



大学英语写作

Academic Writing in English

陈倩 编著

对外经济贸易大学出版社

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ACADEMIC WRITING
IN ENGLISH

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前 言

写作是英语专业的一门必修课。随着因特网通讯和交流的日益普及及科学研究的深入发展,英语写作课更显重要。

然而,我国目前的英语写作教材多按传统的教学方法编写,不适合现代教学理论与实践的要求,使用起来也不方便;在范文的选材上多侧重于文学,难于用来培养宽口径人材,满足社会需求。为此,作者以自己在这方面的研究成果为基础,以高等学校英语专业教学大纲及高校英语专业四级考试大纲对写作课的要求为基本指导方针,在教学实践中完成了这本教材。

语言是交流的工具。写作的目的是为了传递信息,表达思想感情。本书着意使学生建立起写作目的,在写作中考虑作文的读者对象,有的放矢。在教学方法上采用启发式提问教学,组织活动,培养学生的思维能力,活跃课堂气氛,促进相互学习,充分发挥教材的优势,融内容、编章结构、语言、技巧和实践为一体。

本教材包括基础写作(便条、摘要和书信写作),中级写作(段落写作)和高级写作(论文)三部分内容,共三十二单元。在编排上采用从简单到复杂,从易到难的顺序。书中范文选自英文原版杂志、报纸、学生作文及编者自撰等多种渠道,内容涉及广泛。它不但适用于英语专业本科生,也可供非英语专业的学生、研究生及所有英语自学者使用。

本书曾在我校九五、九六、九七英语专业本科以及九五、九六夜大英语专业使用,效果优良,学生在参加全国英语专业四级统考中取得了良好成绩。

此教材在编写的过程中我们得到了院系等有关人士的大力支持及九五、九六级学生的积极配合,在此特向他们表示深深的谢意。美国加州大学教授 **Gary Negin** 博士不辞辛苦审阅了全稿并提出了宝贵的意见,在此向他表示真挚的感谢。

由于时间仓促,水平有限,书中难免有不妥和纰漏之处,恳请使用者提出宝贵意见。

编者

2000年8月

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CONTENTS

Unit 1	Notes and Notices	1
Unit 2	Invitations and Forms	14
Unit 3	Letter Writing and Résumé	29
Unit 4	Telex	43
Unit 5	Writing and Designing a Brochure	47
Unit 6	Summary	50
Unit 7	Punctuation	63
Unit 8	Analysing Topics and Brainstorming	77
Unit 9	Cohesion	83
Unit 10	Process and Procedure Description	94
Unit 11	Definition	101
Unit 12	Generalization	113
Unit 13	Exemplification	121
Unit 14	Classification	127
Unit 15	Comparison and Contrast	133
Unit 16	Data Interpretation	141
Unit 17	Cause and Effect	148
Unit 18	Narration	155
Unit 19	Argumentation	166
Unit 20	Exposition	179
Unit 21	Description	184
Unit 22	Writing Process Awareness	203
Unit 23	Choosing Topics	206

Unit 24	Collecting Material	210
Unit 25	Note-Taking	216
Unit 26	Distinguishing Facts and Opinions	224
Unit 27	Questionnaires	228
Unit 28	Structure of a Research Paper	235
Unit 29	Introduction	240
Unit 30	Revising and Proofreading	248
Unit 31	The Use of "THE"	254
Unit 32	Style and Parallel	261
Unit 33	Sentence Variety	268
Unit 34	Abstracts	273
Unit 35	Bibliography	281
	参考目录	286
	KEYS AND TEACHING NOTES	289

Unit 1

Notes and Notices

INTRODUCTION

Notes and notices are the easiest and most practical forms of writing. Numerous types of notes and notices can be written, since they can satisfy many purposes.

NOTES

1. Making a Request

Example 1 Request for Help

January 20, 2000

Dear Ruth,

I shall be obliged if you could call at your earliest convenience. The British Council visitors will arrive at the railway station at 6:30 p.m. next Wednesday, and the opening ceremony for the Self Study Centre will be held next Tuesday. Your advice and suggestions are expected for the agenda for meeting the British Council visitors and the opening ceremony.

Sincerely,
Zubeda

Example 2 Request to Swap Work Hours

May 21, 2000

Dear Nancy,

I understand that you're on duty tomorrow night from 5:00 until 9:00. I wonder if it would be possible for you to work for me next Thursday night, if I work for you tomorrow. A friend is visiting me next Thursday. I'd be grateful if a swap could be arranged.

Sincerely,
Christle

Notice that the above notes are written in "indented style", i. e. the first line of a paragraph is started further in from the margin. However, it could also be written in "block style", i. e. each line of a paragraph starts at the same point of the margin. An example of this style is shown in the following note.

Example 3 Request Permission to Borrow

Tuesday

Anna,

I was wondering if you still have two copies of David Nunan's LANGUAGE TEACHING METHODOLOGY. If you have, could I borrow one for a few weeks? I will work on my dissertation. I am asking Suzy to pass this note to you. If you could spare one copy, she will bring it to me.

Imma

Example 3 is less formal compared with examples 1 and 2, not because it is in *block style*, but because of the way it gives the time (Tuesday), the salutation (Anna) and the closing (Imma), and the language used.

LANGUAGE FOCUS

1) Different polite expressions are used in the above notes. These are:

- I should be obliged if you could... (formal)
- I wonder if it would be possible for you... (informal)

- I'd be grateful if a swap could be arranged. (formal)

Other possibilities: Could you possibly... (formal)

I wonder if you'd mind... (informal)

Would you mind if ... (informal)

2) What is the function of each of the above phrases?

PRACTICE 1

1) Write an informal note to a friend asking him/her to get a book from the library for you. Tell him/her the title, author, and year of publication. Explain why you can't get the book yourself.

2) You want to borrow a British map from one of your friends, but when you call at her house she is out. Leave a note for her, explaining why you want to borrow the map and how long you may need to keep it.

2. Making Apologies and Explanation

Example 1 Apologizing for Breaking an Appointment

19th March, 2000

Dear Xiao Ying,

I am very sorry that I can't go and see our English teacher with you this afternoon. My brother is ill, and my parents are very busy with their work. They want me to take my brother to the clinic. I am sorry that I have to break our appointment. Please give my regards to our teacher.

Yours,
Chritionna

Example 2 Apologizing for a Delay

3rd April, 2000

Dear Zhang,

Your book is attached to this note, I am terribly sorry for not being able to return it to you on time. I should have returned it to you last Saturday, but I got seriously ill last Friday and stayed at home for three days. I hope the delay did not cause you too much inconvenience. Thank you for the book.

Gratefully,
Lizi

LANGUAGE FOCUS

1) What are the following phrases used for in the above notes?

---I am terribly sorry for . . .

---I am very sorry to . . .

---I must apologize for . . .

. . .

. . .

Add to the list any other expressions which fulfil the same function.

2) Does the following sentence have the same function as the list above?

What does it mean?

——I hope it did not cause you too much inconvenience.

PRACTICE 2

1) You promised to attend your friend's birthday party, but for some reason you did not go. Write to your friend apologizing for your absence from the party.

2) Out of carelessness you broke your landlady's teapot while cleaning. Leave her a note explaining how it happened and promise to buy her a new one.

3. Asking for Leave

This is a common form of note. It is comparatively formal because it is usually written by members of an organisation to a superior.

Example 1

6th April, 2000

Dear Mrs Ross,

I beg to apply for ten days' leave of absence from April 10th to 20th because I am running out of money and my business agency has met some trouble in getting money for me.

To support my application, I herewith enclose the invoice that was sent to me by the college boarding department, and a letter from my business agency.

I should be very much obliged if you would grant my application. As regards the course assignment, I will do my best to submit it in due time.

Yours respectfully,

Jas Hillard

Sometimes a note asking for leave will be written in an informal style. The note below from a student to his teacher is an example.

Tony,

I'm afraid I can't be in your class after coffee - break, because my parents just arrived from Malaysia. I have to meet them at the airport. Please leave any handouts for me with Hitshi.

Dani

LANGUAGE FOCUS

invoice: 发票: a document that lists goods that have been supplied and services that have been done, and says how much money you owe for them.

boarding department: 膳食科

coffee-break: 课间休息

What is the difference between the following two sentences?

- 1) "I beg to apply for ten days' leave of absence from April 10th to 20th ..."
- 2) "I'm afraid I can't be in your class after coffee-break..."

PRACTICE 3

- 1) You are running a high fever and cannot attend a class. Write a note to your teacher to ask for leave. Explain the reason for your absence, and express your concern for missing lessons.
- 2) You are going to play volleyball in a tournament in Shijiazhuang. It will last about ten days. This means you have to get permission to miss classes during this period. Write a note to the dean of your department to ask to be excused.

NOTICES

Notices are different from notes in several aspects. What are the differences?

Task 1

Read the notices below and answer the questions that follow them.

Notice 1

Notice

Teachers and students are requested to note that the opening times for the library during the summer vacation will be:

Monday to Friday	8:00—11:00 2:30—5:30
Saturday and Sunday	Closed

These hours will start on July 31, 2000.

The Library Office

July 25, 2000

Notice 2

Notice

Health examinations for teachers in the Foreign Language Department will be conducted on September 9, 2000. Please be at the hospital at 8:00 a. m. on that date.

Do not eat breakfast or drink anything on the morning of your examination.

Foreign Language Department

September 7, 2000

Questions

- 1) Whom and what is the notice for? By whom was it issued?
- 2) What are the items of information included in the notices above?
How are these items of information located?
- 3) What is the relationship between readers and writers of a notice, generally?
- 4) What are the differences between notes and notices?

LANGUAGE FOCUS

Useful expressions used in these notices include:

- 1) ... (to) be requested to note that ...
- 2) ... (to) be conducted

Notices are often written in an impersonal style, therefore passive verb forms are generally used in notice writing.

PRACTICE 4

- 1) A new schedule for the library during the summer term has been developed. Write a notice to tell when the schedule will go into effect, and give the new hours.
- 2) Inform students and teachers of a forthcoming English party. Give the reason(s) for the party, the time and the place.

The above is the most acceptable format of giving notices, however, the following format is also acceptable.

Task 2

Read the following notice, then work with a partner to answer the