

大学英语考试丛书

4级

大学英语四级考试
作文指导

刘道践 陈 镛 主编

English

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大学英语四级考试 作文指导

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前 言

全国大学英语四级统考已经进行了十余年。同学们的统考成绩也逐年有所提高,但多数同学总感到作文的难度较大。参加编写这本书的老师多年从事大学英语教学工作,很想为同学们英语作文水平的提高做点事情。因此,根据自己的教学经验,写成了这本书。

本书分为四部分:1. 英文句子的写作;2. 英文段落的写作;3. 四级统考作文出题形式和应试技巧;4. 学生习作评析。第一、第二部分简要介绍英文句子及段落的特征和写作方法,第三部分详细介绍四级考试作文的出题形式及应试技巧,第四部分通过习作评析重点介绍四级统考作文的评分标准。前三部分均设有练习并附有参考答案,供同学们进行模仿学习。

在本书的编写过程中,受到第三军医大学、重庆建筑大学、重庆教育学院、渝州大学、重庆大学和四川三峡学院有关领导和其他老师的关心和支持,在此特表诚挚的谢意!

由于编者的水平有限,书中难免存在缺点甚至谬误之处,恳请专家和广大读者不吝赐教。

编 者

2000 年 10 月

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第一章 写好英文句子

句子是人们交际的最基本的语言单位。一个句子不论长短,应能表达相对完整的意义。在英语写作中,首先要写好英文句子。文章合理的构思,严谨的结构以及内容的表述,都取决于句子的运用。句子的简明易懂,真实可读决定整个文章的价值,每个句子的可读性又决定段落的可读性。

首先,英语句子的可读性或准确性要求正确地运用语法规则,正确地遣词造句,正确地使用标点符号和其他修辞手段。但仅仅语法正确还不能保证句子的可读性与准确性,那些复杂又拗口、冗长而空洞的句子,或像幼儿故事一样的简单句,会令人索然无味。好的句子,除了语法正确之外,还应强调词与词组之间关系清晰,简明扼要,通顺流畅。总之,好的句子应当是清楚、简明、流畅。

一、如何使句子清楚 (Making Sentences Clear)

清楚指意义上的正确无误,能够准确地传递作者的意思。句中各个成分关系明确,并且围绕一个中心话题。

如何使句子清楚,应注意以下几点:

(一) 尽量使句子具体化 (Make Your Sentences Specific)

举例:

模糊:Our patients are enjoying the warm days while they last.

由 while 引起时间状语从句中的 they 指代关系不明确,可能产生以下的疑问:

Are the patients or the warm days on the way out?

根据具体情况,可做如下修改:

While these warm days last, our patients are enjoying them.

Or:

Our patients are enjoying the warm days.

含糊:Sally told Sarah that she was obsessed (缠住) with her job.

该句子中的 she 指代不明确,her 的使用也让人难以理解,由此产生这样的疑问:

Does she refer to Sally or Sarah?

同样一句话,可能会有以下几个不同的理解:

1. Sally is obsessed with her own job.
2. Sally thinks that Sarah is obsessed with her (Sally's) job.
3. Sally thinks that Sarah is obsessed with her own (Sarah's) job.
4. Sally is obsessed with Sarah's job.
5. Sally thinks that someone else is obsessed with her (Sally's) job.
6. Sally thinks that someone else is obsessed with Sarah's job.

7. Sally thinks that someone else is obsessed with some other person's job.
8. Sally thinks that someone else is obsessed with his or her own job.

理清人称代词之间的指代关系,该句可作以下修改:

Sally told Sarah, "I'm obsessed with my job."

Sally told Sarah, "I'm obsessed with your job."

Sally told Sarah, "You're obsessed with (your, my) job."

Sally told Sarah, "She's obsessed with (her, my, your) job."

模糊: She went home in a bad mood.

这个句子虽然大意完整,但表述并不清楚,她以何种情绪回家? 这里具体的描述比泛谈更好,可作如下修改:

修改: She stomped (跺脚) home, hands jammed in her pockets, angrily kicking rocks, dogs, small children, and anything else that crossed her path.

模糊: Harry typed another memo on our new electric typewriter that was useless.

(Was the typewriter or the memo useless?)

修改: Harry typed another useless memo on our new electric typewriter.

Or:

Harry typed another memo on our new, useless electric typewriter.

模糊: Only press the red button in an emergency.

(Does "only" modify press or emergency?)

修改: Press only the red button in an emergency.

Or:

Press the red button in an emergency only.

模糊: Nonsmokers are harmed by tobacco smoke as well as smokers.

(Do smokers harm nonsmokers?)

修改: Nonsmokers as well as smokers are harmed by tobacco smoke.

模糊: After a night of worry, the lights came on.

(Who worried?)

修改: After we had worried all night, the light came on.

模糊: As an expert in this field, I'm sure your advice will help.

修改: Because you are an expert in this field, I'm sure your advice will help.

(二) 尽量使句子结构简单(Keep Your Sentences Simple)

写作中应避免在一个句子中包含过多的内容(overpacked),好的句子应具备简明清楚,直截了

当的特点,用简单、明确的话语陈述自己的观点,使读者容易理解。

举例:

啰嗦: The steward was really a very friendly and agreeable man, quite round, rotund(圆胖的), and sleek, with a very costly set of dimples(酒窝) around his terribly pleasant smile.

修改: The steward was an agreeable man, rotund and sleek, with a costly set of dimples around his smile.

啰嗦: The little child walked quietly on the tip of his toes past the very young dog.

修改: The toddler tiptoed past the puppy.

啰嗦: Actually, one aspect of a marriage situation that could definitely make me very happy would be to have a somewhat adventurous partner who really shared my extreme love of traveling.

修改: I'd like to marry an adventurous person who loves traveling.

(三) 注意词序 (Pay Attention to Word Order)

词序的改变,尤其是修饰语的位置,可以改变句子的含意。

举例:

语序错位: Now that it's flu season, learn how to protect yourself from your family doctor.

(Did the writer mean that you should protect yourself from your doctor—or from the flu?)

修改: Now that it's flu season, learn from your family doctor how to protect yourself.

错句: Waving farewell, the plane began to roll down the runway.

(Did the writer mean that the plane was waving farewell?)

修改: Waving farewell, we watched as the plane began to roll down the runway.

修饰语错位: After your awful behavior, an apology is something I'll expect. But I'll probably get an excuse.

修改: After your awful behavior, I expect an apology. But I'll probably get an excuse.

二、使句子简明 (Making Sentences Concise)

简明的含义是简要而明确,即用最少的词语传递最多的信息。直奔主题而不喧杂。但是所谓简明,不是要省略讲清问题所必须的特定细节。一条简短却模糊的消息同样是无用的。

举例:

简短、模糊: Clarence's grades for last semester were poor.

简短、清楚: Last semester Clarence received one C, two D's, and two F's.

要防止累赘,避免词语重复:

啰嗦: At this point in time I must say that I need a vacation.

简明: I need a vacation now.

如何使句子简明，应注意以下几点：

(一) 删除词语重复 (Eliminate Redundancy)

一个单词可以表达的，就尽量不用相同含义的词组。

例如：

as this point in time	= now
has the ability to	= can
in this day and age	= today
aware of the fact that	= know
due to the fact that	= because
on a personal basis	= personally
dislike very much	= hate
athletic person	= athlete
the majority of	= most
being in good health	= healthy
on a daily basis	= daily
each and every one	= all
in close proximity to	= near

应避免下列重复修饰：

a (dead) corpse	enter (into)
the reason (why)	(totally) monopolize(垄断,独占)
the (final) conclusion	(totally) obvious
(outmost) perfection	(very) vital
(mental) awareness	(past) experience
(the month of) August	correct (amount of) change
(the color) green	stands out (the most)
(fellow) classmates	(future) prospects
(mutual) cooperation	(valuable) asset
mix (together)	(close) scrutiny(细备)
(viable) alternative	(free) gift

常见的累赘表达的举例：

(reverted) back	(new) innovation
(reflected) back	red in color
(retreated) back	pair of twins/two twins
fell (down)	(resulting) effect(or just “result”)
climb (up)	(final) outcome
a (true) fact	

下面的结构也应避免：

regardless of the fact that	(使用 “although”)
-----------------------------	-----------------

due to the fact that	(使用 “because”)
the reason is that	(删除)整个结构删除
as to whether or not to	(删除 “as to” 和 “or not”)
at this point in time	(使用 “now” 或 “today”)
it is believed that	(使用特定的主语加 “believe(s)”)
concerning the matter of	(使用 “about”)
by means of	(使用 “by”)
these are the kinds of... that	(使用 “these” 加特定的主语)

试比较下列句子:

啰嗦: Each candidate should be evaluated on an individual basis.

简明: Each candidate should be evaluated individually.

啰嗦: Television does not portray (描写) violence in a realistic fashion.

简明: Television does not portray violence realistically.

啰嗦: The New York blackout(纽约大停电)produced a crisistype situation.

简明: The New York blackout produced a crisis.

(二) 在段落的开始和一些介绍的语句中, 常出现 there are 或 it is 结构, 可删除这些结构, 代之以特定的主语。

试比较下列句子:

啰嗦: There are thirty thousand students attending this university.

简明: Thirty thousand students attend this university.

啰嗦: There is a good reason why I do not eat liver.

简明: I do not eat liver for a good reason.

啰嗦: It is impossible for some people to learn to relax.

简明: Some people never learn to relax.

可以省略 to be 的举例:

啰嗦: She seems to be angry.

修改: She seems angry.

啰嗦: The freeze-dried facelift (整容)proved to be unsuccessful.

修改: The freeze-dried facelift proved unsuccessful.

啰嗦: The new mayor wanted his archenemy (主要敌人), the local movie critic(评论家), to be arrested.

修改: The new mayor wanted his archenemy, the local movie critic arrested.

可以省略 “who” 和 “which” 引导的从句举例:

啰嗦: The getaway car, which was stolen, turned the corner.

修改: The stolen getaway car turned the corner.

啰嗦: The chef(厨师), who was depressed, ordered his noisy lobsters(龙虾) to simmer down(被煮浓).

修改: The depressed chef ordered his noisy lobsters to simmer down.

(三) 使用名词所有格、形容词、动词等代替 of 短语或者不定式短语。

举例:

啰嗦: At the time of registration students are required to make payment of their library fees.

修改: At registration students must pay their library fees.

啰嗦: The producer fired the mother of the director of the movie.

修改: The producer fired the movie director's mother.

(四) 用肯定句表达否定意义(Make Negatives Positive)

啰嗦、间接: I did not gain anything from this course.

简明、直接: I gained nothing from this course.

啰嗦、含混: Do not neglect to activate the alarm system.

My conclusion was not inaccurate.

简明、清楚: Be sure to activate the alarm system.

My conclusion was accurate.

正确的否定:

This is not the best plan.

Your offer is unacceptable.

This project will never succeed.

肯定形式表达否定意义的举例:

did not succeed = failed

does not have = lacks

did not prevent = allowed

not unless = only if

not until = only when

not absent = present

三、使句子流畅(Making Sentences Fluent)

流畅的句子易读易懂,是因为它们之间清楚的联接,句型的变化以及强调手段的使用。

试比较下面的例子：

无联接：Jogging (慢跑) can be healthful. You have to have the right equipment. Most necessary are well-fitting shoes. Without this equipment you take the chance of injuring your legs. Your knees are especially prone to injury. (4 sentences)

清楚、流畅：Jogging (慢跑) can be healthful if you have the right equipment. Shoes that fit well are most necessary because they prevent injury to your legs, especially your knees. (2 sentences)

不流畅：We went inside the famous cave and the guide turned off the lights and we saw the rocks that glowed.

修改：After we went inside the famous cave, the guide turned off the lights so we could see the rocks that glowed.

Remember: All good writers revise their sentences.

Exercise 1

改写下列含义不清楚的句子：

1. Bill told Fred that he was wrong.
2. I bought a house from a real estate agent full of termites (白蚁).
3. Only use this phone in a red alert.
4. Making the shelves look neater was another of my tasks at X-Mart that is very important to a store's business because if the merchandise is not always neatly arranged, customers will not have a good impression, whereas if it is neat they will probably return.
5. Wearing high boots, the snake could not hurt me.
6. Having more than an hour left to travel, the weather kept getting worse.
7. When my ninth-grade teacher caught daydreamers, she would jab them in the shoulder with gritted teeth and a fierce eye.
8. While they eat dead fish, our students enjoy watching the alligators (鳄鱼).
9. After being late for work twice in one week, my boss is annoyed with me.
10. Education enables us to recognize excellence and to achieve it.
11. Student nurses are required to identify diseases and how to treat them.
12. I refuse to believe books of any kind are boring.
13. In a business relationship, trust makes it work.
14. Seeing your legs are your main support, be sure to keep your muscles toned(增强).
15. I have a critical need for financial aid.

Exercise 2

使用联接(并列连词、从属连词)修改下列句子,使其意义清楚：

1. Martha loves John. She also loves Bruno.
2. You will succeed. Work hard.
3. I worked hard in calculus and flunked the course.

4. Now I have no privacy. My cousin moved into my room.
5. I will try and get a refund on my defective watch.
6. The instructor entered the classroom. Some students were asleep.

Exercise 3

使用适当的语态,修改下列句子:

1. The evaluation was performed by us.
2. The essay was written by me.
3. Unless you pay me within three days, my lawyer will be contacted.
4. Hard hats should be worn at all times.
5. It was decided to decline your invitation.
6. Gasoline was spilled on your Ferrari's (法拉利汽车) leather seats.
7. Joe's company fired him.
8. A rockslide buried the main entrance.
9. Someone on the maintenance crew has just discovered a crack in the nuclear-core containment unit.
10. A power surge destroyed more than 2 000 lines of our new computer program.
11. Your essay confused me.
12. You are paying inadequate attention to students' safety.
13. You are checking temperatures too infrequently.

Exercise 4

删除句子中不必要的词语,修改下列句子:

1. He is a man who works hard.
2. This book is the best book which I've read in months.
3. I am aware of the fact that Sam is a trustworthy person.
4. The college is imposing a curfew due to the fact that several students have been mugged (被行凶抢劫).
5. On previous occasions we have worked together.
6. Albert's outlook on life is optimistic.
7. Clarence completed his assignment in a short period of time.
8. Sally is a close friend of mine.
- 9 I've been able to rely on my parents in the past.

Exercise 5

删除下列句中的 there be, it, to be, of, that, which 结构,使句子更加简明:

1. I consider George to be a good friend.
2. Our summer house, which is located on Cape Cod, is for sale.

3. The static electricity that is generated by the human body is measurable.
4. Writing must be practiced in order for it to become effective.
5. Another reason why the job is attractive is because the salary is excellent.
6. There are many activities and sports that I enjoy very much, but the one that stands out in my mind is the sport of jogging.
7. Friendship is something that people should be honest about.
8. Smoking of cigarettes is considered by many people to be the worst habit of all habits of human beings.
9. There are many students who are immature.
10. It is necessary for me to leave immediately.

Exercise 6

改写下列句子,使其更加简明清楚:

1. I have a preference for Ferraris.
2. Please make a decision today.
3. We need to have a discussion about the problem.
4. I have just come to the realization that I was mistaken.
5. We certainly can make use of this information.
6. Your conclusion is in agreement with mine.

Exercise 7

用改变动词与名词的词序,变否定为肯定,删除不必要的词语等方法,修改下列句子:

1. We request the formation of a committee of students for the review of grading discrepancies
2. I am not unappreciative of your help.
3. Actually, I am very definitely in love with you.
4. I find Susan to be an industrious and competent employee.
5. Bill made the suggestion that we get an additional roommate.
6. It seems that I've made a mistake in your order.
7. My father's quick wit is an extremely impressive aspect of his personality.
8. Igor does not have any friends at this school.
9. In my opinion, winter is an awful season.
10. As this academic year comes upon us, I realize that I will have trouble commuting to school this semester.

第二章 段落写作

第一节 段落的完整性

一篇文章是由若干段落组成的。段落是一篇文章的有机部分,在意义上或结构上起着一定的作用。

这里所讨论的段落是典型的标准段落。一个标准段落只表达一个或一层完整的意思。从这个角度上来讲,一个段落即是与中心意思相关的句子的组合或句群。

这样的—个段落具有完整性、连贯性和逻辑性等特点,这些特点也是段落写作时应该注意达到的要求。

一个段落只表达一个中心思想即主题,段落的其他部分要与这个主题相关,并围绕这个主题进行写作,这就是段落的完整性。

一个标准的段落由主题句、展开句和终结句组成。

一个段落的主题一般是由主题句来表达的,然后由展开句对这个主题加以描述,说明或者论证。终结句对整个段落的内容进行总结,归纳或对主题进行重述或强调。

因此,要写好一个段落首先做到两件事:一是写好主题句;二是写好展开句。

一、写好主题句

主题句是表达段落的中心思想的句子。一个好的主题句不仅要表达这个段落的主要内容,而且要规定对这个主题进行讨论的范围和限度。这个范围和限度在主题句中是由关键词或词组来规定和限定的。

例 1

TV has become a somewhat negative force in the last twenty years.

这个句子如果用来作为主题句,句子中的 negative force 就是关键词组。在段落中就要集中对这点进行写作,指出 TV 会有哪些“负面影响”,如沉溺于电视中的家庭成员缺乏感情交流,无法讨论解决生活中的问题等。

例 2

In the West these days unemployment can cause considerable psychological problems for certain people, in particular the young.

这个主题句中,psychological 是关键词。在西方,失业会带来许多问题,偷盗、抢劫等无疑是其中的一部分,但是,根据主题句中的关键词所规定的范围,段落里首先要论述失业后因为“心理原因”而引发的社会问题,如因无工作而感到羞愧,进而产生绝望,以致酗酒、吸毒、卖淫等。

例 3

For traders or potential investors from Europe or North America, the Chinese market can present a

formidable challenge.

在这个主题句中 formidable challenge 是关键词组,段落的其余部分集中说明某些欧洲、北美的投资者认为中国市场具有巨大的挑战性的原因。在他们看来,这个国家幅员辽阔,交通相对不畅,人际关系较为复杂,以及语言障碍等等可能形成投资困难。

段落写作中一个应引起注意的问题是:一个主题句不能包含两个或两个以上的内容。如下句:

Literature in school is considered an important subject and good literature can be understood or interpreted in many different ways.

这个句子里有两个关键词或词组:important 和 in many different ways。这些词包含了两个内容,一是文学在学校里被认为是一门重要的课程;二是好的文学作品可以多方面地去理解。在一个段落里同时讨论这两个问题是有困难的,作者不能做到重点突出和意思明确,段落也丧失了完整性。所以上述句子就不宜作主题句。

二、写好展开句

在确定了段落的主题以后,就要选好后与主题有关的细节、事例、论据等。然后利用这些细节、事例或论据等写成句子对主题加以描述、说明或论证。这些句子即是展开句。展开句表达的应该是与主题有关的而且是必要的细节、事例、论据等。

例 1

In recent years, researchers have detected a number of disorders caused by an extra chromosome, or a lack of part of a chromosome. Mongolism is a form of retardation. Accompanied by short stature, a flattened nose and broad hands and feet are caused by an extra chromosome. The parents of such a child have little increased risk of having another Mongoloid.

这个段落里的第一句是主题句。它表达的中心意思是:许多疾病是由于多了一个染色体或缺少了一个染色体的一部分而引起的。作者以 Mongolism (先天愚型)为例来说明,这种智力迟钝,同时伴有身体矮小,鼻子扁平,手脚宽厚等症状的疾病就是由于多了一个染色体而引起的。并进一步说明一对夫妇已有一个孩子得了先天愚型症,他们的其他孩子得这种病的可能性就不大了。

例 2

(The Monster)

He was an undersized little man, with a head too big for his body—a sickly little man. His nerves were bad. He had skin trouble. It was agony for him to wear anything next to his skin coarser than silk. And he had delusions of grandeur.

这段选自一篇描写音乐界的怪杰——德国作曲家 Richard Wagner (瓦格纳)的文章。他是一个荒诞怪异的人。即使在外貌上也与众不同:他是一个矮小的人,长着一个相对于身材来说硕大的脑袋,他精神紧张,又患有皮肤病。但他却想象自己雄姿英发。作者利用细节成功地对瓦格纳的外貌进行了描写。

例 3

At present, heroin abuse is mainly an urban problem. In many depressing urban communities, heroin provides the hope of an escape from a life of misery and poverty. The typical urban heroin addict has dropped out of school by his early teens. He lacks education or training, and because of this, cannot get a good job. He has little opportunity to improve his life. The addict knows only

poverty and despair. When he takes heroin, however, he forgets his misery. The drug takes away the stress and strain of living—until the effect of the drug wears off. Then, the discomfort that results is very intense and terrible. Because the addict must take larger and larger doses, his habit becomes more and more expensive. Addicts often turn to crime to get the money they need. They might steal purses, burglarize apartment and homes. In this way, addicts force the crime rate up.

这一段选自一篇关于美国的吸毒问题的文章。第一句是主题句。它指出“滥用海洛因的问题主要存在于城市之中”这一现象。段落的后面部分分析了产生这一现象的原因：对许多生活在令人压抑的城市居民点的人来说，海洛因给予他们逃避痛苦和贫困生活的希望。吸毒的人一般文化水平低，接受的教育和培训少，找不到好的工作，他们只能穷愁贫困，而且所需毒品越来越大，花在这上面的钱会越来越多，往往又去犯罪，使城市犯罪率上升。

Exercise 1

找出下列各主题句中的关键词或词组。

1. There are some theories about how children learn language.
2. China's socialist market is thriving.
3. 1997 was an extraordinary year for Asia at large.
4. El Nino was responsible for the weird weather early this year.
5. Advertisement promotion strategies will vary according to the product.

Exercise 2

阅读下列段落，找出各段落的主题句。并注意主题句在段落中的位置。

1. The jewel value of brilliant diamonds depends greatly on their color or “water” as it is called. The usual colors of diamonds are white, yellow, brown, green, or blue-white; the blue-white brilliants are the stones of the “finest water” and so command the highest prices. Black, red and even bright pink diamonds have occasionally been found.

2. “Greenpeace” is now a large international environmental group. It first began in 1971 in Canada and the U. S. A. and was set up as an international group in 1976 in the U. K. Members of the group call attention to ways in which people are either intentionally or unintentionally, causing pollution in any form. They do so in a nonviolent way and try to educate, and if necessary, forcefully persuade people and government to stop pollution happening and repair the damage that has already been done.

3. Niagara Falls is a spectacle of nature. The very mention of the name brings to mind great visions of immense volumes of plunging, thundering water. The noise of the falling waters can be heard 30 kilometers away and, as you approach it, you can feel the ground shake under your feet.

4. Nearly all the old City of London was burnt down in the fire of 1666. After the fire of London, some Londoners made new homes in new parts of London. Others wanted to come back, but found the new houses too expensive. The City started to lose its people and then, when the railways came, it was even easier to work in the City and live outside it. In the Second World War, many homes in the City were destroyed by bombs. So now the City has very few shops and homes. The streets are full of