

Contemporary English Writing Course



当代英语写作 教程

孙晓丹 主编



WUHAN UNIVERSITY PRESS

武汉大学出版社

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主 编 孙晓丹
副主编 徐丁娟 高宝虹 王 征



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前 言

在中国正式成为世界贸易组织成员国、经济逐步融入全球化的今天，英语书面表达能力在对外交流中起着越来越重要的作用。然而中国学生的英语写作能力在听、说、读、写四项技能中是最薄弱的环节。英语写作是人的认识能力、思考能力和文字运用能力的综合反映。中国学生还没有丰富的英语词汇和文化知识，在写作中常常碰到不知如何用英语表达的情况。不仅如此，由于缺乏修辞意识，中国学生难以做到在合适的场合使用适当的语言形式。

《当代英语写作教程》正是为了帮助中国学生解决写作中的困难，指导学生进行英语写作而编写的。全书分为应用型写作、写作的基本类型和学术性写作三个部分。第一部分各单元包括范文、练习和辅助句型，通过介绍各类应用型写作的形式和要点，在为读者提供语言材料的同时，传递一定的文化信息，使读者了解，在应用文写作中英语有别于汉语的地方。第二部分各单元分为三个阶段进行指导。第一阶段是为初级水平（大学英语一、二年级）的读者而设计的，第二阶段和第三阶段是在第一阶段上的提高和拓展，适合于大学英语三、四年级的读者和研究生使用。三个阶段的内容互相联系。各单元均有词汇与句型帮助（Vocabulary and Structure Aids）。第三部分是本书的重点，与第二部分设计相同。在范文的选材上我们尽可能多地涉及各个学科，既有人文科学内容又有自然科学内容。此外，专业性较强的范文和句型均有译文，其目的是使读与写结合，输入与产出结合。本书在介绍英语学术性写作基本内容和形式的同时，对写作过程也进行了指导。在这里我们要特别指出：写作过程是学习英语写作必不可少的重要环节。这一部分中“任务”的设计，体现在写作过程中。即便是作为自学者，当你不知如何开始准备并着手写作时，本书也能给予帮助。

我们希望本书能成为读者学习英语写作的益友，同时也希望听到来自读者的建议。

《当代英语写作教程》共有 19 个单元。第 1、6、7、13、14、15 单元和 17 单元的一部分由孙晓丹编写；第 2、5、10、11、12 单元由徐丁娟编写；第 3、4、8、9 单元由高宝虹编写；第 16、18、19 单元和 17 单元的一部分由王征

编写。全书由孙晓丹统稿。武汉大学出版社王春阁编审为本书提出了有益的意见，在此谨表示感谢。

编 者

2004 年 11 月于珞珈山

目 录

Contents

第一部分 应用型写作

Part One Functional Correspondence

Unit 1	询问函 Enquiry	3
Unit 2	演讲 Speech	13
Unit 3	申请函 Application	18
Unit 4	通知函 Notification	23
Unit 5	请求函 Request	34
Unit 6	论文投稿与发表 Contribution and Publication	49

第二部分 写作的基本类型

Part Two General Pattern for Prose Writing

Unit 7	描述: (1) 外观与特征 Description: Appearance and Features	63
	(2) 过程 Process	74
Unit 8	时间顺序型写作 Chronology Writing	85
Unit 9	因果型写作 Cause-effect Writing	101
Unit 10	概要 Summary Writing	116
Unit 11	分析型写作 Analytical Writing	125
Unit 12	连贯 Coherence	132

第三部分 学术论文（实验报告）写作

Part Three Writing of Dissertation (Experimental Report)

Unit 13	绪论 Prelude	143
Unit 14	引言 Introduction	156
Unit 15	研究方法与材料 Method and Material	181
Unit 16	结果与数据分析 Findings and Data Analysis	196
Unit 17	结论与讨论 Discussion and Conclusion	208
Unit 18	摘要与参考文献 Abstract and References	226
Unit 19	学术写作的文体 Academic Style	237

第 一 部 分

应用型写作

Functional Correspondence

Unit 1 询问函 Enquiry

写询问函通常是为了了解情况或请求帮助。询问函包括申请函和要求函,例如询问入学资格、奖学金申请手续,征询求职信息,了解国际上的学术、商务活动,等等。对外贸易前期的资信调查和询价也属于询问函的范围。

询问函一般由三部分组成:

第一部分:陈述写信目的并作简要的自我介绍。如果是写一般性询问函,应说明自己的身份;如果是写贸易询问函,则应介绍自己的业务性质以及从何获知该公司的商品、业务信息等。

第二部分:具体说明询问的事项,让对方明确你目前想知道的是什么。在此要避免含糊其词,模棱两可,同时询问的语气要礼貌得体。

第三部分:结尾概括主要意思,表示感谢或催请回复。

无论是代表单位还是个人,询问函都要求行文简洁清楚。用英语写询问函,切忌受中文“礼貌文化”的影响,不要开头一段客套话,拐弯抹角才入正题,应开门见山地说明写信意图。同时需给对方留下自己详尽的地址,以便回复联系。外贸资信调查与询问价格多包括贸易专门术语,其他询问函基本上沿用公务信函的文体。其常用句式请参见本节后的“辅助句型”。

1. 向国际基金会了解申请奖学金的条件

Enquiring about Scholarships

P. O. Box 8564
Wuhan University
Wuhan, 430072
Hubei Province
P. R. China
July 8, 2002

The Han suyin Fund
8 York House
Upper Montagu Street

London SW1 3NB

UK

Dear Sir/Madam,

I am writing to enquire about the Han Suyin Fund.

I am a student in the final year of 4-year degree course in Huazhong Agriculture University. From the sources of Financial Assistance for International Students issued by the British Council, I learned that the Han Suyin Fund would sponsor postgraduate students researching into biogenetics in agriculture, medicine, etc. As I would like very much to improve my knowledge about biogenetics, which is my field of study, I am thinking of applying for support from the Fund to study in UK. Would you please send me detailed information on Han Suyin Fund, such as an explanatory pamphlet, so that I could have a better idea of the requirement for applicants.

Thank you.

Yours faithfully,

Li Ying

下面这封询问函是熟人之间的通信,因此文体与格式不像前一封那么正式、严格,但基本形式、内容相同。

2. 要求介绍取得博士学位后拟申请奖学金的学生(省略写信人地址)

Requiring about Introducing a Candidate for Scholarship of Post-doctoral

September 24, 2000

Dr. Akira Kamiya

Department of Biochemistry

Cancer Research Institute

School of Medicine Nangoya University

Nangoya 464, Japan

Dear Akira,

On Monday I received a letter from Dr. Ando announcing that he became an associate professor at the University of Kyoto and that he is not coming to Buffalo.

The same day I wrote to Dr. Yamada that I do not have to wait any longer for Dr. Ando's decision. On Tuesday I received a letter from Dr. Yamada (copy enclosed). I do not dare to leave the fellowship vacant for one year, I still would like to have a Japanese Post-doctoral. If you know a suitable candidate, please let me know. During last year's visit, I was impressed with Dr. Takoda's laboratory. I heard that he retired, but his successor (I do not know who he is) may still have a suitable candidate.

With best regards.

Sincerely yours,
David Garland

3. 探询是否有可能申请和使用国外研究经费

Enquiring about whether you can apply for or use research fair

December 11, 1998

Dr. Esmond Benson, Chief
Research Grants Branch
Division of Environmental
Engineering and Food Protection
Department of Health, Education
and Welfare
Washington D. C., USA

Dear Doctor Benson,

Recently, Dr. Brian L. Davis, director, the Food Research Institute, the University of Chicago, suggested that I should write to you for information regarding grant support for research outside the United States.

We have been working for the past eight years with type E botulism, which occurs more in northern Japan than any other place in the world. The problem which we are most interested in is the mechanisms of toxin formation by Cl. Botulisms of toxin formation of the precursor into toxin, which we found and reported in the 1970s.

We have already done much work on this particular problem and would like to extend it further to solve this mystery eventually. We would certainly be able to make a great deal of progress in this project, if aided by a research grant.

If there is any grant you think available for this project, would you please send us all the information and the forms necessary for our application?

Very sincerely yours,
Kanji Furuse

4. 向国外测试中心询问报考事项

Enquiring about Standard Examinations

Department of Chemistry
Nanjing University
Nanjing, Jiangsu Province, 361005
P. R. China
Feb. 5, 2001

Developing Unit, English Language Division
The British Council
Medlock Street, Manchester M15 4AA
UK

Dear Sirs/Madams,

I would like to learn some information about the registration for IELTS.

I am a student of Organic Chemistry, now in the final year of four-year degree course in the Department of Chemistry, Nanjing University. I have applied to Cambridge University for graduate study, and was required by the University to take IELTS before I could be accepted. Unfortunately I am ignorant of IELTS and not sure what the exam tests and how it tests. Therefore I am writing to ask for your help. I would be most grateful if you could send me information about IELTS and let me know where in China I can apply to take the exam.

Thank you.

Yours faithfully,
Zhao Yu

5. 向外国驻华使馆询问有关移民事宜

Enquiring about Emigration Regulations

56 Shoushui Avenue

Wuhan, 430072

August 13, 1998

Immigration Office
Canadian Embassy
Beijing, 100002

Dear Sirs/Madams,

I am writing to enquire about regulations concerning the immigration in Canada.

I learn from the recent newspaper that asked people to consider immigration to Canada. I would be very grateful if you could give me more detailed information about this possibility, particularly information about the help you could offer to Chinese students.

I would also like to know how one is able to become a Canadian citizen, and how soon this could be achieved.

The advertisement on the newspaper mentioned that "some constraints might be placed on the emigration of whole families". I would be grateful if you could clarify precisely what is meant by "constraints" in this context.

I am looking forward to hearing from you. Thank you.

Faithfully yours,
Lin Fang

6. 外贸询盘

Foreign Trade Enquiries

Xianfeng Toy Co. Ltd.
35—38 Beijing Road, Xiamen, 350004
Fujian Province, P. R. China
Fax: (0591) 3456780 Tel: (0591) 3456781
Nov. 20, 2002

Sampson Plastics Co. Ltd.
587 Causeway Bay
Hong Kong, P. R. China

Dear Sirs,

We are interested in importing some plastic toys from Hong Kong. It is reported that toys made in Hong Kong are popular in Southeast Asia.

We understand that you are a leading manufacturer and sales agent of plastic products in Hong Kong and Southeast Asia. We should be obliged if you will let us have detailed information about the toy range you produce.

Please indicate any new items not yet introduced in mainland China and send the samples if possible.

We hope that this will be a good start for a long and profitable business relation between us.

Faithfully yours,
Wenkai Wu
Manager of Imp/Exp Department

7. 询问价格

Enquiring about Price

June 4, 2001

SHANGHAI DAZHONG AUTOMOTIVE IMP/EXP CORPORATION

Add. International Building. Huaihai RD. Shanghai, P. R. China

Tel: (012)47685579 Fax: (012)47685578

Dear Sirs,

Motorcycles

Will you please send us a copy of your catalogue and current price list for motorcycles. We are very interested in importing motorcycles, for both men and women.

We are a leading vehicle dealer in China and have branches in major cities all over our country. If the quality of your motorcycles is satisfactory and the prices acceptable, we intend to place regular orders for fairly large numbers.

Will you please state whether you are able to allow us a special discount? This would enable us to maintain low selling prices that have been an important reason for the growth of our business. In return, we would be prepared to place orders for a guaranteed annual minimum number of motorcycles, the figure of which to be mutually agreed.

We are looking forward to your reply.

Yours faithfully,
Zhao Jin

8. 查询失物

Enquiring for Lost Things

Youyi Hotel, Room 402
Guangzhou
May 23, 1999

Metropole Hotel,
56 Waterloo Road,
Kowloon,
Hong Kong

Dear Sirs,

I am writing to ask if you have found a briefcase which I forgot when I left the hotel. I stayed at the hotel from May 15 to 19 ; my room number was 121. I think I probably left the briefcase somewhere in the reception area as I hurried off for a taxi. It is brown with one zip compartment and several other compartments. There were paperback books and a wallet inside it. I am afraid it does not have my address and name on it. If you find it and inform me, I will be very grateful to claim it.

Yours faithfully,
Jin Zhou

Structure and Vocabulary Aid

1. Foreign trade enquiries 对外贸易查询

Introducing yourself or telling how you learn about the firm

- 1) We are one of the main wholesalers of ... in middle China.
- 2) We are a subsidiary (分公司) of ... which specializes in ...
- 3) We were given your name by ... and learnt that you were interested in suppl-

ying... (product name)

- 4) You were recommended to us by... and I am writing to find out more about... (product name)
- 5) We were impressed by the selection of your products displayed on your stands at the Fair/Exhibition which was held in... (place) in... (date), and we are writing to enquire about...
- 6) We are now in the market for the goods mentioned in the attached list and shall appreciate it if you will send us the favourable quotation in Xiamen, showing full particulars as to specifications and time of delivery along with copies of descriptive literature.

Making enquires or requests

- 1) Could you send us your latest/current catalogues and price-list for... (product name)?
- 2) Please quote your best prices for... (product name), and also state your best terms and discount for cash.
- 3) Would you please send us details of... (product name)?
- 4) Would you let us know your latest price list for... (product name) with the lowest quotations?
- 5) With regard to your advertisement in... (source), we would like to have your quotation for the... (product name) being advertised.
- 6) Would it be possible for us to have the lowest quotation for... (product)?

Restating the main points or urging for an early reply

- 1) Finally, I point out that timely delivery is essential and I hope you can offer us guarantee.
- 2) When replying please indicate any new items not yet introduced in China and send us the samples if possible.
- 3) We intend to place a substantial order, and would like to know what methods of paying/discount/and additional terms you allow.
- 4) When repaying, could you please inform us of terms of payment, the earliest delivery date and discounts for regular purchases?
- 5) Thank you for your attention. We hope to hear from you in the near future.