

PRACTICAL ENGLISH WRITING

实用英文写作

刘礼进 编著



中山大学出版社

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序 言

语言是人们用来进行交际的工具;我们学习一种语言,就是要掌握使用这种语言进行听、说、读、写的技能。在学习这四种语言技能(language skills)时,必须根据它们的不同特点,采用不同的学习方法。只有这样,才能收到事半功倍的效果。《实用英文写作》为广大具有中等水平的英语学习者提供了一部系统实用的英语写作教材。

这部书分为两大部分:第一部分简明扼要地介绍有关英语写作的基本理论;第二部分介绍各种题材和体裁的应用文写作范例。这样的安排符合学习规律;它可以帮助读者在理论的指导下,进行有针对性的练习,而且能够做到触类旁通,收到较好的学习效果。读者以本书为教材学习英语写作时,应该按步就班、由浅入深、由简到繁地掌握写作要领,认真做完书中所提供的练习:先从“用词”练起,然后练习写“句子”、“段落”和“整篇文章”;最后,为了使文章写得语言生动、形象鲜明,还应该学习使用各种“修辞格”(figures of speech)。读者具备写作的“基本功”后,就可以进一步进行各种题材和体裁的实际写作练习了。本书为读者提供各种应用文写作实例,其中包括社交书信、商业书信、公文、电报电传、借据、表格、申请书、便条、布告、通知、广告等。读者在学习这些应用文实例时,既要注意语言的表达方式,还要注意写作的格式,做到互相参照,融汇贯通。相信广大读者在本书的指导下,勤于模仿练习,坚持下去,定能扎扎实实地打好英语写作基础。

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英语、语言学教授
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1995年4月

编 者 说 明

《实用英文写作》(Practical English Writing)是一本理论与实践相结合、实用性强的英语写作教科书。本书可供普通高等院校专、本科英语专业,高等院校成人教育英语专科,夜大、职大、业大、电大以及教育学院英语专业的学生使用;也可供各类英语大专进修班的学生选用。此外,对于赴英语国家学习和工作的人员、国内从事涉外工作的人员以及其他爱好英语的学习者,本书也是一本实用的英语写作指南。

全书分上、下篇两部分,供一学年使用。上篇旨在通过简洁地介绍英语写作的基础理论,使学生通过大量的写作实践,较系统地掌握基础写作的技能;下篇介绍各种题材和体裁的英语应用文的写作技巧和范例,并配备有针对性的写作练习,帮助学生拓宽知识,学习在日常工作和生活中使用较广泛的各种应用文的写作方法,逐步提高英语写作能力。

本书由广州外国语学院伍谦光教授审订,广州外国语学院英语系美籍教师丹·杨金(Dan Younkin)校审。中山大学外国语学院英美语言文学博士生导师区拱教授对本书进行了终审。参加本书审阅工作并对本书的修订提出了宝贵意见的有:中山大学外国语学院副院长夏纪梅副教授、广州外国语学院副院长黎导教授、中山大学谭志民老师。

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—The compiler

INTRODUCTION

This book is intended to be a college writing textbook, which contains most of the fundamental writing skills needed by students of English. It is designed for second or third year college students of English, including adult students, who want to strengthen their writing ability for academic, personal, or career purposes. In view of practicality, however, we have written this book to be used not only as a classroom textbook for English writing course but also as a practical and technical guide to the writing of English for those who are going to study or work in English-speaking countries, and who are dealing with foreign affairs at home.

The Specific Aims of the Course

- 1 To enable the ESL (English as a second language) student who hopes to follow a course in the medium of English at tertiary level to express himself coherently in writing.
- 2 To provide samples of English writing and lots of exercises for such students to help them improve their written English.
- 3 To act as a revision course for students who have learned English as a foreign language at school or who have taught themselves English.

The Organization of the Course

The book consists of two parts: Part One—Fundamentals: Basic Writing; Part Two—Varieties: Practical Writing. Part One includes the most fundamental aspects of English writing; Part Two presents varieties of practical English writing. Besides, toward the end of the book are three appendixes, a glossary and a key to the exercises.

Part One is divided into six chapters: Chapter 1—Awareness, Correction and Appropriateness; Chapter 2—Writing Sentences; Chapter 3—Writing Paragraphs; Chapter 4—Writing Essays; Chapter 5—Writing Summaries; Chapter 6—Using Figurative Language.

Chapter 1 looks at difficulties that students, especially beginners, often experience in writing, and gives practice in correcting errors in the areas of 'Spelling', 'Punctuation', 'Vocabulary' and 'the Style of Writing'. Chapter 2 examines the grammatical features of English. Chapter 3 studies the essential unit of written English, the paragraph, enabling students to learn the way to express an idea clearly. Chapter 4 looks at the general organization of a piece of writing and the basic types of writing that are needed for academic purposes. Chapter 5 contains knowledge, examples and exercises which are useful for writing a summary. And Chapter 6 discusses the use of figurative language, and helps students learn to use English figures of speech correctly and naturally.

In Part two, students are given a good chance to learn how the native English-speak-

ing people usually write under different conditions. These varieties of practical writing are what the ESL learner may often need to use some time or other. It is divided into nine chapters, each of which concentrates on one or two subjects on practical English writing. It presents most of the varieties of practical writing which are useful to college students and other English learners. However, greater emphasis is placed on these skills: (1) writing letters, that is, personal, social and business letters; (2) writing official documents, such as certificates, contracts and memos; (3) composing telegrams and telexes; (4) filling in forms; (5) writing notes and notices.

The Features of This Book

- 1 The book emphasizes practice: it emphasizes students writing rather than students reading about writing. For this reason, it has provided the students with a large number of writing samples and exercises, requiring their active participation. These exercises embody our belief that practice—practice in forming ideas, practice in getting ideas out of one's head and onto paper, practice in finding the clearest, most precise and effective way to convey ideas and information—is very crucial to developing one's writing skills.
- 2 The number and variety of exercises in each chapter tends to satisfy any English composition teacher, for they allow different approaches to student evaluation.
- 3 Compared with other books on English writing, this book is characterized by the following: (a) it is concise, comprehensive and practical, and it serves many different needs of the great majority of the English learners; (b) it is written in simple and fluent English, and hence it is likely to help students with their mastery of spoken English as well as of the common skills and techniques in English writing.

Using the Book: Suggestions

This book is planned to be used as a two-semester writing textbook, each part used for one semester.

Chapters 1-4 need to be worked through in sequence. Chapters 5-6 may be used when necessary.

The chapters of Part Two proceed systematically from beginning to end but remain independent of one another. Therefore, it allows the teacher maximum flexibility, who can begin where he needs to, and who may accordingly determine the order in which the skills will be taught and the emphasis that will be placed on them.

Each chapter contains a great number of examples and exercises and gives frequent opportunities for practicing what is studied in it. The exercises in each chapter may be done optionally according to students' needs.

The appendixes need to be referred to when necessary, and the glossary, whose definitions are applicable to Part Two only, is provided to meet the convenience of the readers. The key at the end of the book provides answers to most of the exercises, and it is for the readers' reference only.

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PART ONE

FUNDAMENTALS: Basic Writing

Chapter 1: AWARENESS, CORRECTION, AND APPROPRIATENESS

The purpose of this chapter is to look at some of the common types of error often made or language difficulty frequently confronted by students when writing formal or academic English. Because of this, before you study the 'Sentence Structure', the following sections will give you some practice in some of the areas of language that commonly cause difficulty. These main areas are:

Spelling
Punctuation
Vocabulary
Style and Appropriateness

If you study carefully what follows in this chapter and work steadily at these difficult problems, it should help you not to make some of the mistakes in your writing.

I . Spelling

Exercise 1

Each word in CAPITAL LETTERS (*below*) to the left of the word in small letters is spelled correctly (note: *Longman Dictionary of Contemporary English* is the reference standard). The word in small letters to the right of the capitalized word is incomplete. Complete each word in small letters by putting correct letters in the space (s) underlined.

Note:

1. If you have difficulty with English spelling or writing, look carefully at the word in capital letters and then complete the word in small letters by copying the proper letters from the capitalized word.
2. If you think you do not have much difficulty with English spelling or writing, look first at the word in capital letters quickly *and then cover it up* before you complete the word in small letters.

(1) ACCOMMODATION	ac <u>o</u> om <u>o</u> dation	(4) BEGINNING	beg <u>i</u> n <u>n</u> ing
(2) ACHIEVE	ach <u>i</u> ve	(5) CHOICE	ch <u>o</u> ice
(3) APPLICABLE	ap <u>p</u> l <u>i</u> c <u>a</u> ble	(6) CRITICISM	cr <u>i</u> t <u>i</u> c <u>i</u> sm