

基础英语 写作

第一册

ENGLISH

学生用书

北京师范大学外语系 王星 编著

北京师范大学出版社

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北京师范大学

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前 言

《基础英语写作》共有两册,使用对象为英语专业一、二年级学生。但由于本套书重点在于写作训练,因此也应适用于非英语专业、具有中级以上水平的学生。

本教材的编写思想融会了近年来国际上外语教学理论的发展,参考了不少英美国家英语写作及阅读教材。在教材编写过程中从中国学生在英语写作方面的实际情况出发,力求使教材针对性强,可操作性强。这套教材的编写思想可归纳如下:

1. 贯彻《高等学校英语专业基础阶段英语教学大纲》制定的教学任务与要求,通过系统训练使学生达到《大纲》的要求。

2. 把写作作为一个过程对待,通过各种练习使学生在写作的各个阶段中充分发挥自己的主观能动性,从而有效地提高写作能力。在这个过程中,我们特别注重对文稿的修改活动。通过对自己与他人的习作进行修改提高学生的写作技巧以及对语言的敏感性。对于师范生来说也同时进行了教学职业技能的训练。

3. 强调写作过程并使学生了解这种过程的重要性。通过这一过程以达到取得最佳效果的目的,真正达到交流的目的。因此,我们强调学生作者要在写作时明确读者对象,使学生注重交际目的和效果。

4. 强调习作的流畅性(fluency)与准确性(accuracy)的统一。教材中不仅设计了各种练习来帮助学生提高表达自己思想的能力,还在每一课中就学生习作中常出现的语法错误及一些修辞上的毛病安排了有针对性的练习。

5. 由于在写作的基础阶段模仿性高于创造性,范文的作用是不可忽视的。因此,在每一课中我们都选用适当的例文,为学生提供详细观察英语写作方法的实际应用的机会。考虑到学生水平可能有差异,例文亦有难有易以适应不同水平的学生的需要。

《基础英语写作》第一册分为两大部分,共有十七单元。第一部分是书信与便条写作;第二部分是段落写作。通过本册书的学习,学生应该能够写一般性的感谢信、邀请信、日程安排信、询问信、道歉信等信函,以及描述性、叙述性、说明性、论说性等类型的段落。第二册主要是学习描述性、叙述性、说明性、论说性短文的写作。由于比较(对照方法与因果关系分析在应用文中的重要作用,在第二册中仍然单独设课,以帮助学生加深了解并达到熟练使用。本册还安排了一个单元让学生学习比较正式信函的写作,使学生注意语气与句式的不同对信函正式程度的影响。另有一个单元是教授文章概要的写作原则与方法,为学生下一步进行专业学习做准备。通过第二年的写作训练学生应该能够把握一般题材文章的写作方法;根据不同读者对象、不同写作要求决定文章体裁和组织形式。文章应通达,符合一般英语国家的表达习惯,能够明确表达作者意图与思想。

两册课本根据不同的教学目的分别配有附录。第一册把修改作文用的常用符号附在书后以便学生使用。第二册书选了一些比较好的学生习作放在附录里面,使学生们看到自己能够用英语写些什么,很有可能能够比这些习作写得更好。第二册附上一位学生的英语随笔(journals),目的在于展示学生在无课堂及教师要求的压力下英语习作的魅力,鼓励学生自觉加强练习,提高英语书面表达能力。由于英语写作中英国英语或美国英语的问题时常困扰中国学生,第二册附录3编入了一个英国英语和美国英语一般生活用词汇差异比较表。它是基于《英汉大词典》的附录采编的。虽

然仅此一表也不能保证学生写作用语保持一致,但是希望能够帮助学生在写作中尽可能避免太多的英美英语混杂使用。

教师用书包括详细的教学要求、课堂教学活动安排的参考建议、学生写作中的难点分析与解决方法的建议、学生习作以及练习题的参考答案。教师用书的编写目的是:(1)保证教材编写思想的贯彻;(2)为教师的教学工作提供方便与参考意见。

由于编著者理论及教学实践水平局限,虽然试图给任课教师在组织教学方面提出一些思路、提供一些参考意见以达到抛砖引玉之功效,但是很可能达不到教师同行们的需求水准。恳请提出宝贵意见。

编者

1997年5月于北京师范大学外语系

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UNIT ONE

Writing a Note/Letter of Thanks

Notes and Letters

Notes and letters are very common means for passing our messages to other people when we cannot talk to them face to face. We leave a note to a friend, a brother or sister, or a colleague, whom we meet daily, whereas we write a letter to someone who may live in another city. Mostly, notes are short and not to be mailed; they are left at home, the office or with a neighbor or friend for people to read. Letters, on the other hand, are usually longer and to be sent through the mail.

Although both notes and letters are in written form, the writing formats and the languages used are quite different.

Notes:

Format: When we write a note to a friend, we do not have to write our address, nor, in many cases, the date. We begin simply with the person's first name, (sometimes with "dear" before it), and close with our own first names, not having to write "sincerely" as we usually do in a letter. But if the note is written to a professor or a colleague whom we are not very familiar with, we write the person's family name with a title such as "Mr." or "Professor" before it, and sign with our full name.

Language: In notes to friends or families, phrases and incomplete sentences are very common. But sometimes we need to write notes to people who are not our close friends; in that case, we write complete sentences to show our politeness for that person.

Model 1. Alice leaves a note in her country cottage to her friend, Bonnie, who is going to stay there for a while.

Dear Bonnie,

There's a lot of food in the fridge and drinks, too. Key to the back door on the dressing table. Hot water from immersion heater. If you want fresh milk and eggs, see Rosa next door.

Happy stay.

Alice

Model 2. Both Mark and Sheila work in a library. Mark is explaining a problem about a book in his note to Sheila. The note is left on the library desk, on top of the book in question.

Sheila,

Found this book on the shelves. Page
5-10 are missing. Have ordered another
copy again — should be here in one
week.

Mark

Model 3. A manager leaves a note to his new secretary.

Miss Smith,

Please type this letter (two copies),
and place them on my table. I will need
them tomorrow morning at ten o'clock.

Tom Jackson

Letters

Format: In personal letters, the way in which we lay out our letters may be slightly different from person to person, but normally we follow the same style.

Heading: We begin the letter with the heading which appears in the top right-hand corner. The heading includes the return address and date, which is written as the following:

310 Madison Avenue

House-number and Street-name

Suite 201
New York, NY * 10020
U S A
June 25, 1994

Room/Apartment-number
City, State, Zip Code
Country
Date

218 N. Wood Street
Santa Barbara, CA 93106
July 15, 1987

House-number and Street-name
City, State, Zip Code
Date

* NY is the abbreviation of the state New York. Americans use the 2-letter abbreviations designated by the Postal Service in their addresses.

3 Lincoln Court,
Pitt Road,
London,
W-19 8BN.
29 May 1974

House-number
Street-name
City
Zip Code
Date

For Chinese address we write in *pinyin* :

57 Xuanwumen Xijie
Beijing, 100803
PRC
June 25, 1994

House-number and Street-name
City, (Province), Zip Code
Country
Date

7 - 2 - 52 Qi Jia Yuan
Diplomatic Quarters
Beijing, 100 _____
June 25, 1994

Building-Door-Apartment-number and Street-name
Area/District-name
City, Zip Code
Date

There are several ways of writing the date:

21st March 1995
21 March, 1995 / 21 March 1995
November 20, 1994

March 21st 1995
March 21, 1995
Nov. 20, 1994
11.20.94

Greeting: After writing the heading, we skip one line and write the greeting or salutation "Dear ..." on the left part of the page.

Dear Mary, (first name)

Dear Xiao Qing,
 Dear Aunt Joy,
 Dear Grandpa,
 Dear Dr. Johnson, (family name)

Body: We skip one line after greeting and begin the body of the letter. Some people write the first line under the receiver's name or title (if there is any); others indent about three typewritten spaces.

Dear Mary,

Dear Mary,

I'm writing to say...

I'm writing to say...

Closing: Closing is the end of the letter, which is placed in the bottom right corner of the letter.

Sincerely yours,

Truly yours,

With love,

Signature: Signature is placed directly below closing.

Language: In a letter we write complete sentences, though incomplete sentences may appear at times, especially in letters to family members or close friends.

Model 4.

<p>186 Mill street Athens, OH 45801 February 25, 1994</p>	<p>——Heading</p>
<p>Dear Pamela,</p>	<p>——Greeting</p>
<p>I was very happy to receive your letter. I am glad that you are enjoying the Florida sunshine. Meanwhile, we received nine inches of snow in the past two days. Jack and I made a snowman in the back yard.</p> <p>I like school this year, especially Asia Cultures and 20th Century Drama. I work in the school library 6 hours each week. And—you'll be surprised—I'm appointed Treasurer of the Student Council.</p> <p>How do you like Miami? How often do you get to Miami Beach? Are the beaches and the hotels as beautiful as the pictures we saw? Be sure to give your family my best regards.</p> <p>This will be all for now. I must finish my English composition. I hope to hear from you soon.</p>	<p>——Body</p>
<p>Yours ever, Nancy</p>	<p>——Closing ——Signature</p>

Note:

1. The punctuation rules in writing an English letter are, in some cases, rather different from that of Chinese letters.

a) Place a comma between the city and state/province.

Athens, OH

b) Place a comma before the year when the date is written as follows.

February 25, 1994

c) Place a comma after the greeting.

Dear Pamela,

d) Place a comma after the closing.

Yours truly,

2. Capitalize each word in the greeting, and the first word in the closing.

Dear Pamela,

Dear Aunt Rose,

Yours truly,

3. There are some differences between American writing and British writing.

[AmE] 310 Madison Avenue

Suite 201

New York, NY 10020

U S A

There is no comma at the end of each line, but a comma between city and state.

[BrE] 3 Lincoln Court,

Pitt Road,

London,

W-19 8BN.

Write a comma at the end of each line, and a period at the end of the last line.

[AmE] February 25, 1994

25 February 1994

When the day is put before the month there is no comma before the year.

[BrE] February 25, 1994

The British way of punctuating the

25 February, 1994

date seems to be more flexible.

25 February 1994

[AmE] 7/14/88 = July 14, 1988

[BrE] 14/7/88 = 14 July 1988

[esp AmE] *Sincerely yours,*

[esp BrE] *Yours sincerely,*

Notes/Letters of Thanks

When we want to express our gratitude for services, help, presents, kindnesses, hospitality, etc., we write notes or letters of thanks. A thank-you letter usually starts with expressions of thanks. Then, we usually describe in some detail our enjoyment and pleasure to make our thanks sound sincere. For example, when you receive a gift, mention the name of the gift and how much you like it or how you plan to use it. For a money gift, do not refer to the amount of money. Refer to it with expressions like "your generous gift." (See Model 6.) For a visit, describe how you enjoyed it. (See Model 7.)

Model 5. Jane comes to return Bob's dictionary she borrowed two days ago. Bob is not in, so Jane leaves a note on his table.

Bob,

Thanks for your dictionary. It's a very good one, very helpful. I'll be free next two days. Drop in, we could have some coffee together.
Thanks again.

Jane

Model 6.

1389 23rd Ave.
San Francisco, CA 93122
June 26, 1990

Dear Aunt Emily,

I deeply thank you for your most generous graduation gift. I'll deposit the check in my savings account. When I save enough money, I'll buy an electronic typewriter.

I've good news to tell you. I'm already admitted by the University of Toronto, and I'm leaving for Canada next month.

I hope your stomach is feeling better. As soon as I can, I'll pay you a visit. I look forward to seeing you soon.

Your niece,
Helen

Model 7.

112 Hongxing Lane
S. Dongsu St.
Beijing, 100005
July 24, 1994

Dear Peter,

It was very thoughtful of you to invite me to Datong last weekend. I enjoyed the visit to Yungang Grottoes. It's the most magnificent sight I've ever seen. Standing in front of the huge buddha, I felt like a dwarf.

Again, thank you for everything! I hope to see you real soon.

Sincerely,
Mack

Model 8.

Medical School
University of Toronto
Toronto, Ontario M5S 1A1
June 12, 1993

Dear Dr. Maugham,

I must write and thank you for your kindness to me personally on my visit to the Queen's Hospital earlier this month. I am very grateful for the time you spent guiding me around the hospital and the patience with which you answered my questions. I am greatly impressed by the advanced facilities and the perfect services in the hospital. In fact, I can assure you my visit to the hospital was the highlight of my trip to Boston.

Yours very sincerely,
George K. Eliot

Useful Expressions

neutral: Thank you (very much) for ... (-ing)

I must thank you for ...

more formal: I am (extremely) grateful for your help...

(most) grateful for your showing me...

informal: Thanks (enormously) for...

It was very good/nice of you to...

Exercises

1. Pick out the incomplete sentences in Model 1 and 2, then rewrite them in full sentences.

2. Write two notes according to the following situations.

a) You had lost a bunch of keys, but one of your classmates found it. She/He gave the keys to your

roommates. You go to thank her/him, but she/he is out. Leave a note of thanks on her/his table.

- b) It rained so heavily last evening that you couldn't go home. Your friend put you up for the night. When you woke up this morning, your friend has gone to work. Leave a note to your friend thanking her/him for her/his hospitality.

3. Compare the following two letters, and discuss which one is better.

Feb. 24, 1991

Dear John and Sheila,

We would like to thank you and your children for your warm hospitality. We really enjoyed our stay with you. The time went by so quickly.

The trip home was tiring so when we arrived, we went straight to bed.

Please keep in touch. Next time, please bring your children to visit us.

Warm regards,

Ann

Oct. 15, 1992

Dear Lily and Dick,

Thank you for having Tom and me for the weekend. We had a great time, especially at the dinner party Saturday night. We'd never had a real Guangdong dinner before, and now we can't wait for our next one! Tom especially liked the steamed crabs with soy sauce.

We also enjoyed the tour around the town on Sunday and our visit to the City Park. Our picnic by the river at sundown was the perfect end to a great day.

We hope you'll come to visit us soon. There's a lot to see here, too. Didn't you say you were free in December? Why don't you come then?

Thanks again,

Olivia

4. Choose one of the following situations and write a short thank-you letter.

- a) Your aunt sent you a sweater/coat you need. Write a thank-you letter to her.
- b) A boy/girl has just sent you a present on your birthday—it's something that he/she remembers that you said you liked. Write a thank-you letter.

Writing Task

Choose one of the topics and write a 100-word thank-you letter.

1. During the last year of senior high school, one of your classmates/teachers gave you great help. With the help, you made great progress in your study and, now you come to university. Write a letter to that person thanking her/him for the help.
2. You've just been on a week's holiday with a family you've known since your teens. Write and thank them for the holiday.

Structure/Grammar Capitalization and Punctuation

Capital Letters

Use capital letters in the following cases:

1. The first word of every sentence
He is a clever boy.
2. The names of specific people, places, and things
Ann visited San Francisco and saw the Golden Gate Bridge.
The greatest and most famous library in Britain is the British Museum Library.
3. All the adjectives derived from specific names
English food is very different from Mexican food.
4. The days of the week, the months of the year, and holidays (Do not capitalize seasons.)
American people celebrate Thanksgiving Day on the last Thursday of November.
5. All the personal titles and abbreviations of titles that precede names (Do not capitalize the title when it is used without a name.)
The students applauded when President Parley introduced Professor Quain.
The professor shook hands with the president.

6. Words that refer to religious gods and religious groups

The Bible tells of God's love for His people.

Both the Protestants and the Catholics suffer from the troubles in Ireland.

Buddhism is popular in east and central Asia.

7. Words in titles of books, magazines, newspapers, articles, essays, poems, movies, and works of art with the exception of internal conjunctions, prepositions, and articles

Gone with the Wind is one of the most famous movies of all time.

"Second Language Writing" was published in English Studies.

Of Mice and Men is an interesting book.

Periods (.)

1. Use a period at the end of a sentence.

He is my Chinese teacher.

2. Use a period after an abbreviation.

Mr./Mrs. lb. Jan. Mon. U.S.A.

Ms. ft. Feb. Tue. U.K.

But now it is very common that abbreviations formed from the initial letters of words are written without the use of periods.

USA UK UNESCO (the United Nations Educational, Scientific and Cultural Organization)

Question Marks (?)

1. Use a question mark after a direct question.

Do you speak French?

2. Do not use a question mark after a reported or indirect question.

He asked where the bookstore is.

Commas (,)

1. Use a comma to separate items (words, phrases, or clauses) in a series.

The colors you find in his picture are red, white, blue and green.

He looked for his key in the desk, under the bed, and between the chairs.