

大学英语教学和考试指导丛书

# 大学英语 写作讲座和练习

College English Writing

(修订版)

李俊峰 编著      汪家扬 审订



中国和平出版社

大 学 英 语 写 作  
讲 座 和 练 习  
**COLLEGE ENGLISH WRITING**  
(修订版)

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## 内 容 简 介

本书是专门为非英语专业大学生编写的一本写作教程,本书曾获全军教学成果一等奖,1994年3月经作者修订再版。

全书共十讲,系统地介绍《大学英语教学大纲》要求掌握的各种写作知识和技能,包括如何写段落、如何写文章、如何应考等内容。各部分均配有相应的练习。本书总的特点是既注重知识的传授,也强调能力的训练。讲解简明扼要,范例可望可及;练习针对性强,切实可行。

本书可用作大学英语教学的配套教材,也可用作报考 TOEFL、EPT 或研究生等人员的写作训练教材。

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## 大学英语教学与考试指导丛书 出版说明

目前全国各高等院校都按教委颁发的《大学英语教学大纲》实施教学并参加了大学英语四、六级考试,从而极大地激发了大学生的英语学习积极性和提高了他们的英语水平。各院校师生都在为贯彻教学大纲各项要求而努力,并且希望学生在四、六级考试前能得到一整套完整材料以便系统地、有针对性地进行考前强化训练。为此,《大学英语》编辑部经过几年努力,组织在全国大学英语统考中成绩优异的院校中有丰富教学经验的教师编写了一套大学英语教学与考试指导丛书。我们相信,这套丛书的出版将为高校师生提供大学英语统考前的系列复习的材料和测试手段。该丛书还可在词汇用法、语法结构、阅读理解、综合填空和写作各方面为教师提供选择,以便对学生进行系统、全面的训练。这套丛书不仅重视考前模拟训练,而且强调学生的基本功训练,对各项考试内容都配有指导性讲解、单项训练和综合训练。当然,教师也可根据教学中的薄弱环节,有针对性地选用以便更好地指导学生备考。

我们希望这套丛书能帮助大学生们顺利通过大学英语四、六级考试。谢谢!

《大学英语》编辑部

1994年5月

## 前 言

自从新大纲开始实施以来,我国大学英语教学界出现了生机勃勃的大好局面。师生热情空前高涨,四级英语考试的通过率逐年提高。然而,从考生的分项成绩来看,各项语言能力的发展尚不平衡,尤其是“写”的能力仍与大纲的要求有较大距离,已成为制约大学英语教学水平进一步提高的一个薄弱环节。本书的编写是我院为改进大学英语写作训练所进行的一个尝试。

众所周知,英语写作能力的提高取决于语言基本功和写作技能两个主要因素。本书从基本功总复习开始,目的在于进一步强化学生的句法概念,以避免我国学生写作中常犯的错误。书中,我们参照大学英语教学大纲对“写”的能力的要求,以讲座的形式,分十讲系统地介绍学生必须掌握的各种写作知识,包括遣词造句的基本原则、如何写段落、如何写文章、大学英语写作测试模式,以及应试方法等内容。每一讲之后均选编了有针对性的练习,以便使学生一步一个脚印、扎扎实实地把握写作要领,最终达到能用书面形式有效地表达思想和提高应试能力的目的。本书的附录包括:(1)启、承、转、合用语和实例;(2)评分标准;(3)应试注意事项;(4)练习参考答案。

本书的特点有:一、内容编排新颖。本书以基本功总复习为先导,在此基础上讲解写作知识,再辅之于练习,使学生最终能够写出语言正确、内容连贯的文章。二、具有较强的针对性和实用性。本书以大学生为使用对象,所介绍的写作知识均为大纲规定的内容,内容安排循序渐进、由浅入深,讲解简明扼要,练习实用可行,范文语言规范、难度适中、可望可及,具有较强的可模仿性。

本书的大部分材料已在我院经过试用,并取得了良好的效果。在历年全国大学英语四级统考中,我院考生的写作成绩均高于全国各类院校平均水平(详见下表)。

全国各类高校及我院 86、87、88、89、90 级学生写作单项成绩对照表

	86 级考生	87 级考生	88 级考生	89 级考生	90 级考生
非重点高校	5.53	4.88	5.72	4.72	
重点高校	6.60	5.07	6.35	5.80	
我院	6.42	6.52	8.42	7.35	8.47

作为大学英语的配套教材,本书宜在三、四级的教学中与阅读课同步使用,也可用作应试前写作强化训练的教材。书中练习主要在课后完成。

我院汪家扬教授对本书的总体规划和内容的取舍提出了许多宝贵的意见,并审阅了全书,在此表示衷心的感谢。在成书过程中,我们参考了部分国内外出版的写作教程,限于篇幅,恕不一一列出,在此谨向它们的作者致以谢意。

编者

一九九二年一月

于南京海军电子工程学院

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# 第一讲 写作热身练习

## (Warming-up Exercises For Writing)

### 1.0 写在前面的话

众所周知,外语的语言基本功是各项语言技能的基础,对“说”和“写”来说更是如此。一般认为,“听”和“读”是接受性技能,“说”和“写”是表达性技能。后者要比前者更难,这当然是可以理解的。然而,“说”和“写”虽然同为表达性技能,但是二者之间有着本质的区别。“说”是以语音为载体的交际活动,虽然音逝即意尽,但是有时即使说得不完全正确,借助于手势和表情也能进行交际。“写”则不一样,它完全依赖于按一定方式排列的文字符号传递信息。文法不通,用词有误,读者则无从了解作者的意图。可以说,“写”比“说”对语言的正确性提出了更高的要求。因此,具备较强的英语语言基本功是学习用英语写作首先要解决的问题。

在此,我们并非试图解决学生英语语言基本功所有的问题,而是针对我国学生写作学习中经常出现的错误,归纳出几个方面进行简要的说明,并提供一些练习,目的在于提醒学生在写作中对这些问题给予足够的注意,为后续的写作训练提供一个热身练习。

### 1.1 句子结构

句子是表达一个完整思想的语言单位。按其结构,句子可分为:简单句,并列句和主从句。

1. 简单句(The Simple Sentence):表达一个思想,含有一个主谓结构。例如:

The man      arrived at the house.  
主 语                      谓      语

The man and his wife      arrived at the house and knocked at the door.  
主                      语                      谓                      语

2. 并列句(The Compound Sentence):表达一个以上关系密切的思想,含有两个或更多的主谓结构,可由并列连词连接或由分号隔开。例如:

The man knocked at the door      but      no one answered.  
分                      句(1)      连词      分                      句(2)

That is a good idea      ;      I think I will use it.  
分                      句(1)      分号      分                      句(2)

【注】常用于连接并列分句的连接词有:

and, but, or, so, yet, for, not only... but also, either... or, neither... nor 等。

3. 复合句(The Complex Sentence): 表达一个主要思想, 以及一个或几个次要思想, 含有一个主句(the Main Clause)以及一个或几个从属子句(the Sub-clause)。

从句大致可分为三种。(1)名词从句: 包括主语从句、宾语从句、表语从句和同位语从句, 通常由连接词 that, whether (if), 连接代词 who, whom, whose, which, what, 和连接副词 when, where, how, why 等引出; (2)定语从句: 包括限定性定语从句和非限定性定语从句, 通常由关系代词 who, whom, which, whose, that 和关系副词 where, when, why 引出; (3)状语从句: 包括时间、地点、原因、条件、让步、方式、比较、目的、和结果状语从句等, 由与各种状语从句相应的连接词引出。例如:

- ① As soon as the man arrived at the house, he knocked at the door.  
                     从                    句                    主                    句
- ② He could not see what was ahead of him because it was very dark.  
   从 句①                    从                    句②  
   主                    句

【注】在文章中, 有时要用到多种句子结构的组合。例如:

- ① He was fired and the reason was that he had neglected his duty.  
 分 句①    连词                    分                    句②  
   从                    句
- ② The world will little note, nor long remember, what we say here,  
                     分  句①  
   从                    句①
- but it can never forget what we did here.  
 连词                    分                    句②  
   从                    句②

## 练习 1-1

Ex. 1 用适当的连接词连接下列各组句子:

- 1) This task was difficult. They accepted it readily.
- 2) We must be accurate in the use of language. The readers will not understand us.
- 3) The manager told him that he must work hard. He must leave the firm.
- 4) They did the work. They did it very well.

- 5) I forgot my umbrella. I had to return home to get it.
- 6) He learned how to read English. He learned how to write it.
- 7) She is a very careful girl. She never makes any mistake in her work.
- 8) Theory could not do without practice. Practice could not do without theory.

Ex. 2 根据括号内汉语的提示,完成下列句子:

- 1) The question is \_\_\_\_\_  
(采取什么措施来控制人口的快速增长).
- 2) It seems certain \_\_\_\_\_  
(自行车在人们的生活中起着重要的作用).
- 3) It is important \_\_\_\_\_  
(学生用英文写日记).
- 4) More and more people have realized \_\_\_\_\_  
(吸烟对人体的健康会造成多么严重的危害).
- 5) There is little possibility \_\_\_\_\_  
(人们能在短期内成功地解决污染的问题).
- 6) Scientists want to find out \_\_\_\_\_  
(为什么色彩会影响人们的情绪).
- 7) We are confident \_\_\_\_\_  
(太阳能在不久的将来会得到广泛的应用).
- 8) Studies show \_\_\_\_\_  
(电视对儿童的智力的发展会产生消极的作用).

Ex. 3 用适当的关系代词(who, whom, whose, which, that)或关系副词(when, where, why)连接下列各组句子:

- 1) Wang Ping is a diligent student. The teachers all admire him.
- 2) The scientist was awarded a prize. His invention proved of great value in agriculture.
- 3) The professor arrived this afternoon. He will give us a talk tonight.
- 4) Most children are longing for a time. Then they could decide their own things.
- 5) We should rely on ourselves. This is the key to success.
- 6) People must stop smoking. There are several reasons for this.

- 7) We have reached a point. At this point, great efforts should be made to improve our ability to write in English.
- 8) Where is the book? You got the information from it.

Ex. 4 根据括号内汉语的提示,完成下列句子:

- 1) \_\_\_\_\_, we should make good use of it.  
(既然时间是宝贵的)
- 2) When the domestic robot becomes available, \_\_\_\_\_  
(家庭主妇将可以从繁忙的家务中解放出来).
- 3) He was so pleased \_\_\_\_\_ (当听到这个消息时).
- 4) \_\_\_\_\_ that I could hardly recognize it after an absence of ten years. (我的家乡发生了如此巨大的变化)
- 5) \_\_\_\_\_, there are far more people speaking Chinese than those speaking English. (尽管很多国家讲英语)
- 6) Traffic accidents will result in more losses in lives and properties \_\_\_\_\_ (除非采取有效的措施).
- 7) Where there are schools, \_\_\_\_\_ (哪儿就有考试).
- 8) Trees are so important to man \_\_\_\_\_ (没有树木人类就无法生存).

## 1.2 动词的使用 (Use of Verb)

动词是句子的核心部分。因此,能否正确运用动词形式是文章能否达意的关键之一。本节从动词使用的有关方面,提出一些中国学生在写作中应注意的问题,以增强学生正确使用英语动词的意识。

1. 要熟记英语常用动词(尤其是不规则动词)的四种形式,即:原形,过去式,过去分词和现在分词。例如:

原形	过去式	过去分词	现在分词
work	worked	worked	working
study	studied	studied	studying
play	played	played	playing
go	went	gone	going
make	made	made	making
spread	spread	spread	spreading

2. 要掌握常用动词的基本模式 (Verb Patterns)。英语动词的用法虽

然比较复杂,但是一般来说,它们有以下五种基本结构:

- (1) 主谓 SV 例如: The sun rises from the east.
- (2) 主系表 SVP 例如: This picture is (looks) beautiful.
- (3) 主谓宾 SVO 例如: She hopes that the weather will be fine soon.
- (4) 主谓宾补SVOC 例如: The teacher encourages us to work hard.
- (5) 主谓宾宾SVOO 例如: Her father bought her a new tape-recorder.

每学一个动词,均须首先搞清它是及物动词、不及物动词、还是连系动词,或同时兼属几类动词。如果是及物动词,是否可以接双宾语,是否可以接宾语补足语等等。这样,使用起来才有把握,不会出错。实践证明,熟记动词的五种基本用法是掌握英语动词用法的一条捷径。

### 3. 要熟悉英语常用时态及语态的变化形式,并掌握它们的基本用法。

(1) 英语常用时态有以下 10 种:

	一般	完成	进行	完成进行
现在	现在一般时	现在完成时	现在进行时	现在完成进行时
过去	过去一般时	过去完成时	过去进行时	过去完成进行时
将来	将来一般时			
过去将来	过去将来一般时			

(2) 英语被动语态的基本结构为: be(助动词)+V-ed(过去分词)。被动语态与各种时态结合的变化形式均通过助动词“be”来实现。例如:

- (a) He **is** softly praised by his teacher.
- (b) He **has been** praised by his teacher.
- (c) A swimming pool **is being** built in our institute.

【注】注意“being”和“been”在被动语态中的使用。

前者用于进行时的被动语态,后者用于完成时的被动语态。

### 4. 要掌握虚拟语气的主要用法及其变化形式。虚拟语气主要用于:

(1) 非真实条件句。例如:

If I had been invited, I would have gone to the party. (过去)

If I were invited, I would go to the party. (现在)

If I should (were to) be invited, I would go to the party. (将来)

(2) 表示愿望、命令或建议等的宾语从句中。例如:

I wish that I had studied harder while I was at middle school.  
They insisted that I (should) accept the offer.

5. 要弄清非谓语动词(不定式,分词和动名词)的词法特点和句法功能,并熟练掌握其用法。

(1)非谓语动词的词法特点:

动名词: 起名词作用。

不定式: ---|

分词: 起形容词和副词作用。

(2) 非谓语动词的语法功用表:

种 类 \ 担任成份	主语	表语	宾语	介宾	宾补	定语	状语
不定式	✓	✓	✓		✓	✓	✓
分 词		✓			✓	✓	✓
动名词	✓	✓	✓	✓		✓	

### 练习 1-2

Ex. 5 写出下列动词的过去式,过去分词和现在分词:

blow	buy	cost	grow	lie	ring	teach
show	keep	break	choose	eat	get	know
write	rise	make	lead	lose	drive	tell
study	stay	run	lend	go	fall	ride
take	raise	drink	set	swim	sink	throw

Ex. 6 在下列短文的空内,填入适当的动词形式:

Animals \_\_\_\_\_ (perform) many entertaining jobs. Dogs, for example, \_\_\_\_\_ (be) particularly valuable in \_\_\_\_\_ (guide) the blind, \_\_\_\_\_ (protect) property, \_\_\_\_\_ (find) the lost people and \_\_\_\_\_

(hunt) criminals. For another example, horses \_\_\_\_\_ (use) in \_\_\_\_\_ (guard) herds (牧群), \_\_\_\_\_ (carry) men in lands where there \_\_\_\_\_ (be) no roads and \_\_\_\_\_ (help) farmers \_\_\_\_\_ (work) their land. As still another example, pigeons \_\_\_\_\_ (long, use) \_\_\_\_\_ (carry) messages. Besides, wild animals from the jungles (丛林), forests and seas \_\_\_\_\_ (be) very popular performers in circuses and moving pictures. People \_\_\_\_\_ (realize) that, although animals \_\_\_\_\_ (may, not, have) the same intelligence as human beings, they \_\_\_\_\_ (be) smart enough to learn certain things.

Ex. 7 在下列短文的空内, 填入适当的动词形式:

### The Most Interesting Experience in My Life

(a) Until I \_\_\_\_\_ (be) twenty-two years of age, I \_\_\_\_\_ (never, be) away from Shanghai, my native city, for more than a week. In fact, I \_\_\_\_\_ (make) only a few excursions to nearby cities, such as Hangzhou and Suzhou. The spring of 1938 when I \_\_\_\_\_ (decide) \_\_\_\_\_ (start) a mining business in Southern Jiangxi, was the first time that I \_\_\_\_\_ (make) a long journey.

(b) At that time, people \_\_\_\_\_ (travel) from Shanghai to Southern Jiangxi \_\_\_\_\_ (use) to go via Hongkong and Guangzhou. I \_\_\_\_\_ (sail) for Hongkong early in May. \_\_\_\_\_ (arrive) there, I \_\_\_\_\_ (be, fascinate) by the beauty of this prosperous, semi-tropical city. The ferry-boats between Kowloon (九龙) and Hongkong (香港), the cable cars \_\_\_\_\_ (go) up the hill, and the sunny resorts (旅游胜地) at the seaside, \_\_\_\_\_ (be) among the many things that \_\_\_\_\_ (attract) me. The island \_\_\_\_\_ (be) loveliest at night, when the luminous (发光的) trams \_\_\_\_\_ (run) to and fro like shuttles of fire along the highways \_\_\_\_\_ (present) a miraculous view to people \_\_\_\_\_ (look) from the opposite shore or \_\_\_\_\_ (cruise 游弋) on the sea.

(c) I \_\_\_\_\_ (stay) in Hongkong for a couple of days and then \_\_\_\_\_ (proceed) to Guangzhou, the biggest city in Southern China. What \_\_\_\_\_ (interest) me most \_\_\_\_\_ (be) the notable differences in custom between the people of this city and those \_\_\_\_\_ (live) in the Yangtze Delta (三角洲), whom I \_\_\_\_\_ (know). I particularly \_\_\_\_\_ (like) the beautiful scenery of the suburbs, which \_\_\_\_\_ (be) characteristic of semi-tropical regions. I \_\_\_\_\_ (spend) about five days

in Guangzhou before I \_\_\_\_\_ (go) on my journey to Jiangxi, but my experiences in that city and in Hongkong \_\_\_\_\_ (be) among the pleasantest of all my memories, because it \_\_\_\_\_ (be) the first trip that I \_\_\_\_\_ (make) to places quite remote and different from my native town.

Ex. 8 找出并纠正下列句子中的**动词结构**错误:

- 1) The students spend so much time to memorize the new words.
- 2) Finally, he became to be interested in art.
- 3) My parents have always hoped me to become a teacher.
- 4) He is determined to make his son be a lawyer.
- 5) They suggested to hold aother meeting to settle this matter.
- 6) Though we may fail again, we should not disappoint.

Ex. 9 找出并纠正下列句中的**动词与名词搭配**错误:

- 1) The flood made great damage to the village.
- 2) The first-rate hotel gave people an appealing effect.
- 3) Professor Liu often criticizes my carelessness in writing English.
- 4) I have learned a lot of knowledge from this book.
- 5) Since I entered college, I have gained much progress in English studies.
- 6) Only through constant practice, can we get the ability to write English compositions well.

Ex. 10 找出并纠正下列句子中**非谓语动词**错误:

- 1) He went to Beijing for attending an international conference.
- 2) We have not formed the habit to think in English.
- 3) Learning the language in a few weeks, I was ready to go at last.
- 4) With so many students attended the lecture, the classroom had become very crowded.
- 5) I soon observed nearly all the women, especially the young and the pretty ones, were carrying strange little baskets.
- 6) Swimming is interesting though it is a very tired sport.

Ex. 11 找出并纠正下列句中**一般动词用法**错误:

- 1) He should go to that meeting but he failed to do so.
- 2) Hard working and thrift are said as two typical features of the



Chinese people.

- 3) I have been studying English for five years but still not good at it.
- 4) The committee were too shocked when they heard the news.
- 5) He got off the plane and surrounded by a group of people at once.
- 6) I disgust those people who talk much but do little.

### 1.3 有关非完整句错误 (Sentence Fragment)

如前面所说,一个句子至少包括主语和谓语两部分(祈使句除外)。若将句子的某一部分当作一个完整的句子,就会导致非完整句。非完整句错误通常有以下几种情况:

#### 1) 将从属子句当作句子:

- (a) He failed to pass the examination. Which disappointed his parents.
- (b) I think this film is poor. Even though so many people enjoy seeing it.

#### 2) 将介词短语或非谓语动词短语当作句子:

- (a) With 7000 undergraduates and nearly 1000 postgraduates. Our university has become rather crowded.
- (b) They got up very early that day and left immediately after breakfast. Hoping to catch the 7.00 train to Shanghai.

#### 3) 将同位语当作句子:

- (a) They planned a trip to Tibet. A trip to get many new experiences.
- (b) New problems face the woman entering college. Such as budgeting her money and her time for study.

通常,纠正非完整句的方法有两种:(1) 将非完整句与前面或后面的句子合并起来,连成一个句子。(2) 给非完整句加上主语,使之成为一个完整句。例如,上面例句中的几句可改为:

- 1) (a) He failed to pass the examination. That disappointed his parents. (加上主语)  
或:..., which disappointed his parents. (连成一句)
- 2) (b) They got up very early that day and left immediately after breakfast, hoping to catch the 7.00 train to Shanghai. (连成一句)  
或:...; they hoped to catch the 7.00 train to Shanghai. (加上主语)
- 3) (b) New problems face the woman entering college, such as