

*Writing Clear Paragraphs Based
on Text Types*

如何写好清晰的段落

——基于文体特点的高中英语写作

编著：施丽华 朱旭彬 武芝君 徐 青 程仙云

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审阅：Peter Kalnin（美国）



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前言 PREFACE

全国高考英语写作题型已有重大变化:除了应用文写作,还新增了概要写作和续写题型。但任何写作的基础都是段落写作,掌握各种英语段落的行文规律,写好各种文段应是努力的方向。

因此,高中英语写作指导的重点是帮助学生学会写好清晰的段落。段落的灵魂在主题句,而围绕主题句所展开的文段写作是有规律可循的。比如,记叙文的特点是 to tell(讲述),讲述一件事或一系列事情;主题句应提纲挈领地交代故事中的人物、地点、时间、起因和结果,然后按时间顺序依次展开。描写文着重 to show(展现),一般通过感觉的细节展开,写出所见所闻和所思;主题句通常是描写对象给人留下的印象或引起的情感变化。说明文旨在 to explain(解释、说明),解释和探讨各种问题,如事物发展的过程和内在关系等,一般通过事实、举例、比较、因果、定义等手法展开。议论文主要是 to persuade(说服)或者 to argue(争辩),聚焦一个具有争议的观点,提供足够的相关证据,据理力争,以理服人。

为了便于教师指导学生写好清晰的段落,为了方便学生轻松把握段落写作的规律,我们精心编著了本书。每一部分首先归纳一种文体的特征,然后提供文体典型、行文规范、内容丰实、语言地道、长短适中的范文。通过范文研究,学生可以理清思路、理解规律、掌握方法、建立信心。其次,我们悉心梳理了与该文体相关的常用语料,旨在启发学生打开思路,产生联想,归纳更多可用词汇和句型。再次,本书提供了相关写作习题,供学生仿写,以达到巩固练习的作用。练习设计遵循规律,从精选词汇到句子写作,从勾勒文章轮廓到谋篇布局,无一不体现作者的良苦用心。为了方便学生修改习作,本书还设计了自我检测的评估量表,以期达到引领写作行为的目的。第三部分还专门选编了一些教师对学生习作的修改样例,可为读者提供具象的修改习作范本。

真诚感谢美国语言教学专家 Peter Kalnin 对本书的审阅!

真心期待本书能给读者提供些微的帮助!

由于水平局限,本书难免有疏漏和不当之处,敬请读者和各位专家赐教!

编者

2016年4月

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第一部分 概 述

一、段 落

I. 什么是段落? (Definition of a paragraph)

段落既是一篇文章的组成部分,又是自成一体、相对独立的整体。一个段落就如一篇微型文章,通常会有一个中心或主题,中心或主题由一个主题句点出,主题句往往放在句首,段落中的其他句子都围绕这个中心或主题展开。高考作文其实就是一个段落的写作,写好段落是为真正意义上的写作打好基础。

对段落的定义可以用下面三句话来概括:

1. A paragraph is a series of sentences developing one topic.
2. Each paragraph contains a sentence which states the topic of the paragraph; that is, it tells you what that particular paragraph is about. This sentence is called the topic sentence and is usually found at or near the beginning of a paragraph.
3. Every sentence in a paragraph should be closely related to this topic sentence. This brings a sense of unity to the paragraph.

II. 清晰段落的特点 (Characteristics of a clear paragraph)

清晰的段落应该具有一致性,即段落中所有的句子都要围绕主题句展开。段落的结构条理清晰,内容连贯,层次清楚,展开得法。句子间内在的逻辑关系强,衔接自然流畅。清晰的段落有一个基本结构:首句——主体段——结尾句。

同样,我们可以用三句话概括出它的特点:

1. It should deal with one main thought—the controlling idea, and should contain only material that supports or proves that controlling idea.
2. It should contain sufficient material to support that controlling idea.
3. It should have a basic structure of Beginning—Middle—End (Topic sentence—Body—Concluding sentence).

我们将这样的叙述步骤称之为“部长讲话三步曲”,即我们熟知的“三段论”。

The ministerial three

When a minister gives a talk, he usually talks in the following steps:

1. He tells you what he is going to tell you. (He introduces his subject and indicates

what he is going to say about it.)

2. He tells you. (He expands his subject, and fills in details about it.)

3. He tells you what he's told you. (He sums up and reaches a conclusion about his subject.)

其实,段落写作就那么简单。我们应该对写好一个清晰的段落充满信心。

III. 清晰段落的标准(Basic elements of a clear paragraph)

写完一个段落,我们可以从以下几个方面来评估自己的习作,并作出相应的修改。

1. 整体概貌

一篇习作的“颜值度”高很重要,需要具有三个标准:

1) Three parts (The ministerial three)

2) Beautiful handwriting

3) No scribbles

对学生习作的最初印象往往来自书写、布局和篇章结构。随意下笔、信马由缰肯定不行。平时一定要养成良好的习惯,做到书写工整、字体漂亮,其次是布局合理、层次分明,给读者留下深刻的第一印象。

2. 语言修辞

清晰段落的语言必须体现以下三个特点:

1) Natural and honest

2) Written form

3) Specific, but not redundant

写作需要大量的语言储备。中学生要运用有限的词汇来表达自己的观点和想法,通常比较焦虑,容易出现词汇堆砌现象和母语写作的思维方式。其实,运用简单的词汇、平实的手法、地道的表达更重要。

3. 文体结构

俗话说:“外行看热闹,内行看门道。”写一篇质量高、表述流畅的段落更需要关注文章的整体性、连贯性和充足性,即:

1) Unity

2) Coherence

3) Adequate development

IV. 段落的基本类型(Basic types of paragraphs)

1. 记叙文

记叙文(Narrative)讲述一件事或一系列事情、事件。能够讲述一件事是中学阶段的写

作要求。可以这样定义：

A narrative paragraph is one which contains events in the order in which they happen, as with a story. When you write a narrative paragraph, you are telling your reader a story, giving him an account of something that happened to you—for example, an unforgettable personal experience.

2. 说明文

说明就是阐述、解释,其目的是“告知”。说明文(Expository)解释和探讨各种问题,如事物发展的过程和内在关系等。

An expository paragraph is one which presents facts, gives directions, interprets facts, presents opinions, and so on. This type of writing is factual and statistical; it is employed when you wish to explain a process or prove a point.

3. 描写文

描写文(Descriptive)用语言文字描写人物、地方、事物和情景,一般通过感觉的细节展开。

A descriptive paragraph is one in which the sentences work together to present a single, clear picture of whatever is being described.

4. 议论文

议论文(Persuasive / Argumentative)的目的是“说服”。一般来说议论文有一个具有争议的观点,并提供足够的相关证据来支撑观点,也就是所谓的“以理服人”。

A persuasive or an argumentative paragraph is one in which reasons are given to support ideas for or against something.

V. 拓展段落的三个途径(Supply details for your paragraphs through three ways of thinking about something)

拓展段落有感觉(Sensation)、记忆(Memory)和内心活动(Reflection)三个途径。

1. 感觉

Sensation refers to details which come to you through the senses (smell, touch, taste, hearing, and sight).

例: I could see the green meadow in the backyard and hear my cousins' laughter.

2. 记忆

Memory refers to details which you recall.

例: I can remember as a kid walking the noisy, wooden stairway to his attic room and how he was always waiting at the half-opened door to take the newspaper from my shaking hand.

3. 内心活动

Reflection refers to details which you wonder about (wish, hope, dream, wonder, etc.).

例: I wonder if he ever knew how frightened I was then and how I imagined there to be all varieties of evil on the other side of that half-opened door.

VI. 段落行文的不同方法(Different methods of paragraph arrangement)

段落行文有如下九种不同方法:

按时间顺序展开(Order of time / Chronological order);

按场景转换顺序展开(Order of location);

按事件的重要性顺序展开(Order of importance);

按原因和结果顺序展开(Cause and effect);

用陈述理由的方式展开(Developing with reasons);

用举例方式展开(Developing with examples);

用事实说话(Developing with facts);

用类比和对比的方式展开(Comparison / Contrast);

按抽象到具体/总体到一般的顺序展开(General to specific)。

二、主题句

I. 主题句(Topic sentence)

主题句具有以下四个特点:

1. The topic sentence is the most important sentence in a paragraph. It tells the reader what the paragraph is about, or its main idea.
2. It must present both a subject and an attitude toward that subject. That is, the topic and the controlling idea. The controlling idea limits or controls your topic to one aspect that you want to write about.

例:1) Dogs stink.

这个主题句仅有两个词,但是具备了主题句的两个特征:dogs 是文章展开的主题, stink 是作者对狗的看法:狗有臭味。

2) Bread is an important part of our everyday food.

同理,这个句子的主题是 bread,后面 an important part of our everyday food 则表达了作者的看法:面包是我们日常食品中的重要组成部分。

3. Topic sentences are opinions. A simple fact cannot be a topic sentence because there is nothing more you can say about it. If it is an opinion, then you can write about it. So, not all sentences are topic sentences, but only those that have both a subject and an attitude are.

例:My watch is a minute slow.

此句只是一个事实,不能充当主题句。

4. The topic sentence determines everything that follows. All sentences that follow your original statement must go back to your controlling idea.

例:根据第四个特点,围绕主题句 Dogs stink 的细节应该是哪个句子呢?

1) Most dogs have halitosis.

2) Dogs are fun to play with.

显而易见,第一句句是说明主题句的具体细节。

II. 练一练(Practice)

1. 阅读下面几组句子,判断是事实还是观点

- | | |
|--|-----|
| 1) A. Rice is a cereal. | () |
| B. Different countries eat rice in their own different ways. | () |
| 2) A. The potato is a vegetable. | () |
| B. Potatoes are good for you. | () |

- 3) A. Drinking too much coffee is bad for your health. ()
B. Coffee is made from coffee beans. ()
4) A. Coffee contains caffeine. ()
B. Different countries have their own ways of making coffee. ()

2. 哪些句子是主题句

- 1) I have a dog named Jupiter. ()
2) Giving advice can be dangerous. ()
3) I walked to the top of the hill and stopped there. ()
4) Maintaining a home today requires a lot of time, money, and energy. ()
5) The average college freshman today must divide his time among at least three different roles. ()
6) Migrant workers are very poorly paid. ()
7) Writing a good paragraph requires four distinct processes. ()

三、写作微技能

I. 段落写作三要素(Three “musts” for a paragraph)

段落写作三要素是整体性(Unity)、连贯性(Coherence)、充足性(Adequate development)。

1. 整体性

Make sure that the paragraph contains only **ONE** central idea. We will not have a good paragraph unless **EVERY** sentence in the paragraph supports the controlling idea.

2. 连贯性

Make sure that your sentences follow an orderly sequence so that the reader can follow your development of the controlling idea. The reader must be able to see that the sentences link together in a logical pattern to make a connected whole.

段落的连贯性通过以下基本技巧来实现或达成:

- 1) Use a logical method of sentence arrangement.
- 2) Use pronouns to refer back to previous sentences.
- 3) Use repetition of words, synonyms, or ideas.
- 4) Use parallel structure.
- 5) Use transitional words.

① 表示时间(To show a time order): first, second, then, before, after, finally。

② 表示空间(To show spatial relationship): above, below, over, under, around, beside。

③ 表示因果(To show cause and effect relationship or to tie several reasons together): because, since, as, for, so, so that, therefore。

④ 表示对比(To show contrast or a concession): instead, although, yet, otherwise。

⑤ 表示递进(To add an idea or information): also, in addition, furthermore, again。

3. 充足性

Although adequate development cannot be measured by the number of words alone, we have to construct a big paragraph.

段落的主体段需要有充足的内容和细节来围绕主题句展开叙述或议论。但是请注意:

Do not just add words, but build up the paragraph through unified and detailed development of the central idea.

II. 结尾技巧(The conclusion of the paragraph)

1. If your discussion is complete, you need a concluding sentence to pull together the group of

sentences that make up the body of your paragraph. Usually a single sentence will provide an adequate conclusion.

注意:结尾不是对主题句逐字逐句的简单重复,而要用不同的句子去表述相同的意思。

2. Two ways to write a concluding sentence.

1) Say the topic sentence in different words.

2) Summarize the main points in the paragraph.

有时候,我们可运用下列句型写结束语:

In conclusion, ...

In summary, ...

All in all, ...

III. 句式的多样性 (Sentence variety)

文章句子的变化和多样性很重要,可以使作品构思巧妙、层次清晰且吸引读者。有几种途径可以让句子灵动多变,具有生命力。

1. 句子长短的变化

Vary the length of sentences so that you have a combination of all sizes. Long complex sentences are useful when explaining a complicated idea or process. Short, concise sentences are appropriate for adding feeling or dramatic effect. They are effective, though, only when contrasted with longer, more complex sentences.

2. 句子开头的变化

Rather than beginning each sentence with the subject, use modifiers, phrases, and clauses in that position.

例:1) Tired to weariness, Jeff collapsed onto the coach.

2) Too tired to stand, Jeff collapsed onto the coach.

3) Because he was totally exhausted, Jeff collapsed onto the coach.

3. 句子内部结构的变化

1) 圆周句

圆周句(Periodic)指主要意义至句尾才明了的句子。

A periodic sentence is a sentence in which the main thought is not complete until the end of the sentence.

例: Following his mother's repeated threats of his being grounded for life, Jeff decided to clean his room.

2) 平行句

平行句(Balanced)指一个句子中采用了两个平行结构。

A balanced sentence contains two parts which are similar in construction. Usually each part expresses an idea which compares or contrasts to the other.

例: Jeff was not especially excited about cleaning his room, but neither was he excited about being grounded for life.

3) 松散句

松散句(Loose)指主要意义一开始就明了的句子。

A loose sentence is one in which the main thought is expressed before the end of the sentence.

例: Jeff decided to clean his room after listening to repeated threats from his mother about being grounded for life.

注意:过度使用松散句会导致文章缺乏力度。

4. 句子类型的变化

一篇文章中,应该尝试运用不同的句型,以保证文章的可读性和趣味性。如:

1) 简单句(Simple sentence)

2) 并列句(Compound sentence)

3) 复合句(Complex sentence)

例:

Today our class went out to do some cleaning (*simple sentence*). We gathered at the school gate and started out early in the morning (*simple sentence*). Some collected rubbish in the park, some cleared old posters off the walls, while others swept the street (*compound sentence*). We hoped to make our city more beautiful with our own hands (*simple sentence*). At the same time some of us went to the public places, where there were a lot of people (*complex sentence*). We kept telling people not to destroy the beauty of nature so that we could have a cleaner world (*complex sentence*).

In my opinion, such activities are necessary and instructive because some people are unaware of the importance of protecting the environment at present (*complex sentence*).

IV. 运用同义词,避免赘述(Use the synonyms to avoid redundancy or boring repetition)

例:

January in Wisconsin can be very cold. The *coldness* often drops to 20 and 30 degrees below zero. That's *cold*! It is so *cold* at times that you can't go outside for fear of *having some real problems with the cold hurting your hands or face*.

运用括号中的同义词替换和改写文中斜体部分内容,并删去赘述句子:

January in Wisconsin can be very cold. The *coldness*(temperature) often drops to 20 and 30 degrees below zero. ~~*That's cold!*~~ It is so *cold*(frigid) at times that you can't go outside for fear of *having some real problems with the cold hurting your hands or face*(frostbite).

四、写作常见问题

I. 主谓一致(Agreement of subject and verb)

1. 数的一致

文段中常见问题之一是主谓不一致。应注意谓语和主语在人称、数的一致。

例: The student's parents were proud of him. (主语 parents 和谓语 were 一致, 用复数)

Tom was overjoyed when he received the offer from UCB. (主语 Tom 和谓语 was overjoyed 一致, 用单数)

2. 不定代词做主语, 谓语用单数

不定代词 each、either、one、everybody、another、anybody、everyone、nobody、everything、someone 和 somebody 是单数, 谓语动词用单数形式。

例: Each of the students is required to bring a bar of soap on the first day of class. (主语 each 与谓语 is required 保持数的一致)

II. 代词与所指代的词一致(Agreement of pronoun and its antecedent)

高中英语写作时常见的另一种文法错误就是指代不清。代词必须在人称、数和性等方面与所指代的词保持一致。

例: Billy brought his books to school. (代词 his 与 Billy 一致)

The teachers brought their books to school. (代词 their 与 teachers 一致)

III. 片断和句子(A fragment and a sentence)

有的同学写作经常使用 fragment(片断)。但片断只是一组词而已, 不是句子。它没有主语、谓语或者其他某个关键内容, 信息缺失, 句意不完整。

例:

Fragment: Every time I get ready to go hiking. (缺主句, 不成句子)

Sentence: Every time I get ready to go hiking, it rains.

IV. 滥用逗号(Comma faults)

写文章时用太少或太多逗号都称为滥用逗号。当两个独立的分句用逗号拼凑在一起就会导致逗号拼凑现象。

例:

Incorrect: People had been waiting in the hot sun for eight hours, all of them were just hoping to bid farewell to their former premier.

Correct: People had been waiting in the hot sun for eight hours. All of them were just hoping to bid farewell to their former premier.

Correct: People had been waiting in the hot sun for eight hours, and all of them were just