

Business Foreign-language Test

BFT 实用英语培训教程 | 丛书 |



BFT写作教程

郑玉琪 主编

东南大学出版社

Business
Foreign-language
Test

BFT Writing Course

BFT写作教程

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Preface

前言



BFT (Business Foreign-language Test)是“全国出国培训备选人员外语水平考试”的缩写。这是由国家外国专家局主办的国家级外语水平考试。

BFT 考试分为初级(C级)、中级(B级)和高级(A级)三个等级。BFT 考试的目的主要是根据商务及技术工作的实际需要,对我国政府、工商企业、财政金融等部门出国人员或准备到国内外资企业工作的人员在商务、技术工作和一般生活环境下使用英语的基本能力进行全面考察。

BFT 的考试项目为四项:听力理解、阅读理解、口头表达和书面表达。各项分值比例为:听力理解 25%;阅读理解 35%;口头表达 25%;书面表达 15%。书面表达共占时 40 分钟,分为两个部分。第一部分的题型为简短指导性写作,主要要求考生运用所给信息写出一篇 50~60 个词左右的短笺、便条或备忘录等。第二部分的题型为较长指导性写作,主要要求考生根据所给信息写出一篇 100~120 个词左右的短信、简短报告或短文。这两部分所给的信息分别用文字或备忘录、短信、广告和图表来显示。BFT 写作考试、考查的主要内容有:

- ①能否正确使用一般信函格式;
- ②能否叙述个人/他人的打算等;
- ③能否向对方说明情况和提出要求;
- ④能否比较数据、事实和观点;
- ⑤能否描述物体和事件;
- ⑥能否概括、类比和判断;
- ⑦能否提出自己的观点,反驳别人的观点;
- ⑧能否组句成文,表达切题,语言清楚,文体恰当。

Preface



本写作教材采用中英文对照的形式,旨在帮助考生尽快熟悉 BFT 考试中常见的作文体裁和结构,并学会用英语思维和写作。基础较差的考生可以参阅中文解释,力争在较短的时间内掌握文章的套路,写好文章。

本教材的特点之一是打破了“就事论事”的传统编写方法,着力于打好基本功。教材涉及文章的基本要求以及各种文体的写作。学完本教材,可以做到融会贯通,以不变应万变。特点之二是文章配备了相应的练习和答案,并对文章的评分加以说明。特点之三是根据 BFT 的写作要求,写作重点放在应用文和记叙文等有关文体上。特点之四是理论与实践相结合,教材的主线以理论为主,结合练习实践,帮助学员扎扎实实地提高实际写作能力。

本教程初稿曾在江苏省 BFT 考试培训中心举办的培训班上多次试用过,作者根据授课教师和受训学员的反馈意见对教材进行了反复修改,但由于时间仓促和水平有限,教材中难免还会出现这样或那样的问题,敬请使用者提出宝贵意见,以便我们及时修订。

BFT 实用英语培训教程丛书编写组

2005 年 8 月于东南大学外语系



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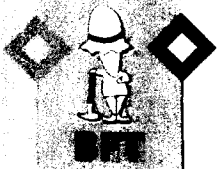
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1 Introduction to Writing Requirements

写作要求简介

To obtain a sound knowledge of the whole writing task, the learner must start from the very basics to the more sophisticated skills—from the use of words to sentence writing and from sentence writing to paragraph building until completion of good essays.

一个初学写作的考生要想写出出色的文章,必须从文章写作的基本技能开始,直至掌握复杂的写作技能:先是用词,然后练习写句,反复进行段落写作,最后才能写出高质量的好文章。

To make the language more powerful and the arguments more convincing and impressive, the writer needs more powerful “weapons”—“weapons” to sharpen the image of writing.

为了使语言有力,论据观点明了清晰、感人肺腑,考生需要掌握一定的写作“杀手锏”——写作技巧,从而使文章具有鲜明的特征。

Before we start the course of composition writing, the authors would like to hammer at the following points.

在展开写作教程之前,必须强调以下几点:

1.1 How to Develop the Writing Ability

如何提高写作能力

For Chinese students, writing in English involves two basic tasks: **one is to acquire an awareness of the nature of the writing task; the other is to master the specific skills and techniques necessary for quality writing.** As for the final acquirements of the writing skills and techniques, Chinese students must go through five periods, namely, the Recognition and Perception Period, the Learning and Studying Period, the Examining and Thinking Period and the Practising through Imitation Period, followed by the Production Period.



First of all, Chinese students wishing to become good writers must start from the Recognition and Perception Period. They must know a picture of what writing is. They should know what language is and how language behaves. They must also know how their thoughts and concepts are to be expressed through the form of the target language and finally, how they can organize their thoughts.

中国学生用英语写作必须具备两套功夫：一是写作意识，二是写作技巧。写作意识包括对写作性质的理解以及对英美文化和英语思维方式的熟悉；写作技巧包括写作基础知识以及各种手段和方法。中国学生必须经过**认识、学习、领会、模仿和创造**的每个过程才能获得全面的写作技能。这里讲的“认识”指对写作性质的理解，其中包括对外语语言思维和文化的认识；“学习”则指通过大量阅读原版作品以获得感性认识；“领会”即对好的原文作品进行研究和思考，领悟其写作思路并把握其行文脉搏；“模仿”是写作练习的第一步，是将通过“学习”和“领悟”所获得的新知付诸于实践的初级阶段；“创造”活动是体现作者写作意识和写作技巧等综合写作能力的最终方式，获得这种能力也是本教程想帮助学生达到的目标。

中国学生想写好文章，首先必须从认识、领会这两个阶段开始。他们应知道什么是写作，什么是语言，并了解语言的规律。他们还应知道如何去组织和表达自己的思想。

1.2 Cultural Awareness and Writing Sense

增强文化意念与写作意识

First of all, what do we mean by “cultural awareness”? Well, let's first examine what “culture” means. The culture of a people is the total way of life shared by those who live in the same society. The culture of a people pervades every aspect of life in that society and controls its life and language. It determines the form of the individual's behavior and his language. It shapes men physically, intellectually, emotionally and morally, and sets a limit to what a man can do and say.

Every experience of a man's life is a reflection of what he has acquired from his culture. So on the whole, cultural awareness means the knowing and understanding of the total way of life shared by those who live in the same society.

Then, why should we bother to know and understand the way of life of a people? As mentioned above, the culture of a people pervades every aspect of life



in a society. Therefore, without knowing and understanding that culture, the writer will scarcely be able to write as people of that culture do. For Chinese students of English, it should be noted that the English language represents the culture of those people who use English as their mother tongue, and writing in such a language certainly involves the knowledge and awareness of the cultural components the language is made up of. Without knowing and understanding the culture of the natives, the writer will certainly not be able to write in a native-like language. On the whole, we are using a different thinking pattern and a different language to produce writings that are so unique to another culture.

Then, what do we mean by writing sense? Writing sense refers to writing consciousness in general and ways of writing in particular. Writing sense is not what we are born with, but what we acquire and learn. Concerning the cultural aspect of another language, when we are learning the culture of that language, we are learning the habits of that language and therefore, we are acquiring a new set of habits crucial to cultivating the senses for writing.

All in all, writing involves a lot of learning, and constant learning will certainly reinforce the power of language and sharpen the writing sense of the writer. For this reason, this course will devote some space to the discussion of cultural knowledge and acquirement of this knowledge for better writing.

语言是信息的载体,而语言所承载的信息群中的大量信息牵涉到与文化相关的内容,因此,人们又把语言说成是“文化的载体”。尽管此说有一定的片面性,但的确反映了文化概念在语言中的重要地位。既然语言中的文化概念构成了语言的重要组成部分,对于用外语从事写作的人来说,深入了解异国语言中的文化概念,掌握其文化的内涵并使之服务于写作,是提高写作意识的一件大事。对中国学习英语的学生来说,敏锐的写作意识和对英美文化的系统了解是分不开的。出于这种考虑,本教程的某些部分都涉及到文化概念与写作关系的讨论。希望学生能对这个问题给予足够的重视。

“文化意识”是什么?文化是指一群人在一个社会中的生活方式。文化决定了某个群体人们的行为和语言。它限制了这个群体的语言规范。

一个人的经历反映了这个人的文化意识。从总体上说,文化意识是指某个群体对生活方式的认识程度。

一个作者如果对某种语言的文化不了解,则意味着不能像使用本族语言



的人那样来撰写文章。对于中国学生来说,英语包含着英语本土使用者的文化,因此必须了解和熟悉其文化,才能写出地道的英语文章。总而言之,写作是一项艰巨、持久的学习任务。

1.3 Linguistic Competence of the Writer

写作的语言功底

As a writer, a sound knowledge of the English language and the natural manipulation skills of all the language items are essential to the effectiveness of writing. These, just like what the heating and cooking utensils mean to the chef, are the basics for the writer who wishes to bring forth an artistic creation with language.

These basics, even for the native speakers of English, include the accurate and genius use of words, a good mastery of the **grammatical, syntactical rules**, a **framework of writing** and all the **rhetorical devices**, which all contribute to the quality and style of writing. As for Chinese writers of English, a sound knowledge and manipulation skills of the *English tenses* and a keen *sense of the language use* are also important.

Among many of the ways that make our writing interesting, the figurative use of language or the rhetorical device is the most effective.

For example, read this sentence: **The grass is thick; it needs cutting.**

Then, consider this sentence: **You need not worry; he will not let the grass grow under his feet.**

Although the meaning of the two sentences is the same, the second is more vivid and colorful than the first one. Why? Because the idea of “cutting the grass” is expressed figuratively.

For those who use English as a second or foreign language, there exists a question of accommodating to the way native speakers would use in their writing. We cannot always follow our own way of writing. Therefore, it is crucial that Chinese students adjust their minds to the minds of the native speakers and learn to write as the native speakers do.

对于中国学生而言,了解英语语言的基本知识,积累语言的基本技巧,对写好文章起着重要的作用。