



Basic English Writing

英语写作

基础教程

赵文书 张洁 编著

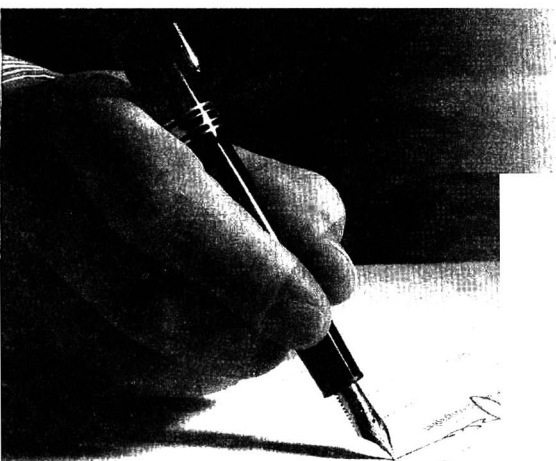
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前 言

在英语教育日益普及的情况下,我们在英语教学中越来越重视写、说、译等语言应用技能的训练。英语写作一度只对英语专业的学生作出要求,但现在已是对各类英语学习者的普遍要求。写作项目在各种英语考试中占有越来越重要的地位。

我们曾编写过英语专业写作系列教材《大学英文写作》,被不少高校采用。很多使用者给我们提供了宝贵的反馈意见,他们对教材内容体系给予充分肯定,但认为该教材全部用英语编写,起点较高,希望能有一本适用于一个学年教学的入门性写作教材。这便是我们编写这本《英语写作基础教程》的缘起。

为适应初学英语写作者的需要,《英语写作基础教程》用中文讲解,以英文为例,便于读者理解和掌握基本的英语写作技巧。这本教材的编写遵照从句到段落、从段落到篇章的循序渐进的过程,与同类教材一致。但我们在编写过程中不追求写作技能体系的完整,而是本着适用为主、够用为度的原则,以中国的英语学习者在初学写作过程中的常见问题为重点,根据一个学年的教学工作量,安排教材内容,重点突出,具有针对性。

不少初学英语写作者认为英语作文是汉语作文的翻译版,其实不然。汉语作文能够写得好当然有助于英语写作,但英语写作在句子结构、段落安排、篇章布局等方面与汉语作文都有很大区别。针对这种情况,我们在写作技巧讲解中尽可能地突出强调英汉两种语言在写作上的区别,以便读者能够更清楚地理解和把握这些差异,写出符合英语表达习惯的作文。

很多英语学习者学习写作的目的是为了通过考试,平时并不练习英文写作,只是在临考前找一本应试写作辅导书,背几个句式和几篇范文来应急。通过考试当然是很重要的,应试辅导书也有其实用之处,但这种临时抱佛脚的做法既扭曲了考试的初衷,也不利于个人的事业发展。我们希望,通过本教材的学习,学习者能实实在在地了解和掌握一些初步的英语写作技能,能够在工作和生活中通过书面英语进行表达和交流。我们相信,学习者如果能做到这一

点,也就必定能在写作考试中应付自如。

本教材以句子、段落、篇章、修辞为基本框架,逐项讲解写作中最常用的技能。教材中每章正文前扼要点明本章学习重点,每节后附有“本节要点”,帮助学生总结、把握重点内容。教材中的每项写作技能都配有适量的练习题,帮助学习者训练和检查学习内容,锻炼实际写作能力。

书中另辟一章,专门讲解实用写作,介绍常见英语应用文的格式和写法,并介绍英语考试中常见作文题型和应试技巧,培养常见应用文写作能力和应试能力。

本教材适用于高职高专、网络学院、自学考试的英语专业的写作教学,适用于非英语专业的大学英语写作教学,也可供初学英语写作的广大英语学习者作学习参考。

本书的编写得到南京大学出版社杨金荣先生和董颖女士的大力支持,康文凯女士仔细校阅了全书并提出文字修改意见,特此致谢。

赵文书

2009年1月

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第一章 句子写作要点

用英语写文章,仅仅掌握了一定的英语词汇是不够的。我们必须能够把已经掌握的词汇串成符合英语表达习惯的句子,把句子按照一定的规则连成段落,最后根据我们所要表达的思想,把各段落连接起来,形成一篇文章。

若想写好文章,就必须写好段落;若想写好段落,首先必须写好句子。什么样的句子才是好句子?怎样才能写出正确而又得体的句子?这是本章讨论的重点。

本章中我们将学习以下内容:

- ◇ 句子的定义
- ◇ 句子类型
- ◇ 句子合并
- ◇ 句子简化
- ◇ 句式多样化

第一节 句子类型

句子(sentence)是能够表达完整思想的基本语法单位,通常由一个或多个分句构成。每个**分句**(clause)至少包含两个部分:主语(subject)和谓语(predicate)。分句分为**独立分句**(independent clause)和**非独立分句**(dependent clause)两种。**独立分句**是可以单独成句的分句。例1~3中下划直线的部分就是独立分句。

1. Jenny has been a teacher for over 3 years.
2. Write down your answer now, although you may want to change it later.
3. Because you never complain, people think you are satisfied.

例2和例3中,下划波浪线的部分不是独立分句,它们是非独立分句。**非独立分句**是由when, who, while, if, because等从属连词(subordinating conjunction)引导的分句;非独立分句不能独立成句,因为它不能表达一个完整的思想。非独立分句是独立分句的附属品,也称为从属分句或从句(subordinate clause)。

按结构划分,句子可以分为简单句(simple sentence)、并列句(compound

sentence)、复合句(complex sentence)、并列复合句(compound-complex sentence)四种类型。

1.1.1 简单句

简单句由一个独立分句组成,句中至少有一个主语和一个谓语动词。如:

4. Henry seems unhappy now.
5. Henry seems unhappy and doesn't know what to do next.
6. Henry and Susan seem unhappy after their quarrel.

在例4~6中,下划单横线的部分是句子的主语部分,下划双横线的部分是句子的谓语部分。

写句子的时候要注意:句首的字母要大写,句末要有标点符号。句末标点有:句号(.)、问号(?)和感叹号(!)。如:

7. What is in the box?
8. Jane was a powerful woman.
9. Do your homework!
10. Would you pass me the salt?
11. What a fine day it is!

(例9是一个祈使句,省略了主语you)

一个完整的句子必须至少有一个谓语动词,例12~14句中都缺少谓语动词,属于不完整句(fragment)。

12. In order not to be late for school. ☹
13. Timmy an athlete. ☹
14. With a book in her hand. ☹

以上几个不完整句可以补充适当内容,使之成为完整的句子。例如:

- ✓ She gets up early on weekdays in order not to be late for school. ☺
- ✓ Timmy, an athlete, broke the record last month. ☺
- ✓ The teacher came in with a book in her hand. ☺

1.1.2 并列句

并列句包含两个或两个以上的独立分句(或简单句),分句间通过连接词(conjunction)或其他方式连接起来。构成并列句的每个分句都必须有主语和谓语,每个分句在句子中的地位相等。比如:

15. Lisa is sensitive, and she is also intelligent.

并列句中的独立分句可以有三种方法连接。第一种方法是用逗号(,)和并列连词(coordinating conjunction)相连,如例16。第二种方法是由分号(;)和

however, furthermore 等连接副词(connective adverb)相连,副词后面还要加上一个逗号,如例 17。第三种方法是直接由分号相连,如例 18。

16. I make resolutions every year, **but** I can hardly keep them.

17. I make resolutions every year; **however**, I can hardly keep them.

18. I make resolutions every year; I can hardly keep them.

并列句的连接可以用以下三个公式表示:

并列句式一: 独立分句 + , + 并列连词 + 独立分句

并列句式二: 独立分句 + ; + 连接副词 + , + 独立分句

并列句式三: 独立分句 + ; + 独立分句

以下是常用的并列连词和连接副词:

并列连词	连接副词	意义
and	furthermore, besides, moreover, in addition, also	另外,此外
but, yet	however, nevertheless, in contrast, still	然而
for		因为
or	otherwise	或者,否则
so	consequently, accordingly, thus, therefore	所以,因此
nor		也不

并列句中,以下几种连接方法都是错误的:1)各独立分句之间仅用逗号连接;2)各独立分句之间只用逗号和连接副词连接;3)各独立分句之间用分号和并列连词连接;4)各独立分句之间既没有逗号、分号,也没有并列连词、连接副词。如:

19. He wears a new blue shirt. his shoes are old. ⊗

He wears a new blue shirt, however, his shoes are old. ⊗

He wears a new blue shirt; but his shoes are old. ⊗

He wears a new blue shirt his shoes are old. ⊗

上述句子应分别改为:

✓ He wears a new blue shirt; his shoes are old. ☺

✓ He wears a new blue shirt; however, his shoes are old. ☺

✓ He wears a new blue shirt, but his shoes are old. ☺

✓ He wears a new blue shirt; his shoes are old. ☺

另外还需要注意的是:并列句的各个分句中,只有位于句首的分句首字母大写。如果分句不在句首,分句的首字母不大写。例 20 中的两个句子是错误的:

20. He wears a new blue shirt, But his shoes are old. ⊗

He wears a new blue shirt; His shoes are old. ⊗

以上两句应改为:

✓ He wears a new blue shirt, but his shoes are old. ☺

✓ He wears a new blue shirt; his shoes are old. ☺

1.1.3 复合句

复合句由一个主句和一个或一个以上的从句组成,并在从句前用 when, where, who, because, if, although 等从属连词(subordinating conjunction)表明主句和从句之间的关系。**主句**(main clause)即独立分句,表述主要的意义;**从句**(dependent clause)即非独立分句,表述次要的意思。如以下例句中前一分句是从句,后一分句是主句:

21. Unless I am mistaken, the text has six hundred pages.

不同类型的从句由不同的从属连词引导,以下是不同类型的从句中经常使用的连词:

☞ 形容词性从句(adjective clause)

- ◆ 关系代词(relative pronoun): who, whom, whose+noun, that, which
- ◆ 关系副词(relative adverb): when, where, why

☞ 副词性从句(adverb clause)

- ◆ 表示时间: when, while, as, as soon as, after, since
- ◆ 表示地点: where, wherever, everywhere
- ◆ 表示频率: as + adverb + as
- ◆ 表示方式: as, as if, how
- ◆ 表示原因: because, as, since
- ◆ 表示结果: so + adj./adv. + that, such a(n) + n. + that
- ◆ 表示目的: so that, in order that
- ◆ 表示让步: although, even though, though
- ◆ 表示条件: if, even if, unless, when

☞ 名词性从句(noun clause)

- ◆ that, who, whoever, what, whatever, where, wherever, when, whenever, how much, how many, whether (not), if, why

我们将在下一节中给出各种常见复合句的例子。

复合句中的主句可以放在句首也可以放在句尾。如果主句在句首,主句和从句间不需要使用标点符号(如例 22)。如果从句在句首,从句与主句间则需要用逗号隔开(如例 23)。因此,复合句的两种基本结构为:

主句+从句

或

从句+, +主句

22. **She was tired** because her mother always made her take out garbage, mow the grass and scrub the kitchen floor.
23. When the office manager was on vacation, **the secretary dealt with all the letters.**

需要注意的是:从句不能独立成句。从句与主句之间不能使用句号,否则就是病句(如例 24)。如从句在前,则必须用逗号将它与后面的主句隔开,否则也是病句(如例 25):

24. As soon as I moved to my present house. I realized the difference between a rented apartment and a house of my own. ⊗
I realized the difference between a rented apartment and a house of my own. As soon as I moved to my present house. ⊗

以上句子应改为:

- ✓ As soon as I moved to my present house, I realized the difference between a rented apartment and a house of my own. ☺
✓ I realized the difference between a rented apartment and a house of my own as soon as I moved to my present house. ☺
25. Although Harry never seems to open a book he does well in all his subjects. ⊗

这句可改为:

- ✓ Although Harry never seems to open a book, he does well in all his subjects. ☺
✓ Harry does well in all his subjects although he never seems to open a book. ☺

1.1.4 并列复合句

并列复合句包含两个或两个以上主句及一个或一个以上的从句,是并列句和复合句的结合。比如:

26. When he came in after sunset, the lamps were lit and shadows could be seen on the wall.

例 26 中有“the lamps were lit”及“shadows could be seen on the wall”两个主句,和一个分句“When he came in after sunset”。

请判断下列句子属于哪一种句子。

27. He bought her a comb and gave her a watch.

28. He bought her a comb, and she gave him a watch.

29. He bought her a comb although he was busy during the trip.

30. He bought her a comb, and she gave him a watch which was handed down from her grandfather.

例 27~30 分别是简单句, 并列句, 复合句和并列复合句。并列句中各分句地位基本相同, 而复合句表达的主要意思包含在主句中, 从句处于次要地位, 为主句服务。

本节要点:

句子

- ◆ 句子
- ◆ 分句
 - ◇ 独立分句
 - ◇ 非独立分句
- ◆ 句子类型
 - ◇ 简单句
 - ◇ 并列句
 - ◇ 复合句
 - ◇ 并列复合句

EXERCISES

Exercise 1

*Decide whether the following items are independent clauses or dependent clauses. Write **I** in the parenthesis after an independent clause, and **D** after a dependent clause. Turn the dependent clauses into independent clauses by adding necessary words.*

1. Wrong ideas, just like diseases, may harm a man. ()
2. His writing is clear and clean. ()
3. Selfless people are like cows. ()
4. Because I don't like him. ()
5. His rich relatives bought presents for his son. ()
6. Although the boy does not like it. ()
7. Some words must be used with care. ()

8. The leaves trembling. ()
9. What do you think? ()
10. Not bad. ()

Exercise 2

Decide whether the following sentences are simple sentences or compound sentences. Write S in the parenthesis after a simple sentence, and C after a compound sentence. Underline the subject and double underline the verb(s) in each sentence.

Example: I like light music, but my friend prefers disco music. (C)

1. A rolling stone gathers no moss. ()
2. Louise, my new neighbor, greeted her 28th birthday yesterday. ()
3. Life in the valley is highly organized, and each plant and animal is dependent on the entire system. ()
4. Like many other shy girls, she was reluctant to deliver a speech in public. ()
5. Frankie and Johnny were lovers. ()
6. The farmers feared the crops would be endangered, for the temperature had dropped quickly. ()
7. The rain had stopped, but the wind was extremely strong. ()
8. Australia is known for its golden wattle, kangaroos and boomerangs. ()
9. The sound of footsteps could be heard now, and Philip stepped into the gallery. ()
10. The tornado blew the houses down and destroyed the village. ()

Exercise 3

Decide whether the following sentences are simple sentences, compound sentences, complex sentences, or compound-complex sentences. Write S in the parenthesis after a simple sentence, CD after a compound sentence, CX after a complex sentence, and CC after a compound-complex sentence.

1. Chaplin's comedies were immediately successful, and his salaries were huge because his character was popular. ()
2. Come in! ()
3. Given enough time, they will be able to answer all the questions. ()
4. He is strong because he plays football every day. ()
5. History is the study of past events. ()
6. I like red color, but my friend prefers blue. ()

7. I like sports, for example, football and volleyball. ()
8. It is still cold although spring has already come. ()
9. Mr. Clark, an old man in his 70s, caught the thief yesterday. ()
10. My writing is good; however, my mathematics is not satisfactory.
()
11. She stayed up very late to finish her homework. ()
12. She stood in front of the camera with a smile on her face. ()
13. What a nice day it is! ()
14. When he invited her to go out during the weekend, she was very glad.
()
15. Would you lend me your rubber? ()

Exercise 4

Complete the following sentences with proper conjunctions.

Example: I like light music, but my friend prefers disco music.

I stayed home yesterday because it was raining.

1. A coral reef, _____ is composed of millions of living organisms, may take thousands of years to grow.
2. His father died early, _____ his mother often had to spend time in mental hospital.
3. Many people enjoy Chaplin films; _____, some critics dislike his work.
4. Obey the rules, _____ you will be punished.
5. Politicians _____ make promises sometimes fail to keep them.
6. They are drawing up the plans as quickly _____ they can.
7. _____ times were bad, Chaplin lived in the streets.
8. _____ politician's promise is not always dependable.
9. Engineering is one of the majors _____ she considered.
10. He did not come in time, _____ we went on without him.
11. Neil Armstrong was an astronaut _____ walked on the moon.
12. She never went to restaurants, _____ she was invited by others.
13. _____ you need anything, just tell me.
14. Wallis Simpson was the woman _____ King Edward VIII loved.
15. He came to the other end of the room, _____ some young people gathered, all standing.

第二节 句子合并

初学英语写作,最容易写出来的句子是简单句。简单句虽然易懂易写,但如果一段话中全是简单句,读起来就索然无味。请看下面这个段落:

Superman and Batman are both comic-book heroes. They have some similarities. They bear many important differences. Superman was a product of the 1930s. Batman came during the 1940s. In the 1930s, there was a depression. People were looking for a symbol of power. The result was Superman. During the 1940s, we were at war. People felt powerless again. Batman was created. Superman could do anything. Batman was a clever hero. He was limited. Both Superman and Batman, however, answer a need, in all of us.

这段话基本上由简单句组成,虽然意义很清楚,但句式单一,读起来缺少语气上的连贯性,感觉显得过于平淡。请看修改后的段落:

Superman and Batman are both comic-book heroes. They have some similarities, **but** they bear many important differences. Superman was a product of the 1930s, **and** Batman came during the 1940s. In the 1930s, there was a depression, **so** people were looking for a symbol of power. The result was Superman. During the 1940s, **when** we were at war **and** people felt powerless again, Batman was created. Superman could do anything; Batman was a clever hero, **but** he was limited. Both Superman and Batman, however, answer a need, in all of us.

修改后的段落将原段落中的不少简单句合并成了并列句和复合句,句式有了变化。更重要的是,修改后的段落在语气上更加连贯了。

我们写作文时,起初只要能写出简单句就很好(当然,如果我们下笔就能写出正确得体的并列句和复合句,那就更好了)。有了简单句,我们就可以通过一定的方法,把简单句合并起来,形成并列句和复合句。

1.2.1 简单句合并为并列句 (Coordination)

把两个意义相关的简单句合并成并列句,只要用能够表达两句之间逻辑关系的并列连词或连接副词把两个句子连接起来就可以了。当然,写并列句时要注意使用适当的标点符号。如:

1. It was now lunchtime. They were all sitting in the dining room.
➤ It was now lunchtime, **so** they were all sitting in the dining room.
2. The scientist's social responsibility was seldom discussed. Now it is

an important, frequently discussed topic.

- The scientist's social responsibility was seldom discussed, **but** now it is an important, frequently discussed topic.

在例 1~2 中,我们用并列连词(so 和 but)将简单句合并成了并列句;请注意并列连词前面应该使用逗号把两个分句隔开。除了并列连词之外,我们还可以用连接副词将几个简单句合并成一个并列句,更清晰明确地表达意义;在使用副词连接分句时,该副词前面使用分号,副词后面一般还应该使用逗号。如:

3. Susan is conscientious in her work. She is warm-hearted to the others.

- Susan is conscientious in her work; **besides**, she is warm-hearted to the others.

简单句合并为并列句应避免以下一些问题。

合并简单句为并列句时,我们要弄清楚简单句之间的关系。当两个简单句所表达的意思同等重要时,我们才能把他们合并成并列句。比如:

4. She majors in chemistry. He majors in physics.

- She majors in chemistry, but he majors in physics.

将简单句合并成并列句的时候,要特别注意并列连词前的逗号是不可缺少的,否则会造成句子意义的不确定。请看以下几个句子:

5. On the upper part of the luggage shelf we put our luggage and basins and thermos bottles are in the lower part. 我们把行李和盆子放在行李架的上边,把热水瓶放在了架子的下边。/ 或:我们把行李放在行李架的上边,把盆子和热水瓶放在架子的下边。

6. On the upper part of the luggage shelf we put our luggage, and basins and thermos bottles are in the lower part. 我们把行李放在行李架的上边,把盆子和热水瓶放在架子的下边。

7. On the upper part of the luggage shelf we put our luggage and basins, and thermos bottles are in the lower part. 我们把行李和盆子放在行李架的上边,把热水瓶放在架子的下边。

1.2.2 简单句合并为主从复合句 (Subordination)

过多地使用简单句会使文章显得单调;同样,过多地使用并列句也会令人感到枯燥乏味。此外,两个句子意思之间的关系不一定总是同等重要,而往往是有主从之分。把两个意思有主从之分的句子合并成并列句就不合适了,比如以下两句:

8. You work hard. You will succeed.

如果把他们合并成并列句,这个并列句可以写成:

➤ You work hard, and you will succeed. ⊗

这个并列句没有语法错误,但读起来很别扭,因为并列句没有把两个分句之间的逻辑关系明确地表现出来。对这样的两个分句,我们就不能把它们合并成并列句,而是应该把它们合并成主从复合句,把前一分句作为条件,把后一分句作为主句:

✓ If you work hard, you will succeed. ☺

在一篇文章中,有些句子之间是并列关系,可以合并成并列句;更多的句子之间是主从关系,应该合并成主从复合句。下面我们介绍将简单句合并成主从复合句的方法。主从复合句一般包含一个主句和一个从句,从句有副词性从句,名词性从句和形容词性从句几种。

1. 2. 2. 1 副词性从句(Adverbial Clause)

副词性从句即状语从句。状语从句可分为时间状语从句、地点状语从句、目的状语从句、条件状语从句等。例如:

9. After you have handed it in, you cannot make any changes in your report. (时间状语从句)

10. The teacher started where she stopped yesterday. (地点状语从句)

11. Please write your report as the teacher required. (方式状语从句)

12. Because you have already handed it in, you cannot make any changes in your report. (原因状语从句)

13. Your report is so well-written that the teacher has given it an "A." (结果状语从句)

14. Unless you hand in your report in time, the teacher will not give you a grade. (条件状语从句)

把两个简单句合并成主从复合句,应该选择适当的从属连词,并正确使用标点符号。请看例句,注意其中的从属连词和句中的标点符号:

15. I saw the elephant. I knew I should not shoot it.

➤ As soon as I saw the elephant, I knew I should not shoot it. (时间状语从句)

16. I will meet you. We have met there last time.

➤ I will meet you where we have met last time. (地点状语从句)

17. She was worried about her son. She couldn't go to sleep.

➤ She was so worried about her son that she couldn't go to sleep. (结果