

实用英语系列教程

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当代 高级 英语写作

▶ 主编 肖福寿 王冬玲

上海大学出版社



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图书在版编目(CIP)数据

当代高级英语写作/肖福寿,王冬玲主编. —上海:
上海大学出版社, 2004. 9

(实用英语系列教程)

ISBN 7-81058-761-7

I. 当... II. ①肖... ②王... III. 英语-写作-高
等学校-教材 IV. H315

中国版本图书馆 CIP 数据核字(2004)第 085559 号

责任编辑 丁国旗 封面设计 柯国富

当代高级英语写作

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上海大学出版社出版发行

(上海市上大路 99 号 邮政编码 200436)

(E-mail: sdcbs@citiz.net 发行热线 66135110)

出版人: 姚轶军

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南京展望文化发展有限公司排版

句容市排印厂印刷 各地新华书店经销

开本 880×1230 1/32 印张 9 字数 269 千

2004 年 9 月第 1 版 2004 年 9 月第 1 次印刷

印数: 1~3100

ISBN 7-81058-761-7/H·101 定价: 18.00 元

编写说明

《实用英语系列教程》是一套高起点英语学习教程,包括《当代高级英语阅读》、《当代高级英语写作》、《当代高级英汉互译》三个分册,对象为各类非英语专业研究生、英语专业高年级学生,以及具有相当基础的英语自学者。

本册为《当代高级英语写作》,以培养学生较高水平的英语写作能力为目的。与同类教材相比,它有如下特征:(1)建立“师生互动型”的教学模式,将课堂讨论纳入教学程序,培养学生分析问题和解决问题的能力;(2)以学生的写作实例为个案,让学生评判孰优孰劣,相互取长补短;(3)通过欣赏名家之作,感悟美文之精髓,领略大家之风范;(4)通过幽默故事,帮助学生体会英语作文的奇妙,培养他们的写作兴趣;(5)通过各种实例练习,扩大学生的词汇量,丰富他们的书面表达能力;(6)各章节均具有较强的针对性与实用性。

具体讲授时,教师可根据实际情况灵活处理,有的章节用2个学时,有的也可用4到6个学时;学生最好在课前预习,相关范文要多朗诵,甚至背诵,以此提高英文语感,有效地提高英文写作水平。

本册系集体撰稿,由肖福寿加工定稿,王冬玲也参加了部分组稿与定稿工作。具体章节的编写工作如下:

肖福寿编写了 Chapter 5, Chapters 9~12 和 Chapter 16,以及各章节的 Building Your Vocabulary, Writing about a Masterwork 与 Writing about a Humorous Story。

王冬玲编写了 Chapters 1~3 和 Chapters 13~15。

赵炯蔚编写了 Chapter 4 和 Chapters 6~7;

乐金马编写了 Chapter 8。

在编写过程中,我们参阅了大量文献资料,并引用不少名家之作,获益良多,特此致谢。由于编者水平所限,不足之处在所难免,欢迎读者批评指正。

CONTENTS

Part One Note, Card & Notice Writing	1
Chapter 1 Writing a Note	3
A. Understanding a Note	3
1. Date	3
2. Salutation	4
3. Body	4
4. Signature	4
B. Appreciating a Note	5
C. Reconstructing a Note	6
D. Criticizing a Note	6
E. Building Your Vocabulary	7
F. Homework	8
1. Note Writing	8
2. Writing about a Masterwork	9
3. Writing about a Humorous Story	12
Chapter 2 Writing an Invitation Card	14
A. Understanding an Invitation Card	14
B. Appreciating an Invitation Card	16
C. Reconstructing a Text Accepting an Invitation	17
D. Criticizing a Text Declining an Invitation	18
E. Building Your Vocabulary	19
F. Homework	20
1. Invitation Writing	20

2. Writing about a Masterwork	21
3. Writing about a Humorous Story	26
Chapter 3 Writing a Notice	27
A. Understanding a Notice	27
1. Activity or Event	28
2. Time	28
3. Date	28
4. Place	28
5. Organizer	28
6. Other Necessary Information	28
B. Appreciating a Notice	29
C. Reconstructing a Notice	30
D. Criticizing a Notice	31
E. Building Your Vocabulary	32
F. Homework	33
1. Notice Rewriting	33
2. Notice Troubleshooting	33
3. Notice Writing	34
4. Writing about a Masterwork	34
5. Writing about a Humorous Story	37
Part Two Letter Writing	39
Chapter 4 Writing a Business Letter	41
A. Understanding a Business Letter	41
1. Heading	42
2. Inside Name and Address	43
3. Salutation	43
4. Body	44

5. Complementary Close	44
6. Signature	44
7. Notations	44
8. Format of Business Letters	45
9. Envelope	46
B. Appreciating a Business Letter	47
C. Reconstructing the Body of a Business Letter	49
D. Criticizing a Business Letter	50
E. Building Your Vocabulary	51
F. Homework	52
1. Envelope Troubleshooting	52
2. Envelope Writing	53
3. Business Letter Writing	53
4. Writing about a Masterwork	53
5. Writing about a Humorous Story	58
Chapter 5 Writing a Personal Letter	60
A. Understanding a Personal Letter	60
1. Heading	61
2. Inside Address	61
3. Salutation	62
4. Body	62
5. Complementary Close	62
6. Signature	63
7. Notations	63
8. Envelope	63
B. Appreciating a Personal Letter	64
C. Reconstructing the Body of a Personal Letter	66
D. Criticizing a Personal Letter	68
E. Building Your Vocabulary	69

F. Homework	71
1. Personal Letter Writing	71
2. Personal Letter Reconstructing	71
3. Writing about a Masterwork	73
4. Writing about a Humorous Story	77
Chapter 6 Writing a Letter of Complaint	78
A. Understanding a Letter of Complaint	78
1. Your Address and the Date	79
2. Receiver's Name and Address	79
3. Salutation	79
4. Body of the Letter	79
5. Complementary Close	80
6. Enclosures	80
B. Appreciating a Letter of Complaint	81
C. Reconstructing the Body of a Letter of Complaint	83
D. Criticizing a Letter of Complaint	84
E. Building Your Vocabulary	85
F. Homework	88
1. Constructing a Letter of Complaint	88
2. Identifying Problems for a Letter of Complaint	88
3. Writing about a Masterwork	89
4. Writing about a Humorous Story	91
Chapter 7 Writing a College Application	93
A. Understanding a College Application	93
B. Appreciating a Letter of Inquiry	95
C. Reconstructing a Text	97
D. Criticizing a College Application	98
E. Building Your Vocabulary	100

F. Homework	101
1. Reading the Advertisement to Write a College Application	101
2. Sentence Troubleshooting	103
3. Writing about a Masterwork	104
4. Writing about a Humorous Story	106
Chapter 8 Writing a Résumé	108
A. Understanding a Résumé	108
1. Name, Address, and Telephone	109
2. Experience	110
3. Education	110
4. Personal Data	111
B. Appreciating a Résumé	111
C. Reconstructing a Text about Résumés	113
D. Criticizing a Résumé	114
E. Building Your Vocabulary	115
F. Homework	116
1. Writing Your Own Résumé	116
2. Writing about a Masterwork	116
3. Writing about a Humorous Story	122
Part Three Essay Writing	123
Chapter 9 Writing a Descriptive Essay	125
A. Understanding Description	125
B. Appreciating a Description	127
C. Reconstructing a Description	128
D. Criticizing a Description	130
1. Macro Criticism	130

2. Micro Criticism	132
E. Building Your Vocabulary	134
F. Homework	136
1. Writing a Descriptive Essay	136
2. Writing about a Masterwork	137
3. Writing about a Humorous Story	140
Chapter 10 Writing a Narrative Essay	141
A. Understanding Narration	141
B. Appreciating a Narration	142
C. Reconstructing a Narration	143
D. Criticizing a Narration	144
1. Macro Criticism	145
2. Micro Criticism	147
E. Building Your Vocabulary	149
F. Homework	151
1. Writing a Narrative Essay	151
2. Writing about a Masterwork	151
3. Writing about a Humorous Story	155
Chapter 11 Writing an Expository Essay	156
A. Understanding Exposition	156
B. Appreciating an Exposition	157
C. Reconstructing an Exposition	159
D. Criticizing an Exposition	160
1. Macro Criticism	161
2. Micro Criticism	162
E. Building Your Vocabulary	164
F. Homework	166
1. Writing an Expository Essay	166

2. Writing about a Masterwork	167
3. Writing about a Humorous Story	170
Chapter 12 Writing an Argumentative Essay	171
A. Understanding Argumentation	171
B. Appreciating an Argumentation	173
C. Reconstructing an Argumentation	175
D. Criticizing an Argumentation	177
1. Macro Criticism	177
2. Micro Criticism	179
E. Building Your Vocabulary	182
F. Homework	183
1. Writing an Argumentative Essay	183
2. Writing about a Masterwork	183
3. Writing about a Humorous Story	188
 Part Four Thesis Writing	 190
Chapter 13 Writing the Acknowledgements	193
A. Understanding the Acknowledgements	193
1. Using Words Like “Thank”, “Thanks” and “Thankful”	194
2. Using Words Like “Grateful” and “Gratitude”	194
3. Using Words Like “Appreciate”, “Appreciation” and “Appreciative”	194
4. Using the Word “Indebted”	195
5. Using Words Like “Acknowledge” and “Acknowled- gement”	195
B. Appreciating the Acknowledgements	195
C. Reconstructing the Acknowledgements	197

D. Criticizing the Acknowledgements	198
E. Building Your Vocabulary	199
F. Homework	202
1. Studying the Acknowledgements from a Book	202
2. Chinese-English Translation	203
3. Writing about a Masterwork	203
4. Writing about a Humorous Story	208
Chapter 14 Writing an Abstract	209
A. Understanding an Abstract	209
B. Appreciating an Abstract	211
C. Reconstructing an Abstract	212
D. Criticizing an Abstract	213
E. Building Your Vocabulary	215
F. Homework	216
1. Troubleshooting an Abstract	216
2. Chinese-English Translation	217
3. Writing about a Masterwork	217
4. Writing about a Humorous Story	220
Chapter 15 Writing a Bibliography	221
A. Understanding a Bibliography	221
1. Bibliography for Published Books	222
2. Bibliography for Articles in Periodicals or Magazines ...	224
3. Bibliography for Internet Sources	224
B. Appreciating a Bibliography	225
C. Reconstructing a Paragraph on Bibliography	226
D. Criticizing a Bibliography	228
E. Building Your Vocabulary	229

F. Homework	230
1. Making Bibliographical Entries	230
2. Writing about a Masterwork	231
3. Writing about a Humorous Story	238
Chapter 16 Writing a Commentary on a Thesis	239
A. Commenting on the Form of This Thesis	258
B. Commenting on the Content of This Thesis	260
C. Supplying an Abstract for This Thesis	261
D. Supplying a Bibliography for This Thesis	263
E. Supplying the Acknowledgements Section for This Thesis	264
F. Homework	265
1. Writing a Review	265
2. Writing about a Masterwork	265
3. Writing about a Humorous Story	271

Part One

Note, Card & Notice Writing

This part focuses on short and usually informal writings, such as a note, a card, and a notice. It consists of three chapters:

- **Chapter 1** Writing a Note
- **Chapter 2** Writing an Invitation Card
- **Chapter 3** Writing a Notice

Chapter 1

Writing a Note

Supposing your teacher happens to be out when you go to consult him in his office, what are you going to do then? Most probably you'll leave him a message or note. In fact, notes are widely used in our daily lives. It is necessary that you exert yourself to learn how to write a good note.

This chapter will teach you how to write a good note so that you'll be able to convey your message both effectively and efficiently.

A. Understanding a Note

Notes are short letters frequently used in our daily interactions for various types of personal communication. They are written to convey messages, make appointments or apologies, express thanks, or send invitations.

A note usually consists of four parts, i. e. the date, salutation, body, and signature.

1. Date

It refers to the date on which the note is written, like "July 2, 2004". It is usually placed at the top right corner of the paper.

2. Salutation

It refers to the name of the person whom the note is addressed to, such as “Mary” or “Dear Mary”. It is followed by a comma and is flush with the left margin.

3. Body

It refers to the content of the note. For example, your note may mean to express your thanks or address an apology to a person. It is usually flush with the left margin.

4. Signature

It refers to your name written by yourself and is usually flush with the left margin.

Putting the above pieces of information together will yield the following note:

	April 12
Jane,	
I'm off to meet a friend at the airport this afternoon. Type this letter for me. I'll be back no later than 5:30.	
Tom	

As can be seen in the above example, a note takes the form of a letter. But some elements of a letter can be omitted in a note, such as the addresses of the addresser and the addressee, the word “Dear” in the salutation, the complimentary close, and the year in the date. There are a dozen sentence structures you can refer to when you write a note. For example,

(a) I wonder if you could ...