



十一·五

“十一·五” 高职高专公共基础课规划教材

英语应用 能力写作

■ 项新宇 崔秀香 主编

北科院



机械工业出版社
CHINA MACHINE PRESS



“十一五” 国家级重点图书出版规划教材

英语应用能力写作

H315
53

主 编 项新宇 崔秀香
副主编 崔秀敏 胡智勇
参 编 李显宁 张建春

机械工业出版社

本书遵循《高职高专教育英语课程教学基本要求》的精神,通过全面系统地
对英语写作尤其是应用文写作进行梳理、归纳和总结,使学生掌握应用文
的写作技巧,提高写作水平,培养实际运用语言的能力。

本书内容包括:英语写作基本知识;实用英语写作;广告宣传;证书
与单证;合同;模拟与真题。

本书全面系统,重点突出;立足实用,突出应用;讲练结合,针对性
强。可作为高职高专院校、高等专科院校教材,也可供相关专业人员
参考。

图书在版编目(CIP)数据

英语应用能力写作/项新宇等主编. —北京:机械工业
出版社,2005.9(2006.6重印)

“十一五”高职高专公共基础课规划教材

ISBN 7-111-17394-5

I. 英... II. 项... III. 英语—写作—高等学校
技术学校—教材 IV. H315

中国版本图书馆 CIP 数据核字(2005)第 106447 号

机械工业出版社(北京市百万庄大街 22 号 邮政编码 100037)

策划编辑:宋学敏 责任编辑:于奇慧 版式设计:霍永明

封面设计:王伟光 责任印制:李妍

北京铭成印刷有限公司印刷

2006 年 6 月第 1 版第 2 次印刷

169mm × 239mm · 6 625 印张 · 255 千字

5001—10000 册

定价:16.00 元

凡购本书,如有缺页 倒页 脱页,由本社发行部调换

本社购书热线电话(010)68326294

编辑热线:(010)68354423

封面无防伪标均为盗版

前 言

随着国际交往日益频繁，英语应用文使用也日益广泛。因此，在大学英语尤其是高职高专英语的英语教学中，培养学生的写作能力尤为重要。《高职高专教育英语课程教学基本要求》对学生的写作能力培养作了明确规定。本书遵循《高职高专教育英语课程教学基本要求》的精神，旨在全面系统地对英语写作尤其是应用文写作进行梳理、归纳和总结，使学生通过学习、参照和模仿，掌握应用文的写作技巧，提高写作水平，从而达到教学大纲所规定的要求，培养学生实际运用语言的能力。

本书分为六章：英语写作基本知识；实用英语写作；广告宣传；证书与单证；合同；模拟与真题。

本书具有以下特点：

全面系统，重点突出。本书根据《大学英语课程教学要求》和《高职高专教育英语课程教学基本要求》进行内容编排，从各类简易应用文，如便条、海报、通知等到产品说明、广告宣传、合同、简介等，样样齐全，无论从结构还是从内容上，与市面上同类书相比都更全面和详尽，目的是让学生全面了解写作知识和应用文的写作技巧。本书对求职应用文部分作了重点讲解与介绍，因为这部分是学生在毕业求职时用得最多的内容。

立足实用，突出应用。本书以“实用为主，应用为目的”为原则，首先对英语写作基础知识及基本技巧进行了简明扼要的介绍，并特别将大学生应掌握的各类应用文的写法按类型、格式、常用句型等加以全面介绍。

讲练结合，针对性强。本书不仅教学生如何用英文书写通知、简历、合同等，而且还提供了大量范文并配有部分译文，使学生通过学习、参照和模仿来掌握应用文的写作技巧。每章节都配有练习，而且针对考试的需要，本书提供了模拟试题及历年真题，便于学生考前复习，使内容尽量与实用英语能力测试同步。

本书在编写过程中借鉴了同仁的相关著作，在此对有关作者、编者表示衷心感谢。

目 录

前言

第一章 英语写作基本知识	1
第一节 英语应用能力考试写作要求	1
第二节 英语写作常见错误	2
第三节 段落展开的方法	6
第二章 实用英语写作	13
第一节 简易应用文写作	13
第二节 社交信函	26
第三节 求职应用文	55
第三章 广告宣传	70
第一节 简介	70
第二节 征稿启事	77
第三节 招聘广告	81
第四节 商业广告	84
第五节 使用说明书	93
第六节 招标投标	101
第四章 证书与单证	107
第一节 公证书	107
第二节 录取通知书	109
第三节 毕业证书与文凭	112
第四节 护照	117
第五节 信用证	119
第六节 汇票	123
第七节 提单	125
第八节 保险单	129
第九节 课程申请表及成绩报告单	131
第五章 合同	140
第一节 聘用合同	140
第二节 销售合同	146
第六章 模拟与真题	151

第一节	模拟练习	151
第二节	实考试题及参考范文	155
附录		
附录 A	常用词汇、俗语	162
附录 B	企业单位名称	166
附录 C	学校、科系、专业、学位名称	170
附录 D	参考答案	174

第一章 英语写作基本知识

第一节 英语应用能力考试写作要求

我国高等职业教育、普通高等专科学校教育和成人高等教育的教学目标是培养高级应用型人才，其英语教学应贯彻“实用为主，够用为度”的方针：既要培养学生具备必要的英语语言基础知识，也应强调培养学生运用英语进行有关涉外业务工作的能力。《高等学校英语应用能力考试大纲》(以下简称《考试大纲》)规定：本考试以《高职高专教育英语课程教学基本要求(试行)》(以下简称《基本要求》)为依据，既测试语言知识也测试语言技能，既测试一般性语言内容也测试与涉外业务有关的应用性内容。

考虑到目前我国高职高专学生英语入学水平的现状，《基本要求》将教学要求分为 A 级要求和 B 级要求，本考试也相对应地分为 A 级考试和 B 级考试。修完《基本要求》规定的全部内容的学生可参加 A 级考试；修完《基本要求》B 级规定的全部内容的学生可参加 B 级考试。

一、大纲写作要求

在《基本要求》中，对写作部分的具体要求是：

1. A 级的写作要求

能就一般性题材在 30 分钟内写出 80—100 词的命题作文，能填写和模拟套写简短的英语应用文，如填写表格，套写简历、通知、信函等，词句基本正确，无重大语法错误，格式恰当，表达清楚。A 级写作主要就是测试考生套写应用性短文、信函、填写英语表格或翻译简短的使用性文字的能力。

2. B 级的写作要求

考生能运用所学词汇和语法写出简单的短文；能用英语填写表格，套写便函、简历等，词句基本正确，无重大语法错误，格式基本恰当，表达清楚。

二、英语应用能力考试(A级)写作的评分原则及标准

1. 评分原则

高等学校英语应用能力考试(A级)作文题按综合方式评分,即给印象分(Global/Impression marking)。评分时应以考生应得(Rewarding)分数评定,不要以扣分(Penalty)方式来评定。

2. 评分标准

英语写作题满分为15分,评分标准共分为5个等级,即2分、5分、8分、11分、14分。如果试卷的得分可高于或低于某一个等级分,则应加一分或减一分,例如高于14分者可给15分,低于8分者可给7分,等等。如果不按提示写作文或语言表达完全无法理解,应给0分。总之,评分时力求准确,防止趋中倾向。字数不够应扣分,在给分后,每少10个字扣一分。

(1) 14分:格式正确,内容完整,表达清楚,语言上仅有很少的小错。

(2) 11分:格式基本正确,内容较完整,表达尚清楚,有一些语言错误,可以有个别句子结构的错误。

(3) 8分:格式基本正确,内容大体完整,表达可被勉强理解,有较多的语言错误,包括少量严重错误。

(4) 5分:格式勉强说得过去,内容不完整,但是没有离题,表达上有较大困难,语言上有很多错误,有一些是严重错误。

(5) 2分:格式不正确,内容表达不清楚;语言支离破碎,仅有个别句子正确。

三、出题形式

根据实考题和样题情况,所出现的作文题目分别为:申请表(The application form),简历表(Resume),书信(Letter),便条(Note),电话留言(Telephone message),通知(Notice),翻译简短的实用性文字等。

第二节 英语写作常见错误

写作要通过按一定顺序和规则排列文字符号来传递信息。语法错误、用词不当等都会使读者无从了解作者的真实意图。因此,扎实的语言基本功是完成一篇好的文章的前提。但是,在日常的写作中,学生往往在文法上出错,使得文章语句不通,无法准确传递信息。本节中,我们归纳了学生在英语写作学习中最易出现的错误,以期学习者在今后的写作实践中能够避免。但要想真正地写出流畅、

优美的文章，必须平时不断地学习和积累。

一、一般性错误

1. 单词错误拼写、混用

学生在写作过程中最容易犯的错误就是单词拼写，主要是因为平时单词记忆方面花的时间少，训练不够。下面是一些容易写错的单词：

正	误
ability	ablity
aroused	arose, arosen
benefit	benifit
capability	capbility, capablity
committee	commit, comite
convenient	convnient
description	describition
destroyed	destroied
environment	enviroment
favorite	favorate
laboratory	labratary, laborotary
necessarily	necesarily, necessarily
necessity	necessarity, necessty
nowadays	nowdays, nowday
personnel	personel
resource	resourse
receive	recieve
skiing	skying
solve	solute
succeeded	succeed, suceded
thorough	thought, through
university	univercity

学生对某些近形词、近义词理解掌握不够，在写作过程中经常会造成混用或误用。如下列近形或近义词：aboard → abroad, person → people, adapt → adopt, attribute → contribute, extend → extent → expand, favorable → favorite 等等。

为了避免或少犯此类错误，应多花时间记忆单词，对其中特殊的拼写应更加留意，同时注意近形词、近义词之间的联系和区别。

2. 时态、语态使用错误

学生在写作中对时态，特别是一般现在时和一般过去时的使用存在较多错误。如在叙述过去已经发生的事情应该用一般过去时，而学生往往不能注意到动作发生的时间，而使用一般现在时进行描述。另外，不能正确使用主动和被动语态也是常犯的错误之一。如：I really have something to be eaten. 句中动作 eat 的逻辑主语应为 I，但学生往往认为是 something 而使用被动语态表达，写出错句。这些错误与学生平时学习不细心、对时态和语态的含义等基础知识掌握不牢有很大关系。

3. 固定用法及搭配错误

基础知识掌握不好还会造成一些固定用法及固定搭配的使用错误。如：apply for (当表达“应用”时为 apply to), be content to something (应为 be content with something, be content to do something), It is about time we should get up. (虚拟语气用法，应为 It is about time we got up.) 等。

二、句子结构错误

1. 断句方面

英语句子要具备完整的结构才能准确表达意义。有的学生在写作时，不管句子之间的关系如何，一律用逗号隔开而不使用任何连接成分，或者两个或两个以上的句子在一起使用，中间不使用任何标点符号或连接词。这种错误一般被称为断句错误。如：

- (1) Both of them didn't go back home after class, it was raining outside.
- (2) His car broke down on the way, he was late for work.
- (3) I couldn't interrupt her she was in deep sorrow.

纠正断句错误需要分析分句或主从句的逻辑关系，加入相关连接词、标点符号或对原句结构进行调整。上面的错句可以改为：

- (1) Both of them didn't go back home after class because it was raining outside.
- (2) His car broke down on the way. Consequently, he was late for work.
- (3) She was in such a deep sorrow that I couldn't interrupt her.

Or: I couldn't interrupt her when/because she was in deep sorrow.

2. 非谓语动词方面

非谓语动词是英语中十分重要的语法之一。学生如果对此部分语法不能熟练掌握，就会在英语写作中出现很多错误。如：

- (1) 误: Raise wages means increasing purchasing power.
正: To raise wages means increasing purchasing power.
- (2) 误: If playing games all day, this opportunity will be wasted.
正: If playing games all day, you will waste this opportunity.
- (3) 误: Comparing with other countries, China has a larger population base.
正: Compared with other countries, China has a larger population base.
- (4) 误: Passing the final exam, he spent more time studying English.
正: To pass the final exam, he spent more time studying English.
- (5) 误: The right suggestion helped the patient stop to be anxious.
正: The right suggestion helped the patient stop being anxious.

3. 平行结构方面

平行结构指用在一个或几个相邻的句子中,用相同的语法结构表示几个意思上密切相关的内容。写作中要特别注意使用平行结构连接语法结构和句法功能上一致的成分,否则容易出错。

- (1) The salesgirl said that the music was popular, beautiful and could hold our interest.
(2) My part-time job seemed not only interesting but I also learned much from it.
(3) Seeing is to believe.

上面三个例子都没有注意句子的前后照应,只注重其一。应改为:

- (1) The salesgirl said that the music was popular, beautiful and interesting.
(2) My part-time job seemed not only interesting but also instructive.
(3) Seeing is believing.

4. 主谓一致

英语句子中主语和谓语的单复数要保持一致。写作时不但要注意一般的主谓一致问题,同时还要注意一些特殊的词汇或结构在特殊的环境中有着不同的用法和含义。如下面的例子:

- (1) 误: Tom, as well as other two boys, are playing instead of studying.
正: Tom, as well as other two boys, is playing instead of studying.
- (2) 误: Statistics are the most important subject for this major.
正: Statistics is the most important subject for this major.
- (3) 误: Two hundred miles are a long distance to cover in two hours.
正: Two hundred miles is a long distance to cover in two hours.
- (4) 误: Many a boy have tried, but few have succeeded.
正: Many a boy has tried, but few have succeeded.

三、汉化英语

受母语——汉语的影响，部分学生在写作时常常会完全按照汉语内容和顺序翻译，写出一些汉语式的英语句子。有的句子完全不成立，让人不知所云；有的好像语法上没有错误，但却不符合英语的表达习惯，感觉非常别扭。如下面的例子：

- (1) 好好学习，天天向上。

误：Good good study, day day up.

正：Study hard and you'll make progress every day.

- (2) 我给他点颜色看看。

误：I gave him some color to see.

正：I taught him a lesson. 或：I made it hot for him.

- (3) 桌子上有几本故事书。

误：The desk has some storybooks on it.

正：There are some storybooks on the desk.

- (4) 父母都望子成龙。

误：All parents hope their children can become a dragon.

正：All parents hope their children can succeed in life.

- (5) 没有工具，他们很难按时完成任务。

误：Without tools, they are difficult to finish the task on time.

正：Without tools, it is difficult for them to finish the task on time.

对英语词汇、语法等基础知识掌握不扎实，语言运用能力较差，缺乏对英语表达习惯和中西方文化差异的了解，是出现此类错误的主要原因。要避免汉化英语现象，首先要求学生加强英语词汇的学习，深入了解单词的含义和用法；其次在组词造句时一定要注意句子结构规则和英语表达习惯；还要活学活用，注意平时对中西方文化和英语惯用结构知识的积累。当然，除此之外还有很多好的方法，学生可在日常学习中不断发掘。

第三节 段落展开的方法

段落展开的方法有很多，本节只介绍其中几种常用方法。

一、叙述法

1. 说明

- (1) 按时间顺序：按事件发展的先后顺序或程序步骤的发展顺序进行叙述。

如：

Example A:

The afternoon passed quickly. The sun was already setting when the boys reluctantly decided to make their way homeward. But long before they reached the headland, they could see that the tide had come in so far that they were now cut off from either end of the beach. Their only chance of getting away was to find a way up the cliff nearby.

Example B:

Once you come across a person who has stopped breathing, you should begin immediately to do mouth-to-mouth breathing. First, place the victim on his back and remove any foreign matter from his mouth with your fingers. Then tilt his head backwards, so that his chin is pointing up. Next, pull his mouth open and his jaw forward, pinch his nostrils shut to prevent the air which you blow into his mouth from escaping from his nose. Then place your mouth tightly over the victim's. Blow into his mouth until you see his chest rise. Then turn your head to the side and listen for the outrush of air which indicates an air exchange. Repeat the process...

(2) 按空间顺序：用来描述场所或空间以及其中细节相互的位置关系。一般按以下几个方向进行描述：从远及近，从上到下，从左至右，顺时针方向。写作时应注意顺序的一致性。如：

Standing at the edge of the road, I looked up the gently winding driveway that climbed to the front of the house. The house stood on a level space surrounded by tall oak trees. Behind the house a hill rose sharply. The hill ended in a curved peak that seemed to frame the whole scene. I had never seen such a lovely setting for a house.

2. 常用信号词

(1) 表示时间顺序的信号词：first, second, at the beginning, after, afterwards, then, later, finally, at last 等。

(2) 表示空间顺序的信号词：above, behind, below, in front of, in the front of, next to, near, nearby, on the other side, under 等。

3. 练习

(1) 按时间顺序将下面句子排序，使之成为一段连贯的内容。

_____ a) Following their formation, the first plants appeared and produced oxygen.

_____ b) And finally, the earliest men appeared.

_____ c) About 4, 000 million years ago, the Earth formed from a cloud of dust

and gas orbiting the sun.

- _____ d) Now that they had something to eat and could breathe, the first animals appeared.
- _____ e) After some years, the oldest rocks surviving today were formed.
- _____ f) Many years later, the dinosaurs began to dominate the Earth and then they died out.

(2) 按空间顺序将下列句子排序, 使之成为一段连贯的内容。

- _____ a) The rest of the garbage — paper, food, plastic, rubber, glass, wood, leaves, and other items — falls apart.
- _____ b) With a mixing action, the Hydrapulper throws out the heavy metal objects that can later be sold as waste metal.
- _____ c) The garbage is dropped onto a conveyor belt that feeds the machine.
- _____ d) The waste is then mixed with water and carried to another piece of equipment where glass, sand, and small pieces of metal are thrown out.
- _____ e) A Hydrapulper is like a huge mixing machine.
- _____ f) At the same time, water is pumped into the Hydrapulper.

二、下定义法

1. 说明

下定义法指用一整段话对某个概念、术语或现象进行阐述, 常用于说明文体。一般说来, 此类段落由两部分组成: 一是定义句, 对其性质、含义、属性等进行定义说明; 二是具体部分, 对详细内容进行阐述。如:

The U.S. is definitely a telephone country. Almost everyone uses the telephone to conduct business, to chat with friends, to make or break social appointments, to say "Thank you", to shop and to obtain all kinds of information. Telephones save the feet and endless amounts of time. This is due partly to the fact that the telephone service is superb here, whereas the postal service is less efficient.

2. 常用信号词

常用于定义法的信号词有: to refer to, to aim at, to describe, to mean, to be, to be defined as 等等。

3. 练习

(1) 参照定义法, 将下面的句子排序, 使之成为一段连贯的文章。

- _____ a) In a lifetime a person generally belongs to at least one family — the one that he or she is born into.
- _____ b) The family is a social unit, consisting minimally of a married couple with any children that the couple may have.
- _____ c) The members of the family, particularly the parents and their young children, usually live in a common household and acknowledge certain mutual rights and obligations, especially with regard to economic activities.
- _____ d) Families are as nearly universal as marriage.
- _____ e) Later, upon marrying, a person forms a new family.

(2) 根据给出的题目, 用定义法写一个约 80 词的段落。

Topic: **Pencil**

三、比较法

1. 说明

当需要对两个或两个以上的事物进行说明或阐述时, 可使用比较法展开段落。运用比较法有两种方式: (1) 从事物相同或类似的方面着手; (2) 着眼于事物不同甚至相反的内容。如:

Susan likes living in a private house better than in a dormitory for a number of reasons. First, it costs less. For example, she paid \$ 120 a month to live in a dorm, but it costs her only \$ 90 to live in a private home. Second, she has more privacy in a home. In a dorm, she shared a room with another girl, but in a home, she has a room all to herself. Third, it is easier to study in a private home. A dorm is often too noisy, but a home rarely is. Finally, she can keep her car at a house. At campus dorms, there are no parking spaces for students' cars. For these reasons, Susan likes to live off-campus.

2. 常用信号词

常用于比较法的信号词有: compared with, compared to, like, unlike, on the one hand, on the other hand, but, although, however, whereas, while, be similar to, be the same as, on the contrary, better than, worse than, differ from, in the same way 等等。

3. 练习

根据比较法的常用信号词填空, 使下面段落行文流畅。

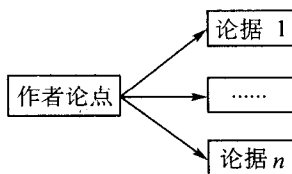
Although both are sources of energy, solar power is quite _____ from coal. _____

coal, solar power makes use of sunrays as a source of energy, so it is free of pollution. In addition, solar energy is abundant everywhere in the world, _____ the wealth of coal is not well shared out among all the countries of the world.

四、列举法

1. 说明

列举法是最常用的段落展开方法。作者先给出论点, 然后列出数据、理由或性质等论据对论点加以阐述, 如右图所示。



下面段落使用了列举法行文:

Some people think that there are many advantages for college students to have part-time jobs. Firstly, part-time jobs offer them opportunities to apply what they have learned in school and demonstrate their abilities. Secondly, it enables them to be more independent of their family and builds up their self-confidence. Thirdly, part-time experiences may be of great help to their future careers. Finally, part-time jobs can broaden their college lives and help them know more of themselves and society.

2. 常用信号词

常用于列举法的信号词有: first, second, in the second place, next, beyond that, for one thing, for another, to begin with, besides, finally, then, eventually, what is more, first of all 等等。

3. 练习

参照列举法, 将下面的句子排序, 使之成为一段连贯的文章。

- _____ a) As a consequence, they are studying English hard to know more about the English-speaking people and countries.
- _____ b) The second reason is that many students study English because they have to.
- _____ c) Students study English for different reasons.
- _____ d) The last reason is possibly that a good knowledge of English will help students get a better job when they graduate from the university.
- _____ e) Another reason is that they are attracted by the foreign culture.
- _____ f) The first reason is that students may need English to be able to read arti-

cles and textbooks about their subject in English.

_____ g) English is part of the school curriculum.

五、举例法

1. 说明

举例法就是在段落中列举具体的事例对作者的观点进行说明，所以可以说是列举法的一种特殊形式，只不过各个论据是用具体事例来代替。举例法也是一种常用的段落展开方法，在英语写作中常常会用到。如下面的段落：

Most societies have some means of law enforcement. For example, in the less populated regions of the world such as tribal areas, laws or customs may be enforced by a council of elders or by a strong chief or leader of the tribe much in the manner of a father who decides what behavior is best for his children. As another example, in the sparsely populated great open land of places like Australia, Canada and Brazil, a few policemen must travel great distances to enforce laws made to protect people and property. In countries where most of the people live in crowded urban areas, on the other hand, law enforcement is usually in the hands of large numbers of police who are directly responsible to the chief governmental official for that area. As still another instance, countries have co-operated in establishing various organizations and methods, including military or police action, to enforce the rules and laws agreed to by a majority of the co-operating nations. Although vastly different in form and in circumstances, most cultures have ways of enforcing laws agreed upon by the society.

2. 常用信号词

举例法常用信号词有：for instance, for example, as a case in point, as an example, say, thus, like, such as, that is, namely, to be example of 等等。

3. 练习

以“Television presents a vivid world in front of us.”为主题句，运用举例法写一个约 80 词的段落。

六、因果法

1. 说明

因果法段落写作通常用来解释说明事物原因和结果之间的关系。按因果关系