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中学英语技巧丛书

王思敏 主编

高中英语 书面表达100篇

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北京师范大学出版社

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编 者 的 话

“完形填空”、“阅读理解”和“书面表达”是高考英语试卷的主要题型。三项题占试卷得分的80%。可以说，这三项试题的熟练程度决定考生在英语试卷中的成败。为此我们编辑了这套“中学英语熟巧丛书”。本丛书共有三本，即“高中英语完形填空100篇”、“高中英语书面表达100篇”及“高中英语阅读理解100篇”。

前 言

为了帮助高中学生提高英语书面表达能力，我们根据中学《英语教学大纲》及《高考英语考纲》(高等学校招生全国统一考试英语科说明)对书面表达的要求，编写了这本《高中英语书面表达100篇》，供高中学生自学使用，也可供教师教学参考。

本书共分六章。第一章补全对话，第二章缩写、改写，第三章看图作文，第四章应用文，第五章短文，第六章短文改错。每章包括两项内容：(1)指导语。指出每章的特点及其表达方法；(2)练习题。书后附练习参考答案，并对答题进行解析。

所选的100篇短文，体裁多样，内容广泛，包括了各种实用文体，涉及到日常生活的各个方面。

《中学英语熟巧丛书》由单先健主编。

本书编者：李俊和、高志林、马瑛、王思敏。全书由王思敏主编，王思敏、单先健统编并审订。

限于编者水平，书中缺点错误在所难免，恳请广大读者批评、指正。

编 者

1992.7

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第一章 补全对话

(一) 指 导 语

补全对话是根据所给的情景，填上缺少的词、词组或句子，使其意思完整。因此，要注意以下几点：

① 认真读提示，了解清楚对话发生的情景、谈话人的身份及谈话的内容。

② 要根据相邻的上下句的意思及语气，来确定所缺句子的意思和口气。

③ 平时要熟记学过的各种场合下的习惯用语和句型，根据具体情况灵活运用。

(二) 练 习

1. 购 物

提示：不久就是刘英爸爸的生日了。她来到商店想为爸爸买一件T恤衫。请根据上下文提供的情景，完成下面的对话；打问号的，必须用疑问句；打句号的，必须用陈述句。

Saleswoman: Good afternoon. ① ?

Liu Ying: Yes, I am looking for a T-shirt for my father.

Saleswoman: I'd be glad to show you some. ② ?

Liu Ying: Large size.

Saleswoman: ③. Do you like it?

Liu Ying: It is a very nice shirt. But I think the light blue one on the right looks much nicer. Doesn't it?

Saleswoman: Yes. Here is a light blue one.

Liu Ying: ④?

S: Thirty-five.

L: All right then. ⑤.

S: ⑥?

L: No. Nothing else. Thank you.

S: Very well. Here you are. Please come again.

2. 借 书

提示: Tom到图书馆想借几本书。他向图书管理员了解到有关借书的一些规章制度。请根据上下文提供的情景, 补全对话。

Tom: Good afternoon.

Assistant: Good afternoon. Can I help you?

Tom: ①.

Assistant: Fill in the card inside the cover of the book and let me have your library card.

Tom: ②?

Assistant: You can borrow five books.

Tom: ③?

Assistant: Two weeks.

Tom: Can I keep it a little longer?

Assistant: Yes, you can. But you must come and renew it ④.

Tom: ⑤.

Assistant: The magazines and newspapers are only used in the library. You can't take them away.

Tom: ⑥. Thank you.

3. 问 路

提示: Mary想去邮局。她向一位警察打听最近的邮局在哪里。那位警察指点他如何走。请根据上下文补全对话。

Mary: ①. Can you tell me ②?

Policeman: Yes, of course. Just go ③, then ③ at the second crossing. At the end of the road ④.

Mary: ⑤?

Policeman: About half an hour. But you can get there by bus.

Mary: ⑥?

Policeman: The No. 3 bus over there.

Mary: Thank you.

4. 打 电 话

提示: Jenny的同学John要求Jenny晚上帮他补习功课。但Jenny的母亲生病了。于是Jenny打电话通知John晚上不能来。接电话的是John的母亲Mrs Black。请根据上下文提供的情景, 补全她们的对话。

Mrs Black, Hello!

Jenny, Hello. ① ?

Mrs Black, Sorry, John isn't in.

Jenny, ② ?

Mrs Black, Yes, ③ ?

Jenny, This is Jenny. I called at five ten this afternoon. But nobody was in.

Mrs Black, Oh, we were all out. John isn't back home now. ④ ?

Jenny, Yes, please. John asked me to help him with his lessons this evening. ⑤ I can't do that today. My mother is ill. ⑥

Mrs Black, ⑦ . Just stay at home and take good care of you mother. Don't worry about John.

Jenny, ⑧ .

Mrs Black, OK.

Jenny, Thanks a lot. Bye-bye!

Mrs Black, Good-bye!

5. 看 病

提示: Tom觉得不舒服。下午他去找医生看病。下面是他与医生的对话。请根据上下句提供的情景, 补全对话。

Tom, Good afternoon, Doctor.

Doctor, Good afternoon. Do sit down. ① ?

Tom, My nose is stopped up. I can't breathe and my head aches.

Doctor: Now ② your tongue please. Oh, it's very yellow.

Tom: I don't like eating anything. And I feel hot and feverish.

Doctor: ③. It's a bit high. Thirty-eight point five.
④ ?

Tom: About four days.

Doctor: You must ⑤ medicine and ⑥ bed for another two day.

Here is the medicine.

Tom: ⑦ ?

Doctor: Three times a day, after dinner, please. Drink plenty of water.

Tom: Thank you very much, Doctor. Good-bye.

Doctor: Good-bye!

第二章 缩写、改写

(一) 指 导 语

缩写就是对原文加以压缩、概括，从而达到缩短篇幅、使内容更为简明、语言简短、生动、中心思想突出的目的。缩写时要忠实于原文，保留原文体裁、题材、主要内容、主题思想、结构顺序、语言风貌、人称角度和表现方法。缩写时不能对原文加入个人的认识、体会或对原文进行评论，也不能在缩写中加入一些原文所没有的东西。不要只摘取原文中的一些要点，而要连成文。

改写则是用多种形式来表达同一文章的练习方式，使之成为与原文意思相同而又表达方式、文体不同的作品。改写可以变换文章的人称、顺序，对原文的体裁、结构也可作变动，可以灵活地运用自己的语言，尽可能用多种方法来表达、替换原句的内容。

(二) 练 习

6.

用60~80个英语单词缩写下面短文。主要意思不得变更，语法和拼写正确，无严重错误。

My friend Jones is not a very practical person. Driving along a main road one dark night he suddenly

had a flat tyre. Even worse, he discovered that he did not have a spare wheel in the back of his car! Jones waved to passing cars and lorries, but not one of them stopped. Half an hour passed and he was almost in despair. At last he waved to a car just like his own. To his surprise, the car actually stopped and a well-dressed young woman got out. Jones was terribly disappointed. How could a person like this possibly help him? The lady, however, offered him her own spare wheel, but Jones had to explain that he had never changed a wheel in his life! She set to work at once and fitted the wheel in a few minutes while Jones looked on in admiration.

7.

用100~120个英语单词缩写下面短文。要求基本内容不要漏掉，语法和拼写正确，无严重错误。

In the autumn of 1935, when I was a young man, I was travelling in the Northwest of India. One evening, after hunting in the forest all day, I was returning alone to the place where I had put up my tent. It was getting dark, and I was walking along a narrow path. On my right was a wide river; on my left, a thick, dark forest. Suddenly I saw two green eyes looking at me from among the trees. A tiger was getting ready to jump on me.

What could I do? Should I jump into the river and hope to save my life by swimming? I looked to the right. In the river there was an immense crocodile waiting to welcome me with its mouth wide open.

I was so frightened that I shut my eyes. I heard branches moving as the tiger jumped. I opened my eyes. What do you think had happened? The tiger had jumped right over me and was now in the jaws of the crocodile. That's a true story, believe it or not.

8.

用120~150个英语单词缩写下面短文，主要意思不得变更，语法和拼写正确，语言符合英语习惯。

GOOD MANNERS

Manners are important to happy relations among people. Everyone likes a person with good manners. No one likes a person with bad manners. But what are good manners? How does one know what to do and what not to do?

Well, here are some examples.

A person with good manner never laughs at people when they are in trouble. Instead, he tries to help them. He is always kind to others. When people are waiting for a bus, he takes his turn. He does not push to the front of the line. On the bus he gives his seat to an

older person or a person with a very young child. If he knocks into someone, or gets in his way, he says "Excuse me" or "I'm sorry".

He says "Please" when he asks for something and "Thank you" when he receives something. He stands up when he is speaking to an older person, and he does not sit down until the other person takes his seat. He does not interrupt other people when they are talking. He does not talk too much. He does not talk loudly or laugh loudly in public. When he is eating he does not speak with his mouth full of food. He uses a handkerchief when he sneezes or coughs. He does not spit in public.

As a student, it is bad manners to come late to class. If you are late you should make an apology to the teacher either at the time or after class. It is also bad manners to keep silent when the teacher asks you a question. If you do not know the answer, say so immediately. If you do know, answer in a loud enough voice so that all the class may hear. It is polite for the students to help the teacher. Sometimes students can help their teachers to clean the blackboard, to close or open the door or windows. Sometimes there are papers to collect or to hand out. This kind of help is always appreciated.

Ideas of what are good manners are not always the

same in different countries. But in all countries it is important to be kind and helpful.

9.

缩写下面短文。要求意思连贯、主要意思不得变更，无语法及拼写错误，语言符合英语习惯。词数：120~150。

Brown, a Clever Man

Mr Brown lived in a house less than two miles from his office. He was therefore able to drive home every day for lunch. Every time he drove home in the middle of the day, he found at the road outside his house cars were parked, and there was no room for his own. He had to drive two more blocks before he could find a place to park his car. Then he had to walk back home. This made him very angry.

He had put up a board, saying: "No Parking" in the garden facing the road, but nobody seemed to take any notice of it. People obeyed a police notice, but not a private one. There were no parked cars, where there was a blue board with white letters on it.

Police Notice

No Parking

Mrs Brown suggested that he steal a police notice. He dared not, being afraid of going to be arrested. She

then suggested that he make one just like a police notice. He said that he was not the police and couldn't use the word "police". He decided he must find a way out and started thinking hard.

For several days a smell of paint filled the house before one night he showed his wife a new notice board. It was painted in white letters on blue.

Polite Notice

No Parking

"Oh!" Mrs Brown said, "But you told me you weren't use the word 'police'. That's exactly like a police notice."

"Is it?" he asked. "Look again."

She started to laugh. "You are really a clever man."

10.

今天早晨Betty上学迟到了，下文是她和化学教师Edwards小姐相遇时的对话。请把对话改写成一篇叙述文，说明她们相遇和对话的内容，词数：100~120。

Miss Edwards: Good morning, Betty.

Betty: Good morning, Miss Edwards. I'm really sorry I'm late!

Miss Edwards: You look a little tired. Is something wrong?