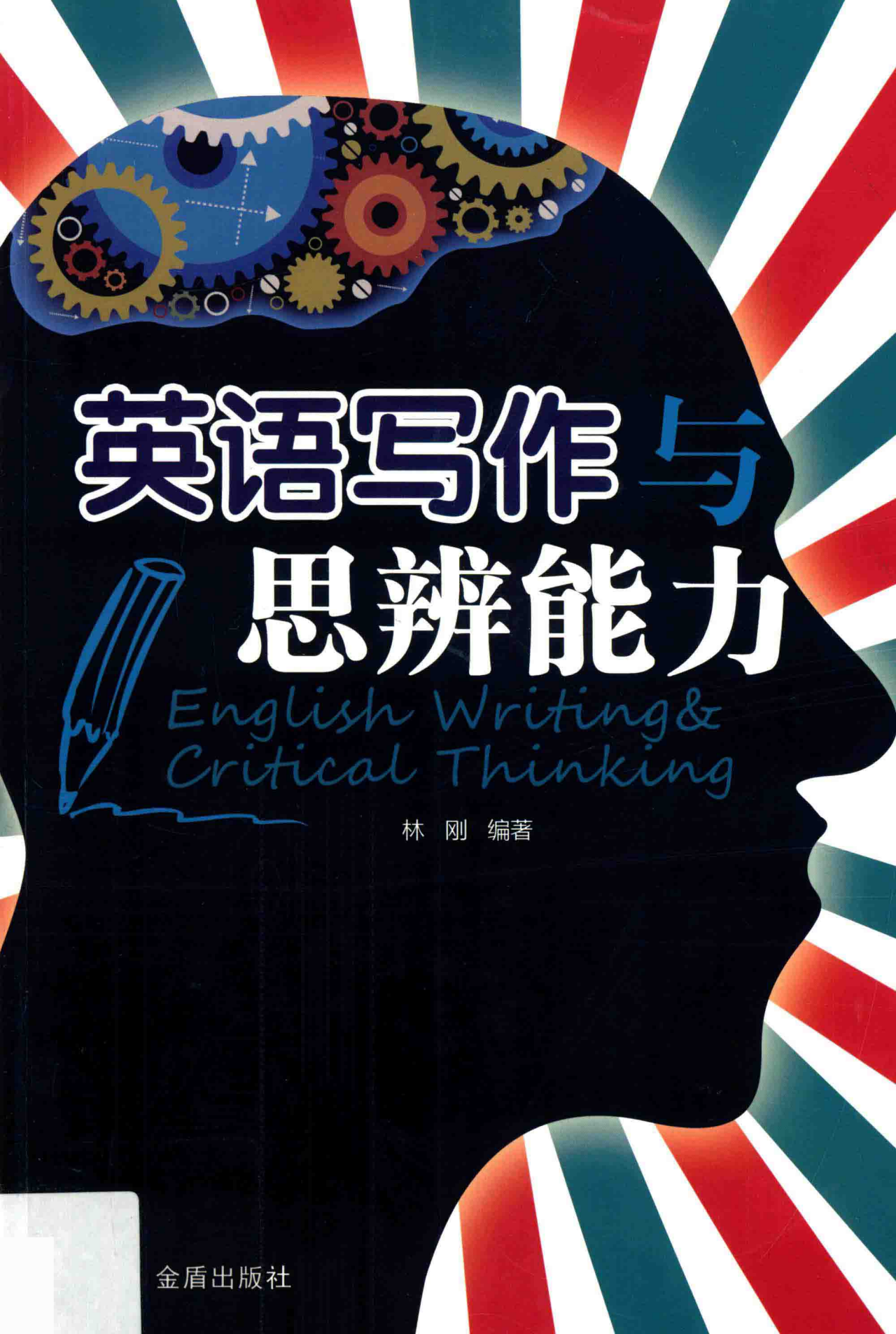




英语写作与 思辨能力

*English Writing &
Critical Thinking*

林 刚 编著

金盾出版社

英语写作与思辨能力

English Writing & Critical Thinking

林 刚 编著

金 盾 出 版 社

内 容 提 要

本书以思辨能力为核心,以思辨能力培养的五五个步骤为方法,通过发现问题(写作题目)、提出对策(写作提纲)、实施方案(第一稿写作)、分析评价(对比例文和自我评估)、反思过程(修改与提高),将英语写作修辞、语法和句子结构有机的结合与融会贯通。书中每个章节分为五个部分,即写前准备、组织文章、句子结构、语法与技巧、写作过程。

本书是根据作者多年国外教授英语写作的经验,结合教学讲义编撰而成,同时也有意识地对英语写作教学进行了一些新的探索,希望它能成为一本对英语学习者和英语爱好者有使用价值的教材。

图书在版编目(CIP)数据

英语写作与思辨能力/林刚编著.—北京:金盾出版社,2015.4
ISBN 978-7-5186-0118-9

I. ①英… II. ①林… III. ①英语—写作 IV. ①H315

中国版本图书馆CIP数据核字(2015)第041960号

金盾出版社出版、总发行

北京太平路5号(地铁万寿路站往南)

邮政编码:100036 电话:68214039 83219215

传真:68276683 网址:www.jdcbs.cn

北京易丰印捷科技股份有限公司印刷、装订
各地新华书店经销

开本:787×1092 1/16 印张:14.5 字数:352千字

2015年4月第1版第1次印刷

印数:1~500册 定价:46.00元

(凡购买金盾出版社的图书,如有缺页、
倒页、脱页者,本社发行部负责调换)

前 言

思辨能力(Critical Thinking)是指通过分析事物的现象、细节和局部以获得对事物整体认识的能力。“思辨缺席征”是指缺乏分析、判断、推理、思考、综合辨析的能力。在外语学习中普遍存在着“思辨的缺席”,它直接影响着外语语言教学和外语人才的培养。当今的竞争就是人才的竞争,培养创新性人才是我国教育的首要任务。《国家中长期教育改革和发展规划纲要 2010—2020 年》强调指出,教育改革和发展的核心目标之一是培养学生具有“勇于探索的创新精神和善于解决问题的实践能力”。因此,思辨能力的培养是高等教育人才培养的核心目标之一。如何将思辨能力的培养有效融入英语写作之中是当前英语教学改革的重要课题之一。传统英语写作教程将英语语言知识放在第一位,注重词汇的搭配、语法的正确,往往忽略了学生写作思维的培养。

本书以思辨能力为核心,以思辨能力培养的五个步骤为方法,通过发现问题(写作题目)、提出对策(写作提纲)、实施方案(第一稿写作)、分析评价(对比例文和自我评估)、反思过程(修改与提高),将英语写作修辞、语法和句子结构有机地结合与融会贯通。书中每个章节分为五个部分:

(1)写前准备(Prewriting):通过对文体和写作题目分析,读者可以进行头脑风暴(Brain Storming)或思想脉络图(Mind-mapping)来集思广益、广泛收集写作素材,同时培养思辨的发现问题和分析问题的能力。书中在这一部分为读者提供了范文,通过范文后的问题,读者可以理解文体、题材及相关写作技巧的训练。

(2)组织文章(Organisation):通过素材的整理,培养读者归纳写作提纲的能力。书中第一至三章强调段落写作技巧,包括记叙文段落写作、说明文段落写作以及议论文段落写作等。第四至十章强调文章整体的写作,包括介绍段、正文段、结尾段的写作方法。第十一至十三章,注重介绍实用问题的写作。

(3)句子结构(Sentence Structure):句子是文章的基础,句子的写作是文章可读性的关键。因此,作者在这一部分着重分析了简单句、并列句、复合句、复合并列句的写作练习。其中很多练习引入了思辨能力的培养。例如,第五章中给出了写作题目“My Apartment”以及 11 组句子,每组句子是由 3~4 个单句构成。读者要将每组的单句连成并列句或复合句,并在最后将这 11 个句子连成一段切题的文章。读者不再是简单机械地做语法题,而是就文章的题目和 11 组句子进行分析,提出解决方案,同时还要反复修改。

(4) 语法与技巧(Grammar and Mechanics): 本书设计了大量的写作语法练习,从基础的标点使用、大小写规则、英文写作所能涉及的时态及语态,到语法修辞技巧等都进行了大量的练习。而每道练习题又都围绕该章节的主题,可以使读者有的放矢。

(5) 写作过程(Writing Process): 每章的最后一部分就是分步骤进行写作。第一步,归纳素材;第二步,写作提纲;第三步,按指导写出第一稿;第四步,评估修改第一稿(书中列出了详尽的评估与修改表格);第五步,写作第二稿;第六步,修改第二稿的同时完成最后一稿。

每一章的五个小节,相对独立又相互呼应,融会贯通、相得益彰。读者通过前四节的学习和练习,到了第五节便可以大胆、自信地放手去写。与以往写作教材不同的是,我们并没有在最后的写作过程中给读者提供任何参考范文,而是给读者提供了自我评估和改进的方法。诚然,再好的范文也是别人的,写作能力绝不是只背几篇范文就能提高的。而是要通过思辨能力的提高,自己反复写作、反复修改、反复评估、再写作的一个循环往复的过程。

本书共分十三章:

第一章:描写人

第二章:段落写作(一)

第三章:段落写作(二)

第四章:记叙文写作

第五章:说明文写作

第六章:议论文写作

第七章:观点的逻辑分类

第八章:观点论证法

第九章:比较写作法

第十章:引用、解释与总结

第十一章:实用文体写作原则

第十二章:信件、电子邮件、企业备忘录写作

第十三章:商业报告写作

进入新世纪以来,我国广大英语教师在英语写作教学方面进行了多种实践和改革,取得了不少经验。本书就是根据作者多年国外教授英语写作的经验,结合教学讲义编撰而成,同时也有意识地对英语写作教学进行了一些新的探索,希望它能成为一本对英语学习者和英语爱好者有使用价值的教材。

编 者

目 录

LECTURE 1. WRITING ABOUT PEOPLE	(1)
Prewriting: Asking Questions and Taking Notes	(1)
Activity 1. Working with a Partner for Prewriting	(1)
Activity 2. Who is the person you admired?	(2)
Model Essay Writing about People—Mother of Hope	(3)
Part I. Organisation: Paragraph Writing	(4)
Finished Paragraph Format	(5)
Title Rules	(5)
Part II. Grammar and Mechanics-Capitalisation	(7)
Capitalisation Rules	(7)
Practice 1-1: Capitalisation	(8)
Punctuation	(9)
Punctuation Rules	(9)
Practice 1-2: About Yourself	(9)
Part III. Sentence Structure	(10)
Simple Sentences and Parts of a Sentence	(10)
Subject-verb Agreement	(11)
Prepositional Phrases	(11)
Practice 1-3: Identifying Subjects, Verbs and Complements	(12)
Practice 1-4: Subject-verb Agreement	(12)
Practice 1-5: Write about Your Family	(13)
Part IV. The Writing Process	(14)
Step 1. Prewrite to Get Ideas	(14)
Step 2. Organise the Ideas	(14)
Step 3. Write the Rough Draft	(14)
Step 4. Edit the Rough Draft	(15)
Step 5. Write the Second Draft	(16)
Step 6. Write the Final Draft	(16)
LECTURE 2 PARAGRAPH WRITING(一)	(17)
Prewriting: Brainstorming	(17)
Model Paragraph: Structure	(18)
Part I. Organisation: Parts of a Paragraph	(19)
Topic Sentence	(19)
Practice 2-1: Narrowing Subjects from General to Specific	(20)
Practice 2-2: Narrowing Controlling Ideas from General to Specific	(21)

Practice 2-3: Writing Topic Sentence	(21)
Practice 2-4: Sports Writing	(23)
Practice 2-5: Read and Write	(24)
Practice 2-6: Writing Supporting Sentences	(26)
Practice 2-7: Brainstorming Supporting Sentences	(26)
The Concluding Sentence	(27)
The Concluding Comment	(28)
Practice 2-8: Writing Concluding Sentences	(28)
Practice 2-9: Concluding Comments	(28)
Part II. Prewriting: Outlining a Paragraph	(29)
Simple Outline	(29)
Sample of Simple Outlining: Snow Skiing	(29)
Detailed Outline	(29)
Sample of Detailed Outlining: Snow Skiing	(30)
Using the Outline	(30)
Part III. The Writing Process	(31)
Step 1. Preview to Get Ideas	(31)
Step 2. Organise Your Ideas	(32)
Step 3. Write the Rough Draft	(32)
Step 4. Edit the Rough Draft	(32)
Step 5. Write the Second Draft	(33)
Step 6. Write the Final Draft	(33)
LECTURE 3 PARAGRAPH WRITING(二)	(34)
Prewriting: Brainstorming	(34)
Model Paragraph: Unity and Coherence	(35)
Part I. Sentence Structure	(35)
Independent Clauses	(35)
Practice 3-1: Compound Sentences	(36)
Dependent Clauses / Complex Sentences	(37)
Practice 3-2: Dependent and Independent Clauses	(37)
Complex Sentences with Adverb Clauses	(38)
Practice 3-3: Complex Sentences with Adverb Clauses	(39)
Practice 3-4: Writing Complex Sentences	(39)
Practice 3-5: Sentence Combining	(40)
Part II. Prewriting: Unity & Coherence	(42)
Practice: Unity	(42)
Coherence	(43)
Transition Signals	(44)
Practice 3-6: Transition Signals	(46)
Using Consistent Pronoun	(49)

Practice 3-7: Using Consistent Pronoun	(50)
Practice 3-8: Adding Transition Signals and Pronouns	(51)
Part III. The Writing Process	(52)
Step 1. Preview to Get Ideas	(52)
Step 2. Organise Your Ideas	(52)
Step 3. Write the Rough Draft	(52)
Step 4. Edit the Rough Draft	(52)
Step 5. Write the Second Draft	(53)
Step 6. Write the Final Draft	(53)
LECTURE 4 NARRATION	(54)
Prewriting: Freewriting	(54)
Activity: Freewrite about a Memorable Event or Experience in Your Life	(54)
Part I. Organisation: Narration—Time Order	(55)
Time Order Words and Phrases	(56)
Practice 4-1: Time Order Words	(56)
Practice 4-2: Time Order Paragraph	(58)
Part II. Grammar and Mechanics—Simple Present Tense and Adverbs of Frequency	(58)
Simple Present Tenses	(59)
Position of Adverbs of Frequency	(60)
Practice 4-3: Simple Present Tense and Adverb Frequency	(61)
Comma Rules	(62)
Practice 4-4: Punctuation—Comma Rules	(62)
Task 4-5: A Traditional Wedding	(63)
Part III. Sentence Structure: Compound Sentences	(64)
Compound Sentences	(64)
Practice 4-6: Compound Sentences: with, and, or, but, so	(65)
Task 4-7: Sentence Combining	(67)
Part IV. The Writing Portfolio	(69)
Step 1. Prewrite to Get Ideas	(69)
Step 2. Organise the Ideas	(69)
Step 3. Write the Rough Draft	(69)
Step 4. Edit the Rough Draft	(69)
Step 5. Write the Second Draft	(70)
Step 6. Write the Final Draft	(70)
LECTURE 5 DESCRIPTIVE WRITING	(71)
Prewriting: Clustering	(71)
Freewrite for Portfolio	(72)
Model Paragraph: Description	(72)
Part I. Organisation: Description—Spatial Order	(73)

Practice 5-1: Spatial Order	(73)
Spatial Order Words and Phrases	(74)
Practice 5-2: Spatial Order	(75)
Part II. Grammar and Mechanics-Present Continuous Tense “it is / there is / there are”	(75)
Present Continuous Tense	(76)
The Subject “IT”	(77)
The Expletive THERE	(78)
Subject Verb Agreement Rules	(78)
Practice 5-3: it is / there is / there are	(78)
Practice 5-4: Describing a Busy Scene	(79)
Part III. Sentence Structure: Compound Sentences with <i>yet, for, nor</i>	(79)
Practice 5-5: Compound Sentences	(80)
Position of Prepositional Phrases	(81)
Practice 5-6: Moving Prepositional Phrases	(81)
Practice 5-7: Combining Sentences	(82)
Part IV. The Writing Portfolio	(83)
Step 1. Prewrite to Get Ideas	(83)
Step 2. Organise the Ideas	(84)
Step 3. Write the Rough Draft	(84)
Step 4. Edit the Rough Draft	(84)
Step 5. Write the Second Draft	(85)
Step 6. Write the Final Draft	(85)
LECTURE 6 ESSAY WRITING	(86)
Prewriting: Brainstorming	(86)
Essay Model: Organisation	(87)
Part I. Organisation: Overview of Essay Organisation	(88)
The Introduction Paragraph	(88)
Practice 6-1: Introductory Paragraph Writing	(90)
Body Paragraphs	(90)
Practice 6-2: Body Paragraph Writing	(90)
The Concluding Paragraph	(91)
Practice 6-3: Concluding Sentences	(92)
Practice 6-4: Final Thought	(93)
Transitions between Paragraphs	(94)
Practice 6-5: Transitions between Paragraphs	(95)
Part II. Prewriting—Outlining an Essay	(95)
Practice 6-6: Essay Outlining	(97)
Practice 6-7: Outlining an Essay	(98)
Part III. Grammar and Mechanics: Present Perfect Tense, Quotations	(98)

Grammar: Present Perfect Tense	(100)
Practice 6-8: Present Perfect Tense	(100)
Present Perfect Vs. Simple Past Tense	(101)
Practice 6-9	(101)
Practice 6-10: Present Perfect Tense	(102)
Quotations	(102)
Practice 6-11: Punctuating Quotations	(104)
Part IV. The Writing Portfolio	(104)
Step 3. Write the Rough Draft	(104)
Step 4. Edit the Rough Draft	(104)
Step 5. Write the Second Draft	(105)
Step 6. Write the Final Draft	(105)
LECTURE 7 LOGIC DIVISION OF IDEAS	(106)
Prewriting: Group Ideas Logically	(106)
Essay Model: Logical Division of Ideas	(108)
Part I. Organisation: Logical Division of Ideas	(109)
Developing a Logical Division Topic	(109)
Using Examples to Support	(110)
Practice 7-1: Examples	(111)
Introducing Examples	(112)
Practice 7-2: Developing Logical Division Paragraphs	(112)
Practice 7-3: Logical Division of Ideas Group Essay	(113)
Part II. Grammar and Mechanics	(113)
Model Essay: Appositives and Adjective Clauses	(113)
Restrictive and Non-restrictive Appositives	(115)
Practice 7-4: Commas with Restrictive and Non-restrictive Appositives	(116)
Restrictive and Non-restrictive Adjective Clauses	(116)
Practice 7-5: Commas with Restrictive and Non-restrictive Adjective Clauses	(117)
Practice 7-6: Commas / Capitalisation Review	(117)
Part III. Sentence Structures: Complex Sentences with Adjective Clauses	(118)
Subject Pattern Adjective Clauses	(118)
Practice 7-7: Subject Pattern Adjective Clauses	(119)
Object Pattern Adjective Clauses	(120)
Practice 7-8: Object Pattern Adjective Clauses	(121)
Practice 7-9: Adjective Clause	(121)
Practice 7-10: Sentence Combining	(122)
Part IV. The Writing Portfolio	(123)
Step 1. Prewrite to Get Ideas	(123)
Step 2. Organise the Idea	(123)

Step 3. Write the Rough Draft	(123)
Step 4. Edit the Rough Draft	(123)
Step 5. Write the Second Draft	(124)
Step 6. Write the Final Draft	(125)
LECTURE 8 SUPPORTING AN OPINION	(126)
Prewriting: Read and Forming an Opinion	(126)
Essay Model: Supporting an Idea	(127)
Part I. Organisation: Opinion Essays	(128)
Using Reasons to Support an Opinion	(129)
Practice 8-1: Using Reasons to Support an Opinion	(130)
Order of Importance	(130)
Transition Signals	(131)
Practice 8-2: Transition Signals	(131)
Writing Assignment Supporting Your Opinion	(131)
Part II. Grammar and Mechanics	(132)
Model Essay: Modal Verbs	(132)
Modal Verbs	(133)
Practice 8-3: Using Modal Verbs	(134)
Practice 8-4: Modal Verbs	(135)
Part III. Sentence Structures: Reason Clauses	(135)
Practice 8-5: Reason Clauses	(136)
Contrast Clauses	(137)
Practice 8-6: Contrast Clauses (I)	(138)
Practice 8-7: Contrast Clauses (II)	(138)
Result Clauses	(139)
Practice 8-8: Result Clauses	(139)
Practice 8-9: Sentence Completion	(140)
Part IV. The Writing Portfolio	(141)
Step 3. Write the Rough Draft	(141)
Step 4. Edit the Rough Draft	(141)
Step 5. Write the Second Draft	(142)
Step 6. Write the Final Draft	(142)
LECTURE 9 COMPARISON-CONTRAST	(143)
Prewriting: Culture Contrast	(143)
Activity: Research about the Other Cultures	(143)
Essay Model: Comparison and Contrast	(144)
Part I. Organisation: Comparison-Contrast Essays	(146)
Block Organisation	(146)
Thesis Statement	(147)
Concluding Paragraph	(148)

Practice 9-1: Hainan or Harbin?	(148)
Part II. Sentence Structure	(150)
Model Essay: Modal Verbs	(150)
Comparison Structure Words and Phrases	(151)
Practice 9-2: Comparison Words and Phrases	(153)
Practice 9-3: Paired Conjunctions	(153)
Practice 9-4: Using Comparison Structure Words and Phrases	(153)
Practice 9-5: Sentences of Comparison	(154)
Contrast Structure Words and Phrases	(155)
Practice 9-6: Contrast Structure Words	(156)
Practice 9-7: Contrast Sentences	(157)
Practice 9-8: Comparison-Contrast Structure Words	(157)
Part III. Grammar and Mechanics	(157)
Comparisons with Adjectives and Adverbs	(157)
Practice 9-9: Comparisons with Adjectives and Adverbs	(158)
Comparisons with Nouns	(159)
Practice 9-10: Comparisons with Nouns	(159)
Expressions of Equality and Inequality	(160)
Practice 9-11: Expressions of Equality and Inequality	(160)
Part IV. The Writing Portfolio	(161)
Step 1. Prewrite to Get Ideas	(161)
Step 2. Organise the Ideas	(161)
Step 3. Write the Rough Draft	(161)
Step 4. Edit the Rough Draft	(161)
Step 5. Write the Second Draft	(162)
Step 6. Write the Final Draft	(162)
LECTURE 10 QUOTATION, PARAPHRASE, SUMMARIES	(163)
Quotation	(163)
Model 1. Quotations	(163)
Reporting Verbs and Phrases	(164)
Practice 10-1: Punctuating Direct Quotations	(166)
Practice 10-2: Quotation Process	(166)
Paraphrasing	(167)
Model 2. Paraphrasing	(168)
Practice 10-3: Finding Synonymous Expressions	(169)
Writing Paraphrase	(170)
Practice 10-4: Paraphrasing	(170)
Summaries	(171)
Model 3. Summaries	(172)
Writing a Summary	(172)

Model 4. Writing a Summary	(172)
Practice 10-5: Summarizing	(173)
Document Sources	(175)
Citations Within the Text	(176)
Preparing a List of Works Cited	(176)
Model 5. Works Cited	(177)
Practice 10-6: "Works Cited" References	(178)
Review	(178)
LECTURE 11 PRINCIPLES OF PROFESSIONAL WRITING	(180)
Introduction	(180)
Differences between Speech and Writing	(180)
Personal Writing Versus Professional Writing	(181)
Barriers to Written Communication	(182)
Professional Writing Types	(182)
Purpose and Tone	(182)
Audience	(183)
Different Channels: Letters, Memos, and Emails	(183)
Guidelines for Professional Writing	(184)
Language Accuracy	(185)
Memo & Email Writing	(185)
Continuum of Formality in Written Communication	(186)
Memo	(186)
What is a memo?	(186)
Memo Structure	(187)
E-mails	(189)
LECTURE 12 LETTER WRITING	(193)
Introduction	(193)
The Purposes of Letters	(193)
The Format of a Professional Letter	(193)
1. Letterhead	(193)
2. Date	(194)
3. Inside Address	(194)
4. Salutation	(195)
5. Subject Heading	(196)
6. The Body or Message	(196)
7. The Complimentary Close	(197)
8. The Signature	(197)
9. Name and Designation	(197)
10. Extra Notations	(197)
11. References	(198)

Types of Letter	(198)
Stages of Writing a Letter	(198)
Producing a Good Impression in Writing	(199)
How to Write	(199)
Using AIDA in Persuasion	(199)
Other Elements of Persuasion	(200)
Basic Structure for Letters with <i>IMPACT</i>	(200)
Letters of Request	(200)
Letters of Claim	(200)
The SCRAP Formula	(201)
Letters of Adjustment	(201)
Good News Letters	(201)
Bad News Letters	(201)
Getting It All Correct	(201)
Write Three Drafts	(202)
Summary	(202)
Assignment	(202)
1. Letter of Request	(202)
2. Letter of Confirmation	(202)
3. Letter of Claim (Complaint)	(203)
4. Letter of Claim and Letter of Adjustment	(203)
5. Letter of Enquiry	(203)
LECTURE 13 ENGLISH REPORT WRITING	(204)
What is a report?	(204)
The Purpose of Reports	(204)
Types of Report	(204)
Type 1. Informative Reports	(204)
Type 2. Process Reports	(204)
Type 3. Investigative Reports	(205)
Basic Structure of a Report	(208)
Title and Author	(208)
Terms of Reference (Aim, Purpose, Objective)	(208)
Procedure (Methods, Sources)	(208)
Findings (Results, Data, Body, Discussion)	(209)
Conclusions (Comments, Interpretation, Analysis)	(209)
Recommendations (Solutions, Action)	(210)
Complex Reports	(210)
Cover	(210)
Title Page	(210)
Contents Page	(210)

Summary (Synopsis, Abstract)	(211)
Acknowledgements	(211)
References	(211)
Appendix (Appendices, Supplementary Material)	(211)
Layout	(212)
Purpose	(212)
Decimal Numbering	(212)
Writing Assignment	(213)
参考文献	(216)

LECTURE 1 WRITING ABOUT PEOPLE

Writing is a progressive activity. This means that when you first write something down, you have already been thinking about what you are going to say and how you are going to say it. Then after you have finished writing, you read over what you have written and make changes and corrections. Therefore, writing is never a one-step action; it is a process that has several steps.

Prewriting: Asking Questions and Taking Notes

Prewriting is the first step in the writing process. In this step, you gather ideas to write about. One way to gather ideas is to discuss a topic with your classmates and take notes.

Activity 1. Working with a Partner for Prewriting

Look at the pictures of Obama and Jobs. Discuss the following questions, and take notes on your note book.



1. What kind of work does this person do?
2. How old is he?
3. Where does he live?
4. What other facts do you know about this person?
5. What outstanding characteristic or ability does this person have?

6. What unfavourable quality (if any) does this person have?
7. How does this person influence other people in either a positive or a negative way?
8. Which age group of people admires this person the most?
9. Do you admire him? Why or why not?

On your notebook, take notes on your discussion. Write down what you and your classmates know about this person's life, abilities, and accomplishments. Also, write down any reasons you and your classmates have for admiring or not admiring this person.

Notes

Activity 2. Who is the person you admired?

- A. In the picture frame below, draw a picture of one person whom you admire. This person might be a world leader, a person from history, a national hero from the country, a sports star, a well-known entertainer, a family member such as your *mother or grandfather*, a *teacher*, or a *close friend*.



(name of person)

- B. Prepare to talk about the person you have drawn by making notes on the notebook. Use the list of questions from Activity 1. Add any other information that you feel is important.

Notes
