

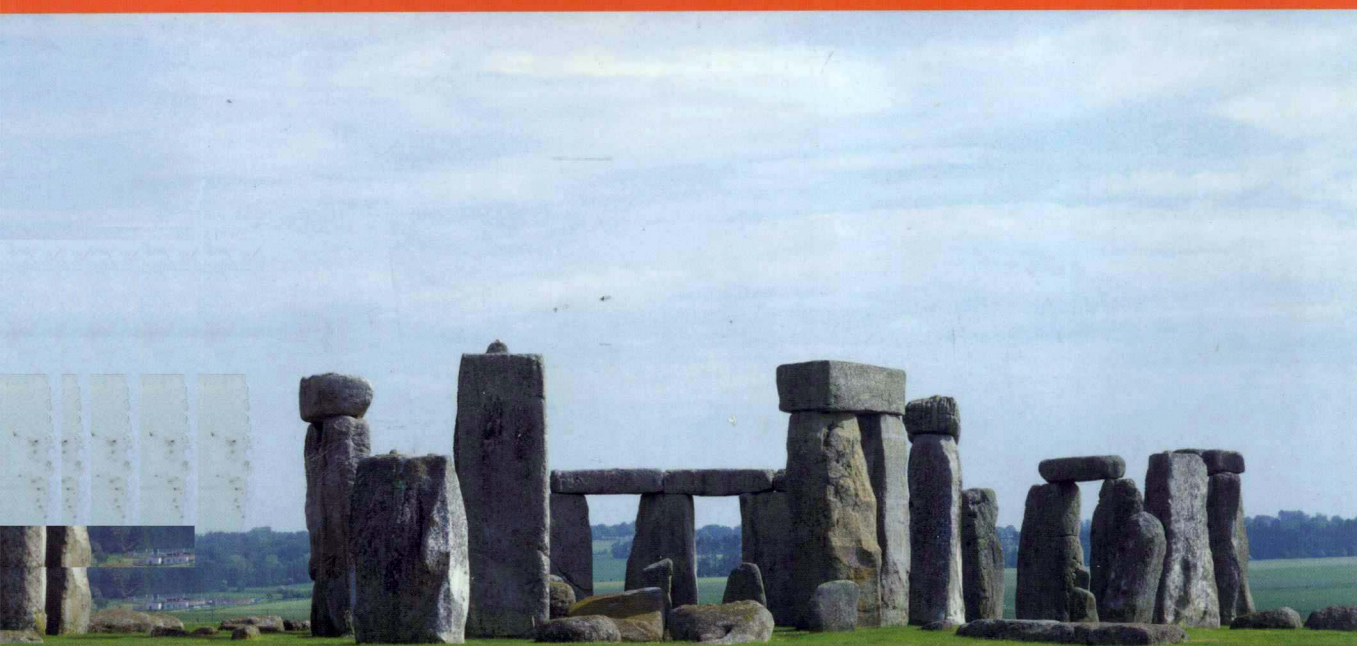
研究生英语综合教程

Advanced English for Graduate Students

写作教程

Developing Writing

总主编 刘 丽 郭爱竹



河北大学出版社

Hebei University Press

研究生英语综合教程

*Advanced English for
Graduate Students*

写作教程

Developing Writing

总主编	刘 丽	郭爱竹		
主 编	刘 丽	李 英		
副主编	王晓光	刘 杰		
编 委	陈 曦	杨 艳	安荣勇	刘向利
	王玉环	李 英	刘 丽	王晓光
	刘 杰	叶 青		

河北大学出版社

Hebei University Press

图书在版编目 (CIP) 数据

写作教程 / 刘丽, 郭爱竹, 李英编著. — 保定:
河北大学出版社, 2011.10
研究生英语综合教程
ISBN 978-7-81097-973-3

I. ①写… II. ①刘… ②郭… ③李… III. ①英语—
写作—研究生—教材 IV. ①H315

中国版本图书馆CIP数据核字 (2011) 第189287号

责任编辑: 臧燕阳
装帧设计: 王占梅
责任印制: 靳云飞

出版: 河北大学出版社
地址: 保定市五四东路180号
经销: 全国新华书店
印制: 河北新华第一印刷有限责任公司
开本: 1 / 16 (787mm×1092mm)
字数: 173千字
印张: 11.75
印数: 1~5000
版次: 2011年10月第1版
印次: 2011年10月第1次
书号: ISBN 978-7-81097-973-3
定价: 19.00元

前 言

《写作教程》(Developing Writing) 是《研究生英语综合教程》(Advanced English for Graduate Students) 系列教程之一。综合教程还包括《阅读教程》(Proficient Reading)、《翻译教程》(Practical Translation) 和《听说教程》(Active Listening and Speaking)。本系列教材是在了解了学生对研究生英语教材的要求, 听取了从事研究生英语教学的教师的建议, 征求了英语教学专家的意见, 以及对现有的研究生英语教材进行了认真分析的基础上编写而成的。

一、《写作教程》的主要特点

1. 适用性广

本教程适用于非英语专业的硕士研究生、博士研究生, 还适用于同等学力和具有相当英语水平的英语学习者。

2. 实用性强

本教程意在规范并提高学生英语写作水平, 以及学术文章的写作水平。本教程的编写从英语写作中的基本格式和标点符号的用法入手, 介绍了英语句子的写法, 重点探讨了短句合并为长句的方法并指出了常用句子类型写作中常犯的错误。这有利于从根本上纠正学生英语写作中的错句问题。此外, 本教程还突出了段落和各种文体文章的写作, 介绍了多种组织段落的方法和各种文体的写法, 对于整体上提高学生的写作水平有着重要的作用。最后一章关于摘要的写作对于学生的学术论文写作更是不无裨益。

3. 练习选材丰富并具有一定的针对性

练习是针对学生常犯、易犯的写作错误而设计的。对于各种文体英语文章的写作, 练习选材丰富广泛并赋予生活性。



二、《写作教程》的内容结构

全书共有七章,可供非英语专业研究生一学期使用。Chapter One 为英语写作的基本格式(Basic Writing Format); Chapter Two 为英语写作中标点的使用(Punctuations); Chapter Three 为英语句子的写作(Writing Sentences); Chapter Four 为英语段落的写作(Writing Paragraphs); Chapter Five 为不同文体的文章写作(Writing Essays); Chapter Six 为学术研究论文写作(Writing Research Papers); Chapter Seven 为研究论文摘要的写作(Writing Abstracts)。教材的编写从英语写作的基本格式,到句子和段落的写作,以及最后对于整篇研究论文写作的介绍,由点及面,由易入繁,便于学生对于整个写作过程的把握。

三、《写作教程》的编写人员

本教程的编写人员全部为一直从事研究生英语教学的教师,了解研究生英语教学的现状和发展趋势,了解研究生对英语的需求和学习情况。参加本书编写的教师及其分工:刘丽(Chapter One, Chapter Two); 王晓光(Chapter Three); 李英(Chapter Four); 李英、陈曦(Chapter Five); 李英、王晓光(Chapter Six); 刘丽、刘杰(Chapter Seven)。刘丽、李英负责全书编写体例的设计、统稿、定稿、修改、补充工作。温荣耀教授对全书进行了审读、修改和补充,对本教程的编写和出版提出了宝贵的建议,给予了大力的支持和鼓励。在此全体编写人员向温荣耀教授表示真诚的感谢。

参加本教程编写的还有王玉环、安荣勇、杨艳、刘向利、刘丽红和叶青。

此外,本教程在编写过程中所参考的书目和网页均在书末注明,所选用的一些国内外出版物和网页上的有关内容标明了出处。但是,由于选材面广,有些无法查找到作者和出版者,未能在书中一一注明,特此说明,并向所有相关人士表示感谢。

由于编者水平有限,加之时间紧迫,疏错在所难免,敬请读者和相关专家不吝赐教,并向你们表示感谢。

编者

2011年5月

Contents

Chapter One Basic Writing Format 1

1. Size of Paper 1
2. Margins 1
3. Indent 1
4. Size of Words and Line Space 2
5. Punctuation Marks 2
6. Title Page 2
7. Ways of Writing Titles 2
8. Capitals 4
9. Italics/Underlining 5
10. Hyphenation 7
- Exercises 10

Chapter Two Punctuations 13

1. Period/Full Stop (.) 13
2. Question Mark (?) 14
3. Exclamation Point (!) 15
4. Comma (,) 15
5. Colon (:) 17
6. Semicolon (;) 18
7. Quotation Marks (“ ”) (‘ ’) 20
8. Dash (—) 22
9. Parentheses (()) 24
10. Slash (/) 25
11. Ellipsis Points (...) 26



Exercises 26

Chapter Three Writing Sentences 33

1. Building Simple Sentences 33
2. Building Compound Sentences 34
3. Building Complex Sentences 37
4. Common Errors 42

Exercises 45

Chapter Four Writing Paragraphs 57

1. Paragraph Organization 57
2. Basic Paragraph Structure 57
3. Ways of Developing Paragraphs 60
4. Editing Paragraphs 71

Exercises 89

Chapter Five Writing Essays 98

1. Structure of an Essay 98
2. Steps of Writing an Essay 98
3. Patterns of Developing an Essay 99

Exercises 127

Chapter Six Writing Research Papers 133

1. Introduction 133
2. Steps in Writing Research Papers 133
3. Structure of Research Papers 134
4. Writing Bibliography: APA and MLA Styles 138
5. A Sample of Research Paper 141

Exercises 143

Chapter Seven Writing Abstracts 144

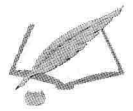
1. Introduction 144
2. Elements in an Abstract 144



- 3. Characteristics of an Abstract 146
- 4. Types of Abstracts 147
- 5. Common Sentence Patterns in Writing Abstracts 151
- 6. Samples of Abstracts 152
- Exercises 159

Key to Exercises 162

Bibliography 178



Chapter One

Basic Writing Format

There is an old saying in English: You can't tell a book by its cover, which is similar to "you can't judge a person by his appearance." However, the appearance of a book often influences your decision to read it or to pass it by. Similarly, the appearance of your composition makes an impression on your reader. A correctly formatted composition reflects the students' care and attention to detail which instructors value in students' work.

Writing is an activity of creation guided by rules and principles. As far as format is concerned, rules governing arrangement should be strictly observed so as to furnish your writing with a clear and neat appearance. When writing a composition, the following guidelines must be followed.

1. Size of Paper

For the first draft of your writing, you may use whatever kind of paper at hand. But for the final one, the regular office paper, size B5 or A4, is usually required.

2. Margins

Adequate space on your pages makes your writing more attractive and easier to read. Before starting your writing, leave about 2.5 centimeters for the top, bottom, left and right margins. If your writing is your home assignment, the right-hand margin should be a little larger, about five centimeters, so that adequate space will be reserved for the instructor to write comments, corrections, notes and so on.

3. Indent

The first line of each paragraph should be indented, leaving 4 or 5 spaces or 1.25 centimeters. If you use computers to process your paper,



you can auto-indent about $1/3$ of an inch or $2/3$ of a centimeter.

Indent all lines of a block quotation ten spaces or 2.25 centimeters from the left margin.

4. Size of Words and Line Space

Choose a standard, easily readable typeface, such as Times New Roman, in a 12-point font or small Size 4. Use black ink or dark blue if you are writing by hand.

Unless you are instructed otherwise, double line space throughout your composition. If you are writing by hand, write on every other line, allowing enough space for correction. If you are using computers to process your paper, set your line space to 25 pounds.

5. Punctuation Marks

Leave one space after any punctuation mark: a comma, a period, a question mark, an exclamation mark, and so on. Remember that there is no space between punctuation mark and the letter before it. (For the use of punctuation marks please see Chapter Two.)

6. Title Page

Unless you are required, do not prepare a separate title page. Instead, at the top of the left margin of the first page of your essay, on separate lines, write your name, the name of the course, the instructor's name, and the date. Two lines down in the center of your paper, write the title of your composition.

7. Ways of Writing Titles

The title is always put in the middle of the first line. There are three ways of writing the title, with the first way being commonly and widely used.

7.1 The first letter of each word is capitalized except articles, short prepositions (preposition under four letters), and coordinating conjunctions such as *and*, *or*, *but*, *nor*, *for*, and the *to* in infinitives. The first



word in the title, of course, is always capitalized.

Examples

History of the English Language
A Clean, Well-Lighted Place
Secret Wealth vs. "for Richer, for Poorer"
The Values Americans Live by
A Room Without Windows
"I Can Work Like Any Guy"
Walt Whitman and *His Leaves of Grass*
What Will Be the Future of English?

7.2 All the letters in the title are capitalized.

Examples

HISTORY OF THE ENGLISH LANGUAGE
A CLEAN, WELL-LIGHTED PLACE
SECRET WEALTH VS. "FOR RICHER, FOR POORER"
WALT WHITMAN AND HIS *LEAVES OF GRASS*
A ROOM WITHOUT WINDOWS
WHAT WILL BE THE FUTURE OF ENGLISH?

7.3 Only the first letter of the first word in the title is capitalized.
The first letter of proper nouns should also be capitalized.

Examples

History of the English language
A clean, well-lighted place
Secret wealth vs. "for richer, for poorer"
The values Americans live by
A room without windows
"I can work like any guy"
Walt Whitman and his *Leaves of Grass*



What will be the future of English?

As can be seen from the above, a title can be followed by a question mark if it is a question, and quotation marks are used to enclose a direct speech, but no period is needed at the end of a title. Quotation marks are also expected for titles of articles, but for titles of books, they should appear in italics.

8. Capitals

8.1 Capitalize the first letter of the first word in a sentence.

8.2 Capitalize proper nouns, proper adjectives and words used as essential parts of proper nouns.

Proper nouns: specific persons, places, and things

Examples

China

Europe

Shakespeare

the First World War

Proper adjectives are formed from some proper nouns:

Examples

Chinese

European

Shakespearean

8.3 Common nouns. Words of persons, places, or things generally are not capitalized. However, capitalize the common nouns *street*, *avenue*, *park*, *river*, *ocean*, *lake*, *company*, *college*, *county*, and *memorial* when they are part of proper nouns naming specific places or institutions.



Examples

Fifth Avenue

Lake Superior

Pacific Ocean

the Great Wall

Yellow River

8.4 Capitalize all words in titles and subtitles, except for small words (articles, coordinating conjunctions, and prepositions) inside titles. The articles are *a*, *an*, *the*; the coordinating conjunctions are *and*, *but*, *or*, *nor*, *for*, *yet*, *so*. (See Ways of Writing Title, Page 2)

9. Italics/Underlining

When working with a word-processing program, you can use italics to indicate certain titles and for other purposes. In handwritten or type-written documents, indicate italics by underlining.

9.1 Italicize/Underline the titles of works that appear independently.

The title of an essay assignment (unless it includes the title of a book) should not be italicized or underlined.

Examples

Select any of these periodicals: *Time*, *Newsweek*, *Reader's Digest* or *The New Yorker*.

Julie Norem is a psychology professor at Wellesley College and the author of *The Positive Power of Negative Thinking*.

9.2 Italicize/Underline foreign words and phrases that have not been absorbed into English.

Examples

"You want another *copita*?" the barman asked. (*copita*: Spanish word for "little cup")



I continued to try to look worldly and *au fait* with the situation. (*au fait*: French word for “familiar”)

9.3 Italicize/Underline the names of ships, aircraft, spacecraft, and trains.

Examples

Titanic

Eurostar

Challenge

the *Anik* satellite

9.4 Italicize/Underline the names of legal cases.

Examples

Jones vs. Clinton

Roe vs. Wade

9.5 Italicize/underline words, letters, or figures appearing as illustrations, statistical symbols, or variables in algebraic expression.

Examples

$E=mc^2$

Carved into the column, six meters up, was a mysterious 7.

Some people say *th*, as in *thought*, with a faint *s* or *f* sound.

9.6 Occasionally, italics/underlining may be used for emphasis. Italics/underlining can stress an important word or phrase, especially in reporting how someone said something. But such emphasis is not often used.

Examples

Why on earth would *you* do that?



The hunters had *no* food and *no* firewood.

10. Hyphenation

A hyphen (-) is required in three distinct writing situations: 1) as part of the correct spelling of a word, such as mother-in-law, self-esteem; 2) to divide a word at the end of a line; and 3) to separate or join two or more words or parts of words. The following rules must be observed.

10.1 Use a hyphen to divide a word at the end of a written or typed line.

To avoid short lines in your documents, you'll probably want to divide some words between the end of one line and the beginning of the next. When you use a word-processing program, set the default to allow no hyphenation, or you can set the program to divide words automatically at appropriate breaks (in the Tools menu, select Language and then Hyphenation). If you write by hand, follow the rules below.

- a. Never divide very short words, one-syllable words, or words pronounced as one syllable. Not every division between syllables is an appropriate place for dividing a word.

Examples

li-ke—like

he-alth—health

work-ed—worked

- b. Never leave or carry over only one or two letters. Do not create one-letter syllables by putting the first or last letter of a word at the end or beginning of a line. Do not put the last two letters of a word at the beginning of a line.

Examples

a-void—avoid

observ-ed—observed



usual-ly—usually

- c. Divide words only between syllables.

Examples

pro-cess

for-get

uni-versity

univer-sity

- d. Divide between consonants.

Examples

self-less

begin-ning

- e. Divide a hyphenated word only at the hyphen, and divide a closed compound word only between complete words.

Examples

newspa-per—news-paper

self-con-scious—self-conscious

mo-ther-in-law—mother-in-law

stom-achache—stomach-ache

- f. Put a hyphen at the end of the first line, never at the beginning of the second line.
- g. Try not to divide the last word on a page. When turning the page, the reader may forget the beginning of the word.
- h. Note that not all syllable breaks are appropriate places for word division.

10.2 Use a hyphen to separate a prefix from the main word when



two of the same vowels come together.

Examples

co-optation

re-echo

pre-empt

No hyphen is required when two vowels are different.

Examples

readjust

reorganize

preoccupied

prearrange

10.3 Use a hyphen with compound numbers from twenty-one to ninety-nine, with fractions, and with dimensions.

Examples

thirty-five

two-thirds

six-by-eight

10.4 Use a hyphen to join two or more words that serve as an adjective before a noun.

Examples

The first-born child is often the best loved.

The best-loved child is often the first born.

10.5 Use a hyphen to avoid ambiguity.