



大学英语


写作能力



拓展训练

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大学英语写作能力 拓展训练

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内容简介

本书为提高大学本科阶段学生的英语写作能力而编写。书中依据英语写作的基本元素、四大文体(描写文、记叙文、说明文、论说文)、应用文写作(书信、广告、便条、启事)、实用文(网络、求职、留学申请)为基本要素展开,同时添加了经典评说、拓展能力训练部分。

本书既考虑到了新的大学英语教学大纲的要求,同时又考虑到了工作学习中的实际应用,具有很强的实用性。

本书适合大学本科阶段学生及教学使用。

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前言

根据国家教委颁布的《大学英语课程教学要求》，编者对近年来全国大学生英语四、六级考试项目进行了分析，发现其中写作项目得分较低。造成写作成绩较差的主要原因是学生的篇章组建能力差，具体表现为用词不恰当，不会运用基本的写作技巧，以致所写的句子前后不连贯、逻辑性差、层次混乱，直接影响了文章内容的表达。另外，有些学生对各种问题的特点缺乏了解，造成表达方式欠妥。本书的编写旨在从当前大学公共外语教学实际和特点出发，比较系统而具体地介绍了英语写作的基本方法和技巧，使学生接触大量的实例和范文，有步骤地进行写作训练，最终使学生具有一定的语言表达基础和应用能力。

在成书过程中，作者按照国家教委颁布的《大学英语课程教学要求》中规定的写作要求和社会发展的实际需要，精心安排内容和设计习题。全书共二十三章，分五大部分。前六章为第一部分，阐明了写作的基础知识和技能；第七章至第十章为第二部分，介绍了四大文体的写作；第十一章至第十六章为第三部分，为拓展写作训练部分，主要介绍了几种命题形式，以适应学生通过写作能力考试之需；第十七章至第二十章为第四部分，主要指导应用文的写作；第二十一章至第二十三章为第五部分，本部分主要根据社会发展的实际需要，编写了如何使中国上网者顺利读懂互联网上的英语信息，撰写英语求职函及留学申请函。

本书论述简要明晰，选例多样，针对性强，注重实用，可模仿学习。适合在校大学生和具有同等水平的英语学习者使用。

本书在成书过程中，参考了大量的国内外近年来出版的有关写作教程，并使用了其中的部分观点和文字。在此，谨向有关的作者致以真诚的感谢。

由于时间仓促，水平有限，本书虽经数易其稿，多次修改，书中如有谬误与疏漏之处，敬请广大读者批评指正。

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2005年7月

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第一部分 英语写作基础知识和技能

第一章 词语选用

在历年全国大学英语四、六级考试中,写作的平均成绩最低,其主要原因是用词错误、“中式”英语、词不达意、语病百出而难以获得理想的分数。所以,如何选择恰当的词语来有效地表达思想就显得尤其重要。用词是否得当对文章能否产生预期的效果至关重要。当然,词的选择通常要考虑到文章的主题、写作目的和读者等因素。

一、选词要恰当

英文词汇非常丰富,词汇总量约有 100 多万。一些源于拉丁文、希腊文和法文的长词、大词,多用于正式文体。而一些源于古英语的词一般比较短小,多用于非正式文体。非正式文体的文字浅显、句型简单、语言活泼,因而通俗易懂。就语言形式而言,正式用语多以单词形式出现,而非正式用语则较多地使用短语。比较下面各组词语:

(1) purchase-buy

“purchase”和“buy”意思相同。“buy”是日常用词,指一般的买、购。如:买菜、买书、买粮、买珠宝等皆可用。

“purchase”是一个庄重的词,用于正式场合或购买贵重物品。如:购买大批设备、器材,购买产业、古玩、珍品等多用此词。“buy”可以代替“purchase”使用,而“purchase”在有些场合不能代替“buy”。

(2) utilize-use

一些批评家认为“utilize”只是“use”的一个不必要的替代词。在许多情况下 utilize 可以被 use 替代,除了矫饰的风格去掉之外意义上没有任何减损。但是 utilize 可指“为……找到一种有益的或实用的用途”。

(3) request-ask (“request”表示“请求”,“恳求”时含义是向某人、某部门提出请求、恳求,并希望得到满足。它不及“ask”词义宽广,是一书面语,强调比较郑重、正式的请求,带有礼貌的意味;也可以用于婉转的语气,向某人提出某要求。

(4) reply-answer

“reply”其词义是“回答”、“答复”。虽然它与“answer”的意义相同,可以换用,但在修辞上有一定的区别。“reply”是文言,较正式的书面用词,可以用于口头上的应答;在法律上是指原告对被告的答辩。还如:

terminate-end

punctual-on time

explode-blow up

investigate-look into

比较一下,可看出左栏的词多数较生疏,适用于正式文体,如商业书信、政府报告、法律文书等各专门学科,也包括风格严谨的小说、散文。右栏的词多为常见的小词,适用于日常生活中人们的交往或通俗的文章中,如描写文、议论文、记叙文和说明文。但就语言的应用而言,正式用语和非正式用语之间并没有明确的界限。

二、措辞要具体

从语义上来讲,词可大体分为两类:抽象、笼统的词和具体、有个性的词。抽象的词(abstract word)可以表示思想观念、道德伦理,还可以表示人们的喜怒哀乐和悲欢离合。如:spirit, virtue, happiness, sorrow 等;具体的词(concrete word)代表通过我们的感官能看到、听到、嗅到和摸到的具体事物。如:democracy(民主)是抽象的,ballot(选票)却是具体的。一般说来,抽象、笼统的词常用于文章的开头和结尾,以及段落的主题句中,而具体、有个性的词往往用于对细节的刻画和对事物的描写。试比较下面各组句子:

(1) I have a tool in my hand.

I have an axe in my hand.

(2) A man is walking down the street.

A man is strolling down the street.

(3) He wore unusual clothes.

He wore a red gypsy shirt with blue overalls.

通过比较可看出,上述各组例句中,前一句不如后一句表达的具体、生动。所以,对于初学写作的学生来说,措辞行文时,要尽量选用那些比较简单的、含义具体的词语,避免使用疑难的、抽象的词语。

三、用词要简洁

在造句写作中,要尽量避免不必要的重复。在写作过程中能用一个词来表达的意思,就不用词组或其他结构来表达。试比较下面各组句子:

(1) John is a boy who is handsome.

John is a handsome boy.

(2) He said that he would write a reference book which was appropriate to his students' needs.

He said he would write a reference book appropriate to his students' needs.

(3) It is apparent that it is quite feasible to prepare the reports on the computer.

It seems quite feasible to prepare the reports on the computer.

从以上句子的比较可以看出,第二句要比第一句简洁、易懂。在大学英语写作测试中,是有时间和字数限制的。30分钟内必须完成120~150字左右的作文,且要求紧扣主题,正确地表达思想或观点。如果讲究用词简洁,要想在考试中使一百多字的短文结构严谨又有说服力,必须有效地运用语言。只有这样才会使作文不显得拖泥带水,不会影响作文的评分。

当然要求文字简洁并非强调将所有修饰词语都去掉,否则写出来的作文会苍白无力。

四、用词要符合习惯用法

在英语写作过程中,选词不仅要恰当、具体、简洁、生动和形象,还要符合词的习惯用法,符合词和词之间的搭配关系。

词语搭配是指语法以外的词语连用关系,大致可分为:动词与介词的搭配,名词、形容词与介词的搭配,动词与名词的搭配,名词与动词的搭配等。

(一)动词与介词的搭配

英语中,许多动词需要接上介词以后,意思才能完整;同时接不同的介词,语意亦有所不同,这就使得动词与介词的搭配问题变得相当复杂。试比较下列各组句子:

I have nothing to write on. (我无处可写。)

I have nothing to write with. (我无写作工具。)

I have nothing to write. (我没素材可写。)

He insisted on going to London. (他坚持去伦敦。)

It depends on (upon) himself. (这取决于他自己。)

上面三个例句中,选用不同的介词,意思却大相径庭。由此可见,介词运用不当,往往造成病句,甚至使人产生误解。有些动词和介词的搭配有一定的规律性,但不是所有动词都如此。

所以,我们在学习语言的过程中,要注意比较和留心积累,在使用时不要生编硬造,而是要使用自己熟悉的、恰当的搭配关系。

(二)名词、形容词与介词的搭配

体味下面几句的意思:

He has neither ear for music nor eye for painting. (他对音乐和绘画都没有鉴赏力。)

What is your attitude to this idea? (这个主意你觉得如何?)

He was tired of reciting the text word for word. (他讨厌逐字地背诵课文。)

许多名词和形容词与介词之间存在着固定的搭配关系。这类词组的构造没有太多的规律可循,应分别掌握每个词与介词的搭配。所以介词及其短语一向是英语学习的难点和重点,应不断摸索、总结和记忆使用,避免不必要的错误。

(三)动词与名词的搭配

动词与名词的搭配最难掌握,比如表示“给……做手术”要用 perform an operation on, 而不用 make an operation on; 表示“开支票”要用 make out a check 或 write a check, 而不用 open a check. 英语中某些动词与名词的搭配关系与汉语的搭配关系往往相去甚远,不可套用。比如汉语用同一个“开”字可以和许多名词搭配,而英语中这些对应的名词则要与不同的动词搭配。如:

开门 **open** a door

开会 **hold** a meeting

开车 **drive** a car

开灯 **turn on** a light

开玩笑 **make** a joke

开支票 **write** a check

开机器 **operate** a machine

(四)英语中同一动词可以和不同的名词搭配表示不同的意思。如:

make **conversation** 闲谈、聊天

make **trouble** 捣乱

make **promise** 承诺

make **noise** 吵闹

make **a difference** 有影响、起重要作用

make **the bed** 铺床

make **a speech** 演讲

make **a mistake** 出错

make **money** 赚钱

英语中有许多不同的动词可以和同一名词搭配,表示相同的意思,比如:acquire/build up/cultivate/develop/form a habit 都表示“养成……习惯”;abandon/break off/cast aside/discard/get rid of/drop/shake off/cut out a habit 则表示“改掉……习惯”。英语短文写作时应力求用词有所变化,避免重复。因此,这类同义词的搭配最能派上用场,应该用心体会,并加以利用。

Exercises

1. 从括号内选择一个普通词语添入各句中的画线部分

- 1) Our school _____ equipment for a small laboratory. (have enough; possess sufficient)
- 2) Mary seldom goes to other places. He _____ in the small town during most of the year. (dwells; lives)
- 3) Computers are widely _____ in the fields of business, industry, and transportation. (used; utilized)
- 4) This seems to be a _____ solution to the problem. (valid; reasonable)
- 5) It is really a very _____ task for a student to write a good English composition in half an hour. (arduous; difficult)
- 6) They fail to realize that much of their time is _____ in enjoying films, clothes, computer games and travelings. (used up; consumed)
- 7) Ever since the student passed the final examination he has been too _____ to study hard. (complacent; please)
- 8) In summer, we _____ early and _____ early. (get up ... and go to bed ; rise ... and retire)
- 9) Young people's social environment has a _____ effect on their academic progress. (profound; deep)
- 10) The workers all _____ to finish the jobs by next Tuesday. (endeavor; try)

2. 删除下列各句中的多余的词

- 1) Did he mean to do it intentionally?

- 2) He voluntarily offered to give me help.
- 3) Though it was very cold, the party still continued on to move.
- 4) I think so far the best way for me to get in touch with him is to make contact with him by telephone.
- 5) Because he didn't study diligently, he did not do well on the test and failed it.
- 6) The thing I want to say is that I find it is really not easy to have a good command of English idioms.
- 7) The price of these books is within the reach of all, they actually cost so little.
- 8) We must cooperate together if we wish to succeed.
- 9) During her girlhood, when she was still unmarried, she used to visit the old poet every Sunday.
- 10) In spite of the fact that she was in a hurry, she stopped to talk.
- 11) In fact, environmental pollution is a very serious problem the whole world is facing.
- 12) His brother, who is a member of the same firm, committed suicide.
- 13) A tiger cannot be tamed(驯服) unless the tiger is caught very young.
- 14) She told him how she envied him his excellent health.
- 15) This is a subject that arouses public attention.

3. 用具体的、有个性的词或词组替换下列句子中的画线部分

Model:

原句: My relative offered me two books.

改为: My aunt offered me an English dictionary and a Chinese dictionary.

- 1) Thorp loves domestic animals.
- 2) She attacked her husband with a weapon.
- 3) His writing is good.
- 4) Marine has a superb job.
- 5) Everything looked inviting.
- 6) In spring, the weather in Beijing can be bad.
- 7) The wonderful medicine cured my headache almost immediately after I took it.
- 8) Friendliness is the salesman's best asset.
- 9) I turned up a lump of soil with my tool, and placed it into the basket.
- 10) For many people, getting a college education is a great task.

4. 改正下列各句中画线部分的语法搭配错误

- 1) What is your attitude for the proposal?
- 2) He has neither an ear of music nor an eye of paintings.
- 3) Mary is strong at English but weak at chemistry.
- 4) She was in the point of leaving when I arrived.
- 5) At the occasion of her wedding, I got to know her husband.
- 6) He is financially independent from his parents, for he has got a job.
- 7) The man was too absorbed at his work to take notice of my presence.

- 8) They are anxious for his health since he always stays up late studying at night.
- 9) The teacher was annoyed at him when he made the same mistake a second time.
- 10) There is no cure of that disease, as the doctors have not tracked down the cause of it.
- 11) I am doubtful of his ability of passing the exam.
- 12) Compared against the mother, the daughter is very tall.
- 13) The house is very convenient to me, as it is only a walk to work.
- 14) The department is very concerned with water pollution in the river.
- 15) I watched the children to play happily on the beach.

5. 改正下列各句中画线部分的词语搭配错误

- 1) They often go outings together and enjoying a lot of fan.
- 2) Celebrate you for your success!
- 3) The bell rang, but nobody received the phone.
- 4) The boss opened a check and asked one to cash it.
- 5) My little sister takes great interests in English.
- 6) Her ideas made a strong influence on me.
- 7) He was determined to contribute his whole life to the Party.
- 8) The problem consists of your laziness.

第二章 句子结构

句子是构成语言的基本单位,它是表达一个完整思想的语言单位。尽管英语句子千变万化,但是无论其怎么变化,总离不开为数不多的几个基本的句子结构,且都是由这几个基本的句子结构扩展变化而来的。选一个句子就好比画一棵树,掌握了句子的基本结构,就如同掌握了树干的画法,在此基础上便可以学习添枝加叶,画出千姿百态的树木了。

英语句子按其结构划分,可分为简单句、并列句和复合句(也称主从句)三种。其中,简单句是构成并列句和复合句的基础;两个或两个以上的简单句可以连接构成并列句;而简单句中除谓语部分以外,其他所有的句子成分都可以扩展为从句,从而构成主从复合句。

一、简单句

简单句是含有一个主谓结构、表达一个完整思想的句子。句子的各个成分都由单词或短语表示。在英语中最常见的简单句型共有五种:

1. 主语+动词(SV 结构)

They arrived.

Mary cried.

They will come.

He is reading.

在 SV 结构中,谓语动词通常是不及物动词(Intransitive Verb)。

2. 主语+系动词+表语(SVP 结构)

I'm an English teacher.

We are in the office.

He is modest.

He has become a teacher.

在 SVP 结构中,谓语动词通常是连系动词(Linking Verb)。

3. 主语+动词+宾语(SVO 结构)

My sister teaches English.

Rose is reading a book.

We have finished the job.

Television presents a vivid world in front of us.

在 SVO 结构中,谓语动词通常是及物动词(Transitive Verb),随后必须跟宾语,带一个宾语的及物动词又叫做“单宾语及物动词”(Monotransitive Verb)。

4. 主语+动词+间接宾语+直接宾语(SVOO 结构)

Mother told me a story.

Linda bought her father a watch.

His failure taught him a lesson.

Give me a ring when you arrive at the college.

在 SVOO 结构中,动词是双宾语动词(Ditransitive Verb),其后跟两个宾语,即间接宾语和直接宾语。直接宾语是动作的承受者或结果,如上例中的 a story, a watch, a lesson 和 a ring; 间接宾语则表示动作是为谁做的或是对谁做的,如上例中的 me, her father, him 和 me。尽管这类动词的数量不是很多,但使用频率很高,应引起读者注意。

5. 主语+动词+宾语+宾语补足语 (SVOC 结构)

We selected Smith our monitor.

We should keep the secret in the dark.

I want him to come.

I heard her singing.

在 SVOC 结构中,动词是复合及物动词(Complex Transitive Verb),其后跟复合宾语,即“宾语+补语”。宾语和补语在逻辑上是主与表或主与谓的关系,也就是说补语表示的要么是宾语的特征、身份或状态,如上面的第一和第二例;要么是宾语的行为动作,如上面的第三和第四例。这类动词的数量也不多,但应特别注意。

二、并列句

在英语写作中,我们时常需要表达一个以上但关系密切的思想,其方法之一就是要将两个或两个以上互不相依的、由主谓结构组成的简单句连接起来,构成一个并列句。连接简单句的方式可以有:

1. 用 and 表示并列或递进

Roads were flooded, and entire homes were washed away.

George has applied for a scholarship, and Diane has requested financial aid.

2. 用 but 和 yet 表示转折或让步

The firemen fought hard, yet they could not save the building.

He would like to go, but he can't.

3. 用 either ... or, neither ... nor ... 表示选择关系

Either you improve your work, or I shall dismiss you.

He neither ate, drank, nor smoked.

4. 用 for 和 so 表示因果关系

Foreign students must take English class, for they must be able to communicate easily in speaking and writing.

We rarely stay in hotels, for we can't afford it.

Jim completed his homework early, so he decided to go to the party.

5. 用 or 表示可能性

Students may live in the dormitories, or they may live in off campus housing.

The federal government could raise taxes, or it could reduce expenditures.

6. 并列句的标点

在并列句中,通常在连接两个分句的并列连词前加逗号将分句分开,但也有例外:1)当两个分句特别短时,逗号可以省掉;2)如果独立分句内部有逗号,并列连词前就用分号;3)有时并列句也可以不用连词,而用分号将分句分开。如下:

I went to his country and he came to mine.

They called and you answered.

If she married that man, her parents would be unhappy, if she left him, she herself would be unhappy.

The sun has down; it's getting darker and darker.

No one is born with knowledge; knowledge must be taught and learned.

三、复合句

复合句包含两个或两个以上的主谓结构,表达一个主要思想,以及一个或几个次要思想。复合句中的主谓结构中有一个是全句的主体,称为主句(The Main Sentence);另外一个或几个主谓结构作为主句里的一个句子成分,被称作从句(The Subordinate Sentence)。从句大致可分为以下三种类型:

1. 名词从句

名词从句包括主语从句、宾语从句、表语从句和同位语从句,通常由连接词 that, whether (if), 连接代词 who, whom, whose, which, what 和连接副词 when, where, how, why 等引导。

What I want to emphasize is this. 我想要强调的是这一点。(主语从句)

The question is whether we can arrive there on time. 问题是我们是否能及时到达那里。(表语从句)

We should never pretend to know what we don't know. 我们切不可强不知以为知。(宾语从句)

There is something in what you said. 你说的话有些道理。(介词的宾语)

Soon came the news that Germany had declared war on Russia. 不久传来了德国已向俄国宣战的消息。(同位语从句)

2. 定语从句

定语从句代替主句中形容词的作用,用以修饰主句中的名词部分,通常由关系代词 who, whom, why, which, whose, that 和关系副词 where, when, why 等引导。定语从句包括限定性定语从句和非限定性定语从句两种。

We are looking forward to the day when we will meet again.

我们盼望着我们重新见面的日子。(限定性定语从句)

The government that promises to cut taxes will be popular.

许诺减税的政府会受到欢迎。(限定性定语从句)

He asked a lot of questions, which were none of his business.

他问了很多问题,这些问题不关他的事。(非限定性定语从句)

3. 状语从句

状语从句代替主句中的副词的作用,用来修饰形容词、动词、副词甚至修饰整个句子,做状语成分。状语从句可分为时间、地点、原因、条件、让步、方式、比较、目的和结果状语从句等,通常由各种状语从句相应的连接词引出。

She was beautiful when she was a girl. 当她还是小姑娘时,她很漂亮。(时间状语从句)

Stay where you are. 待在那！（地点状语从句）

I can't do it now because I'm too busy. 我现在做不了，因为太忙。（原因状语从句）

I'll come if I'm free this afternoon. 如下午有时间，我就来。（条件状语从句）

They are generous although they are poor. 他们虽然穷，但他们很慷慨。（让步状语从句）

She behaves in the way that her parents told her. 她依照她父母所说的去做。（方式状语从句）

I get up early this morning so that I could catch early bus. 今早我起得很早，以便能够赶上早班车。（目的状语从句）

The little girl ran so quickly that she was thrown off balance. 这个小女孩跑得那么快以致失衡摔倒。（结果状语从句）

Exercises

1. 用正确的标点符号和连词合并下列各组句子

1) Robert must learn his lines by tomorrow.

He will be fired.

2) Everyone wanted an invitation.

Only a few students get one.

3) Mike wants to get a degree in chemistry.

He does not want to spend his afternoons in the lab.

4) Universities pay special attention to undergraduates now.

Their graduate-student enrollment is down.

5) Energy needs are not going to decrease.

Energy sources are not going to increase.

6) Simon worked all night to develop the prints.

No one appreciated his effort.

7) The soprano fainted in the middle of the first act.

The rest of the performance had to be cancelled.

8) My summer job paid well.

By October I had spent my summer earnings.

- 9) They had no insurance on the fire-gutter house.
They could not easily afford to rebuild it.
-

- 10) An icy wind blew through the clinks in the old log cabin.
We wrapped ourselves in blankets to keep warm.
-

2. 分析下列各句, 写出句子结构的名称

- 1) At an international seminar, participating countries discussed the major producers of oil were and how much they export. ()
- 2) The main reason for the defeat was that the enemy has superior or weapons.
()
- 3) We would like to inquire whether the university will accept late registration.
()
- 4) Before the energy crisis began and before the government emphasized the need to save natural resources, Americans did most realize the seriousness of the situation.
()
- 5) If you leave a note or if you telephone, I will get your message. ()
- 6) She behaves in the way that her parents told her. ()
- 7) It is obvious that money can not buy every thing. ()
- 8) Many students who study at this university are from foreign countries. ()
- 9) We cannot use the chain saw because it is broken. ()
- 10) He is the man whom we should all learn from. ()