

现行 GRE/GMAT 分析性写作部分之重要指南

Important Advice on the New Analytical Writing Section for the GRE Test

# GRE®/GMAT®

## 写作技巧及 范文 80 篇

Mark Alan Stewart, J. D. 著



国际知名教本



科学出版社

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# **GRE/GMAT写作技巧 及范文 80 篇**

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Writing Skills for the GRE/GMAT Tests

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# Introduction

## GET READY FOR GRE OR GMAT ANALYTICAL WRITING

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Graduate admissions officials are increasingly relying on GRE and GMAT essay scores to predict graduate-level academic performance and, in turn, to make admissions choices among similarly qualified applicants. The point is clear: You'd better take the essay portion of your exam seriously! Fortunately, you've come to the right place. This book will give you the competitive edge you need to gain admission to your first-choice graduate program or B-school.

All GMAT test takers and, beginning in October 2002, all GRE test takers, will need to compose two essays as part of their testing experience. The following two essay tasks, while quite distinct from each other in terms of material, are essentially the same on the GRE as on the GMAT:

**Present Your Perspective on an Issue (GRE) or Analysis of an Issue (GMAT):** In this type of essay, you'll adopt a position on a given issue of broad intellectual interest and support that position with reasons and/or examples (*45-minute time limit on the GRE; 30-minute time limit on the GMAT*).

**Analyze an Argument (GRE) or Analysis of an Argument (GMAT):** In this type of essay, you'll analyze a paragraph-length argument and point out and discuss problems with its line of reasoning, adequacy and use of evidence, and internal logic (*30-minute time limit on both exams*).

During your GRE or GMAT tests (both of which are now administered only by computer), the computerized testing system will randomly select your essay questions from its large database—or “pool”—of official questions. The test maker, Educational Testing Service (ETS), has revealed its complete pool of essay questions—250 altogether—for each of the two exams, which will help you be prepared for what you will see on the test.

## ESSAY-PHOBIC? YOU'RE NOT ALONE!

Okay, you've committed yourself to taking the GRE (or GMAT). Perhaps you've already bought one of those big, thick test-prep books to help you get ready for your exam. But if you're like most test takers, you've put off any earnest attempt to prepare for the two essays, focusing instead on the

## INTRODUCTION

exam's multiple-choice sections. Why do so many test takers neglect Analytical Writing when it comes to GRE and GMAT prep? Probably for one or more of the following reasons:

- *The task is intimidating because there's no room for guesswork.* During the exam's multiple-choice sections, you can score points by making lucky, random guesses and by making so-called "educated" guesses (by eliminating some answer choices). But it's impossible to fake your way through the essay sections.
- *Scoring the essays is so subjective.* It's difficult to know what the readers will reward you for and where you stand in relation to other test takers—or so you think.
- *Writing essays is such hard work.* Organizing and composing an essay inherently requires far more activity, both mentally and physically, than analyzing and answering a multiple-choice question.
- *There are so many possible essay questions but so little time to get ready for them.* Since ETS has pre-disclosed all of the questions, you might feel you're at a competitive disadvantage unless you're ready for each and every one of them. And given a pool of 250 questions, who has the time, let alone the brain power, to get ready for every single one? Not you—so you wonder why you should even bother trying.

Take heart: Nearly all your peers experience similar insecurities about the GRE or GMAT writing tasks. And by picking up this book, you've taken an important first step toward overcoming your anxiety!

## SOME TESTING TERMINOLOGY YOU SHOULD KNOW

Throughout this book, I refer to various acronyms and other terms that test makers use and you should know. This first one is for GRE as well as GMAT test takers:

**ETS** This is the nonprofit organization that creates the GRE and GMAT tests, administers the exams, and reports exam scores to the graduate schools. ETS also conducts ongoing research projects aimed at improving its tests.

## GRE TERMINOLOGY

**GRE General Test** or **GRE** (*Graduate Record Exam*). Sitting for this exam is a prerequisite for admission to many college and university graduate programs (Masters and Ph.D.). The GRE is designed to measure a broad range of verbal, quantitative, and analytical writing abilities. Remember, the exam is offered only by computer now (except in some remote locations outside the U.S.).



**NOTE:** Do not confuse the GRE General Test with the GRE *subject tests*. Each subject test is designed to gauge the test taker's knowledge of one particular academic field. GRE subject tests are administered separately from the GRE General Test.

**Analytical Writing section.** This is the section of the GRE that includes the two writing tasks. This test section is new on the GRE as of October 2002.

**GRE Writing Assessment.** This is a stand-alone test that is identical to the Analytical Writing section of the new GRE. ETS began administering the GRE Writing Assessment in fall 1999 and will continue to do so through December 2002. On January 1, 2003, ETS will discontinue the stand-alone GRE Writing Assessment.

**Present Your Perspective on an Issue.** This is the name of one of the two writing tasks on the Analytical Writing section of the GRE. Throughout this book, I refer to it by the single word "Issue" (using an uppercase "I").

**Analyze an Argument.** This is the name of the other writing task on the Analytical Writing section of the GRE. Throughout this book, I refer to it by the single word "Argument" (using an uppercase "A").

## GMAT TERMINOLOGY

**GMAT CAT** (*Graduate Management Admission Test, Computer-Adaptive Test*). Sitting for this exam is a prerequisite for matriculation at most graduate business schools (MBA programs). The GMAT is designed to measure a broad range of verbal, quantitative, and analytical writing abilities. Since the GMAT is offered only by computer now (except in some remote locations outside the U.S.), the acronym "GMAT" is synonymous with "GMAT CAT."

**GMAC** (*Graduate Management Admission Council*). This policy-making organization guides business schools in establishing their admission requirements and guidelines. GMAC also confers with ETS about possible refinements in the GMAT and about possible changes in policies and procedures with respect to GMAT evaluation and score reporting. GMAC is primarily comprised of administrators from various graduate management schools.

**AWA** (*Analytical Writing Assessment*). This is the term that GMAC and ETS use in referring to the two GMAT essay sections as a unit and to the single score that ETS awards for both essays.

## INTRODUCTION

**Analysis of an Issue.** This is the name of one of the two GMAT essay tasks. Throughout this book, I refer to it by the single word “Issue” (using an uppercase “I”).

**Analysis of an Argument.** This is the name of the other GMAT essay tasks. Throughout this book, I refer to it by the single word “Argument” (using an uppercase “A”).

## THE OFFICIAL “POOLS” OF GRE AND GMAT ESSAY QUESTIONS

During your GRE (or GMAT) sitting, the computerized testing system will randomly select your Issue and Argument questions from a large database, or “pool.” (You won’t know beforehand which particular questions the testing system will present to you.) ETS has predisclosed its complete pool of essay questions for each of the two exams. To get the greatest possible benefit from this book, especially from the sample essays in Parts 5–8, you should obtain your official list. They’re available on line, and the GMAT list is also available in print. (For details, see below.)

### THE POOL OF GRE ESSAY QUESTIONS

The official list (pool) of GRE Analytical Writing questions currently consists of 125 Issues and 125 Arguments. Here are three different ways to obtain the complete list:

- View the list, free of charge and without registration, at the official GRE Web site ([www.gre.org](http://www.gre.org)). Follow the link to the description of the GRE General Test, then locate the description of the Analytical Writing section. There, you’ll find separate links to the list of Issues and list of Arguments.
- Link directly to the Issue and Argument lists from my GRE Analytical Writing Web site ([www.west.net/~stewart/grewa](http://www.west.net/~stewart/grewa)).
- The two lists *might* be available from ETS in printed form. For the latest information, check my update page at this book’s Web site ([www.west.net/~stewart/ws](http://www.west.net/~stewart/ws)).

### THE POOL OF GMAT ESSAY QUESTIONS

The official list (pool) of GMAT essay questions (for the admissions year 2001–02) consists of 125 Issues and 125 Arguments. Here are three different ways to obtain the list:

- Download the list, free of charge and without registration, from the GMAC’s official GMAT Web site ([www.mba.com](http://www.mba.com)). The list is available only as a PDF (portable document format) file, not as an

## GET READY FOR GRE OR GMAT ANALYTICAL WRITING

HTML file (Web page). A single file contains all 125 Arguments and 125 Issues. The file is 38 pages in length; you'll find the Arguments on pages 1-25 and the Issues on pages 26-38.

**NOTE:** To view the PDF file, you'll need Adobe's *Acrobat Reader* software. In all likelihood, *Acrobat Reader* is already installed on your computer. If it isn't, you'll find instructions for downloading and installing it when you come across the PDF file at the official GMAT Web site.

- Download the PDF file described above via my GMAT Analytical Writing Web site ([www.west.net/~stewart/awa](http://www.west.net/~stewart/awa)).
- ETS publishes the GMAT essay questions in a printed publication: *The Official Guide for GMAT Review* (\$19.95). The questions are *not* published in the official *GMAT Information Bulletin* (free from ETS).

## WHAT YOU'LL LEARN FROM THIS BOOK

This book is designed as a stand-alone resource for GRE and GMAT essay preparation. In Parts 1-4, you'll learn how to brainstorm, organize, and compose your best possible GRE or GMAT essays—all within the constraints of the exam's testing environment. Then, in Parts 5-8, you'll learn how to apply what you read in Parts 1-4, by studying model responses to a variety of Issues and Arguments from the official pools.

### PART 1

Part 1 is the primer, where you'll familiarize yourself with both essay sections (Issue and Argument). In Part 1, you'll learn:

- Ground rules for the two essay sections
- About typical Issues and Arguments
- About the Writing Assessment computer interface
- What to expect of the exam's special word processor
- How your essays are scored, evaluated, and reported

At the end of Part 1, you'll perform two diagnostic writing tasks under simulated exam conditions. You'll then score your own essay by using the official scoring criteria and by comparing your essays with scored essays composed by other test takers.



## PARTS 2 AND 3

Parts 2 and 3 provide the basic training you need to score your best on the Issue essay and Argument essay, respectively. These two parts walk you, step-by-step, through the process of:

- Analyzing the Issue (or Argument), to ensure your ideas are the type that the readers reward with a top score
- Outlining and organizing your essay to achieve a cohesive product in which your ideas flow logically and coherently from one to the next
- Allocating your time to ensure a good balance between depth and breadth, so that you don't end up with a truncated essay, a rough-draft, or an outline-only essay

Part 2 also provides brainstorming suggestions and resources for the Issue essay to help ensure that you're not caught without anything to say about the issue at hand. Part 3 also goes into great depth about the various logical fallacies and other reasoning problems that the test makers build into GRE and GMAT Arguments and that you must recognize in order to score high on your Argument essay. You'll learn how to discuss each type of problem in an articulate manner, thereby leaving a distinctly positive impression on the reader.

## PART 4

In scoring your essays, GRE and GMAT readers take into account not just your ideas but also how effectively your words, phrases, and sentences communicate those ideas. To ensure yourself a top score, you should strive to demonstrate the following to the reader:

- An appropriately mature writing style
- Good control of the elements of standard written English (grammar, sentence construction, and sentence sense)
- A solid command of the English language through proper diction (word choice and usage) and idioms

Part 4 contains a style guide, a grammar review, and vocabulary, usage, and idiom tips to help you accomplish everything in the above list.

## PARTS 5, 6, 7, AND 8

Parts 5-8 contain responses to some of the Issues and Arguments from the official GRE and GMAT pools. (Parts 5 and 6 are for GRE test takers only; Parts 7 and 8 are for GMAT test takers only.) As you read these essays, keep in mind they were not composed under timed conditions. Also, I did quite a bit of fine-tuning to make them better models for you to study. So don't be concerned if your essays aren't as polished as mine. Be realistic about what *you* can produce under exam conditions.

### How to Use the Essays in Parts 5–8

My essays are intended to provide you with substantive, organizational, and style ideas for composing your essays. There's nothing wrong with borrowing ideas, reasons, and transitional phrases from my samples and incorporating them into your own practice essays until they naturally become part of your arsenal. Rest assured: many test takers will use similar ideas, arguments, and phrases. Do try, however, to include your own *examples*, especially in your Issue essay, and be sure that in both essays you express your ideas *in your own words*.

### How *Not* to Use the Essays in Parts 5–8

Whatever you do, do *not* try to memorize my essays. Why not? The total number of questions in the official pool is more than six times the number I provide in this book. So, even if you memorize all forty of my GRE (or GMAT) essays, odds are that the computerized testing system will deal you an unfamiliar hand. Besides, GRE and GMAT readers will have access to this book, and they'll be on the lookout for plagiarism.

### Matching the Essays to the Questions in the Official Pool

You'll notice that the essays in Parts 5–8 are *not* accompanied by the questions themselves. ETS does not permit me to reprint its official exam questions. Therefore, for your reference, in the first paragraph of each essay, I recapitulate the Issue or Argument at hand.

Nevertheless, if you have access to the official pool, you should by all means consult the actual questions to which my essays respond. To match an essay to its question, refer to the essay's number, which corresponds to its position in the official pool (at the time this book goes to print). For example, an essay that is labeled "Issue No. 13" would correspond to the thirteenth Issue in the official list. (The questions in the official lists are not numbered, so you should generate a printout of the lists, then number the questions on your printout.)

**NOTE:** From time to time, the test makers might change the sequence of questions in a pool or remove or add questions. Be sure to check my update page at [www.west.net/~stewart/ws](http://www.west.net/~stewart/ws) for the latest information.

## ADDITIONAL RESOURCES FOR GRE AND GMAT ANALYTICAL WRITING

Although this book is your best single resource for GRE and GMAT essay preparation, it should not necessarily be your only resource. If you have more time to get ready for your exam, supplement this book with one of my other two Analytical Writing test-prep books (both published by Peterson's):

*GRE—Answers to the Real Essay Questions.* This book contains my essays for all 250 official GRE questions (125 Issues, 125 Arguments). More information is available at the book's Internet Edition ([www.west.net/~stewart/grewa](http://www.west.net/~stewart/grewa)).

*GMAT CAT—Answers to the Real Essay Questions.* The book's second edition contains model essays for 230 official GMAT questions (115 Issues, 115 Arguments). More information is available at the book's Internet Edition ([www.west.net/~stewart/awa](http://www.west.net/~stewart/awa)).

## ICONIC SYMBOLS USED IN THIS BOOK

Throughout this book, you'll encounter the following symbols:

■ ■ ■ denotes material that applies only to the GRE

■ ■ ■ ■ denotes material that applies only to the GMAT

## ABOUT THE AUTHOR

Mark Alan Stewart (B.A., Economics, J.D., University of California at Los Angeles) is an attorney and one of today's preeminent authorities and top-selling authors on the subject of graduate-level entrance exams. For more than a decade, Mr. Stewart served as a consultant to schools in the University of California and California State University systems in graduate-level entrance exam programs. His books on GMAT, LSAT, and GRE preparation continue to be top-sellers among aspiring business, law, and graduate students. His other book-length publications for graduate-level admissions include *GRE-LSAT-GMAT-MCAT Reading Comprehension Workbook*, *GMAT CAT—Answers to the Real Essay Questions*, *Teach Yourself the GMAT CAT in 24 Hours*, *Teach Yourself the GRE in 24 Hours*, *30 Days to the LSAT*, *30 Days to the GMAT CAT*, *GRE-LSAT Logic Workbook*, *GRE—Answers to the Real Essay Questions*, and *Perfect Personal Statements—Law, Business, Medical, Graduate School* (all published by Peterson's).



# Part 1

## ALL THE FACTS ABOUT GRE AND GMAT ANALYTICAL WRITING

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**H**ere, in Part 1, you'll familiarize yourself with both of the GRE and GMAT writing tasks. At the end of Part 1, you'll perform two diagnostic writing tasks under simulated exam conditions, and then you'll score your own essays using the official scoring criteria.

### GRE AND GMAT ANALYTICAL WRITING—AT A GLANCE

#### WHAT'S COVERED

**Present Your Perspective on an Issue (GRE) or Analysis of an Issue (GMAT)**

In this essay, you adopt a position on a given issue of broad intellectual interest and support that position with reasons and/or examples.

**Analyze an Argument (GRE) or Analysis of an Argument (GMAT)**

In this essay, you analyze a paragraph-length argument, pointing out and discussing problems with its line of reasoning, adequacy and use of evidence, and internal logic.

#### ESSAY TOPIC SELECTION

The computerized testing system will select your topics randomly from its large pool of Issue statements and Arguments.

##### GRE

The system will present *two* Issue topics, *one* of which you'll choose for your Issue writing task. However, you won't have a choice when it comes to the Argument task; the system will randomly select only one Argument to which you must respond.

##### GMAT

The system will present to you one Issue statement and one Argument to which you must respond. You won't be able to select among choices.

## TIME ALLOWED

### GRE

45 minutes for the Issue writing task

30 minutes for the Argument writing task

### GMAT

30 minutes for the Issue writing task

30 minutes for the Argument writing task

## GROUND RULES

1. No break is provided between the two writing tasks.
2. The testing system does not allow you to spend more than 45 minutes (GRE) or 30 minutes (GMAT) on the Issue writing task, nor does it allow you to spend more than 30 minutes on the Argument writing task.
3. The testing system does not allow you to return to the first writing task once you've moved on to the second task. But if you've finished the first one early, you can proceed immediately to the second one at your option.
4. Scratch paper and pencils are provided (just as for the multiple-choice sections).
5. The testing system might present the two tasks to you in either order.
6. On the GMAT, you must use the word processor built into the testing system to compose your essays. On the GRE, you can either use the testing system's built-in word processor or submit your responses in handwritten form.
7. The testing system imposes no word limit on either response. (The only limitation on length is the practical limitation associated with your time limit.)

## SKILLS TESTED

### Content

Your ability to present cogent, persuasive, and relevant ideas and arguments through sound reasoning and relevant supporting examples

### Organization

Your ability to present your ideas in an organized and cohesive fashion

### Language

Your control of the English language as demonstrated by your vocabulary, use of idioms, and diction (word choice and usage)

### Mechanics

Your facility with the conventions of standard written English, including grammar and syntax (sentence structure)

**NOTE:** Your essays won't be evaluated based on spelling and punctuation, unless you make many such errors and they interfere with your ability to communicate your ideas effectively. (The built-in word processor does not include either a spell-checker or a grammar-checker.)

## SCORING SYSTEM

Each of your two essays is evaluated on a scale of 0–6 (0, 1, 2, 3, 4, 5, or 6), 6 being the highest possible score, based on the skill areas listed above. You'll receive a single Analytical Writing score, which is an average of the individual scores.

## THE ISSUE WRITING TASK

The Issue task is designed to test your ability to present a position on an issue effectively and persuasively. Your task is to analyze the statement presented, considering various perspectives, and to develop your own position on the issue raised by the statement. In scoring your Issue essay, the reader will consider how effectively you:

- Recognize and deal with the complexities and implications of the issue
- Organize, develop, and express your ideas
- Support your ideas (with reasons and examples)
- Control the elements of standard written English

**NOTE:** For the Issue writing task, there is no “correct” or “best” answer or perspective on an Issue. In other words, what's important is how effectively you present and support your position, not *what* your position is.