

■ 李予军 编著 ■

实用英语 写作教程

Writing
Program
in English



国防工业出版社

National Defense Industry Press

实用英语写作教程

李予军
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A Writing Program in English



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<http://www.ndip.com.cn>

内 容 简 介

本书内容包括:英语基础写作中如何选词、择句、行文和谋篇;中国学生在写作中容易出现的各种语句错误及其分析;英语写作的基本修辞手法;英语写作四种类型的基本特点和要素;英语应用文的写作格式和要求;英语专业和非英语专业基础阶段的英语测试写作要求等。本书编写科学,选材新颖,训练针对性强,重点突出。

本书适合作为高校基础阶段的英语写作教材,也可供广大英语爱好者学习参考。

图书在版编目(CIP)数据

实用英语写作教程/李予军编著. —北京:国防工业出版社,2008. 2

ISBN 978-7-118-05561-0

I. 实... II. 李... III. 英语—写作—教材 IV. H315

中国版本图书馆 CIP 数据核字(2008)第 006128 号

※

国防工业出版社出版发行

(北京市海淀区紫竹院南路 23 号 邮政编码 100044)

天利华印刷装订有限公司印刷

新华书店经售

*

开本 710×960 1/16 印张 14 $\frac{3}{4}$ 字数 248 千字

2008 年 2 月第 1 版第 1 次印刷 印数 1—5000 册 定价 26.00 元

(本书如有印装错误,我社负责调换)

国防书店:(010)68428422

发行邮购:(010)68414474

发行传真:(010)68411535

发行业务:(010)68472764

前 言 | Preface

《实用英语写作教程》(A Writing Program in English)编写的主要依据是《高等学校英语专业英语教学大纲》、《大学英语课程教学要求》和《全国高职高专教育英语课程教学基本要求》中写作课程的教学要求。

本教程既有英文写作的基础理论,又突出了应用写作内容,使基础阶段的英文写作有一个比较完整的编排,达到了教学大纲的教学要求,解决了高校目前在基础阶段英语写作教学上普遍存在着的重理论轻实践和在教学安排上的脱节现象,使英语基础写作教学有了整体感和落脚点。学用结合,学以致用,这是本教程的主要特色之一。

本教程采用中文叙述,英文体例,语言简洁明了,章节安排适中,学时安排合理,具有较强的教学可操作性,既反映了学生的学习要求,也满足了教学大纲的教学要求。这是本教程的又一个重要特色。

为了进一步满足学生的学习要求和愿望,编者又有意识地加入了学生们在基础阶段最关注的英语应用能力考试、大学英语四级测试和英语专业四级测试的写作部分内容。满足了学生“我要学”的心理需求。这是本教程的第三个特色。应当指出的是,正值本教程编写之际,先后传来教育部有关英语专业四级和大学英语四级考试改革的消息,各种级别的新考试大纲纷纷面市,编者不得不再次对原稿进行必要的修改,以期能为学生提供最新的教学内容。

本教程定位于高校基础阶段的英语写作,分为基础理论内容和应用实践内容,其突出特点是实用性强,文字浅显,有针对性;既有理论,又有实践;语料新,信息量大,能够满足不同阶段的教学需要。

本教程的设计编排是以一学期 18 周、每周 2 学时为时限安排的,内容分为六大章 33 小节。教师可以根据学生的情况和特点,对教学活动做适当

的调整。例如,在此教程进行当中,适逢一些学生面临毕业找工作或参加各种级别的考试等情况,教师可以灵活掌握教材的安排,把简历、求职、申请或级别考试等内容提前进行。本教程有些章节限于篇幅只提供了基本写作模式,在教学过程中,教师还可以根据新的形势和要求增减内容。

本教程的适用对象为高校英语专业基础阶段的学生、非英语专业学生、高职高专英语专业学生、成人英语专业本科基础阶段学生、专科阶段学生、英语专业自考生以及广大英语学习爱好者。

本教程的编写反映了编者对于基础阶段英语写作教学的基本思想和理念,体现了编者的写作教学思路,即“学能用上的,学管用的”,真正在基础阶段打好英语写作基本功。

编者在编写本教程时参阅了国内外有关资料并引述部分材料,其中也包括互联网上的相关资料,特此向有关出版部门和相关作者表示诚挚的谢意!

本教程在编写过程中得到了有关部门和人士的大力支持,在此向他们表示真诚的感谢!

由于编者水平有限,平时还承担着繁重的教学工作,加之时间仓促,书中还有很多地方未能完全体现编者的编写思路和思想,也难免有不足甚至错误之处,恳请广大同仁和读者批评指正!

编者

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中国有句谚语,“千里之行,始于足下”(A journey of 1,000 miles begins with the first step)。还有一句话,“欲速则不达”(Haste makes waste)。学习英语写作,正好印证了这样两个道理。

上面这两句谚语的英语表达,如果说第一句的英文还有一些根据或尚能用自己掌握的语言来尝试着表达的话,第二句的英文就有一些“离谱”了,靠我们现有的语言知识和理解能力显然就有一些为难了。但是仔细揣摩,却又有道理。翻译既是如此,更何况用一种外语来写作!怎样解决问题呢?除了上述道理之外,开启的钥匙有两把:一把是要有足够的、理解并掌握了英语词汇量;另一把是要掌握基本的英语写作方法或称为技巧。此外,我们在长期的写作教学实践中感到,英文写作,其实和中文写作一样,需要写作者有丰富的和很强的想象力。想象力是使作文内容充实、思想丰富的必备条件。这就要求我们在学习英语写作的同时,加强文学修养,注意观察生活,扩大阅读量,积累丰富的人文知识。

英语写作有许多章法,也叫格式。但也有一些共同的要求,我们把它分别叫做词法、句法和文法。本章将就这些基本要求做些讲解,力求在宏观上帮助建立起英语写作的概念。这一点对初学英语写作者来说尤为重要。

第一节 词的选择 Diction

1. 词的类型 Types of Words

和汉语一样,英文中,词是表达意思的最小单位。从格式上讲,英文词语一般分为三种类型:正式语言(又叫书面语, formal words),一般语言(common words)和口语(colloquial words)。正式语言主要出现在正式的文章,如学术类或理论类著作,政治和法律文件,正式讲稿和演说等中。这些语言的特点是:很

多词汇有三个或三个以上的音节,多来自希腊语或拉丁语;很少用于日常会话。请看下面这篇短文:

There is nothing new in the *recognition*, *within* a given language, of a distinction between common usage and uses of the language for more restricted purpose and often enough, perhaps *characteristically*, more *elevated* purpose. The *monolithic* nature of English is not questioned when literary essayists like Emerson contrast poetry and common speech. The latter is recognized in America to be the proper subject for the *investigation* of linguists who, however, now show some *incipient inclination* to investigate poetry, too, and other *noncasual utterances* in a given language.

C F Voegelin

这篇短文只有三句,但每句都很长且用词很大(斜体部分)。长句子和音节较多的词汇一般来说是正式文章的标志。

但是,大多数英语文章中使用的词汇并非都是这样,一般都是人们的日常用语,而且可以出现在各类文章中,我们把这样的词汇叫做一般语言(common words)或普通语言。请看下面这篇短文:

When I was kid, and reading every science fiction book in the local library, I used to wonder exactly how the future would happen. By that I don't mean what the future would be like—science fiction already told me that—but rather how we'd actually get there. Science fiction books seemed to agree, for example, that in the future there would be no money—all transactions would be made via identity cards and centralized computers. But that seemed dubious to me: how, I wondered, are you going to get everybody to give up money in the first place?

Michael Rogers

这篇短文中,除了个别地方使用了比较正式的词语(transactions, dubious)外,几乎所有的词都使用的是日常用语。和上面的短文相比,句子也短了许多,简单了许多。而这样的文字结构正好符合用来描写一个孩子的思想的实际情况。

英语中还有一些词语主要用于非正式的或是熟人之间的会话中。这些词语很少出现在正式的文章中,而在文学作品中,也只不过是用来记录人们的思想和对话。这些词的特点是拼写短小,音节不多,大多数来自于英语本族语。我们把这些词语叫做口头语(colloquial words),又叫通俗语,有的教材还把它叫做非正式语。请看下面这段短文:

You have your tension. Sometimes you come close to having an accident, that upsets you. You just escape maybe by a hair or so. Sometimes maybe you get a disgruntled passenger on there, and starts a big argument, traffic. You have someone who cuts you off or stops in front of the bus. There's a lot of tension behind that. You got to watch all the time. You have to drive for the other drivers, to avoid hitting them. So you take the tension home with you.

Studs Terkel

这是一篇芝加哥司机的谈话。他用的语言非常口语化,如: *there's*, *you're*, *by a hair or so*, *on there*, *cuts you off* 和 *you got to* 等。但也可以看出来,大多数地方还是用的一般语言。通常情况下,这种语言还表明说话者的受教育程度不高。因此,语言的风格受到一个人的学识和职业的影响较大。

从以上分别讨论的语言表达形式中,我们可以知道,英语中有三种不同级别的表达方式:在最上面的一层是正式语言(书面语),中间的是一般语言(普通语言),而在最下面的是口头语(通俗语)。一般语言对所有形式的写作都适用;正式语言很少用于非正式的文章;口头语很少用于正式著作。

理解这些区别对于英语写作非常重要。第一,可以使我们在学习英语语言特别是词汇的时候,有意识地去理解掌握词汇的词义和用法;第二,可以使我们在阅读英语文章的时候,自觉地去分析作品的体裁——是一般性文章还是学术类著作,或是文学性表达等;第三,可以使我们在写作的时候,有意识地选择恰当的词语,而不至于出现用词不当或用词失误。

2. 词的含义 Meanings of Words

英语词汇有内涵、外延之分,抽象、具体之别。学生由于词汇量有限,在词汇的使用上出现失误,是比较普遍的问题。因此,在写作的时候,应当学会如何正确使用词汇。一般来讲,应当记住下列几条:

- (1) 用一般语言或非正式语言表达一般目的;用正式语言表达特殊目的。
- (2) 表达具体事情的时候用具体的词汇;总结性语言用抽象的词汇。
- (3) 使用同义词的时候,选择最能准确表达意思,也最符合内容和文章风格的词汇。
- (4) 在合适的场合使用习惯表达和习惯用语。

请看下面一组词语:

General

animal

Specific

tiger, horse, fox, cat, mouse, bird, butterfly, insect

professionals scientists, doctors, teachers, lawyers, journals
laugh chuckle, guffaw, giggle, smile, grin, beam
big huge, great, large, vast, immense, enormous, tremendous

由上看出,从写作角度来说,应尽量掌握和使用具体含义的词汇。只有具体词汇才能使文章清晰、准确、形象和感人,因为这些词汇的信息量和表达性都要比抽象词汇要多要强。这同时也是英语写作的特点。

还有一点应该注意,使用具体词汇要跟相应的细节表达结合起来,这样才能使文章富有说服力和感染力。请看下面几段话:

- (1) General Books are of various kinds and have different contents.
Specific We have history books recording past events, geography books dealing with the earth, mathematics books focusing on space and number, language books studying the means of communication, and literary books reflecting social problems.
- (2) General We have a pleasant summer.
Specific In the summer the sunshine is very bright. The wind is very soft. The blue sky and the white clouds of various colors are very beautiful. The fresh air and transparent atmosphere are all but excellent.
- (3) General It is often windy and dusty here in spring.
Specific In spring there is often a very strong northwest wind. It carries so much fine dust with it that sometime the sun becomes obscure(暗淡). There is no escape from the fine dust; it gets into your eyes, your ears, your nostrils(鼻孔), and your hair. It goes through the cracks of closed windows and covers your desks and chairs.

这几段话表明,扩大词汇量和使用有表现力的词语,就应该特别注意对具体词汇的关注。人们在写作时,通常都是先想到抽象意义的词,但这是远远不够的,我们还需要想到那些意义近似而更加富有色彩和表达力的具体词汇。正如上面几段例句,如果只有第一句,而没有下面的具体化,则很难称其为文章。因此,从某种意义上讲,练习写作时不妨先从写词的具体化开始训练,这对培养英语写作思维习惯很重要。

请看下面选词的对比：

(1) 具体名词的使用。

On sale now! (抽象)	We've got the lowest prices! (具体)
Lots of stuff!	Tennis shoes, hightops, ski boots, cross-
Tons of footwear!	trainers—and more!

(2) 形象的动词。

① I *ate* breakfast. Then I *got* in Mom's car. We *went* to the dentist. I *walked* from the car to the dentist's office. The dentist *cleaned* my teeth. When she was done, I *walked* back to the car. (一般)

② I *gobbled* my breakfast. Then I *hopped* into Mom's car. We *sped* to the dentist. I *raced* from the car to the dentist's office. The dentist *scraped*, *flossed* and *polished* my teeth. When she was done, I *skipped* back to the car. (形象)

(3) 生动的形容词。

① On Saturdays in the summer our town park is lively and busy. It's filled with many sights and sounds. You can hear the swimmers splashing in the lake. There's also a good smell in the air. People are using the park's many barbecues. (一般)

② On *sunny* summer Saturday afternoon, our town park is filled with *smiling* people having fun. You can hear the laughter and splashing of *happy* swimmers in the *cold*, *clear* lake. The air is filled with the *mouth-watering* smells of food grilling. (生动)

3. 习语 Idioms

习语是英语中表达特殊含义的固定搭配。英语中存在着大量的习语。学会使用它们,可以使写作内容丰富多彩,思想表达形象且准确,如:

a. the more the merrier (“Everybody is welcome”)

b. make off with (“take away”)

请看下面所列习语:(请尝试理解并查找英语习语词典确认)

bear in mind

look forward to

at length

the apple of one's eye

as poor as a church mouse

carry on

take it or leave it

as big as life

kill two birds with one stone on the air
in black and white by one and two

掌握并运用好习语,对于英语写作初学者来说有一定的难度,需要我们平时逐渐地积累。笔者通过教学发现,有一个较好的方法是,可以先从学习掌握英语谚语开始,因为谚语往往更能引起人们的学习兴趣,产生联想,并且可以从培养语言意识。请看下面的谚语:

- (1) Wisdom in the mind is better than money in the hand. (胸中有知识,胜过手中有钱)
- (2) Nothing is impossible for a willing heart. (心之所愿,无所不成)
- (3) God helps those who help themselves. (无助者自助)

建议:我们大多数同学都有英语词典,实际上还应该准备英语常用习语词典、英语常用谚语词典和英语常用短语词典等。平时可以经常翻阅,逐渐积累,其实这个过程本身就是学习。

本节练习

1. 阅读下列短文,然后回答问题。

Language is our facility to talk to each other. The word “talk” is used not merely to avoid a rather more technical and high-sounding word like “communicate”; talk is more precise and more relevant to the special nature of human language than “communicate”. In the first place, all creatures—cat, sparrow, and bee—can attract each other’s attention, warn of danger, woo their mates, and direct the way to food. We are still learning just how well animals can communicate with each other, but there can be no doubt that animal communication is wholly rudimentary as compared with the complex and subtle control of language possessed by even the least intelligent or least educated English tump or Australian aboriginal. It is therefore appropriate to say that language involves talk’ to emphasize that language is a peculiarly human activity.

Randolph Quirk

- (1) 本篇是什么风格的文章? 文章的目的是什么?
- (2) 本文的阅读对象是哪些人,科学家,还是普通读者?
- (3) 文章中词语的使用符合内容要求吗?

2. 阅读下列文章,指出是属于哪一语言类型的文章,为什么?

“You’re th’ Professor here, ain’ t you?” says Pa.

“Yes,” says Professor Herbert, “ and you are Dave’s father.”

“Yes,” says Pa, pulling out his gun and laying it on the seat in Professor Herbert’s office. Professor Herbert’s eyes got big behind his black-rimmed glasses when he saw Pa’s gun. Color came into his pale cheeks.

“Jist a few things about this school I want to know,” says Pa. “I’m tryin’ to make a school out’n Dave. He’s the only one out’n eleven youngins I’ve sent to high school. Here he comes in late and leaves me all the work to do! He said you’s all out bug huntin’ yesterday and broke a cherry tree down. He had to stay hours after school yesterday and work out money to pay on that cherry tree! Is that right?”

Jesse Stuart, *Split Cherry Tree*

3. 阅读下列短文,请指出是属于哪一语言类型的文章,语言和内容一致吗,为什么?

My father was, I am sure, intended by nature to be cheerful, kindly man. Until he was thirty-four years old he worked as a farmhand for a man named Thomas Butterworth whose place lay near the town of Bidwell, Ohio. He had a horse of his own, and on Saturday evenings drove into town to spend a few hours in social intercourse with other farmhands. In town he drank several glasses of beer and stood about in Ben Head’s saloon—crowded on Saturday evenings with visiting farmhands. Songs were sung and glasses thumped on the bar. At ten o’ clock father drove home along a lonely country road, made his horse comfortable for the night, and himself went to bed, quite happy in his position in life. He had at that time no notion of trying rise in the world.

Sherwood Anderson, *The Egg*

4. 下列词语都是比较笼统抽象的,请找出相对应的具体词汇。

walk	look at	cry
angry	tree	animal
flower	wind	rain

5. 请改正下列各句中用词不当的问题。

(1) The conclusion that the scholar has come to is that kids should not have to

suffer for the sins of their fathers.

(2) Mrs. Brown was indignant with her son, because he hadn't done his homework.

(3) The ice cream melted away in the plate.

(4) Would you mind opening the gate? The air in this room is too close.

(5) A strange man came in. "May I borrow your telephone?" he asked.

(6) They all expect that the patient will be well soon.

(7) While reading the tragedy, the girl cried over its pages.

(8) I don't know who is smiling in the next room.

6. 在下面篇章语境中选择恰当的词。

How do we know that dogs _____ (have, show, are, is) color-blind? This has been tested in _____ (that, a, their, the) same way that it has been _____ (discovered, heard, told, said) what dogs can hear. The attempt _____ (have, has, shall, is) been made to train dogs to _____ (whine, cry, bark, salivate) when they are shown certain different _____ (colors, odors, cards, tastes), just as they were trained so _____ (comedies, notes, cries, cheers) were sounded. Such experiments have turned _____ (in, out, around, about) failures: it has been found impossible _____ (for, if, not, to) make dogs distinguish colors from one _____ (other, another, over, under) as signals for their dinner. . . Monkeys, _____ (in, an, on, for) the other hand, are able to _____ (try, paint, call, distinguish) colors. They have been trained successfully _____ (to, have, has, for) go for their meal to a _____ (corner, cupboard, castle, kennel), the door of which was painted _____ (about, of, in, up) a certain color, and to ignore _____ (other, another, if, for) available cupboards with differently colored doors, _____ (under, over, on, in) which there was no food. Apart _____ (for, from, by, in) monkeys and apes, however, most mammals _____ (seem, show, try, tell) to be color-blind, at any rate _____ (that thus, these, those) which have been scientifically tested. Even _____ (bears, bulls, calves, colts) have been shown not to see _____ (red, blue, yellow, green) as a color. In spite of _____ (proud, holy, regular, popular) are not excited by _____ (red, blue, yellow, green), and they cannot distinguish red from _____ (light, dark, cold, hot) gray. No doubt any bright

waving _____ (flag, cap, cloth, hand) excites a high-spirited bull.

7. 词汇练习。在下列段落里,黑体词为词表词,斜体词为词表词的“语境线索”。请先写出词表词和语境线索;再填出你所猜测的词表词的意思;然后从字典中找出词表词的字典定义。

Paragraph 1

In order to understand how to **administer** the test, the professor first read the direction on the front of the sealed envelope. Then he *gave the tests* to the students, telling them to place the face down on their desks.

Vocabulary Word _____

Context Clue _____

Probable Meaning _____

Dictionary Definition _____

Passage 2

When John approached the edge of the cliff, he *guessed* that the edge would be strong enough to walk on. But when the ground collapsed beneath his feet, he learned that his **assumption** had been wrong.

Vocabulary Word _____

Context Clue _____

Probable Meaning _____

Dictionary Definition _____

Passage 3

The doctor explained the **distinction** between influenza and pneumonia by outlining the *different symptoms* of each disease.

Vocabulary Word _____

Context Clue _____

Probable Meaning _____

Dictionary Definition _____

Passage 4

To **analyze** the contents of the drink, Alan *examined* drops of the liquid under a microscope. This study convinced him that no toxic matter was present.

Vocabulary Word _____

Context Clue _____

Probable Meaning _____

Dictionary Definition _____

Passage 5

After Brain had finished cutting the second piece of lumber for the patio roof, he found that it did not **correspond** with the first piece: the second was too long. To make the second piece *match* the first piece, he trimmed off half an inch.

Vocabulary Word _____

Context Clue _____

Probable Meaning _____

Dictionary Definition _____

Passage 6

Marie wanted to *move* into her new apartment next week, but her landlady told her it would not be possible to **occupy** the premises until the first of the month.

Vocabulary Word _____

Context Clue _____

Probable Meaning _____

Dictionary Definition _____

Passage 7

Although the young couple hoped to **maintain** both a home in the city and a vocabulary cabin at the lake, they found that *keeping two houses* was too expensive.

Vocabulary Word _____

Context Clue _____

Probable Meaning _____

Dictionary Definition _____

Passage 8

From Sally's original idea of having a simple breakfast for the new neighbors, a more ambitious plan began to **evolve**. In the end, the breakfast *had grown* into a festive luncheon of crepes, fruit salad, cheeses, and wine.

Vocabulary Word _____

Context Clue _____