

WRITING IN ENGLISH

Skills and Practice

中国人 英语写作全攻略 技巧与训练

陈会军 编著



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编者的话

在国际交往日益频繁的今天，英语写作已成为不可或缺的基本技巧之一。在教学实践中发现，中国学生的英文写作存在着很多问题，英文写作已成为最令同学们头痛的难题。造成中国学生英文写作困难的原因，除语言基础知识不扎实外，母语的汉语思维方式的影响，缺乏系统的写作技巧训练也是造成许多中国学生英文写作困难的重要因素。

针对这些问题，本着理论联系实际的原则，本书在理论中插入大量实例加以分析说明，并在课后附有适量练习，使学生在实践中掌握英语写作技巧。

本书的内容和练习是专门针对中国人学习英文写作而编排设计的。同许多其它写作书相比，本书有以下突出特点：内容丰富，语言简练，实用性强。为了突出重点，降低表达难度，本书在每一章节之前都有中英文要点说明，对专业词汇和一些较难的词汇都加有中文注释。同时，本书除包括中国学生在英语写作中常犯的错误并加以分别指正外，还对中英文写作的差异加以比较、分析和说明。因此本书是英语专业和非英语专业的本科生，研究生，博士生系统学习英语写作值得选择的教材，也是广大英语爱好者自学英语写作的很有价值的参考书。

本教材在中国地质大学（北京）的博士生写作教学中试用数年，得到很好的效果，经过反复修改后形成现在的规模。学生普遍反映，使用本教材经过一年的写作训练，不但英语写作有了很大提高，在中文写作及英文阅读方面也受益匪浅。

本书在编写过程中得到中国地质大学（北京）1996年—2003年历届博士生的支持和帮助。特别感谢在中国地质大学（北京）工作的外籍专家 William D. White 教授和 Shirley Hall 博士。他们对本书的编写工作提出不少宝贵建议，还对本书进行了非常认真的审校工作。本书的出版得到中国地质大学（北京）研究生教材出版基金的资助，在此表示衷心的感谢。

由于本人水平有限，书中难免出现很多不足之处，敬请各位同行专家加以批评指正。

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PART ONE

WRITING SENTENCES

句子写作

要点提示:

句子是构成文章的要素，文章靠句子表达来突出中心思想。

- 利用句式手段突出重点，为突出文章的中心思想做准备。
- 丰富句式多样性，避免文章枯燥。
- 避免问题句，正确表达思想。

In learning how to write good sentences, we must use the right kind of English for formal writing. The language that educated adults use in formal discussion and in writing differs from the language they use in casual talk. They use informal English in casual conversation, and also in writing intended to sound chatty, but formal English is the norm in academic writing, serious magazines, lectures and speeches. This book is designed to help you to operate in the formal English appropriate for serious writing.

Good sentences must have emphasis and variety. Writing will be very tedious(枯燥, 没有意思) if full of sentences with similar structures; good articles are typically those in which sentences are varied in structure and the main ideas supporting the thesis are given the right prominence.

Problem sentences(问题句) will hinder the efficient expression of your ideas and make correct comprehension of the whole article difficult for the reader. Hence, in addition to knowing how to emphasize the main ideas at the sentence level and how to write sentences with variety, a good writer should also have a clear sense of how to avoid problem sentences. Accordingly, this part consists of three sections:

- Writing sentences for emphasis
- Writing sentences for variety
- Problems in writing sentences

Section 1

Writing Sentences for Emphasis

利用句式突出重点

要点提示:

- 利用并列句式连接同等重要的思想
- 利用从属结构突出重要思想, 弱化次要思想
- 其它可用来突出重点思想的句式结构

Focus:

- Coordination (并列句) ~ a technique (技术, 技巧) for connecting ideas of equal importance
- Subordination (从属结构) ~ a technique for connecting ideas of unequal importance
- Other devices (其它句式结构) ~ other common techniques used to connect ideas of unequal importance

Chapter 1

Coordination

—Connecting Equally Important Ideas

并列结构

要点提示:

利用并列结构连接同等重要的思想。

- 并列连词
- 相关连词
- 连接副词
- 分号

Focus:

Coordination is used to connect ideas of equal importance.

- coordinating conjunctions
- correlative conjunctions
- conjunctive adverbials
- semicolons

1.1 Coordinating conjunctions (并列连词)

The coordinating conjunctions include:

Conjunction	Relationship
and	Connection
but	Opposition or contrast
yet	Opposition or contrast
or	
or else	Choice
nor	negation
so	effect
for	explanation

Examples:

1. Sentences: The weather is unusually dry this year.
That is fortunate.

Combined: The weather is unusually dry this year, and that is fortunate.

2. Sentences: I will not go there.
She will not come here.

Combined: I will not go there, nor will she come here.

Note: a. “nor” requires inversion (倒装) and the deletion (omission) of the word “not” in the sentence that comes after.

b. A comma is often used between the joined sentence(s) unless the sentences are very short and very closely linked in meaning.

3. Sentences: Chill the mixture.
The egg in it will curdle.

Combined: Chill the mixture or the egg in it will curdle.

In the above examples, the joined ideas are of equal importance.

1.2. Correlative conjunctions(相关连词)

The correlative conjunctions include the paired connectors “either ... or...”, “neither ... nor...”, “not only ... but (also)...” “both...and...”

Examples:

1. Sentences: You must improve your work.
I will dismiss you. (EITHER ... OR)

PART ONE WRITING SENTENCES

Combined: Either improve your work or I will dismiss you.

2. Sentences: Shakespeare was a writer.

He performed regularly on the stage. (NOT ONLY ...
BUT ALSO)

Combined: Not only was Shakespeare a writer, but he (also) performed regularly on the stage.

Note:

1. In the structure “not only...but also...”, the element “also” is optional and often omitted. “Not only” requires inversion when used at the beginning of a sentence.
2. Unlike the other pairs listed, “both...and...” can only be used to connect words or phrases, not sentences.

1.3 Conjunctive adverbials(连接副词)

Conjunctive adverbs or adverbial phrases can be used to join sentences of equal importance. The most frequently used conjunctive adverbials include:

however	}	used to connect contrastive ideas
instead		
on the other hand		
nevertheless		
otherwise		

therefore	}	used to signal a conclusion or result
consequently		
thus		
hence		
as a result		

furthermore	}	used to indicate an additional idea or to put forward additional arguments or evidence
moreover		
in addition		

indeed }
in fact } used to indicate emphasis

actually used to contradict the reader's
 expectation

Examples:

1. Sentences: Food here is cheaper than in Beijing.

Clothing is more expensive.

Combined: Food here is cheaper than in Beijing; on the other hand,
 clothing is more expensive.

2. Sentences: The documents were not ready.

We could not sign(签字) the contract.

Combined: The documents were not ready; consequently, we could
 not sign the contract.

3. Sentences: The price is too high.

The house is not in a very attractive neighborhood.

Combined: The price is too high; moreover, the house is not in a very
 attractive neighborhood.

Note:

When a conjunctive adverb is used to join sentences, a semicolon (分号), not a comma, is required before the adverb, and a comma (逗号) after. This is a major problem among Chinese learners of English.

1.4. Semicolons (分号)

Sentences of equal importance can also be joined with a semicolon. Sentences combined with semicolons express related ideas. Sometimes the second sentence explains the first sentence or offers further information. Sometimes a group of sentences present a series of actions. Writers who use semicolons instead of periods (句号) usually do so because they want their ideas to flow smoothly and quickly, without the *interruption* created by a full stop (period).

Examples:

1. Sentences: The sun was setting.