

英语专业四级考试 指南与模拟试题

李远征 曾微 编著



北京大学出版社

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北 京

图书在版编目(CIP)数据

英语专业四级考试指南与模拟试题/李远征等编. —北京:北京大学出版社, 2002. 1
ISBN 7-301-05083-6

I. 英… II. ①李… ②曾… III. 英语—高等学校—水平考试—自学参考资料
IV. H310.42

中国版本图书馆 CIP 数据核字(2001)第 042004 号

书 名: 英语专业四级考试指南与模拟试题

著作责任者: 李远征 曾 微 编著

责任编辑: 徐万丽

标准书号: ISBN 7-301-05083-6/H · 0637

出 版 者: 北京大学出版社

地 址: 北京市海淀区中关村北京大学校内 100871

网 址: <http://cbs.pku.edu.cn>

电 话: 邮购部 62752019 发行部 62754140 编辑部 62753334

电子信箱: zpup@pup.pku.edu.cn

排 版 者: 兴盛达打字服务社 62549189

印 刷 者: 中国科学院印刷厂

发 行 者: 北京大学出版社

经 销 者: 新华书店

787 毫米×1092 毫米 16 开本 19.25 印张 484 千字

2002 年 1 月第 1 版 2002 年 1 月第 1 次印刷

定 价: 28.00 元

前 言

在对英语专业的学生进行四级考试辅导的过程中,我们迫切地感到需要一本实用、系统的辅导书,使学生们既能够强化语言知识,又能够训练解题的技巧,同时还能有大量的模拟题以供参考。这本书在编者的努力下终于成型,它可以作为英语专业四级辅导的参考书,也可以用于学生自学,对参加自考的英语专业的学生也是一本很好的参考书。

这本书共分为六章:第一章为英语专业四级考试简介及评分标准,着重介绍考试的内容、题型、各测试部分的要求和在考试中所占的分值权重,以及听写和写作部分的评分标准。第二章为考试辅导,编者在这一章里对专四考试的各个部分(包括写作、听写、听力理解、语法词汇、完形填空和阅读理解)进行了详尽的分析,并阐述了应试的技巧和注意事项,使考生们能在提高应试技巧的同时,巩固语言知识,增强对语言的综合理解,提高运用语言的能力。第三章为模拟试题,编者按照专四考试的要求和模式提供了八套模拟题,供考生参考。考生应将在第二章中学到的技巧运用到解题中,通过强化训练,全面提高应试的能力。第四章是模拟试题的答案及题解,在这一章中,编者对写作部分提供了参考范文,对其他部分的重点和难点进行了解释,以供考生自学时参考。第五章是模拟试题听力理解原文。第六章是两套近年英语专业四级试题及题解。附录为听力常用短语和动词短语荟萃,这不仅可以让考生在复习时事半功倍,还具有长期的保存价值。

本书期望达到以下几个目的:

一、使同学们了解专业四级考试的题型、要求及评分标准。和其他的国家级英语考试相比,专业四级考试无论在题型的设计和分值的计算上都不尽相同,本书对题型的要求和评分标准的介绍将使考生尽快熟悉专四考试,有的放矢地进行训练。

二、强化同学们的语言知识,提高解题的能力。本书在第二章深入地分析了各个题型的解题技巧,考生在运用这些技巧的同时,语言知识将会得到进一步巩固。

三、为教师们提供专四辅导的参考教材。在没有开设此课程的高校,教师对学生进行辅导的时候,这本书可以作为辅导的教材。

四、促进同学们进行自学。本书既有讲解又有模拟试题,同学们可以对此书的讲解部分自学,同时用模拟试题进行自测,以全面巩固所学的语言知识,在专四考试中取得好成绩。

本书虽然是考试指南性的书,但在对解题技巧阐述的同时,注意培养考生的语言能力,介绍了正确的学习方法。模拟题严格按照专业四级的模式,在选题上注重难易适中,阅读材料涵盖面广,内容新颖。听力理解部分附有磁带,由外国专家录制。新闻部分的材料全部选自近期的美国之音。

编者倾注了大量心血,力图在同类参考书中有所突破。本书在出版过程中,一直得到中国人民大学外语系英语专业教研室主任王维东老师的关心,在此深表感谢。

由于水平有限,疏漏之处在所难免,敬请广大读者批评指正。

编 者

2001年5月于中国人民大学

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第一章 英语专业四级考试简介及评分标准

英语专业四级考试的目的是全面检查已学完相关英语课程的学生是否达到了教学大纲所规定的各项要求,考核学生运用各项基本技能的能力以及对语法结构和词语用法的掌握程度。既可以测试学生的综合能力,也可以测试学生的单项技能。

、英语专业考试的范围包括:基础阶段教学大纲所规定的一至四级除读音和说的技能以外的全部内容。考试于每年5月份举行。

考试内容包括六个部分,一、写作;二、听写;三、听力理解;四、完形填空;五、语法及词汇;六、阅读理解。前两部分需60分钟,后四部分需时80分钟,全部考试时间为140分钟。

第一部分写作,由命题作文和写便条两部分组成。命题作文要求考生根据题目和所列出的写作提纲,写一篇150词左右的短文,时间约为35分钟,分数约占卷面总分的12%。写便条,要求考生根据提示写大约50~60词的通知、便条、请帖等。要求格式正确,语言得体。考试时间约10分钟。分数约占卷面总分的5%。

第二部分听写,要求学生在全面理解内容的基础上,逐字逐句地写出全篇短文。考试时间为15分钟。分数约占15%。

第三部分为听力理解,这部分由Section A、B、C组成。Section A为9个statements,Section B为8个conversations,Section C为新闻广播。考试时间为15分钟,分数约占15%。

第四部分为完形填空,本题为多项选择题,要求考生在全面理解所给短文内容的基础上,选择一个最佳答案,使短文的意思完整。考试时间为15分钟,分数比重为10%。

第五部分为词汇语法,本部分为多项选择题,约25个小题组成。其中约50%的题为考查词汇、词组和短语用法,其余为考查语法结构。考试时间15分钟,所占分数为15%。

最后一部分为阅读理解,该部分由普通阅读和快速阅读两部分构成。普通阅读包括5~6篇文章,文章后共附有16个问题。考试时间为30分钟。快速阅读部分包括6~7篇短文、广告、图片说明等,考试时间为5分钟,该部分分数约占总分的25%。

评分标准

一、听写部分评分标准

听写部分共占15分,听写的段落被划分为15个意群(chunk),每个意群为一分。每个意群又分为重要部分(major)和次要部分(minor)。在一个意群中,如果重要部分出现错误,则扣掉一分,如果两个次要部分出现错误,则扣掉0.5分,如果只有一个次要部分出现错误,则暂时不扣分,将错误留到后面累计。如果到最后累计的次要错误为2~4个,扣0.5分,4~8个则扣1分,以此类推。如果全文只出现一个次要错误,则可以忽略不计,仍可以获得满分。

二、写作部分评分标准

1. 短文写作的评分标准

15分: Effective communication with accuracies

The writing effectively addresses the writing task. It demonstrates a well developed logical organizational structure with clearly stated main ideas and sufficient supporting details. It has almost no errors of vocabulary, spelling, punctuation or syntax, and it displays an adequate ability to use the language with appropriacy. No difficulty is experienced by the reader.

12~14 分: Good communication with few inaccuracies

The writing adequately addresses almost all of the writing task, though it deals with some parts more effectively than others. It demonstrates a generally well developed logical organizational structure with main ideas and supporting details. It has relatively few significant errors of vocabulary, spelling, punctuation or syntax, and it displays an ability to use the language with appropriacy. Very little difficulty is experienced by the reader.

9~11 分: Passable communication with some inaccuracies

The writing adequately addresses most of the writing task. On the whole, it demonstrates an adequately developed organizational structure, though there may occasionally be a lack of relevance, clarity, consistency or support. It has occasional errors of vocabulary, spelling, punctuation or syntax, which may from time to time, obscure meaning, and for the most part it displays some ability to use the language with appropriacy. Occasional difficulty is experienced by the reader.

6~8 分: Problematic communication with frequent inaccuracies

The writing only addresses some of the writing task. It demonstrates an inadequate organizational structure, and there may quite often be a lack of relevance, clarity, consistency or support. It has frequent errors of vocabulary, spelling, punctuation or syntax, and it displays a limited ability to use the language with appropriacy. Some difficulty is experienced by the reader.

3~5 分: Almost no communication

The writing almost completely fails to address the writing task. It has neither an organizational structure nor coherence. Almost all sentences contain errors of vocabulary, spelling, punctuation or syntax, and it displays no ability to use the language with appropriacy. Even after considerable effort on the part of the reader, the text is largely incomprehensible.

2. 便条写作的评分标准

5 分:

The writing is correct in form and complete in content. It has almost no grammatical errors. It displays an ability to use the language with appropriacy. No difficulty is experienced by the reader.

4 分:

The writing is correct in form and complete in content. It has a few minor grammatical errors. It generally displays an ability to use the language with appropriacy. Very little difficulty is experienced by the reader.

3 分:

The writing is, in some parts, incorrect in form and insufficient in content. It has occasional grammatical errors. It displays some ability to use the language with appropriacy. Occasional difficulty is experienced by the reader.

2 分:

The writing is, for the most part, incorrect in form and insufficient in content. It has frequent grammatical errors. It displays a minimum ability to use the language with appropriacy. Some difficulty is experienced by the reader.

1 分:

The writing almost completely fails to address the task. Almost all sentences contain grammatical errors, and it displays no ability to use the language with appropriacy. Even after considerable effort on the part of the reader, the writing is largely incomprehensible.

第二章 英语专业四级考试应试技巧

第一节 写 作

专业四级的写作考试分为两个部分,短文写作(Section A Composition)和便条写作(Section B Note-writing),两个部分的写作要求和写作技巧各不相同。下面就这两个部分做具体阐述。

一、短文写作

短文写作,要求根据所出的题目和列出的写作提纲或图表、数字统计表等写一篇 150 词左右的短文。要求做到切题,内容完整,条理清楚,文章结构严谨,语法正确,语言通顺恰当。

1. 短文类型

专业四级的短文写作可分为记叙文、说明文和议论文,每种文体都有自己的特点和写作要求,只有通过平时的练习,才能比较熟练地掌握各种文体的写作方法。

1) 记叙文

记叙文,顾名思义就是叙述一件事,一次以往的经历,在叙述的内容里能反映出人物的某些性格和感受。写记叙文时,首先要确定文章的叙述视角,用第一人称还是第三人称。采用第一人称的叙述能够使文章显得真实可信,作者可直接描绘“我”的所见、所闻、所想,但对于别的人物的所见所闻及内心活动却无法做直接正面描写。第三人称的叙述视角分为客观、主观以及全能三种不同的方式。作为学生的记叙文,最好采用第一人称的叙述视角,这样文章才会真实生动,同时也比较容易驾驭。其次,要注意叙述的节奏,有张有弛,对于背景及次要细节的交代可以节省笔墨,而在主要情节的叙述上应放慢节奏,以突出文章重点。最后要确定采取什么样的时间顺序来叙述故事。顺叙是指按照事情发展的先后顺序进行叙述。倒叙,是指先描绘某个精彩的场面,然后再对故事进行叙述。写记叙文还应注意恰当地使用表示时间的连词和副词,使文章脉络清晰。例如:

There is no such thing as an easy job, especially when you are not prepared for it. What seems a simple job may turn out to be quite an experience. I still remember how I screwed up on my first day of work at a bookstore. I was five minutes late as I wheeled into the parking lot. The anxiety of starting a new job had tortured me all day. As I walked up to the store, dozens of doubts blitzed through my head, but with a deep breath I entered the bookstore.

Kate, my boss, walked me into one of the storage rooms and quickly introduced me to my duties. Then in a very business-like tone she ordered, "I want you to paint over this profanity on the wall." I remember thinking, "Paint? I thought I was hired to sell books." I was wearing my favorite khaki pants, a silky yellow shirt with tiny white specks and a brand new tie that blended the outfit together. I was definitely not prepared to paint, but I had to start somewhere and painting seemed easy enough. So I rolled up my sleeves, tucked my tie

inside my shirt and began the ever-challenging duty of painting.

I opened the fresh can of cream colored paint and placed it on the edge of the bench. At this time, I chuckled as I read the vulgar phrase that I slopped paint over. My mind wandered miles away while I was trying to illustrate the obscene message, when a crash canoned me to reality. I closed my eyes and convinced myself that it could not have been the paint that had fallen. As I peeked down, the oozing paint was spreading like a plague over the cement. My panic buzzer soon shot on. "Help! What do I do?" My mind wanted to get some paper towels, but my body instinctively began bare-handedly scooping paint into the bucket. Finally, my mind won out, and I raced to get some towels. The more I tried to rub the paint off, the deeper it sank into the cement. In fact, my favorite pants were doing a better job of absorbing paint. I guess no cartoon books could make it even funnier, the way I looked.

Then my boss walked in, and a grimace invaded her face at the sight of my accident. She looked at me as master looks at his puppy after making a mistake on the living room carpet. I even showed my innocent puppy dog eyes to complete the effect. Kate began shouting at me, but suddenly shut up and sat at her desk in thought. I supposed she was thinking how she could dock my pay for ruining everything.

All of a sudden, a smile parted her face. She even laughed and decided that I should go ahead and paint the rest of the floor or at least as much as the paint would last. At that moment, I knew that deep down she had a soft spot, which showed in her understanding. The end result was that my mark would forever be in the form of a four by ten foot, cream colored section of the storage room floor. It was like the first word ever written down on the title page of a book.

这篇文章写得生动有趣,作者采用了第一人称,使故事看上去真实可信,心理活动描写细腻,语言生动,在叙述的节奏上张弛有度。第一、二段交代背景,节奏较快,第三、四段是文章的重点和出彩的部分,节奏较慢,文章依时间顺序,作者用了一些表示时间的连接词将整个故事发生的先后顺序串联起来,如 as...then..., at this time, finally 等。

2) 说明文

说明文是常用的文体,用来说明一个过程,阐述原因,以及提供一个解决问题的答案等。说明文主要分为定义、对比、原因和结果、过程以及分类等类型。一篇好的说明文应条理清楚,通常在文章起始段就有明确的篇题句,点明文章的主旨,在文章主体段落最好有紧扣篇题句的主题句,段落之间要衔接流畅。例如:

It's six-thirty in the evening, and you've just come back from a walk after dinner. You sit down on the couch. You lean back, put your feet up, and have a sip of hot coffee. Maybe, you also want to pick up a magazine before the evening news on TV. Just like you, millions of women read *Women's Weekly*, which has become a top magazine and offers what it takes to be called "top": an outstanding front cover, excellent printing on quality paper, and substantial content. While *Women's Weekly* is a perfect combination of ideas, artistry, and entertainment, *Women Magazine* is everything a top magazine is not.

If you catch sight of *Women's Weekly* and *Women Magazine* stacked up together on the

news stand in a supermarket, you will choose to have a look at the one with a more attractive cover. *Women's Weekly* does a good job on that. Large photos of world-renowned celebrities are irresistible. Sometimes it's Princess Diana with her well-known charming smile, or Michael Jackson and his newlywed, and sometimes super model Cindy's elegance and beauty that dazzle numerous women. There's always an exclusive report about the celebrities, and the word "exclusive" is marked at the right tip corner of the front cover with the title of the report. Also on the front cover are small pictures along with highlights, which are glimpses of the contents. All these photos and pictures are glossy, professional, and appealing to the eyes. The cover of *Women's Weekly* just arouses women's curiosity and interest, and it's hard to resist the temptation to pick up a copy and find out what is inside.

Unlike *Women's Weekly*, *Women Magazine* seems to have little to offer on its front cover, which usually features starlets or minor fashion models. It does have highlights, printed below the pin-ups, such as "Ann Smith tells about her marriage," "Linda Lee and her first show," etc. But except for their smiling faces on the cover, the reader may not know the first thing about them. Also occasionally the photos of the cover girls seem to need color correction or compensation and thus look either too reddish or too bluish. Generally speaking, the front cover of *Women Magazine* lacks the appealing first impression that *Women's Weekly* makes on the reader. It isn't the kind of magazine that can find its way as easily from the news stand to the cash register.

这是一篇说明文的节选,作者在文章的首段点明了主旨,即 While *Women's Weekly* is a perfect combination of ideas, artistry, and entertainment, *Women Magazine* is everything a top magazine is not. 从这个篇题句我们可以知道,作者应该用对比的方式展开段落,比较两种杂志的优劣。在下一个自然段,作者对比了这两种杂志的封面,段落开头是主题句,然后用详实的例子展开说明,条理清楚,段落之间衔接自然。

3) 议论文

议论文是针对某种论题进行辩论,包括事实辩题、因果辩题、价值辩题和政策辩题等。写议论文要注意论点鲜明,论据充足、可信而有说服力,文章需结构严谨,逻辑性强。在辩论时,可以采取先辩驳对方观点,再阐明自己的观点,或者逐条批驳与己方相对应的观点,同时阐明己方观点。在批驳对方观点时,要以理服人,拿出符合逻辑的证据,对于对方观点中的合理之处应该予以承认,表示理解,同时,深入阐述己方观点,用事实和道理来使对方同意自己的观点。例如:

Meat, it seems, is not just food but reward as well. But in the coming century, that will change. Much as we have awakened to the full economic and social costs of cigarettes, we will find we can no longer subsidize or ignore the costs of mass-producing cattle, poultry, pigs, sheep and fish to feed our growing population. These costs include hugely ineffective use of freshwater and land, heavy pollution from livestock feces, rising rates of heart disease and other degenerative illnesses, and spreading destruction of the forests on which much of our planet's life depends.

First, consider the impact on supplies of freshwater. To produce 1 kg of feed-lot beef requires 7 kg of feed grain, which takes 7,000 kg of water to grow. Pass up one hamburger,

and you'll save as much water as you save by taking 40 showers with a low-flow nozzle. Yet in the U.S., 70% of all the wheat, corn and other grain produced goes to feeding herds of livestock. As populations in water-scarce regions continue to expand, governments will inevitably act to cut these deficits by shifting water to grow food, not feed. The new policies will raise the price of meat to levels unaffordable for any but the rich.

That prospect will doubtless provoke protests that direct consumption of grain can't provide the same protein that meat provides. Indeed, it can't. But nutritionists will attest that most people in the richest countries don't need nearly as much protein as we're currently getting from meat, and there are plenty of vegetable sources that can provide the protein we need.

Unfortunately, this isn't just a matter of productive capacity. Mass production of meat has also become a staggering source of pollution. Maybe cowpies were once just a pastoral joke, but in recent years livestock waste has been implicated in massive fish kills and outbreaks of such diseases as *psoriasis*, which causes memory loss, confusion and acute skin burning in people exposed to contaminated water. ... In China, a recent shift to meat-heavy diets has been linked to increases in obesity, cardiovascular disease, breast cancer and colorectal cancer. And then there are the growing concerns about what happens to people who eat the flesh of animals that have been pumped full of genetically modified organisms, hormones and antibiotics.

These concerns may seem counterintuitive. We evolved as hunter-gathers and ate meat for a hundred millennia before modern times. It's natural for us to eat meat, one might say. But today's factory-raised, transgenic, chemical-laden livestock are a far cry from the wild animals our ancestors hunted. When we cleverly shifted from wildland hunting and gathering to systematic herding and farming, we changed the natural balances irrevocably. The shift enables us to produce food surpluses, but the surpluses also allowed us to reproduce prodigiously. When we did, it became only a matter of time before we could no longer have the large area of wildland, per individual, that is necessary to sustain a top-predator species. ...

I'm not predicting the end of all meat eating. Decades from now, cattle will still be raised, perhaps in patches of natural rangeland, for people inclined to eat and able to afford a porterhouse, while others will make exceptions in ceremonial meals on special days like Thanksgiving, which link us ritually to our evolutionary and cultural past. But the era of mass-produced animal flesh, and its unsustainable costs to human and environmental health, should be over before the next century is out.

作者的论点是我们不应该食肉,文章运用了充分、详实的论据,以事实服人,既承认对方观点的合理之处,同时又阐明了自己的立场,并反驳了对方的观点。

2. 短文写作

最近几年的专四短文写作主要是命题作文,或是给一个情景,按照提纲和要求作文,一般要求分为三段。要用150字左右写一篇内容较为丰富、结构清晰的文章也不是件易事。下面主要讲解这种三段式的短文写作技巧。

1) 开头

短文写作的开头一般要求点明文章的主题,即要有明确的篇题句(thesis statement),阐明自己的观点。下面是一篇文章的第一段:

My two sons, ages eight and four, resent their deprived childhood. Although virtually all their friends have seen *Batman* and *Teenage Mutant Ninja Turtles*, my wife and I cling to the old-fashioned notion that watching one act of violence after another may be harmful to young minds.

作者在这段点明了文章的主题,篇题句是最后一句话,我们可以推断作者写这篇文章的用意是指责暴力电影对孩子的不利影响。

再看一个例子:

Law enforcement, meanwhile, still faces legal constraints regarding investigation and access to computer systems because of differing national laws concerning computer-related crimes. Many criminologists have condemned existing criminal law as an inefficient and ineffective weapon against the theft of information. In England and Wales, information does not constitute "property" for the purposes of the Theft Act 1968 and cannot therefore be stolen. There is also, according to the UN, a blatant lack of international assistance treaties and this particularly affects the investigation of foreign industrial espionage.

显然,这篇文章的篇题句是第一句话,由于关于计算机犯罪的法律不同,执法部门在进入计算机系统调查时会遇到来自法律方面的限制。

好的篇题句能够点明文章的中心,直接关系到文章的布局和质量。篇题句不应写得太泛,太抽象,应该具体生动。例如:

Child abuse is harmful.

Child abuse does harm to children both physically and mentally.

第一句不是个很好的篇题句,因为它过于抽象,不利于文章的进一步展开;而第二句话可作为篇题句,它比第一句话具体,而且也涵盖了文章展开部分所要阐述的内容。

2) 主体

短文的中间段是文章的主体,也是全文的重心所在。在写好篇题句之后,就该考虑如何围绕篇题句展开论据。我们可以用各种形式的细节展开段落,具体方法有对比、分类、说明、因果关系等。

(1) 对比

Going to the Chalet is more difficult than going to McDonald's. The Chalet has a jacket-and-tie rule, which means I have to dig a sport coat and tie out of the back of my closet, make sure they are semiclean, and try to steam out the wrinkles somehow. The Chalet also requires advance reservations. Since it is down town, I have to leave an hour early to give myself time to find a parking space within six blocks of the restaurant. The Chalet cancels reservations if a party is more than ten minutes late. Going to McDonald's, on the other hand, is easy. I can feel comfortable wearing jeans or a warm-up suit. I don't have to do any advance planning. I can leave my house whenever I'm ready and pull into a doorside parking space within fifteen minutes.

这个段落用对比的方法展开,阐述了 the Chalet 和 McDonald's 这两家餐馆的不同和优

劣,作者对比的标准是餐馆的氛围和地理位置,这都是人们认可的对于餐馆的评价标准。用对比的方法展开段落时,应注意对比的双方要有可比性,而且对比的标准应具有客观性。

(2) 分类

Students have named three kinds of revisions which help them cut. The chuck-it method advocates throwing away what doesn't work or seem essential to the specific purpose and audience. If this is too severe, students recommend the tuck-it method, in which writers cut out a word, sentence, or portion of a draft because they know it doesn't fit, but, because also like what is cut, they tuck it away to use later. A third revision is the pluck-it method, in which writers read a draft critically to identify the portion—word, sentence, or idea—which stands out, and then they pluck it out and begin again with the extracted portion as central.

这段文字将学生三种删改作文的方式分类说明,条理清楚,结构合理。在用分类方法展开段落时,应注意句子之间的衔接,可以采用恰当的连接词来使段落流畅,如 moreover, furthermore, finally...等。

(3) 说明

You drive through a town and see a drunken man on the sidewalk. A few blocks further on you see another. You turn to your companion, "Nothing but drinks in this town!" Soon you are out in the country, bowling along at fifty. A car passes you as if you were parked. On a curve a second whizzes by. Your companion turns to you, "All the drivers in this state are crazy!" Two thumping generalizations, each built on two cases. If we stop to think, we usually recognize the exaggeration and the unfairness of such generalizations. Trouble comes when we do not stop to think—or when we build them on a prejudice.

在展开段落时,可以用一个具体事例来说明一个道理,显得明确易懂,有说服力。

(4) 因果关系

One might wonder why, after the Norman Conquest, French did not become the national language, replacing English entirely. The reason is that the Conquest was not a national migration, as the earlier Anglo-Saxon invasion had been. Great numbers of Norman came to England, but they came as rulers and landlords. French became the language of the court, the language of the nobility, the language of polite society, the language of literature. But it did not replace English as the language of the people. There must always have been hundreds of towns and villages in which French was never heard except when visitors of high station passed through.

这一段文字阐述了为什么法语没有成为美国官方语言的原因。用因果关系展开段落有两种形式:或者着重说明原因,或者着重阐述结果。

总之,文章的主体部分应围绕篇题句而展开,内容要统一、连贯而富有逻辑性,过渡要自然流畅。

3) 结尾

文章的结尾往往要重申主题,画龙点睛。一个自然、有力、简练的结尾能给文章画上完满的句号。我们可以将文章的主要论点重新归纳,突出主题,或者提出一个发人深省的问题,和主题互相呼应。例如:

Tuition does have some unfavorable impact on higher education. For instance, some

students have to find part-time jobs in order to make ends meet, which may distract them from studying if not handled properly. But the advantages certainly outweigh the disadvantages. An inevitable outcome of the market economy, the new policy will provide the universities with the funds so desperately needed to update facilities and attract more qualified teachers, and it will promote a better sense of responsibility on the part of the student. After more trials with the 37 universities, the government should make it a policy which applies to more colleges and universities, and maybe eventually to the whole system of higher education in this country.

这是一篇关于高校是否应收取学费的一篇议论文的结尾段,作者重申了文章的主题,即政府应将收费教育作为高等教育的一项制度。这样的结尾突出了主题,给读者留下深刻的印象。

3. 写作步骤

拿到一个作文题之后,如何下笔呢?考试时不仅需要思维敏捷,行文流畅,更重要的是平时就应在写作练习的过程中不断训练自己的英语思维能力,在考试时才能将水平发挥出来。下面具体阐述写作的几个步骤。

1) 准确审题

这是作文成败的关键,在动笔之前,一定要先读懂题目,对题目中给出的情景或提纲仔细体会,特别是提纲作文,每个段落只能围绕提纲展开,否则就会跑题。

例如,2000年专四考试的短文写作题目是:

College life should be varied and colorful. And extracurricular activities are an important aspect of it. However, at present, there is much room for improvement in this regard. Write an article to the university radio entitled:

The Importance of Extracurricular Activities

In the first part of your article you should clearly present your view, and in the second part you should support your opinion with appropriate details. In the last part you should bring what you have written to a natural conclusion or summary.

作文给出的情景是大学生活应该是丰富多彩的,课外活动是其中的一个方面,让你在作文中阐述课外活动的重要性。因此文章应该阐述课外活动为什么重要,以及重要性体现在哪些方面。有个别学生的文章通篇例举了大学生们喜爱做的各种课外活动,却没有提及其重要性,文章就跑了题。

作文题下的要求也必须仔细阅读。要求是第一段先阐明自己的观点,第二段用恰当的细节展开观点,第三段对主题进行总结。下面是学生的一篇范文:

As a college student, I think extracurricular activities are very important.

College time is a time of physical and mental development, so efforts should be made to create an ideal environment for the development of the students. Obviously, students are having a lot of pressure from their academic studies. Everyday they do nothing but bury themselves under piles of books, searching information they need in class or preparing for examinations. It is a great pity that most of them have lost their appreciation of the wonderful life. They need a relax after heavy work. They need some time to refresh their thinking and to renew their energy. So students should be encouraged to take part in some extracur-

ricular activities. More importantly, a successful education means that students should be taught to understand things, not just know them from the books. They ought to mingle with society and nature so as to be more adaptable to the increasingly competing society, and extracurricular activities can provide them with good opportunities in this regard.

College time can shape one's character, so a healthy development during this period is very important. They need to know some practical thing. To sum up, extracurricular activities are highly recommended.

这篇文章审题准确,主体段落分析也比较具体,结尾也点了题,而且语言也较流畅,在考试中得到了13分。当然,文章还有改进的空间,比如开头过于简短,没有足够的吸引力,语言还不是特别的地道,还有个别语法错误等。

2) 挖掘材料

挖掘、组织材料是写作中重要的一环。许多同学在写作过程中往往感到脑子里没有多少可写的东西,有时甚至无从下笔,这是平时缺少训练的结果。在平时的写作练习中,我们可以多花些时间用在材料的挖掘和取舍上,拓展英语思维,挖掘隐藏在大脑中的相关材料,丰富写作内容。挖掘题材的方法有很多,下面简要介绍两种。

(1) 大脑风暴(brainstorm)

大脑风暴是指随意记下头脑里的想法,不用理会语法或文章的完整性,让思想自由地驰骋,写到哪儿算哪儿。写上十几分钟后,可以回过头来读一遍,找出一个中心,再围绕这个中心继续进行自由写作。这样就会发现,其实自己能够挖掘出许多有趣或重要的观点和内容。下面是一篇关于校园存在的问题的 brainstorming:

So many problems. I'm hungry. The cafe is so crowded. All my classmates are of malnutrition. I like my composition teacher. He's very handsome. I have to hand in my term paper tomorrow, but I can't find enough reference books in the library. I even can't surf on the Internet in the library. The walls of those teaching buildings have been painted new, but I can't see any change inside. We need to equip a projector in every classroom so that the teacher won't waste any time to write so many things on the blackboard. It's a hard task. My bicycle was stolen yesterday. I have to walk everywhere. That's too bad. Got to give mom a call tonight. I feel lonely sometimes. The university should organize many activities.

从这篇摘选的 brainstorming 中,我们可以选择两个重要的观点,即:① The cafe in the university should be improved; ② New teaching facilities should be introduced. 接下来,还可以对这两个观点做进一步的挖掘,这样,就能找到更多有趣的内容和观点。

(2) 任意列单(listing)

任意列单也是一种挖掘题材的方法,像去超市购物一样,我们可以围绕主题列出大脑里能想到的有关内容,然后再对内容进行归纳整理,从中找出可以进一步挖掘的观点。例如一篇题目为 How I Start Writing 的文章,看作者是如何列单的。

teachers give assignment
put off writing as long as I can
begin the night before
start with the first paragraph but tear it up

take a break
write about four first paragraphs
get sick of writing
go to sleep
write a first paragraph in the morning and stick to it
write out a draft quickly
proofread for spelling and grammar
write another first paragraph
type it up

我们可以从“teachers give assignment”、“write about four first paragraphs”、“write out a draft quickly”和“proofread for spelling and grammar”等条目继续挖掘下去,直到找到自己认为有趣的内容为止。

挖掘题材是提高写作质量不可或缺的环节,同学们应该在平时多做此类练习,持之以恒,就会大大地拓展自己的英语思维,写作时就不会感到无从下笔。

3) 列出提纲

挖掘好题材后,需要列出提纲。提纲可以是正式的,也可以是非正式的,可以是单词,也可以是句子,可长可短。提纲能帮助我们理清思路,安排组织内容,但不应该限制写作思维,或将写作变成机械的、填补提纲空白的活动。

下面是一篇题为“The Ways of Farming”的文章的提纲:

I. Easy to rise

A. Chores to be done

1. cattle need to be milked
2. Feeding and cleaning barn

B. Nature stirs

1. Fresh brisk air
2. Listening to the bird start singing
3. Sun rises
4. Fog lifting off the meadows

II. Reasons for farming

A. Love of accomplishments

1. Working together as one unit
2. The feeling of success
3. Working in the mist or nature
4. Love of the land

B. General appearance of the farm

1. Painted buildings
2. Fences mended
3. Fields well groomed

提纲可以参照这个模式来写:

Thesis