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本书是专为大学生和英语爱好者编写的一本英语写作教程, 目的在于帮助他们了解并初步掌握英语写作的一般方法和最基本 的技能,顺利通过大学英语四六级统考的写作部分的测试,提高实 际写作的能力,满足今后继续深造和实际生活中英语写作的需要。

本书共分两章。第一章为大学英语写作诀要,介绍大学英语写作的基本要求和方法以及四六级考试写作的技巧。第二章为实用英语写作,介绍信函、个人简历、简介、说明等各种应用文以及论文的写作方法。本书不仅可以用来指导大学英语写作,也可以作为将来实际通信和其他写作时的参考。

本书没有按照一般写作教程由词到句,由句到段,最后组成篇章的传统模式去编排,因为这种顺序只是文章的结构顺序,而不是实际的写作顺序。实际写作总是先确定主题,然后围绕主题进行构思、选材、计划提钢、发展段落。也就是说,先从总体上进行考虑,把整个文章安排好,然后才开始逐句逐段地写作。如果总体安排不好,各部分缺乏有机联系,那么句子段落写得再好,也只是好句子或好段落,而不是好文章。所以本书按照实际写作的顺序编排,强调文章的整体性,以符合人们习惯的、自然的方式引导写作训练,以便取得更好的效果。

本书的编写还考虑到了大学英语课时十分有限这一实际情况,所以内容不求面面俱到。一般写作教程中的句子写作部分实际上与语法练习没有什么区别,学英语的大学生在入学前后已经不知操练过多少遍了,如果在写作中再来一遍则未必会有好效果。所以本书不设句子写作部分,而是在修改与润色一节中把最容易出

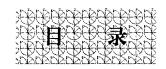
现的语法结构方面的错误列出,作为修改时应该特别注意的一个方面加以阐述。

本书第一章介绍的是 1999 年 8 月《大学英语教学大纲》修订 本的最新要求。

在有关写作基本技能的章节中还设置了练习,使学生通过实践,加深印象,更好地提高写作能力。但总的来说练习并不多,在实际使用中教师可根据具体情况多补充一些练习。

本书的编写模式实属一种尝试与创新,肯定有许多不足之处, 恳请广大读者批评指正,以便今后不断完善。

> 编 者 2000年8月



第一章 大学英语写作诀要

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第一节 概 论

一、大学英语写作的范围

大学英语写作一般不要求学生写小说、诗歌或者剧本,而是围绕一个话题、提纲或图示等写文章(essay),对事件或人物进行描写、叙述、说明,或就某个问题进行讨论、发表看法等等。这类文章一般由三部分组成,即开头部分(introduction/beginning)、主体部分(body)和结尾部分(conclusion/ending),每一部分又由一个或几个自然段组成。

二、两个重要原则

大学英语作文都必须有鲜明的主题,文章的各个部分都必须为阐明主题、发展文章的中心思想服务。如果与主题无关,于阐明发展主题不利,那么不管多么好、多么有趣的材料都不能写入,这就是文章的统一性(unity)。

不仅如此,文章的各个部分还要围绕主题按一定的逻辑顺序安排。每一部分都必须是其前一部分发展的必然结果,从一部分到另一部分的发展过渡要顺畅,相互之间连接要自然,使整个文章成为一个有机的整体,这就是文章的连贯性(coherence)。无论写什么文章,都必须遵循这两个原则。

一般说来,文章在开头部分就应该引入并揭示主题,同时也可根据需要对文章的背景、目的、大体内容、结构安排等作简要的交

代和说明。作者在正文部分详细阐述和发展主题、分析问题、论证 观点、描写或叙述人物事件。结尾部分主要是归纳总结全文的要 点,重现主题。

这是一种直线发展方法,是英语文章的一个重要特点,大学英语写作最好都采用这种方法。



Directions: Read the following passages, pointing out which is not unified and which sentence is unrelated to the controlling idea of the passage.

- (1) The vegetable and fruit and flower merchants are surrounded by baskets of purple eggplant, green peppers, stings of tiny silvery onions, heads of bitter Indian spinach, and a dozen Indian vegetables for which I don't even know the English names. I had forgotten about the profusion of fruit in India—it is only during the brief, intense summer that you see much variety of fruit in Moscow. In Russian, as winter approaches, all vegetables except for potatoes and the pervasive cabbage in soup seem to disappear from the menus.
- (2) For hundreds of years, man has made use of the talents of monkeys. Egyptian paintings of 2 000 B. C. show baboons gathering fruit for their masters. Even in 1879, in Abyssinia, monkeys were still being used as torchbearers at feasts. The monkeys would sit in a row on a bench and hold the lights until the guests went home. Then the monkeys would eat. Most of the world's zoos contain a variety of monkeys for people to watch.
- (3) Except for some bare spots and a few mountain peaks, Antarctica is covered with an icy frosting perhaps 2 000 feet deep. Along the coast, the frosting spills off into the Ross and Weddell Seas, forming a great ice barrier. This ice is not ice as we know it. It is neve, or glacial snow that has been pressed together. A refrigerator permits people to keep food fresh for long periods of time. Long ago, during the Ice Age, neve covered other areas of the world. Today, Antarctica still remains in the Ice Age.



Directions: Revise these passages for greater coherence by arranging the sentences in a logical order.

- (1) Pine trees grew down to the lake's edge, so we had to walk through a small pine forest to reach the water. We drove as close as we could to the lake, parked the car, and got out. John was the first one to dive into the lake. As we drove down the road, the lake came into view. He laughed at us for being afraid to get our hair wet. We decided to stop and take a swim for an hour.
- (2) Fuel that is burned in the rocket engine changes into gas. As the gas is ejected with great force, it pushes the rocket in the opposite direction. Impressive and complex as it may appear, the rocket, which was invented in China over 800 years ago, is a relatively simple device. Like the kick of a gun when it is fired, it follows the laws of nature described by Sir Isaac Newton when he discovered that "for every action, there is an equal and opposite reaction".

第二节 常用文体

在开始写作之前,有必要了解一下常用文体。人们习惯把文体 分为四类,即记叙、描写、说明和议论。采用不同文体的文章也就分 别被称为记叙文、描写文、说明文和议论文。但值得一提的是各个 类别之间的界限实际上并不那么清楚,有时不同的文体在同一篇 文章可以并用,例如在记叙文里往往免不了要对有关的人和事进 行描写,而在议论文中说明也可起到重要作用。下面就分别简单介 绍这几种文体。

一、描写(Description)

描写是对事物、场面、环境,人物的外貌、动作及心理等的具体

描绘和刻画。描写既可以是客观描写,即描写过程不掺杂个人感情和意见,一切忠于事实,是什么样子就写成什么样子;也可以带着个人的感情和意见去描写。这样描写出来就与实际情况不完全一致,但会给读者留下更深刻的印象,更有利于表现主题。例如在《大学英语》(精读)第四册"Luncheon"一课中作者对一个贪吃而又厚脸皮的女人是这样描写的:

... and she gave me the impression of having more teeth, white and large and even, than were necessary for any practical purpose.

显然,一个人的牙齿不可能长得比别人多,但这样的描写却非常鲜明地突出了她贪婪的特征。

这一例子也说明,描写要注意细节,特别是最能够表现描写对象特征和本质的细节;其次,在描写人物时,不仅要描写其外貌,还要努力表现其性格特征和思想感情,做到神形兼备。

描写事物或景致时,在注意真实性与形象性的同时,要注意氛围、意境的渲染以及想像、情感的烘托。描写的语言要具体、生动、形象,富有感染力,为主题所用。

描写应该注意兼顾整体描写和细节描写,并按一定的顺序进行,例如按由整体到细节的顺序,或以空间布局为顺序,采取由远及近,由动至静等顺序。

二、叙述(Narration)

简单说来,叙述就是写人记事。叙述大致可分为两种,一是事实叙述(factual narration),即记实性的真人真事,包括新闻报导、通讯、报告文学、日记、游记、回忆录、传记等;另一种是想像性叙述(imaginative narration),包括小说、戏剧故事、寓言等。作为一种常用的写作手段,叙述经常与描述、说明等综合使用。例如在叙述一个故事时,就需要对其中的人物和事件的场景进行描述。

叙述文的关键在于交代清楚事件发生的时间(when)、地点

(where)、涉及的人物(who)以及原因(why)、发展(how),当然最重要的是事件本身(what),这就是通常所说的要写好的几个"W"。

叙述文同样也要围绕主题,选择相关的、最能表现事情特征和本质的详细材料。叙述文的写作一般以事件发生的时间顺序为序,即顺叙;有时也可以按相反的顺序写,也就是倒叙。此外,为了做一些必要的铺垫或交待,有时需插上一段背景说明,这就是插叙。有时也可按事情重要性的大小来安排顺序。

叙述文一般用第一人称或第三人称。用第一人称可使叙述更加生动、具体,让读者有一种亲身经历的效果。而使用第三人称可使叙述更加客观。因此,应该根据所叙述的事件来确定究竟采用哪一种方法。

叙述文一般只是写人记事,但有时也可在结尾部分表达某种观点,1988年6月份四级考试的作文就是这样的例子。在叙述了"我"清晨去公园的经过并对公园里的所见所闻进行描述之后,"我"提出了这样的想法:"Taking early morning walks makes a man healthy and wise."

三、说明(Exposition)

这是大学英语写作最常用的一种文体,它被用来说明事物的特点和性能,解释某一事物发生的原因或过程,或介绍某种操作的具体程序,或解释某些抽象概念或阐明某种科学原理,总之一句话,就是解说事物,阐明道理。

说明文也可以阐述某种意见或想法,但它的目的不是要说服读者接受它,而只是为了把事情说明白,以便读者自己判断。这一点与议论文不同。

为了清楚地说明和解释事物,说明文常采用叙述或描写等方法,但说明文和叙述文不同的是,它不仅使读者知道发生了什么事,还要解释事情怎样发生和为什么会发生,说明文和描写文也不

一样,描写文只是告诉读者某事物是什么样子,而说明文却要告诉读者事物在什么情况下或由于什么原因才是这样的。

说明文要求层次分明,结构严谨,逻辑关系清楚。所作的说明 解释要准确无误,清楚明了。

为做到这一点,说明文通常大量采用例证、定义,使用对比、分类、分析因果关系等方法,而且经常是几种方法在一起综合运用。

说明文的文字应该更正式一些,但应该简单明了,不要有过多的修饰,以免影响说明的准确性。当然在清楚准确的前提下,也应该让文字尽量生动有趣。

四、议论(Argumentation)

议论文也是一种应用很广的文体,作者在文中阐明某种观点、 主张或见解,目的在于说服读者相信、赞同、支持这些观点主张或 采取作者所希望的行动。

为达到这一目的,在文章的开头部分要直截了当、准确无误地 提出论点;要摆出充分而有说服力的论据,例如有关的事实、例证、 统计材料、权威部门的结论、证明等。要精心安排这些材料,按照严 格的逻辑进行分析、推理和论证。

由于用作论据的材料各不相同,所以使用的手法也要相应有所变化。有的需要叙述,有的则要描写或说明。所以一篇议论文会有多种文体,但最常用的是说明。

写议论文除了要把道理讲清讲透,做到"晓之以理"外,在可能的情况下也要设法从感情上打动读者的心,做到"动之以情",把两种方法结合起来使用。

议论文的语言要求一个"实"字,既要避免夸张之词,说过头话;又要注意不要用那些带有不确定意味的词,如"perhaps"、"maybe"、"I am afraid"等。议论文的语气要友好、平和;态度要平等、真诚,使人感到确实是在讲道理,决不可居高临下、咄咄逼人、虚张声势、强词夺理,更不能进行人身攻击。讽刺的手法也要慎用。

下面把各种文体的文章每种举一个例子,供大家参考。

1. 描写文(Description)

Near the edge of the porch a ragged man stood. His black coat was almost worn out at the edges, and the knees were gone from his pants. His face was black with dust. ...

The ragged man stared while Pa spoke, and then he laughed, long and loud. The circle of faces turned to him. The giggling got out control and turned into coughing. His eyes were red and watering when he finally...

"Can he really be typical?" he thought. "He has an umbrella, neatly rolled, but no bowler hat; in fact, no hat at all. Of course, he is reading about cricket and he is reserved and not interested in other people. But he is only of average height and his hair is not fair, but as dark as that of an Italian, and curly, with almost on parting. He is not smoking a pipe, and although we foreigners think that a real English man ought to have a mustache, he is clean-shaven. His nose is slightly crooked. What a serious face he has! He is frowning a little, but the eyes beneath his worried-looking forehead are sincere and honest."

"His clothes are anything but smart. In fact, they are rather old, though well brushed. Even though he is not wearing a wedding ring, he is probably married, with perhaps three children. his gloves are fur-lined and his trousers well pressed. He keeps far too many things in his pockets, so his suit looks badly out of shape. What dull, old fashioned leather shoes he is wearing! His briefcase is old too and bulging, so that the zip-fastener does not close properly."

* 2. 叙述文(Narration)

I was born in 1894, on a small farm in northern Missouri.

My father was half Indian; my mother was a white woman. We were very poor, but I didn't know about that. I was too young then.

There was no big town nearby and all the world seemed to be just like my home. Those were the beautiful sunny days which I spent playing under a big tree, with my father working in the fields. Our home had only two rooms. In one stood two beds. The other was the kitchen, dining-room and workroom all in one.

But my father was not happy on the land. He wanted to break away from the farm with its endless toil. So he signed a contract to haul coal for a mine owner. The mine lay far back in the mountains; the coal had to be hauled from a deep valley. He had worked for several months...

•••

The spring time came, first to the plains and foothills and then up to the mountain snows. In Trinidad the cottonwood trees put on a fuzzy greenness and the Purgatory River rose higher and higher, swelled by the melting snows. Each day we stood on its banks and watched it eat nearer to the row of little houses in front of our tent. It rushed against the iron and cement piling of the railroad bridge and people fearfully recalled the time ten years before when spring floods had torn out the great steel structure and cut a new riverbed through the town. Each night we went to bed with the roar of the rushing water in our ears and at intervals throughout the night men rose to listen; they wandered restlessly to and fro near the river bank, talking in low tones.

It was in the gray of an early morning that my mother's ter-

rified voice awoke us. My father insisted that there was time to dress, but when he looked out once more his voice was filled with fear.

"Grab yer things an' come," he commanded. Trembling with the cold, we followed him out of the tent and along a ridge between two ditches leading toward the railway tracks. The river had broken its banks and was filling ditches and all low places, rushing through weeds and willows with a sound of danger. It was a terrible sound…mad water rushing and rising…elemental forces speaking in a voice of finality.

3. 说明文(Exposition)

The majority of alloys are prepared by mixing metals in the molten state; then the mixture is poured into metal or sand molds and allowed to solidify. Generally the major ingredient is melted first; then the others are added to it and should completely dissolve. For instance, if a plumber makes solder he may melt his lead, add tin, stir and cast the alloy into stick form. Some pairs of metals do not dissolve in this way. When this is so it is unlikely that a useful alloy will be formed. Thus, if the plumber were to add aluminum, instead of tin, to the lead, the two metals would not dissolve—they would behave like oil and water. When cast, the metals would separate into two layers, the heavy lead below and aluminum above.

On difficulty in making alloys is that metals have different melting points. Thus copper melts at 1 083°C, while zinc melts at 419°C, and boils at 907°C. So, in making brass, if we just put pieces of copper and zinc in a crucible and heated them above 1 083°C, both the metals would certainly melt. But at that high temperature the liquid zinc would also boil away and the vapor

would oxidize in the air. The method adopted in this case is to heat first the metal having the higher melting point, namely the copper. When this is molten, the solid zinc is added and is quickly dissolved in the liquid copper before very much zinc has boiled away. Even so, in the making of brass, allowance has to be made for unavoidable zinc loss which amounts to about one part in twenty of the zinc. Consequently, in weighing out the metals previous to alloying an extra quantity of zinc has to be added.

4. 议论文(Argumentation)

What are the major pollutants? And where do they all come from?

Air pollution has two major causes: moving automobiles and stationary sources such as factories, power plants and oil-burning heating units.

Automobiles account for some sixty percent of all the air pollution in the U.S.. Their engines give out carbon monoxide—a colorless, odorless gas which can cause dizziness, headache and tiredness, and can kill in sufficient quantities—and hydrocarbons, one of the principal ingredients of smog. There are ninety million cars in the United States and their numbers are growing two and a half times as fast as the population.

Factories, power plants and heating units burn coal and oil, which give off poisonous gases which affect the respiratory system and attack such diverse materials as paint and stone. When these gases mix with fog, smog results.

Some efforts have been made to clean up the air. In Los Angeles, for example, industry was forced by the city to clean up almost overnight. Los Angeles industry is now the cleanest in the country, but smog still hangs over the city. Industry, it

turned out, accounts for only ten percent of the smog in Los Angeles. automobiles contribute the other ninety percent.

There are a few success stories in battling air pollution. Industry in the United States spent half a billion dollars last year on controls. The federal government passed the Air Quality Act of 1967, setting up a program of research into the dangers of air pollution and providing federal assistance to states and regions. If the states don't do their job properly, the United States Secretary of Health, Education and welfare (HEW) can step in to enforces quality standards.

Something can be done. Pollutants can be trapped before they pour out of chimneys—and a pollution-free car can be built. But federal laws would be needed to bring about a nation-wide system of environment control.

As a HEW publication says: "Air pollution is the inevitable consequence of neglect. It can be controlled when the neglect is no longer tolerated. It will be controlled when the people of America, through their elected representatives, demand the right to air that they and their children can breathe without fear."

第三节 开始阶段的写作

了解了常用的各种文体之后,这一节将讨论写文章的开始阶 段应该怎样做,包括要做哪些准备、如何计划以及如何写文章的开 头部分等等。

一、写作前的准备

在正式动笔之前,必须做好充分的准备工作。首先要确定文章