

TOEFL

短文写作及

ELTS

考试

培训教程

上海外语教育出版社

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TOEFL短文写作及IELTS考试培训教程

●上海外语教育出版社●

●何雋良 编●



TOEFL 短文写作及 ELTS 考试
培 训 教 程
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出版者的话

本书重点介绍了美国 TOEFL 新增短文写作的应试和培训,以及英国 ELTS 考试和培训。

在 TOEFL 短文写作部分,编者对 TOEFL 样题和试题进行了剖析,对作文的构成,即作文的设计、逻辑次序和主题剖析进行了探讨并附写作技巧练习。

在 ELTS 考试部分,编者针对 ELTS 综合性技能测试要求,系统地介绍了如何考试和培训的方法,另外也对 ELTS 试题制作原理作了分析。

全书阐述简明,深入浅出,见于实用。本书可作为出国留学学生、培训和应试人员及教学单位的实用参考书。

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TOEFL 短文写作的应试及培训

据 TOEFL 考生手册发布的消息称:自1987年起暂在我国每年 5、10月举行的 TOEFL 考试中增加写作部分。其目的无非是为了测试考生的英语写作能力,即指以实例组织思想并以标准书面英语进行表达的能力。该短文写作部分要求考生在 30 分钟内以一般性题材作文,字数为 200 至 300 字。评分级制为六级、即一至六级。由于尚属试验阶段,写作部分所得成绩另计,并不影响总分。但该项分数仍须向接受院校报告,以备查考。

鉴于短文写作为 TOEFL 新设项目,我国考生颇感困惑,故编者试图在下文中以“TOEFL 样题剖析”、“关于一般性题材的写作”、“考试须知”、“TOEFL 培训”、“模拟试题二十例”、“培训技巧练习”和“1987 年首次 TOEFL 写作试题的题解讨论”为副题分别进行探讨,供读者参研。

一、TOEFL 样题剖析

TOEFL 考试中新设的短文写作与我们一般所理解的作文实则迥然。从 TOEFL 手册所阐明的要求来看,它只不过是一种基本的书面化表达形式,并非称得上真正的写作。这是近年来交际性语言的综合性教学方法迅速发展的结果。不少美国教材,如朗曼公司出版的“Take a Stand”就是以课堂讨论形式为主来综合发展听、说、读、写各项技能的,其中的写作往往是作为口头讨论的书面总结。然而,即使在新的 TOEFL 考试中综合性的因素仍然缺乏,语言的技能是分解成单项来予以测试的,故它并未摆脱传统的测试形式。下面就 TOEFL 手册中的样题加以剖析:

Topic A

Many people enjoy very active, physical recreation like sports, athletics, and exercise. Other people prefer to spend their leisure time participating in more intellectual activities like reading, listening to music, or going to see a film. Describe one or two benefits of physical pastimes and one or two benefits of intellectual pastimes. Compare these two ways of spending free time and explain which you think might be more useful to someone your age.

从题目来看大致有三点要求：(一)分别描述体力和智力消遣活动的一二种益处；(二)并对其进行比较；(三)最后以考生立场评论选出一一种与其同龄人适用的活动。

下面须先简单比较体力和智力消遣活动的益处和缺点：

Physical recreation

item	benefits	drawbacks
sports	great excitement	danger
athletics	diversion	overfatigue
exercise	exercising one's muscles	requiring patience & time

Intellectual activities

item	benefits	drawbacks
reading	nourishment for mind and spirit	boredom
listening to music	enjoyment	long development
going to see a film	fun	wasting money and time

显而易见，比较这两类消遣，其结果可能因因素各异不同。譬如，美国人比欧洲人更热心于剧烈运动，如玩橄榄球、拳击，甚至于赛车等。对不少美国人来讲，危险性甚至丧生都是第二位的，而刺激和兴奋才算生活乐趣。同样，性格或修养等因素也会影响其结果。从本题的用意来看，只要求从一般角度作比较。

What are the benefits of physical and intellectual leisure activities?

Are there any differences between them?

Which of them might be more useful to someone your age?

素有讨论训练的学生会很快把各项要求编列成问题，按其次序分别扩充，再略加小结，文章即成。这样的好处是不会造成误解题意。假使有人仓促看题，在各项运动细节上浪费笔墨，那就会不得要领，得不到好成绩。

第一个问题可以直截了当地加以回答，如采用简易的“三句成段法”最为简便。

Leisure sports have an important place in building the people's health, yet their special benefits may vary according to different individuals, particularly when there is a wide range of leisure choices in a country. Some people are interested in taking part in violent sports like rugby, boxing because of the possible great excitement they bring. Some others may stay as swimming enthusiasts just because they think that dipping in cool water in hot holidays is not only a big joy but also a chance of exercising their muscles.

这段的第一句是一顶盖帽，下面用 some 和 some others 分别说明具体益处，从而搭成整段的架子。

No doubt benefits of other form people derive from spending their leisure can be more intellectual. Some people take reading as a kind of private pleasure because they think that books are a necessary nourishment for mind and spirit. A wise student may use his long vacation for the enjoyment of reading a lot. Traditionally, listening to music is a popular hobby almost no nation denies because life would be dull without music.

第二段是平行段，大致上可如法炮制。行文略作变化并补充了一个学生的例子，以防单调。

On the whole, physical recreation, being more active, requires more stamina while intellectual pastimes, being more thought-provoking, require more mental exertion. The fellowship and toughness are characteristic of the former; but, individuality and intelligence, of the latter.

第三段回答第二个问题。对两类消遣间的差别的比较是指其特点方面，而不是指哪一项活动更为优越。方向搞错会将文章思路弄乱而无法写下去。因此，先比较了表面性特点，再比较其内在特点。

Young students of my age are intensely keen on playing games like basketball, football and volleyball at school, but as for my opinion about the choice of leisure activity, I'd pick travelling in preference to anything else. Touring with a friend or two for fun, joining a school group for companionship, you may have a good time and become better acquainted with the country. Sometimes, it could even be cheap to see the world by hitch-hiking when you happen to visit a country where accommodation for hostellers is available.

最后一段看来容易写，其实不然。因为在讨论时各人从自身立场回答问题，不同的结论互不干涉；而这里仅选一项就不宜过分强调，否则就容易丧失说服力。故笔者采用了对考生“现身说法”的办法，其口气可婉转些。

Make Yourself a Little Fitter

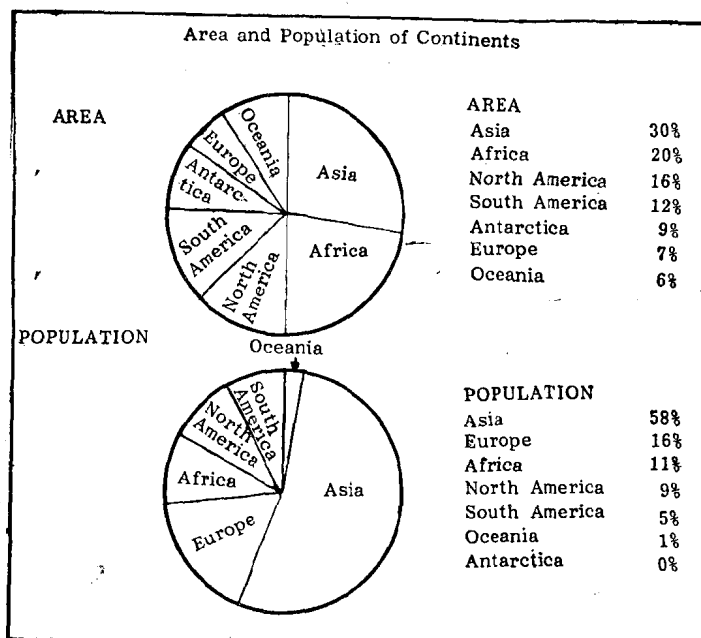
这类短文一般不须命题，即使命题，往往趋于勉强。因为有些学生会有顾虑，这里也就凑上一个题目，其题意实同 Leisure 解释一样，当然泛泛而论，帽子只好大一些了。

近年来由于计算机的广泛应用，国外在文件、报告和讲座中，图形表达的使用已属普遍。有人甚至把这种文字和图形结合的表达称之为一种新语言。当然，在我国普及应用计算机后，这也将成为我们日常语言的一部分。然而能看懂图表并不等于就能将它用文字表达出来，美国中学离校学生中至少就有百分之十以上属于这种文盲。难怪不少国外新的教科书中把这方面的语言训练置于一定地位。显见，这也是

TOEFL 写作测试中这类题目产生的背景。其实稍作了解, 任何人都
会发现所谓困难不过是缺乏经验的缘故, 因为图形有所不同, 其目的都
是为了便于比较。只要把握这个原则, 自然可以以一变应百变的。

Topic B

The two charts below show the percentage of the Earth's surface area and the percentage of the world's population for the seven continents. What do these two charts tell you? Write one or more paragraphs that convey the information in the two charts.



不言而喻, 这两个圆周图形占有空间, 有时还可涂上颜色, 比起一

旁的同样说明面积和人口百分比的数字列表来叫人觉得醒目得多。对这种触目的形式若考生缺乏思想准备,就难免会感到心慌意乱。

Which is the largest continent in the world?

Which continent has the largest population?

Which is the continent where there are no permanent inhabitants?

Which is the most densely populated continent?

How about the people of these continents?

How are they related?

因为着眼于比较,这些问题自然围绕在“较”和“极”字上做文章,比较以后,还得从主要方面去考虑彼此间的关系。

Asia is the largest continent in the world, being over four times as big as Europe. Occupying one-fifth of the world's surface area, Africa is ranked second. Other continents ranging below 20% of the world's area are North America, South America, Antarctic, Europe and Oceania.

对这类资料性图形须先直接加以表述、罗列其具有特征的事实。

Asia also has the largest population with half the world's people living there. In contrast, Antarctica has no permanent inhabitants on it. Europe has a population next to that of Asia in size, and an area slightly bigger than that of Oceania, becoming the most densely populated region on earth. Here the striking fact about the distribution of the world's population is its unevenness.

在讲到两个图形时,须提出一些可加比较和引出看法的地方。

The total number of the people of Asia, Africa and South America comprises almost three-fourths of the world's population and the majority countries on these continents are poorer and less developed. On the other hand, the richer countries on North America and Europe control 80 percent of the global economy. Although a lot of the world's natural resources like oil come from the poorer countries, the

richer countries are using by far more. Can this relationship be sustained as the disproportionate distribution of people as well as the disparity in the economic development become even more extreme?

因为试题仅要求说明图形所表达的信息,故不必勉强凑合成完整的文章。何况这类参考资料本身仅是材料,可以用来说明不同的观点、甚至是对立的观点呢。笔者以为在表述事实的末尾,点明一下自己的观点已经足矣。既然不算文章、标题亦可以从略。有时有人也打上醒目的标题,那往往是旁边就有文章,不过用此来加强说明罢了。

二、关于一般性题材的写作

所谓一般性题材写作,诚如 TOEFL 手册所解释的那样,乃是其题材本身较一般性、不涉及有关知识的具体细节的一种写作。对考生来说,只要具备一定写作能力和常识,按题目的要求去做,就完全可以写好。下面笔者将以其模式和特点两方面进行分析:

1. 所谓模式

写作本无定法,但是作为应试性文章,平稳达练似乎可算是基本要求。先比较在平时的综合训练和 TOEFL 应试时两种场合下各自的写作程序:

在综合训练中:

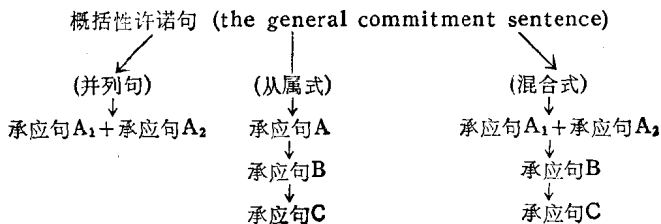
讨论题→按要求改成问题→学生讨论得出各种答案→删去重复和无关内容重行排列→将各句连贯起来→加上开始段和结尾段

在 TOEFL 应试中:

试题→按要求改成问题→将分析分别分成笔者和读者、赞成和反对的两个方面→大致按问题编列→将各句连贯起来→加上开始段和结尾段

可见,即使在 TOEFL 应试中,考生仍须先较客观地从不同的角度,甚至站在对立的地位进行分析,才能按自己的观点去组织和使用材料。由于试题中出现的要点一般不多,编列成问题后顺序也就解决了。当然在各句子的排列间还须作适当衔接。最后在主体段落前、后

加上首尾,文章即算告成。在 TOEFL 应试文章中字数有限,这样段落划分就不宜太多;其中可写的主体段落不过是一两段而已。由于采用答题的方式,结构上比较程式化。为了简便起见,拟模式如下以供参考:



2. 题材特点和多样性

一般性题材由于范围比较一般,在试题中必然另有具体要求。这类题材在写作中其过程是从一般到特殊,即从较大的范围缩小到较具体的范围,要求落实到具体的描述或例子上去以避免空洞议论,言之无物的弊端。在体裁上偏向于说明文(expository writing),该文体在大学的课程中应用极普遍,常见于作文、实验报告、论文和试题中。它主要采用逻辑性分析方法,见于举例论证,或是比较对比,或是阐明定义、或是说明因果、或是描述事物的外表特征和活动过程、或是检讨议事。下面试举例论证和比较对比两例示范:

Example A

Many Americans make their own things in leisure time. List some craft hobbies and explain why they want to make things on their own.

Americans value manual labour. They have great respect for craftsmanship. Many Americans prefer craft hobbies. For example some build small boats in their leisure time. Others make new furniture or refinish antique furniture. Others enjoy gardening or painting. Many low income American families have beautiful furniture or paintings or pottery or boats. They make these things and they are proud of their manual skill.

以上例子属并列结构(coordinate framework),从第四句开始举

例说明。

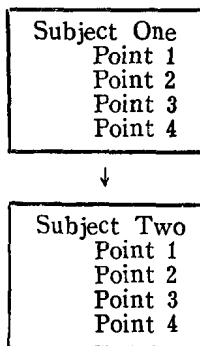
Example B

A kaleidoscope is a cylindrical toy which turns and changes the patterns and colours of the pieces of glass inside. Some people are like kaleidoscopes. Describe a kaleidoscope and compare the similarities between them.

A kaleidoscope is a cylindrical toy. The cylinder turns, and pieces of glass inside change their geometric patterns and colours. We can never predict their forms and hues. The pattern can be very beautiful at one moment. Then the cylinder might turn and the pattern might become distorted and ugly. The slightest jar changes its forms and its colors, too.

Some people are like kaleidoscopes. They are like toys, and we cannot take them seriously. They change their ideas and attitudes unpredictably. They neither consistently support nor consistently condemn a political philosophy or a code of social behavior. They are the uncommitted, shifting people of the world. They waver like the geometric patterns and colors of the kaleidoscope.

以上例子中各段皆属从属结构 (subordinate framework) 第二段与第一段平行作类推 (analogy)。



语言的应用范围很广，故 TOEFL 作为一种语言水平的测试，其试题形式必具多样性。近年来国外盛行真实性材料(authentic material) 的使用。这致使不少试卷同样采用符号、图表和图画等非散文性(nonprose)内容作试题。TOEFL 自然不甘落后。这类写作的特点是要具有准确性，这对不熟悉情况的考生来说决非是轻易的事。假使有人以为随便写上两句则可充数，那实在是大错特错。下面再举一例示范：

THE PLANETS

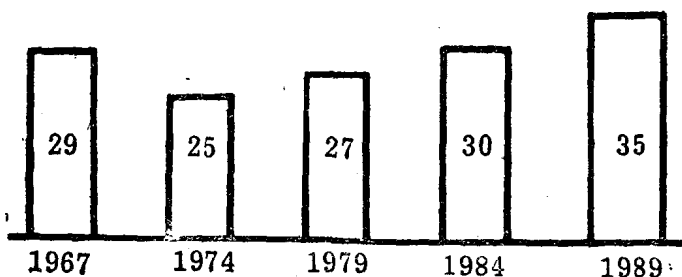
	Distance from the sun (million kilometres)	Equatorial diameter (km)
Mercury	58	4,840
Venus	108	12,300
Earth	150	12,756
Mars	228	6,970
Jupiter	778	143,200
Saturn	1,427	119,300
Uranus	2,870	47,100
Neptune	4,497	51,000
Pluto	5,950	5,950

下面可从星体离太阳的远近、星体本身的大小以及同地球的比较编列问题。

1. Which planets are nearest to and furthest from the sun?
2. Which is the biggest one?
3. Is there much difference in size between Mars and the Earth?
4. Roughly how much nearer is Saturn than Uranus?
And Saturn than Jupiter?
5. Compare the biggest planet with the smallest.

第二个示例是关于美国交通事故的死亡人数，取条式直立图形。

NUMBER OF DEATHS IN TRAFFIC ACCIDENTS IN
THE U.S.($\times 1,000$)



下面以练习形式,示范成文:

1. Traffic deaths in the U.S. in ____ jumped to ____ from in ____.
2. Between ____ and ____ traffic deaths in the U.S. rose to ____, an increase of ____ percent.
3. Traffic deaths in the U.S. totalled ____ in ____ compared with ____ when the toll was ____.
4. From a low of ____ in ____, traffic deaths have increased to ____ in ____.
5. At this rate, we may reach a record high ____ deaths by ____.

三、考试须知

这里所讲的考试须知事项,自然仅限于笔试部分。

TOEFL 手册说明试卷内附印有行线的作文用纸试纸样张见书后附录,并建议考生在作文前化几分钟时间考虑文章的写法、作些草稿。它还告诫考生,务须留出廿分钟的时间为正式写作应试短文而用。

TOEFL 手册之所以不厌其烦地作以上说明,决非信口而言。尽管一般考生都有些这方面的常识,做起来却也并不容易。譬如,许多参加过我国的 VST (访问学者考试) 的考生、在临场时要么构思占用时

间超过了许可限度,要么不起草就写成文章然后誉清,要么边写边改,涂鸦满纸,字迹难辨,其结果自然不会理想。那么如何缩短构思时间,又如何保证文章整洁呢?其答案很简单,就是须立一个大纲。因为一立大纲,模式就用得上、实例取舍有标准、时间也浪费得少。在前面已介绍过一种可行的简便办法,即先把各要求点变换成问题形式,再作顺序编列,这样骨架就搭成。当然,在层次发展和衔接上仍须考虑。在应试时时间更加宝贵,这就要求在思考时把可以想到的内容随时记下来备用,免得灵感忽隐忽现,反倒难写下去。还须把编列的问题拣容易的先写,难些的留在后面,以便从其它问题中找出联系而启发萌生。此外,还得另外留出时间在文章写完后复看一遍,以便纠正不妥的地方和删去多余重复的部分。

TOEFL 手册还讲明,试卷将由教授以英语为本族语和非以英语为本族语的学生作文专家评阅,他们可以是高中英语教师和教授英语或教授英语作为第二语言的大学教授。可见,若对美国现行的作文评阅标准一无所知,就会无的放矢。下面简单介绍一些美国哈勃累斯大学教师指导手册(Harbrace College Handbook)中有关作文评阅的标准。这是得克萨斯大学英语系的一位教师所写,被该手册转登的。其标准共分 A、B、C、D 和 F 五级,中间没有 E 级。下面列表略作说明:

- A 级标准:文章内容须丰富、题材表达完美、格式妥贴、启承恰当和句子在结构上有所变化。文章须表明具有解说、举例、比较和综合的能力。通篇文章具备完整性和条理性。
- B 级标准:须可观地高于基本要求的水准。几乎无错。其它各项的要求仅低于 A 级标准。
- C 级标准:仅达到基本要求的水准,即能完成规定任务、错误较少、结构上尚可。其它方面皆处于平均水准以上。文章脉理清楚通达、大致无错。
- D 级标准:对主题材料的处理和发展上仅达到基本水准。在表达技巧上较为不足,但仍须有所效果。在结构和语法上较差,整篇文章似象匆忙写成而未经校阅的样稿。
- F 级标准:主题表现上浅薄、文章缺乏结构、错误屡见。总之,无论在内容表达、结构和格式方面都低于大学写作水准。