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Don Shiach 著

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苏珊娜 译

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DON SHIACH 著

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DON SHIACH 著

苏珊娜 译

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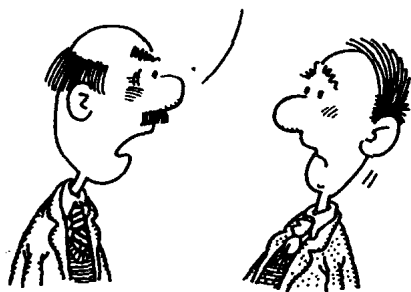
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引 言

这本书对我有什么用？

标点是我们所写的东西分成若干部分以使我们表达的内容更清楚的一种方式。没有它我们写的东西就会象一条流淌不尽的词河，无法使人明白其中所表达的意思。

SO I SAID TO HIM AND I DIDN'T MINCE MY WORDS WHAT DO YOU
THINK YOU'RE DOING I WASN'T GOING TO PUT UP WITH THAT WAS
I NO WAY CATCH ME NOT ON YOUR NELLY 'FRAID NOT SON...



因此，我们只有更好地理解和使用标点及其规则，才能清楚地表达我们的意思。此外，正确地使用标点还会帮助我们给别人留下一个良好的印象，尤其是在我们做十分重要的事情

时。例如：

考试	填表	求职
	写信	

- 在这些情况下能正确使用标点的人具有更大的优越性。
- 如果我们的表达方式不清楚，别人就无法理解我们所写的内容。
- 了解标点规则并把它运用于你的英语写作中会帮助你更好地向世人展示你自己。

在说话时，有一种无形的标点。当你与人交谈时，你在一个短语或一个句子中会自然地停顿或稍微改变一下你的语气。这些都会帮助你与人交谈的人明白你说的是什么。如果一个人说话时只用一种语调，而且从不停顿，那就不会给别人一个思考的机会来理解你所说的内容是什么，同时也会造成交流上的困难。

在各种以文字形式进行的交往中，标点符号把词分成若干部分，这样读者就能明白哪些词和短语在一起。没有标点，所写的东西就变成一堆令人费解的词。例如：

After intense pressure the home team scored in the second half much against the run of play the visitors managed to equalise through a goal by their star striker Rovers then

went ahead however once again the score was levelled when a tragic mistake by the home centre-half led to an own goal late in the game the home team increased its pressure but several chances went begging the replay will be on Tuesday next starting at eight o'clock tickets will be on sale from tomorrow.

在这篇关于一场足球比赛的报道中没有一个标点。这使人很难理解这篇文章，因此，读者不得不去猜笔者所要表达的内容。在下面两个版本中，标点的变化引起报道中重要情节的改变。

After intense pressure, the home team scored. In the second half, much against the run of play, the visitors managed to equalise through a goal by their star striker. Rovers then went ahead, however. Once again the score was levelled. When a tragic mistake by the home centre-half led to an own goal late in the game, the home team increased its pressure but several chances went begging. The replay will be on Tuesday next. Starting at eight o'clock, tickets will be on sale from tomorrow.

After intense pressure, the home team scored in the second half. Much against the run of play, the visitors managed to equalise. Through a goal by their star striker, Rovers then

went ahead. However, once again the score was levelled when a tragic mistake by the home centre-half led to an own goal. Late in the game, the home team increased its pressure but several chances went begging. The replay will be on Tuesday next, starting at eight o'clock. Tickets will be on sale from tomorrow.

所以记住下面几个要点：

- 标点符号帮助你把你的意思完整清楚地表达给你的读者。
- 在动笔写作之前，先问问自己你要表达的是什么。然后，你再用标点来辅助你把所要表达的事情清楚地写出来。
- 大声地念并且检查你所用的标点是否放在能正确地表达你的意思的地方。这些对于你来说常常会起到不小的帮助作用。
- 把你放在读者的位置上来决定你所用的标点是否将你的意思完全表达清楚了。

这本书如何能帮助我？

这本书能帮助你识别和正确地使用各种标点符号。它们是：

- 大写字母
- 句号

- 逗号
- 引号
- 分号
- 冒号
- 括号
- 破折号
- 连字号
- 撇号
- 问号
- 感叹号或惊叹号

这些都被视为语言工具。如果你知道如何使用它们，你将更具有使用语言的能力。

你还需要知道如何在句子和段落中使用这些基本的语言工具。这本书将帮助你如何正确地 and 恰当地使用句子和段落来进行写作。

你要做的第一件事是通过自测题（第 7 页）来检查你在标点符号上的能力和不足。然后，你便能有针对性地集中精力对付你在标点符号上最需要加强练习的部分。

在实践中运用所学的理论

学习如何使用标点的目的在于使你能够尽可能清楚、正确地表达你所说的和所写的内容。在本书中你会有大量的机会来检查你是否已经明白而且掌握了每一种标点符号的用法。

书中的复习题可以使你清楚地了解自己是否已经理解了刚刚讲过的某个标点符号的作用。而书中的练习则给你提供了一个运用所学规则的实践机会。你可以通过书后的参考答案检查你使用标点符号的准确性。

余下的事情就要看你自己是否愿意将所学的知识运用于实践了。对于任何一种新技能来说，如何把知识转化成实际运用都是对人的一次重要的考验。如果你不会实际运用，那么，学习这些规则就没有丝毫的意义。在你学习这本书时，你应利用生活中的每一个机会来运用你所学的知识写出你要表达的真正意思。

自 测 题

用下列这些练习来测验你目前掌握标点符号的水平。一旦你完成了这些测试题，你便可以根据书后的答案给自己打分。然后，参看书中第 9 页上的得分结果，它会告诉你目前你在标点符号方面所处的水平。

1 读下面这篇报道，在你认为有必要的地方给它加上大写。

sources close to the prime minister insist that he is not contemplating calling a general election recent problems facing the government had increased speculation that mr gray may decide to put his governments policies to the test by calling a snap election justin pockitt the chancellor of the exchequer also denied yesterday that an election was imminent

we have had a few setbacks admitted mr pockitt the by-election results were particularly disappointing but our support in the country is still solid I believe that point of view was endorsed by violet cutter the health minister who said we were going to the country only a few political journalists its stuff and nonsense

despite the official denials mps are standing by in case there is a sudden announcement theres a feeling in the air said one junior member with a slim majority all the statements in the world won't quell the election fever he added

- 2 下面这篇文章既无句号，也无大写。重写这篇文章，给它加上正确的大写和句号，以及其他被漏掉的标点符号。

PARIS PUTS ON THE GLITTER

fashion shows this week in paris have brought back glitz and glamour to the catwalks the fashion folk of the french capital thronged to the latest shows of the leading parisian designers including jean-paul satie and yobbo streetwise the british couturier critics have gone wild over yobbos tibetan themes the twenty-one-year-old genius of the frock world said hed always been a fan of tibet and had wanted to incorporate tibetan styles into one of his collections asked why he no longer

worked in britain streetwise claimed he had never really been appreciated in his own country i had to come to france to flower and mature yobbo stated as he was surrounded by hundreds of adoring fans i think its rather sad dont you the cheapest yobbo creation will set his fans back two thousand pounds thats not bad going for a kid from bermondsey crowded streetwise at the end of a hectic days selling still my frocks are worth every penny he added modestly

- 3 看下面这篇故事的开头，其中包括直接引语（故事中人物所说的话）。重写这部分故事，在必要的地方给它加上引号、句号、逗号、大写、撇号、问号和感叹号。此外，把这部分故事分成适当的几个段落。

but where is the money going to come from jan asked
 youre full of great plans but what can we do to make it
 happen I have a scheme rod answered a scheme that
 cant fail you and your schemes jan exclaimed im tired of
 your schemes they inevitably fail as sure as god made
 little apples youre wrong this time said rod youre very
 wrong so what is this great scheme then were going to
 carry out a sting retorted rod a sting what are you talking
 about you know what a sting is said rod even you know
 that its an elaborate fiddle a con a trick a wheeze and
 illegal said jan of course its illegal all stings are illegal but
 well only be stealing money from people who deserve to
 lose it i see said jan so that makes it all right i suppose as
 long as these people were stealing from are not very nice
 that excuses the crime yes said rod thats just nonsense
 jan replied just an excuse for being a criminal wait till you
 hear about my plan i dont want to hear about it its very
 clever i told you i dont want to hear about it ill be fun too
 fun it wont be fun being in jail we wont go to jail because
 this sting is perfect no one will ever trace it to us famous
 last words said jan count me out youll change your mind
 once i explain it to you i wont yes you will

查看第 128 页的答案，检查你对标点了解的程度。每做一个给你自己得 1 分。然后，从下面所列的得分中查看你自己的总分及评语。

得分在 330 ~ 344 之间：你对标点了解得很清楚。

得分在 300 ~ 330 之间: 你对标点有些了解, 但个别地方
还需要重新学习。

得分在 250 ~ 299 之间: 你确实需要增加一些标点的
知识

得分在 200 ~ 249 之间: 你有许多缺点需要改正。

得分在 150 ~ 199 之间: 你确实需要在如何使用标点上
下工夫。

得分在 100 ~ 149 之间: 你在标点上有很多问题。

得分在 100 以下: 你只有努力学习, 别无选择。

第一章 句 子

句 型

- 1 This bill is now due for payment.
- 2 Do you support experiments on animals?
- 3 Do not go beyond this point.
- 4 Elvis is brill!

上面每个句子都是一种类型。

句子 1 陈述句

句子 2 疑问句

句子 3 命令句（祈使句）

句子 4 感叹句

但它们共有一个特点：它们都具有各自的意思，而且都是完整的句子。它们不需要任何其他的词来补充其涵义。它们或陈述一件事情，或问一个问题，或发出一个命令，或表达一种情感。