

全国出国培训备选人员外语水平考试专用教材



# BFT

## 写作 教程

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中国石化出版社

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本书紧扣考试大纲，并根据作者近年来教学实践经验，精心编写。本书的特点不仅仅在于为 BFT 考生介绍了写作方法，而且是在分析考生写作时所犯的错误的和存在的问题的基础上，提供了写作思路和技巧。为了给考生提供更多的实践机会，特附加大量的练习和详细的解析，帮助考生顺利通过考试。

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# 前 言

《全国出国培训备选人员英语水平考试 (Business Foreign-language Training/Test: English, 简称 BFT: English)》是由国家外国专家局主办的国家级英语水平考试, 适用于我国政府、工商企业、财政金融等部门出国培训人员、已在或准备到国内外资企业工作的各类英语学习者及参加国家人事部中、高级专业技术资格评定的各类专业技术人员。考试的目的是根据商务及技术工作的实际需要, 从听、说、读、写四个方面对考生在商务、技术工作和一般生活环境下使用英语的基本能力进行全面考察。考试分初、中、高三个等级, 每个级别的考试有四部分组成, 即听力理解、阅读理解、书面表达和口头表达。

BFT 考试针对初级写作, 要求考生能正确使用一般信函格式, 能叙述个人或他人打算, 能向对方说明情况或提出要求, 能组句成文, 表达切题, 语言清楚; 中、高级写作要求考生具备书写一般性信函和短文的能力, 能叙述个人或他人的打算, 能向对方说明情况和提出要求, 能比较数据、事实和观点, 能描述物体和事件, 能概括、类比和判断, 能提出自己的观点, 反驳别人的观点, 能组句成文, 表达切题, 语言清楚, 文体恰当。

编写本书的目的就是为了帮助 BFT 考生提高理解和写作应用文的能力。英语应用文涉及的范围很广, 形式繁多, 本书择其精华, 突出重点, 通过精选的实例, 着重讨论最常用, 最主要的英语应用问题的写作要求和文字特点。

本书的特点不仅仅在于为 BFT 考生介绍了写作方法, 而且是在分析考生写作时所犯的 error 和存在的问题的基础上, 提供了写作思路 and 技巧。本书所分析的 error 和存在的问题, 以及实例均来自于编者在近几年来所办的 BFT 辅导班中学生所犯的 error 和存在的问

题。大部分应试技巧已在考生中进行过尝试，并证明是非常有帮助的。在考生的提议下，我们重新组织并汇编成册，以满足广大考生和自学者复习迎考的需要。

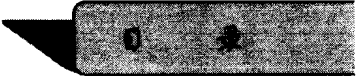
# 目 录

第一章 段落 .....	1
一、主题句 .....	1
二、支持句 .....	10
Appendix .....	25
第二章 写作的四种文体 .....	27
一、记叙文 .....	27
二、描写文 .....	33
三、说明文 .....	40
四、议论文 .....	48
第三章 英文书信 .....	57
一、概述 .....	57
二、英文信函的种类和格式 .....	57
三、英文信函的组成部分 .....	60
四、怎样写好英文书信 .....	61
五、信封的写法 .....	61
六、练习 .....	63
第四章 社交信函 .....	64
一、社交信函概说 .....	64
二、社交信函的基本要求 .....	64
三、邀请函 .....	64
四、接受信和拒绝信 .....	66
五、感谢信 .....	68
六、申请信 .....	70



七、推荐信 .....	74
八、求职信 .....	77
<b>第五章 私人信函 .....</b>	<b>80</b>
一、概述 .....	80
二、私人信函的格式 .....	81
<b>第六章 商务信函 .....</b>	<b>87</b>
一、概述 .....	87
二、商务信函的格式和构成 .....	87
三、各种商务关系间的通信往来 .....	91
<b>第七章 样例分析 .....</b>	<b>103</b>
Sample 1 .....	103
Sample 2 .....	105
Sample 3 .....	107
Sample 4 .....	108
Sample 5 .....	110
Sample 6 .....	111
Sample 7 .....	113
Sample 8 .....	114
Sample 9 .....	116
Sample 10 .....	118
Sample 11 .....	119
Sample 12 .....	121
Sample 13 .....	122
Sample 14 .....	123
Sample 15 .....	125
Sample 16 .....	126
Sample 17 .....	128





Sample 18 .....	130
Sample 19 .....	132
Sample 20 .....	134
Sample 21 .....	135
Sample 22 .....	137
Sample 23 .....	138
Sample 24 .....	139
Sample 25 .....	141
Sample 26 .....	142
Sample 27 .....	143
Sample 28 .....	144
Sample 29 .....	145
Sample 30 .....	146

# 第一章 段 落

段落是表达思维的一种单位，由一组相互联系句子构成，阐述或表达一个中心思想。好的段落应该一致、连贯、布局合理。

**一致**是指段落中的所有句子都集中表达一个中心思想或单一的主题；**连贯**是指段落的展开自然，流畅，具有逻辑性，一个句子与接下来的一个句子衔接自然流畅。


## 一、主题句

在英语中，好的段落的第一个品质是一致，即段落中的所有句子都集中表达一个中心思想或单一的主题。段落的中心思想或主题通常归结一个句子——主题句 (topic sentence)。主题句通常位于段首，有时也出现于段末或者段落中间。段落中其他的句子被称为支持句 (supporting sentences)，都要有助于发展主题和中心思想，都要为中心思想服务。

下面三个段落中，黑体部分是本段的主题句，分别位于段首、段落中间和段末。

### Sample 1: at the beginning

**Traditional Chinese education was, in some respects, very similar to that of Athens in its best days.** Athenian boys were made to learn Homer by heart from beginning to end; Chinese boys were made to learn the Confucian classics with similar thoroughness, Athenians were taught a kind of reverence for the gods which consisted in outward observances and placed no barrier in the way of free intellectual speculation. Similarly, the Chinese were taught certain rites connected with Ancestor-worship, but were by no means



obliged to have the beliefs which the rites would seem to imply. An easy and elegant skepticism was the attitude expected of an educated adult anything might be discussed, but it was a trifle vulgar to reach very positive conclusions. Opinions should be such as could be discussed pleasantly at dinner, not such as man would fight for. Carlyle calls Plato “a lordly Athenian gentleman, very much at his ease in Zion”. This characteristic of being “at his ease in Zion” is found also in Chinese sages, and is, as a rule, absent from the sages produced by Christian civilization, except when, like Goethe, they have deeply imbibed the spirit of Hellenism. The Athenians and the Chinese alike wished to enjoy life, and had a conception of enjoyment which was refined by an exquisite sense of beauty.

—Bertrand Russell, *What Shall We Educate For?*

### Sample 2: in the middle

Just as I settle down to read or watch television, he demands that I play with him. If I get a telephone call, he screams in the background or knocks something over. I always have to hang up to find out what's wrong with him. *Baby-sitting with my little brother is no fun.* He refuses to let me eat a snack in peace. Usually he wants half of whatever I have to eat. Then, when he finally grows tired, it takes about an hour for him to fall asleep.

### Sample 3: at the end

When we watch a person walk away from us, his image shrinks in size. But since we know that he is not shrinking, we make an unconscious correcting and “see” him as retaining his true stature. Past experience tells us what his true stature is with respect to our own. Any sane and dependable expectation of the future requires that we have the same stature when we next encounter him. *Our*

*perception is thus a prediction; it embraces the past and future as well as the present.*

—W.J. Witteich

因为主题句的作用是明确指示该段内容、确定该段落的中心思想，因此必须用概括性的、完整的句子来表示，这就要求句子既不能太笼统，也不能太具体。句子太笼统，很难用一百字左右的文字说清楚。如果句子太具体，缺乏概括性观点，则无法展开段落。

### Exercise 1

Read the following paragraphs and spot the topic sentence of each paragraph.


#### (1)

Soon after the spraying had ended there were unmistakable signs that all was not well. Within two days dead and dying fish, including many young salmon, were found along the banks of the stream. Brook trout also appeared among the dead fish, and along the roads and in the woods birds were dying. All the life of the stream was stilled. Before the spraying there had been a rich assortment of the water life that forms the food of salmon and trout — caddis fly larvae, living in loosely fitting protective cases of leaves, stems or gravel cemented together with saliva, stonefly nymphs clinging to rocks in the swirling currents, and the wormlike larvae of blackflies edging the stones under riffles or where the stream spills over steeply slanting rocks. But now the stream insects were dead, killed by DDT, and there was nothing for a young salmon to eat.

—Rachel Carson, *Silent Spring*

#### (2)

Progress is gradually being made in the fight against cancer. In




the early 1900s, few cancer patients had any hope of long-term survival. In the 1930s less than one in five victims lived more than five years. In the 1950s, the ratio was one in four, and in the 1960s, it was one in three. Currently, four of ten patients who get cancer this year will be alive five years from now. The gain from one in four to four in ten represents about 69,000 lives saved each year.

(3)

Crime in the country, of course, is somewhat different from city crime. Who was ever attacked while walking along the village street in Middleton? The things that John Pooley has to watch for are people stealing tools and equipment from farm vehicles, or wood from the surrounding forests. There are natural dangers too: he is so worried about the fire risk in forests that he has turned his bedroom window into a look-post.

(4)

Powerful computers capable of translating documents from one language into another have been recently developed in Japan. The process of machine translation is complex. To translate a document from English into Japanese, for example, the computer first analyzes an English sentence, determining its grammatical structure and identifying the subject, verb, objects, and modifier. Next, the words are translated by an English-Japanese dictionary. After that, another part of the computer program analyzes the resulting awkward jumble of words and meanings and produces an intelligible sentence based on the rules of Japanese syntax and the machine's understanding of what the original English sentence meant. Finally, the computer produced translation is polished by a human bilingual editor.



## Exercise 2

**Read the following paragraphs carefully and select the most appropriate topic sentence from the list after each of the paragraphs.**


**(1) Topic sentence \_\_\_\_\_**

In the past, teachers made children sit still for hours. They made them memorise all sorts of things. In other words, the children had to go on repeating things until they knew them "by heart". Today, many teachers wonder if it is possible to make children learn at all. They say you can only help them learn. They say you must let children learn and discover things for themselves.

- A) Educating a child is by no means an easy job.
- B) A teacher's job is to make children learn.
- C) Education for children is to be emphasized.
- D) Children's education is changing very rapidly.

**(2) Topic sentence \_\_\_\_\_**

In Montreal, a flashing red traffic light instructs drivers to careen even more wildly through intersections heavily populated with pedestrians and oncoming vehicles. In startling contrast, an amber light in Calgary warns drivers to scream to a halt on the off chance that there might be a pedestrian within 500 meters who might consider crossing at some unspecified time within the current day. In my hometown in New Brunswick, finally, traffic lights (along with painted lines and posted speed limits) do not apply to tractors, all terrain vehicles, or pickup trucks, which together account for most vehicles on the road. In fact, were any observant Canadian dropped from an alien space vessel at an unspecified intersection anywhere in this vast land, he or she could almost certainly orient him—or—herself according to the surrounding traffic patterns.


- 
- A) People in Calgary are careful of pedestrians.
  - B) Although the interpretation of traffic signals may seem highly standardized, close observation reveals regional variations across this country, distinguishing the East Coast from Central Canada and the West as surely as dominant dialects or political inclinations.
  - C) People in Montreal drive faster than people in Alberta, and Maritimers generally don't pay any attention to traffic signals at all.
  - D) Canadians do not follow traffic signals properly.

(3) Topic sentence \_\_\_\_\_

To the tourists, it is a city of hurrying crowds, horn-blowing traffic jams, dirty streets and smelly subways — all in sharp contrast to such international symbols as Wall Street and the United Nations Building. But to most local inhabitants and commuters, it is simply an enormous and busy working field associated with business activities and goods manufacturing — a place to leave as soon as possible in the evening for the more peaceful atmosphere of the suburban areas. Meanwhile, New York remains to be the most populous, flourishing and prosperous metropolitan city in the Western Hemisphere.

- A) New York is one of the largest cities in the world.
- B) New York is, in the tourist's mind, a metropolitan city full of charm and excitement.
- C) New York is, depending on one's point of view, any one of the two cities.
- D) New York is, to most local inhabitants, a business and financial center.

(4) Topic sentence \_\_\_\_\_



The service line is frequently so long that a student gives up the idea of eating altogether. If she is patient enough to wait for food, she is lucky if she can find a place to eat. If she is particularly agile, she may work once way through the masses to a spot where she can eat it before it's cold. Once seated, however, she is likely to find the atmosphere so choked with other bodies, noise, and dead air, that she loses her appetite. She cannot easily slip away at that point, either. Wedging her way out of the cafeteria, she discovers, is as miserable a matter as working her way in.

- A) The university is one of the biggest tourist attractions in town.
- B) The university cafeteria is one of the most crowded places on campus.
- C) The dining-hall is ugly and dirty and makes the students lose appetite.
- D) The City College always accepts more students than it can actually commodate.

### Exercise 3

**The following passage is about the public benefits of studying public speaking. Write a topic sentence for each of the two following paragraphs.**

**(1) Topic sentence** \_\_\_\_\_

Franklin Roosevelt, who rallied a nation during the Great Depression by declaring, "The only thing we have to fear is fear itself"; John F. Kennedy, who urged citizen involvement, exhorting us to "Ask not what your country can do for you; ask what you can do for your country"; Martin Luther King, Jr., who challenged us to dream of a day when people will be judged not "by the color of their skin but by the content of their character".

**(2) Topic sentence \_\_\_\_\_**

The police officer who informs residents of a crime-plagued area how to set up a neighborhood watch program; The social worker who addresses the city council and secures funding for a safe house for abused and runaway children;

**Exercise 4**

**Supply a topic sentence for each of the following paragraphs.**

(1) ... a dog will follow his master anywhere, but a cat keeps to the house it is used to: and even the house changes hands, the cat will remain there, so long as it is kindly treated by the new owners. A cat does not seem to be capable of the personal devotion often shown by a dog. It thinks most of its own comfort, and its love is only cupboard love.

(2) \_\_\_\_\_. It can rain several times a day; each time the rain may come suddenly after the sun is shining brightly. The air is damp and chill right through July. On one March afternoon on Hampton Heath last year it rained three times, there was one hail storm, and the sun shone brilliantly—all this within two hours' time. It is not unusual to see men and women rushing down the street on a sunny morning with umbrellas on their arms. No one knows what the next few moments will bring.

(3) \_\_\_\_\_. First, some nutrients provide fuel and energy. Second, some nutrients build and repair body tissues. Third, some nutrients help control different processes of the body like the absorption of minerals and the clotting of blood. Scientists think there are 40 to 50 nutrients. These nutrients are divided into five general groups: