

高等职业教育“十三五”规划教材

实用英语写作教程

赵宇 主编



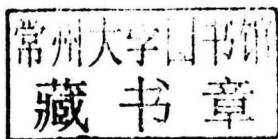
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高等职业教育“十三五”规划教材

实用英语写作教程

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前 言

《实用英语写作教程》是为职业院校英语专业和公共英语学生编写的一本英语写作实训教材。教材紧扣学生日常写作需求和职场工作写作需求，突出实用性、可操作性和职业导向性，能够满足提高学生英语写作水平的教学需求。

此教材最大的特点是以学生为主体，注重写作技能，突出实训，写作内容由浅入深，写作知识系统。通过此教材的学习，编写组希望为职业院校的英语写作教学实现以下目标：

1. 教材涵盖词语选择、句子写作、段落写作和短文写作的技巧，有助于学生系统地提高英语写作能力。

2. 各章节减少理论知识讲授，注重写作实训，让学生在“做中学、学中做”，强化语言技能和实际应用，激发学生的写作兴趣。

3. 教材的例文及实训尽力做到与大学生的校园生活和他们关心的社会生活及职场工作息息相关，难度适中，易于仿写。

4. 教材中的英语应用文写作和常见商务英语文体写作精心设计，能够满足学生参加考试和大赛的需求，并能为学生将来从事职场工作打下良好基础。

参加本教材编写的人员都十分熟悉职业院校英语写作教学规律和学生们的写作水平，教材的每一部分设计都力求达到学生对写作知识认知的最佳效果。鞍山师范学院赵宇编写第一章、第二章、第三章和第四章及附录1和附录2；夏瑞编写第五章；鞍山师范学院侯冠男编写第六章；北京第二外国语学院高级翻译学院硕士研究生鲁振编写第七章。

由于编者水平有限，疏漏和不妥之处在所难免，恳请专家和读者不吝指正。

编 者

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第一章 词 语

第一节 词语的类型 (Types of Words)



一、普通词汇

日常生活使用的词汇，用于各类演说和写作。



二、书面用语

用于正式文体，如研究论文、演说等。

普通词汇和书面用语的词语对比：

Common words	same	speech	try	piece	end	prove
Formal words	identical	oration	endeavor	fragment	terminate	verify



三、口头词语

口头词语主要用于日常会话中。

My friends had it all figured out: Les and I would “duke it out.” We were the two youngest ones in the crowd, and Kevin and the older guys were kind of curious to see who would lose. I didn’t give a damn about the whole thing. Les was a decent guy and pretty smart as well. I figured from the glance he gave me that he knew as well as I did that we were going to have to act as entertainment

for the others, but what the hell, why not?



四、非标准的词汇

非标准的词汇是指流行于某一群体中的一种特殊的口头用语，一般不用于学术写作中，下面是普通词汇和非标准的词汇的词语对比：

Common words	Nonstandard words
errors	goofs
policeman	cop
dollar	buck
excellent/marvelous	cool
fellow/guy	dude
am not, is not, has not	ain't



五、委婉语

使用委婉语主要是出于尊敬和礼节目的，具有较好的修辞效果，下面是普通词汇和委婉语的词语对比：

Common words	Euphemism
barber	hair stylist
die	pass away, depart, go to Heaven/paradise
the elderly	senior citizens
toilet	restroom, bathroom



六、不同类型的词语运用举例

讨论题：下面两句子表达的意思是否相同？哪句话更加正式一些？

(1) The relative disadvantage of women with regard to their earnings and levels of asset ownership indicates that within classes there is extensive economic inequity based on gender.

(2) Women earn less than men and own less than men. Why is this so?

分析：上述两句话表达的内容相同，但是作者在两句话中表达的正式程度不同。句1明

显要比句2较为正式。



(一) 书面词语运用举例

Five score years ago, a great American, in whose symbolic shadow we stand today, signed the Emancipation Proclamation. This momentous decree came as a great beacon light of hope to millions of Negro slaves who had been seared in the flames of withering injustice. It came as a joyous daybreak to end the long night of their captivity.

(译文:一百年前,一位伟大的美国人签署了《解放黑奴宣言》,今天我们就是在他的雕像前集会。这一庄严宣言犹如灯塔的光芒,给千百万在那摧残生命的不义之火中受煎熬的黑奴带来了希望。它的到来犹如欢乐的黎明,结束了束缚黑人的漫漫长夜。)

(这段话节选自马丁·路德·金著名的演讲《我有一个梦想》(I Have a Dream)。这篇演讲使用了大量正式词语如 Emancipation、decree 等。)



(二) 普通词语运用举例

The lights were on in the car, so while we ran between trees I couldn't see anything except my own face and a woman across the aisle with a hat sitting right on top of her head, with a broken feather in it, but when we ran out of the trees I could see the twilight again, that quality of light as if time really had stopped for a while, with the sun hanging just under the horizon, and then we passed the marquee where the old man had been eating out of the sack, and the road going on under the twilight, into twilight and the sense of water peaceful and swift beyond.

(译文:车子里灯亮着,因此我们在树丛里驶过时除了我自己的脸和坐在过道对面的那个女人以外,我什么都看不见,她头上端端正正地戴着一顶帽子,帽子上插了根断了的羽毛,可是等电车走出林子,我又能看见微弱的天光了,还是那种光质,仿佛时间片刻之间的确停滞了,太阳也一直悬在地平线底下似的。接着我们又经过了曾有个老人在那儿吃纸口袋里的东西的木亭,大路在苍茫暮色中伸展向前,进入了晦暗之中,我又感到河水在远处平静、迅疾地流动着。)

这是一个描写性的段落,所用的词语都是普通词语,这些词语适合文章的写作内容,描写了日常生活中的一个场景。



(三) 非标准的词语运用举例

On hearing that his grandmother had kicked the bucket, we wrote him a letter to express our deep sympathies.

这句话听起来不会有同情的感觉,因为用非标准的词语表达 kick the bucket (翘辫子)可能会降低话语和书面表达的正式或严肃性。



(四) 委婉语运用举例

- (1) All music is alike to him. (他不懂音乐)
- (2) She is in the family way. (她怀孕了)

- (3) She did not enjoy the best reputation. (她声名不佳)
 (4) He is top-heavy. (他喝醉了)
 (5) He was boarded at the expense of the state. (他人狱了)



七、字典中的意义相同，但是含义却不相同的词汇

Words	Positive	Neutral	Negative
thin, slender, skinny	slender	thin	skinny
obese, fat, plump	plump	fat	obese
stubborn, firm, pig-headed	firm	stubborn	pig-headed
nude, unclothed, naked	unclothed	nude	naked

实训：修改下列不规范句子。

- (1) She's doing alright.
 (2) I ain't going to do that again.
 (3) Tom is the most cleverest boy in his class.
 (4) He won't do nothing for you.
 (5) We felt more happier than ever before.
 (6) All the students agree that Tom is really cool.
 (7) We must suppose, then, that the figures cited are OK.

第二节 词语的选择 (Choice of Words)



一、概括性词语和具体性词语

General words	Specific words
animal	tiger, bird, insect, dog, fox, horse
big	huge, great, large, immense, enormous, tremendous
scientist	chemist, biologist, mathematician, physicist
laugh	giggle, grin, chuckle, smirk, beam
color	red, purple, pink, blue, yellow, green
beverage	wine, beer, tea, coffee, milk, soft drink

在写作中往往要用到概括性词语和具体性词语。在进行描述、解释或提供细节时，应尽可能使用具体性词语 (specific words)，在进行总结或概括时，常常会使用概括性词语

(general words)。

例 1:

General: I have a big house.

Specific: I have a two-storeyed house with three bedrooms, two living-rooms, a dining-room and a kitchen.

例 2:

General: I wasted a lot of time yesterday.

Specific: Yesterday morning it took me a very long time to get to my office because I had got into several traffic jams. Then I waited for half an hour without doing anything for the manager to begin a meeting. In the afternoon I had to go to a public lecture. The speaker talked for two hours but I couldn't make out what his main points were.

实训 1:

General: In spring, the weather in Beijing can be very nasty.

Specific:

实训 2:

General: The math test was easy.

Specific:

实训 3:

General: I was unlucky last week.

Specific:

实训 4:

General: I had a wonderful winter vacation.

Specific:



二、同义词

英语中存在大量的同义词，这是因为英语吸收了众多外来词，这些词主要来源于希腊语、拉丁语和法语。起源于盎格鲁-撒克逊语的词语通常用于口语或者非正式场合，形成了以英语为母语的民族日常使用的绝大部分词语；而源于希腊语、拉丁语和法语的外来词则多用于正式的写作和演说中。

例如：little 和 small 是同义词，但是所指内容有细微的差别：little 暗示一种喜欢之情，而 small 是客观的。Small 经常用来修饰 amount, mistake, number, 等等，而 little 很少与这些词连用。

Laugh, smile, chuckle 和 giggle 都表示笑的意思，但表示笑的方式却不同。Smile 是微笑；laugh 是大笑，发出声音；giggle 是咯咯笑；chuckle 是轻声笑。

Big, large, great 都表示大的意思，其中 big 和 large 词义相同，但是 large 与 big 相比稍正式一些，并且用于书面语的可能性更大，如 a big lunch, a large house; large 经常与表示数量的词连用，如 large amounts of money, a large proportion of the books; great 通常不用来谈

论大小而是在文学写作中表示很大、令人印象深刻的事物，如 before them stood a great palace; great 多与 length, height 和 age 连用，如 The tree has reached a great height。

第一章词汇综合实训选择合适的单词填空

- (1) I prefer to sit ____ (besides, beside) the window.
- (2) Many people in Fujian get other income ____ (besides, except) their income.
- (3) There will be ____ (father, further) changes in the plan.
- (4) Mary spent ____ (less, fewer) time in learning English and she failed the exam.
- (5) He ____ (rose, raised) from his seat to greet the guests.
- (6) I ____ (rose, raised) my voice to make myself heard.
- (7) She said she would come and ____ (send, bring) me the book.
- (8) What is your ____ (opinion, advice) of these two new dictionaries?
- (9) He ____ (lay, laid) his pen on the desk and began reading.
- (10) Smoking ____ (hurts, does harm to) one's lungs; it can ____ severely (damage, hurt) one's health.
- (11) We should bear in ____ (heart, mind) all these important rules.
- (12) Later he ____ (found, found out) the real cause of the fire.
- (13) Do you know the ____ (cause, reason) why he has resigned?
- (14) I share the ____ (house, room) with five other students.
- (15) His article discusses the ____ (historic, historical) significance of the May 4th Movement from a new angle.
- (16) This is a ____ (personal, private) visit. There is no need for formalities.
- (17) Reforms have brought about rapid ____ (economic, economical) growth in China in recent years.
- (18) I ____ (hope, wish) she will recover quickly from her illness.
- (19) I ____ (doubt, suspect) whether this plan will work.
- (20) The speaker said at the end of his talk that ____ (questions, problems) were welcome.
- (21) look view glance glimpse sight
 - 1) The ____ on his face was by no means pleasant.
 - 2) It was my first ____ of the Princess.
 - 3) This room can afford a good ____ of the ocean.
 - 4) The manager threw a curious ____ at the newcomer.
 - 5) Do you still remember you had a ____ of him once?
 - 6) It was so dark we almost lost ____ of the lights in the distance.
- (22) old aged elderly elder
 - 1) The ____ man was sent to the home for the ____ .
 - 2) It is necessary for the government to allow the ____ to prolong their working lives.
 - 3) Citizens eighteen and ____ may vote.

第二章 句 子

第一节 简单句、并列句和复合句 (Simple, Compound and Complex Sentences)



一、简单句

英语共有五种基本句型，掌握这五种基本句型是使用英语进行沟通和写作的基础，也是进一步掌握英语中形形色色的并列句和复合句的基础。英语句型的核心结构本质上是“主语+谓语”的形式，主语一般都由名词、代词、从句等充当，谓语一般都是以动词为核心而构成的，因为不同动词的语法特点、表达意义不同，所以就衍生出不同的谓语结构。



(一) 五种基本句式

(1) 主语+谓语 (S+Vi.)，例如 Class begins. (该句型的谓语为不及物动词，这里的谓语动词都能表达完整的意思，句型后面可以接状语，表示地点、方式、目的、原因、时间等)

- 例句：1) Spring comes.
2) The moon rose.
3) The sun shines.

(2) 主语+谓语+宾语 (S+Vt.+O)，例如 I like English. (如果宾语为非谓语动词形式，在 admit, delay, mind, appreciate, miss, avoid, enjoy, complete, practice, finish, quit 等动词的后面则必须加 ing 形式作为其宾语)

- 例句：1) I love you.
2) Who knows the answer?
3) He enjoys reading.

(3) 主语+系动词+表语 (S+V+P)，例如 I am a teacher. (该句型的句子有一个共同的

特点：句子中的谓语动词（系动词）都不能表达一个完整的意思，必须加上一个表明主语身份或状态的表语构成复合谓语，才能表达完整的意思。这类动词叫作系动词，主要的系动词有 be, appear, seem, look, feel, sound, smell, taste, become, get, go, turn, remain, keep 等)

- 例句：1) Everything looks different.
2) The food tastes very nice.
3) Time is money.
4) The food went bad.

(4) 主语+谓语+宾语+宾语补足语 (S+Vt.+O+C)，例如 They called him a fool. (该句型句子的共同特点是：动词虽然是及物动词，但是只跟一个宾语还不能表达完整的意思，必须加上一个补充成分来补足宾语，才能使意思完整。宾语补足语可以是名词、数词、形容词、副词、不定式、现在分词、过去分词等，补充说明宾语的状态或动作)

- 例句：1) We made him monitor.
2) They painted the door green.
3) This set her thinking.
4) They found the house deserted.
5) What he said made me angry.
6) He let me go.

(5) 主语+谓语+间接宾语+直接宾语 (S+Vt.+O+O)，例如 He lent me his favorite novel. (该句型的句子有一个共同的特点：谓语动词必须跟两个宾语才能表达完整的意思。这两个宾语一个是动作的直接承受者，另一个是动作的间接承受者。通常这一间接承受者用一个介词来连接，当动作的间接承受者在动作的直接承受者之前时，这一介词往往被省略)

- 例句：1) He gave me a piece of advice.
2) She ordered herself a new dress.
3) He brought you a dictionary.
4) He denies her nothing.
5) I showed him my pictures.

There be 句式 (There be 结构是英语中陈述事物客观存在的常用句型，表示“有”，其确切含义是“存在”，there 作为引导词，本身没有意义，用动词 be 的某些形式作为谓语动词，它的主语为一些表示泛指或不定特指的名词词组，动词 be 和 主语的数必须一致。句子最后通常为表示地点和时间的状语。因此要表达“某个地方或某个时间存在什么事物或人”的时候常用“**There be+名词+地点(时间)**”这一句型。)

- 例句：1) There is some water in the glass.
2) There are some students in the dormitory.
3) There is an ashtray and two bottles on the shelf.
4) There must be some cakes on the table.
5) Once upon a time there lived a king in China.
6) There stands a big tall apple tree in front of my house.
7) There are many sheep bleating in the field.

常用的英语句子并不都像基本句型那样简短，这些句子除了基本句型的成分不变外，通常是在这些成分的前面或后面增加一些修饰语。这些修饰语可以是单词（主要是形容词、副词和数词），也可以是各种类型的短语（主要是介词短语、不定式短语和分词短语）。

例如：

- (1) They will meet at the guesthouse in an hour.
(主+谓+介词短语)
- (2) The manager just needs time and money.
(主+副词+谓+宾)
- (3) He becomes a different person at home.
(主+系+表+介词短语)
- (4) They may also give these foreign tourists some help.
(主+副词+谓+间宾+直宾)
- (5) My new work keeps me busy every day.
(主+谓+宾+宾补+状语)



(二) 简单句的分类

1. 陈述句

- 1) 肯定句 People have five senses: sight, hearing, smell, taste and touch.
- 2) 否定句 She has not been sleeping well lately.

2. 疑问句

- 1) 一般疑问句 Are you Chinese?
- 2) 特殊疑问句 What's the exchange rate today?
- 3) 选择疑问句 Which do you prefer, tea or coffee?
- 4) 反义疑问句 He said he wanted to visit China, didn't he?

3. 祈使句

- 1) Fasten your seat belt!
- 2) Don't move!

4. 感叹句

- 1) How hard-working he is!
- 2) What a pretty girl she is!



二、并列句

- 1) I knocked at the door but no one answered.
- 2) Hurry up, or you'll be late.
- 3) Her father is an engineer, and her mother is a teacher.
- 4) You may do it yourself, or you may ask someone else to do it.
- 5) He is poor, yet he is clever and noble-hearted.



三、复合句

1. 名词性从句

- 1) I am satisfied with what you have done.
- 2) What you have done is satisfying.
- 3) She is not what she used to be.
- 4) No one can deny the fact that Taiwan is an inseparable part of China.

2. 定语从句 (关系从句)

- 1) God helps those who help themselves.
- 2) This is the place where I once worked.
- 3) His stepmother, whom he loved very much, was kind to him.
- 4) As is known to all, China is a developing country.

3. 状语从句

- 1) Rich as he is, he is by no means a happy man.
- 2) Until we know the facts, we can't do anything about it.
- 3) Where there is a will, there is a way.
- 4) When I feel sad, I always listen to music.



四、并列复合句

- (1) When Kate came back home, Tom was watching TV, and John was reading a book.
- (2) The policeman looked at me suspiciously, and he asked me what I wanted.

* 两个简单句之间的关系

Every one dislikes him, he feels very sad. (×)

这个句子可以改成下面的几种句子:

- 1) Because every one dislikes him, he feels very sad. (✓)
- 2) Every one dislikes him, so he feels very sad. (✓)
- 3) Every one dislikes him; he feels very sad. (✓)
- 4) Every one disliking him, he feels very sad. (✓)

实训:

1. 判断下列句子属于哪种基本句型

- (1) My father mailed me a book.
- (2) The old man smiled.
- (3) The piece of cloth feels soft.
- (4) Mary found her wallet missing.
- (5) People have five senses.

2. 判定下列句子需要使用哪种从句，然后将汉语翻译成英语

- (1) 有生命就有希望。留得青山在，不怕没柴烧。
- (2) 我永远不会忘记我在鞍师读书的那段日子，因为我遇到了我最喜爱的老师。
- (3) 有消息说我们系将来一位韩语教师。
- (4) 在刚刚过去的寒假中我做了一份兼职，赚了2 000元钱，我用这笔钱给妈妈买了一部手机。
- (5) 我所做的一切都以培养学生的职业能力为先。

3. 判断下面两个句子是否属于同一种句式，并说明原因

- (1) I have to do something.
- (2) I have something to do.

第二节 有效句子与常见英语病句 (Effective Sentences and Common Errors)



一、句子的不完整性

- (1) Has done his homework.

分析：原句缺少主语，应改为：He has done his homework.

- (2) How to open the box?

分析：原句缺少主语，应改为：How can I open the box? /How can he open the box?

- (3) We all very sad.

分析：原句缺少谓语动词，应改为：We are all very sad.

- (4) I felt difficult to earn money.

分析：原句缺少形式宾语 it，应改为：I felt it difficult to earn money.

- (5) Because I am the CEO of this corporation.

分析：原句是一个原因状语从句，缺少主句，所以原句可以改为：Because I am the CEO of this corporation, I have the priority to make choices; 或者去掉从属连词，改为 I am the CEO of this corporation.

- (6) 1) Teachers who give too much homework.

分析：主句缺乏谓语动词，所以句子不完整，原句可以改为：Teachers who give too much homework are unpopular.

- 2) The manned spaceship which was successfully launched.

分析：主句缺乏谓语动词，所以句子不完整，原句可以改为：The manned spaceship which was successfully launched is the pride of the Chinese Nation.

- (7) One example of my father's generosity is that he visits sick friends in the hospital. And