

# 英语写作基础

# 应试指导与 全真模拟试卷

全国高等教育自学考试**英语专业专科段**应试辅导丛书

主编  
栗长江  
梁文霞

剖析了各种考试题型的命题思路及解题技巧

覆盖了教材及考试大纲中的所有考点，每套  
试题均附有答案及解析

书后附历年真题、答案、评分标准及精解

听力、口语配有语音纯正、清晰的磁带



北京理工大学出版社

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# **英语写作基础 应试指导与全真模拟试卷**

主编 栗长江

梁文霞

主审 王治江

**北京理工大学出版社**

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## 总 前 言

高等教育自学考试经过二十多年的发展,已经成为我国高等教育的基本制度之一。高等教育自学考试走到今天,规范了教材,统一了考试,已经日臻完善。

高等教育自学考试为那些没能走进大学校门的众多莘莘学子圆了大学梦。每年几百万自考生走进考场,去实现自己的梦想。与考者不仅有民办大学的学生、社会青年,还吸引了在校的大学生。这些大学生多是跨专业学习,旨在成为社会急需的复合型人才。随着中国加入WTO,中国与世界接轨的步伐的加速,英语成为一门炙手可热的学科,参加英语专业自考的考生也就自然越来越多。为了让广大考生了解英语自考的详细情况,把握英语自考的动向,明确英语专业自考的各科的重点、难点,培养扎实的知识基础及应试策略,我们组织长期在自考教学一线的教师编写了这套英语专业(专科段)应试辅导丛书。

本套丛书包括了英语专业专科段自考的各个英语学科,它们是:

- ◇ 综合英语(一)应试指导与全真模拟试卷
- ◇ 综合英语(二)应试指导与全真模拟试卷
- ◇ 英语阅读(一)应试指导与全真模拟试卷
- ◇ 英语阅读(二)应试指导与全真模拟试卷
- ◇ 英语写作基础应试指导与全真模拟试卷
- ◇ 英语国家概况应试指导与全真模拟试卷
- ◇ 英语听力应试指导与全真模拟试卷
- ◇ 英语口语应试指导与全真模拟试卷

上述每本书均包括三大部分:

- ◇ 第一部分 备考指南
- ◇ 第二部分 模拟试卷及详解
- ◇ 第三部分 历年真题及答案与评分标准

**备考指南**部分为考生分析考试内容,总结应试技巧,预测考试动态,归纳考试重点。**模拟试卷及详解**部分为考生提供全真的考试内容,让考生在模拟训练中总结经验教训,培养好的“题感”和应试技巧。**历年真题及答案与评分标准**部分为考生提供了全国统考以来历年的考试真题、答案及评分标准,使考生充分了解考试的内容、难度及答题时的注意事项。

本书旨在“授之以‘渔’”,希望考生能够通过一道题来掌握一类题。毕竟“题海茫茫”,我们不可能每天沉溺于题海之中不能自拔,要培养自己举一反三的能力。

本书是集体智慧的结晶。作者们不辞辛苦,忘我工作,才有了这套丛书的出版,在此向所有为本套图书出版做出贡献的女士、先生们致敬!

虽然我们在成书的各个环节均做到了一丝不苟,但书中错漏之处在所难免,诚恳希望外语界同仁及广大读者不吝指正,以便再版时改正,在此,我们深表谢意。

编 者

6201-101

# 本书前言

《英语写作基础》是一门实践性很强的课程,掌握理论后最重要的是去实践。在实战训练中,考生可以发现自己学习中的弱项,掌握应试要领,培养好的题感。而目前可供考生实战的参考资料并不多,为此,作者决定编写这本辅导用书。本书第一部分为备考指南,帮助考生分析解题思路,总结应试技巧,归纳考点知识。第二部分包括10套全真模拟试卷,供考生考前热身及平时训练之用。第三部分提供了1998—2001年的真题及详解,并附有评分标准,以便使考生明白答题时应按照什么样的标准来做。

本书是参照《英语写作基础自学考试大纲》及教材,按照近年的考试题型编写的,可与作者编写的《英语写作基础自学手册》(北京理工大学出版社)配套使用。本书有以下几大特色:

➤ **权威性:**编者长期从事《英语写作基础》的考前串讲及考前辅导,积累了丰富的经验。本书在考前辅导班上试用过,效果不错,现在公开出版发行。

➤ **标准性:**本书严格按照《大纲》、教材及历年试题的题型、难度、命题方向编写。

➤ **全面性:**本书覆盖了《大纲》所要求的重点、难点,以真正起到“实战训练”的效果。

➤ **实用性:**本书题目均为深思熟虑之作,能真正培养学生的应试技能和解题题感,提高解题速度。

相信本书会成为自考朋友的良师益友,预祝大家考试成功。

编者

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# 第一部分 备考指南

## 一 考试概况

英语写作基础是全国高等教育自学考试英语专业专科阶段的一门必考课程,旨在培养学生英语写作的基本技能,重点教授英语写作的最基础内容。全书包括三大部分:句子的组成、段落的写作、概要及应用文写作。本门课程的考试内容涵盖了全书的绝大部分内容,题型包括:

- I 重写句子
- II 改写病句
- III 标出主题句
- IV 重新组合段落
- V 标出与段落内容无关的句子
- VI 写便条
- VII 写信

英语写作基础这门课程自1998年全国统考以来题型基本上没有什么变化,主要是题目数量发生了一些变化。为了使读者能够直观了解1998—2001年这四年的考试内容及各方面的变化情况,我们列表如下:

题 型	题 号	年 份	题 目 数	分 值
重写句子	I	1998 年	10	15
		1999 年	10	15
		2000 年	10	15
		2001 年	5	10
改写病句	II	1998 年	5	10
		1999 年	5	10
		2000 年	5	15
		2001 年	5	10
标出主题句	III	1998 年	10	20
		1999 年	10	20
		2000 年	3	15
		2001 年	3	10
重新组合段落	IV	1998 年	1	5
		1999 年	1	5
		2000 年	1	5
		2001 年	1	10



续表

题 型	题 号	年 份	题 目 数	分 值
标出与段落内容 无关的句子	V	1998 年	2	10
		1999 年	1	10
		2000 年	1	10
		2001 年	1	10
写便条	VI	1998 年	1	15
		1999 年	1	15
		2000 年	0	0
		2001 年	1	20
写信	VII	1998 年	1	25
		1999 年	1	25
		2000 年	1	40
		2001 年	1	30

从上表不难看出,从2000年开始,试卷的题目数量明显减少,当然,随着试题题目数量的减少,每个题目的分值也就相应增加,同时也就意味着考生每做错一道题目,失分也就相应增加,也就是说要求考生答题时要有更高的准确性。

## 二 试题分析及考点归纳

### (一) 重写句子

重写句子涵盖了第一章的主要内容。包括:掉尾句与松散句的相互转换、多个句子转变为一个简单句、多个简单句转变为一个并列句、多个简单句转变为一个复合句、多个简单句转变为一个并列复合句、非平行结构句转变为平行结构句等。

#### 1. 掉尾句与松散句的相互转换

(1998)I1. John Milton is one of his favorite poets. (periodic sentence)

**Key:** One of his favorite poets is John Milton.

(1999)I1. John felt that the world has come to an end when he wasn't chosen for the football team. (periodic sentence)

**Key:** When he wasn't chosen for the football team, John felt that the world has come to an end.

(2000)I2. I felt like taking a walk after watching the sunset. (periodic sentence)

**Key:** After watching the sunset, I felt like taking a walk.

(2000)I3. While they were waiting in line for the concert tickets, the rain stopped. (loose sentence)

**Key:** The rain stopped while they were waiting in line for the tickets.

(2001)I1. The meeting had already started when he arrived. (periodic sentence)

**Key:** When he arrived, the meeting had already started.



(2001)I3. When he saw the thief, he called the police. (loose sentence)

**Key:** He called the police when he saw the thief.

从以上题目我们可以看出,这几年有关掉尾句与松散句转换方面的题目保持在一至两个。1998年属于一种类型的试题,1999年至2001年属于另外一种类型的试题。

**1998年试题分析:** (1998)II. John Milton is one of his favorite poets. (periodic sentence)

这个句子原文是松散句,要求考生把它改为掉尾句。要做好这个题目,我们首先要弄清概念,也就是:什么是掉尾句?掉尾句用形象的话语来描述可以理解为“吊胃(口)”——要想知道句子的真实含义必须读完句子,也就是“末尾着重”。John Milton is one of his favorite poets. 这个句子是非标志句子(UNMARKED),属于一般性的陈述句。如果变成One of my favorite poets is John Milton. 这个句子便变成了标志性句子(MARKED),使人产生一种悬念,读者读到One of his favorite poets时不免要问“是谁呢?”,从而产生悬念,使这个句子“末尾着重”,变成了掉尾句。

**1999—2001年试题分析:** 这三年掉尾句与松散句转换的题目主要涉及主从句问题。在主从复合句中当然是主句重要,主句放在从句前面为松散句,如果把主句放在从句后面则形成“末尾着重”,句子也就自然变成了掉尾句。1999年涉及的是以when引导的时间状语从句,2000年涉及的是以after和while引导的时间状语从句,2001年涉及的是两个以when引导的时间状语从句。

### 考点归纳

(1) 对于主从复合句来讲,主句在前,从句在后,为松散句;从句在前,主句在后,为掉尾句。常见的引导从句的引导词有:

- ① when, while, after, before等引导时间状语从句;
- ② because, since, as, now that等引导原因状语从句;
- ③ though, although等引导让步状语从句。

(2) 对于介词短语位于句尾的句子来讲,把介词短语提至句首便形成掉尾句,反之则为松散句。如:

- ① He resembles his father in many ways. (loose sentence)  
→ In many ways he resembles his father. (periodic sentence)

- ② He has made many great inventions in his thirties.  
→ In his thirties, he has made many great inventions.

(3) It 代替不定式短语作形式主语时,把it去掉,恢复不定式作主语,便形成掉尾句。如:

- ① It takes years to learn a foreign language well.  
→ To learn a foreign language well takes years.

- ② It requires steady nerves to do the job safely.  
→ To do the job safely requires steady nerves.

(4) 不定式短语作目的状语时,把不定式短语提前至句首便形成掉尾句。如:

- ① She stepped aside to let the old man in.

→ To let the old man in she stepped aside.

② He leaned forward to reach for the gun on the table.

→ To reach for the gun on the table he leaned forward.

(5) “one of”结构作表语时, 把其提到句首作主语, 句子便形成了掉尾句。如:

① English is one of my favorite subjects.

→ One of my favorite subjects is English.

② Jack London is one of my favorite writers.

→ One of my favorite writers is Jack London.

## 2. 组成简单句

(1) 组成包含-ing 分词短语的简单句。

(1998)I2. Steve approached the dean's office. He walked at a slow pace. (simple sentence with -ing phrase)

**Key:** Walking at a slow pace, Steve approached the dean's office.

**试题分析:** 解这种类型的题目, 关键是分清让哪一个动词变成分词形式, 哪一个保持谓语动词形式。对于本题而言, 显然approach这个动作重要, “walk”可以用来说明是如何“靠近系主任办公室的”。

(1998)I6. The old woman sat in her rocking chair on the porch. She watched her grandchildren race by on their bikes. (simple sentence with -ing phrase)

**Key:** The old woman sat in her chair on the porch, watching her grandchildren race by on their bikes.

**Or:** Sitting in her rocking chair on the porch, the old woman watched her grandchildren race by on their bikes.

**试题分析:** 本句中的两个动词可以一个作谓语动词, 另一个作伴随动作, 所以可以有两种答案。

(2) 组成包含-ed 分词短语的简单句。

(1998)I3. After she was introduced by her assistant, the mayor began with an opening statement. (simple sentence with -ed phrase)

**Key:** Introduced by her assistant, the mayor began with an opening statement.

**试题分析:** 本题原文为主从复合句, 变为简单句时只需要把从句中的谓语动词变为过去分词形式便可。

(1999)I3. Bob lay on the couch. He was exhausted from thinking all day. (one simple sentence with -ed phrase)

**Key:** Bob lay on the couch, exhausted from thinking all day.

**Or:** Exhausted from thinking all day, Bob lay on the couch.

**试题分析:** 本题重点在于分清哪一个动词重要, 哪一个次要。从所给的两个句子看, 显然“躺”重要, 而“躺”的原因则是“累了”, 所以, 把第二个句子转变为过去分词短语即可。

(3) 组成包含-ly 型副词开首的简单句。

(1998)I5. The rescuers were careful as they handled the rope. They lowered the

frightened climbers from the ledge. (simple sentence with *by*-phrase beginning with *carefully*)

**Key:** Carefully, the rescuers handled the rope by lowering the frightened climber from the ledge.

**试题分析:** 对于这样的题目,首先找到要放在句首的词,把这个词由原先的形容词形式转化为副词形式,放在句首,其他成分按语法形式排列。

又如: He was careful when he put the vase on the table.

→ Carefully, he put the vase on the table.

(4) 组成 *to* 开首的简单句。

(1999)I4. Emily offered some kids china-painting lessons. She did this to earn her living. (one simple sentence with *to* phrase)

**Key:** To earn her living, Emily offered some kids china-painting lessons.

**试题分析:** 原文为两个句子,第二个句子包含一个不定式短语,作目的状语。对于这种类型的题目,只需要把 *to* 短语提至句首即可。

(5) 组成其他类型的简单句。

(1998)I4. Jones has been without work for six months. He is having trouble paying his bills. (simple sentence beginning with prepositional phrase)

**Key:** Out of work for six months, Jones is having trouble paying his bills.

**试题分析:** 这个题目要求很明确,要求介词短语开首。题目提供的两个句子中,第一个句子包含介词短语,因此,只需要把这个介词短语放至句首,然后根据句法、句意需要补全整个句子。

(2000)I5. The letter is from my foreign friend. The letter arrived today. (simple sentence)

**Key:** The letter from my friend arrived today.

**试题分析:** 这道题目所给的两个句子主语相同,且第一个句子包含一个介词短语。根据这个特点,我们可以让介词短语作定语,修饰主语,从而把两个句子合并成为一个简单句。有类似特点的句子都可以采用这个方法来处理。

(2001)I4. Han Solo is one of the heroes of Star Wars. He is a brave but self-centered pilot. (simple sentence)

**Key:** Han Solo, a brave but self-centered pilot, is one of the heroes of Star Wars.

**试题分析:** 这道题目所给的两个句子主语相同,而且都是说明主语的特性的。根据这个特点,我们可以把其中表示主语的一个特性的词作主语的同位语,从而使句子变为简单句。有类似特点的题目均可采用这个方法来处理。

### 考点归纳

多个句子组成简单句的情况主要包括以下几个方面:

- (1) 组成包含 *-ing* 分词短语的简单句;
- (2) 组成包含 *-ed* 分词短语的简单句;

- (3) 组成包含 *-ly* 型副词开首的简单句;
- (4) 组成 *to* 开首的简单句;
- (5) 组成其他类型的简单句。

在试题分析中我们已经讲解了各种类型的句子如何变为简单句,但最重要的是要记住什么样的句子是简单句,只有这样才能以不变应万变。

### 特别提示

简单句的本质特点是:只有一个主谓结构。

简单句可以有以下几种情况:

- ◇ 一个主语 + 一个谓语  
eg. He is watching TV.
- ◇ 一个主语 + 多个谓语  
eg. They are laughing and jumping on the playground.
- ◇ 多个主语 + 一个谓语  
eg. Jose and Mary are playing games.
- ◇ 多个主语 + 多个谓语  
eg. Mary, Tom, and Rebecca entered the classroom, opened all the windows and mopped the floor.

### 3. 把句子变为并列句

(1998)I7. Michael wanted to go swimming. Jane decided to go shopping. (compound sentence)

**Key:** Michael wanted to go swimming, **but** Jane decided to go shopping.

(1998)I8. Montesquieu popularized the English system of checks and balances among the branches of government. This ideal was adopted as a model by the writers of the American constitution. (compound sentence)

**Key:** Montesquieu popularized the English system of checks and balances among the branches of government, **and** this ideal was adopted as a model by the writers of the American constitution.

(1999)I5. The parking problem in the downtown area is getting out of hand. The mayor suggests a new underground parking garage. (compound sentence)

**Key:** The parking problem in the downtown area is getting out of hand, so the mayor suggests a new underground parking garage.

**Or:** The mayor suggests a new underground parking garage, **for** the parking problem in the downtown area is getting out of hand.

(1999)I6. Jane played the part of a young, bored housewife. She played the part with great feeling. (compound sentence)

**Key:** Jane played the part of a young, bored housewife, **and** she played (the part) with great feeling.



(2000)I6. We could take a taxi. We could walk to the restaurant. (compound sentence)

**Key:** We could take a taxi, **or** we could walk to the restaurant.

(2000) I10. I needed butter to make the cookie better. I couldn't find any. I used vegetable oil instead. (compound sentence)

**Key:** I needed butter to make the cookie better, **but** I couldn't find any, so I used vegetable oil instead.

**试题分析:** 从以上题目不难看出,把两个或多个句子合并成一个并列句的最常见方法是“逗号 + 连接词”法。答案部分的黑体部分是最常见的几个并列连词。

### 考点归纳

正如试题分析中指出的那样,把两个或多个句子合并成一个并列句的最常见方法是“逗号 + 连接词”法。最常见的并列连词有七个,即:and, or, but, for, nor, so, yet。考生必须把这七个并列连词熟记在心。除了“逗号 + 连接词”法外,还有以下几种方法:

- ◇ 用连接副词进行连接。常见的连接副词有:however, therefore, moreover, accordingly, nonetheless, besides, indeed, otherwise, furthermore, meanwhile, nevertheless, hence等。
- ◇ 用分号连接。在两个分句关系特别紧密时,可不用任何连接词,用一个分号将其隔开。如:  
He made the beds; his wife washed the dishes.

#### 4. 把句子变为复合句

(1998)I9. The gardener waters the flower beds regularly. Or the flowers will droop and die. (complex sentence beginning with *Unless*)

**Key:** **Unless the gardener waters the flower beds regularly**, the flowers will droop and die.

(1999)I7. English is offered only in the morning. Physics can be taken in the afternoon. (complex sentence)

**Key:** English is offered only in the morning(,) **while physics can be taken in the afternoon.**

(1999)I8. The man had gray hair and sad eyes. He doesn't live here anymore. (complex sentence)

**Key:** The man **who had gray hair and sad eyes** doesn't live here anymore.

(2000)I4. The tape recorder was not working right, so I returned it to the store. (complex sentence)

**Key:** **Because the tape recorder was not working right**, I returned it to the store.

(2001)I2. Zhang Hua is picking up new vocabulary very fast. The speed is amazing.

**Key:** The speed **at which Zhang Hua is picking up new vocabulary** is amazing.

**试题分析:** 复合句涉及主句与从句两个部分。变化时最重要的是确定哪一个句子作主句,哪一个句子作从句,以及从句是哪一种类型的从句。上面所列历年真题答案中,从句部分已经用黑体标出。1999年和2001年的为定语从句,其他为



状语从句。有些题目还是有些规律可循的，比如2000年试题后半部分为so，像这样的句子在变化时一般可以去掉so，在前面部分加because。

### 考点归纳

复合句又称主从复合句，包含主句与从句两部分。在把两个或者多个句子变为复合句时，最重要的是确定哪个句子作主句，哪个句子作从句。同时，还要确定从句应该属于哪种类型的从句。常考的从句有状语从句、定语从句，此外还有以下从句：

- ◇ 主语从句
- ◇ 宾语从句
- ◇ 表语从句
- ◇ 同位语从句

对于把并列句转换为复合句，有一点规律可循，并列句中的某些连接词可以和复合句中的某些连接词相对应。如：so → because，for → because，but → although等。请看下面句子：

- ① The muffler shop advertised same-day service, **but** my car wasn't ready for three days.  
→ **Although** the muffler shop advertised same-day service, my car wasn't ready for three days.
- ② The high-blood-pressure pills produced dangerous side effects, **so** the government banned them.  
→ **Because** the high-blood-pressure pills produced dangerous side effects, the government banned them.
- ③ Dianna wedged her handbag tightly under her arm, **for** she was afraid of muggers.  
→ Dianna wedged her handbag tightly under her arm **because** she was afraid of muggers.

#### 5. 把句子变成并列复合句

(1999)I9. Rose disliked walking home from the bus stop. The street had no overhead lights. It was lined with abandoned buildings. (compound-complex sentence)

**Key:** Rose disliked walking home from the bus stop **because** the street had no overhead lights **and** it was lined with abandoned buildings.

(2000)I7. If you want me to clean your windows, please give me a week's notice. I am very busy this month. (compound-complex sentence)

**Key:** **If** you want me to clean your windows, please give me a week's notice, **for** I am very busy this month.

(2001)I5. Lu Ban lived many centuries ago. He built marvelous houses and places. People still remember them. (compound-complex sentence)

**Key:** Lu Ban lived many centuries ago, **but** people still remember the marvelous houses and palaces (**that**) he built.

**试题分析:** (1999)I9. 原题有三个句子，第二个句子和第一个句子属于因果关系，所以二者之间可以用 because 连接；第二句和第三句属于并列关系，可以用 and



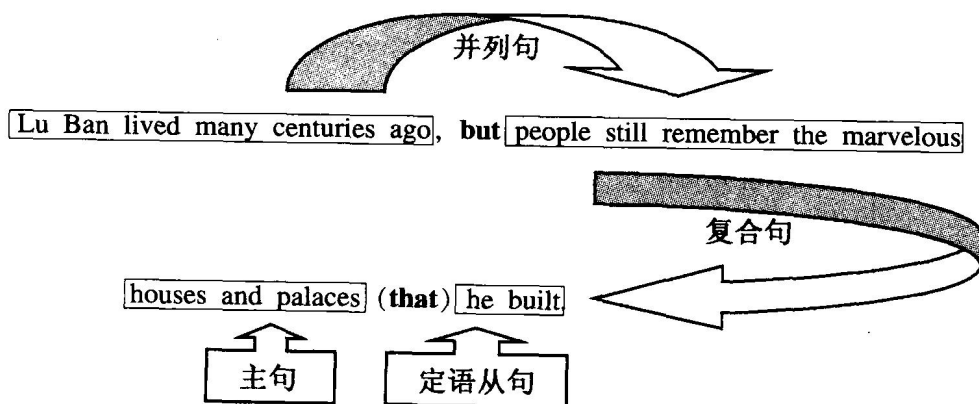
连接。完成后的句子既有并列关系又有复合关系,从而构成并列复合句。

(2000)I7. 原题有两个句子,第一个句子已经是复合句,所以第一个句子和第二个句子再形成并列关系便可以构成并列复合句。根据句意,前后两个句子可以用 for 来连接。

(2001)I5. 原题有三个句子。第二句和第三句可以用定语从句连成一个句子,构成复合句。再者,构成后的复合句和第一个句子有转折关系,可以用 but 连接,从而构成并列复合句。

### 考点归纳

把两个或者两个以上的句子连成并列复合句最重要的就是要确定哪些句子应该属于并列关系,哪些属于复合关系。选择合适的连接词是“重中之重”。上面真题部分的连接词均已用黑体标出。再以2000年真题为例图示如下:



#### 6. 把句子变成平行结构

(1998)I10. When they arrived home, they unpacked their suitcases, took showers, and then they went to sleep after eating their lunch. (parallel structure)

**Key:** When they **arrived** home, they **unpacked** their suitcases, **took** showers, **ate** their lunch, and **went** to sleep.

(1999)I10. The girl is an actress. She works in the grocery store. She is studying for an exam. (parallel structure)

**Key:** The girl **who works in the grocery** and **who is studying for an exam** is an actress.

(2000)I8. Minne bought a ticket to the play. She went out for dinner. She arrived at the theatre by 8:00. (parallel structure)

**Key:** Minne **bought** a ticket to the play, **went** out for dinner, and **arrived** at the theater by 8:00.

**试题分析:** 平行结构的原则是用同等的语法形式表达意思上并列的同等成分。1998年试题中 and then they went to sleep after eating their lunch 的语法形式





与前面的“arrived”, “unpacked”不平行,因此,需要改成 ate their lunch, and went to sleep,从而取得平行。1999年试题中用了两个平行的定语从句把三个句子连接在一起。2000年试题与1999年试题类似。

### 考点归纳

正如试题分析中所提到的那样,平行结构的原则是用同等的语法形式表达意思上并列的同等成分。需要指出的是,几乎所有的句子成分都可以用平行结构来表示:

#### 句子成分 (单词)

Galileo studied, thought, and experimented.

(谓语,动词过去式)

The young film star was tall, dark, and handsome.

(表语,形容词)

Late for the dance, Ruth dressed hastily and carelessly.

(状语,副词)

They waited for hours at the airport, reading and sleeping.

(状语, -ing分词)

She has traveled by land, by sea, and by air.

(状语,介词短语)

To support his family and to put himself through college, George worked seven hours a day.

(状语,不定式短语)

Fritz passed his time doing crossword puzzles and building model airplanes.

(状语, -ing分词短语)

Buying a car and beginning her job were the next steps in her life.

(主语, -ing分词短语)

#### 从句

A father who spends time with his son and who thoughtfully answers his son's questions will be respected and loved.

(定语从句)

If you write or if you telephone, wait for two weeks until I return from Singapore.

(状语从句)

#### 句子

I want to learn English, and she wants to learn French.

(句子)

## (二) 改写病句

### 1. 串句

(1998) III. Mike decided to stop smoking he didn't want to die of lung cancer.