



英语有品牌 认准王迈迈



# 新四级核心突破

## 写作

总主编 汤良斌 审订 王迈迈

**品牌决定实力 实力决定高分**  
**王迈迈英语再次与真题不谋而合**

最新考卷85题翻译题

85. Human behavior is mostly a product of learning,  
\_\_\_\_\_ (而动物的行为主要依靠本能).

王迈迈英语72题翻译题

72. Human behavior is mostly a product of learning,  
\_\_\_\_\_ (然而动物的行为主要依赖本能).

答案: whereas the behavior of an animal depends  
mainly on instinct

光明日报出版社



英语有品牌 认准王迈迈

710分新题型

# 新四级核心突破

## 写作

14310.42  
W18/3

总主编 汤良斌 审订 王迈迈  
主编 熊宗迪  
编委 熊宗迪  
查静

敏 查静

光明日报出版社

## 图书在版编目(CIP)数据

新四级核心突破. 写作 / 汤良斌主编. ...北京:光明日报出版社, 2006. 8

ISBN 7-80206-340-X

I. 新... II. 汤... III. 英语—写作—高等学校—水平考试—自学参考资料  
IV. H310.42

中国版本图书馆 CIP 数据核字(2006)第 098354 号

新四级核心突破 写作

总 主 编:汤良斌

责任编辑:宋云鹏

封面设计:奚雄军

版式设计:梅志敏

责任校对:祝慧敏 徐为正

责任印制:胡 骑 柴自邦

出版发行:光明日报出版社

地址:北京市崇文区珠市口东大街 5 号,100062

电话:010-67078243(咨询),67078945(发行),67078235(邮购)

传真:010-67078227,67078233,67078255

网 址: <http://book.gmw.cn>

E-mail: [gmwbs@gmw.cn](mailto:gmwbs@gmw.cn)

法律顾问:北京盈科律师事务所郝惠珍律师

北京市新华印刷公司

北京市新华印刷公司

如有缺页、缺页、装订错误请与本社联系调换

1/32

印张:40

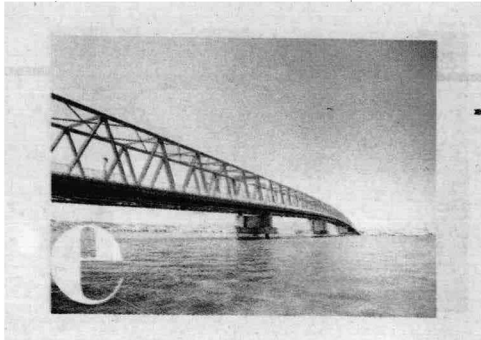
印次:2007 年 8 月第 1 次印刷

第 1 版

7-80206-340-X

(CIP 数据)

版权所有 翻印必究

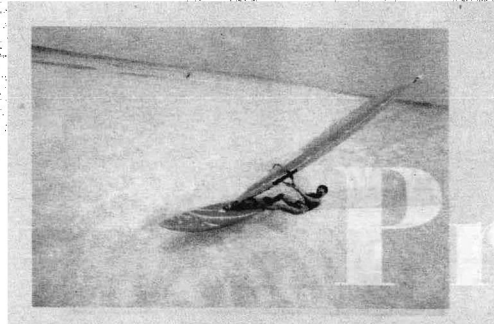


# 前言

为了更好地贯彻最新《大学英语课程教学要求》，全国大学英语四级考试委员会再次对四级考试内容和形式作出重大改革。改革后的新四级考试由四部分构成：**听力理解、阅读理解、综合测试和写作测试**，并且考试成绩由原来的100分制改为710分的记分体制，不设及格线，也不颁发合格证书，只发放成绩单。这无疑对学生的学**习**提出了更高的要求，对促进大学英语教学和指导学生加强语言基本功训练有较大的推动作用。

为了帮助考生尽快适应改革后的四级考试，我们编写了《新四级核心突破》丛书，该丛书的《写作》分册旨在帮助考生在掌握写作方面的知识和答题技巧的基础上，提高应试能力，在未来的考试**中**取得好成绩。

本书分为三个部分，第一，全面介绍了写作中的记叙文、描**写**文、说明文、议论文和应用文五种体裁，并结合每种体裁讲解了写作的方法、思路与技巧。第二，透析了近年来常考的应用文体裁及图表式作文，佐以历年真题分析了它们的特点及应对策略，并归纳



了有关写作的常用表达法。第三，全书提供了大量的范文供考生模仿训练，这些范文都具有极强的代表性、预测性，学生若能抓住其中关键，必能收到举一反三、触类旁通之效果。

本书作者对近年来出版的有关各类书籍以及国家历年考过的试题进行了深入的分析 and 研究，力求本书内容新颖、设计合理、针对性强，使之成为一本融理论、实践和技巧于一体，面向21世纪适用于广大学生的备考参考书。

本书编者均为多年从事大学英语四、六级教学与科研的教师，他们教学经验丰富，且博采众家之长，因此使得该书极有可读性。

由于我们水平有限，且时间仓促，不足之处在所难免，欢迎朋友们就本套丛书提出宝贵意见，来信请寄：

武汉市洪山区楚雄大道268号 武汉现代外国语言文学研究所  
邮编：430070 电话：027-88026460 88034727 88027628 88027608

同学们还可以通过以下方式和我们交流：

1. 语音聊天室（全天候开放，语音讲课）。
2. BBS论坛（全天候开放）。
3. 通过答疑专用信箱（support@wmmenglish.com）和我们联系。

编 者

# C 目录 CONTENTS



概述 .....	1
----------	---

第一章 记叙文 .....	5
---------------	---

第一节 记叙文的分类讲解 .....	6
--------------------	---

第二节 记叙文的写作特点和基本方法 .....	17
-------------------------	----

第三节 记叙文的写作指导 .....	31
--------------------	----

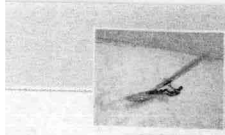
第四节 如何写看图记叙文 .....	35
--------------------	----

第五节 几种其他形式的记叙文 .....	39
----------------------	----

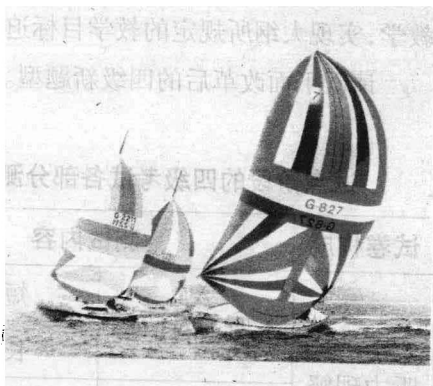
第六节 怎样才能写好记叙文 .....	43
---------------------	----

<b>第二章 描写文</b> .....	51
第一节 描写文的分类讲解.....	52
第二节 写作方法指导和范例.....	60
第三节 考题中的描写文及写作策略.....	72
 <b>第三章 说明文</b> .....	75
第一节 说明文的分类讲解.....	76
第二节 图表作文的写作指导 .....	113
 <b>第四章 议论文</b> .....	125
第一节 议论文的语篇分类讲解 .....	126
第二节 写作要求与技巧指导 .....	153
第三节 议论文的写作方法 .....	159
 <b>第五章 应用文</b> .....	179
第一节 道歉信 .....	180
第二节 感谢信 .....	187
第三节 祝贺信 .....	192
第四节 回复函 .....	198
第五节 介绍信 .....	215

第六节 批评投诉信 .....	221
第七节 申请函 .....	232
第八节 询问函 .....	252
第九节 要求函 .....	266
第十节 通知函 .....	274
第十一节 邀请函 .....	279
第十二节 推荐信 .....	292



# 概述



最新《大学英语课程教学要求》对考生的写作能力作出了如下要求：能完成一般性写作任务，能描述个人经历、观感、情感和发生的事件等，能写常见的应用文，能就一般性话题或提纲在半小时内写出 120 词的短文，内容基本完整，用词恰当，语意连贯，能掌握基本的写作技能。

纵观历年大学英语四级考试作文题，其命题方式有以下几类：提纲式作文、段首句作文和图表式作文。

**提纲式作文：**在所给作文题目下，给 2~3 条中文提纲作为考生写作时的依据。

**段首句作文：**在所给作文题目下，给出文章每段的首句或段首句的

开头部分,要求根据段首句来补充和扩写,使之成为一篇完整的文章。

图表式作文,就是列出表格,或画出各种图形的作文。常见的图表式作文有曲线图、圆周图、标绘图和表格等。

最近,国家教委对大学英语四级考试作出重大改革,改革后写作能力测试部分比例仍为 15%,体裁包括议论文、说明文、应用文等。通过最新四级考题和样卷可以看出,改革后的 710 分新题型四级考试的写作要求明显提高,这无疑给高等学校师生提出了较高的要求,改革大学外语教学,实现大纲所规定的教学目标迫在眉睫。

请看下面改革后的四级新题型。

试点阶段的四级考试各部分测试内容、题型和所占分值比例

试卷构成	测试内容		测试题型	比例
听力理解	听力对话	短对话	多项选择	35%
		长对话	多项选择	
	听力短文	短文理解	多项选择	
		短文听写	复合式听写	
阅读理解	仔细阅读理解	篇章阅读理解	多项选择	35%
		篇章词汇理解 或短句回答	选词填空或 短句回答	
	快速阅读理解		是非判断 + 句子填空或其他	
完型填空 或改错	完型填空或改错		多项选择或错误 辨认并改正	10%
写作和翻译	写作		短文写作	20%
	翻译		中译英	

## 概 述

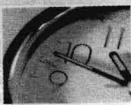
试点阶段四级考试单项划分为四个部分:听力(35%)、阅读(35%)、完型填空或改错(10%)、作文和翻译(20%)。各单项报道分的满分分别为:听力 249 分,阅读 249 分,完型填空或改错 70 分,作文 142 分。总分为 710 分。

最新四级考卷根据考生答题的顺序,共分为六个部分:写作测试、快速阅读理解、听力理解、仔细阅读理解、完型填空和翻译。今后的考试中,可根据上表所描述的框架结构,采用与此并不完全相同的题型。最新四级考卷的结构、各部分答题时间和所用答题卡见下表:

最新四级考卷的结构、各部分答题时间和所用答题卡

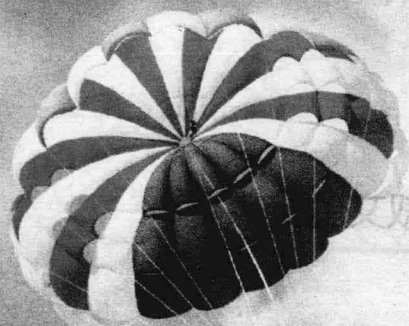
考卷结构	试题内容	答题时间	答题卡
Part I	Writing	30 minutes	Answer Sheet 1
Part II	Reading Comprehension (Skimming and Scanning)	15 minutes	
Part III	Listening Comprehension	35 minutes	Answer Sheet 2
Part IV	Reading Comprehension (Reading in Depth)	25 minutes	
Part V	Cloze	15 minutes	
Part VI	Translation	5 minutes	

新四级考试答题时间共 125 分钟。考试开始后,考生首先在答题卡 1 上完成写作部分。30 分钟后,监考员发试题册,考生在接着的 15 分钟



内完成快速阅读理解部分的试题。然后,监考员收回答题卡1。考生在答题卡2上完成其余部分的试题。

在答题过程中,考生必须在答题卡上作答,在试题册上作答无效。所有选择性试题务必用2B浓度的铅笔划线作答;所有非选择性试题(即写作、填空等)务必用黑色字迹签字笔作答。



# 第一章

# 记叙文 (Narration)



## 概述

英语记叙文体主要用于说明或交代事件的时间、背景及起因、结果。记叙就是把人物的经历和事物发展变化的过程阐述出来。写各种文体的文章,往往离不开叙述,从某种意义上讲,叙述是写各种文章的基础,具备了较强的记叙文写作能力才能成功地写好其它文体的文章。



## 第一节 记叙文的分类讲解

记叙文的种类很多,从内容上分主要有记人、叙事、写景物三类。从形式上看,新闻报导、故事、游记、传记、回忆录、参观记、报告文学、寓言等都包括在广义的记叙文里。大学英语记叙文写作主要限定在狭义的范畴里,即强调叙述真实的人物和具体的事物。

### ① 以叙事为主的记叙文

记事的记叙文以典型事件为其叙述对象,通过叙述某一事件的发展过程来突出其事件的主要意义。下面所提供的学习参考范文都属于以记事为主的记叙文。

#### ⇒ Sample 1

#### A Terrible Experience

One day when I was a little girl about nine years old, I had a terrible experience during which I almost suffocated (使窒息).

The incident occurred in the farm in California where I grew up. My brother and I were playing in the barn (谷仓) where baled hay was stored. Stacked high for winter feed. Between the bales there were sometimes spaces, like tunnel, which my brother and I liked to explore. That day I discovered an unusually long dark hole in the haystack and crawled into it. I had crawled several feet into the hole when I realized. With a shock, that I could not get back out. I was trapped in the middle of the huge haystack!

I screamed for help. My brother and the hired hands ran to my rescue, but it was some time before they could discover where the small voice in the

haystack came from. After a seemingly endless period of crying in the dark and dusty spot where I was caught, I was finally dug out by my savers.

I shall never forget the first clear breath of air or the wonderful sight of summer sunshine I experienced when I was lifted from the tomb.

### Sample 2

#### Seeing - eye Dog - Man's Best Friend

Almost everyone likes dogs, and almost everyone likes to read stories about dogs. Here is a story about an intelligent dog.

This dog was a seeing - eye dog. A seeing - eye dog is a special dog which helps blind people walk along the streets and do many other things. We call these dogs "seeing - eye" dogs because the dogs are the "eye" of the blind man and they help him to "see". These dogs generally go to special schools for several years to learn to help blind people.

One day a seeing - eye dog and a blind man got on a bus together. The bus was full of people and there were no seats. One man, however, soon got up and left his seat. The dog took the blind man to the seat, but there was very little space. The dog began to push the people on each side with his nose. He pushed and pushed until the people moved down and finally there was enough space for two people. The blind man then sat down and the dog got up on the seat at the side of the blind man. He lay down and put his head on the leg of the blind man. He was very comfortable and soon fell asleep. Everyone on the bus had to smile at the intelligence of the dog in making space for the blind man and, at the same time, making a place for himself.

### Sample 3

#### The Platform

It was just after five and the platform was already half filled with people on their way home from work. Most of them looked miserable or perhaps they were just tired. Some were reading newspapers. A few were standing in groups but nobody seemed to be talking. The train was due in five minutes.

Suddenly, there was a movement. Two men took off their overcoats and handed them to two women standing near. Then they asked people to move back, and spread newspapers on the ground. "Watch, everybody," shouted one, and he jumped straight on to the other's shoulders. A wonderful acrobatic display followed; jumping, balancing, swinging, tumbling. People crowded round watching them; others who could not see properly started talking to strangers, asking what was happening and wondering why.

Immediately, when they heard the train approaching, the men picked up the newspapers and put on their overcoats. "Well," said one, "I hope you all feel a bit more cheerful now. Life isn't all that bad, you know." And the people got into the train actually smiling.

### Sample 4

OUTLINE given in Chinese. Your composition should be no fewer than 120 words.

1. 我们经常在公共场合见到各种不道德的行为,叙述你的一次相关经历。

2. 这些不文明的行为会有哪些影响。

3. 我们应该怎样改善这种现象。

#### Immoral Behavior in Public

To witness immoral behavior in public, one need only visit the Beijing



subway. I still remember the first time I took the Beijing subway. It was an early morning. I was in a hurry to go to school. When I was trying to get a ticket, I found a lot of people waiting in front of me, but nobody was in the line.

Immoral behaviors in public exert a series of problems. One of the most serious is that it may exert a negative impact on our sense of social responsibility. We will keep ignoring other people's rights and feelings, and in turn, we also will be disrespected some day.

The improvement of this phenomenon is certainly not easy. With an eye on practical implementation and cost effectiveness, I propose that society make it clear in every way that people who fail to respect the common rules will be seriously punished. Stricter policies for this should be made to correct this phenomenon as soon as possible.

### ⇒ Sample 5

#### Ship Accident in Channel

Yesterday evening two ships collided in thick fog in the English Channel. One was a cargo boat carrying fruit, and apparently bound for London. The other was a British Rail cross channel ferry on its regular run from Dover to Dunkirk.

A spokesman for the port authorities said that a committee of enquiry would be set up to ascertain the cause of the collision. The official added that British experts would be invited to join the committee. According to eyewitnesses neither of the vessels was going very fast at the time of the accident. However, because of the weather conditions, the captains did not realize the danger until only seconds before the collision took place. Consequently, there was insufficient time for them to take avoiding action. Fortunately, there were no casualties among the crews or the passengers, but both ships were holed