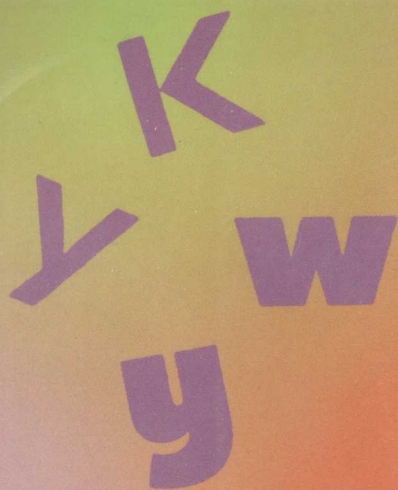


● 中学生英语文库

● 主编 陈锡麟

英文写作指导

何亚男 何林松 编写



K
y w
y

复旦大学出版社

中学生英语文库

陈锡麟 主编

英文写作指导

何亚男 何林松 编写

复旦大学出版社

英文写作指导

何亚男 何林松 编写

出 版 复旦大学出版社

(上海国权路 579 号 邮政编码 200433)

发 行 新华书店上海发行所

印 刷 同济大学印刷厂

开 本 850×1168 1/32

印 张 5

字 数 124 000

版 次 1997 年 2 月第 1 版 1997 年 2 月第 1 次印刷

印 数 1—6 000

书 号 ISBN7-309-01827-3/H·300

定 价 7.00 元

本版图书如有印订质量问题,请向承印厂调换。

前 言

随着我国改革开放形势的发展,广大的青少年及家长们都知道英语非常有用,迫切希望尽快掌握好这一门工具,为今后的学习和工作创造良好的条件。

英语是一门实践性很强的学科。英语学习有它自身的规律。要想学好英语,不仅要学词和语法,更重要的是让学习者接触大量的语言材料,经过充分的语言操练,才能使他们具备较好的语言能力,也就是英语的理解和表达能力。任何“捷径”、“突击”和“速成”都只可能是一种不现实的愿望。英语学习必须是循序渐进的和全方位的,既要学习英语的语音、词汇和语法知识,又要接受听、说、读、写各方面的训练。《中学英语文库》正是基于这一前提而为中学生编写的涉及英语学习各个环节的参考丛书,它们包括英语阅读、语法、常用词用法、说话和写作等各个方面。这些参考书既为读者提供了有益的学习材料,同时又指导学习者遵循英语学习的规律,用正确的方法去学习,以期达到事半功倍的效果。这些参考书是对现用教材的补充,也是对校内英语学习的一种辅助和促进。希望这一套丛书能帮助中学生在英语学习方面打好扎实的基础,以利于将来的深造和熟练掌握英语。

陈锡麟

1996年10月

目 录

第一章 写句	1
一、简单句	1
练习 I	4
练习 II	6
二、并列句	7
练习 III	9
练习 IV	12
三、主从复合句	13
(一) 名词性从句	14
练习 V	16
(二) 定语从句	17
练习 VI	19
(三) 状语从句	23
练习 VII	25
四、同一内容的不同表达方法	27
练习 VIII	32
五、常见句子错误分析	33
练习 IX	40
练习 X	45
参考答案	46
第二章 写段落	57

一、段落的结构	57
(一) 主题句	57
练习 I	59
练习 II	60
练习 III	61
(二) 发展句	63
练习 IV	65
(三) 结论句	66
练习 V	67
练习 VI	69
二、段落组织方法	70
(一) 时间顺序法	71
练习 VII	72
练习 VIII	74
(二) 空间顺序法	75
练习 IX	76
(三) 举例法	77
练习 X	78
(四) 比较对照法	78
练习 XI	80
(五) 因果关系法	81
练习 XII	81
三、段落的修改	82
参考答案	86
第三章 短文写作	88
一、英语短文的种类和基本结构	88
练习 I	91
练习 II	93

二、情景作文	97
练习 III	100
三、用关键词作文	102
练习 IV	104
四、英语应用文	108
(一) 信函	108
练习 V	113
(二) 便条、通知、海报及其他	114
参考答案	120

第一章 写 句

一、简单句

句子,作为相对完整而独立的语言单位,是表达思想感情的基本组成单位。要进行书面的表达,首先要学会如何正确地写句子。句子分为简单句与复合句。只包含一个主谓结构的句子称为简单句。

例如: 1. *The man retired.*

2. *The students were dancing.*

3. *A bridge was built.*

为了进一步说明主语,往往在名词前后加上形容词、分词、不定式、介词短语等修饰语进行具体的描绘。

例如: 1. *The grey-haired man living next door retired.*

2. *The girl students of Senior Two were dancing.*

3. *A 200-metre-long bridge was built.*

谓语部分的变化就更多了。除了动词本身形式的变化之外,根据谓语动词的不同性质与用法,可以由名词、代词、形容词、副词、动名词、不定式、分词、介词短语等担任补语、宾语、宾语的复合结构、及不同作用的状语,使表达的意义更加明确、完整与生动。

例如: 1. *The grey-haired man living next door retired the month before last.*
when

2. The girl students of Senior Two were dancing
happily in the hall yesterday evening.
 how where when
5. A 200-metre-long bridge was built across the
Huangpu River this year to improve the
 where when
traffic tension in Shanghai.
 why

把以上三组例句加以比较可以看到,从最简单的主谓结构可以演变出许多意义更加丰富生动的句子。但无论如何变化,句子的基本结构为(1) 主语(2) 谓语动词(3) 补语或宾语(4) 状语(how/where/when/why),可以由其中的(1)(2), (1) (2) (3), (1) (2) (4), (1)(2)(3)(4)组成各种不同结构的句子,千变万化的句子都是由以上基本句子转变而来。

例如: 1. Spring is coming.

(1) (2)

2. The traffic in Shanghai is getting heavier and
 (1) (2) (3)
 heavier.

3. The teacher in charge of our class came in with a
 (1) (2)
smile on his face.
 (4)how

4. Tom was studying in a junior middle school this
 (1) (2) (4) where
time last year.
 (4) when

Or: This time last year Tom was studying
 (4) when (1) (2)

in a junior middle school.

(4) where

5. Emma bought her father a birthday present

(1)

(2)

(3) 双宾语

last Sunday.

(4) when

Or: Emma bought a birthday present for

(1)

(2)

her father last Sunday.

(3) 双宾语 (4) when

6. The theatre electrician tried out all kinds of

(1)

(2)

(3)

arrangement and combinations of lights

to produce this sunset effect.

(4) why

Or: To produce this sunset effect the theatre

(4) why

electricians

(1)

tried out

(2)

all kinds of

arrangement and combinations of lights.

(3)

7. I saw the students playing football a

(1)

(2)

(3) 复合宾语

moment ago.

(4) when

8. Tom doesn't like the trousers bought yesterday.

(1)

(2)

(3)

从以上例句可以看到,当我们扩充句子的主谓部分时得到了许多更加复杂的句子,用以表达更加复杂的思想。在写句子时一定要注意词序。一般来说,作为名词的修饰语,形容词、代词、数词通常是前置的,而副词、形容词短语、介词短语、不定式或分词短语应后置。同时要注意标点符号与大小写,句首与专用名词的第一个字

母要大写。

练习 I. 将下列单词或词组连成语言通顺的句子, 注意词序、标点符号与大小写。

1. music/sister/is/my/fond of/popular
2. in charge of/the woman/the library/is/middle-aged/standing over theve
3. felt / on the first day / the student / nervous / new / a bit / from another district
4. in the years/has developed/this area/a lot/few/past
5. the boy/john/drowning/to save/did his best
6. the huangpu river / another bridge / in october / across / was opened to traffic/1995
7. her boss/on the phone/miss smith/was talking with/in the afternoon/at 4/in the office/about something/important
8. it/relaxing/to go swimming/is/on a hot summer day/i feel
9. did / you / she / give / the car key / yesterday afternoon / at the school gate
10. the girl/the doctor/told/not to forget/the medicine/to take/ four times a day
11. was seen/in a hurry/a man/to enter the house/about your age/an hour ago
12. the woman/chatting with others/often/was seen/sitting/in the sun/in black
13. are found/some rare animals/to be dying/because of/in that mountain area/the lack of food
14. the girl/was sent to hospital/by a car/knocked down/as soon as possible

15. are trying/the scientists/in order/to take the place of/hard/
plastics/to stop white pollution/to find a material/better

以上是简单句的基本句型与一般词序。根据句子的交际功能，除了陈述句，还有疑问句、祈使句与感叹句，以表示疑问、命令、请求、建议、感叹等不同的语气，表达惊奇、怀疑、愤怒、赞赏、喜悦等不同的感情色彩。这时句子的语序要起相应的变化。

例如：1. Is basketball very popular in your country?

2. Basketball is very popular in your country, isn't it?

3. Don't you like basketball?

4. Are you interested in basketball or volleyball?

5. When did the game basketball come into existence?

6. How exciting the basketball game is!

7. What a good basketball player he is!

8. Let us go and play basketball!

9. Shall we go and play basketball this afternoon?

有时为了修辞的需要，或要加强某一部分的语气，可以在语序上进行一些变化。注意观察以下各句中划线部分的位置及作用。

例如：1. It's good for us to take some exercise in the fresh air every day. (真正的主语很长，位置后移，用 it 作形式主语代替不定式短语，使句子结构平衡。)

2. North of the city lies a railway line. (强词地点状语，用了倒装语气。也可以说 There lies a railway line north of the city.)

3. Never before have I seen such a good film. (强调 never before，用了倒装语气。也可以说 I have never seen such a good film. 但语气不如倒装句强。)

4. Down came her long blond hair. (副词 down 放在句首, 强调了“一泻而下”, 使描写更为生动, 用了倒装语气。也可以说: Her long blond hair came down.)
5. Only in this way can you improve your English. (也可以说: You can improve your English in this way. 但语气明显不如倒装句强。)
6. My brother likes basketball very much. So do I. (用 so 表示前一句所说的情况也适用于第二句中的“I”, 以避免重复。)

练习 II. 根据括号中的提示, 改写下列句子。注意标点符号及词序的改变。

1. Mr. Smith is very considerate and thoughtful. (How...!),
2. The Atlantic Ocean is only half as big as the Pacific . (How...?)
3. He invented a new type of synthetic substance. (What...?)
4. Music plays an important part in human life. (What...!)
5. Plastics will be made more popular in the future. (...?)
6. Something has to be done to stop the acid rain. (What...?)
7. He never smokes a cigarette. (Never...)
8. Eating more vegetables is good for us. (It's...)
9. There stands a high building on the corner of the street. (On...)
10. You can take more nutrition only by eating all kinds of food. (Only...)
11. We all think disobeying traffic rules dangerous. (用 it 作形式宾语。)

12. It is necessary to master at least a foreign language.
(How...!)
13. We had a wonderful time on Christmas Eve. (What...!)
14. The newly-built railway was opened to traffic last week.
(When...?)
15. They ran all the way to the railway station to catch the train. (In order to...)
16. You must be very careful next time. (Do...)
17. The kite flew up into the sky. (Up...)
18. The peasant boy died a week later. His sister died, too. (用 so 作第二句的开头。)

二、并列句

如果句子中包含有两个或更多互不依从的主谓结构,就是并列句。并列句中的分句,需要用并列连词来连接。常用的并列连词有 and, but, or, so, for; either...or..., neither...nor..., not only...but also...; nevertheless, however, yet, therefore...等;when, while 有时也可用作并列连词。在写并列复合句时,根据句子之间不同的关系及意义,可选用不同的连词。一般来说,在第一分句后要用逗号。仔细读下列句子,注意连词在各句中的作用。

1. Today there are many different types of plastics, *and* the manufacture of them is a very important industry. (“而且”,可以不译出,表示意义的增补。)
2. Practise more, *and* you will be able to improve your English. (表示“只要…就会”的意义,相当于 If you practise more, you will be able to improve your English.)

3. *Not only* does acid rain destroy the buildings, *but also* it does harm to people's health. (“不仅…而且…”,表示意义的延伸。)
4. *Neither* have I written any letter to him ever since, *nor* will I do so. (“既不…也不”,表示意义的引伸。)
5. He was tired out, *but* he gathered all his strength to swim towards the drowning boy. (“但是”,表示意义的转折。)
6. Feathers fall to the ground slowly, *while* stones fall much faster. (“而”,“当…却…”,表示转折对比的意义。)
7. Mary has failed several times, *yet* she will try again. (“然而”,表示转折的关系。)
8. Mrs. Smith met with a lot of difficulties, *nevertheless* she was determined to persevere. (“尽管如此,仍旧”,表示意义的转折。)
9. The boy can go with you, *or* he can stay at home. (“或者”,“否则”,表示选择的关系。)
10. Be careful, *or* you'll be in trouble. (“否则”,表示否定的条件,相当于 If you are not careful, you'll be in trouble.)
11. Either you are right, *or* he is. (“不是…就是…”,表示选择的关系。)
12. He must be ill, *for* he is absent today. (“因为”,表示推断的原因。)
13. There are a lot of poisonous substances, *so* smoking is bad for people's health. (“因此”,表示因果关系。相当于 Because there are a lot of poisonous substances in cigarettes, smoking is bad for people's health.)
14. It rained, *therefore* the sports meet was put off. (“因而”,“因此”,表示因果关系。)

15. I was just about to leave *when* the telephone rang. (“正要…忽然”，表示突然发生某事。)

练习Ⅲ. 选择适当的并列连词, 连接下列句子。

1. Plastic articles are more widely used than before. The manufacture of plastics has become a very important industry. (so/while/but)
2. Supermarkets can offer the consumers a wide choice of products. Many people still like to do shopping in small neighborhood stores. (so/yet/for)
3. They tried out all kinds of materials. Nothing satisfied the poet. (so/therefore/but)
4. The students asked Mr. Zhang for help. Mr. Zhang gave them some advice on their English learning. (so/and/for)
5. Harold's marbles grew fewer and fewer. The other boys' pockets grew fatter and fatter. (so/or/while)
6. Don't gamble any more. You'll have to answer for that. (or/and/so)
7. Don't take advantage of his ignorance. It's unfair. (or/and/so)
8. You can hear the performer. You can see the performer as well. (or/not only... but also/either... or)
9. I haven't written to him. I haven't called him, either. (neither... nor... /either... or... so)
10. The factories in large industrial cities give out a large amount of waste gases into the air every day. The vehicles give out a lot of waste gases into the air, too. (either... or/so/but)
11. There are a lot of proteins in the soybean. The soybean is a

great source of nutrition. (therefore/nevertheless/however)

12. The children should eat all kinds of food. If they don't do so, they'll lack certain necessary things needed for their health. (however/otherwise/therefore)
13. You will go there. If not, they'll come here. (so/while/either...or...)
14. The students were chatting happily. Just at that time the bell rang. (but/when/while)
15. On objective tests the students needn't give long answers to questions. They needn't write essays. (so/either/nor)

写并列句时,要注意以下问题。

(一) 一般只用一个连词连接两个分句,并列连词一般置于第二分句前。不要把它们用在句首,写成断句,也不要和其他并列连词或主从连词连用以造成意义的重复,如 for...so, and so, and but, because...so, though...so 等都是常见的错误。但 yet, therefore, nevertheless 等与 so, but 不同,它们既可用作并列连词,又可兼作连接副词,因此它们还可以与其他连词连用。它们既可以用来连接两个分句,也可以连接两个句子,可以放在句首、句中或句末。

例如: 1. 误: The boy gave all his marbles to them, and but they were not satisfied.

正: The boy gave all his marbles to them, but they were not satisfied.

正: The boy gave all his marbles to them, and (or; but) yet they were not satisfied.

2. 误: Because the boy was tired out, so he couldn't walk any further.

误: The boy was tired out. So he couldn't walk