you last Saturday about the problem and was told that you would send a technician to mend the system as soon as possible. However, there has been no one coming to me to fix the problem. As it is getting cold, I am finding it hard for me to concentrate on my studies without a properly working heating system. In addition, I have developed a bad cold because of the extremely cold weather. (主体段完成 WT2: explain the situation)

I shall appreciate it very much if you can give this matter your immediate attention and send a technician to solve the problem for me at your earliest convenience. (结尾段完成 WT3: tell them what to do)

Looking forward to your favorable reply.

Yours respectfully,

Jack Lee

在许多情况下,我们往往可以利用主体段来完成两项写作任务。比如:

## Sample Question 2

You are a college student who applies for a part-time job in a shop during the summer vacation. Write a letter to the shop owner explaining why you are a suitable person for the job. Remember to ask him or her about the rate of payment.

经过审题, 三项写作任务分别是:

WT1: tell the shop owner you want to apply for the job

WT2: explain why you are a suitable person

WT3: ask the shop owner about the rate of payment

请看下面范文中的写作任务的分配:

Dear Sir/Madam,

I am writing to express my interest in your recently advertised position for a part-time assistant during the coming summer vacation. (引言段完成 WT1: tell the shop owner you want to apply for the job)

I am a student at Stanford University, which is only five minutes' walk from your shop. Yesterday I happened to see your advertisement, which stipulates that a multi-lingual person is preferred and some experience is necessary. I feel that my qualifications and work experience make me a suitable candidate for the job. Chinese is my mother tongue, and I am quite fluent in English. As a keen traveller, I have learned some Japanese and French, and have acquired an understanding of the cultures of Japan and France. As for experience, I ran a shop when I was in China. Therefore, I am sure you will find my services satisfactory. (主体段着重完成 WT2: explain why you are a suitable person) Incidentally, could you please inform me of the rate of payment? (主体段结束时完成 WT3: ask the shop owner about the rate of payment)

I would like to meet you to discuss the possibility of working in your shop, at a mutually convenient time. I can be reached at 836254 after 6 p. m.

Thank you for considering my application. I am looking forward to meeting you.

Yours sincerely,

Mary Smith

在某些建议信中, 我们甚至可以把全部三项写作任务都集中在主体段落内。例如:

## Sample Question 3

You are a university student. Your school is going to renovate its library. As a regular library user, write a letter to the chief librarian, giving your advice as to what should be kept and what should be changed.

考察这道题目, 我们发现写作任务就是提出各种建议, 故此:

WT1: give your first advice

WT2: give your second advice

WT3: give your third advice

因此,范文中的写作任务分配如下:

Dear Mr. John Smith,

I am an English major from Foreign Languages Department. I got to know from the bulletin board that the school authorities are considering renovating our library. And I am writing to give you some advice about it.

Although it is spacious and bright, the reading room is sometimes too noisy. The noise comes from the restroom next door. So I would suggest that the walls of the reading room be rebuilt so as to make them sound proof. (主体段开始部分完成 WT1: give your first advice) And some changes are needed about the arrangement of the bookshelves. There is not enough room in between them. More often than not I have to go back to the end of the passage just to make way for the others. (主体段中间部分完成 WT2: give your second advice) And if the budget allows, I think that the computer system of the library should be upgraded to facilitate the procedure of borrowing and returning books. (主体段结束部分完成 WT3: give your third advice)

I shall appreciate it very much if you can give my advice its due attention.

Yours respectfully,

John Eastwood

### 第三节 引言段写作

#### Writing the Introduction

作为书信的开头,引言段可以根据书信类型的不同,采用相应的套句来开始,下面给出的是些套句的范例:

#### 1. 抱怨信 (letters of complaint)

- **I am writing to you about a problem that** I am having with the Walkman that I bought at the duty-free shop in your airport on September 28, 2001.
- **I am writing to complain about** the service on the Beijing-Shanghai train which I took on August 16, 2001.

#### 2. 请求信 (letters of request)

- **I am writing to request to** withdraw from two courses: Cross-cultural Communication and International Investment.

- **I am John Smith, one of your students in Fine Arts class. And I am writing in the hope that you can write a letter of recommendation for me.**

### 3. 道歉信 (letters of apology)

- **Thank you for your letter of February 8 informing me that I have been accepted by your college. But I am sorry to say that I will not be able to attend the orientation session to be held on Feb 25.**
- **How is everything going with you? I am writing to say sorry to you for not having said good bye to you last Wednesday after I finished the English exam, the last of all the final exams.**

### 4. 建议信 (letters of advice)

- **I am an English major from Foreign Languages Department. I got to know from the bulletin board that the school authorities are considering renovating our library. And I am writing to give you some advice about it.**
- **I write in response to your invitation to guests who have recently stayed in your hotel to suggest ways in which you can improve your service.**

### 5. 求职信 (letters of application)

- **I am writing to apply for the position of waitress you advertised in China Daily on February 28, 2001.**
- **I am writing to express my interest in your recently advertised position for a part-time assistant during the coming summer vacation.**

### 6. 邀请信 (letters of invitation)

- **How are things with you these days? I am writing to invite you to join me on a trip to Beijing.**
- **I am sending you this invitation to a fabulous dinner party that will be held at my house and I sincerely hope you can be part of it.**

### 7. 推荐信 (letters of recommendation)

- **I have learned from your advertisement in China Daily of July 4, 2001 that you are looking for a bilingual teaching assistant to work with a group of American children during the coming vacation. And I am writing to you to recommend Mary, one of my best friends, for the post.**
- **As a professor of biology in the City University of New York, I earnestly recommend an excellent student of mine, Tony Sanders, for the position that you advertised in New York Times of October 2, 2000.**

#### 8. 询问信 (letters of inquiry)

- **I am** a fourth-year student at Beijing University, majoring in international trade. **And I would like to** further my studies at your university as a postgraduate student of accounting. **I intend to** start my program next term. **I would be very grateful if you could give me some detailed information about the following.**
- **I am** a student of Business Administration at your department. **And I am writing to tell you that** I am finding the course of Statistics too difficult for me. **And I wonder whether I can** change to an easier course.

#### 9. 感谢信 (letters of gratitude)

- **How is** everything going with you? **I am writing to extend my heart-felt thanks to you for** the trouble you have taken to take care of me in the hospital after I was knocked off my bike by a taxi.
- **I am writing to express my gratitude for** your entertainment during my stay in your house. **And I cannot forget** your beautiful wife's cooking.

#### 10. 挂失信 (letters of claiming losses)

- **I am writing to you to lodge a claim for** the suitcase **I lost** on my journey to the USA from August 18 to September 3, 2001.
- **I am writing to you about my bag, which I lost** during my stay in your Hotel on the 23rd and the 24th of October.

#### 11. 友情信 (letters of friendship)

- **I'm just writing to let you know that I've moved to a new apartment, and would like to invite you and Susan to a house warming party on the 25th of September.**
- **I'm sure you're going to be very envious when you read this but I am presently lying on a beach in Southern Thailand. In fact, this is the reason I'm writing. How would you like to come to Thailand for a while?**

### 第四节 主体段写作 Writing the Main Body

作为雅思书信的核心部分,主体段落也可以按照信件体裁的不同,围绕两个要点来进行展开,而这两个要点正和审题中得出的写作任务相对应。现分述如下:

#### 1. 抱怨信 (letters of complaint)

- 解释不愉快事件发生的经过

例: I called you last Saturday about the problem and was told that you would send a technician to mend the system as soon as possible. However, there has been no one coming to me to fix the problem.

- 说明该事件所带来的麻烦

例: As it is getting cold, I am finding it hard for me to concentrate on my studies without a properly working heating system. In addition, I have developed a bad cold because of the extremely cold weather.

## 2. 请求信 (letters of request)

- 解释情况或处境

例: At the beginning of this term, I was perhaps a bit overoptimistic about doing both my full-time studies and part-time jobs, but now I am finding myself in a very difficult position to tackle the both.

- 详细说明你提出请求的理由

例: I have thought of giving up my part-time job so that I can concentrate on my studies, but as you may very well know, I have to support myself here as an overseas student. Therefore, I have to decrease my course load.

## 3. 道歉信 (letters of apology)

- 解释你必须道歉的原因

例: I tried to book on a flight to London immediately after I got your letter, but unfortunately I was only able to be booked on a flight to your city on Feb 25, the same day when the session is to be held. Thus I am in a very difficult position to make it to the occasion.

- 提供或询问另一种切实可行的方法作为补偿

例: I know very well that the orientation session is very important for me as a new student at your college. I would be very grateful if you could tell me if there is any way that I can make up for it after I arrive at your college.

## 4. 建议信 (letters of advice)

- 提出你的第一个建议

例: Although it is spacious and bright, the reading room is sometimes too noisy. The noise comes from the restroom next door. So I would suggest that the walls of the reading room be rebuilt so as to make them sound proof.

- 进一步提出第二个建议甚至第三个建议

例: And some changes are needed about the arrangement of the bookshelves. There is not enough room in between them. More often than not I have to go back to the end of the passage just to make way for the others. And if the budget allows, I think that the computer system of the library should be upgraded to facilitate the procedure of

borrowing and returning books.

## 5. 求职信 (letters of application)

- 描述先前的一些工作经历

例: As you can see from my resume, I worked with Hilton Hotel as a receptionist for over three years after I graduated from Angela Vocational School in 1995. In July 1995, I started to work with the present hotel as a waitress. So obviously I have quite a lot of hands-on experience in the field.

- 说明为何你能够成为合适的人选

例: In my spare time, I have studied a lot about hotel management and I have got an associate diploma from Shanghai Business College, which is a very famous one in the city. In addition, I have spend a lot of my time improving my English, especially my spoken English. All these give me enough confidence to say that I am the right person for the position.

## 6. 邀请信 (letters of invitation)

- 解释你邀请对方的理由或举办活动的目的

例: The reason why I'd like to hold a party for all of us is that I am going to absent for about one year because last week I received an offer of job from a famous overseas corporation and decided to grab the excellent opportunity to work abroad. Therefore, I think it would be a good idea to have a farewell party and some kind of celebration.

- 描述活动的具体内容、活动的景点和设施等细节

例: The party will be given in my house and we are going to have a lot of activities, including singing, tango, short plays, and some mysterious games, and so on. The food and drinks will be of many varieties and in abundant supplies, and don't hesitate to use any facilities in the house, such as sunbathing, sauna, gym, snooker, and coffee bar.

## 7. 推荐信 (letters of recommendation)

- 介绍被推荐人的学习状况或教育背景

例: Mary is at present a third-year English major at Shanghai University of Foreign Studies. She has always been an excellent student ever since she entered this university. She has won several prizes in the English debating contests held by the Department of Foreign languages; and she has had three compositions published in "The 21st Century", which is a famous English newspaper in Shanghai.

- 列举被推荐人的工作经历和个人特长

例: In addition, Mary has quite a lot of hands-on experience with teenager education. She has been teaching several primary school pupils in her spare time during the past 2 years. With her patient and responsible work with the kids, she has won great popularity among them.

## 8. 询问信 (letters of inquiry)

- 向对方询问一些重要的基本情况

例: First, is it possible for me to have a single room on the campus, and if so, how much will it cost each month? And is there any allowance for overseas students like me?

- 进一步向对方询问其他的相关细节

例: Second, how much is the tuition? Do I have to pay in advance or can I do that after I come to your university? Third, apart from BA degree from my present university, what other academic qualifications do I need to have?

## 9. 感谢信 (letters of gratitude)

- 描述你目前的状况,并向对方再次表达谢意

例: I am very glad to tell you that I am fully recovered now. And I am going to go back to school next week. When my parents came back from London, I told them about the accident and your help to me during their absence. Both of them were much moved by your great kindness and patience in taking care of me.

- 提出如何报答对方的建议或邀请对方来参加活动

例: They insist that I ask you over to my home for a short visit. And this is exactly what I am hoping to do. So could you afford some time this weekend to come over?

## 10. 挂失信 (letters of claiming losses)

- 说明物品失落的具体经过

例: My mother sent the parcel to me from Shanghai, my hometown, on the 10th of July 2000. She called me about it as soon as she came back home from the post office, telling me that it will arrive here in about one week. But I haven't received it up to the time of writing.

- 描述失落物品的形状、颜色、大小或内含的其它东西等

例: The parcel is a small one, wrapped in brown paper. Inside it there is a newly published English dictionary, which my father bought for me in London when he was there on business. Also inside it is an album, which my parents intended as a birthday present for me.

## 11. 友情信 (letters of friendship)

- 介绍自己所身处的环境或与原来地方的区别

例: I live in a quiet town just outside of Bangkok, which is about a one-hour bus ride from coast, a very scenic place indeed. I also have a spare room available because my flat mate is away in Japan until August, so you won't have to worry about the expensive accommodations.

- 邀请对方来小住片刻,并指出他可从事的活动

例: I'm working in a local school, teaching math and computer to young children. The kids are really enthusiastic and very friendly. You'll love meeting them. In fact, if you want to stay longer I could ask the principal if she wouldn't mind you working here for a while. With your qualifications and experience it shouldn't be a problem.

## 第五节 结尾段写作

### Writing the Conclusion

作为书信的最后一部分,结尾段落亦可根据信件类别的不同,采用一些固定的套句来完成,现分别列举如下:

#### 1. 抱怨信 (letters of complaint)

- **I shall appreciate it very much if you can give this matter your immediate attention and send a technician to solve the problem for us at your earliest convenience.**  
**Looking forward to your favorable reply.**

#### 2. 请求信 (letters of request)

- **By the way, if you think it is possible for me to withdraw from the two courses, I would like to have my tuition back. I am sorry for the inconvenience this may cause you.**  
**Looking forward to your favourable reply.**

#### 3. 道歉信 (letters of apology)

- **I would be very grateful if you could tell me if there is any way that I can make up for it after I arrive at your college. I do apologize for any inconvenience this may cause you.**  
**Looking forward to seeing you soon.**

#### 4. 建议信 (letters of advice)

- **I appreciate your efforts to continually improve the service and will be more than happy to expand on any of the comments I've made here.**  
**I look forward to an improved service.**

#### 5. 求职信 (letters of application)

- **All these give me enough confidence to say that I am the right person for the position. I shall appreciate it very much if you could give my application its due attention.**  
**Looking forward to your favorable reply.**

#### 6. 邀请信 (letters of invitation)

- **For your information, the tour starts from August 16, 2001 and the cost for each person is**