金版

公 共 英 语 五 级 考 试

写作成功必备

丛书主编　孙怀庆　董庆发

本册编著　李　芳　艾　媛

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吉林大学出版社

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前　言

　　1999年9月，PETS5级已正式开始替代了用于评价公派出国留学人员英语水平考试（EPT），然而，人们还不太熟悉和适应这一"宠物"（PETS），基于此，我们组织负责PETS考试设计和培训项目的专家、学者、教授编写这套《金版公共英语五级完全辅导精华丛书》，旨在帮助考生迅速掌握其面貌和规律，为专业的提升和事业的进取铺平道路。

　　PETS在开发过程中得到了剑桥大学地方考试委员会的技术支持，它所要求的语言能力的定义是以交际性活动模式为基础的，因而，在试卷构建上，体现了不同层次的差别及应用能力的需要，所以PETS的题型设计更趋科学、合理，具有极高的效度。
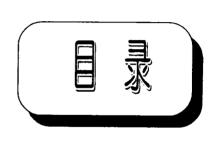
　　本套丛书以PETS五级大纲为依据，以PETS五级范型卷为模式，分题型设立专题，既使用了教学中行之有效的多年积累，也收集了相关试题的最新资料；既注重科学性与实践性相结合，又力求针对性与全面性并重，可谓重点、考点、点点精华；奇招、妙招、招招实用；精编精解，无师自通。

　　具体地说，本套丛书在编写上有如下特色：

　　一、全题型，保证在千变万化的试题面前出奇制胜，稳操胜券，极具适应性。

　　二、高难度，在保证考点全面、典型的同时，突出重点、疑点、难点，极具挑战性。

　　三、真精解，启发思路，点拨技巧，可使考生举一反三，触类旁通，极具实用性。

　　最后，祝愿考生顺利、成功地通过PETS五级考试。

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杨　枫

吉林大学出版社

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第一部分 技巧篇

英语写作是各类英语考试的重要内容，也是考生普遍感到难度较大的项目。全国公共外语等级考试(PETS)五级中写作的权重是25%，也就是试卷总分的四分之一。这一部分主要考查考生的书面表达能力。要求考生根据题性或情景性的揭示或问题写出一篇不少于250词(标点符号不计算在内)的短文，时间是40分钟。在短短的40分钟内写出一篇不少于250词的短文，这对绝大多数平时缺少写作练习，写作能力比较薄弱的考生来说确有难度。帮助考生解决这类问题，逐步提高考生的写作能力，是我们的愿望。通过调查，我们了解到，许多人英文作文成绩不好是与不懂英文写作的基础知识有关。他们不会安排文章结构，不知如何开头结尾，更不懂如何根据主题句扩展文章内容，以致面对文题久久不知如何下笔。对于这些学生来说，提高英文写作水平的第一步就是要学好英文写作法。虽说文无定法，但作文确是有规律可循的。只要掌握了写作基础知识，作文就会容易得多。为此，我们把一些最基本的，也是最重要的写作技巧介绍给大家。

一、拟列提纲的方法

这里介绍两种常见的拟列提纲的方法：

1.A topic outline (主题式提纲) ：

这种类型的提纲是用单个的词或短语拟列提纲。它的特点是

写作前期比较节省时间。

(1)of all single words(单个的词):

e.g.Life of an Average Family

    Income/Expenses/Taxes/Savings

(2)of all-ing phrases(*ing* 短语):

e.g.A Day at School

    Getting up/Going to class/Organizing free time

(3)or of explanatory phrases(短语):

e.g.Cigarettes Are Good as well as Bad

    a.Social benefits — make you feel mature

    b.Economic benefits — Provide countless livelihoods

    c.But moral hazards — become a habit controlling you

    d.Physical hazards — do harm to heart and lungs

(4)of a mixture of those above(混合使用):

e.g.Advantages of Eating Fast Foods

    tastier than healthy foods/always come out perfect/no preparation/eat them any time/do not need to do the dishes/some fast foods are just as nourishing/get them any time/save cooking time

e.g.Disavantages of Eating Fast Foods

    no vitamins/too many addictives because of good taste/too much sodium(钠) bad for your teeth/too many calories/fattening

e.g.Benefits of Living in the Country

    clean air/cheaper housing/slower pace/do not have to buy new clothes all the time/not stressful/do not spend so much money on transportation/quiet/no crime/cleaner/people are friendlier

e.g.Benefits of Living in the City

    more jobs/more entertainment/meet people/more cultural ac-

tivities/make more money/bright lights/more educational facilities

2.A sentence outline(句子式提纲)

这种类型的提纲是用完整的句子拟列提纲。它的好处是在动笔写作之前，迫使作者认真思考，把要表达的思想按一定的逻辑顺序安排好。虽然它前期要比"主题式提纲"多花一点儿时间，但是，它为动笔写作做好了充分的准备，故节省了写作中期的时间。

A sentence outline is useful. As it forces you to think out your ideas thoroughly beforehand, a good sentence outline can speed the actual writing of any composition that depends on logical structure. Outlining in sentences consumes your time but it may leave little time for the writing.

    e.g.Benefits of Cigarette

      A wide variety of people make a living in the tobacco industry.

      a.The growing, transplanting and curing of tobacco supports thousands of farmers.

      b.The wholesaling of tobacco is virtually an industry of its own.

      c.From cigarette stand to supermarket, money from cigarette flows steadily into the cash register.

二、如何写简练的句子

文以简洁为贵。把你想写的东西简单直率地表达出来，删去那些无助于表达你的思想的一些词语，写出简洁明快的句子是我们所向往的。那么，为什么句子会写得不够简练呢?分析如下：

句子写得冗长的原因很多，一般来说，常常是由于使用了迂回手法、累赘手法、僵持结构及矫饰手法的结果。

1 迂回手法(circumlocutions)

也就是说明词繁琐复杂、拐弯抹角兜圈子，读起来有拖泥带水之嫌，如：

Wordy: Each teacher should be evaluated <u>on an individual basis.</u>

Concise: Each teacher should be evaluated <u>individually.</u>

应当逐个对教师做出评价。

Wordy: I <u>am hopeful</u> that we can come to some agreement.

Concise:I <u>hope</u> that we can agree.

我希望我们取得一致意见。

Wordy: His son shows a great deal of obedience.

Concise: His son <u>is obedient</u>.

他的儿子很恭顺。

Wordy: This film portrays life in the country <u>in realistic fashion.</u>

Concise: This film portrays life <u>in the country realistically.</u>

这部影片真实地描绘了乡村的生活。

Wordy: The blackout in that city cannot produce <u>a crisis-type situation.</u>

Concise: The blackout in that city cannot produce <u>a crisis</u>.

那座城市内的停电(事故)不会造成危急情况。

除了上述例句中basis,fashion,situation给人一种绕圈子的感觉外，还有type,area,field,idea,factor,exist,use等词也是如此。如：

Wordy(罗嗦的)	Concise(简明的)
in the area of finance	in finance 财政、金融
in the field of biology	in biology 生物学
in a fast manner	fast 迅速
1985-model car	1985 car 1985 型汽车
finest quality pens	finest pens 优质笔
fastest kinds of car	fastest car 最快速汽车
college level courses	college courses 大学课程

of a peculiar kind	peculiar 特别的
of an indefinite nature	indefinite 无限期的
his use of dialogue	his dialogue 他的对话
to use the device of prediction	to predict 预言
to like the idea that	to be pleased that 满意，乐意

迂回手法也常常出现在 "There are"，"It is" 或 "which"，"who"
引起的定语从句中，如：

Wordy: There are twenty students attending the class.

Concise: Twenty students attend the class.

有二十名学生来上课。

Wordy: There are reasons why she does not eat meat.

Concise: She does not eat meat for many reasons.

她由于多种原因不吃肉。

Wordy: It is a habit which few can break.

Concise: Few can break the habit.

很少有人能改变这个习惯。

Wordy: It is a shame that he did not pass the exam.

Concise: Unfortunately, he did not pass the exam.

很不幸，他没能通过考试。

Wordy: The police chief,who was fat, ordered his men to fire.

Concise: The fat police chief ordered his men to fire.

胖警长命令部下开火。

Wordy: Xiao Lan,Who is a country girl, often helps others.

Concise: Xiao Lan,a country girl, often helps others.

农村姑娘小兰经常帮助别人。

2 累赘手法(redundancies)

也就是使用了不必要的意思重复的词语。(当然必要的重复是
例外)这类句子在语法上称为错句。如：

(1)The reason for my seeming indifference was because I was

thinking about problem.

如果说我显得无动于衷的话，那是因为我正在考虑一个困难的问题。

(2)The cause of my failure was <u>on account</u> of neglect of my studies.

我失败(考试不及格)的原因在于放松了自己的学习。

(3)Body language is apparently so significant <u>enough</u> as to be worth watching for.

身体语言显然很重要，值得注意。

(4)She can't <u>scarcely</u> remember my name.

她记不得我的名字。

(5)Please <u>never</u> tell no one this secret.

请不要把这个秘密告诉任何人。

(6)He was <u>equally</u> as famous as his teacher.

他和他的老师一样闻名。

(7)Your classroom is twice as big as <u>the size of</u> ours.

他们的教室是我们的两倍大小。

(8)She repeated the records <u>over again.</u>

她又一次创记录。

(9)Weightlifting improves the physical development of his body.

(参加)举重运动促进了他的身体的发育。

(10)Whereas melting of Antarctic ice would raise sea level by many feet, the melting of the Arctic would have no such resulting effect.

(尽管)溶化南极的冰河可以使海平面升高很多英尺，而北极的冰却不会产生这种结果。

3 僵持结构(deadwood)

也就是使用了一些幼稚不连贯的短语。尽管这类短语的句子不算错句，但它们会使人分散注意力，使句子拖长，因而重点被

冲淡。例如：

Poor: The boy <u>is one who</u> often makes faces in class.

Better: The boy often makes faces in class.

那个男孩经常在上课时做鬼脸。

Poor: The bus boycott <u>was an example</u> how black people struggled for civil rights.

Better: The bus boycott indicated how black people struggled for civil rights.

抵制乘车运动表明黑人正如何为争取民权而斗争。

Poor:<u>Regardless of the fact</u> there is a deep generation gap, communication can be established.

Better: Although there is a deep generation gap, communication can be established.

尽管存在着很深的 "代沟",(两代人之间)仍可能进思想交流。

Poor:<u>There is no doubt but that</u> it would rain.

Better: Doubtless, it would rain.

很可能要下雨。

Poor:<u>Because of the fact that</u> he fell from a tree he became lame.

Better: His lameness is due to his fall from a tree.

他从一棵树上跌下来成了残废(瘸子)。

Poor:<u>It is believed by most scientists that</u> a black hole in space is the result for the death of a star.

Better: Most scientists believe that a black hole in space is the result of the death of a star.

绝大多数科学家相信，宇宙空间中的黑洞是一颗恒星毁灭的结果。

Poor: You must exclude all interference by anyone <u>as to</u> whether or <u>or not</u> he be stranger or friend.

Better:You must exclude all interference by anyone whether he be

stranger or friend.

　　你必须排除来自任何人的一切干扰，不管他是个陌生人还是朋友。

　　其它僵持结构：

Poor	Revised
in many case 经常	often
in such a case 在这样一种情况下	then
with regard to 鉴于	about
concerning the matter of 关于	about
due to the fact that 因为	because
in connection with 与…相关联	with
by means of 用(通过)……方法	by
in order to 为了	to
be of the opinion 相信	believe
The reason is that... 原因是	(可省略)
It is a fact that... 事实是	in fact

4　矫饰手法(pretentiousness)

也就是使用一些矫揉造作、装腔作势的词语。例如：

Poor: Such preparation shall be made as will obscure building an air raid from visibility.

Better: Something black shall be put across the windows of buildings during an air raid.

　　空袭期间要用黑色物件遮蔽建筑物的窗户。

Poor: My education has allowed me to be knowledgeable about a variety of subjects and encourages me to make a speical effort of being observant of all that goes on.

Better: My education gives me an understanding of a variety of subjects and urges me to keep close watch on all that goes on.

　　我受到的教育使我了解了各种各样的事物，并使我经常密切

地注意仍在继续出现的一切事物。

Poor: We were unable to make a trip to your place of residence because of terrible weather conditions.

Better: We could not come to see you because it was snowing.

由于下雪我们未能去看你。

Poor: The building was destroyed by fire.

Better: The building burned down.

那座楼房毁于火灾。

Poor: The football contest commences at the fixed time.

Better: The game began on time.

(足球)比赛按时举行。

Poor: The question is of such simplicity;the answer is of great complexity.

Better: The question is simple, but it calls for acomplex answer.

那个问题很简单，但回答起来却很复杂。

最典型的矫饰手法是滥用 "cliches"(陈词滥调)，如:

I didn't sleep a wink last night. I do wish that tractor had been less noisy.

昨晚我一夜未合眼。我真希望拖拉机发出的噪音能小一点。

Your old sheet is as white as snow.

你的旧床单象雪一样洁白。

以下 "cliches" 在运用时，场合要恰如其份，不要为修饰而修饰。

acted as a rat	After all is said and done.
行动如鼠	总而言之
busy as a bee	blind as a bat
像蜜蜂一样繁忙像	蝙蝠一样双眼全瞎的
depths of despair	quick as a flash
绝望的深渊	像闪电一样迅疾

poor as a church mouse   shadow of a doubt

贫穷如教堂的鼠   一丝疑惑

a future not too distant   to make a long story short

不太遥远的未来   简略地说

那么，怎样把句子写得简练些呢？可用以下几种方法：

1 避免使用上面所说的迂回手法、累赘手法，僵持结构和矫饰手法来写作。

2 尽量使用简单句或并列句来写作。

3 避免用词重复太多。如：

Poor: The investigation revealed that average teachers English in Jilin University have an average teaching experience of fifteen years.

Better: The investigation revealed that the teachers of English in Jilin University have an average of fifteen years experience.

调查表明，吉林大学的英语教师平均有十五年的教学经验。

Poor: The engine in this kind of car is being improved constantly in order to improve efficiency.

Better: The engine in this kind of car is being improved constantly to increase efficiency.

这种汽车内的发动机还在不断地改进以提高效率。

4 有时可把两个句子合并成一个句子。如：

Poor: There are many kinds of reading material in our library. The kind of reading material most interesting is the magazine.

Better: Of the many kinds of reading material, none is more interesting in our library than the magazine.

在我们的图书馆内的多种阅读材料中最有趣的莫过于杂志。

Poor: Mr. Yang gave a lecture by introducing many new teaching methods. Some of these methods were structural, situational and functional ones.

Better: Mr. Yang gave a lecture by introducing such new teach-

ing methods as structural, situational and functional ones.

杨先生在报告中介绍了多种新的教学方法，如结构法、情景法和功能法等等。

5　不要连续使用几个否定意义的词。如：

Wordy: He did not rarely do nothing wrong.

Better: He did nothing wrong.

他没做错事。

Wordy: We can't hardly leave without no permission.

Better: We can't leave without permission.

不经允许我们不得离开。

6　最好用人称主语代替非人称主语。

举例如下：

Non–personal: Careless campting practices often cause forest fires.

Person: Careless campers often cause forest fires.

露营者马虎大意往往造成森林火灾。

Non–personal: Anxiety and emotional conflict are lessoned, when their hands were shaken.

Person: When they shook hands with each other, anxiety and emotional conflict subsided.

当他们互相握手时，他们的忧虑心情和感情上的对立便减轻了。

7　最好用主动语态代替被动语态。如：

Passive: It was voted that there would be a drive for a long-distance race.

Active: They voted a drive for a long-distance race.

他们一致决定做一次长距离的驾车比赛。

Passive: The air conditioner has been installed in some medical centers.