



西北工业大学研究生高水平课程体系建设丛书

# 研究生高级英语写作教程

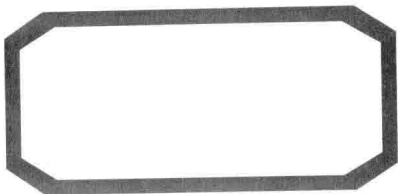
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西北工业大学研究生高



书

# 研究生高级英语写作教程

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**【内容简介】** 本教材是一本为非英语专业研究生课堂教学及课外学习而编写的高级英语写作教材。全书内容分为三大部分:第一部分为写作知识强化,包含了句子写作、标点符号运用、词汇选取、句子错误归类、修辞手法;段落写作、小品文写作、图表作文等内容,旨在提高语言质量,保障整体写作水平。第二部分为实用英语写作,内容涵盖商务信件、简历、个人陈述、摘要、读书报告、便条、公告、通知、备忘录、邮件等常用应用文体的写作。第三部分为学术英语写作,不但深入浅出地讲解了科技论文的语言特点还详细讲解了论文各部分,如摘要、引言、研究方法、发现、讨论和结论的写作方法,各部分常用句型,以及文内引用、参考文献的格式要求。本教材信息量大,内容丰富,例证典型,材料新颖。只要一本在手,就可了解写作的全部内容。不但适合研究生使用,也适合于各类同等水平的读者使用。

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# 前 言

近年来,研究生英语教学虽然取得了长足进步,研究生的英语水平也有了较大的提高,但学生的写作能力依然是个短板。在国际学术交流日益频繁的语境下,如何提高学生的写作能力,将其科研成果推向世界,依然是一个亟待解决的问题。在此背景下,我们开展了研究生英语写作课程研究,并得到了西北工业大学研究生高水平课程项目资助。

本教材即2013年获批的研究生高水平“高级英语写作课程”建设的成果之一——精品教材,是一本为非英语专业研究生课堂教学及课外学习而编写的高级英语写作教材。全书内容分为三大部分:第一部分为写作知识强化,包含了句子写作、段落写作、小品文写作、图表作文等内容。本部分虽然从句子写作出发,却突破了传统的语法、句法讲解,而是运用大量实例,讲解了如何写出优美,有表现力的句子,从而提高学生的语言质量和整体写作水平。其余部分也避免了面面俱到的讲述,而是突出了谋篇布局、拓展思维、提升表达等实际能力的培养。第二部分为实用英语写作,内容涵盖商务信件、简历、个人陈述、摘要、读书报告、便条、公告、通知、备忘录、邮件等常用应用文体的写作,能充分满足学生日常工作学习之书面交流的需要。第三部分为学术英语写作,以简明扼要的语言,明晰的格式,深入浅出地讲解了科技论文的语言特点及摘要、引言、研究方法、发现、讨论和结论的写作方法和各部分常用句型及文内引用、参考文献的格式要求。

本书的编者都是长期专门从事研究生英语写作教学的教师,非常了解学生的实际需求,了解学生写作中存在的问题和困惑,因而所编写的教材能博采其他教材的长处,避免其短处,针对性和实用性强。本教材历经两年的试用和反复修改,是精益求精的结果,相信对广大读者一定大有裨益。

本教材信息量大、内容丰富、例证典型、材料新颖。一本在手,就可了解写作的全部内容。不但适合研究生使用,也适合于各类同等水平的读者使用。



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书中如有不妥之处,敬请读者批评指正。

编者

2016年1月

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# Chapter One

## ***Writing Effective Sentences***

The sentence is the basic unit of the English language, and to be able to manage the sentence is essential for anyone who wishes to write effectively. This chapter discusses the basics of the sentence closely related to writing: basic sentence classifications, effective sentences, diction, and punctuation.

### **1.1 Sentence Classification**

A sentence is a group of words that contains a subject and a verb and makes complete sense by itself without depending on any other word or group of words to do so. According to different standards, sentences can fall into different groups.

#### **1.1.1 Declarative, Interrogative, Exclamatory, and Imperative Sentences**

According to the purposes, sentences are classified as declarative, interrogative, imperative, or exclamatory sentences. The differences are illustrated in the following chart.

Type	Functions	Examples
declarative sentences	make a statement	The snow fell steadily. You' ll see big wild animals in Yellowstone.
interrogative sentences	ask a question	Do you like the movie? How did you spend the weekend?
imperative sentences	make a request or give an order	We need a fire extinguisher! Please close that window.
exclamatory sentences	convey strong emotion	Your picture is in the paper! What a nice man my teacher is!



### 1.1.2 Loose, Periodic, Partly Periodic and Balanced Sentences

From a rhetorical point of view, there are loose, periodic, partly periodic and balanced sentences. In a loose sentence, the main idea is put before all supplementary information while a periodic sentence has the reverse arrangement, with the main idea expressed at or near the end of the sentence. A periodic sentence is not grammatically correct until the end of the sentence is reached. Sentences are not necessarily periodic or loose throughout; it often happens that the two methods work well together within a sentence, that is, a sentence may be partly periodic and partly loose. Such a sentence is called partly periodic sentence. When a sentence contains parallel constructions similar in structure but contrasted in meaning, it is a balanced sentence.

Types	Functions	Examples
loose sentences	<p>Make writing direct, smooth, flowing, and conversational.</p> <p>Often used in narration and descriptive sketches.</p> <p>Long entirely loose sentences are not preferred.</p>	<p>1) I began to keep a journal when I discovered that my life was interesting, my dreams colorful, and my thoughts rather remarkably profound.</p> <p>2) Angela Mina lives in a very poor country where many children born die before their first birthday.</p>
periodic sentences	<p>Make writing formal, artful, deliberate, emphatic and indirect.</p> <p>Short and concise periodic sentences are most useful.</p> <p>Long ones are not preferred.</p>	<p>1) When I discovered that my life was interesting, my dreams colorful, and my thoughts rather remarkably profound, I began to keep a journal.</p> <p>2) If life hardly seems worth living, if liberty is used for subhuman purpose, if the pursuers of happiness know nothing about the nature of their quarry or the elementary techniques of hunting, these constitutional rights will not be very meaningful.</p>

continued

Types	Functions	Examples
partly periodic sentences	This kind of sentence is the most often used sentence pattern. Many superior sentences belong to this type.	1) With little in common after years of separation, old friends are often shocked and embarrassed when they meet again. 2) Just before I went away to college, my father took me aside, as I had expected.
balanced sentences	Make writing emphatic, forceful, rhythmic and impressive. Often used in argumentative prose and speeches.	1) A long journey tests a horse's strength; a long acquaintance shows a man's heart. 2) The power of French literature is in its prose writer; the power of English literature is in its poets.

### 1.1.3 Simple, Compound, Complex, and Compound-Complex Sentences

Depending on their structure, sentences are classified into four basic categories: simple, compound, complex, and compound-complex sentences.

A simple sentence consists of a subject and a verb. It expresses a complete thought. Sometimes it is referred to as an independent clause. It may have a compound subject, a compound predicate, and many various kinds of phrases, but it has only one clause.

Structures of Simple Sentences	Examples
one subject, one predicate	Sap rises.
Two or more subjects, one predicate	The tall boy and the short girl play.
one subject, two or more predicates	In the spring the sap rises in the maple trees of the Northeast and is collected and boiled to make thick, delicious maple syrup.
two or more subjects, two or more predicates	The teacher and the student read and write.

A compound sentence has at least two independent (main) clauses and no subordinate (dependent) clauses. The clauses in a compound sentence are linked

in different ways which are illustrated in the following chart.

Linking Methods of the Clauses in a Compound Sentences	Examples
a comma and a coordinating conjunction (and, but, nor, or, for, so, or yet)	Reading a novel by Henry James is not like reading an action-adventure thriller, but with patience the rewards that James offers are greater.
a semicolon	I missed the bus by a second; there would not be another for an hour.
a semicolon, a conjunctive adverb/a transitional expression, and a comma.	1) Margaret earned an "A" on her term paper; consequently, she was exempt from the final exam. 2) We were short of money; therefore, we decided not to eat on the weekend.

A complex sentence has one independent clause and one or more subordinate (dependent) clauses. The clauses are joined by subordinating conjunctions or relative pronouns. As a rule, the major idea is expressed in the main clause and the idea or ideas of lesser importance in the subordinate clauses. Subordinate clauses in complex sentences can be classified into three groups which are shown in the following chart.

Type of Dependent Clauses	Subdivision	Examples
nominal clause	subject clause	How the prisoner escaped is a complete mystery.
	object clause	I'm sure that you will succeed.
	appositive clause	The problem is who we can get to replace her.
	predicative clause	We express the hope that they would come and visit China again.
relative clause	restrictive	July and August are the months when the weather is hot.
	non-restrictive	She informed us of the time of the lecture, which no one paid attention to.

continued

Type of Dependent Clauses	Subdivision	Examples
adverbial clause	time	I was playing basketball when my mother came back yesterday.
	place	Wherever you work, you should remember your duty.
	cause-effect	Because we want to communicate with English-speaking people, we work hard at English.
	result	Speak clearly so that they may understand you.
	concession	He works as hard as everyone else although he is not strong.
	comparison	I can walk faster than you can run.
	manner	Does I say.
	condition	We will make a snowman if it snows tomorrow.

A compound-complex sentence is a compound sentence on the whole, but there are one or more subordinate clauses in the coordinated clause(s).

Example 1	I understand that he is well-qualified, but I feel that he needs more experience.
Example 2	When young people are exposed to violence on television, they can be influenced by what they see; therefore, it is important for parents to communicate with their children about the programs they watch.

The following table summarizes the differences of the four types of sentences.

Types	Grammatical Differences	Functional Differences
simple sentences	Only include one independent clause and no dependent clause.	Make emphatic or important statements, thus often serve as a topic sentence in a paragraph. Or provide variety when used with longer sentences.
compound sentences	Include two independent clauses and these clauses are often linked by a comma and a coordinated conjunction, semicolon, or semicolon and a conjunctive adverb.	Express two independent ideas which are compatible and roughly equal in importance, or take shape one by one in orderly sequence.
complex sentences	Consist of at one independent clause and at least one subordinate clause.	Express complex ideas clearly and accurately by showing the relative importance and marking the precise relation of one idea to another and often serve as supporting details.
complex and compound sentences	Contain at least two independent clauses and at least one subordinate clause.	Express complex ideas clearly and accurately by showing the relative importance and marking the precise relation of one idea to another and often serve as supporting details.

## 1.2 Effective Sentences

Effective sentences are expected to possess the following qualities: unity, clarity, coherence, emphasis and variety.

### 1.2.1 Unity

A unified sentence expresses a single complete thought. It does not contain ideas that are not closely related, nor does it express a thought that is not

complete by itself. It does not mean that all sentences have to be short and simple. It is often necessary to write a long sentence with many parts in it. Such a sentence expresses a central idea supported or modified by various subordinate ideas, or two or more related parallel ideas.

Original Sentences	Revised Sentences	Analysis
Ms. Callandar and her husband aren't Chinese, they are Korean.	Ms. Callandar and her husband aren't Chinese. They are Korean.	The original sentence has two complete ideas which, instead of being put in one sentence, should be put in two sentences.
Talking on the phone all night with my best friend.	Talking on the phone all night with my best friend is fun. / I am talking on the phone all night with my best friend.	The original sentence expressed an incomplete idea.
Born in a small town in South China in the early 50s, he grew up to be a famous musician.	He was born in a small town in South China in the early 50s. In his childhood he liked to sing songs. Later he entered a conservatory. In the 70s he became a famous musician.	The two parts of the original sentence are not logically connected, because a man born in a small town in South China in the early 50s would not necessarily become a famous musician. So the sentence lacks unity. The revised sentences are better, as how and when he became a musician is explained.

### 1.2.2 Coherence

Coherence means there is a clear and reasonable connection between parts. A sentence is coherent when its words or parts are properly connected and their relationships unmistakably clear. It is not coherent if it has ① dangling, ② misplaced modifiers, ③ faulty parallel constructions, ④ pronouns with ambiguous reference, ⑤ confusing shifts in person and number, or in voice, tense, and mood.

#### (1) Misplaced Modifiers

Misplaced modifiers are words or phrases that do not modify or explain the

words the way the writer intends them to explain.

	Original	Revised
Example 1	Crispy and spicy, the waitress served the chicken wings to our table.	The waitress served the crispy, spicy chicken wings to the table.
Example 2	I saw a dress in a magazine that cost \$ 1,200.	In a magazine, I saw a dress that cost \$ 1,200.
Example 3	He nearly lost ten dollars last night.	He lost nearly ten dollar last night. (He lost money, and he knew approximately how much.)
Example 4	Jane had a kitten in the house that ate birds.	In the house, Jane had a kitten that ate birds.

## (2) A Dangling Modifier

A dangling modifier is a group of words that has no grammatical connection to any element in the sentence. If there is no word or group of words in the sentence for the modifier to qualify or limit, the modifier is said to dangle.

	Original	Revised
Example 1	After getting off the bus, the driver pulled away.	After I got off the bus, the driver pulled away.
Example 2	When only three years old, my father took me to a circus.	When only three years old, I was taken to a circus by my father. / When I was only three years old, my father took me to a circus.
Example 3	To develop a lively writing style, all kinds of sentence structures should be used.	To develop a lively writing style, writers should use all kinds of sentence structures.
Example 4	Without shoes, the tough stone cut the feet of the hikers.	The tough stone cut the feet of the barefooted hikers.

Note that we should distinguish clearly between verbal modifiers that obviously dangle and absolute modifiers. Absolute modifiers refer to those participial or infinitive phrases that modify the statement as a whole and thus do not need a specific reference word in the main clause. These modifiers are usually



the idiomatic phrases that express a general action and those that serve as directive and transitional links, such as “to begin with”, “generally speaking”, “judging from past experience”, “taking everything into consideration” and “to tell the truth”. For example:

	Absolute Modifiers
Example 1	<u>Strictly speaking</u> , does this sentence contain a dangling construction?
Example 2	<u>Judging from past experience</u> , he is not to be trusted.
Example 3	<u>To sum up</u> , our vacation was a disaster from start to finish.
Example 4	<u>Considering the cost of labor</u> , the price is reasonable.

Note also that the normal absolute does not dangle. In the absolute, the word that the participle attaches itself to is in the absolute construction itself.

	Absolute Constructions
Example 1	<u>The day's work being over</u> , we returned to town.
Example 2	<u>The guests having arrived</u> , Mother went to the door.
Example 3	Finally, <u>the money being spent</u> , we went on relief.

### (3) Faulty Parallel Constructions

Parallelism means that words, phrases, or clauses in a series should have similar grammatical form. Keeping corresponding parts of a sentence parallel in structure and length will make writing clearer and easier to read. Faulty parallelism occurs when elements that are similar in idea are not made similar in structure.

	Original	Revised
Example 1	All night long the music from the next apartment was banging, thumping, and pounded so loudly that I couldn't sleep.	All night long, the music from the next apartment banged, thumped, and pounded so loudly that I couldn't sleep.
Example 2	My sister likes wearing crazy hats, dressing in funky clothes, and to go to classic movies.	My sister likes wearing crazy hats, dressing in funky clothes, and going to classic movies.