



Practical

English

Writing

实用英语写作

主 编 杨 艳

Practical English Writing



重庆大学出版社

<http://www.cqup.com.cn>

实用英语写作

Practical English Writing

主 编 杨 艳
副主编 熊 成 程 艳 雷 蕾
参 编 杨 艳 熊 成
程 艳 雷 蕾

英文校对 Seth Huiras

重庆大学出版社

内 容 提 要

本书为语言应用类选修课程教材,全书共八章,内容包括句子写作、段落扩展、图画作文、图表作文、书信作文、简历、论文摘要和演讲稿等。本教程不仅涉及基础英语写作,而且还涵盖了各类常见实用英语文本写作,实用性强,适合已经达到大学英语基本要求的非英语专业本科生和希望通过英语应用文写作技能的广大读者使用。

图书在版编目(CIP)数据

实用英语写作/杨艳主编. —重庆:重庆大学出版社,2016.6

ISBN 978-7-5624-9855-1

I. ①实… II. ①杨… III. ①英语—写作—教材
IV. ①H315

中国版本图书馆 CIP 数据核字(2016)第 127595 号

实用英语写作

主编 杨 艳

责任编辑:陈 亮 版式设计:陈 亮

责任校对:张红梅 责任印制:张 策

*

重庆大学出版社出版发行

出版人:易树平

社址:重庆市沙坪坝区大学城西路 21 号

邮编:401331

电话:(023) 88617190 88617185(中小学)

传真:(023) 88617186 88617166

网址:<http://www.cqup.com.cn>

邮箱:fxk@cqup.com.cn (营销中心)

全国新华书店经销

重庆市川渝彩色印务有限责任公司

*

开本:787mm×1092mm 1/16 印张:6.75 字数:156 千

2016 年 6 月第 1 版 2016 年 6 月第 1 次印刷

ISBN 978-7-5624-9855-1 定价:23.00 元

本书如有印刷、装订等质量问题,本社负责调换

版权所有,请勿擅自翻印和用本书

制作各类出版物及配套用书,违者必究

前言

《大学英语课程教学要求》中明确提到：“各高等学校应根据实际情况，按照《课程要求》和本校的大学英语教学目标设计出各自的大学英语课程体系，将综合英语类、语言技能类、语言应用类、语言文化类和专业英语类等必修课程和选修课程有机结合，确保不同层次的学生在英语应用能力方面得到充分的训练和提高。本教材即是为了适应大学英语教学改革的需要而编撰的一本大学英语拓展系列的教材，授课对象为已经达到大学英语基本要求的非英语专业本科生，是适合语言应用类选修课程使用的教材。

众所周知，英语写作能力是大学英语阶段非常重要的语言输出能力，因此针对大学英语写作的教材比比皆是。这些教材通常从字词句入手，接着谈段落的写作，全文的写作，在这些写作基本原理的基础上讲解不同体裁文章的写作，学生主要学习写作的基本技能。本教材不仅涉及基础英语写作，而且在此基础上还涉及各类常见的实用英语文本，因此本教材凸显实用性。

本教材与传统的教材相比，具有以下特色：

一、循序渐进，英语写作基本技能与实用技能相结合。

本教材除了讲解英语写作的基本技能，还涵盖了各种实际生活和学习深造过程中遇到的各种实用英语写作，并且按照从基础到实用写作的顺序编排教材内容，循序渐进，让学生的英语写作学习步步深入，扎实有序。

二、教学内容精简，针对性强。

实用英语不仅包括各类应用文，例如贺词、通知、请柬、便条、书信、电文、评语、菜单、说明书、广告、简介、合同与协议等，而且包括学生在各类考试和学习深造过程中遇到的诸如图表作文、图画作文、英语摘要写作以及演讲稿等实用英语的写作。本教材通过前期调研，将众多的实用英语文本类型进行筛选，选出非英语专业学生在校期间最需要学习的实用英语文本类型，不面面俱到、贪多求量，这样更符合学生在有限的学习时间内对实用英语的学习需求。

三、大量实例与训练相结合。

本教材编列大量实例，让学生在写作前有充足的语言输入。在此基础上再进行大量的相关练习，使学生在前期语言输入的基础上有充足的训练，从而进行有效输出。

本教材适合实际课堂教学使用，预计课时量为48学时。

在此衷心感谢编委会全体老师，并特别感谢为教材英语文本部分做校对的 Seth Huiras。由于时间仓促，错误和疏漏之处在所难免，恳请广大读者指正。

Contents

第一章	英语句子写作	1
第一节	简介	1
第二节	英语句子分类	1
第三节	常见错误	5
	练习	8
第二章	英语段落扩展	13
第一节	英语段落的特点	13
第二节	段落扩展的类型	19
	练习	21
第三章	图画作文	25
第一节	简介	25
第二节	图画作文的三段式写法	26
	练习	33
第四章	图表作文	38
第一节	简介	38
第二节	图表作文的三段式写法	41
	练习	49
第五章	书信作文	54
第一节	简介	54
第二节	传统英文书信的结构	55
第三节	申请信	58
	练习	65
第六章	简历	69
第一节	简介	69
第二节	简历范例	70
	练习	74

第七章 论文摘要写作	77
第一节 简介	77
第二节 英文摘要的撰写	81
练习	83
第八章 英语演讲稿	87
第一节 简介	87
第二节 演讲稿范例	88
练习	92
参考书目	100

第一章 英语句子写作

第一节 简介

句子是由词或短语按语法规则组成,表达一个完整意思的语言单位。好的英语句子结构完整,意思正确,连贯流畅,言简意赅。但是,如果一篇文章中所有的句子都结构单一(以主语开头,采用主一谓一宾或主一系一表的结构)、长短均等的话,句子写得再好,文章也会单调呆板,缺乏生气。句式多样化是对一篇好的文章的基本要求。要做到这一点,首先要对英语句子有充分的了解。英语句子种类很多,句法结构丰富多彩。

第二节 英语句子分类

一、按用意划分:陈述句、疑问句、祈使句和感叹句四种。

1. 陈述句(肯定、否定):陈述事实或观点

He is six years old.

She didn't hear of you before.

2. 疑问句(一般、特殊、选择、反意):提出问题

Do they like skating?

How old is he?

Is he six or seven years old?

Mary can swim, can't she?

3. 祈使句:表达命令或请求

Be careful, boys!

Don't talk in class.

4. 感叹句:抒发强烈的感情,如惊异、痛苦或喜悦

How clever the boy is!

二、按结构划分:简单句、并列句、复合句三种。

1. 简单句:短的句子往往强劲有力,意思特别清楚,和长句子一起用还会形成句子的多样性。

简单句有五种基本句型。

(1) “主—系—表”(SLP)句型:

在这种句型中,谓语动词是连系动词(Linking Verb),如 be 动词、感官动词等;后面跟表语(Predicative),构成表语的可以是名词、名词性短语、形容词、介宾短语等。

例句:

These oranges have kept fresh.

Mary is a student /here /in the room.

(2) “主—动”(SV)句型:

在这种句型中,谓语动词为不及物动词(Intransitive Verb)。

例句:

This bread won't keep (for a long time).

Tom has left.

They are staying in a hotel.

(3) “主—动—宾”(SVO)句型:

在这种句型中,谓语动词为只带一个宾语的及物动词,这种动词被称为单宾语及物动词(Monotransitive Verb);构成宾语的可以是名词、名词性短语和代词。

例句:

He kept the money.

They have left the hotel.

(4) “主—动—间宾—直宾”(SV IO DO)句型:

在这一句型中,谓语动词为能带一个间接宾语和一个直接宾语的及物动词,这类动词被称为双宾语及物动词(Ditransitive Verb)。

例句:

He kept me a dictionary.

Shall I leave you the camera?

(5) “主—动—宾—宾补”(SV O OC)句型:

在这种句型中,谓语动词为能带复合宾语(宾语+宾语补语)的及物动词,这类动词叫作复合宾语及物动词(Complex Transitive Verb);构成宾补的可以是不定式、现在分词、过去分词、形容词、副词、介宾短语等。

例句:

She kept a notebook handy.

His illness left him weak.

从上面所介绍的五种基本句型的例句中我们可看出,一个动词往往不只用于一种句型,它常常兼有连系动词、不及物动词和及物动词这三类动词的两种词性,有的甚至兼有三种词性,有些动词可以带单宾语、双宾语和复合宾语这三类宾语中的两种或三种。

2. 并列句:包含两个或更多的独立的简单句或从句,用并列连词(and, but, or 等)连接起来,也可以不用连词而用分号连接。各句的意思一般相关或可以比较,并具有类似的重要性,或有层次的展开。

例句:

You help him and he helps you.

The future is bright; the road is tortuous.

3. 复合句:含有一个主句和一个或一个以上从句的句子。复合句包含名词性从句(主语从句、宾语从句、表语从句、同位语从句)、定语从句和状语从句等。

例句:

The foreign visitors took a lot of pictures when they were at the Great Wall.

I suppose that he is coming alone.

I wonder how much this pair of shoes costs.

In the early 1900s, a German chemist developed a chemical treatment for a serious disease that had been considered incurable.

For holidays, many people visit the Great Barrier Reef off the northeast coast of Australia, which has more than 600 islands.

It remained unknown who let out the news.

Where someone is born is not as important as what he or she grows up to be.

There's a rumor circulating that the factory's going to shut down.

The problem is that we can't get the director's approval because he is on holiday.

写文章时,一般要求句子的结构多样化。短简单句常被用来表述需要强调的重要的意思。长的复合句由于可以容纳多种修饰语而能清楚准确地表达复杂的意思。如:

To Americans, industriousness, thrift, and ambition are positive values. We encourage our children to be competitive, to go ahead, to make money, to acquire possessions. In games and in business alike, the aim is to win the game, the trophy, the contract. We go in for labor-saving devices, gadgets, speed, and short-cuts. We think every young couple should set up a home of their own, and we pity the couple who must share their home with a parent, let alone with other relatives. Actually, of course, not all Americans hold all these values, and those who do may hold other, and at times contradictory, values that affect their ways of behaving. In the main, however, the collective expectation of our society is that these are desirable goals, and the individual, whatever his personal inclination, is under considerable pressure to conform.

三、从修辞的角度,句子有松散句、圆周句和平行结构等常见类型。

1. 松散句:把主要意思放在次要意思之前,先说最重要的事情,因而读者在看到最初的几个词后就知道这句话的意思。

She decided to study English though she was interested in music.(松散句)

2. 圆周句:把最重要的意思放到最后面,且直到最后一个词时句子的结构才完整。读者只有看完整句话才知道它要说什么,即主要信息或实质部分迟迟不出现,使之造成一种悬念,借以抓住读者的注意力;随着句子一步步展开,一层层深入,在句末形成一个高潮,有力地表达关键意思。

Although she was interested in music, she finally decided to study English.(圆周句)

请看:

- △ It is a truth universally acknowledged that a single man in possession of a good fortune must be in want of a wife.

这是《傲慢与偏见》的第一句话。它明显是个圆周句,因为它的结构和意思在最后一个词之前都不完整。这种结构形成意思上的高潮,最后一个词是最重要的词,同时由于在这之前堆积了很多词,高潮因而很强烈。

在阅读这类句子的过程中,读者一直有种被吊着胃口的感觉,迫切地想捕捉句尾的重点信息。这就是圆周句的妙用所在——通过设置悬念来激发读者的兴趣,牢牢抓住读者的注意力,从而提升整句话的吸引力和感染力。除此之外,圆周句的句子结构往往显得严谨有力,通过重点信息收尾以突出整个句子的完整性。这种句式一般在正式书面文体中出现较多。

试比较以下句子:

松散句:Canada is certainly a less violent place than the United States, since in the U.S. a violent crime is committed every thirty-one seconds, compared with one every four minutes in Canada.

圆周句:Since in the U.S. a violent crime is committed every thirty-one seconds, compared with one every four minutes in Canada, Canada is certainly a less violent place than the United States.

松散句:Don't order spaghetti when you go to an important business lunch, where you must present a neat, efficient controlled image.

圆周句:When you go to an important business lunch, where you must present a neat, efficient controlled image, don't order spaghetti.

- ③ 平行结构:把两个或两个以上结构相同、意义并重且语气一致的词、短语或句子排列成串形成一个整体,以加强语气,达到强调的目的。例如:

We can learn by reading, reflection, observation or practice.

- △ I have a dream that my four children will someday live in a nation where they will not be judged by the color of their skin but by the content of their character.

平行结构主要有以下类型:

(1) 名词和名词平行结构

The patient's symptoms were fever, dizziness, and headache.

(2) 形容词和形容词平行结构

Early to bed and early to rise makes a man healthy, wealthy and wise.

(3) 副词和副词平行结构

The work is handsomely and skillfully(有技术地) done.

(4) 分词平行结构(现在分词与现在分词/过去分词与过去分词)

The boys were running, shouting and laughing.

- ▲ The old man returned home, disappointed and exhausted.

(5) 动名词平行结构

Henry's work is reading books and writing book reviews.

(6) 动词不定式平行结构

On the other hand, 40% think that fees should be charged because you need money to pay

gardeners and other workers, and to buy plants and young trees.

(7) 介词短语平行结构

Your semester grade is based not only on your test scores, but also on your participation in class.

We often go to the countryside as well as to factories.

(8) 谓语动词平行结构

He went downtown, bought some books and visited his daughter.

Gunpowder was discovered in the twelfth century, but not used in warfare until two hundred years later.

(9) 句子的并列(并列句)

I was tired, but I felt happy.

在写作时应根据实际情况,交替使用各种句式。然而,值得注意的是,不能为了多样化而频频变化句型。在很大程度上,使用什么句式还跟文章的文体、内容等因素有关(例如在科技文体中多用长句和圆周句),即内容决定形式。只有恰当地表达思想时多样化才可取。

第三节 常见错误

我们在用英语句子写作时,经常会出现一些错误,常见的主要有以下几种:

一、主语错误

1. 主语缺失

原句:In our country feels very free.

修改句:In our country people feel very free.

2. 主语词性错误

原句:Keep two full-time jobs is simply impossible.

修改句:Keeping two full-time jobs is simply impossible.

3. 主谓不搭配

原句:Reading books can acquire knowledge.

修改句:We can learn by reading books.

原句:The price of meat is so expensive that we could not afford it.

修改句:The meat is so expensive that we could not afford it.

二、谓语错误

1. 主谓不一致

原句:I will visit the teacher who teach me English.

修改句:I will visit the teacher who teaches me English.

◇ 在英语当中,当可数名词单数或不可数名词做主语时,谓语动词用单数形式;复数名词做主语时,谓语动词用复数形式。为此,在造句时应注意以下几种情况:

a. 主语和谓语之间出现修饰词,谓语动词与主语保持一致。

例1 One of the many is missing.

例2 The bookcase full of books and magazines stands in a corner of the room.

- b. 主语和谓语之间插入了由 with, as well as, except, in addition to, not 等引导的名词词组, 谓语动词仍应与主语保持一致。

例1 Jane, as well as the rest, has agreed to come.

例2 The audience, in addition to all the cameramen, was so excited.

例3 The employees, not the manager, were asked to explain the cause of the fire.

例4 The Chinese girl, together with her two American friends, is eating at a restaurant.

- c. each / every... and 连接两个单数形式的主语, 句中谓语动词为单数。

例1 Every man and woman is treated in the same way.

例2 Every word and phrase in this sentence is essential.

- d. 由 and 连接的词组做主语, 谓语动词一般要用复数。

例 To fight and to win were their aims.

- e. 两个名词可当作一个整体对待时, 由 and 连接以后谓语动词仍为单数。

例1 The law and order was soon restored.

例2 The confidence and trust is very important for me.

例3 The chairman and general secretary was selected.

- f. 当 either... or, neither... nor, not only... but also 连接两个主语时, 句中的谓语动词的数要和最接近的那个主语取得一致, 即“就近原则”。

△ 例1 Either you or I am wrong.

例2 Not only the students but also the teacher has doubts.

例3 Neither you nor she is the lucky dog.

- g. 表示时间、金钱、距离、重量等单位的名词词组做主语, 如果强调一定的量, 或者总和, 谓语动词用单数; 如果侧重具体的数量, 则谓语动词用复数。

试比较:

Ten minutes is a long time for us to wait.

Ten minutes have passed since we came.

- h. a series of..., a kind of..., a portion of... 等短语做主语, 谓语动词用单数; a number of..., a variety of... 等短语做主语, 谓语动词用复数。

例1 A series of videotapes has been prepared.

例2 A variety of goods are for sale.

- i. 由 each, every, each one, everybody, anybody, nobody, either, neither 等引导的名词词组做主语, 谓语动词用单数。

例 Nobody knows the truth.

- j. 集体名词做主语, 如表示整体概念, 谓语动词用单数; 如表示成员, 谓语动词用复数。

例1 My family are all vegetarians.

例2 My family never intends to have anything to do with business.

2. 多重谓语

原句:Poverty makes many people can't study abroad.

修改句:Poverty makes many people unable to study abroad.

原句:There are many people think so.

修改句:Many people think so.

修改句:There are many people who think so.

3. 非动词做谓语

原句:Some people agree, but others against it.

修改句:Some people agree, but others are against it.

三、非完整句错误

一个意思和结构都完整的句子至少有主语和谓语两个部分,当然祈使句除外。若有句子中的某一部分被当作一个句子,就会导致非完整句的错误。非完整句错误通常有以下几种情况:

1. 将从句当成独立句子

原句:He failed to pass the examination. Which disappointed his parents.

修改句:He failed to pass the examination. That disappointed his parents.

原句:We must face the fact. That we might lose our deposit.

修改句:We must face the fact that we might lose our deposit.

原句:If you want to find a job. You must pass the job interview.

修改句:If you want to find a job, you must pass the job interview.

2. 将介词短语或非谓语动词短语当作句子

原句:With all your conditions. You are not a success.

修改句:With all your conditions, you are not a success.

通常纠正非完整句有两种方法:

1. 将非完整句与前面或后面的句子合并起来,连成一个句子;
2. 给非完整句加上主语,使之成为一个完整的句子。

四、断句错误

并列句之间要用并列连词连接,或用分号断开,主句和从句之间要用从属连词连接,但是有的学生在写句子时,不管句子各部分之间的关系如何,一概用逗号连接。这种错误被称为断句错误。断句错误是中国学生常犯的错误,因为在汉语中,两个完整的句子可以直接通过逗号连接,所以中国学生有时会忘记:在英语中,如果句子中没有分号、冒号或者破折号,那么除了逗号外,还必须连词。

原句:The food was fine except the cake, I didn't like it.

修改句:The food was fine except the cake, which I didn't like.

从上面的例句可以看出,纠正这类错误的方法必须根据有关分句或者主从句之间的逻辑关系而定。

五、修饰语与被修饰语关系错误

1. 一般情况下,当动词的非谓语形式做状语时,其逻辑主语必须和句子的主语保持一致。

否则,该状语必须有自带的逻辑主语,即独立主格结构。

原句:

例 1: Looking out of the window, the grassland stretches as far as the eye can reach.

例 2: Rotten in the cellar (地下室,地窖), he had to throw away the potatoes.

纠正这类错误有三种方法:

- ① 对这类句子的结构做出必要的改动,使状语的逻辑主语与句子的主语一致;
- ② 给状语加上一个适当的逻辑主语,使之成为一个独立结构;
- ③ 将状语改成一个从句。

修改句:

例 1: Looking out of the window, one can see that the grassland stretches as far as the eye can reach.

例 2: a) The potatoes in the cellar had rotten, so he had to throw them away.

b) As the potatoes in the cellar had rotten, he had to throw them away.

c) He had to throw away the potatoes which had rotten in the cellar.

d) He had to throw away the potatoes in the cellar, for they had rotten.

2. 做状语的分词语态错误

当动词的非谓语形式做状语时,其语态应取决于它与主语的逻辑关系。

原句: Comparing with other countries, China pays little attention to the energy problem.

修改句: Compared with other countries, China pays little attention to the energy problem.

3. 修饰语位置错误

原句: Spoken English is an important part for learning English people.

修改句: Spoken English is an important part for people learning English.

六、平行结构有缺陷

原句: A man is judged not only by what he says but also by his deeds.

修改句: A man is judged not only by what he says but also by what he does.

(或: A man is judged not only by his words but also by his deeds.)

七、代词指代不清楚

原句: Mary told my sister that she was wrong.

修改句: (1) "I'm wrong," Mary said to my sister.

(2) Mary admitted that she was wrong and said so to my sister.

(3) "You're wrong," Mary said to my sister.

(4) My sister was told that she was wrong.

[练习]

1. 说出下列各句所属的基本句型。

A. 主—系—表

B. 主—动

C.主—动—宾

D.主—动—间宾—直宾

E.主—动—宾—宾补

(1) The pain drove me mad.

(2) Her explanation sounds crazy.

(3) She threw him a kiss.

(4) Time flies.

(5) The cat caught the little mouse.

(6) Many people consider the astronaut a great hero.

(7) He has grown very old.

(8) Mike is healthy.

(9) Architects design buildings.

(10) She offered me some cake.

2. 按指定基本句型把下列句子翻译成英文。

(1) 这些花闻起来很香。(主—系—表)

(2) 这里夏天经常下雨。(主—动)

(3) 李平逗得婴儿笑起来了。(主—动—宾—宾补)

(4) 刚才她给了我一些墨水。(主—动—间宾—直宾)

3. 分析以下句子的结构并翻译成中文。

(1) The more expensive kind of antique shop where rare objects are beautifully displayed in glass cases to keep them free from dust is usually a forbidding place.

(2) Why people are prepared to tolerate a four-hour journey each day for the dubious privilege of

living in the country is beyond me.

- (3) Though my aunt pursued what was, in those days, an enlightened policy, in that she never allowed her domestic staff to work more than eight hours a day, she was extremely difficult to please.
-
-

- (4) The self-discipline required to drag myself out of bed eleven minutes earlier than usual was considerable.
-
-

- (5) In 1953, a former electronics engineer in his fifties, Christopher Cockerell, who had turned to boat-building on the Norfolk Broads, suggested an idea which he had been working on for many years to the British Government and industrial circles.
-
-

- (6) Movements actually only shift from one habitat to another for the purpose of avoiding seasonal climatic variations, and the annual migrations of wildfowl and many other animals certainly cannot be regarded as a form of exploration.
-
-

4. 按照提示改变下列句子的结构。

- (1) On hearing the news, he was angered.

On hearing the news, I was saddened. (请将两句话合并成一个并列结构的句子)

- (2) The surgeon still keeps trying to rescue the patient though there is no sign of life left in him. (请将此松散句改为圆周句)
-
-

5. 请找出下列句子中的平行结构,并将句子翻译成中文。

- (1) In whatever company, they may find persons and conversations more or less pleasing. At whatever table, they may find meat and drink of better or worse taste, dishes better or worse prepared.
-
-

- (2) Many workers stay at jobs they are too old for rather than face possible rejection.

- (3) But we remember with far greater pain that we did not see that beauty when it flowered, that we failed to respond with love when it was tendered.

6. 改正下列句子中的错误。

- (1) I think this film is poor. Even though so many people enjoying seeing it.

- (2) He isn't a clever enough politician. To have any original ideas.

- (3) They planned a trip to Tibet. A trip to have a new experience.

- (4) Some people like an ocean voyage in winter, they want to escape the frost and snow at home.

- (5) It was raining hard, they could not work in the fields.

- (6) Foreign foods have new feature and designs. The same domestically produced goods do not have.

- (7) To swim properly, a course of instructions is necessary.

- (8) Returning home in a taxi, the music of the opera still seemed to sing in our ears.

- (9) I had a summer job that year, therefore, enabling me to stay in school for another term.

- (10) We naturally assumed that people had arrived there. They left several hours ago.