

BASIC ENGLISH WRITING
SKILLS IN TESTING

英语写作测试 基本技巧

王玉西 编著

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北京语言学院出版社出版发行

(北京海淀区学院路15号 邮政编码 100083)

新华书店北京发行所经销

北京市朝阳区北苑印刷厂印刷

开本787×1092 1/32 4.75印张 102千字

1991年8月第1版 1991年8月第1次印刷

印数1—10,000册

ISBN 7-5619-0124-0/H·90 定价:2.20元

前 言

随着四化建设的需要及对外开放政策的贯彻执行,目前我国派往英语国家学习或进修的人员日渐增多,随之英语也日益普及。与此同时,检验英语水平的各种测试也随之增多。如:中国的英语水平考试(EPT),美国的托福考试(TOEFL),英国的国际英语语言考试(IELTS)等等。参加测试的人员都有一定的英语基础,但测试结果却往往不能令人满意,其中一个突出的问题是由于他们的写作成绩不高,因而影响了测试的总成绩。这主要是因为他们写作基本功不够扎实,对于英语写作的特点、形式及写作技巧缺乏较系统的认识。本书编者多年从事出国人员的英语培训工作,对中国考生和学生用英语写作的困难以及写作考试中暴露出的弱点有一定的了解。我们认为,要以优良的成绩通过写作考试,首先必须具备较好的英语写作基础,其次是必须掌握一定的测试技巧。这就是编写本书的出发点。希望它能帮助读者提高英语写作能力,较顺利地通过英语写作考试。

本书共分三部分。第一部分和第二部分共有十七个单元。每个单元均以引言的形式开头,讲解中包括相应的例句或范文。根据每单元的重点分别编有各种形式的练习题。书后附有部分练习的答案。第三部分为六套样题。

第一部分为写作前的准备,其中分为三大项。“准确”一项重点在于提高应试者的写作准确度,下分三个单元:拼写,标

点符号,文体。“语法”一项重点在于提高测试者正确运用英语语法的能力。其中分为六个单元,即名词、代词、动词、冠词、介词和时态。这六种语法项目是中国学生在写作中最常出现问题的方面。“功能”一项重点在于提高测试者的写作功能,下分三个单元:描述,比较与对比,说明。

第二部分为写作测试技巧。下分五个单元,即审题、列提纲、导语、正文和结束语。

第三部分为样题。其中有六种不同形式的写作试题,即英语水平考试(EPT)、英语写作考试(TWE)、国际英语语言考试(IELTS)、普通教育证书考试(GCE)、实用情景作文和根据图表作文的英语写作考试。

在附录中作者向应试者提供了480个容易拼错的单词和部分练习答案。

本教材适用于具有中等英语水平的出国留学学生,大专院校学生,各种类型的英语培训班成年学员及自学者。

下面介绍教材的使用方法:

1. 教材使用者应首先仔细了解教材的编写意图,编排结构,然后根据自己的具体情况,确定学习的重点和进度。如果教材使用者从来没有接受过任何专门的英语写作训练,就应该认真地从基础开始学起。如果已具备一定的写作基础,并即将参加英语写作考试,学习重点则可以放在教材的第二部分,即写作测试技巧。

2. 为了加深对每课内容的理解,可采用先做练习,然后再看讲解的方法。

3. 为了保证写作练习的效果,也可采用先看讲解,然后再做练习的方法。

4. 由于各课的练习内容有所不同,教材也采用了不同的

练习形式。第一部分的“准确”和“语法”中的练习题在书后附有标准答案。学生在做完练习后可自对答案。对于第一部分中的“功能”和第二部分的练习题,可以采用教师课堂讲评或学生互相讨论的方法。

5. 教材使用者在做第二部分中的第一单元(审题)、第二单元(列提纲)和第三部分(样题)的练习时,应注意控制练习时间,在规定的时间内完成。

6. 第三部分(样题)可用来进行模拟测试训练。如果有条件,应采用集体写作测试的形式。给学生创造一个测试环境,使他们积累一些测试经验。

由于编者水平有限,教材中缺点、错误在所难免。我热诚地期待着外语教学界的专家、学者和使用本教材的广大师生的批评、指导。

在编写本教材的过程中,北京语言学院出国预备人员培训部英语教研室的美籍教师 Kathy Schlimgen 女士对书中的部分文字进行了修订,特此表示感谢。

王玉西

1990 年 12 月

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Part One:

Pre-writing Preparation

1. Accuracy

Many times a student makes mistakes in writing caused by problems of accuracy, which involves three main problems: misspelling, the usage of punctuation and the style of writing. The last one concerns the usage of formal and informal ways of writing in English. This section is intended to solve those three problems for Chinese students taking English writing tests.

1.1. Spelling

The purpose of this unit is to examine some of the common spelling mistakes made by Chinese students when they are taking English writing tests. Three types of exercises will be displayed. Do each exercise carefully. When you finish doing the exercises, check the key in the Appendices of this book.

Exercise 1

The following are misspelt words. Correct each of them with a pen or a pencil. Then copy the right one once.

accomodation _____ achive _____

aplicable _____

begining _____

collige _____

develoment _____

devided _____

expirimental _____

goverment _____

increesingly _____

insuficient _____

knowlege _____

mantaining _____

necessary _____

refering _____

reserch _____

studing _____

teckniques _____

univercity _____

whitch _____

becouse _____

carier _____

criticism _____

dissappeared _____

emphases _____

forienger _____

hieght _____

institute _____

interviewed _____

lovelly _____

medisine _____

ocupation _____

predominently _____

resourses _____

succesful _____

thorough _____

wheather _____

writting _____

Exercise 2

Read the following sentences and try to find and correct the misspelt words in the sentences.

1. He ^{ban}bandoned his wife and childrern.
2. The driver stoped the taxi so abruply that his head was hit against the window.
3. The new tourist hotel will have accommedations for more than one sousand people.

4. While the Hill family was on vocation, their mail acumulated in the box.
5. Sunshine and fresh air acelerate a person's recovery from sickness.
6. Although he was allmost ninety years old, he was still active and allert.
7. The directions were so ambigious that it was imposible to complete the asignment.
8. We must asume he has arived, but we don't know.
9. He was on his best behaiavior becouse he wanted to impress his girl friend's family.
10. Your coffee is biter because you forgot to put suger in it.
11. The game was canceled because of the rain.
12. Mr. Wang is a colleage of Mr. Li.
13. She recives many compliments on her taste in clothes.
14. While he was so conffident that he had pasted the exam that he did not even bother to check the answer sheet.
15. I always take the bus to work because the congeston in the city makes it dificult to find a parking place.
16. The dilemma is weather to lower the price or to accept fewer sales.
17. I am very doubtful about signing this contracte

- because I am not sure about some of the fine point.
18. The durration of the examinaiton is three hours.
 19. Perhaps if you took vitamines you would have more emergy.
 20. It is esential that you have these transcripts translated and notarized.
 21. Unfortunately, all eforts to rescure the survivors were futil.
 22. Although he did not say so directly, he impllied that he would be able to help us.
 23. More than five billion people inhabite the earth.
 24. Some of the inovations on display at the World Science Fair will not be practical until the twenty-first centery.
 25. In this province, every car must be inspected anually by the highway patrol.
 26. He does his work with such invarible accuracy that it is never necessary to make any corrections.
 27. The bullet penetrated the victim's chest and lodged itself just to the right of his heart.
 28. I have had several summer jobs but I have never been permernently employed.
 29. The baseball game will be postboned until next Monday because of rain.
 30. As soon as she learns the office rutine she will be an excelent assistant.

Exercise 3

Read the following passages and try to find and correct the misspelt words in the passages. (Each passage contains 5 misspelt words.)

1. Fear is one of the emotions which form the comon human experence, and which rule the lives of men and the higher animels. It is a sound natral instinct aimed at self-preservation, bordered on the one hand by rational prudence, and by lame cowardice on the other; but since its roots lie in biological expediency, it cannot sencibly be regarded as a purely moral subject.

2. What the anthropologist does in the study of moral systems is to examine for perticular societies the ideas of right and rong that are held, and their social cercumstances. Consideration of material from some of the more primitive societies, and a contrast of it with Westen patterns, will help to bring out some of the basik moral aspects of social action.

3. In ansient Greece athletic festivals were very important and had strong religious asociations. The Olympian athletic festival, held every four years in honour of Zeus, eventually lost its local character, became first a national event, and then, after the rules against foreign competitors had been waived, internationel. No one knows exactly how far back the Olympic Games go, but

some official records date from 776 B.C.

4. I wish to protest against the suggestion that new commercial television stations should be licensed only on condition that they devote more of their viewing time to programmes of some definite "educational value", and that existing commercial stations should only be allowed to have their licences renewed on this condition.

5. It seems to be a general assumption that raising the school leaving age can bring the community as a whole, and the individuals composing it, nothing but benefit. I submit, however, that more harm than benefit results from increasing the age of compulsory attendance at school.

6. The system of trial by jury is commonly regarded as essential to proper judicial procedure: it is part of the heritage of British justice, and the belief is widespread that the verdict of twelve average people selected at random from the street is likely to be a fair one. But I believe this system is unsatisfactory.

1.2. Punctuation

Many common mistakes appearing in writing are misuses of punctuation. Correct punctuation use is of utmost importance on the English writing tests. The most commonly used punctuation marks and their names are as follows:

FULL-STOP (.)

The full-stop is used at the end of sentences, after an indirect question, and as the end mark for initials and certain abbreviations.

Examples:

There is a table in the room.

He asked when the meeting would take place.

D.H. Lawrence

a.m.

COMMA (,)

The comma is the most commonly used punctuation mark. It is used

- (1) to separate various elements in a series—either words, phrases, or clauses—when there are at least three units.
- (2) to separate a non-defining relative clause from the rest of the sentence.
- (3) after the clause that begins with if.
- (4) to separate phrases in apposition from the rest of the sentence.
- (5) to separate a number of connectives from the rest of the sentence.
- (6) before direct quotations.
- (7) with numbers in the thousands.
- (8) to separate the day of the week from the day of the month.

- (9) to separate the day of the month from the year.
- (10) after the salutation in a personal letter.
- (11) after the closing in all letters.
- (12) when two sentences are joined together to make one longer sentence (use and, or, but and for to connect the sentences).

Examples:

The boy smiled, got up, and received the letter from the school master.

It has been ages since I read "Family", which is my favourite novel.

If it rains, we will not go.

Li Ming, the secretary, told me to come tomorrow.

You can, of course, do it if you wish.

He asked, "Is the train on time?"

There are 2,560 new cars.

The party is on Sunday, June 6.

The party is on June 6, 1990.

Dear Mary,

Sincerely yours,

We have lived in Shanghai for three years, but Linlin has lived there longer.

COLON(:)

The colon generally indicates that a list, example, or strong assertion will follow. It is also used after the salutation of a formal letter.

Examples:

Kathy had three jobs to do: clean the room, do the shopping, and cook the dinner.

Dear Sir:

To Whom It May Concern:

QUESTION MARK (?)

The question mark is used after a direct question.

Examples:

What time is it?

Am I late?

APOSTROPHE (')

The apostrophe is commonly used to indicate possessive singular and plural. It also goes above and between letters in contractions; but in formal writing, contractions are often avoided.

Examples:

He told me that Wang Ling's friends would come to the party.

That is the teachers' common room.

He's hungry. (= He is hungry.)

HYPHEN (-)

The hyphen is often used to separate the prefix from the second part of the word. It also joins some compound words.

Examples: