

李阳春◎编著

大学和研究生英语技能研修

·英语表达· 写作与演讲



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大学和研究生英语技能研修

英语表达——写作与演讲

李阳春 编著

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前言

随着人类进入 21 世纪,知识经济时代已初显端倪。无论是在校的莘莘学子,还是从业的中青年人,都痛感机遇与挑战并存给自己带来的巨大压力。优胜劣汰、物竞天择这一制约自然界生物发展的规律,越来越明显地展现在人类社会生活的方方面面。把握机遇、迎接挑战于是就成了保生存、求发展的现实动力。而真正掌握外语——这一新时代进行涉外交际的必需工具,成为广大外语学习者的强烈愿望。一方面,人们看到了先后开展的各级各类考试,再加上各种涉外测试,犹如把把干柴,把早已兴起的“外语热”烧得越加红火。但另一方面,人们也注意到,外语学习的投入与产出还是不成比例。比如英语,许多中青年,包括前些年陆续毕业的大多数大专学生和研究生,并没有真正掌握好。学了十来年英语,却还是说不出,写不好,甚至不敢说,不会写。这一严重状况自然引起社会各界的深切关注。

究其原因,当然是多方面的。笔者认为以下两点至关重要:一是外语教学指导思想有误。辛辛苦苦学英语,似乎就是为了考试、过级,而不是为了切实掌握这一工具。为过关考试的教学过程,必然是教员使劲灌,学生拼命记,注重应试技能,忽视实践环节。而外语是习得而成的。从某种意义上说,外语实际上主要不是教出来的,而是自己学出来的,用出来的。从这一点可以说,外语教学比其他许多学科——如果不是所有学科的话——更需要从应试教育向

素质教育的转变。二是教员的教学方法有误,对广大自学者来说则是自学方法有误。有些人往往忽略了语言学习内在的循序渐进的模式:从听音、悟义、模仿、会话开始,过渡到认字、朗读、背诵、造句,进而学语法、练阅读、写作文、搞演讲。这一规律适用于所有语言,当然也包括英语。其实,我们只要简略回顾一下自己汉语听说读写能力是怎样发展起来的,也就明白了英语应当怎么学。但可惜的是,由于种种主客观条件,一些教员和许多非英语专业的公外学生,却不自觉地或多或少地违背了语言学习的规律。例如练听力,仅仅是听音、理解,而不模仿、跟读;练阅读,只用眼和脑,很少朗读,更谈不上背诵;记单词,在纸上反复写,却很少读出声来,更不注重结合生词出现的上下文,通过反复诵读来记忆、理解词义;学语法规则,笔记记了一大篇,却很少有意识地运用规则造句,更谈不上强迫自己用英语思维,抓住一切机会把学会的语法条条用在口头和笔头表达上。凡此种种,都是学习方法上的严重失误,其结果必然妨碍语言技能的获得,阻滞语言素质的提高。

有鉴于此,笔者认为,作为负责任的外语教师,应当首先自己摸索外语教学的规律,钻研行之有效的教学法,正所谓“授人以鱼不如授人以渔”。而广大英语自学者,则应自我警醒,严格按语言规律学外语,以免重蹈事倍功半的覆辙。

正是基于这一想法,笔者正在把多年积累的体会编写成一套教学法研究的系列丛书,奉献给读者,以资借鉴。本书着重讨论如何用英语表达,怎样向学生传授有关的要领、章法、技能。这里所说的“表达”,是相对于“摄入”而言的。听音、阅读是摄取信息的主要途径,而口语和写作则是传播信息的主要方式。抓住口头和笔头表达这两个环节,既能有效促进听、读能力的发展,也能最终达到外语学习的惟一目的——交流思想。而现今广大学生和中青年自学者最头疼的,也莫过于口语和写作了。

口语和写作在形式上差异很大,一个动嘴,一个动手,但两者

都离不开脑。只有掌握了表述思想的要领、章法以及必需的句式、语法、词语,才能由易到难有条不紊地进行口头或笔头表达。当然,口语还有个发音问题,语音语调要多模仿,单词要读清楚,重音要发准。而写作则牵涉到词汇的拼写以及大小写、标点符号等问题。本书的口头表达起点较高,不是日常生活会话,也不是一对一的泛泛讨论,而是专题演讲或争辩。发言稿从一二百字起步,到一千字左右,发言时间分别为二三分钟到一刻钟左右。本书的笔头表达从段落写作起步,过渡到多段式写作(包括按提纲写作、看图作文、图表评述、文章缩写、资证材料准备等),最后探讨如何撰写篇幅较长(1000字以上)的文章或讲稿。

在构思和编纂的过程中,笔者力图体现出三个特色。其一是针对性强。既要针对目前英语教与学中暴露出的若干弊端,又要针对已经走上不同工作岗位的历届毕业生。其二是实用性强。不仅仅可以作为各级各类应试的参考,更着眼于现实和未来工作的实际需要。全书重在讲解要领章法,提供大量实例,反复强调模仿、诵读,以求“死背活套”,举一反三。其三是思辨性强。语言文字毕竟只是个载体,重要的是所表达的内容。换言之,写作者或演讲者的思想素质、思辨能力、知识储备乃至才情秉赋必然在作文或演讲中有所体现。为帮助读者“文思如泉涌”,本书刻意训练如何审题切题,布局谋篇,推理判断,归纳辨析,以期切实提高思辨和论争的素质。

书中涉外资料由于洋、塔娜收集整理,全书草稿和一校小样由李冬青、于晶负责校阅。

由于本书的编写思路是探索性的,加之笔者经验和水平的局限,书中不妥乃至谬误难免,恳请同行和广大读者惠予指正。来函请寄大连理工大学外语系(邮编 116024),在此谨致谢意。

李阳春

2000年1月

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第一章 段落写作

第一节 要领与章法

天下三百六十行,隔行不隔理。干什么事都有个要领、章法问题,这样人们才能学得快,干得好。写作也不例外。如果说句子是作文的基础单位,那么,由若干个句子所组成的段落就成了一篇文章的分支。即使是两三个段落构成的一篇 100 多字的短文,也需要几个“分支”各自独立,又相互联系,浑然成一体。所以在句子基础上写出好段落,实际上是写作的基本功之一。

一、主旨句

一个好的段落必须围绕一个中心来写,不能东拉西扯。人们通常把表示段落中心的句子叫作主旨句或主题句(topic sentence),一般位于段首,当然也可以放在段中甚至段末。初学写作的人,最好把主旨句有意识地放在段落开头,这样既便于读者理解,又警示自己以下各句要围绕这个中心来写,不容易出错。主旨句要用具有概括性的文字来写,内含表达全段中心的关键词(key words)。如(一)分析儿童辍学原因的段落,可以用下面的几个主旨句:

1. What are the reasons for children's dropping out of school?
2. The reasons for the problem are as follows.

3. There are at least four reasons for the above-mentioned problem.
4. What factors cause so many children to leave school at an early age?
5. Why do so many children drop out of school?

(二) 议论吸烟危害的段落, 可以选用下列主旨句:

1. It is evident that smoking does much harm to one's health.
2. Needless to say, smoking is harmful to health.
3. Smoking has negative (bad) effect on one's health.
4. Is smoking bad to health? The answer is yes (positive).
5. There are several proven bad effects of smoking on one's health.

(三) 讨论如何杜绝市场上出售假冒伪劣产品问题, 下列各句都可用作主旨句:

1. What are the possible solutions to the problem?
2. How can we solve the problem?
3. What are the measures that we can take to resolve the problem?
4. We can take the following steps to deal with the problem.
5. There are a number of measures to cope with the problem.
6. The above discussion about the reasons for the fake and inferior goods enables us to come up with the following possible solutions to the problem. (此句也具有“承上”——假冒伪劣产品原因和“启下”——如何解决的作用。)

需要着重指出的是, 许多学生忽略主旨句的作用, 而没有主旨句的段落犹如画龙未点睛, 是违反写作要领的。

如果要写三个不同的主体段落, 最好在各段段首写出不同句式的主旨句, 以免句式呆板。

二、展开句

紧接着主旨句,应当写出若干个拓展中心的展开句或叫扩展句(developing sentences, expanding sentences, supporting sentences)。就篇幅而言,展开句是一个段落的主体部分,也是最能展现作者思辩能力和写作水平的部分。

展开句的写作,应当注意掌握以下要领:

1. 要切准主旨句中的关键词,围绕段落中心写,切不可想到哪写到哪,把上段话的意思重复写,或把下段内容提前写上一两句。
2. 展开的内容要提前思考成熟,最好列出点来(即列点法),以求思路清晰,句句相连,一气呵成,逻辑性强。要防止内容重叠或前后矛盾的现象。
3. 展开方法和关联词语(启、承、转、合)要运用得当。几个主体段落应使用不同的展开方法。
4. 展开篇幅的长短要根据需要来确定。应试时应审准题目要求和可能给出的提纲,判明这是个长段,还是中段,抑或是个短段,再考虑应用不同的展开方法。

以下是几个典型段落的主旨句和展开句部分,请大家研读一下:

1. 污染情况日趋严重

With the development of science and technology, the side-effects of the progress are being felt more strongly than ever before, especially the problem of pollution (contamination). To begin with, the most obvious pollution is that of the air. As the factories and cars keep pouring out smoke, the air is no longer clean and healthy. Next, the pollution of water makes it difficult, or even impossible, for life in water to survive. In addition, much valuable land has been or is being taken up by solid wastes. Fur-

thermore, the loud noise produced by machines, cars, TV sets and stereos almost drives us mad.

此段扣准 pollution problem 关键词, 判明是状况描述, 按空气污染、水污染、土地污染、噪音污染的顺序, 一步一步展开, 用的是列点法, 关联词语是 To begin with..., Next..., In addition..., Furthermore...。

2. 大众媒体是现代社会重要组成部分

Mass media play an important role in the modern society. Each medium has its strengths and weaknesses. Though both newspapers and magazines carry news, the former lay (place) emphasis (stress) on rapidity, whereas (and, while) the latter on detailed analysis. Radio seems to be a simple and convenient means of keeping us well informed of what is going on worldwide. As to (As for, With regard to, Talking of) TV, the most popular form of mass media, it enables viewers to see as well as to hear what is on, bringing them right into the action.

这段是观点论证的示例, 分别简述了报纸、杂志、广播和电视的各自特点, 全段扣准媒体重要作用这个中心, 用的是分别论述法。

3. 儿童辍学原因

There are at least three reasons why so many children have dropped out of schools. Firstly, quite a few families, especially in the poor, remote countrysides, can not afford their children to go to school (are too poor to support their children to go to school, are so poor that they cannot send their children to go to school). Secondly, with the swift development of the market economy, some parents as well as their children pay more attention to money instead of schooling (education). They believe (In their eyes,

To their minds) money is the most important (valuable) thing in the world (money is more important than anything else, nothing else is as important as money). Thirdly, owing to lack of fund, some schools are in terrible conditions. Teachers are badly needed there. In some isolated areas there are even no schools available at all.

儿童辍学原因是多方面的,但首先是经济条件、社会观念和办学条件所致。此段列出这三点来分析,抓住了问题要害。

4. 减少辍学现象的措施

(接上段原因讨论)How can we effectively stop such a bad tendency? (We can take the following steps to improve the situation. /There are at least four measures that we can take to solve the problem. /The above analysis of the reasons for the problem enables us to come up with the following solutions to the problem.) First and foremost, we must do (try) our best (utmost) to educate the public on the importance of education. China needs a lot of well-educated people for the realization of the four modernizations, and schools are the very places where these people are produced. Without knowledge, how can we realize our great goal? Next, we have to raise more money from the society to help children from poor families to continue their schooling. Besides, governments at all levels should give more fund to support the elementary (compulsory, obligatory) education. In addition, we had better pass new laws to more severely punish those who employ (hire) children as labourers (workers).

这是个如何解决问题的方案讨论段,通常出现在原因分析段落的后面,即所谓“对症下药”。本段从全民提高对教育重要性的认识、社会集资助学、政府加大资金投入和立法四个方面探讨如何解

决儿童辍学问题,用的也是列点法。值得注意的是,所列四点并不是一个点一句话,如第一点就写了三句。有时,当所给提纲比较详细的话,要防止一个点写一句的简单化倾向。写作毕竟不是翻译,要注重发挥作者创造性思维和表达的潜能,做到既遵循提纲要求,又不拘泥于条条框框。当然,也要同时防止另一种极端情况:漏写了提纲所提示的要点。换句话说,应当依据提纲,积极合理地发挥,可以多写一两点,或者在某一两点上多展开一两句。

5. 电视广告利弊分析

TV ads (commercials) have both advantages and disadvantages. On the one hand, by watching TV ads, people can see the products on the screen more clearly. Since TV ads can be seen and heard, they are likely to be more convincing than other forms of ads. Thus, people can compare similar products or services before they make their final decision. On the other hand, however, TV ads tend to give people a false idea of the value of the product or the service. As a result, some people may buy something unnecessary, or something inferior.

世界上一切事物都是一分为二的。权衡利弊、比较优劣、分析长短,兼顾正反,正是体现这种辩证思维的过程。只有平时细心观察生活,用心领悟哲理,才能写出中肯的分析文字。

6. 图表评述

改革开放以来人们度假情况的巨大变化

How People Spent Their Holidays

| Items Years | Staying at Home | Going to Seaside | Going Travelling | Going Camping |
|----------------|--------------------|---------------------|---------------------|------------------|
| 1977 | 70% | 34% | 16% | 17% |
| 1988 | 46% | 28% | 35% | 25% |
| 1996 | 30% | 20% | 42% | 32% |

The table describes the great changes how people spent their holidays in the past 20 years. First, in 1977, 70% of people spent their holidays at home, but the figure dropped to 30% in 1996, only half (less than half) that of 1977. It seemed that people became more active in exploring entertainments in the outside world. Second, the people going to seaside decreased from 34% to only 20% in 1996. The possible reason for it, in my opinion, was pollution of sea water and sea shores. Third, the number of the people who went travelling increased very fast. In 1988, it was 35%, more than doubling the number in 1977, and in 1996, it rose to 42%. The obvious reason for this trend is the increase of people's income. Lastly, compared with 1977, many more people went out camping in 1996, the former being 17% whereas the latter 32%, which shows that the real beauty of nature was rediscovered and people were eager to be closer to nature.

此段按逐项评述的方法,选择典型数字,揭示数字间的倍数(或百分比)关系,再点评一两句。这是图表评述常用的写作方法之一。

三、归纳句

也称总结句、结论句(concluding sentence, summarizing sentence),位于段尾,作用顾名思义是总结归纳本段大意,与段首的主旨句相呼应。应注意的问题是:

- (1)不是所有段落都必须写一个归纳句。需要写归纳句的往往是较长段落,从文脉发展和信息处理角度考虑是否要写。
- (2)归纳句决不能简单重复主旨句内容,更不能把主旨句照抄一遍,而应当变换句式,从内容的深度和广度上进一步拓展。
- (3)有的归纳句具有承前启后的双重作用,既总结了本段内容,又

提示出下一段的写作方向。在这一点上,此种归纳句和上述某些主旨句的作用相似。

以下是若干归纳句的示例,研读时请参照本节上述两个层次(即主旨句和展开句)举例所用的相关段落。

1. “污染情况日趋严重”段落的归纳句:

... In sum, we literally live in pollution; Not only do we see it, smell it and taste it, but also we actually eat it, drink it and breathe it.

2. “大众媒体是现代社会重要组成部分”段落的归纳句:

... Since the media affect (influence) our life positively and considerably, they are rightly regarded as great contributors to the development of our modern society.

3. “儿童辍学原因”段落的归纳句:

... Therefore we can conclude that it is several social and economic factors that result in more and more children leaving (dropping out of) school at an early age.

4. “减少辍学现象的措施”段落的归纳句:

... Only by taking the above-mentioned measures, can we possibly (hopefully, effectively, considerably) reduce the number of dropouts (solve the problem, improve the situation, resolve the problem).

5. “电视广告利弊分析”段落的归纳句:

... So the wise attitude towards TV ads is watching them carefully while not believing everything they tell us.

四、段落三层次写作法综述

凡是主体段落,一般都要分若干个层次来写。对于初学写作的人来讲,笔者建议先掌握三个层次(即主旨句、展开句、归纳句)的

基本写作方法。其中,前两个层次是必不可缺的,最后一个层次可有可无,应视具体情况确定。

中间的展开层次是成败的关键。要写好这个层次,当然要靠扎实的语言功底,如地道的英语句型句式,正确的主谓形式,流畅的语言表达以及准确的书写(单词拼写、大小写、标点符号等)。但是,仅仅有语言功底是不够的,还要依赖思辨功底和知识储备。从这个意义上来说,“First Chinese, second English.”这一说法确实不无道理。有不少同学写完主旨句后或审视提纲后,不知道怎么展开。即使勉强续写下去,也是东扯一句,西凑一句,不得要领,不合章法。出现这种窘境的原因,与其说是英语写作水平低下,倒不如说是思辨能力亟待提高。

例如一篇题为“The World Is Getting Smaller and Smaller”的命题作文,给出下列提纲:

1. 许多人感觉世界变得越来越小。

2. 原因:(1)现代交通工具发达;

(2)通讯手段现代化;

(3)人与人之间交往频繁。

3. 我的看法。

纵观整个提纲,命题者的意图显然是要求学生谈论随着科技发展和人类文明程度的提高,人们感觉地球似乎在变小。这本来是件好事,是现代文明带来的正效应。但为数不少的学生,居然在第一段大谈世界人口膨胀带来的种种弊端,造成人们感觉地球变小;有的同学在三段还在钻牛角尖,谈论人际关系怎么难处;还有的同学在三段评论说这是个坏现象,应当计划生育、控制人口增长率等等。表面上看,造成这种状况是审题不严,但实质上恐怕与这些同学汉语的理解能力、思辨能力不无关系。据此,笔者认定,要写好展开层次,除了努力提高英语写作水平以外,还必须强调平时仔细观察自然界和社会生活的方方面面,养成思考和分析问题的习