

杨芳 = 编著

研究生英语 实用写作教程

*Advanced Writing
Textbook for
Postgraduate Students*



清华大学出版社

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内 容 简 介

本书是清华大学外语系 985 课程建设项目的研究成果之一。本书也是编者在清华大学讲授多年的博士生英语写作课讲义的基础上写成的。教材共分十章,每章有五个部分:基础写作技巧、课后学习写作指导、基于网络的写作、常见写作考试简介与范例、合作写作课题及策略。

本书融合了基础写作范例与清华大学研究生写作实例分析,并和专门为本课程开发的“外语自学写作网站”配合使用。补充写作练习与更多的学生写作范例分析将会经常扩充,以便为使用本教程的教师提供更多帮助,也为硕士生,博士生的论文写作提供实用简明的指导。

读者对象:大学非英语专业硕士生,博士生,英语专业本科生。

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笔者执教博士生英语写作课多年，深切感到在英语学习的漫漫长路上，许多学生作出了巨大努力，但是英语写作仍然提高不大。因为写作反映的是一个人对语言的认识和综合外语运用能力，所以它也是最难在短时期内提高的语言技能。大学阶段，英语写作已经在部分院校作为一门课程来讲授和学习。但是，作为一种语言技能，学生对待写作还没有像对待阅读和听说技能那么重视，并为此进行专门的训练。学生学习的英语，也都是支离破碎的，因为他们习惯于一个个单词逐一记诵，较少注意每一个词的确切用法，以及忽略词语之间的搭配关系。虽然有不少学生掌握了大学英语教学大纲规定的词汇，或背会了TOEFL和GRE的几千单词，但一落实到写作，语言错误就层出不穷。因而笔者力图在教学实践的基础上总结中国学生作文中的不足之处，以使学生的写作水平有较大提高。

编写本书的基本思想是：从范文和对学生的数量实例分析出发，较系统而具体地介绍英语写作的基本方法和技巧，课内和课外有步骤地进行有关写作以及查询相关资料的训练，介绍并指导学生准备TWE、IELTS、GRE写作测试，学会与他人合作完成网页写作项目，最终培养学生具有熟练的英语写作能力。全书共分十章，每章的第一部分和第二部分供课内教学使用，主要是介绍不同的写作技巧；第三部分和第四部分供学生课外使用，重点是引导学生从网络上查询有用的学习资料，从而提高他们的自学能力。第五部分侧重于介绍外语学习中与他人沟通的一些学习策略。

本书的每个单元都是板块式组合，功能明确，循序渐进，内容新颖，时代感强。尤其是基于网络的写作训练板块，有机地扩充了本教程，使之在培养学生的书面表达能力的同时，也锻炼他们及时汲取丰富的网络资源，了解英语国家的一些文化背景和日常使用英语的习惯。这不仅有利于学生自学，还方便了教师根据自己的具体情况对课时进行适当调整，有选择地使用本教程的内容。

本书论述力求简明，写作实例注重实用。因此，本书可以用作大学英语研究生的实用写作教程，也可作为自学者掌握写作技巧及利用网络提高写作水平的指南。此外，对于参加国内外英语写作测试的读者也颇有裨益。

萧家琛教授仔细地审阅了全文，对部分文字加以润色。澳大利亚籍专家Brian Devlin博士通读并校对了初稿。清华大学出版社的宁有权同志积极促使本教程得以成书。黄淑琳教授也审校了部分章节，并提出了宝贵的意见。没有他们诚恳的建议和批评，就没有这本教程的问世。郑凯同学和曾重同学曾通读了本书初稿，并提出了使用和修改意见。同意我在本书中使用他们习作的博士生有：郑凯，曾重，顾良，冯东，张恭源，段翔，唐皇哉，宗骐，胡长建，王莉，李笑天，李路珂，袁牧，李建江，王建文，乔立安和张建杰等。对上述各位同学的支持，我深表谢意。

由于编者水平有限，编写时间仓促，本书中的疏漏和错误之处，敬请同行及读者批评指正。笔者的联系地址是：

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2002年7月于清华园

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Unit

1

An interesting story

- 1.1 Narration
 - Samples
 - Student sample
 - Assignments
- 1.2 Exploring ideas (1)
 - Brainstorming
 - Free writing
 - Clustering
- 1.3 Learner profile
 - Language learning types
 - Prioritizing language needs
- 1.4 Finding a pen pal online
- 1.5 Contract for learning

1.1 Narration

Every day in our lives all of us tell stories. For example, we might discuss a bus trip and describe one of the people on the bus. We fill our stories with details so that the story is vivid enough to attract the audience's attention. Details make the stories rich. Also, we usually tell a story in the order in which it happened. A sense of time, a chronology that we can follow, makes the story easier to understand. Finally, we are aware of the beginnings and endings of the stories. These are the fundamental elements of a narrative essay.

Sample 1 Why I disapprove of what I do

Ruth Reichl, a restaurant critic for *The New York Times*

It was the early 1970s. In Berkeley, Calif., the view was extreme: food had become intensely political. People were convinced that eating meat was greedy and irresponsible. The only moral

An interesting story

response was to become vegetarians.

Those of us who didn't really consider tofu pure pleasure were in trouble. Couldn't food be good and good for you?

Pondering this problem, I became a cook. I was not alone. All over Berkeley, overeducated people were opening restaurants. Our parents were horrified. There was nothing glamorous about the work. Saying that your daughter was a cook was about as attractive as confessing that she had decided to dig ditches for a living.

But I found restaurant work deeply satisfying. I loved the hard physical labor. I loved working with food, feeling peaches slip from their skins to reveal the fruit's hidden color, sniffing the air as onions caramelized. But what I liked best was watching people eat the food I had cooked, learning to listen to one another. Good food, I saw, was about more than mere eating.

And then a small magazine asked me to write a restaurant column. I did it for free. Before I knew it, I had stopped cooking professionally. Then I stopped cooking altogether. "She has joined the leisure class," my friends said.

The year turned into two and three, and more. I got a credit card and good clothes. I was writing for increasingly prestigious publications. When my mother starts telling me that all I am doing with my life is telling rich people where to eat, I realize how much the world has changed.

There are still restaurants where rich people go to remind themselves that they are different from you and me. But there are fewer and fewer of them. As American food has come of age, American restaurants have changed. Going out to eat used to be like going to the opera; today, it is more like going to the movies.

And so everyone has become a critic. I couldn't be happier. The more people pay attention to what and how they eat, the more attuned they become to their own senses and the world around them.

Condensed from *The New York Times Magazine* March 10, 1996

Sample 2 Choosing the first and the last sentence

The first and last sentences of the following story are missing. Working individually or in pair. Choose the best first and last sentence from those below the story. Decide what makes a good first sentence and a good last sentence.

...

A few years ago I spent a week in Shanghai. The week was over, and I was at the airport ready to leave when I discovered, to my dismay, that I had forgotten one of my suitcases at my hotel. Quickly, I jumped into a taxi and explained my situation to the taxi driver. We sped off in the direction of my hotel. Suddenly, the taxi driver slowed down so he could talk with the driver of a truck moving along the road next to us. The truck contained live chickens. Without stopping the taxi, the taxi driver stuck his hand out of the window and took a live chicken, which he neatly stuck under the seat next to him. Meanwhile, I was getting more and more anxious about my suitcase and making my plane on time. Time wasn't bothering the taxi driver, though. Instead of heading straight for the hotel, he made a tour to drop the chicken off at his home! In the end, however, we managed to get the suitcase and then raced back to the airport. Fortunately, I made it to my plane on time. ...

Choices for the first sentence

- a) There are lots of things to do in Shanghai if you have enough time.
- b) Traveling can have its exciting, though frustrating, moment.
- c) I've always enjoyed traveling.
- d) When I stayed in Shanghai, I took a taxi.

Choices for the last sentence

- a) That was the second time I'd been to Shanghai.
- b) Airline connections to Shanghai are fairly good.
- c) Traveling is difficult.
- d) What started out as a frustrating moment ended up being a hilarious memory and a great story.

Student sample

A story about AIDS

Draft	Improved version
<p>Here, I just wanna to retell an story learned from CCTV. It is some kind of an actual person and event. The protagonist is named Xiao Lu (a nickname).</p>	<p>I would like to retell a real-life story I learned from CCTV. The main character is named Xiao Lu (his nickname).</p>
<p>Anyway, I think I should say he is a kind man, even though he is associated with AIDS here, he is just an innocent person.</p>	<p>Being a HIV carrier, he is both kind and innocent rather than mean and irresponsible.</p>
<p>The story is happen in Thailand. Xiao Lu himself is master of a manufactory, and he is from GD province of China.</p>	<p>The story happened in Thailand. Xiao Lu, the owner of a factory, is from Guang Dong Province, China.</p>

Draft	Improved version
<p>One day, when he made his rounds about his manufactory, he saw that one of his workers is inattention, maybe sleepy, and the machine nearly hit one of her hands which means a work accident. He rushed up immediately to save her. It came out that, one of the fingers of the women worker was chopped through and Xiaolu's also got some trauma, which led to the tragedy.</p> <p>I think all of you know what happen. Right, the worker is a HIV carrier. The TV program is dedicated on Xiaolu's rest life.</p> <p>Here I just wanna to remind that AIDS is not very far from us. Anyone should wake up to HIV and AIDS.</p>	<p>One day, as Xiao Lu was on duty, supervising the performance, he noticed that one of the workers almost fell to sleep, while the machine was spinning swiftly nearby. He ran immediately to her to save her. It turned out that one of the woman worker's fingers was chopped through and Xiaolu also got some trauma, which led to the tragedy.</p> <p>It turned out that the worker is a HIV carrier. The TV program recorded the impact of this accident on the rest of his life.</p> <p>It is high time that we raise our awareness about the issue, for anyone might wake up in the morning and find out that AIDS is not far away from us.</p>

Assignments

The following are suggested topics for your assignment. You may decide to write on the topic you choose.

- 1) A gift (such as a camera, a soccer ball, or an animal) can contribute to a child's development. Write about one of the gifts you got as a kid.
- 2) Select one moment in your past that was particularly embarrassing. Write the story in the third person.

1.2 Exploring ideas (1)

Whenever possible, you should write about something that interests you. You will then have ideas on the subject and probably be able to come up with something to say. Even if you are writing about a topic that interests you, however, you may have difficulty writing an essay.

There are many ways to help you come up with ideas that will develop into an essay. The techniques include brainstorming, free writing, clustering, branching, structured notes, etc. Three of the techniques will be illustrated one by one.

Brainstorming

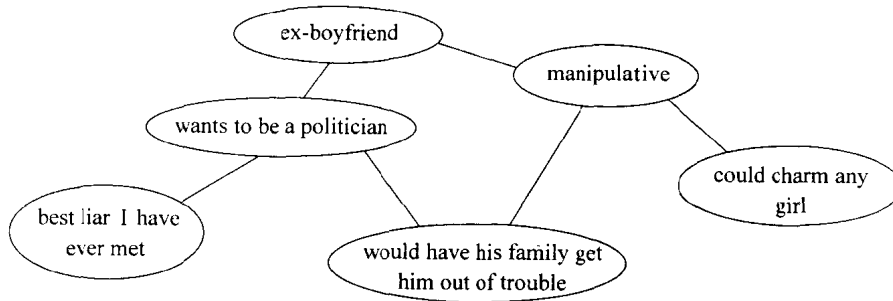
Brainstorming is like "thinking aloud". Writing is a great way to think. But most people will try to write essays when they start to write. Essays are structured, difficult and demanding things. So we get scared, try hard and still cannot make it. To avoid that, you have to write something that doesn't

look like an essay — journals, letters, notes and drafts.

When you brainstorm, you develop ideas and supporting details by asking questions. The basic questions are *Who? What? Where? When? Why? and How?* The questions vary, based on the topic. Then you can read through the questions and answers and decide what to emphasize in the writing. As you read through what you have written, this may become obvious.

Although brainstorming is a good technique for getting started, you can use it at any time during the writing process. If you are stuck in the middle and need more support or more details, brainstorming can be helpful. It is also useful when you revise your paper. For example, in the peer editing session, your classmate can ask you questions. In answering his questions, you have the opportunity to explore and develop your ideas further. Thus, brainstorming is a useful tool to help a writer create a rich, fully developed essay.

Student sample 1



Free writing

Free writing is a timed writing that asks you to relax and let your ideas flow easily. The only rule for free writing is that you don't stop to fix spelling, punctuation, handwriting or sentence construction. What you should concentrate on here is filling the page with as many words as you can write in the specified time. It is all right that, at this stage, you are not sure if you want to use what you have written down. It is important that you record the words just as they occur to you.

In the following sample, a student reflects on his experience in English study. Articulating whatever comes to his mind helps him to get a clear idea of the reasons for studying English.

Student sample 2

Why should I learn English?

I started to learn English in grade four in primary school. Twelve years passed, and I have spent a lot of time learning English and also so much money on English books and tapes. But now,

An interesting story

it suddenly occurs to me—why should I study English?

The most important reason is that English is the access to advanced science and technology. I am a graduate whose major is electrical engineering. In my research, I surely know that scientists and engineers in the U.S., Europe and Japan develop most advanced technologies. Most of the papers and technical data are written in English. If I want to do some research, I must read these papers first. During my research, some manuals for computer are also written in English. When I get a number of important results from my own research, I need to be able to write reports in precise and clear English and publish it as a research paper in international conferences.

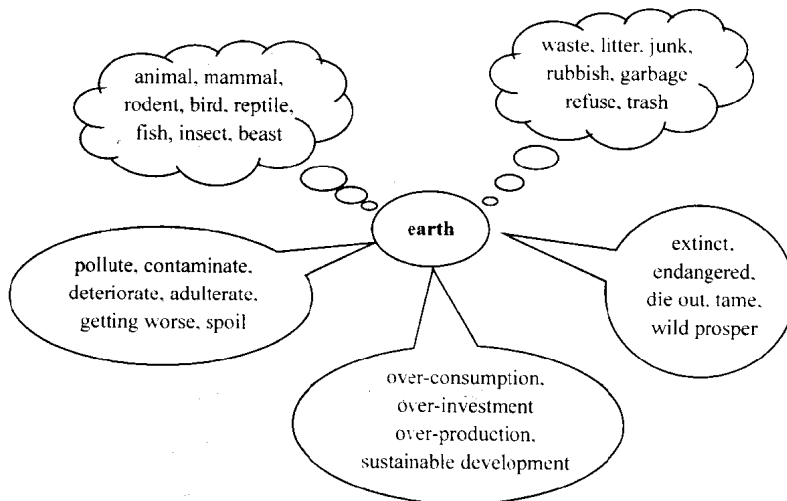
The second reason is that English is the most useful tool to communicate with people in other countries after we entered the 21st century and joined the WTO. Communication will benefit the peace and advancement of human beings in the long run. That's why everyone needs to learn English well.

Therefore, English is important for me to read, publish and communicate with people from the other countries.

Clustering

First, begin with a blank notebook page. In the middle of the page, write your key word and circle the word. (In the example below, the word is *earth*.) Then write down any other words that occur to you. Circle these words and draw arrows connecting your original word to them. Let yourself go and do not judge or even really think about what you are writing. You will know when to stop when you feel a strong urge to write when you suddenly know what you want to say. Write until you feel you have written all your key words out.

Example:



1.3 Learner profile

The contents of learner profile are all about you. The purpose of keeping a profile is to give an accurate picture of what you are able to do well and what you need to improve. The contents are not a secret record. You can add whatever you like to this profile. If you want to discuss your profile, take it to your tutor when you make an appointment for tutorials.

- Needs-and-wants analysis (record what you need and also what you want to learn)
- Contracts (state the goals you will aim at for this term)
- Study plans (keep the detailed plans you make to achieve your goals)
- Records of your progress
 - a) self assessments
 - b) peer assessments
 - c) your views of your progress
 - d) grade for your assignments or teacher's comments
- Reflection (learning methods, materials, progress, etc.)

Remember to keep this profile up to date.

IN-CLASS PRACTICE

1) Profile of Mother Teresa

Mother Teresa was born in Albania in 1910 as Agnes Bojaxhiu. In 1948 she started the Missionaries of Charity in Calcutta, India, to help abandoned children and the dying. She won the Nobel Peace Prize in 1979. "Jesus said love one another. He didn't say love the whole world". Mother Teresa, March 1980.

Which of the following adjectives best describe Mother Teresa.

intelligent boring daring sensible realistic relaxed ambitious straightforward thoughtful

Try out a word cluster to describe Mother Teresa.

2) Answer the following questions by working with a partner

a) What language skills are important for you and why?

b) In this writing class, you want to

- write with a partner or write alone.
- write about yourself (your feelings, opinions, etc.).
- write about real life or write only about hot topics.
- focus on topics related to your research.



Language learning types

There are as many different ways of learning a language as there are language learners. However, it is possible to analyze your own learning type. This questionnaire helps you to think about your ways of learning English.

Are you someone who

- a) worries about grammar?
- b) doesn't care about grammatical mistakes?

When you are speaking, do you

- a) try out new ways of saying things?
- b) use phrases you have learned by heart?

When you are reading, do you usually

- a) look up the exact meaning of new words?
- b) work out roughly what a new word means?

Does a word usually have

- a) one clear meaning?
- b) different meanings in different contexts?

Are you more interested in

- a) business English?
- b) academic English?

Do you like it more when

- a) the whole class does the same activity?
- b) you work in small groups?

Do you listen more to

- a) someone's exact words?
- b) the sound of their voice?

Is a good language learner someone who

- a) never makes mistakes?
- b) doesn't worry about making mistakes?

OUT-OF-CLASS PRACTICE

Free writing

Think big — anything is possible in language learning! Let your mind go free and use your imagination. Write down your learning preference.

Prioritizing language needs

To know what your priority is in learning English, you can reflect on your own experiences and decide why and when you need English and what kind of English you need to improve the most.

Student sample

From my experience, I come to realize that speaking is the most important language skill for communication. Once, I went to Japan for technology transfer on behalf of Tsinghua University. Our working language is English. I could understand what the Japanese counterpart said, while I couldn't express my ideas clearly because of my poor pronunciation. In this case, I had to write down every sentence on a piece of paper. At that time, I made up my mind to work hard to improve my English, oral English in particular.

1.4 Finding a pen pal online

Establishing pen pal relationships is not only a great learning tool, but also a fun and innovative way to become educated about other cultures. Try on the following websites and find a pen pal for yourself.

1) www.penpal.net/

How to make friends all over the world?

- ☺ Begin looking for pen pals. We have over 500,000 active members so there is a good chance you will find a suitable pen pal.
- ☺ After you've looked around you should consider listing yourself. Fill out an application for a free membership and access to our member-only search engine.
- ☺ Still have questions? We have a page with answers to the most common questions and our e-mail address for any other inquiries.
- ☺ Have fun and visit often. We are always adding new and fun services that will benefit you and your friends online.

2) www.pen-pal.com/

3) www.penpalgarden.com/

1.5 Contract for learning

Contract period: Begins: _____ Ends: _____

My overall goal is _____.

To achieve my goal I will spend _____ hours each week on writing.

Unit 1 An interesting story

Record of writing activities and materials.

My time schedule

Time/Date	Tutorial	Pen pal	Collaborative writing project

Student sample My learning contract

a) Needs and wants analysis

After passing the CET6 test, I have not taken any English courses for two years. So what I should do first is to review what I had learned years ago, enrich my vocabulary, sharpen my ears and write more. And then I will do more oral exercises, learn more typical writing conventions and imitate the native speakers' styles in writing. It is important to learn English well.

b) Contract

I will improve oral and writing skills and pass IELTS test.

c) Study plans

In this semester, I will

- go over 6,000 words and memorize some more (CET 6 standard);
- learn Family Album U.S.A. (watching tutorial movies and learning the book);
- listen to English broadcast everyday (3 hours a week);
- read English newspapers, such as 21st century or China Daily;
- write one essay (no less than 300 words) every week.

d) Diary (reflection)

Summary

In this unit you have learned how to

- A. tell a story.
- B. explore ideas by brainstorming, free writing and clustering.
- C. identify your language needs.
- D. find a pen pal from the Internet.
- E. sign the contract for learning.

Unit

2

My first job

- 2.1 Description
 - Samples*
 - Student sample*
 - Assignments*
- 2.2 Exploring ideas(2)
 - Branching*
 - Structured notes*
 - Note maps*
- 2.3 Analyzing exam questions
- 2.4 Researching online
 - Collecting materials*
 - Online databases*
- 2.5 Taking double-entry notes

2.1 Description

When you explain the nature of people, places, and things, you usually need to describe. You can often make your description clearer if you follow some simple rules. For example, you should usually describe things

- ☺ from outside to inside.
- ☺ from general to particular.
- ☺ by following the spatial order.
- ☺ by following the chronological order.

Sample 1

As I walked in the door, I could hardly believe that this scene of destruction used to be my room. Along the left hand wall, nearly hiding my desk and mirror, was a pile of beer cans and bottles, paper cups and old crumpled newspapers. The small window on the far wall was now covered with the mattress of the bed, and the frame of the bunk bed stood on end. The clothes closet, to the right