普通高等专科英语水平考试指导

英语综合训练

邹芙林 于秀华 主编



青岛海洋大学出版社

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English Integrative Training 英语综合训练

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英语综合训练

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第一章 写作技巧

一、教学大纲对写作的要求

- (1) 拼写正确。
- (2) 造出合乎语法的句子。
- (3) 写出组织得体的段落。
- ①句子要有内在的联系。 要有主题句、支持句、结束句。
- ②要统一。

只讨论一个主题。

排除无关的句子。

③要连贯。

句子的排列有合乎逻辑的顺序。

要有适当的连接手段,如用 first, second, next, finally, besides, in addition, what is more, however, at any rate, on the other hand 等连接。

(4) 写简单的应用文。

例如,写简单的公函、申请书等。

二、测试要求

- (1) 根据要求或提示,考生在 20 分钟内写出一篇作文,字数不少于 100 词。
 - (2) 作文满分为15分,所占总分比重为15%。

三、评分原则及标准

(一) 评分原则

ELTSC (English Level Test for Short Circle)是检查考生是否达到《基本要求》规定的教学要求,即第一部分所述"教学大纲对写作的要求"。这就是作文评分应掌握的原则。

- (1) ELTSC 作文题采用总体评分方法。阅卷人员根据总体印象给分,而不按语言点的错误数目计分。
- (2) 具体评分时要从内容和语言两个方面对作文进行综合评判,作文要求清楚而贴切地表达出题目所规定的全部内容。
 - (3) 阅卷人员在评阅作文试卷时要避免趋中倾向。

(二) 评分标准

- (1) 阅卷标准共分五等:2分、5分、8分、11分、14分。
- (2) 阅卷人员依据评分原则和评分标准,对文章进行综合评定,给出等级分。若认为文章稍优或稍劣于该等级,可增加或减少1分,但不增减0.5分。

(三) 评分细则

- 1~3分——思路混乱,条理不清,语言支离破碎,绝大部分句子有严重错误。
- 4~6分——基本切题, 但思想表达不清楚, 句子连贯性差, 有较多严重错误。
- 7~9分——基本切题,但有些地方思想表达不清楚,文字勉强连贯,语言错误较多,其中少数属严重错误。
- 10~12分——切题,思想表达清楚,文字连贯,但有少量语言错误。
- 13~15分——切题,思想表达清楚,文字通顺、连贯,基本上无语言错误。

字数不足应酌情扣分(见下表)。

		少10词	少 20 词	少30词	少 40 词	少 50 词
累计	字数	90	80	70 .	60	50 1.
扣	分	1	3	5	6	8

四、写作测试中经常出现的问题

(1) 文章不切题,中心不突出;想像力不够丰富,知识面窄。

- (2) 句子不连贯, 缺乏过渡词, 句子间不衔接, 甚至缺乏逻辑关系。
 - (3) 汉语式、翻译式句子多,句型单调,简单句堆砌。
 - (4) 词汇量小,用词欠正确,搭配不当。
- (5) 语法错误甚多,主语、谓语的人称与数、时态不一致,时态 乱杂,被动语态、虚拟语气不会使用。
 - (6) 单词拼写错误太多。

五、写作技巧的提高

命题作文,有时间的限制和格式的确定。它要求考生从审题立意、谋篇布局到动手写作必须干净利落、一气呵成。要达到这个要求,做到下笔从容,平日必须扎扎实实从每一个基本步骤练习做起,逐步提高写作技巧。

(一) 词汇

如果一篇完整的文章是一座大厦的话,那么词汇就是构成这座大厦的砖石。只有掌握了丰富的词汇,写起文章来才能胸有成竹、下笔从容。

首先,只有掌握一定数量的词汇,才能准确地表情达意。许多学生在写作时,常常为不会表达而苦恼。不会表达,实际上就是词汇贫乏,无从表达。因此,平日就应该注意积累词汇。记忆单词的方法有多种,例如,可把表达不同情形,如天气、人物、学校生活、体育运动、家庭情况等方面的相关词汇分类来记;还可以把相同意义的词或词组放在一起来记忆。除此之外,还应注意掌握一定数量的连词,以便使得句与句、段与段之间承上启下、衔接连贯。

其次,掌握了丰富的词汇,才有资本来字字推敲、句句斟酌。一篇文章不是一个个单词的无序的堆砌,而是它们有机恰当的搭配。因此在学习单词的时候,一定要注意词与词的搭配,如常见动词、名词、形容词与虚词的搭配,形容词与名词的搭配等。另外,还要注意学习文章的修辞,仔细研究名人名篇用词的独到之处,这样写出的文章才会生动而丰满。

(二) 句子

掌握了丰富的词汇,就可以进行写作的训练了。句子是构成 段落的基础。仿写范句或范文,对于初学者来说是一条有效的途 径。俗话说:"熟能生巧 (Practice makes perfect)。"不断地仿写,熟 练掌握句法结构,再加上丰富的词汇,定能渡过写作难关。

① 读写结合,仿写范句、范文。 仿写可以从各种句法结构的句型开始。

——以介词短语为句首的句型

- * In spite of his serious illness, he came to the meeting.
 - * Besides making a promise, he kept it.
 - * Owing to bad health, he could not work.
 - * Up till now we've got no news from them.
 - * To our surprise, everything in the room was in good order.

——以分词短语为句首的句型

- * Seeing the policeman, the robber took to his heels.
- * Being so poor in those days, we couldn't afford to send the boy to hospital.
- * Head lowered and teeth bared, the big dog edged toward me threateningly.
- * Built in 1192, the bridge is over 700 years old.
- * Not received an answer, he decided to write another letter to them.

——以副词为句首的句型

- * Usually my grandfather visits us for the holidays.
- * Now is the best time to begin saving money.
- * Cautiously we entered the house, looking quickly from side to side and listening intently.

- * Happily he did not die.
- * Luckily no one was inside, when the roof fell in.

----倒装句、强调句

- * Here comes Tony.
- * With all his strength he tried to resist the muggers.
- * Dejected, the girl sat in the corner by herself all evening.
- * Hardly had he finished when someone rose and argued with him.
- * It is Mr. Smith who solves the problems for us.

---复合句

- * I like mainly French food, but she prefers British cuisine.
- * Turn off the light before you leave the room.
- * A farmer who lived in a small village suffered from a severe pain in the chest.
- * He decided that he would consult a doctor in the nearest town.
- * After he had read the advertisement through, he hastened to telephone him.

以上是最常用的句法结构的句型, 习作者应熟悉并掌握其基本形式, 并举一反三、融会贯通, 巧妙、恰当地加以应用, 写出灵活的句子。

(三)段落

一篇文章,不论长短,都是由若干段落构成的。每个段落围绕 文章的中心议题相互紧密连接,同时又独立成体。段落就是一篇 独立的小短文,它具备了文章最基础的结构和要素。如果我们能 够进行大量的各种形式的段落仿写,那么,从段落写作过渡到文章 写作,就不是一件难事了。 正文的每一段落只能包含一个中心思想,表示这个中心思想的句子就叫主题句(Topic Sentence)。主题句概括全段意思,其他句子必须围绕这个主题句的意义加以阐明、补充、发挥或论证。这种补充意义的句子称为支持句(Supporting Sentence)或次要句。主题句一般出现在段落的开始,有时也出现在段末。

主题句放在段首的段落,如:

Few can deny the strange coincidence in the deaths of John F. Kennedy and Abraham Lincoln. For example, Kennedy was elected in 1960 while Lincoln assumed the presidency in 1860. Both men were assassinated from behind, on a Friday and in the presence of their wives. The two men were born exactly one hundred years apart, as were their assassins, Lee Harvey Oswakd and John Wilkes Booth. Perhaps the strangest coincidence is that Kennedy's secretary, whose name was Lincoln, advised him not to go to Dallas where he was shot. Similarly, Lincoln's secretary, whose name was Kennedy, advised him not to go to the Ford Theatre where he met his death.

主题句放在段末的段落,如:

Americans might be embarrassed because their Japanese friends are so formal with them. Japanese might feel insulted because American acquaintances greet them casually. Still, the forms of greeting in both countries only show respect for others. It just happens that Americans and Japanese have a different way of looking at human relationships and thus have a different way of showing respect.

(四) 文章

在段落仿写的基础上,就可以进行范文仿写了。为此,应大量背诵范文,不断吸收,不断消化,使之成为自己写作的文字源泉。

(1)记叙文:记叙文是最常见的文体。初学者应从记叙文着手,以便为写好其他类作文打下基础。

David Thorp was a lawyer. He loved golf. He played it at the country club every weekend. Nothing interfered with David's golf games — not weather, not illness, not business, not family.

One Saturday morning David was on the golf course. He swung at the ball with his club. It was a beautiful shot. The ball went 260 yards straight toward the cup in the middle of the green. It lay only twelve inches from the cup. David took his putter and prepared his put. Suddenly he looked up. A funeral procession passed down the road next to the golf course. David stopped the game. He bowed his head respectfully. His friend said to him, "You are a very remarkable man. You stopped your game and showed your respect for the dead. That was a wonderful thing."

"Oh, that's nothing," David answered, "I really loved her. We were married twenty-five years, you know."

(2)说明文:说明文是描述某一事物、事由或过程等的文章。 说明文应写得条理分明、层次清楚、语言简洁而有逻辑性。

To most visitors, New York is both a fascinating and a frightening city. It is a city of great wealth and of great poverty. There are many rich people, but there are many poor people too. There are many luxury apartment buildings and there are many slum tenements. There is a great deal of beauty and a great deal of ugliness. The parks and the shops are beautiful, but the dirty streets and the subway stations are ugly. There are many tall skyscrapers above ground and many winding subways underground. Most things are expensive, but some things are free. The cost of entertainment is generally high, but there are usually many free lectures, concerts, and art exhibits. There is an "East Side" and a "West Side" and an "Uptown" and a "Downtown". There are people who work all day and people who work all night. The city is never asleep. New York seems unfriendly but really isn't.

英语应用文种类较多。最常见的有书信、通知和便条等。

①书信

一封英文信由信头(Heading)、信内地址(Inside Address)、称呼(Salutation)、信的正文(Body)、结尾(Close)、签名(Signature)六部分组成。

Li Yin

Chemistry Department

East China Normal Univ.

Shanghai, China

Sept. 20. 1987

Chairman

Chemistry Department

University of Minnesota

USA

Dear Sir,

I should be very grateful if you would let me have details of any scholarships or fellowships in Organic Chemistry that your university may be offering to students from other countries.

I look forward to hearing from you soon.

Yours sincerely,

Li Yin

② 通知

Nov. 21st, 1987

Dear Comrade,

This is to inform you that owing to the bad weather tomorrow's sports meet will be postponed to the 29th inst.

School Athletic Committee

③ 便条

Dear Mr. Fang,

Please excuse my absence from class today. I had the cold yesterday evening and could not fall asleep until late in the night. I'll go and consult the doctor today, and will resume my study if I feel better tomorrow.

Very truly yours, Mary

六、写作练习

命题1

春天到了,你家小花园里的桃花开得比以往早,估计下周日会开得最旺盛。另外,你家旁边植物园内的桃花也开了七成,从你家住的楼上看去,一片绚烂。尤其当夕阳西照或月亮初升时最美。写一封邀请信,请朋友来桃花树下赏花饮酒。

例文:

Dear Wang Wei,

Spring is certainly here and I hope you are quite well.

This year, the peach-blossoms in my small garden have begun to bloom a little earlier than usual, and are expected to be at their best about next Sunday. Also, the peach-blossoms in the botanical garden nearby have opened 70 percent and the sight of them from the upstairs of my house is very beautiful and attractive, especially when they are lighted up by the evening sun or the rising moon.

Could you come over to appreciate the sights of these peach-blossoms? I think it'll be nice to have a drink with you under the peach tree.

Looking forward to seeing you.

Yours, Li Ping 【点评】文章主题清楚,开门见山直述春天来了,桃花开放。信中语句自然、轻松,如:"Could you come...","I think..."这样一来,既使得意思表达得体,又将朋友间的款款情意跃然纸上。

命题 2

以"It's good for students to have part-time jobs"为题写一篇文章,字数为80~120词。要求表达出以下几点:

- ① 课余工作有益于学生独立性的培养。
- ② 学生可通过课余工作认识并证明自身价值。
- ③ 有助于更好地理解书本知识。
- ④ 上大学不是惟一出路,应鼓励学生及早为自己定位。

例文:

It's good for students to have part-time jobs because this helps cultivate independence among young people. Part-time jobs make students more confident in themselves because through the work they can realize their own value and prove that they are capable people. Through after-school work, students can learn how hard it is to earn money and this helps develop their thriftness. At the same time, their experience will make them know better what they have learned in classes and books. Since adults always tell the students that going to college is not the only road they can take, we should encourage them to find their place in the society.

【点评】文章结构合理,逻辑性强,突出了课余工作对学生有好处这一中心思想。论证充分,尤其文章最后一句为画龙点睛之笔。

命题3

世界卫生组织指出吸烟所导致的死亡人数每年高达2,500,000人。此外,吸烟还可产生多种负面影响,如危害健康、污染空气、浪费财力等等。根据以上几个方面写一篇文章来论述禁烟的必要性。文章不少于100词。

例文:

Smoking Should Be Prohibited

Smoking should be prohibited, for the World Health Organization points out that diseases linked to smoking kill at least 2,500,000 people each year. Smoking leads to not only lung cancer, but also many other diseases such as heart attacks, sore throat, headache, etc. Smoking is also an expensive habit, and a lot of money is wasted on smoking every day. Besides, smoking not only pollutes the air, but also makes the street dirty, for some smokers flick the ash off their cigarettes and throw cigarette ends everywhere. So let us join together to break this harmful smoking habit and build ourselves up, healthy and strong, to work hard for the new century.

【点评】文章内容翔实,引用数字及有关资料对论点加以论证,令人信服。

命題 4

电视是我们日常生活中的朋友。文章在100词左右。

例文:

The Important Role of Television in Our Life

Television is now playing a very important part in our life. In the first place, television is not only a convenient source of entertainment, but also a cheap one. For a family of three, for example, it is more convenient as well as cheaper to sit at home watching TV than to go out in search of amusement elsewhere. Besides, TV can keep us informed about current events. The most distant countries and the strangest customs are brought right into one's sitting room. Undoubtedly, TV is also a great comfort to many lonely elderly people.