



普通高等教育“十·五”国家级规划教材

新世纪高等院校英语专业本科生系列教材

总主编 戴炜栋

英语专业写作

ENGLISH WRITING

主编 王 星

第一册

Book 1



学生用书

Student's Book

上海外语教育出版社
SHANGHAI FOREIGN LANGUAGE EDUCATION PRESS



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总序

序

普通高等教育“十五”国家规划教材
新世纪高等院校英语专业本科生系列教材

随着改革开放的日趋深入,社会各界对外语人才的需求持续增长,我国英语专业的招生规模逐年扩大,教学质量不断提高。英语专业本科生教育的改革、学科建设及教材的出版亦取得了巨大的成绩,先后出版了一系列在全国有影响的精品教材。21 世纪的到来对英语人才的培养提出了更高的标准,同时也为学科建设和教材编写提出了新的要求。随着中国加入世界贸易组织,社会需要的不是仅仅懂英语的毕业生,而是思维科学、心理健康、知识面广博、综合能力强,并能熟练运用英语的高素质的专门人才。由于中学新的课程标准的颁布,中学生英语水平逐年提升,英语专业本科生入学时的基础和综合素质也相应提高。此外,大学英语(公外)教育的迅猛发展,学生英语能力的提高,也为英语专业学生的培养提出了严峻的挑战和更新更高的要求。这就规定了21 世纪的英语教学不是单纯的英语培训,而是英语教育,是以英语为主体,全面培养高素质的复合型人才。教材的编写和出版也应顺应这种潮流。

为了迎接时代的挑战,作为我国最大的外语教材和图书出版基地之一的上海外语教育出版社(外教社)理应成为外语教材出版的领头羊。在充分调研的基础上,外教社及时抓住机遇,于新世纪之初约请了全国25 所主要外语院校和教育部重点综合大学英语院系的50 多位英语教育家,在上海召开了“全国高等院校英语专业本科生系列教材编写委员会会议”。代表们一致认同了编写面向新世纪教材的必要性、可行性和紧迫性,并对编写思想、教材构建、编写程序等提出了建议和要求。而后,外教社又多次召开全国和上海地区的专家、学者会议,撰写编写大纲、确定教材类别、选定教材项目、讨论审核样稿。经过一年多的努力,终于迎来了第一批书稿。

这套系列教材共分语言知识和语言技能、语言学与文学、语言与文化、人文科学、测试与教学法等几个板块,总数将超过150 余种,可以说几乎涵盖了当前我国高校英语专业所开设的全部课程。编写内容深入浅出,反映了各个学科领域的最新研究成果;编写体例采用国家最新有关标准,力求科学、严谨,满足各门课程的具体要求;编写思想上,除了帮助学生打下扎实的语言基本功外,还着力培养学生分析问题、解决问题的能力,提高学生的人文、科学素养,培养健康向上的人生观,使学生真正成为我国21 世纪所需要的外语专门人才。

本套教材编写委员会由我国英语界的知名人士组成,其中多数是在各个领域颇

有建树的专家，不少是高等学校外语专业教学指导委员会的委员。教材作者均由编写委员会的专家在仔细审阅样稿后商定，有的是从数名候选人中遴选，总体上代表了中国英语教育的发展方向和水平。

鉴于该套教材编写理念新颖、特色明显、体系宏大、作者权威，国家教育部已经将其列入了“十五”重点教材规划项目。我们相信，继“高等院校英语语言文学专业研究生系列教材”之后，外教社该套教材的编写和出版，不仅会满足21世纪英语人才的培养需要，其前瞻性、先进性和创新性也将为外语乃至其他学科教材的编写开辟一条新的思路，拓展一片新的视野。

戴炜栋

上海外国语大学校长

前言

《英语专业写作》第一册是为大学英语专业一年级学生编写的，非英语专业的学生和具有高中毕业生英语水平的英语爱好者也可以使用。这本教材的重点是基础训练，通过大量的作文练习使学生认识、熟悉、掌握英文作文的特点，为进一步提高奠定良好的基础。

《英语专业写作》第一册共分四个部分：便笺和书信、段落、网上写作、语言和语法。其中段落部分是主体，是英语写作训练的主要内容。这部分涉及到英文写作中常用的体裁和方法，教材尽量多地提供典型性例文给学生做参考，示范文章组织的基本模式，书写的基本规则。学生通过对例文的阅读与分析和自己的写作实践，学习英文写作的技巧，提高英文书面表达的能力。虽然段落部分的内容按照作文的体裁分类，但这并不意味着形式重于内容。无论何时思想主题都是最重要的，写作要言之有物。但是思想的传达依靠准确的语言，文章质量的高低很大一部分取决于组织素材的技巧。我们在教材的设计中强调内容与形式并重，把写作视为一个过程，学生在讨论和思考中发现、整理、形成自己的观点，同时学习使用适当的形式表达自己的思想；作文完成之后还要从内容、段落组织、语言几个方面进行反复修改，以求达到最好的效果。

在英语学习中我们通常把语言技能分解为听、说、读、写、译五种。在不同时期，受不同外语教学理念的影响，英语教学中对各个能力的重视程度有所不同。目前，我国外语教育界普遍达成的共识是交流能力的培养应该得到更多的重视。有些重要的英语考试都增添了写作的内容或加大了写作的分量，就是要强调表达能力的重要性。在英语的五种语言技能中写作是最综合最难提高的。写好一篇英语文章不仅要求作者能够熟练使用英语（用词准确、语法正确、表达符合英语的习惯），还要有思想和思辨能力，还要有社会、文化、文学等各方面的知识。这些都不是短时间内可以快速达到高水平的，需要长期的知识积累和写作练习。希望找到捷径或速成方法的愿望是不切实际的，不符合语言学习的规律，应当放弃。提高英语写作的途径是多读、多想、多写。换句话说，教材为学生打开一扇门，指出一条路，但英文写作能力的提高还要靠学生长期的大量阅读和写作练习。

参与编写本册教材的教师有王星、王广州、Michael Donnelly、陆锡钦。他们都有多年英语写作或语法教学的经验，了解英语教学理念的变化与更新，了解中国学生的特点与问题，这些都对教材的编写有很大帮助。参加工作的教师还有王楠、董锡燕。教材编写的语言顾问是 Michael Donnelly。

2004年3月

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SECTION ONE

The background of the entire page is a monochromatic blue-tinted photograph. In the upper half, a bouquet of several roses is arranged in a dark, textured vase. The roses are in various stages of bloom, with some showing detailed petal patterns. In the lower half, an open book lies flat, and a dark pen or pencil rests diagonally across its pages. The overall composition is soft and artistic, with a focus on literary and natural elements.

Notes and Letters



Introduction



NOTES AND LETTERS

Notes and letters are very common means of passing your messages to other people when you cannot talk to them in person. Usually, notes are short and not to be mailed; they are left at home, at the office or with a neighbor or friend for people to read. Letters, on the other hand, are usually longer and to be delivered by mail. Although both notes and letters are in written form, the writing formats and the language used are quite different.



NOTES

FORMAT: When we write a note to a friend, we do not have to write our address, nor, in many cases, the date because notes are usually meant to be read on the day of their writing. But if you are not sure when your friend will see the note, the date is needed. We usually write the date on the upper right-hand corner of the paper, but some people prefer the left-hand corner. To write the note, we begin simply with the person's first name (sometimes with "dear" before it), and close with our own first name, not having to write "sincerely" as we usually do in a letter. But if the note is written to a professor or a colleague whom you are not very familiar with, you write the person's family name with a title such as "Mr." or "Professor" before it, and sign with your full name.

LANGUAGE: In notes to friends or families, we tend to write in an informal tone, so informal expressions and incomplete sentences are common. But sometimes we need to write notes to people who are not our close friends; in that case, we write complete sentences and use more formal expressions to show our politeness for that person.

Sample 1.

Alice leaves a note in her country cottage to her friend, Bonnie, who is going to stay there for a while.

Dear Bonnie,

There's a lot of food in the fridge and drinks, too. Key to the back door on the dressing table. Hot water from immersion heater. If you want fresh milk and eggs, see Rosa next door.

Happy stay

Alice

Sample 2.

Both Mark and Sheila work in a library. Mark is explaining a problem about a book in his note to Sheila. The note is left on the library desk, on top of the book in question.

Sheila,

Found this book on the top shelf. Pages 5 to 10 are missing. Have ordered another copy again — should be here in one week.

Mark

Sample 3.

A manager leaves a note to his new secretary.

Miss Smith,

Please type this letter (two copies), and place them on my table. I will need them tomorrow morning at ten o'clock.

Tom Jackson

Sample 4.

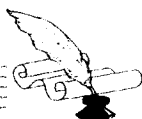
Jessica's mother called but she was not in, and her friend took the message for her.

Jan. 30

Jessie,

Your mom called. Your uncle is coming this weekend. He wants to see you.

Betty



LETTERS

FORMAT: In personal letters, the way in which we lay out our letters may differ slightly from person to person, but normally we adopt the following style.

Greeting

Heading

Body

Closing
Signature

Heading: We begin the letter with the heading that appears on the top right-hand corner. The heading includes the return address and date, which is written as the following:

310 Madison Avenue
Suite 201
New York, NY* 10020
U.S.A.
June 25, 2003

House-number/Building-number and Street-name
Room-number/Apartment-number
City, State, Zip Code
Country
Date

218 N. Wood Street
Santa Barbara, CA 93106
July 15, 2001

House-number and Street-name
City, State, Zip Code
Date

Introduction

Section One Notes and Letters

* NY is the abbreviation of the state New York. Americans use the 2-letter abbreviations designated by the Postal Service in their addresses.

<i>3 Lincoln Court,</i>	House-number
<i>Pitt Road,</i>	Street-name
<i>London W19 8BN</i>	City, Postcode (BrE = Zip Code)
<i>29 May 2000</i>	Date

For Chinese addresses we write in *pinyin*:

<i>57 Xuanwumen Xijie</i>	House-number and Street-name
<i>Beijing 100803</i>	City, (Province), Zip Code
<i>China</i>	Country
<i>June 25, 2004</i>	Date
<i>7-2-52 Qijiayuan</i>	Building-Entrance-Apartment and Street-name
<i>Diplomatic Quarters</i>	Area-name/District-name
<i>Beijing 100004</i>	City, (Province), Zip Code
<i>June 25, 2004</i>	Date
<i>Jingguang Center, Suite 2801</i>	Building-name and Room-number
<i>Hujialou, Chaoyang District</i>	Street-name and District-name
<i>Beijing 100020</i>	City, (Province), Zip Code
<i>PRC</i>	Country
<i>June 25, 2004</i>	Date

We usually write the date in one of these ways:

<i>March 21, 2004</i>	Month-day-year Style (adding a comma before the year)
<i>21 March 2004</i>	Day-month-year Style
<i>11/20/04</i>	
<i>20/11/04</i>	(esp. BrE)

Greeting: After writing the heading, we skip one line and write the greeting or salutation "Dear..." on the left part of the page.

<i>Dear Mary,</i>	(first name)
<i>Dear Aunt Joy,</i>	
<i>Dear Dr. Johnson,</i>	(family name)

Section One Notes and Letters

Body: We skip one line after greeting and begin the body of the letter. Some people write the first line under the receiver's name or title (if there is any); others indent about three typewritten spaces.

Dear Mary,

I'm writing to say...

Dear Mary,

I'm writing to say...

Closing: Closing is the end of the letter, which is placed on the bottom right-hand corner of the letter.

Sincerely yours,

Truly yours,

With love,

Signature: Signature is placed directly below closing.

LANGUAGE: In a letter we write complete sentences, though incomplete sentences may appear at times, especially in letters to family members or close friends.

Sample 5.

186 Mill Street
Athens, OH 45701
February 25, 2003

____ Heading

Dear Pamela,

____ Greeting

I was very happy to receive your letter. I'm glad that you are enjoying the Florida sunshine. Meanwhile, we received nine inches of snow in the past two days. Jack and I made a snowman in the backyard.

I like school this year, especially Asia Cultures and 20th Century Drama. I work in the school library 6 hours each week. And — you'll be surprised — I'm appointed Treasurer of the Student Council.

____ Body

How do you like Miami? How often do you get to Miami Beach? Are the beaches and the hotels as beautiful as the pictures we saw? Be sure to give your family my best regards.

This will be all for now. I must finish my English composition. I hope to hear from you soon.

Yours ever,
Nancy

____ Closing
____ Signature

Notes:

1. The punctuation rules in writing an English letter are, in some cases, rather different from those of Chinese letters.

- a. Place a comma between the city and the state/province.

Athens, OH

- b. Place a comma before the year when the date is written as follows:

February 25, 2002

- c. Place a comma after the greeting.

Dear Pamela,

- d. Place a comma after the closing.

Yours truly,

2. Capitalize each word in the greeting, and the first word in the closing.

Dear Pamela,

Dear Aunt Rose,

Yours truly,

3. There are some differences in punctuation rules between British style and American style. For example, the British tend to use a comma after each line of the address while the Americans do not.

*Exclusive Card Co.,
17 New Broompark,
Edinburgh EH5 1RS*

*2334 Greenwood Road
Los Angeles, CA 34444*

4. The styles of letters may change from time to time. For instance, British writers used to punctuate the address like:

...
*London,
W.19 8BN.*

But now they often write:

...
London W19 8BN

5. What have been mentioned in the introduction are the general rules, and in fact in writing personal notes and letters people tend to be casual rather than strictly follow the standard. For example, many people would lay out their letters in the block form, in which every part — heading, greeting, body, closing and signature — begins from the left side of the page as in business letters.