

跨 世 纪 英 语 考 级 丛 书

四级英语写作与翻译

策划 刘明东 主编 黄莉 孙利



电子科技大学出版社

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出 版: 电子科技大学出版社

(成都建设北路二段四号, 邮编: 610054)

责任编辑: 罗 雅

发 行: 新华书店经销

印 刷: 电子科技大学出版社印刷厂印刷

开 本: 787×1092 1/32 印张 10.1875 字数 200 千字

版 次: 1998 年 9 月第一版

印 次: 1998 年 12 月第二次印刷

书 号: ISBN 7-81043-965-0/H·65

印 数: 4001—8000 册

定 价: 12.00 元

跨世纪大学英语考级丛书
四级英语写作与翻译
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前 言

大学英语四级统考 (CET-4) 进行的十多年中, 每次均有写作这一题项, 而近年来又增考了翻译这一新题型, 可见写作与翻译在大学英语的教与学当中起着十分重要的作用, 因为它们考核的是大学生运用英语语言的能力。

本书分为五个部分。第一部分为“英文写作的基本技能”。它既介绍了英语写作的基本常识, 也论述了选词、句子、段落和篇章的基本写作技巧, 为写好英语四级作文打下坚实的基础。第二部分为“大学英语常用写作题型”。它探讨了主题句作文、关键词作文、提纲作文和看图作文的出题方式和相应的写作技巧, 为读者写好四级英语作文进行实质性的指导。第三部分为“英语应用文写作”。它简单介绍了英文通知、便条、书信、请柬、履历、电报、电传等常用应用文的写作方法, 以便提高读者的实用文体的写作能力。第四部分为“翻译”。它既介绍了翻译的标准、过程、方法, 又讨论了翻译的基本技巧, 并剖析了长句、定语从句和被动语态的翻译, 从而使读者对翻译有了一个较全面的认识。第五部分为“附录”。它附有精选作文范例 40 篇, 供读者模仿学习。

全书理论与实践相结合，有讲有练，是读者系统训练英语写作与翻译能力的指导书，也是四级英语应考前突击复习的好帮手。

在本书的编写过程中，我们参阅使用了大量的国内外相关的文献资料，恕不一一标明。在此谨向有关作者表示衷心的感谢。

由于作者水平有限，不妥之处难免，敬请广大读者和有关专家教授赐教。

黄 莉 孙 利

1998年9月

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第一部分

英文写作的基本技能

- 英语写作的基本常识
- 选词
- 句子
- 段落
- 篇章

一、英语写作的基本常识

本节阐述了用英语写作时书写的规范、单词拆分的要求，标点符号的使用规则，大写字母的运用原则，以及斜体字的用法，旨在让读者开卷即了解英语写作的基本常识以养成良好的英文写作习惯。

1. 书写规范

用英文写作时，首先应保持卷面整洁，切勿潦草。要注意书写格式，标题应居中，每起一个段落应在前面空四个字符的空间，每一行（除每段最后一行外）末都应对齐，如在对齐时

有单词未书写完毕可采用拆分的方式处理。书写时除了要让人容易辨认外,还应注意大写字母的高度,同时注意 a—o, n—u, i—j 之间的区别,以及 t 中间的一横。在检查时,如果发现某个字应删除,不宜用括号,最好在该单词中间划两横,加字应加在所加行的上面而不是下面,并且在下面清楚地标好加字符号。

2. 单词拆分

在用英语写作时,最好控制好字间距,尽量不在行末拆分单词,如确需拆分单词,应按规定进行拆分。拆分单词的方法有两种:一种是按读音来拆分,如:rep-re-sent;另一种是按词的派生关系来拆分,如:re-pre-sent。

3. 标点符号

(1) 逗号 (Comma)

逗号表示句子中的最小停顿,它是最常用的标点符号,其具体用法如下:

- 用来列举一系列的事物,例如:

She buys bread, butter, vegetables, and many other things from this supermarket.

She was kind, honest, and beautiful.

- 用来标出直接引语,例如:

He said, "what did you buy there?"

"The Summer Palace," he said, "is like a fairyland."

"I don't know," was his reply.

- 用来标出非限制性的从句或词组,例如:

George, who is in my class, has won a scholarship.

Mr. Smith, the new chairman of the department, will speak at the meeting.

Tom, seeing that his brother was hurt, ran to help him.

- 用来标出插入语，例如：

I loved all around me, I believe, for everybody was kind to me.

You know, of course, the way to Lowton; I needn't, therefore, send you a route map.

- 用来标出作呼语的词，例如：

Come in, boys, and look at the pictures.

Tom, is this your coat?

• 用来标出阅读时需要停顿的句子或从句。当状语从句位于主句之前时，几乎总要用逗号隔开。例如：

When they met, they used to nod to each other.

He received a prize, and I was promoted.

- 用来表示省略，例如：

The daisy (雏菊) is the flower of spring; the rose, of summer.

- 用在下列习惯性表达之中：

Yes, I think so.

No, I won't come.

He is a top student, isn't he?

Tom was born on January 5, 1998.

In the past ten years the factory has produced 1,230,000 bicycles.

(2) 句号 (Period)

句号常用于下列情况：

- 用于陈述句和祈使句的句末，例如：

They visited China last year.

Take the medicine three times a day.

• 用于句式单词的末端，例如：

Yes. No. Good. Maybe. Present. Here.

• 用于略语的后面，例如：

U. K. U. S. A e. g.

I. Q. a. m p. m

(3) 分号 (Semicolon)

分号表示句子的停顿，即介于句号和逗号之间的一种停顿，它常用于下列两种情况：

• 将不用连接词的并列句分开，例如：

He was a Chinese; he will live a Chinese; he will die a Chinese.

If she married that man, her parents would be unhappy; if she left him, she herself would be unhappy.

• 对等句后面的子句用连接副词 *however*, *therefore*, *hence*, *nevertheless*, *moreover*, *thus*, *otherwise*, *besides* 等引导时，两个句子之间要用分号隔开。例如：

You must take more exercise; otherwise you will get too fat.

She planned to go with them on the trip; however, her son's sudden illness prevented her from leaving home.

(4) 冒号 (Colon)

冒号是大于句号的一种停顿标记，它常用于下列情况：

• 用来表示解释、说明，例如：

Three causes have been given for the failure; poor planning, insufficient manpower, and the shortage of material.

Richard's work is unsatisfactory; his answers are thoughtless, his spelling is careless and his writing is bad.

- 用来列举一系列项目，例如：

He offered me the choice of any one of these for a wedding present: a set of fish knives, a teapot, an electric toaster, a standard lamp.

- 用来引导一段引语或陈述，例如：

He spoke as follows: "I have not come to waste your time."

At the meeting he made an important announcement: he would resign from the committee in two weeks.

- 用来表示说话者和说话内容，例如：

Waiter: Hello. Old England Restaurant. Can I help you?

Customer: Yes. I'd like to book a table for tonight.

- 以数字表示时间时，用于“时”与“分”之间，例如：

The train leaves at 9: 30 a. m.

(5) 问号 (Question Mark)

问号用在下列情况中：

- 用在直接疑问句的末端，例如：

I said to him, "When are you going to Scotland?"

How can I get to the station?

- 用于准问句的末端，例如：

You don't know?

Five dollars is enough?

- 用在括号中表示前面的词语有疑问，例如：

The author of this strange book was born in 1078 (?) and died in 1135.

(6) 感叹号 (Exclamation Mark)

感叹号常用于下列情况之中：

- 用于感叹句之末，例如：

What a wonderful day that was!

How pretty she looks!

- 用于祈使句末表示语气的强调，例如：

Get out!

Don't be silly!

- 用于表示愿望的标语、口号之末，例如：

Long live the People's Republic of China!

(7) 引号 (Quotation Mark)

- 引号用于标出直接引语，例如：

"Shall I turn off the radio?" he asked his mother.

He shouted, "What are you doing here?"

[注：句号、感叹号、逗号和问号应在引号里面。]

- 引号也可用来表示非直接说法的引用句，例如：

"Time is money" is a well-known proverb.

(8) 破折号 (Dash)

- 用来隔开插入语，例如：

At the age of ten — such is the power of genius — he could read Greek freely.

- 用于订正前面的话，例如：

He doesn't — or didn't — know this.

- 用来表示没有意料到的转折，例如：

If you will give me your attention, I will explain the — what are you laughing at?

- 用于总括词之前，例如：

Father, Mother, John and Susan — all were surprised by my announcement.

- 用来加强语气，例如：

I shall never forget the lesson — never, never, never!

(9) 省字号 (Apostrophe)

- 省字号用来表示数字、文字的省略，例如：

He graduated in '63 (=1963)

I didn't (=did not) go to work yesterday.

- 用来表示名词的所有格，例如：

John's wife my brother's house

- 表示字母、数字的复数，与-s连用，例如：

There are three i's in MISSISSIPPI.

He writes 7's like 1's.

(10) 连字号 (Hyphen)

- 用于以名词、形容词、动词、副词、介词等合成的复合词中间，例如：

a five-year plan follow-up courses

make on-the-spot observations

- 用于 21~99 的数目中十位与个位之间，例如：

twenty-one eighty-eight

4. 大写字母的用法

大写 (Capitals) 指的是英语单词第一个字母的大写，它常用于下列情况之中：

- 用于句首，例如：

Life is short and art is long.

- 用于直接引语的开头，例如：

The doctor said, "You need a diet, Miss Green, and I've got a good one here."

- 用于专有名词，例如：

John Smith the Fifth Avenue of New York

the People's Republic of China

- 用于专有形容词，例如：

Chinese, French, Japanese

- 代词 I 在任何情况下均应大写，例如：

He is a doctor and I am a doctor too.

5. 斜体字的用法

斜体字 (Italics) 就是所谓的意大利体，它是在排版印刷时使用，我们在用笔进行英语作文时用下划线 (Underlining) 替代。斜体字常用于下列几种情况：

- 用来表示书刊、报纸、杂志、影片的名称，例如：

He reads the *People's Daily* every day.

I like the novel *Gone With the Wind* very much.

- 用来表示交通工具名称或艺术作品名称，例如：

Soon, he was away in his new 16-metre boat, *Gipsy Moth*.

Did you see Robin's *Thinker* at the exhibition?

- 用来表示不十分英文化的外来语，例如：

Many old people are exercising *taijiquan* in the park.

Our guest American teacher also likes to eat *jiaozi*.

- 用来表示进行讨论的部分，例如：

The letter *u* in words like *neighbour* and *honour* is dropped in American English.

- 用来表示强调、对照的部分，例如：

What a man *does* is more important than what he *says*.

It was *he* and not *I* who did so.

- 用来表示用汉语拼音的度、量、衡单位，例如：

I paid ten *yuan* for the book.

—How much do you want?

—Four *jin*.

Exercise One

Directions: The following is the content of the passage *Zhang Lin Goes on a Diet*. Copy it, using correct punctuations, capitals and italics where necessary. Try to write neatly and pay attention to your handwriting and manuscript form.

zhang lin was very fat she weighed 200 jin and she was getting heavier every month so she went to see her doctor

the doctor said you need a diet miss zhang and ive got a good one here he gave her a small book and said read this carefully and eat the things listed on page 11 every day then come back and see me in two weeks time

miss zhang came again two weeks later but she wasn't thinner she was fatter the doctor was surprised and said are you eating the things listed on page 11 of the small book

yes doctor she answered

the next day the doctor visited miss zhang during her dinner she was very surprised to see him

miss zhang he said why are you eating potatoes and bread they arent in your diet

but doctor miss zhang answered i ate my diet at lunch time this is my dinner