

清华大学远程教育系列教材



English Writing II

英语写作

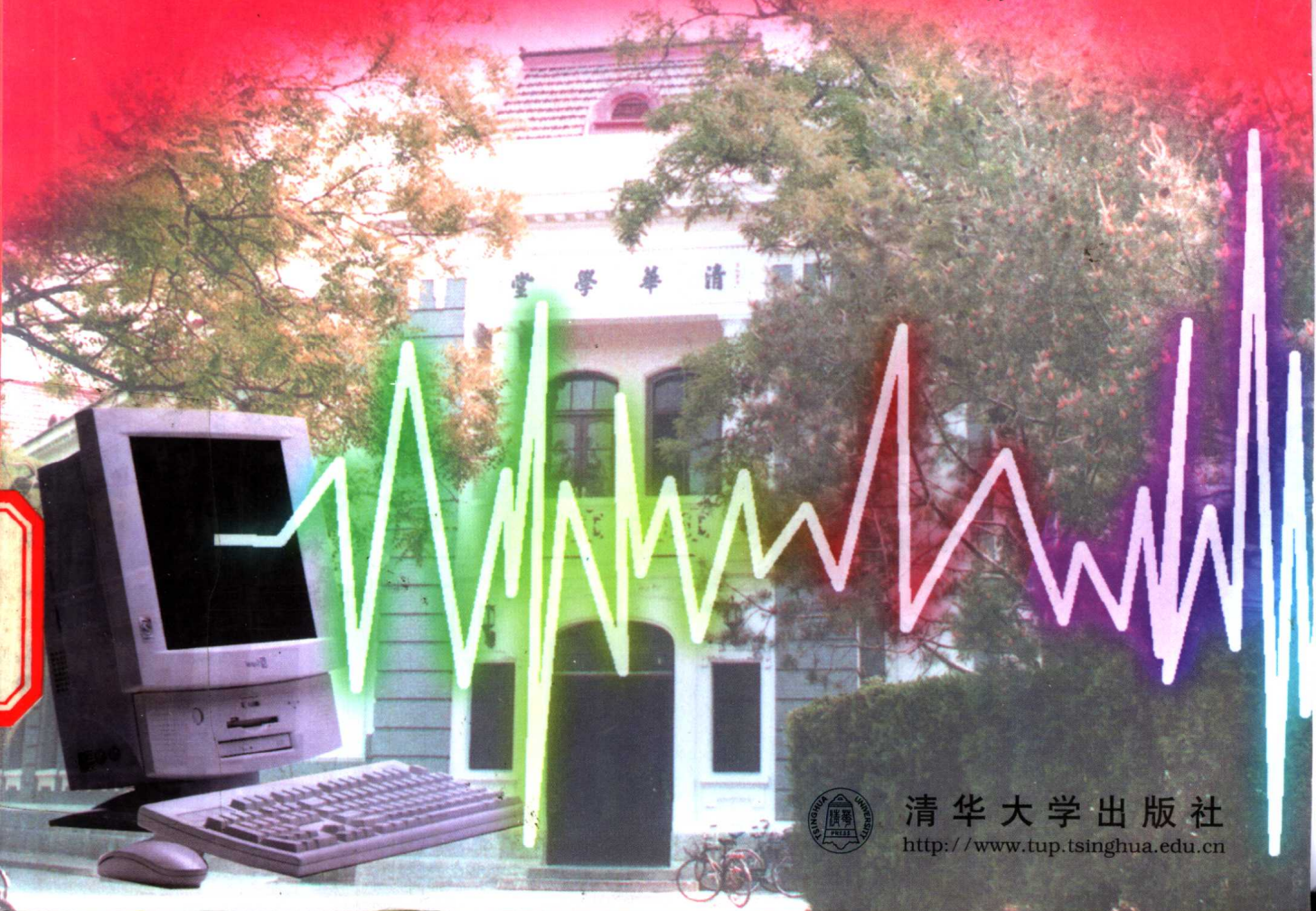
供专升本英语专业使用

下册

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清华大学出版社
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内 容 简 介

《英语写作》系清华大学远程教育专升本系列教材之一，是专门为英语专业专升本的学生编写的英语写作教材，也适于具有中级水平的英语学习者自学使用。本套教材全部用英文写成，上册主要包括写前准备、句子、段落、修辞等方面的内容，下册重点讲解各种文体（描写文、说明文、议论文及各类应用文等）的写作。另有与之配套的多媒体课件。

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前 言

在当前我国实行对外开放政策、国际交往日益频繁的今天，英语写作已成为新世纪复合型人才不可缺少的外语基本技能之一。《英语写作》就是一套专门为远程教育英语专业专升本一年级学生编写的写作教材。具有中级水平以上的英语学习者也可用于自学英语写作。本课程的目标是：在学生现有英语水平的基础上，加强学生写作技能的训练，提高学生实际运用语言的能力，培养学生良好的学风和正确的写作方法，为学生进入高级英语的学习阶段打好扎实的基础。

为了达到上述目标，我们依据教育部新颁发的《高等学校英语专业英语教学大纲》，坚持以“培养学生扎实的英语写作基本功”为宗旨，从讲授写作的最基本知识入手（如审题、构思的写前准备等），循序渐进且有针对性地在句子层面、段落层面、各种文体（如描写文、记叙文、说明文、议论文及各类应用文体等）、写作的基本功及修辞手法等方面对学生进行全方位的指导和训练，并配以大量丰富的实例和范文进行讲解分析。针对远程教育的学生在大多数时间需要自学的特点，我们在每个单元的写作技巧讲解、实例范文分析以及写作练习等主要内容之外，又设计了模仿写作、写作小窍门、佳句范文等辅助内容。本教材全部用英文编写，练习（除自由练笔外）均有示范或参考答案。

《英语写作》共有上、下两册，供专升本英语专业学生第一年两学期使用。每册 12 个单元。每个单元需要 4 个学时左右，共需授课时数 48 学时。

为了充分利用现代网络技术，我们还专门设计与本教材配套的多媒体教学课件，学生可以访问清华大学继续教育学院的网站进行自学。

在《英语写作》编写过程中，我们得到了清华大学继续教育学院、清华大学出版社和清华大学外语系以及该系的崔刚博士、孙霞副教授的热情指导和帮助，在此一并向他们表示衷心的感谢。

由于编写时间紧张，而且编者们的水平有限，教材中还有很多不尽人意之处，恳请使用本书的教师和学生提出宝贵意见。

编者

2000 年 12 月

Unit Outline

I. Presentation & Practice

You will find two or three main topics of the text material presented here. Practical examples and exercises are then provided to help you understand the writing skills and apply them to practice.

II. Guided Writing

You may find writing here is easy, full of fun, and worthwhile. You can:

- study a sample composition and write a composition by using the events of your own life and your own thoughts.
- imitate and practice a variety of useful sentences and expressions in your own writing.
- understand how you and the writers of the sample compositions perceive and view the world differently or similarly.

The subject of Guided Writing in each unit is not necessarily related to the one discussed in Presentation & Practice of that particular unit. The three parts include:

Learning & Imitation Practice:

The commonly used structures are presented in this section. Make up sentences which could be used in your own composition. In this way the Learning & Imitation Practice prepares both the language and the subject matter of your composition.

Model Composition:

Study the model composition carefully so that you are able to apply the structure and vocabulary into your own writing.

Your Writing:

It is your turn to write about your own life and thoughts.

III. Writing Tips

This part is intended to offer you a variety of tips (not often seen in your grammar books

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or textbooks) on writing effective sentences or paragraphs. They mainly serve as writing remedies for those flaws we find most often in your writing.

IV. Writing Sample(s)

You will have the opportunity to appreciate a variety of rhetorically and stylistically effective sentences, paragraphs or passages. Read them carefully and learn to use the patterns as well as the techniques in your own writing.

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UNIT ONE

English Writing English Writing English Writing English Writing

I. Analyzing a Process

If you need to explain how to do something or how something works, you will write a paper of process analysis. You will break a task into steps so that your reader can follow the process.

The Whole Composition: **Expository Writing**

A description of a process, like a narrative, is organized according to time.

An expository paper is based on facts, in other words, it presents facts or informs your reader of the process of how something is made or works, the causes of a natural or social phenomenon, the planning of a project, or the solution of a problem.

When writing expository compositions, methods such as comparison and contrast, definition, classification and illustration can be adopted to develop an exposition. Since most of these methods have been discussed in BOOK I, this unit will focus on the other two methods: analyzing a process and bending process analysis with other forms.

Process analysis is important in that exposition mainly deals with processes and relationships, and combined strategy is a method that incorporates all or some of the methods mentioned above into a whole composition.

While before discussing these two important methods, you have to pay attention to the clarity of your essay—the most important quality of an exposition. To achieve this you should:

- Limit your subject or the scope of discussion, for it is impossible to explain many things clearly in a short essay.
- Prepare enough materials (details or examples) to help your explanation; the ordinary reader often finds abstract discussions hard to follow if they are not illustrated by concrete examples.
- Present your facts and views in proper order.
- Pay attention to the accuracy and clarity of words and sentences; avoid ornamental as well as ambiguous expressions.
- Make your exposition, if possible, interesting or moving.

early evening or after having a meal.

Presentation & Practice**1. Analyzing a Process**

If you need to explain how to do something or how something is/was done, you will write a paper of process analysis. You will break down your topic into stages, explaining each so that your reader can duplicate (复制) or understand the process.

A description of a process, like a narrative, is organized according to time—chronologically. You describe first whatever is first in the process. Then you move on to the second part of the process, then the third, and so on until the end.

Example 1:

Most students do not use time well, so I am going to give you some good advice about how to plan your time. There are several important steps to follow: recording what you now do, analyzing the record, setting up a new time plan, and regularly reviewing your new plan.

As the first step, you should keep a record of how you now use your time. Do this for one week. For each day make a list of how each hour was spent. Be very accurate in this record of activities. Write down how much time you spend in classes, studying, eating, shopping, and leisure.

Next, after one week, analyze your record of activities. Have you spent too much time watching TV? Have you spent too little time studying? Are you surprised at how much leisure time there is and how little study time? Are you spending too much time on studying some subjects and too little on others?

After analyzing your activities, you should carefully decide how important each one is to you and how much it should have. Your new schedule must be based on these decisions.

Finally, make your time plan for the coming weeks according to a daily and weekly schedule. Difficult work that requires lots of concentration should be scheduled for the times when you are most wide awake. For most of us, that is the early morning. Leisure activities and easy work should be at times when you feel more tired, probably in the early evening or after having a meal.

Try to follow your time plan closely and review it each week. If needed, you can make changes in your schedule when you review it. Planning your schedule in this way is sure to make you a better student and also give you more leisure time than you expected.

The main idea of this essay is *how to plan your time*. In order to explain it clearly, the writer lists four important steps: *recording what you now do*, *analyzing the record*, *setting up a new time plan*, and *regularly reviewing your new plan*. And each step is adequately developed. For example, a list of four questions in the second step helps the reader analyze the record of activities effectively. If you follow these four steps, you will surely have enough time both for study and leisure activities.

A typical description of a process introduces the subject, describes the steps of the process in detail, and makes a conclusion. Take the above essay as an example, the first paragraph serves as an introduction, explaining why the author wants to give some advice—because *most students do not use time well*. The middle paragraphs are devoted to the detailed description of the steps of how to plan time well. And the last paragraph is a conclusion, presenting the reader what will happen if he/she follows the advice.

Generally, there are four basic steps involved in writing a process paper:

• Writing your introduction

The introduction to a description of a process usually consists of three to four sentences in the following order:

- A. Formal definition: what is the process?
- B. Purpose: why is/was this process performed? Why does/did it occur?
- C. Scope (optional): from what point of view will this process be described?
- D. Plan-of-development sentence: what are the chief steps or stages of the process?

• Discussing the theory

With some technical papers, it may be helpful to state the theory on which the process is based before explaining the process itself. Theory means the basic principle(s) underlying a process. Yet unless there is some clear principle underlying the process, do not give a theory. For instance, an explanation of how to change a flat tire requires no theory.

• Organizing your steps according to time

Organize your steps in the order of time or of logical sequence depending on the nature of the subject. Often the topic will help determine the most effective method of organizing expository prose. An explanation of how to play a tape recorder, for example, might well be organized as a series of steps. To explain an idea, you may want to make a comparison with another idea and assign a paragraph to each. A brief discussion of human beings' seven gifts might be organized in at least seven paragraphs, one devoted to each of the seven gifts. (See the example on page 9.)

• Writing your conclusion

Once you have presented the final step, do not end your paper abruptly—your reader may feel “cut off.” A few brief closing remarks will help your reader see the total process more clearly. Thus, in a concluding paragraph, you could (1) summarize the process, (2) evaluate the results, (3) discuss the importance of the process, and/or (4) describe the most recent development in the process, the latest refinement of the process, or the most recent discoveries about the process. Write whichever type of conclusion you think will be most appropriate for the paper and most helpful to your reader.

Besides these four basic steps, you also should include *Don'ts* in a process paper. If there's a common mistake that people can make in pursuing the process you're describing, you'd better warn your reader. And whenever things are likely to go wrong despite your careful directions, let your reader know about it.

Example 2:

Hand Developing X-ray Film

X-ray film development is a procedure whereby the invisible, latent (隐藏的) image on exposed film is converted (转换) to a visible image by treating the film with a developer solution. The special equipment needed to perform this process includes an exposed X-ray film, a film hanger, three solution tanks, and a dryer. The solutions needed are developer, fixer, and water, each in a separate tank at 68° F.

The process is based on the fact that an alkaline (碱性的) developer transforms exposed silver bromide (溴化物) crystals on the film into clumps of black metallic silver

that form an image. The unexposed silver bromide is not affected by this treatment. The complete development process consists of five steps: (1) developing, (2) rinsing, (3) fixing, (4) rerinsing, and (5) drying the film.

The exposed film is first removed from the cassette and attached to the hanger. The film is then suspended in the developer solution for about five minutes. This solution softens and swells the gelatin (胶) on the outside of the film, then reacts with the ionized silver bromide crystals to reduce them to metallic silver.

When the film is developed, it is placed in the rinse water tank, which contains running water, for thirty seconds. Running water insures that the film is rinsed (冲洗) properly. It removes the alkaline part of the developer so it will not neutralize the acidic fixer.

Next the film is placed in the fixer solution for ten minutes. This solution clears the film of nonionized silver bromide and hardens the gelatin emulsion, thus increasing its resistance to damage.

The film is then returned to the rinse water tank. It is allowed to remain there for twenty-five minutes so that the fixing slats will be removed, since residual fixer would cause the image to discolor and fade.

Finally, the film is removed from the rinse water tank and the excess water is allowed to run off. The film is then placed on the dryer, generally a type of rack. During the drying process, the film can be easily damaged. Since dirt from the air may become embedded (使嵌入) in the film or the film may become scratched, extreme care is taken to protect the film at this stage.

Drying takes approximately fifteen minutes. The dried film is a permanent, finished radiograph that helps diagnose a suspected condition.

In this example, the first paragraph serves as an introduction, discussing the definition of a certain term—*X-ray film development* and the list of needed items—*an exposed X-ray film, a film hanger, three solution tanks, and a dryer, developer, fixer, and water*. The second paragraph explains the theory underlying the process (*The process is based on the fact that an alkaline developer transforms exposed silver bromide crystals on the film into clumps of black metallic silver that form an image*) and the steps involved in the process—*developing, rinsing, fixing, rerinsing and drying the film*. The next five supporting paragraphs are devoted to the full explanation of the five steps involved. The last paragraph concludes the whole

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process and comments on the last step, which makes the reader feel that the essay comes to an end very naturally. Obviously, the writer also uses some transitional words or phrases (...is first removed...; next...; ...is then...; finally...) to make the essay more cohesive and natural.

Notice that this essay discusses the theory underlying the process at some length. This, however, doesn't mean that the discussion of theory is necessary in any kind of exposition describing a process. To help you understand the structure of this essay more clearly, look at the following detailed outline:

The main topic: hand development X-ray film

Definition: X-ray film development is a procedure whereby the invisible, latent image on exposed film is converted to a visible image by treating the film with a developer solution.

Necessary equipment: an exposed X-ray film, a film hanger, three solution tanks and a dryer

Underlying theory: An alkaline developer transforms exposed silver bromide crystals on the film into clumps of black metallic silver that form an image. The unexposed silver bromide is not affected by this treatment.

The steps involved: developing, rinsing, fixing, rerinsing, and drying.

Conclusion: The dried film is a permanent, finished radiograph that helps diagnose a suspected condition.

The following conjunctions or phrases are often used when writing a process of expository compositions:

firstly; first of all; to begin with	secondly; next; then; subsequently	at the same time; simultaneously	finally; eventually
the first step is...	after this; the next step is...		the last step is...
the first stage is...	in the next stage		in the last stage
at the first stage	in the following stage		

Remember, in describing processes or giving instructions, imperative sentences and sentences with the indefinite pronouns *you* as the subject are often used. The present tense should be used if the instructions are still applicable.

Example 3:

How a Bicycle Operates

Bicycles are really quite simple machines. Their most important parts are the frame, wheels, pedals (脚踏板), chain, brakes, and handlebars (手柄). The way a two-wheel bicycle operates is by moving energy from one part of the machine to another.

Where does the energy come from? First, the rider sits on the saddle and presses down on the pedal. This transfers energy through the pedals to a chain attached to the back wheel. Next, as the chain moves, the energy is transferred to the back wheel. This wheel then turns, and the bicycle is moved forward. The front wheel, in addition to rolling forward, is used for changing direction.

After the bicycle is moving, it will have to be stopped. This is done by means of brakes. Energy is transferred from the rider's hands, through cables (链条), to the brakes. The brakes press against the wheels and the bicycle's movement stops.

From this description, we can see that at different stages energy is transferred from one mechanism to another to make a bicycle move forward. Starting from the human, the energy goes to the pedals, then the chain, and then the rear wheel. When stopping, the energy of the brakes also starts with the human. In a way, the human is part of the machine.

This essay deals with how a bicycle operates. The introductory paragraph lists the parts of a bicycle such as *the frame, wheels, pedals, chain, brakes* and *handlebars* and briefly summarizes how energy is transferred. The middle two paragraphs explain in detail how the energy is transformed so that a bicycle can operate, and the concluding paragraph restates the process of how a bicycle operates.

Example 4:

How to Make Dumplings

Chinese dumplings are very popular among Chinese people. They eat dumplings on special occasions as well as in ordinary times. Dumplings are not only delicious but also