

COLLEGE  
大学英语丛书  
ENGLISH

# 大学英语写作

赵小沛 编



上海交通大学出版社

## 内 容 提 要

英语写作,长期以来一直是中国学生学习英语中的一个薄弱环节,反映在考试中作文分数偏低。为改变这一状况,本书从实用角度出发,剖析了英语文章的基本构成;同时还介绍了英语常用的几种文体的展开方式、表达方法;提供了大量难易适中的范文,供读者揣摩和参考。每章后还配有习题。

本书共分7章。第1章为基本训练;第2、3、4章介绍说明文,议论文和摘要;第5、6、7章介绍报告,论文和书信。

本书可供在校大学生、研究生以及广大英语爱好者使用。

责任编辑 戴晓荣

封面设计 展 新

## 大学英语写作

赵小沛 编

上海交通大学出版社·出版

(上海市华山路1954号 邮政编码200030)

新华书店上海发行所·发行

常熟市印刷二厂·印刷

开本:850×1168(毫米) 1/32 印张:5.875 字数:154000

版次:1996年3月 第1版 印次:1997年3月 第2次

印数:8001-18000

ISBN 7-313-01620-4/H·179 定价:6.70元

# 前 言

英语书面表达在国际交往中起着十分重要的作用。长期以来,英语写作一直是中国学生学习英语中的一个薄弱环节。究其原因,并不在于学生们不懂得写作知识和技能,而是因为他们对不同文化的思维方式知之甚少,对英语各种文体的特点缺乏了解,而造成表达方式上的不妥与欠缺。鉴于这种情况,本书从实用的角度出发,剖析了英语文章的基本构成,并在此基础上,介绍了几种常用的英语文体的展开方式及表达方法。为使读者们掌握、运用好这些文体,本书提供了大量难易适中、具有针对性的范文。

本书共分为七章。第一章为基本训练,以练习为主,帮助学生掌握好文章的结构。第二、三、四章分别介绍了如何写好说明文、议论文和摘要,目的在于培养和提高学生的基本写作能力。后3章根据读者的需求,分别介绍了报告、论文和书信的形式、写作步骤及方法等,对读者的实用写作具有积极的指导意义。此外,每章后面还配有一定的写作题目,供大家练习。

本书可供在校大学生、研究生、英语教师、科技工作者及广大英语自学者使用。

由于编者水平有限,书中难免有不妥之处,敬请广大读者指正。

**编 者**

1996 年元月

# 目 录

<b>1 写作基本训练(Elementary Practice in Writing)</b>	<b>1</b>
1.1 从段落到文章	1
1.2 写作程序	11
1.3 结构练习	33
<b>2 说明文(Exposition)</b>	<b>52</b>
2.1 定义	52
2.2 列举事例	56
2.3 比较与对比	60
2.4 分析	64
<b>3 议论文(Argumentation)</b>	<b>78</b>
3.1 定义	78
3.2 议论文的构成	78
3.3 论证方法	79
3.4 范文	79
<b>4 摘要(Summary)</b>	<b>89</b>
4.1 定义	89
4.2 写作步骤	89
4.3 范文	90
<b>5 报告(Reports)</b>	<b>110</b>
5.1 调查报告	110

5.2	分析报告 .....	114
5.3	试验报告 .....	117
5.4	提议报告 .....	120
6	论文(Research Paper) .....	126
6.1	论文内容 .....	126
6.2	写作步骤 .....	126
6.3	范文 .....	130
7	书信(Letters) .....	151
7.1	书信的格式 .....	151
7.2	申请信及个人简历 .....	154
7.3	询问信及答复 .....	168
7.4	邀请信及答复 .....	172
7.5	推荐信 .....	174

# 1 写作基本训练 (Elementary Practice in Writing)

## 1.1 从段落到文章

文章大多由段落组成。段落的构成通常有以下几个特点:(1)段落包含一个由主题句表达的中心思想,主题句可位于段首、段中或段尾;(2)段落包括许多与主题句相关的支撑句;(3)主要支撑句又依靠细节来充分阐述;(4)段落的内容必须按照逻辑顺序进行表达,可借助于逻辑指示词或连接词来表示句与句之间的关系;(5)段落常含有一个结尾句。

文章在结构上与段落非常相似,通常由三个主要部分构成:(1)开头段;(2)正文部分(包括几个段落,各个段落有一个主题句和详述);(3)结尾段(带有总结性的句子)。正如文章的主题句必须充分展开一样,文章的主题思想也必须通过详述、举例、事实、数据等方法,用恰当的支撑材料给予充分的展开。

现在先看一个段落,注意段落中的支撑句是如何说明主题句的。

<i>Topic sentence</i>	Even though a medical student studies very hard in school, he still needs to have a few more skills to perform a successful operation and become a successful surgeon.
<i>First</i>	<u>First</u> , he must learn to examine the patient and check his general health condition before the operation. He should also know his past illness record.
<i>Next</i>	<u>Next</u> , it is very important that he practice. Many operations require a surgeon who has great skill and high speed, which come only from practice.
<i>Last</i>	<u>Last</u> , he must watch the patient carefully in case there are postoperative complications. Only by doing these three things will he perform operations successfully.

从下面的文章可知,在段落中作支撑句的每个观点在文章中成了每个段落的主题句,并得到了充分的扩展和详细的论述。这样,每个段落用充分的材料支撑主题句,每个主题句则围绕著文章的主题思想展开,使得文章能做到全面、完整和统一。

### ***How to Be a Good Surgeon***

*Thesis  
statement*

When a person decides to become a **surgeon**, he usually considers the many extra years of **study** beyond the Bachelor's Degree during which he will learn the skills of his chosen specialty. All of us know about this lengthy and rigorous education process that doctors must undergo. However, even though a medical student spends many years and does a lot of hard work in medical school, he still has a lot to learn. In order to become a **successful surgeon**, a doctor must continue to learn in an on-going process as he works with his patients.

*Topic  
sentence*

Examining the patient and checking his health condition before the operation are critical. He has to check the patient's blood pressure and heart condition and give him a blood test; in addition, he should get his past medical record. If necessary, he should give him some special tests. After he knows the patient's health condition very well, he can decide what kind of operation the patient should have. Otherwise, he may fail in the operation. For example, I once knew a patient who had gastric ulcer and bleeding, and she needed to be operated on immediately. After general testing, she was sent to the operating room. The surgeon disregarded her illness record and didn't give her a blood sugar examination. During the operation, after she had been given intravenous glucose, she died because she had diabetes. If the surgeon had been more careful, this lady would not have died. To avoid this tragic result,

a good surgeon should pay a lot of attention to his patient. Even in an emergency, he should check the patient's over-all condition before the operation.

*Topic*

*sentence*

To be a good surgeon, a doctor has to be extremely skillful, so he also must practice constantly. If he controls the healing art, he can perform operations quickly and correctly, and that will help him to be successful in an operation. For example, some patients cannot stand long periods under anesthesia. For them, operations have to be completed in the shortest time possible. This requires a surgeon who has high skill and high speed, so a good surgeon is one who has practiced over and over to learn his skill well.

*Topic*

*sentence*

Watching the patient after the operation is another step that will help the doctor succeed in saving people's lives. After the operation, some patients will have symptoms that will forecast impending danger. The surgeon should survey them, diagnose them, and give the patient treatment in time. I once had a friend who went in for an operation. Afterward, she had a little fever. The surgeon noticed that, and a second operation was performed immediately, which saved her life. If the surgeon had not watched this patient closely, she would have died. Therefore, watching a patient after an operation is also important for a surgeon.

*Conclusion*

It is obvious that a doctor never stops learning even after he finishes his formal education. When a doctor examines all his patients carefully, practices his techniques frequently, and watches his patients closely, he continues to learn and in this way becomes a successful surgeon.

现以下述方式来比较段落与文章。



	<b><i>paragraph</i></b>	<b><i>Essay</i></b>
Introduction	The <u>topic sentence</u> presents the main idea. It is often the first sentence in the paragraph.	The <u>thesis statement</u> presents the controlling idea of the whole composition. It is found in the introductory paragraph.
Body	Supporting sentences include details, facts, and examples to explain the idea presented in the topic sentence.	Supporting paragraphs develop the main idea and include topic sentences that support the thesis statement.
Conclusion	The <u>concluding statement</u> refers to the topic sentence and sums up the ideas presented in the body ( supporting sentences).	The <u>concluding paragraph</u> refers to the thesis statement and sums up the ideas presented in the body (supporting paragraphs).

### *Exercise 1      Identifying the Parts of a Paragraph*

Depending on its use in a written work, a paragraph may be one type or a combination of types. The following paragraphs exemplify common types. The kind of supporting materials used depends on the topic sentence and the purpose of the paragraph as part of a whole written composition.

As you look at each paragraph, discuss the main idea or topic sentence. Does it have a word or phrase that controls the paragraph's idea? What are the main supporting ideas? Are there any logical indicators? Is there a conclusion?

- 1 Using examples (single items that serve as models or samples):

My friend Nhuong is a hard-working man. Although he must work in a Coca-Cola plant each day, he also goes to school full time at the community center to learn English. After his morning classes, he hurries to go to the plant, where he works until mid-

night, standing in the assembly line making sure that the bottles of Coke move along the conveyor belt smoothly. On the weekends, he has to do most of his studying and also try to find time to spend with his family and friends. His relatives, who have just immigrated to the United States, live with him, and he must help them become adjusted to American life. He doesn't have enough time to sleep or enjoy himself much, but he never thinks about working less. In fact, he seems to enjoy working all the time.

Topic/main idea \_\_\_\_\_

Controlling phrase or word \_\_\_\_\_

Supporting ideas 1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

Logical connectors \_\_\_\_\_

Conclusion \_\_\_\_\_

- 2 Using an illustration (material that presents clarification or explanation to prove a point):

Not knowing a language well can sometimes cause a problem in communicating. One word in a language can have different meanings, or two words can have the same pronunciation and be similar but have different meanings. About two years ago, one of my friends told me an embarrassing story. The first year that she was in the United States she had a job in a dry-cleaning store. One day a customer came in and picked up his garments. After he paid for the cleaning and was ready to leave, he suddenly turned back to my friend and asked, "Do you dye here?" Thinking she had understood his question, my friend got angry and answered, "No, I won't die here. I'm going to die in my own country!"

Topic/main idea \_\_\_\_\_

Controlling phrase or word \_\_\_\_\_

Supporting ideas 1 \_\_\_\_\_

2 \_\_\_\_\_

Logical connectors \_\_\_\_\_

Conclusion \_\_\_\_\_

- 3 Using facts (figures and statistics that can be proven or veri-

fied):

Mount Everest was first surveyed in 1852 when it was found to be the highest mountain in the world. First, it was measured to be 29,000 feet. Later, however, someone added two feet so the height would not appear to be a round number estimate. In 1954, another team surveyed and reported the mountain to be 29,028 feet. Anyway, no matter which figure is used, Mount Everest is the highest mountain in the world.

Topic/main idea \_\_\_\_\_

Controlling phrase or word \_\_\_\_\_

Supporting ideas 1 \_\_\_\_\_

2 \_\_\_\_\_

Logical indicators \_\_\_\_\_

Conclusion \_\_\_\_\_

4 Using description (a verbal representation):

I'll never forget the first time I saw a real American Christmas tree. Being still a small child, I thought it was by far the most beautiful thing I had ever seen. I was first attracted by the bright red and green lights that seemed to sparkle all over. Then as I drew closer to the tree, my eyes focused on what looked like miniature wooden toys hanging from colored strings and ribbons. Next to those tiny miniatures were glass balls of many different colors reflecting the lights of the tree, some of them were also painted with pictures of people dancing in the snow or skating on ponds. At the tip of each branch, someone had carefully hung a tiny candy cane, a treat to dazzle any small child, and under the tree was a tiny village with lighted houses and a sleigh with reindeer and Santa Claus sitting in it. Most memorable of all, at the top of the tree was the most beautiful sight for my small eyes: a golden angel with silver threads in her white flowing hair.

Topic/main idea \_\_\_\_\_

Controlling phrase or word \_\_\_\_\_

Supporting ideas 1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

Logical indicators \_\_\_\_\_

Conclusion \_\_\_\_\_

5 Using enumeration (a list of ideas named *one by one*):

According to a recent United Nations report on the population explosion of urban areas, so many people are leaving rural areas and moving to the cities that by the year 2025 there will be ninety-three metropolitan areas in the world with a population of over five million people each. Presently, there are only thirty-four such cities. With urban populations growing so rapidly, controlled growth will be impossible, with negative results. For one thing, there will be sprawling slums since there will not be enough housing available. In addition, there will be massive, regular failures of electric and water services because of the excessive demands. Moreover, the cost of these services will skyrocket again as a result of the supply not being able to keep up with the demand. For another thing, there will be extensive unemployment and strained educational and recreational facilities. Looking forward to these things, perhaps we should all return to the quiet life of the rural countryside.

Topic/main idea \_\_\_\_\_

Controlling phrase or word \_\_\_\_\_

Supporting ideas 1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

Logical indicators \_\_\_\_\_

Conclusion \_\_\_\_\_

*Exercise 2      Writing Topic Sentences*

Now that you have identified topic sentences and seen how they limit the writer's idea, practice writing topic sentences by supplying one for each of the following paragraphs. Before you write your sentence, read the paragraph to see what kind of supporting material is used and what the writer's main idea seems to

be.

1

---

In the morning, the city is full of action and excitement. People in the White House, on Capitol Hill, and in government departments and offices are working nonstop to decide what is best for the United States. However, when the afternoon rush hour passes and night arrives, the dangerous fact of the city appears. You can seldom find anyone at 10:00 P. M. walking down Constitution Avenue, the busiest avenue in the Washington metropolitan area during the day. This is partly because the government offices are closed, but more likely because a lot of people are afraid of the danger. The northwestern part of the city, including Georgetown, is not free of this danger. For example, it is possible to see a group of drunk teen-agers who are either driving recklessly or walking in the streets looking in cars for cash or other valuables that the owners might have left in them. A classic crime in Washington is committed by the muggers who will kill a victim for not having enough cash to satisfy the robbers. Taxi drivers are often the victims of such violent crimes when they drive in downtown Washington at night. Danger is always lurking in the nation's capitol after dark, so most people don't go downtown after working hours.

2

---

For example, I had a friend whose father was the vice-president of a big company. He made a lot of money, and he usually bought something for his children and his wife every evening after work. Unfortunately, he liked to gamble too much. He went to a casino every weekend, and eventually he began to go to one every evening after work, coming back early in the morning to go to work. He usually won a lot ; however, one day about six years ago, he came back with a disheartened look on his face. He had lost a lot of money, and, from that time on, he couldn't win enough. He lost his job, too, and, as a result, his wife and children left him. His gambling had affected his life tremendously.

For instance, according to the American Chemical Society's Salary Survey Report, during the earlier years, the salaries of inexperienced women chemists with B. S. degrees always lagged behind men's. But during the 1970s, women's salaries appeared to have achieved parity with men's. In 1978, the starting salary of an inexperienced chemist with a B. S. who worked in private industry was \$ 12,000 for the men and \$ 13,500 for the women. The increasing percent age compared with the 1970s salary was 50 percent for the men and 67 percent for the women. The explanation is that in previous years more women worked for academic and research institutions, but now more women are employed in private industries where their salaries are higher than in other fields.

For one thing, the English paragraph is a separate unit of thought in which only one particular aspect of a larger topic is discussed. This aspect of the paragraph is called unity. The writer discusses only one topic or part of a topic, and all of the material in the paragraph must support that main, or central, idea: This idea of unity requires that all the supporting material be relevant to the main idea, unlike paragraphs in Russian and Spanish, which may contain digressions. The English paragraphs also differs from paragraphs in other languages in another way: coherence. An English paragraph is coherent when the ideas are expressed one after another in a straight orderly line of development. The central idea is expressed in a topic sentence, most often at the beginning of the paragraph, and then the supporting sentences grow out of it one after another in a sequence that is logical to the native writer. Writers obtain the required coherence by organizing their ideas in certain acceptable ways such as by order of importance or spatially or chronologically, to name a few, or by using various transition words such as first, second, next, etc. This straight line of development differs from a paragraph in Chinese, for example, in which

thought follows a circular line of development. When a student is learning to write an English paragraph, he must be aware of these rhetorical patterns that make the English paragraph different from paragraphs in his own language. Knowing the particular patterns of thinking and arranging ideas in writing will help the student become more proficient in writing more quickly.

### *Exercise 3 Using Logical Indicators*

Many types of paragraphs use logical indicators to show the progression from one idea to another. By adding indicators to the main supporting sentences, we can help the flow of ideas, as in the following example.

First, we need money to buy the car; then, we have to pay for a sticker and a license plate. In addition, we must have accident insurance, and we also pay for gas and repairs.

In the exercises below appropriate indicators have been supplied so that each paragraph will flow smoothly. A topic sentence and supporting ideas are listed. Use these sentences and add the given logical indicators to write a short paragraph.

- 1 Life in a refugee camp is not easy.

not enough food to eat

water for drinking, washing scarce

limited space

no utilities (electricity, running water)

(for one thing, for another thing, also, furthermore)

- 
- 
- 
- 2 A community college and a university differ in several ways.

community college: two years, A. A. degree; university: four years, B. A. or B. S. degree

community college serves immediate community; university serves students from all over the world

community college: "commuter campus"; university: dormito-

ries (one difference is, another difference is, still **another** difference is)

---

---

---

---

3 There are three important ways we learn to **speak** or write a second language.

follow a model (a native speaker)

receive instruction

practice constantly

(one way is, another way is, the most important way is)

---

---

---

---

## 1.2 写作程序

各人的写作方法千差万别。有的人下笔迅速,任凭思想在纸上不停地表达,待所有思想都表达完后,再反复地**修改**,使文章日趋完美。也有的人动笔之前反复思考,精心计划,拟好**提纲**才写文章,一旦写成,修改便比较少了。但无论用什么方法写作,下面的写作程序都是十分有益的。

### 1.2.1 限制题目

写作的第一个步骤便是限制所选定的题目,以便它能得到充分的展开。通常一篇详细、深入论述的文章要比泛泛而谈的文章更具吸引力。比如准备写有关奥林匹克比赛的文章,那么这个题目有许多方面都可以写:奥林匹克的历史起源、过去的辉煌成果,运动员们如何训练,现代运动员比赛中的安全问题,等等。无论选择哪一方面来写,都必须把题目局限在一定的范围内。请看下面一个广义的题目如何变成狭义的题目的。



### *Olympic Games*

Events in the Olympic games

Gymnastics as one event in the Olympic games

Kurt Thomas, one outstanding American Olympic gymnast

The unique style of Kurt Thomas, an outstanding American gymnast

The unique style of Kurt Thomas in the floor exercises of the gymnastic competitions at the 1980 Olympic Games

下面来比较几组句子。显然, 每组中第二个句子对题目的限制更好, 更易于表达和充分展开。比如在第一组中, 第一个句子 Food additives are harmful. 但许多食品添加剂, 如调味品, 并不都对身体有害, 仅仅某些添加剂被科学家证明会引起健康问题, 因此第二个句子的题目更有针对性, 只需了解一下科学家在有关硝酸与人体健康方面的研究, 根据这个题目写一篇文章便不难了。

- 1 Food additives are harmful
- 2 Sodium nitrate, a food additive, is harmful to one's health.
- 1 Puppies need care.
- 2 Puppies need supervision, frequent health check-ups, and vaccination against canine diseases.
- 1 Computers are used effectively for college registration.
- 2 Computers are used effectively for registration at Hilldale College.
- 1 War is destructive.
- 2 The war in Vietnam killed thousands of people, ruined the land for agriculture, and destroyed the economy of the country.
- 1 TV is educational.
- 2 The National Geographic specials on TV are educational.

### *Exercise 1 Comparing Topics*

Look at the subjects in each of the following groups. Which topic is most limited? Rank the topics from most to least limited, using numbers 1 ( most limited ), 2 ( less limited ), and 3 ( least limited ).