

上海市前进业余进修学院 TOEFL 丛书

# 英文写作速成训练

陆乃圣 奚雅贤 编著

YINGWEN XIEZUO SUCHENG XUNLIAN

华东化工学院出版社

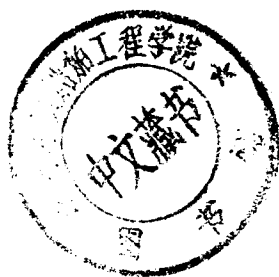
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# 英文写作速成训练

QUICKER TRAINING  
FOR THE WRITER

陆乃圣 奚雅贤 编著



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## 内 容 提 要

本书参考大量最新国内外书籍,根据编者在大学执教英文二十余年之经验编写而成。本书由大量富于趣味性和实用性的练习组成,使读者通过学习能自然掌握各种写作技巧及方法,在较短的时间内提高实际写作能力。本书适于申请出国留学、托福应试、英文写作自学者,以及广大英文爱好者阅读。

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Yingwen Xiezuosucheng Xunlian

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舊好英之令子也

此福高分を以て

中陸の老田者新祐而也

以光天

里控91月

## 前 言

本书根据编者在大学执教英文二十余年之经验,参考大量国内外书籍,并且在上海前进进修学院蔡光天院长、上海师范大学陈冠商教授和上海对外贸易学院美籍专家 Peggy Zibella 小姐的大力支持下,编写而成。

本书旨在较短的时间内提高实际写作能力,由大量富于趣味性和实用性的练习组成,使读者在形式多样的英文“游戏”中自然掌握各种写作技巧及方法,例如美国最新写作传授法 *College Sentence Combining*,争取托福作文高分的 *Five-Paragraph Development*,以及现代商业函电新趋势 *You-Attitude* 等,因而对申请出国留学、托福应试、与外国人交际和商业书信往来,以及英文写作自学者均有所裨益。

希望广大读者在使用本书时,能不吝指正,使之不断修正和补充,日臻完善。

编 者

## 致托福作文应试者

亲爱的读者,如果你即将参加托福作文考试,希望能在短期内提高你的英文写作水平,那么请你直接阅读本书第6部分“托福作文训练”。该部分不仅向你介绍托福作文考试的主要形式、评分标准和卷面要求,而且更重要的是,向你提出两条写作原则和一种应付托福作文的具体写作方法。只要你认真按照本书的要求去做,那么你一定能够顺利通过托福作文考试的。

如果你不那么急于参加考试,而是愿意先打下一个比较扎实的英文写作基础,那么请你先阅读本书的前五个部分,尤其是第5部分“段落构成训练”和第3部分的第6节“联句”训练,你将会发现这些练习富于很强的趣味性和实用性,能引起你对英文写作的极大兴趣,在你完成了这些练习之后再去读第6部分“托福作文训练”,那将更是受益匪浅。

这里顺便提一下,既然你有志出国留学,你不妨也读一下本书的第7部分“私人书信训练”。你将从中学会如何用英文写申请信和个人简历,如何将毕业证书或奖状译成英文,如何求助他人为你写推荐信或经济担保等等。

总之,本书为你提供了许多方面你很需要的英文写作训练,常言道:功夫不负有心人,我们衷心祝愿你马到成功。

编者

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# 1 标点符号训练

我国民间有一则笑话,说的是某主人不愿留客,便写了如下句子:“下雨天留客天留我不留”。这句话没有点标点,主人的意思是“下雨/天留客/天留/我不留”,而聪明的客人给句子添上了标点,使其意思全然改变。标上标点后句子是这样的:“下雨天,留客天,留我不?留!”由此可见标点之重要。英文标点同样举足轻重。若不信,请试做下面的练习,看看你能全对吗?

## 1.1 综合练习

(1) 这是托福结构部分里的一道试题。请从四个选择中挑出一句话来,其意思与原句相连贯。

There were ten chairs in the room. Three of them were broken. The others were fine.

- a. The chairs, which were in bad condition, were sent out to be repaired.
- b. The chairs which were in bad condition were sent out to be repaired.
- c. The chairs, which were in bad condition were sent out to be repaired.
- d. The chairs which were in bad condition, were sent out to be repaired.

(2) 有的学生受中文影响,在英文句子中到处点逗号,结果错误百出。请指出下列句子中哪些逗号是多余的。

- a. The rise in crime is attributed to drugs, and organized crime.

- b. I leaned over the parapet, and looked at the city, spread out below me.
- c. He told me that he hoped to buy a new car, and to sell his old one.
- d. A man, who lives in a glass house, should not throw stones.
- e. Indeed, overpopulation, a problem, most people have only recently begun to recognize, is the main source of the majority of our other ecological difficulties.
- f. Americans, who go to other countries expecting the same air conditioning, ice water, and private baths found in hotels in the United States, are often very poor ambassadors for their own country.

(3) 同样一句话,多了一个逗号,意思会完全改变。下面两句话只是一个逗号之差,你能说出它们的意思有什么不同吗?

- a. Although all their furniture was destroyed when their house burned down, most of Peter's records, lectures, and speeches, were saved.
- b. Although all their furniture was destroyed when their house burned down, most of Peter's records, lectures and speeches, were saved.

(4) 下面这个句子很有意思,这么长,可是只用了三个英文字 that, is 和 not。由于中间没有标点,你可能读不懂。你若用分号把句子分成四个并列部分,然后再标上逗号,意思就清楚了。

That that is is that that is not is not that that is is not that that is not that that is not is not that that is.

(5) 滥用逗号固然不好,但是缺少逗号也不成为句子。下面各句都少了逗号,请你补一下:

- a. "I see my son you are wearing one of my best ties again."
- b. Rosemary suspected of having murdered her husband was questioned by the police for over three hours.
- c. Robert entered the inn and ordered half a loaf of new bread some local butter some cheese a large onion and a pint of beer.
- d. Nancy looked at the clock put down her book rose from her chair turned out the lights and went upstairs to bed.
- e. "I repeat. I do not know when he will come how he will come with whom he will come or whether he will come at all."
- f. "We do not have to tell you the truth a very good opinion of him."
- g. It is a sad truth but in this unfriendly world he who cries cries alone.
- h. The suggestion was submitted to and immediately approved by the committee.
- i. Before he would make any reference to the solar explosion he insisted on evaluating theories about the moon's origin criticizing predictions that the moon would move closer to the earth and presenting arguments that the sun was slowing down the earth's rotation.

(6) 请给下列句子添上引号,同时注意标上其他必要的符号(如逗号、句号、冒号、问号、惊叹号等)

- a. Mr. Jones said I remember Roosevelt's words The only thing to fear is fear itself
- b. The coach yelled Shoot when the clock had run down to only three seconds
- c. I know he said but I still can't wait

- d. After the lecture he had but one comment Useless
- e. Was it Mr. Pickwick who said If the law says that sir then the law's as ass

(7) 撇号(又称省字号)在英文句子里占据重要地位,而且不大好用。请给下列各句标上撇号:

- a. Do you see Mr. Jones car over there?
- b. This is my father-in-laws room. That is Helen and Marys room.
- c. You must mind your ps and qs when you get there.
- d. Will you buy a stock of cigarettes tomorrow, please. Get them in 10s and 20s.
- e. "I'm sure youdve done it if youd known how important it was."
- f. Congreve seldom crossed his ts, his 7s looked like 9s, and his ands were usually £s.

## 1.2 练习答案

(1) 正确选择为 b 句。

c 句和 d 句都是病句,自然不在考虑之列。

b 句里面的定语从句是限制性的,表示“那些被损坏了的椅子要送去修理”,同原句相连贯。

a 句里的定语从句被两个逗号隔开,为非限制性定语从句,补充说明主语状况,其含义为“所有椅子都已损坏,要送去修理”,因此不符合原句。

为了更清楚地说明这一区别,这里再举一例:

I have a younger brother who is a doctor.

我有一个当医生的弟弟。(也许还有弟弟。)

I have a younger brother, who is a doctor.

我有一个弟弟,他是医生。(只有一个弟弟。)

- (2) a. The rise in crime is attributed to drugs and organized crime.

该句 drugs 和 organized crime 是两件并列的事情,中间不应有逗号。如果是两件以上的事情并列在一起,则应加逗号。

- b. I leaned over the parapet and looked at the city spread out below me.

首先,leaned 和 looked 是两个并列动作,中间不应有逗号。如果是两个以上并列动作,则应加逗号。另外,spread out below me 是限制性定语,修饰 city,不应有逗号隔开。

- c. He told me that he hoped to buy a new car and to sell his old one.

该句 to buy 和 to sell 也是两个并列动作,只是以不定式形式出现,中间不应有逗号。

- d. A man who lives in a glass house should not throw stones.

限制性定语从句,不用逗号。

- e. Indeed, overpopulation, a problem most people have only recently begun to recognize, is the main source of the majority of our other ecological difficulties.

该句 a problem most people have only recently begun to recognize 是一个整体,为 overpopulation 的同位语,其间包含的定语从句是限制性的,不应有逗号。

- f. Americans who go to other countries expecting the same air conditioning, ice water, and private baths found in hotels in the United States, are often very poor ambassadors for their own country.

这里有两点情况需要说明。首先,由 who 引导的定语从句,在本句中是限制性的,不用逗号。另外,在通常情况下,主语后面

是不加逗号的,但是这句话的主语很长,所以在 the United States 后边的逗号可以保留。

(3) 第一句的意思比较清楚,即大火之后幸存的东西有三件: records, lectures 和 speeches。然而,第二句话就需要动脑筋了。由于少了一个逗号,从语法角度看,lectures and speeches 成了 records 的同位语。换言之,records 就是 lectures and speeches。因此,大火之后幸存的东西只有两件: lectures 和 speeches。

(4) 第一步加分号:

That that is is; that that is not is not; that that is is not that that is not; that that is not is not that that is.

第二步加逗号:

That that is, is; that that is not, is not; that that is, is not that that is not; that that is not, is not that that is.

解释:这句话里的动词 is,有的是系动词,有的则等于 exist,不作“是”解。我们可以把句子改写如下:

The thing which exists, exists; the thing which does not exist, does not exist; the thing which exists is not the thing which does not exist; the thing which does not exist is not the thing which exists.

全句译成中文似可为:

实是实,虚是虚,实非虚,虚非实。

(5) a. “I see, my son, you are wearing one of my best ties again.”

b. Rosemary, suspected of having murdered her husband, was questioned by the police for over three hours.

c. Robert entered the inn and ordered half a loaf of new bread, some local butter, some cheese, a large onion,

and a pint of beer.

- d. Nancy looked at the clock, put down her book, rose from her chair, turned out the lights, and went upstairs to bed.
- e. "I repeat. I do not know when he will come, how he will come, with whom he will come, or whether he will come at all."
- f. "We do not have, to tell you the truth, a very good opinion of him."
- g. It is a sad truth but, in this unfriendly world, he who cries, cries alone.

在两个 cries 之间有必要加上一个逗号,以便更清楚地传达意思。

- h. The suggestion was submitted to, and immediately approved by, the committee.

两个动词 submitted 和 approved 需要不同的介词搭配 to 和 by, 却又限定同一个名词 committee, 所以必须标上逗号。

- i. Before he would make any reference to the solar explosion, he insisted on evaluating theories about the moon's origin, criticizing predictions that the moon would move closer to the earth, and presenting arguments that the sun was slowing down the earth's rotation.

这句话的最后一个逗号(在 the earth 的后面)也可以不加,但是加了能使句子读起来更为顺当。

- (6) a. Mr. Jones said, "I remember Roosevelt's words, 'The only thing to fear is fear itself.'"
- b. The coach yelled "Shoot!" when the clock had run down to only three seconds.

c. "I know," he said, "but I still can't wait."

d. After the lecture he had but one comment: "Useless."

e. Was it Mr. Pickwick who said, "If the law says that, sir, then the law's as ass"?

(7) a. Do you see Mr. Jones' (or Jones's) car over there?

b. This is my father-in-law's room. That is Helen and Mary's room.

c. You must mind your p's and q's when you get there.

这句话的意思是你必须注意礼貌。

d. Will you buy a stock of cigarettes tomorrow, please.

Get them in 10's and 20's.

字母和数字的复数形式要加撇号。

e. "I'm sure you'd've done it if you'd known how important it was."

这句话即是: "I'm sure you would have done it if you had known how important it was."

f. Congreve seldom crossed his t's, his 7's looked like 9's, and his and's were usually £'s.

这句话的意是: Congreve 经常忘了给字母 t 划上横道, 他的阿拉伯数 7 写得像个 9, 而他的 and 则像一个 £. (在英文里 and 可以用符号 & 来代表.)



## 2 词汇训练

就词汇而言,英文写作最易见的错误是拼写。然而,这里所涉及的是一些较为隐蔽的错误,如漏字、罗嗦、用词不当、词义混淆、华而不实等。这类弊病只能通过反复实践才能纠正,并非从理论上三言两语便可解决得了的。请你认真去做下面的练习,定会受益匪浅。

### 2.1 漏字

(1) 以下句子均有遗漏的字,请予以补上,使句子意思完整,结构正确。

- a. Rachel Carson's The Sea Around Us is as famous or perhaps even more famous than her Silent Spring.
- b. Some ecology-minded readers appreciate Rachel Carson better than any writer because of her fine style.
- c. She is remembered not only for her warning about the dangers of insecticide poisoning but for her charming studies of the sea.
- d. Her death from cancer in 1964, perhaps as a result of her experiments with insecticides, was both a tragedy and irony.
- e. Another ecological writer whose fame is well established and whose words widely read is Barry Commoner.
- f. Barry Commoner is especially interested and skilful at describing the dangers of fallout from nuclear testing.
- g. People have and probably will say for many years to come that Commoner's Science and Survival should be read by