

实用英语综合训练丛书

安晓灿 总主编
卓如飞 主 审

PRACTICAL ENGLISH

TRAINING SERIES

写 作

WRITING PRACTICE

郭春陵 刘丽艳 主编



NEUPRESS
东北大学出版社

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图书在版编目(CIP)数据

实用英语综合训练丛书:写作分册/安晓灿主编. —沈阳:东北大学出版社,1997.6

ISBN 7-81054-216-8

I. 实…

II. 安…

III. ①英语-高等学校-丛书 ②写作

IV. H31-51

中国版本图书馆 CIP 数据核字(97)第 07642 号

出 版 ©东北大学出版社

(沈阳市和平区文化路 3 号巷 11 号,邮编:110006)

发 行 东北大学出版社

印 刷 北宁市印刷厂

责任编辑 郝蕴卿 孙铁军 张德喜

装帧设计 唐敏智

责任校对 米 戎

版式设计 德 喜 敏 智

版 次 1997 年 6 月第 1 版 第 1 次印刷

开 本 787×1092 1/16

印 张 10.5

字 数 262 千字

印 数 1~20000 册

定 价 全套定价:60.00 元 本册定价:13.00 元

实用英语综合训练丛书

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前言

1993 年国家教育委员会正式颁布《普通高等专科英语课程教学基本要求》，明确提出专科英语教学要使学生掌握必需的、实用的英语语言知识和语言技能，以培养学生的语言应用能力为目标，并把读、译和听、说、写的技能定性、定量化，分两个层次列为教学要求。《基本要求》的颁布标志着我国专科英语教学在适应社会需求方面取得了重大突破。培养学生的语言应用能力是我国面向 21 世纪，进一步改革开放，建设社会主义现代化强国的需要，具有十分重要的现实意义。

《实用英语综合训练丛书》就是根据《基本要求》编写的语言技能发展与自测丛书。本书供高等院校专科学生及具有同等水平的英语学习者使用。书中所选的词汇、语法项目及涉及的各项技能均是按照《基本要求》附表中所列的要求确定的。

这套丛书由以下 5 个分册组成：

《READING PRACTICE》

《TRANSLATION PRACTICE》

《WRITING PRACTICE》

《LISTENING AND SPEAKING》

《VOCABULARY AND STRUCTURE》

本书为《WRITING PRACTICE》分册。我们的目标是通过本教程的写作实践，使学生具有段落水平的写作能力和具有一般应用文的写作能力。全书由 15 个单元组成，每单元分两个部分。第一部分为基础写作训练，内容包括逻辑连接词、原因与结果、比

较与对照、例证、分类、定义、过程、空间、时间、结论等。第二部分的第一项练习侧重简单应用文的写作,如邀请信、感谢信、推荐信、道歉信、证明信、投诉信、求职信、奖学金申请信、申请留学、便条、通知、借条、收据及请柬。第二项练习侧重难度较大的应用文写作,如商务信函、询价信、报价信、说明书、计算机故障排除说明、广告、招标、信用证、提单、汇票、合同、索赔及保险单。

本书具有实用性、可学性、练习形式灵活多样的特点。每项练习的编写都考虑到学生的实际情况,由浅入深。难度较大的应用文大都设有一项预备性练习,即通过英汉表达法的互译,先排除语言难点,使学生对要学的内容有个初步的了解,较容易地进入篇章的写作。

这套丛书的编写是一次大胆的尝试。限于编者的水平与经验,书中的谬误之处在所难免,我们恳切希望广大读者与同仁不吝赐教。

编者

1997年3月

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Unit 1

Part I

Logical Connectors

Practice 1

Directions: Complete the following pieces of writing by choosing the appropriate logical connectors given below.

Foreign cars are often more expensive to own in the United States than American-made cars. 1) _____, foreign cars cost more to buy. 2) _____, there are reasons for this. The quality of workmanship that goes into making them is very high. 3) _____, high tariffs on many foreign models have raised prices. 4) _____, foreign cars often cost more to register. 5) _____, insurance rates can be higher. 6) _____, parts and repair costs are much greater than they are for American cars. 7) _____, there are some financial advantages to owning a foreign car. 8) _____, many of them get better gas mileage, and they need new tires less often than American cars do. 9) _____, their resale value is higher. The price of a year-old foreign car may be only \$ 300 less than what it costs a new one. 10) _____ the price for a year-old American car will be around \$ 1 000 less.

- | | | |
|---------------------|----------------|--------------|
| 1. a. For one thing | b. Therefore | c. In fact |
| 2. a. So | b. Of course | c. Still |
| 3. a. Indeed | b. So | c. Next |
| 4. a. Furthermore | b. However | c. But |
| 5. a. Instead | b. In addition | c. Yet |
| 6. a. After all | b. And | c. Moreover |
| 7. a. However | b. Besides | c. And |
| 8. a. First | b. But | c. Therefore |

-
2. The movie is a kind of entertainment that many people enjoy. However, ...
3. London has many fine art galleries and museums. In addition, ...
4. Unlike New York, ...
5. Due to the rise in the price of oil, ...
6. On the one hand, the government admits it has failed to deal with the problem of inflation. On the other hand, ...
7. The slow learner can suffer additional anxiety from trying to compete with brighter children. Moreover, ...
8. The most obvious advantage of a small car is that it is more economical. Secondly, ...
9. Since the capital is surrounded by rocky mountainous terrain (地形), ...
10. The fox's traditional food supply has been diminished by the severe winter. Moreover, ...
- a. movies have educated value, too
- b. some people don't like seeing movies at all
- c. something harmful about movies
- a. something good about Paris
- b. something good about London
- c. a problem about London
- a. something about New York
- b. something about another city
- c. something about a person
- a. something affected by oil prices
- b. a cause of the increase in oil prices
- c. the new price of oil
- a. a consequence of the failure
- b. something the government denies
- c. the reason for the failure
- a. an advantage of mixing slow learners with faster ones
- b. something about anxiety
- c. another problem faced by slow learners
- a. an advantage of owning a small house
- b. another advantage of a small car
- c. a disadvantage of a small car
- a. something about transport into and out of the town
- b. the altitude at which the town is located
- c. something about beaches
- a. hunters had become an increasing danger
- b. the coming of spring had brought better weather
- c. something has been done to solve the problem

Part II

Personal Letters
Business Letters (I)

Practice 4-1

Directions: *The following is a letter to one's parents. Translate the following expressions into Chinese or English first, and then, complete the letter with the information given in the brackets.*

1. How I wish to go back!

我多么想去上海呀!

2. be chosen to attend the meeting

被选中去参赛

3. intend to stay

打算离开

4. Enclosed is a photo.

(信) 内有一枚邮票。

5. Please write back soon.

请速归来。

6. in the previous lesson

在前一封信中

7. miss my friends

想念父母

Dear mother and father,

School will be soon over. _____ (多么希望回去) and see you since _____ (我已经离开这么久了).

You _____ (也一定在盼望着我吧).

_____ (在上一封信中), I said that I would return home _____ (暑假一开始). But, now, I'm sorry

to tell you that something unexpected has occurred. There will be a college English contest in Changchun in October. And I _____

(有幸被选参赛). So I _____

(打算暑假期间留在学校) for a period of preparation. This makes it impossible for me to _____ (回家与你们一起度假).

I know _____ (你们想我), and, certainly, I am missing

you, too. _____ (随信寄去一张照片) which I had taken only last week. I _____ (希望这张照片会使你们感觉好一点).

_____ (请速回信) and tell me how you are now and what you think about my decision.

Your loving son,

Practice 4-2

Directions: The following is a letter to one's friend. Translate the following into Chinese or English, and then, complete the letter with the information given.

1. be delighted to receive your letter

见到你很高兴。

2. Thank you for writing to me.

谢谢你信任我。

3. improve one's reading ability through reading

通过写作来提高写作能力。

4. The more you write, the better you can write.

读得越多, 就可能读得越好。

5. What you have said and done

你的所见所闻

6. Wishing you success.

祝你好运。

Information: Suppose you have received a letter from your friend, Zhang Huajin, asking you how to improve the ability of English writing. And you give your opinions and suggestions:

(1) More practice. Improve your ability of... through...

(2) Keep a diary in English. Write down what ...in your diary.

(3) Use the words, expressions and sentences that you've learned, don't use those that you are not sure of.

I was delighted to _____. You asked me how to _____. In my opinion, you need more practice of writing. You can only improve _____. The more _____, the

_____. I suggest that you keep _____. You can write down in your diary what _____. Try to use _____. Don't use those _____. I think this is a good way. Don't you think so? Wishing _____ in your English study.

Practice 5-1

Directions: Translate the following expressions into Chinese or English, and then, complete the letter with the information given.

- | | |
|--|----------------|
| 1. a new type of TV set for sale | _____ |
| | 销售一种新型录音机 |
| 2. sell for 1200 yuan for each | _____ |
| | 以每台 600 元的价格销售 |
| 3. the cheapest one of the same kind on sale | _____ |
| | 销售的同类商品中最好的 |
| 4. Write to me at the above address. | _____ |
| | 请按上述电话号码给我打电话 |
| 5. try out the car | _____ |
| | 试用机器 |
| 6. Look forward to meeting you soon. | _____ |
| | 期待着很快收到您的信。 |

- Information: 1. Suppose you are a sales manager of a company. And you are told that a college is in need of a number of tape recorders.
2. You are writing the letter to the principal of the college to introduce your new type of product—model XL—301.
3. Your price: 600 yuan for each
4. Your address: Beijing Branch, Matsushita Co. Ltd., Fuxing Road, Beijing
5. The date of your letter: Oct. 6, 1996
6. The address of the college: 64 Hongqi Street, Changchun Architectural College, Changchun, Jilin Province, Post Code: 130012.

We are told that your college is _____. I'm writing to you because we have _____ and wonder if you would like to buy it.

The model is _____ and it was produced only one year ago. We would be happy to sell it to you at a suitable price, for _____ each. That is the _____ on sale.

If you are interested, Please _____ address. Could you suggest a time when it would suit you to visit us and try out the machine?

Practice 5-2

Directions: Write a letter with the following information:

Suppose you are the principal of the college. And you are writing the letter in reply to the sales manager, Li Fei. The letter should contain the following points:

1. thank you for ... of Oct. 6.
2. be interested in your new ... XL-301
3. plan to buy 20 sets of this type. But the price seems wonder if you could cut down the price to 550 yuan for each set.
4. if so ... would go and visit you on Oct. 28.

Key and Notes

Practice 1

1. a 2. b 3. c 4. a 5. b 6. c 7. a 8. a 9. b 10. c

此练习主要是训练如何在写作中正确使用逻辑连接词。

本段是由两个层次展开的：一是 Foreign cars are often more expensive in the United States；二是 There are some financial advantages to owning a foreign car. 显然，第二个层次与第一个层次的关系为转折关系。第一个层次列举了外国车昂贵的五点理由：(1) For one thing 用在主题句后，引导第一个扩展句。(2)，(3)，(4)，(5) 和 (6) 均为承接句，层层递进，说明主题句。(7) 表示转折，引出本段的另一个主题句——拥有外国车的好处，继而 (8) 和 (9) 列举了两条优点。(10) But 表示转折，与上一句 \$ 300 形成对比。

Practice 2

1. 1) First 2) Moreover 3) rather than 4) Second 5) Finally

段首句为主题句，由 (1) first 启下文，引导第一个扩展句。然后，由 (2) Moreover 承接，进一步阐述主题 Why I like to fish. (3) rather than 表示对比选择。(4) Second 承接，阐述 Why I like to fish 的第二点理由。最后由 (5) Finally 引导最后一个扩展句，阐述第三点理由。

2. 1) At present 2) Furthermore 3) In fact 4) However 5) As a result

与上段同样，该段段首句为主题句。通读全段，会很容易确定 (1) 和 (5) 为一启，交代时间；一合，表明结果。这样 At present 和 As a result 便确定下来。再分析 (2)，(3)，(4)，便不难为 However 找到位置，表示转折，只有放到 (4) 的位置。剩下 (2) 和 (3) 再斟酌，确定哪一句表示递进关系，哪一句谈一个客观事实，就很容易了。

Practice 3

1. a 2. c 3. b 4. b 5. a 6. b 7. c 8. b 9. a 10. a

- whereas 表示对比，而，却；通常对比两个人或两件事。因此，此处选 a。
- however 表示转折，因而后面一句必然要谈到电影带来的弊端，此处选 c。
- in addition 意为此外，另外。显然，由它引出的后一个句子是要进一步说明伦敦有何好处。答案为 b。
- unlike 承上启下，后面一句必然要交代其他某个城市不同于纽约之处。答案应为 b。
- 介词短语 due to 表示原因。本句先交代石油价格的上涨，后面必然要谈到由此所造成的影响，因而应选 a。
- on the other hand；政府承认没有处理好通货膨胀的问题，该句中的关键词为 admits，那么在下句中由 on the other hand 引起转折的句子中，必然要谈与之相对的另一面，因而应选 b。而 b 中恰好有 denies 否认与 admits 相对，可以见得 b 正确。
- moreover 是用来表示承接的逻辑连接词，表示一种递进关系。既然第一句交代了 the slow learner 面临的一个问题，下一句必然要承接 the slow learner 面临的另一个问题，因而选 c。
- 同上 7。secondly 表示承接，必然引起 small car 的另一个优点，答案为 b。
- since 引起的从句为“因”，后面的主句必定为“果”。“由于首都周围是石山的地形”，那么结果必然谈到由此带来的出入该城的交通运输问题，因而选 a。
- moreover 同上 7。下一步一定进一步说明 fox 所面临的困难、危险等，因而选 a。

如何写英文信件

英文书信大致可分为商务信件 (Business Letters) 和个人信件 (Personal Letters) 两种。