

大学英语分级系列教材

# 英语写作教程

ENGLISH *English*

邝日强 编



海洋出版社

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# 前 言

英文写作是英语学习四项主要能力(听、说、读、写)中要求最高、难度最大的一项。它能较全面、客观地反映出学生的英语综合水平、逻辑思维和语言文字的运用组织能力,也可以说外语水平的高低在很大程度上能够从作文水平上体现出来。随着我国经济的迅速发展,国际地位的不断提高,培养大批具有较高外语水平的跨世纪科技人材的任务已刻不容缓。在新的形势下,要求他们能较熟练地掌握外语的四项技能,为将来的发展创造更有利的条件。

目前在我国大学英语的教学和统考中,英文写作仍然是个薄弱环节。究其原因,一方面由于学生的语言基本功仍不扎实,语法知识掌握不牢固,词汇贫乏,影响了写作水平的提高。另一方面把英文写作正式纳入大学英语教学计划的院校仍不普遍,学生对英文写作的知识和理论缺乏系统的学习,更谈不上大量的写作训练。要改变这种状况,必须从教学的指导思想更新观念,注重培养学生外语技能的全面发展。

我校近几年来在本科生和研究生的英语教学中开设了英文写作课。本教材是在写作教学实践中经不断探索、修改、完善,最后定型的,内容的设计和安排比较适合我国大学英语教学的实际情况,难度适中,针对性较强,经我校试用证明,效果显著。

本教材遵循了循序渐进、精讲多练和理论与实践相结合的原则,从句子开始,逐步过渡到段落写作,最后落实到篇章写作上。全书结合理论讲解提供了大量的例句和范文。每章

后还精心设计了各种类型的练习,边学习,边实践,不断巩固提高。教材除重点介绍了记叙文、描写文、说明文和议论文四种文体的写作方法和技巧外,还介绍了图画、图表、文摘及常见的应用文的写作方法,可供大学英语四、六级学生和研究生用作写作教材,也可供自学人员用作自学教材。参加四级英语统考的本科生可在第三和第四个学期用 40 个学时学完有关的章节,五、六级及研究生则可以适当地选择和增加内容。为方便教学及自学需要,绝大部分练习都提供了参考答案。

在编写教材过程中得到外籍教师 Mark Alexander、缪君强教授、王旗副教授及曹山鹰、吴让科等老师的指导和帮助,在此深表感谢。因教学任务繁重,时间仓促,加上作者水平所限,书中有错误及不当之处望批评指正。

编著者

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# 第一章 主谓一致

## (Subject-Verb Agreement)

英语与汉语有很大的区别,其中一个区别是英语是有词形变化的语言。特别是动词,要根据不同的时态、语态、语气和主语的单数、复数、人称等作相应的词形变化,初学英语写作者因受汉语习惯影响,常常会出现主语和谓语在人称和数上不一致的情况。尤其是主语是第三人称单数时,用一般现在时,其谓语动词要加“s”或“es”。

如:1) He reads English aloud in the morning and does homework in the evening every day.

助动词也要作相应的变化。如:

2) Tom does not study Japanese, but studies Chinese.

3) Has she seen this film before?

有时候主语部分可能插入其他短语,有时候使用倒装,有时候会出现与语法规则相违背的情况,令初学写作者难以判断,造成混乱。为避免出现错误,下面介绍一些值得注意的规则。

**一、主语后带有介词短语或其他短语时,动词谓语应与短语修饰语前的主语的数和人称一致。例如:**

1) One of the soldiers was wounded in the head .

2) Only one person in six understands the meaning of this sentence.

**二、主语与表语的数不一致时,连系动词应与主语的数一致。**

1) Her concern was the sick and the wounded.

2) My chief interest is the antique coins and rare stamps.

三、以“s”结尾形式出现的单数名词作主语时仍用动词谓语的单数形式。常见的这类名词有 politics, economics, phonetics, physics, mathematics, ethics, news, means 等。例如：

1) Mathematics is a very interesting subject.

2) Physics is the subject of heat, light, sound, etc.

四、某些集体名词可以看作单数形式，也可看作复数形式，主要由它们在句中的意思决定。表示一个整体时，动词用单数形式，表示整体中所有成员时用复数形式。常用的这类名词有 class, committee, family, team, audience, crowd, crew 等。例如：

1) His family is a happy one.

2) His family are all music lovers.

3) Our football team has won the game.

4) Our football team are all working hard at the game.

五、由连接词 and 连接两个以上的主语表示单一概念，或视作一个整体时，动词用单数形式。如：

1) Law and order needs to be resumed in this city.

2) This equality and informality is very noticeable in the work place where the boss is often called his or her given name.

3) My good friend and comrade-in-arms has been promoted to a new position.

六、由 each, some, any, no, every 等组成的合成词作主语时用动词的单数形式。如：

1) Everybody has prepared for the exam.

- 2) Has anyone ever been to Hong Kong?
- 3) Somebody is looking for you.
- 4) Each student, teacher, officer is required to wear uniforms in this college.
- 5) Nobody knows that this plan has been cancelled.

七、由 **either, neither** 引出的主语, 动词用单数形式; 由 **either...or..., neither...nor...** 引出的主语, 动词用单数还是复数形式由最靠近谓语的主语决定。如:

- 1) Neither of us is interested in this book.
- 2) Either of the brothers has done the homework.
- 3) Neither you nor I am satisfied with the dinner.
- 4) Neither he nor you are to blame.

八、主语后插进由 **like, together with, along with, in addition to, as well as, but, except** 等引出的短语, 动词谓语用单数或复数形式由最前面的主语决定。例如:

- 1) No one, except my parents, knows anything about it.
- 2) Tom, together with his sister, has spent the holidays in the countryside.
- 3) Nobody but Jack and Smith was invited to attend his dinner.

九、书名、电影名、杂志书籍名及文章标题作主语时, 动词一律用单数。例如:

- 1) The cartoon "Snow White and the Seven Dwarfs" has entertained millions of children throughout the world.
- 2) "Current English Lectures in Medicine" has been published.

十、英语中还有一些较特殊的习惯用法,不一定符合语法规则,需特别注意。如:

1) Many a student in our class has heard the news.

2) More than one person in my unit has visited this beautiful city.

### 练习一

选择正确的动词谓语形式填空:

1) Each student (are/is) \_\_\_\_\_ responsible for knowing and meeting the requirements for graduation.

2) The biological sonar, or echolocation(回响定位), of bats and a number of other animals(are/is) \_\_\_\_\_ one of nature's great ingenuities(精巧设计)

3) John Smith, together with his sister, (has/have) \_\_\_\_\_ gone to Hong Kong.

4) A team of researchers(have/has) \_\_\_\_\_ found that immunizing patients with bee venom(毒液) instead of the bees' crushed body can better prevent serious and sometimes fatal sting reactions in the more than one million Americans who(is/are) \_\_\_\_\_ hypersensitive to bee stings.

5) In fact, singing and talking to plants (make/makes) \_\_\_\_\_ them grow better.

6) Neither of my friends(have/has) \_\_\_\_\_ read this book.

7) Neither you nor he(is/are/am) \_\_\_\_\_ correct.

8) We each(know/knows) \_\_\_\_\_ what the other (thinks/

think) \_\_\_\_\_.

9) Both of them (like/likes) \_\_\_\_\_ this house. .

10) Nobody in our class (is/are) \_\_\_\_\_ able to answer this question.

11) Many an aeroplane (have/has) \_\_\_\_\_ crashed into the ocean in this area.

12) Government, industry, and citizen groups each (have/has) \_\_\_\_\_ roles to play in the nation's move toward environmental responsibility.

13) The team (is/are) \_\_\_\_\_ driving to the game in their own cars.

14) Nothing but trees (was/were) \_\_\_\_\_ to be seen here.

15) Everybody except you (is/are) \_\_\_\_\_ in favour of my plan.

16) Further, the committee (is/are) \_\_\_\_\_ of the opinion that the time is inopportune (不合适的).

17) Ethics (are/is) \_\_\_\_\_ a branch of philosophy.

18) A motorcycle, an electronic computer or even a missile guidance system (do/does) \_\_\_\_\_ not come near to the simplest living creature in internal complexity.

19) The committee (have/has) \_\_\_\_\_ been arguing about what steps they should take against the incidents for two hours.

20) Li Guang, as well as his classmates, (is/are) \_\_\_\_\_ attending the English class.

## 第二章 代词与先行词一致

### (Pronoun-Noun Agreement)

英语的句子除了主语与动词谓语在人称、数必须一致外，代词与先行词的人称、性别和数也必须一致。

一、代词与先行词的人称要一致。中国学生常常错误地使用第二人称代词 **you, your**。如：

1) If anyone is in favour of this plan, please raise your hand.

改正: If anyone is in favour of this plan, please raise his hand.

2) If anyone feels not well, you'd better go to see the doctor.

改正: If anyone feels not well, he or she had better go to see the doctor.

下面两句是正确用法：

3) Have you finished your homework?

4) I must have my bike repaired.

二、代词与先行词性别要一致。假若句中主语或先行词的性别清楚，则代词分别用男性的代词 **he, him, his** 和女性代词 **she, her, her**。很多情况下主语或先行词的性别不明确，或只是泛指某一个人，相应的代词性别难以确定，按习惯可用男性的 **he, him, his** 泛指男性或女性。如：

1) Every reader must have his books registered before he leaves the library.

2) If anyone phones me, tell him that I'll be back by six o'clock.

3) Every one must show his identity card before he enters this office building.

近年来由于女权运动的发展, 妇女地位不断提高, 西方的一些语言学家及作家开始注意到英语中存在的这种不平等现象, 并着意改变这种语言上性别的歧视现象。因此在当代的报刊和书籍中常常可以见到这样的句子:

1) Hasn't anybody brought his or her camera?

2) Hearts were not the first human organs to be transplanted, but, in this case, if a donor gave his or her heart, he or she would obviously and necessarily die.

**三、代词与先行词数的一致。代词用单数或复数形式, 由句子的先行词单、复数决定。规则与主语和谓语在数的一致相类似。**

1. 先行词是单数, 代词用单数形式; 先行词是复数, 代词用复数形式。如:

If a person doesn't study hard, he or she is likely to fall behind others.

2. 集体名词表示整体概念时, 代词用单数。集体名词表示的是其中的所有成员时, 代词用复数形式。例如:

1) The basketball team won its first game yesterday.

2) The family argued for two hours, but couldn't decide where to spend their holidays in summer.

3. 不定代词 *either, neither, anyone, everyone, someone each, every, somebody* 等作主语或先行词时, 代词用单数形

式。

1) Every student should review his or her lessons before the exam.

2) Neither of the boys has had his supper.

3) Someone must have left his or her camera in the office.

当一时难以判别代词用单数还是复数时, 可以通过动词谓语的单复数形式来决定。动词用单数形式, 代词亦用单数形式。动词用复数形式, 代词亦用复数形式。例如:

1) Neither the director nor the actors were satisfied with their own performances.

2) Tom, together with his classmates, is required to hand over his exercise book this afternoon.

## 练习二

### 选择正确的代词形式填空:

1) Conservationists say that the porpoises (海豚) can be saved if fishermen are more careful with (their/his/her) \_\_\_\_\_ nets.

2) Hypnosis often provides very ill patients with relief (he/she/they/he or she) \_\_\_\_\_ can no longer obtain from drugs or surgery.

3) Because the psychologist wishes to understand human behavior and the human mind, (they/he/she/he or she) \_\_\_\_\_ must design methods of investigating human beings as (we/you/he/they/she) \_\_\_\_\_ actually live.



4) Another plan to build a dam in Tennessee was fought because (he/she/they/it/we) \_\_\_\_\_ would flood large areas of wildlife habitat.

5) Children will feel lonely if (he/you/they/she) \_\_\_\_\_ (have/has) \_\_\_\_\_ no friend.

6) On the top of a mountain our lungs would not take in as much oxygen at each breath as (they/we/he/it) \_\_\_\_\_ would at the bottom.

7) Throughout the operation the patient talked calmly to those standing around (him/her/them/us/him or her) \_\_\_\_\_ insisting that (she/he/they/we/he or she) \_\_\_\_\_ felt perfectly normal.

8) The comic story-teller, however, announces beforehand that (her/their/his/our) \_\_\_\_\_ story is one of the funniest (she/they/he/we) \_\_\_\_\_ has ever heard.

9) The class are discussing the plan in (its/their/her/his) \_\_\_\_\_ own classroom.

10) Every variety of mosquito has (their/its/his/her) \_\_\_\_\_ favored kind of water accumulation for breeding, and almost every imaginable type of still water has been used by at least one kind of mosquito to lay (its/their/his/her) \_\_\_\_\_ eggs.

11) The very success of communication satellite systems has raised widespread concern about (their/its/his/her/our) \_\_\_\_\_ future.

12) For a time, each Spanish sailor on a ship bound for