

make dad do the babysitting when they go out to work. Only 40% of Britain's single mothers are employed, compared with 56% of married ones, a bigger gap than the OECD study found in any of the countries it examined. And Britain's gap is still. By contrast, in the United States, the gap is smaller. The state more than makes up for the difference.

## 大学英语四级考试 (最新题型) 考前训练丛书

less, likely to be in the workforce than married mothers.

Co Sue Sl argues that the shortage of affordable child care is the main reason that single parents do not take training or jobs. Her view gets support from some work by Stephen Jenkins of Swansea University and Elizabeth Symon

鲁津 沈志莉 主编  
The paperless office is not a dream, it is a joke. Today more gadgets (小器具) are devoted to spattering more paper with more ink than ever before. At last a Japanese company has developed a machine that takes ink off paper. Ricoh, a Japanese company, has developed a machine that takes ink off paper. Ricoh, a Japanese company, has developed a machine that takes ink off paper. Ricoh, a Japanese company, has developed a machine that takes ink off paper.

The age of the recycling machine. Most photocopiers make their marks with toner, which is melted on to the surface of the paper. Ricoh has developed a chemical to loosen the toner's grip. Ricoh has developed a sticky roller to peel the toner off.

Using this technology, a single sheet of paper can be recycled 10 or 20 times, depending on its durability. And as well as eliminating bins full of waste paper, the machine could silence the shredder. Anyone concerned about secrecy could erase his message rather than reduce it to tangles of shredded paper. The result would not fool the experts in a forensic laboratory, but it might well suffice for low-level security.

More work is required. The prototype cleans only three pages a minute. Ricoh has yet to show it can make erasing old paper cheaper than buying new. And only the toner is removed; the machine cannot wipe out marks made by dot matrix printer or thermal-paper fax machines. Pen strokes and impressions made with ordinary printing presses are also immune. This means that text or figures produced with a laser printer could be altered, but letterheads and signatures on the same piece of paper would be left intact. In this part there is a short passage with five questions or incomplete statements. Read

科学普及出版社

大学英语四级考试（最新题型）考前训练丛书

# 应试写作技巧与训练

鲁 津 沈志莉 主编

科学普及出版社

• 北 京 •

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## 内 容 提 要

本书是采用基础知识讲解与适量练习相结合的方式而编写的。针对四级考试的“三段”式作文模式,着眼于目前学生的作文水平及写作特点,广泛采集任课教师指导作文练习的具体经验,帮助考生初步地用英语字词表达主题思想。

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大学英语四级考试（最新题型）考前训练丛书

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《应试写作技巧与训练》

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## 前 言

最近,全国大学英语四、六级考试委员会宣布,自1997年6月起正式实施“作文最低分”的举措。这项决议使四、六级考试向前又迈进一大步。

近年来,四、六级考试通过率呈现上升趋势,然而,短文写作却一直是考生最薄弱的一环,历年四级的写作平均分不足5分。造成这种结果的原因很多,长期以来在英语教学中对写的训练重视不够是主要原因;此外,大部分试题形式为多项选择,写作能力的培养和提高往往被忽略或被取消。学生遇到短文写作时,常常出现提笔忘字,无从下手,或想到哪儿写到哪儿,其结果是不知所云,错误百出,甚至有的考生为了力保总分干脆放弃写作题。

“作文最低分”的规定使短文写作成为英语教学和考前训练无法回避的重要部分。

本书旨在帮助学生提高最基本的写作能力。每部分都从最基本的技能训练入手,针对目前大学生普遍面临的困难进行一一解答,使学生学会审题,会抓主旨,会制订写作提纲,会运用自己精读课上学过的语言知识,达到四级短文写作的基本要求。具体而言,使学生能够在30分钟内,根据命题和所提供的要点,写出100~150字的作文,并能做到内容切题,覆盖全部要点,表达清晰,文字语言基本连贯、流畅。

为了上述目的,本书采用循序渐进、边讲边练的方法,使学生由浅入深地一步步掌握写作的基本要领。同时又依从英文写作的规律,把由句子到段落,由段落到篇章的内容分解到基本功训练中去。每个练习前有讲解,学生可参照练习,逐一掌握各种基本技巧方法。这样安排练习,既结合学生学过的知识,也结合测试的要求,内容活泼,有一定的启发性,相信学生会喜欢。

另外,为了满足作文的实际需要,本书还提供了240个惯用句型和词组。这些都是从学生所熟悉的教材中精选出来的,能帮助学生有效地组织语句。同时还提供了用于文章的启、承、转、合之中英对照词汇和短语,并有66条名言名谚。这都是一些易学易记又可立即应用于习作中的实用性非常强的语句。

本书除了对写作基本要领进行了综述,对段落、篇章进行了详述外,还对多年来收集的学生作文进行解析,使学生在阅读和使用本书的过程中,经历一个认识、实践、再认识、再实践的过程,从而逐步提高自身写作能力。

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- ✧ 词汇语法要点与训练
- ✧ 阅读翻译技巧与训练
- ✧ 听力理解技巧与训练
- ✧ 应试写作技巧与训练
- ✧ 大学英语四级专用词典

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# 第一章 短文写作综述

## 一、短文写作常见问题与解决方法

《大学英语四级考试大纲》规定：“短文写作部分的目的是测试学生用英语书面表达思想的初步能力。”然而，这并不意味着轻而易举地便可达到要求。按大学英语教学进程的安排，短文写作的讲解和练习放在四级临考的前夕，为了加强占分数比例较重的阅读、听力等部分的训练，写作训练往往被忽略或被挤掉。这样，考生在做四级写作题时，便会遇到各式各样的问题，常见的问题有以下几种：

1. 词汇量不够，选词不当；
2. 语法结构不当；
3. 用中文思维翻译成英文——语法虽对，却不合乎英语的习惯用法；
4. 不知从何写起——即不知如何下笔；
5. 思路堵塞，中途停顿；
6. 段落内容前后交叉、重复甚至杂乱无章；
7. 不知如何结尾；
8. 不知如何修改作文。

以上所述的8个问题是考生常遇到的困难。当然，还会有其他的问题。解决这些问题的办法，只能是长期积累和短期训练相结合。问题1, 2, 3, 是语言基本功不扎实造成的，如果平时注意积累词汇、句型和英语习惯用法等；考试时就会得心应手。写作的基本功，在于“熟读、多看、多写”，其中熟读（或称背诵）是根本的。足量的熟读能吸纳大量词汇和语句并使之形成作文能力的第一步。这种自觉意识往往呈现出提笔便想模仿，在模仿中求变，逐渐向“自如写作”靠近。背诵精彩段落和句子，不乏材料。例如所学过的精读课文、英语原文教材《新概念》、英文报刊中的内容等。需要用时，即可举一反三，写出正确、漂亮的句子。如果再能熟读本书中所有的常用词组、名言名谚，对于短文写作更有帮助。

问题4, 5, 6, 7, 8, 属于写作基本功欠缺，写作训练较少或训练方法不得当。如能按本分册讲述的顺序：先抓住题目的重心，拟定好大纲，再写好引言段和主题句；学会写扩展句的方法，就能使文章流畅自如。掌握段落的写法和段落与段落的连结方法和结尾段后，写出来的短文会段落分明，主题清晰；写出来的结论会切题有力；短文修改则有助于降低错误率。

### 1. 短文要素

四级考试中的短文具有四要素：单词（Word）、句子（Sentence）、段落（Paragraph）和短文（Composition）。

### 2. 短文的形式

四级短文写作考题多以议论文（Argumentation）、说明文（Exposition）和叙述文（Narration）为主，描写文（Description）对于非母语学生而言难度较大，而且中国学生学习英语的目的大多为应用，所以四级英语考试中还未考过此类作文，本分册以讲解前三类文体形式为

主，兼顾第四类。

一般讲来，这四类短文所用的写作方法有以下 6 种：

- 1) 时间的顺序 (Time Order) —— 依照事物发生的先后次序排列。
- 2) 空间的顺序 (Space Order) —— 依照事物发生的地点 (Location) 和相互的空间关系 (Spatial Relationship 即前后、左右、上下) 排列。
- 3) 定义 (Definition) —— 说明“是什么” (What)。
- 4) 因果推理 (Cause & Effect) —— 说明“为什么” (Why)。
- 5) 比较和对比 (Comparison & Contrast) —— 比较包括相同和不同点，对比则要指出相同点。
- 6) 举例和例证 (Example & Illustration) —— 举出实例 (Evidence) 来证明“是”或“非”。

### 3. 写短文应注意的事项

往往一些细小的事项容易被人忽视，短文写作中也存在这类倾向。所以，最好养成认真仔细的好习惯，落笔前仔细审视提示，久而久之则习惯成自然。

- 1) 尽量使用直接 (Direct)、简洁的句子，避免使用生僻、不贴切词语。
- 2) 避免过分使用代词 (it, that, he, they 等) 尤其是几个人物或事物同时出现在一篇短文中。
- 3) 多用主动语态，少用被动语态。
- 4) 尽量用典型的英语句型 (Sentence Patterns) 及成语 (Idioms) 构成句子，但避免使用俚语 (Slang Words)。
- 5) 恰当地使用名言警句。
- 6) 避免使用缩写，要用正式写法。  
例：I don't know. (不正式)  
I do not know. (较佳)
- 7) 平时练习写作时，隔行书写 (Double Space)，以便修改 (Revise)。

### 4. 练习写短文的步骤

1) 审题：认真思考、分析题意、确定文章的中心思想，切忌跑题。例如：题目 (Topic)：Causes of Student Cheating (学生作弊的原因)。中心思想是要说明为什么 (Why) 学生作弊，把作弊的原因和理由解释清楚，就是抓住了题目的中心点。若忽略了这个主题的重心，而注重描述学生如何 (How) 作弊，则偏离主题。

2) 收集材料：列出与题目有关的各种资料。

3) 拟写大纲：选择典型材料，拟定适宜的三段式提纲，或仔细审定考题所给出的框架。

### 5. 英文书写练习

整齐美观的字体，会使批阅短文者有舒适感，形成良好的印象，尤其在考试时更能提高阅卷老师的印象分数。反之，潦草的字体首先就令人感到厌烦。

因此，练好英文字是学习短文写作的第一步。英文字母仅 26 个，写好英文字并不难，只要认真对待，注意纠正不良写法，养成正确的书写习惯，花费较短的时间，就能练出一手漂亮、整齐的字来。

### 练习 1

题目 (Topic): The Advantages of Travel (旅行的好处)

提纲 (Outline) 要点

1. 旅行中所见所闻的地方
2. 旅行中所见各种不同人情
3. 结论

### 练习 2

题目 (Topic): Mountain Climbing (爬山)

提纲 (Outline) 要点

1. 事先计划准备
2. 爬山
3. 归途

## 6. 训练方式

大学英语四级考试是水平考试。它主要考察考生运用英文的熟练程度,而作为这类考试的主观试题的一种,短文写作也是考察实际应用英文的能力和英文总体水平。后者更是考察的重点,就目前全国高校非英语专业学生的写作水平而言,加强写作的训练十分必要。

一般讲来,就条件和需要的不同,训练可分两种方式:短期速成和长期训练。

#### (1) 短期速成方式。

1) 活用基本句型:句型是文章的骨架,因此句型使用恰当与否,是写好文章的关键。如能做到灵活运用五大句型,必定能写出好的文章。

2) 多读范文:范文是活生生的例子,多读实例,能更熟悉五大句型,写起文章来便得心应手。

3) 多练习写作:俗话说熟能生巧,写多了自然能灵活运用词汇、短语、句型,避免常犯的错误。

4) 熟背万用句型及转承语:这有助于考生快速活用句型,并将文章顺畅地连贯起来,避免单调乏味。

#### (2) 长期训练方式。

1) 增加词汇与短语:这两者是一篇文章的基础。没有丰富的单词,则难以下笔;没有足够的短语,就会使文章单调乏味。所以丰富的词汇与短语,是考生挥洒自如的首要条件。

2) 加强语法基本功:语法概念清楚,写起文章才能无后顾之忧。只有语法基础稳固,才谈得上修辞。

3) 多读多写:这是写好文章基本原则,读得越多和写得越多,越能灵活运用。

上述训练可在平时就安排妥帖,也可在准备四级考试前夕采用,将这些方法融为一体,必能相辅相成,事半功倍。总之,写作是主观性很强的题型,只有平时勤学多练才能在考场上游刃有余。

## 二、遣词用字

四级短文写作评分第一档(15~13分)中规定:“……短文句式有变化,句子结构和用词正确。”从中不难看出在遣词用字方面只要求正确,所以不必多考虑修辞方面的提高(当然,有条件的话,也应力求这方面的深造)。总的原则应用词正确,符合文法,力求变化。

### 1. 选用朴素、易懂的词

有的考生往往有种错觉,以为使用偏僻、少见的词藻(比如,考托福的词汇),可以体现

出自己的词汇量大，英语水平高。其实不然，用得不恰当常常显得不伦不类，效果适得其反。这样的词内容抽象、意思晦涩，不如普通词直接了当，容易理解。可以比较下面的两组词，体会体会词义，在可能的情况下，选用 B 组词汇，避免使用 A 组词汇（力求词汇变化的情况除外）。

A		B	
alternative	accomplish	choice	finish/do
appropriate	fabricate	proper	make
contaminate	commence	pollute	begin
converse	inform	talk	tell
manufacture	appreciate	produce	like
location	retire	place	go to bed
dwell	disseminate	live	spread
sufficient	terminate	enough	end
tranquil	defect	peaceful	shortcoming
appear	utilize	emerge	use
velocity	affection	speed	love
punctual		on time	

同样的道理，要注意用词简洁，能用一个词表达的意思，就不用词组来表达。例如，在表达方式上，应尽量选用 B 组的词，少用 A 组的词：

A	B
at all times	always
at present time	now
because of the fact that	because
due to the fact that	because
for the reason that	because
become accustomed to	get used to
in the vicinity of	near
in spite of the fact that	although
prior to	before
with care	carefully
with the exception that	except

总之，遣词、用语，以简洁、易懂为贵。

## 2. 选用确切、有个性的词

从语义上来说，词大体可分两类：抽象、笼统的词和具体、有个性的词。请看下面两组词：

A	B
move	walk, march, jump, turn, affect, influence...
hit, beat	whip, strike, collide, clash...
big	tall, fat, spacious, broad, extensive...

good	kind, friendly, generous, skillful...
weapon	pistol, knife, missile, spear, sword...
scientist	physicist, biologist, chemist, astronomer...

不难看出, A 组属于抽象、笼统的词, 它们有着较强的概括力, 但是词义空洞、广泛; 而 B 组属于具体、带有个性的词, 它们富于表达力, 词义确切、实在。一般讲来, 抽象、笼统的词常常用于文章的开头和结尾, 以及段落的主题句中, 而具体、有个性的词往往用于对细节的刻画和对事物的描写。

为此, 在写作中, 要区别不同的语境, 尽可能地选用最贴切的词。然而, 在写作中, 考生常常随意用一个笼统的词来写一个具体事物, 这样就容易造成表达模糊不清的感觉, 从而影响文章的整体效果。从下面的例句中, 可以看出 A 句不如 B 句表达得具体、生动:

① (A) ...TV advertisement has become an important means of information dissemination in our market economy.

(B) ...TV advertisement has become an efficient means of information dissemination in our market economy.

② (A) Both of them think it true that there is a "generation gap".

(B) Both of them take it for granted that there is a "generation gap."

③ (A) We consumers should also learn what new products we should choose.

(B) We consumers also need to learn what new products are available for us to choose from.

④ (A) The proposal covers all important aspects of the problems.

(B) The proposal covers cost, material, methodology, and personnel.

### 3. 选用英语的习惯用语

习惯用语 (Idiomatic Expressions) 是指那些不可逐词理解, 而必须从整体上来解释其意义的表达方式。习惯用语是一种语言所特有的。因此, 要写出地道的英语文章, 自然少不了使用习惯用语。英语中为数众多的习惯用语大多是由一些常用动词发展起来的。例如, add up to (意味着), break out (爆发), cut across (抄近道), dip into (浏览), drop out (of) (退出; 退学), feel like (想要), get over (克服; 痊愈), go through with (完成), hang on to (掌握; 保留), look out (注意; 警惕), make up for (补偿), pull in (停下; 进站; 靠岸), see to (留心; 照料), stick to (坚持; 继续), turn...down (拒绝接受), turn up (出席), work...out (算出; 解决) 等等。(在《大学英语》第二册的语法与练习一书的附录中有 146 个这样的常用短语动词, 考试前, 拿出来复习一遍, 一定会大有益处)。除此以外, 还有大量名词和形容词组成的习惯用语。使用习惯用语时, 要牢记与形容词或名词搭配的介词、副词。请看下面几例:

agree with (sb.)

differ with (指观点)

(be) different from

make a point of

protect from

guard against

agree to (sth.)

differ from (指特征)

(be) identical with

regret for

protect against

take sth. for granted

have something to do with

take the place of

switch to (转频道)

switch off (关上)

confine in

come true

(be) concerned for (担心)

(be) angry with (sb.)

share (sth.) with (sb.)

result in

(be) independent of

contribution to

introduction to

另外, 英语中, 不少动词有与其相应的“动词+名词+介词”结构。例如:

contribute

prepare

hold

look

see

study

talk

stop

decide

try (to do)

discuss

know

sympathize with

make up one's mind

switch on (打开)

consult with

make sure

participate in

(be) concerned with (涉及)

(be) angry at (sth.)

(be) jealous of

result from

(be) dependant on

key to

access to

make contribution to

make preparation for

get hold of

take a look at

catch sight of

make a study of

have a talk with

put a stop to

make a decision to (do)

make an effort to

make a discussion of

have a knowledge of

这些习语大大丰富了英文的表达方式。但要注意不要过多地使用名词结构, 因为, 会给人以做作、空洞、乏味的感觉。例如:

Our government made a decision to make an effort to improve the educational conditions promptly.

如果我们将 to make a decision 和 to make an effort 的名词结构改掉, 只用 decide 这个动词, 就可写成一个简单易懂句子:

Our government decided to improve the educational conditions promptly.

由此可见, 一般情况下, 尽量选用动词。名词结构主要用于寻求词汇变化; 说明某个抽象事物或非常严肃的问题。

#### 4. 选词力求变化

写文章应避免使用同一词语, 英语尤忌于此。重复使用同一词语, 是考生的通病, 造成短文单调与枯燥无味。其实, 英语中的同义词极为丰富, 准确地使用同义词可以给读者以清新的感觉, 从而增加了文章的可读性。比较下面的各组例句中的 (A) (B) 两句:

① (A) All of us make sounds when we speak. Birds make sounds when they sing. Machines make sounds when they are in operation. Traffic makes sounds, too.

(B) All of us utter sounds when we speak. Birds make sounds when they sing. Machines give out sounds when they are in operation. Traffic produces sounds, too.

(B) 组中的 utter, give out produce 三个同义动词的使用, 避免了动词 make 的被重复使用, 同时与前面的名词或副词搭配得确切。这样, 使这句话就有新鲜感。

② (A) While many people in the countryside are trying to come to work in the cities, many people in the cities are trying to go to spend their holidays in the countryside, for they have recognize the attractions of the country.

(B) While many people in the countryside are trying to come to the cities, the city dwellers have recognized the attractions of the country.

B) 句中用 the city dwellers 代替了 the city people, 并且删去了 are trying to go to spend their holidays in the countryside 和 for they 这些多余的语词, 使句子更为简洁、更为确切。

然而, 寻求用词的变化一定不要损害文章的简洁和信息的准确传递, 在这两个前提下, 寻求用词的变化才能使文章产生更好的效益。

试比较下面三个练习中 A、B 两句遣词用字的特点。

#### 练习 3

A) They cannot afford the expenses of books tuition and food in school and need help.

B) They cannot afford the expenses of schooling and need help.

#### 练习 4

A) ...the relationships among family members, friends, classmates, colleagues and so forth are becoming looser and looser...

B) ...the relationships among people are becoming looser and looser...

#### 练习 5

A) We need friends to share our joy and sorrow; we need friends to help us if there are problems we cannot solve by ourselves; we need friends to help when we are in trouble; and we need friends to keep secrets that we don't like to tell our family. So friends are often more important to us than relatives.

B) We need friends to share our joy and sorrow; we consult with friends if there are problems we cannot handle alone; we go to friends for help when we are in trouble; and we sometimes confide in our friends what secrets we are reluctant to reveal to our family. In a sense, friends are often more important to us than relatives.

### 三、写好句子

句子是表达思想的最小完整单位。由于四级短文写文体严肃, 字数有限, 所以在写作时, 不仅要写好每一个句子, 而且要力求作到简单句、并列句、复合句和各种短语、结构相结合, 使句式多样化, 以增强文章的效果。

## 1. 简单句 (Simple Sentence)

简单句在结构上通常包括两个最基本的部分：主语和谓语。谓语最基本的形式是动词（包括连系动词）。写单句时，要注意谓语动词在人称和数上必须与主语保持一致。

(1) 介词后的名词的数便是主语的数，单复皆有。

All of the fruit looks ripe.

All of the cherries look ripe.

Some of the book is good.

Some of the books are good.

用法相同的其他短语有：half of, two-thirds of, ninety percent of, part of, the rest of 等。

(2) Every 和 Each 后面的名词为单数。

Every silver knife, fork and spoon has to be counted.

Each book and magazine is listed in the card catalog.

(3) 在 there, here 引导的结构中，如主语有好几个，则谓语动词与最邻近的主语取得一致。

There was a TV set, a portrait and several albums on the shelf.

Here are a few envelopes, a pen and some paper in the drawer.

(4) 当主语后跟有 as well as, as much as, rather than, more than, no less than, with, along with, together with 等引导的从属结构时，谓语动词通常不受这些结构的影响，与主语本身的单复数一致。

Mr. Henry, together with his wife and four children, plans to visit China.

His brother rather than his parents is to blame.

(应承担的是他的兄弟，而不是他的父母。)

The workers as much as the manager were responsible for the loss.

(工人像经理一样对损失负责。)

(5) 两个单数名词前都有冠词时，谓语动词常用复数：

The editor and the publisher of this magazine are very able men. (指两个人)

The editor and publisher of this magazine is a very able man. (指同一个人)

(6) 并列主语由“形容词+and+形容词+名词”构成，指两类不同的人或物时，谓语动词也用复数。如：

Social and political freedom are limited there.

### 练习 6

Circle the correct form of the verb in the brackets:

1. All of the work (was, were) finished.
2. Neither the teacher nor the students (has, have) enough time.
3. What I saw (was, were) two men attacking the policeman.
4. Most of the houses (needs, need) painting.
5. Trial (试验) and error (is, are) the source of our knowledge.
6. Here (is, are) the files you asked for.



7. There (seems, seem) to be many arguments on both sides.
8. The audience (is, are) returning to their seats.
9. The audience (is, are) very enthusiastic tonight.
10. The minister, rather than the trade unions (is, are) responsible for the present situation.
11. The stars and stripes (are, is) their national emblem.
12. The cultural and economic improvement in the country (have, has) given people renewed hope.

### 练习 7

Underline the errors in agreement between subject and verb. Write the correct verb forms. If there is no error, write none at the end of each sentence:

1. Some of the coins is missing.
2. Two-thirds of these has been finished.
3. Every man and every woman are asked to help.
4. All that remain are the recently built ones.
5. There is a great number of parks in the city.
6. Two-thirds of this has been finished.

(7) 形容词从句中的主谓应一致。

关系代词作主语时，它的数必须与其先行词一致：

This is one of the rooms that were damaged in the fire.

“one of those + 复数名词”后的形容词从句中的谓语动词用复数：

Jane is one of those persons who always think they are right.

当 one 前面有 the only 等修饰时，形容词从句中的谓语用单数：

She is the only one of those girls who is willing to take a make-up exam.

(8) 其他情况下的主谓一致。

表示时间、金钱、距离、体积、小数等名词词组作主语时，其谓语动词常用单数：

Eight hours of sleep is enough.

Twenty dollars is too much to pay.

如果主语表示具体的、个别的单位，谓语动词用复数：

Their last four years have been full of surprises.

There are two silver dollars in each of the stockings.

Chinese, Japanese, English, french 等词指语言时，用单数；指人民时，用复数：

Chinese is a difficult language.

The Chinese are kind and friendly.

### 练习 8

Choose the correct answer in the following sentences:

1. Two thousand miles (is, are) too far for us to travel over a short vacation.
2. The old in my country (is, are) cared for by their children and grandchildren.
3. The statistics in that report on oil production (is, are) incorrect.