

ORGANIZATION IN WRITING

英语写作指导

上海外语教育出版社



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英 语 写 作 指 导

【加拿大】乔治·波特温 著

张丰年 汪先钧 译

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前 言

不同类型的写作须具有不同的形式、结构和词汇。本书旨在给英语中等水平的学生以如下的帮助：

1. 了解何时，并且怎样使用各种形式；
2. 扩充适当的词汇量；
3. 通过由易到难的分级练习以训练各种形式写作的实际应用能力。

每个单元都采用相同的方式：定义、范例、词条、理论、练习。为了使有关的理论得到进一步的实践，在每一教学片段的结尾注明了具体的练习项目，供作操练。每一单元结束，编排了冠词和介词的练习——这两种词类的用法大多数非英语使用国的学生都深感棘手的问题。

如果有什么忠告可奉献给大家的话，那就是：“文贵于简洁”。简洁、明快的文章与结构繁琐、词藻赘迭的相比，前者给读者的印象必然胜过后者。

FORWORD

Different kinds of writing require different style, organization and vocabulary. This book attempts to help the intermediate student:

1. understand when and how to use each style;
2. develop appropriate vocabulary;
3. practice these through graded exercises.

Each unit follows a common pattern: definition, example, vocabulary, theory, exercises. To facilitate correlating theory to practice, reference to specific tasks is made at the end of each teaching segment. Each chapter ends with exercises on articles and prepositions — the bane of most students of English as a foreign language.

If there is one piece of advice to be given to the students, it is **KEEP IT SIMPLE**. Readers will be more impressed by clear, concise writing than by complex structures and unnecessary wordiness.

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UNIT I THE PARAGRAPH

第一单元 段落

A—What is a paragraph?

A paragraph consists of sentences which develop one main idea. A paragraph can be as short as one sentence or as long as a dozen sentences. The number of sentences is unimportant; however, the paragraph should be long enough to develop the main idea clearly.

A. 什么称之为段落?

段落是用句子来展述一个中心思想。短的只须一句，长的须用十几句。段落的长、短，句子的多少虽然无关紧要，然而它必须把中心思想表达清楚。

Model: (范文) Synonyms (80 words)

Synonyms, words that have the same basic meaning, do not always have the same emotional value. For example, the words 'stingy' and 'frugal' both mean 'careful with money'. However, to call a person stingy is an insult, while the word frugal has a much more positive value. Similarly, a person wants to be slender but not skinny, and aggressive but not pushy. Therefore, you should be careful in choosing words because many so-called synonyms are not really synonyms at

all.

B—The three parts of a paragraph:

Any paragraph has three major structural parts:

1. A topic sentence stating the main idea of the paragraph;
2. Supporting sentences that explain the main idea by giving reasons, examples, facts and quotations;
3. A concluding sentence signalling the end of the paragraph.

B. 段落的三个组成部分:

文章的段落都有三个主要部分构成:

1. 主题句——阐述段落的中心思想;
2. 论证句——列举原因、范例、事实或引语来阐明中心思想;
3. 结论句——表示段落结束。

C—The topic sentence:

The topic sentence is a complete sentence containing both a topic (or main idea) and a limiting statement. It gives the main idea; therefore, it is a general statement. It does not give specific details. It is usually the first sentence in the paragraph.

C. 主题句:

主题句是一句完整的句子, 包括一个主题(中心思想)和局限性的说明。由于它仅仅提及中心思想, 因此只是一种概括性的陈述, 不提供具体的细节。主题句一般都放在段落的

第一句。例如:

1. Driving on freeways requires skill and alertness.
2. There are five rules in training a dog.
3. Registering for college classes can be a frustrating experience.
4. Many kinds of part-time jobs are available to American students.

See Tasks 1, 2, 3.

参考练习 1, 2, 3.

参考练习

D. Supporting sentences:

A paragraph must contain concrete support for the topic sentence. You must prove your main idea by using specific and factual details.

D. 论证句:

每一段落还必须具有对主题句作具体阐述的论证句, 以具体和真实的细节证实中心思想。例如:

Poor: Heavy smokers die earlier than non-smokers.
Better: The life expectancy of a two-pack-a-day smoker at age 25 is 8.3 years less than that of a non-smoker.

There are three main ways to support a main idea: examples, facts and quotations.

证实中心思想有三种方法: 范例、事实和引语。

1. Examples are the easiest kind of support to use. However, they are considered weak, so use them sparingly.

1. 范例:范例是被用作论证的最简易的方法,但用多了会使文章松散,所以不宜用得太多。

See Task 4.

— Find the three examples used in the paragraph entitled Synonyms.

——在《同义词》一文中找出三个范例。

参考练习 4。

2. Facts and statistics are the most effective means to support your position on a topic. They are essential in a scientific or business report.
2. 事实和统计数据:事实和统计数据是证实你对主题的了解最有效的手段。在科技文章和商业报告中是必不可少的。例如:

City of the Elderly (113 words)

The average age of people living in Shanghai, China's biggest city, is likely to increase in the next few decades, according to an article in China Social Sciences Magazine. By 1982, Shanghai had 900,000 people aged 64 or over— 7.4% of its population. In 1960, there were 390,000 people aged 64 or over — 3.6 per cent of the population. The article estimates that, if the trend continues, the proportion of old people in Shanghai will reach 13 per cent by the year 2000, and 21 percent by 2020. The figure will be higher than that of France, Britain and many other industrial countries. "This is a realistic problem facing Shanghai," the article said.

—Underline each new fact in this paragraph.

——划出本段中各个新的事实。

Vocabulary: (词汇)	Example of use (应用例子)
rate	The rate of inflation has sky-rocketed.
ratio(of X to Y)	The ratio of smokers to non-smokers was 3:2.
percent	Twelve percent (or 12 percent) of the population is 55 or older.
percentage	Only a small percentage of personal income should go toward housing.
geometric rate	The world population is increasing at a geometric rate.
to double, triple, quadruple	The number of car accidents has doubled.
to increase/decrease four-fold, by one half, 3,6 times, etc.	The number of computer companies has increased sevenfold.
to rise/fall by 2,000; by 6 percent	By 1990, oceanic levels will rise by 2 percent.
has/have jumped increased swelled	to _____ from _____ to _____ by _____ percent

risen	___ per thousand
dropped	more than ___ fold
declined	
fallen	

Vocabulary: (词汇) Example of use (应用例子)

has continued jump	to ___
to increase	from ___ to ___
will swell	by ___ percent
would rise	___ per thousand
may drop	more than ___ fold
should decline	
fall	

See Tasks 5, 6.

参考练习 5, 6。

3. Direct and indirect quotations

3. 直接引语和间接引语

a. Direct quotations report another person's words exactly. They must be enclosed in quotation marks and the source of the quotation must be identified.

a. 直接引语是指直接引用别人的话, 必须加以引号, 并指出原话的来源。例如:

As Dr David Doom, President of Planned Parenthood, said, "Unless we control population growth, the world will be uninhabitable by the year 2000."

b. Indirect quotations are usually put into a 'that' clause. They are written *without* quotation marks, but the source must still be identified. The verb

tense often changes.

b. 间接引语一般用“that”从句来表达,不用引号。但原话来源仍须指出,动词的时态常作变更。例如:

Dr David Doom, President of Planned Parenthood, stated that unless we controlled population growth, the world would be uninhabitable by the year 2000.

C—Expressions introducing quotations:

C. 引语开头的用语:

___ said (that)	___ maintains (that)
___ reported (that)	___ believes (that)
___ stated (that)	___ insists (that)
___ mentioned (that)	___ later said (that)
___ further stated (that)	___ added (that)
according to ___,	in the words of ___,
as ___ stated,	in the opinion of ___,
as ___ reported,	as ___ pointed out,
as ___ said,	as ___ noted,

例如:

1. According to Professor Jones, abortion is murder.
2. According to Professor Jones, “Abortion is murder.”
3. As Professor Jones stated, “Abortion is murder.”
4. Professor Jones maintained, “Abortion is murder.”
5. Professor Jones maintained that abortion was murder.

See Tasks 7 & 8.

参考练习 7、8。

E—Concluding sentences:

A concluding sentence is not absolutely necessary, but it can be helpful to:

1. signal the end of the paragraph
2. summarize the main points of the paragraph
3. leave the reader with the most important idea (s) to think about.

A concluding sentence may repeat the main idea of the topic sentence in different words or summarize the main points developed in the paragraph.

E. 结论句:

结论句虽不是文中绝不可少的,但还是能起下列作用:

1. 表示段落结束
2. 总结要点
3. 供读者对最主要的见解进行思考

结论句可以用不同的表达方法重复主题,或者对展述的一些要点进行总结。

Read the concluding sentence in Synonyms.

See Tasks 9 & 10.

阅读《同义词》一文中的结论句。

参考练习 9、10。

F—Exercises:

F. 习题

Task 1—Circle the topic (main idea) and underline the limiting statement.

练习1——圈出主题(中心思想),并划出局限性说明。

1. Driving on freeways requires skill and alertness.
2. Driving in Shanghai requires nerves of steel.
3. San Francisco is famous for its temperate climate.
4. In my opinion, many television commercials are misleading.
5. A good topic sentence has two essential parts.
6. There are two reasons why owning a large automobile is a bad idea.
7. The average age of people living in Shanghai is likely to increase in the next few years.

Task 2—Step 1: Decide which of the following sentences is the topic sentence of the paragraph.

Step 2: Write TS on the line next to that sentence.

Step 3: Decide in what order the supporting sentences should be, and number the 1, 2, 3, 4.

练习2——1.先划出哪一句是段落中的主题句。2.然后将TS写在句前的线上。3.指出论证句的顺序,用1, 2, 3, 4标明。

Paragraph 1:

 Next, add the antifreeze to your windshield washer fluid; otherwise, the fluid will freeze and may break the container.

___ First, put on snow tires if you plan to drive on snowy or icy roads.

13 Driving in winter, especially on icy roads, can be less troublesome if you take a few simple precautions.

___ Finally, it is a good idea to carry tire chains, a can of spray to unfreeze door locks and a windshield scraper in your car.

___ Second, check the amount of anti-freeze in your radiator and add more if necessary.

Paragraph 2:

___ Furthermore, researchers are continuing to work on the development of an efficient, electrically powered automobile.

___ Researchers in the automobile industry are experimenting with different types of engines and fuels as alternatives to the conventional gasoline engines.

___ One new type of engine, which burns diesel oil instead of gasoline, has been available for several years.

___ A second type is the gas turbine engine, which can use fuels made from gasoline, diesel oil, kerosene or methanol.

___ Finally, several automobile manufacturers are experimenting with methanol, which is a mixture of gasoline and methyl alcohol, as an automobile fuel.

Paragraph 3:

Later on, people began to write on pieces of leather, which were rolled into scrolls.

In the earliest times, people carved or painted messages on rocks.

In the Middle Ages, heavy paper called parchment was used for writing; books were laboriously copied by hand.

With the invention of the printing press in the middle of the fifteenth century, the modern printing industry was born.

Some form of written communication has been used throughout the centuries.

Task 3—Write a topic sentence for each of the following topics. Remember to include both a topic (main idea) and a limiting statement.

练习3——就下列各题写一主题句,应包括主题(中心思想)和局限性说明。例如:

Topic = Television

TS Television is harmful to children because it teaches them violence as a way of life.

Topics:

1. Smoking

2. Foreign Travel

3. College Education

4. Current problems in China

5. Cultural Differences

Task 4—Support each of the following topic