

高级英语写作

GAOJI YINGYU XIEZUO

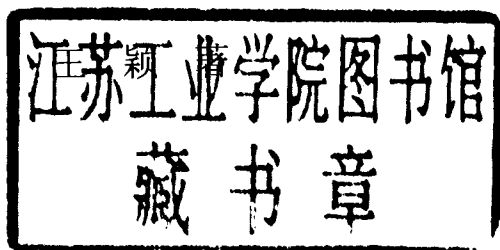
王颖 著



哈尔滨地图出版社

高级英语写作

GAOJI YINGYU XIEZUO



哈尔滨地图出版社

• 哈尔滨 •

图书在版编目 (CIP) 数据

高级英语写作/王颖著.—哈尔滨: 哈尔滨地图出版社, 2006.7

ISBN 7-80717-422-6

I. 高 ... II. 王 ... III. 英语 - 写作 IV. H315

中国版本图书馆 CIP 数据核字 (2006) 第 089033 号

哈尔滨地图出版社出版发行

(地址: 哈尔滨市南岗区测绘路 2 号 邮政编码: 150086)

黑龙江省地质测绘印刷中心印刷厂印刷

开本: 850 mm×1 168 mm 1/32 印张: 9.5 字数: 337 千字

2006 年 7 月第 1 版 2006 年 7 月第 1 次印刷

印数: 1~1 000 定价: 21.00 元

前 言

写作能帮助我们提高使用英语的准确性。无论是一段话、一篇文章，还是简简单单一句话，都要力求句法、用词、拼写、标点等完全正确，而且前后句联系紧密，语气连贯。写和说不同，写好后可以检查修改，而一次修改就是一次提高。练习得越多，语言就会越准确。

写作能扩大应用语言的范围。写作所用的语言是多种多样的，包括标准的书面语乃至简单的口语，所用的词汇和句型也复杂多样，这对掌握英语极有好处。

写作训练能够帮助学习者提高逻辑思考及分析问题的能力。写一篇作文，不论长短，都需要妥善地组织材料，做到重点突出、条理清楚。这样，在锻炼写作能力的同时，也锻炼了分析与处理实际问题的能力。

本书是作者根据多年的实际教学中积累的经验完成的。全书共分为十一章，从文稿格式、选词、造句，到整篇作文的写法都有所涉猎。对提高英语学习者的写作能力会有所帮助。

由于作者水平有限，错误与疏漏之处在所难免，恳请读者批评指正。

作 者

2006年7月

CONTENTS

Chapter One Manuscript Form

I. Capitalization	1
II. Word Division.....	4
III. Plurals.....	7
IV. Possessives	8
V. Hyphen	11
VI. Punctuation.....	13
Exercises.....	28

Chapter Two Diction

I. Meanings of words.....	33
II. Synonym.....	35
III. General and Specific Words	36
IV. Formal Words and Informal Words	38
V. Figures of Speech	40
Exercises.....	51

Chapter Three Sentence Structure

I. Sentence Types.....	73
II. Balanced Sentence.....	79
Exercises.....	80

Chapter Four Effective Writing

I. Avoiding Wordiness.....	86
II. Write Effective Sentences.....	89
Exercises.....	91

Chapter Five Paragraph

I. Topic Sentence	100
II. Support of Topic Sentences.....	102
III. Transition.....	105
IV. Closing Sentence.....	107
Exercises.....	107

Chapter Six Outline

Outline.....	113
Exercises.....	122

Chapter Seven Narration

I. What is Narration.....	128
ii. Decide Upon a Theme.....	129
III. Organization of Paragraphs.....	131
Exercises.....	134

Chapter Eight Description

I. Use Effective Words.....	148
II. Spatial Order.....	152
III. Point of View.....	153
Exercises.....	157

Chapter Nine Exposition

I. Process.....	190
II. Illustration.....	191
III. Comparison and Contrast.....	197
IV. Classification.....	206
V. Cause and Effect.....	210
VI. Definition.....	214
Exercises.....	222

Chapter Ten Argumentation

Argumentation.....	242
Exercises.....	248

Chapter Eleven Voice Tone Style

I. Voice.....	269
II. Tone.....	272
III. Style.....	276
Exercises.....	279
Bibliography.....	296

Chapter One

Manuscript Form

Before leaning to write a composition, we must deal with some essential things. Apparently those things are not important and easy to master, in fact students are often found at a loss when they are writing a composition or a paper. Doing well those things can accordingly produce a good manuscript which concerns capitalizing, words-dividing, punctuating and etc.

I. Capitalization

In English we use a sentence as a basic unit of writing a complete meaning which terminates by a period. So in each sentence we are made to capitalize the first letter. The rules of capitalization are quite extensive and depend somewhat on the context in which the words are used. The basic rules are to capitalize:

1. The first words of a sentence

Example: When he tells a joke, he sometimes forgets the punch line.

2. The pronoun “I”

Example: The last time I visited Atlanta was several years ago.

3. Proper nouns (the names of specific people, places, organizations, and sometimes things)

Examples: Worrill Fabrication Company Livingston, Missouri

Golden Gate Bridge

Atlantic Ocean

Supreme Court

Mothers Against Drunk Driving

4. Family relationships(when used as proper names)

Examples: I sent a thank-you note to Aunt Abigail, but not to my other aunts.

Here is a present I bought for Mother.

Did you buy a present for your mother?

5. The names of God, specific deities, religious figures, and holy books

Examples: God the Father

Moses

the Virgin Mary

Shiva

the Bible

Buddha

the Greek gods

Zeus

Exception: Do not capitalize the non-specific use of the word "god" .

Example: The word "polytheistic" means the worship of more than one god.

6. Titles preceding names, but not title that follow names

Examples: She worked as the assistant to Mayor Hanolovi.

I was able to interview Miriam Moss, mayor of Littonville.

7. Directions that are names

(North, South, East, and West when used as sections of the country, but not as compass directions)

Examples: The Patels have moved to the Southwest.

Jim's house is two miles north of Otterbein.

8. The days of the week, the months of the year, and holidays

(but not the seasons used generally)

Examples: Halloween winter

October spring

Friday fall

Exception: Seasons are capitalized when used in a title.

Example: The Fall 1999 semester

9. The names of countries, nationalities, and specific languages

Examples: Costa Rica French

Spanish English

10. The first word in a sentence that is a direct quote

Example: Emerson once said, “A foolish consistency is the hobgoblin of little minds.”

11. The major words in the titles of books, articles, and songs

(but not short prepositions or the articles “the”, “a”, or “an”, if they are not the first word of the title)

Example: One of Ringo’s favorite books is The Catcher in the Rye.

12. Members of national, political, racial, social, civic, and athletic groups

Examples: Green Bay Packers Democrats

African-American Friends of the Wilderness

Anti-Semitic Chinese

13. Periods and events

(but not century numbers)

Examples: Victorian Era Constitutional Convention

Great Depression sixteenth century

14. Trademarks

Examples: Pepsi

IBM

Honda

Microsoft Word

15. Words and abbreviations of specific names

(but not names of things that came from specific things but are now general types)

Examples: Freudian

UN

NBC

French fries

pasteurize

italics

II. Word Division

Word division appears to be trifling, but in actually it is necessary to notice, since quite a lot of students often make such mistakes. Not like Chinese characters, English composed of individual letters take up more space so that when the margin is not enough to write down the whole word, you have to decide whether to divide the word or not. Cramming the word into the margin is not a good choice. The general principle is to divide a word according to its syllables. The following are some of ways:

1. Do not divide words in which the only vowel in the last “syllable” is a silent *e*. Such words are monosyllabic(they cannot be divided).

planned

jumped

smelled

2. Do not divide endings that are pronounced as monosyllables.

ad-van-ta-geous

re-li-gious

3. Do not carry over to the next line a final syllable in which the *l* is the only audible vowel sound.

bristle (*not* bris-tle) diri-gible (*not* dirigi-ble)

4. Divide words after a vowel unless mispronunciation can result. When a vowel forms a syllable in the middle of a word, keep it with the first line.
5. Separate consonants standing between vowels if the pronunciation warrants.

ob-jec-tive lar-gess

6. Do not divide words that will have a misleading appearance if broken.

carton (*not* car-ton) flower (*not* flow-er)

7. Do not use one-letter divisions.

emote (*not* e-mote) acous-tic (*not* a-coustic)

8. Use two-letter divisions at the end of a line if necessary, but avoid them at the beginning of a line.

She was most em-phatic about it.

Not: She was most emphat-ic about it.

9. Break hyphenated compounds only at the hyphen (and don't break them at all when preparing copy for typesetting). Break words that once were hyphenated only at the natural break, and break words with prefixes only at the prefix.

president-elect (*not* presi-dent-elect)

photo-copy (*not* pho-to-copy)

non-credit (*not* noncred-it)

10. Most words ending in *ing* are formed from verbs, and most may be divided before this ending. When a consonant preceding the *ing* has been doubled, however, carry over one of the consonants with the *ing*; when the original verb ends in *le*, carry over the *l* and, in most cases, a preceding consonant.

know-ing

see-ing

remov-ing

grab-bing

remit-ting drop-ping

cud-dling

gar-gling

kin-dling (but cack-ling)

11. Do not divide proper names except where absolutely necessary. If initials are given in place of a first name, never divide between the initials.

T. S./Eliot (*not* T./S. Eliot)

12. Avoid dividing numbers. If necessary, divide them after a comma, and use a hyphen at the end of the first line to indicate the division.

4,342,-/687

13. Do not divide numbers and abbreviations or symbols used with them.

5:42 a.m

6mm

14. Do not divide an enumerating mark in a list, such as (*I*) or (*a*), and what follows it; carry it over to the next line if it falls at the end of the line. The amounts used to finance plant assets are accounted for as
 - (1) expenditures in the case of normal additions...
 - (2) mandatory transfers...

III. Plurals

1. Form the plurals of proper nouns by adding *s*; if the name ends in *s*, add *es*.

He drank four Cokes a day.

The Kellys went to see the Collinses.

2. Form the plurals of numbers, multiple letters used as words, and words used as words by adding *s* alone (without an apostrophe).

sevens and eights

during the 1940s

the ABCs

ifs, ands, or but

3. Form the plural with an apostrophe and an *s* if adding *s* alone would be confusing, as in abbreviations with periods, lowercase letters used as words, and some uses of capital letters.

M.D.'s and D.D.S.'s were awarded.

Mind your p's and q's.

There were many N's and W's on his transcript.

4. Form the plural of a compound term by adding *s* to the significant word.

cupsful

fathers-in-law

trade unions

5. Form the plural on the noun in a compound when it is hyphenated with an adverb or a preposition.

Runners-up

sitters-by

hangers-on

6. Form the plural on the last word of a compound in which there is no noun.

Stand-ins

put-ons

also-rans

IV. Possessives

1. Form the possessive of a singular noun by adding an apostrophe and an *s*. Follow this rule no matter what the final letter.

the child's ball
the boss's memo
master's degrees
Charles's thesis
Joan Baez's concert

2. Form the possessive of a plural noun ending in *s* by adding only an apostrophe. For plurals that do not end in *s*, add an apostrophe and an *s*.

the students' tests
the children's school
the Joneses' cat

3. In a series, indicate joint possession by forming the possessive on the last element; indicate individual possession by using the possessive.

her mother and father's house
Shakespeare's and Browning's sonnets
the city's or the county's responsibility

4. Use the accepted form (with or without apostrophe) for proper names that include possessives and for terms that include proper names used in the possessive.

Shoppers Charge
Bloomingdale's

Pikes Peak

Davy Jones's locker

5. Do not use an apostrophe with words that are descriptive or attributive rather than possessive. A noun may serve an attributive function rather than a possessive function if it modifies the noun following it. This may be true of plural as well as singular nouns.

teachers manual

veterans benefits

proofreaders marks

city streets

university department

student fees

faculty union

Be careful, however, of ambiguous

parent organization vs. parents' organization

6. Some idiomatic phrases require an apostrophe even though no possession is involved.

a baker's dozen

at arm's length

a stone's throw

7. For the sake of euphony, add only an apostrophe to nouns ending in *s* or *ce* followed by a word beginning with *s*.