

主 编：陈冬花

实用英语 写作指导

上海交通大学出版社

实用英语写作指导

主编：陈冬花

上海交通大学出版社

内 容 提 要

为了适应信息时代发展的需要,适应高等教育的深化改革,培养跨世纪创新人才的需要,为适合大学英语教学与四、六级考试的需要,为大学生尽快打好写作的初步基础和突破考试的难关,编写了这本《实用英语写作指导》。本书的特点是具系统性和实用性,主要介绍英语写作的基本过程,文章的基本结构,造句的基础知识,段落的构成方法,篇章的组织原则、要求和基本要素,常用文体,应用文和学术论文写作等内容。

图书在版编目(CIP)数据

实用英语写作指导/陈冬花主编. —上海:上海交通大学出版社, 2005
ISBN 7-313-04163-2

I. 实... II. 陈... III. 英语—写作 IV. H315

中国版本图书馆CIP数据核字(2005)第105051号

实用英语写作指导

陈冬花 主编

上海交通大学出版社出版发行

(上海市番禺路877号 邮政编码 200030)

电话: 64071208 出版人: 张天蔚

常熟市文化印刷有限公司印刷 全国新华书店经销

开本: 787mm × 1092mm 1/16 印张: 11.25 字数: 273 千字

2005年9月第1版 2005年9月第1次印刷

印数: 1—4 050

ISBN 7-313-04163-2/H·826 定价: 19.00 元

版权所有 侵权必究

前 言

为了适应信息时代发展的需要,适应高等教育的深化改革,培养跨世纪创新人才的需要,为适合大学英语教学与四、六级考试的需要,为大学生尽快打好写作的初步基础和突破考试的难关,编写了《实用英语写作指导》这本书。

本书的特点之一在于其系统性。第一章详细分析了写作的基本过程;第二章系统介绍了文章的基本结构;第三章到第五章,从造句的基础知识,段落的构成方法,到篇章的组织原则与要求及篇章写作的基本要素进行了系统和较为详细的讨论。认真阅读这些部分能使读者在理论上对英语写作有一个系统的认识和整体的把握,而这些认识正是指导写作的基础。每章后面的练习则有助于读者逐步学会运用这些理论,打好写作基础,在较短的时间内抓住英语写作的基本要领,从根本上解决写作问题和应试问题。

本书的另一特点在于其实用性。第六章,用了较大篇幅介绍了常用文体的写作方法,以及在写作过程中应注意的问题,通过典型实例分析,使读者减少写作时的困难,提高写作技巧。第七章介绍了应用文写作,主要介绍书信和公文的写作方法和写作特点,旨在提高读者的交往能力和工作能力。第八章介绍了学术论文的写作方法,详细介绍了学术论文的写作步骤,为大学生撰写毕业论文、学位论文提供帮助。

总之,本书的编写宗旨在于一切为了读者的需要,目的在于通过阅读这本书,使读者对英语写作有一个系统的认识和整体的把握,对英语写作实践有一定的帮助和指导。限于本人学识浅陋,水平有限,加之时间仓促,书中谬误与疏漏之处在所难免,诚望专家、同行及使用这本书的读者不吝赐教。

本书在编写过程中,曾参考和引用了一些书刊中的资料,书后注明了参考过的书目,在此对原作者一并致谢!

编 者

2005 年 6 月

目 录

第一章 写作的基本过程	(1)
第一节 准备阶段	(1)
一、拟定写作提纲	(1)
二、拟定写提纲注意事项	(3)
第二节 起草阶段	(4)
一、起草的基本要领	(4)
二、常用的起草方法	(5)
第三节 修改阶段	(8)
一、修改阶段的任务	(9)
二、修改时应注意的问题	(10)
第四节 校对阶段	(13)
练习	(14)
第二章 文章的基本结构	(20)
第一节 文章的基本结构	(20)
第二节 文章的开头和结尾	(22)
一、文章的开头	(22)
二、文章的正文	(24)
三、文章的结尾	(26)
练习	(28)
第三章 关于写句	(31)
第一节 句子	(31)
一、英语基本句型	(31)
二、英语句子的类别	(32)
第二节 句子的写作原则	(36)
一、完整统一性	(36)
二、连贯一致性	(38)
三、重点突出	(40)
四、简洁精练	(41)
五、句式多样性	(41)
练习	(42)
第四章 段落写作	(45)

第一节 段落的概念	(45)
第二节 段落构成的基本要素	(47)
一、突出中心	(47)
二、内容充实完整	(50)
三、统一性	(52)
四、连贯性	(53)
五、过渡自然	(57)
第三节 段落写作的基本方法	(60)
一、按时间顺序展开	(60)
二、按空间顺序展开	(61)
三、按举例的方法展开	(62)
四、按过程顺序展开	(63)
五、以总结概括法展开	(64)
六、按因果分析展开	(64)
七、以定义法展开	(65)
八、按分类法展开	(66)
九、按比较与对比的方法展开	(67)
十、按推理的方法展开	(69)
练习	(70)
 第五章 篇章写作	(79)
第一节 篇章构成的原则与要求	(80)
一、篇章结构的组织原则	(80)
二、篇章结构的组织要求	(82)
第二节 篇章写作的基本要素	(84)
一、醒目的标题	(84)
二、明确的主题	(85)
三、充实的内容	(86)
四、统一性	(87)
五、连贯性	(88)
练习	(89)
 第六章 常用文体的写作	(93)
第一节 描写文	(93)
一、描写文的写作方法	(93)
二、描写文范文分析	(94)
第二节 记叙文	(100)
一、记叙文的写作方法	(100)
二、记叙文范文分析	(101)

第三节 议论文	(103)
一、议论文的写作方法	(103)
二、议论文范文分析	(104)
第四节 说明文	(106)
一、说明文的写作方法	(106)
二、说明文范文分析	(106)
 第七章 应用文写作	(113)
第一节 应用文的写作特点	(113)
一、鲜明的政治性	(113)
二、内容的写实性	(113)
三、行文的准确性	(113)
四、格式的统一性	(113)
五、应用的广泛性	(114)
第二节 常用应用文写作	(114)
一、书信	(114)
二、公文	(132)
 第八章 学术论文的写作	(139)
第一节 学术论文的概念与分类	(139)
一、学术论文的概念	(139)
二、学术论文的分类	(139)
第二节 学术论文的写作特点	(140)
一、学术性	(140)
二、探索性	(140)
三、创见性	(141)
四、语言的专业性	(141)
第三节 学术论文的写作步骤	(141)
一、选题	(141)
二、收集资料	(143)
三、分析资料、构思、制定提纲	(147)
四、撰写初稿	(149)
五、修改、定稿	(158)
 参考文献	(171)

第一章 写作的基本过程

写作从微观上说是书面表达能力,而从宏观上说则是认识、辨别、分析、解决问题的创造性活动,是思维与表达两种能力的综合反映,是人们传递信息的一种重要方式。在初学者的英语作文里都见过以下这些典型问题。

(1) 主题不清,结构混乱。表现在写作前缺乏构思,没有布局谋篇的概念,中心思想不集中或根本不明确。

(2) 言之无物。表现在思路狭窄,思想贫乏,内容不丰富、不深刻,甚至或无话可写,或用假大空的套话来堆砌。

(3) 汉式英语。作者事先用母语把内容、甚至句子都写成汉语,然后再逐字逐句地译成英文,产生了许多不符合英文表达习惯的汉式英语语句。

(4) 缺乏写作常识。表现在文体不适当,人称、时态运用混乱;把修改、校对混为一体,拟稿、修改、校对同时进行,结果是哪样也做不好。

写作是一个过程,我们通常把写作的过程——从寻找题目或有了题目到完成交卷——划分为四个阶段:准备阶段、起草阶段、修改阶段和校对阶段。对于初学者来说,每个阶段都很重要。如果准备阶段工作比较完善,进入起草阶段就可少走弯路。写作的这四个阶段不是截然分开的,而是连贯地进行的。

第一节 准备阶段

开始写作时不要匆匆动笔,须在正式动笔前做好各种准备,包括思想准备和写作准备。思想准备就是要静下心来,在心中思考、酝酿所写问题直至产生写作欲望和兴趣。写作准备阶段有两个主要任务:构思和写提纲。构思的第一步是确定主题(中心思想),然后将有关资料、信息、事实或数据收集并记录下来。此时的原始材料可以是没有系统的和杂乱无序的。删去与主题无关或意义不大的细目,然后从中筛选出与主题有关系的部分按逻辑顺序重新排列,并依照内容分列出几个方面,这便是文章分段的雏型。第二步是拟定写作提纲,是否一定要将提纲写成文字视个人情况和时间而定。有的作者思路清晰,胸有成竹,无须书面提纲;另外,在时间紧迫的情况下,不允许慢条斯理地写作,当然就不可能将提纲书写下来。但是,就多数人而言,如条件可能,写一个书面提纲是必要和可行的。因为提纲对文章的统一性、连贯性以及篇章结构十分有益。即便条件不允许,最好在脑子里有一个提纲,这便是人们常说的“腹稿”。

一、拟定写作提纲

常见的提纲有两种:句子式提纲(sentence outline)和题目式提纲(topic outline)。句子式提纲由完整的句子组成;题目式提纲则由名词及其修饰语组成,或由与名词作用相当的动名词短语、动词不定式短语组成。句子式提纲提供的是对文章较详细的提要;题目式提纲简

单明了,使人们对全文一目了然。有人形象地把写作提纲比作树枝。树枝有主干、分枝和细枝。写作提纲则有主条目、分条目。试比较下面有关对外贸易这一题目的两种提纲。

Sentence Outline

Thesis: Foreign trade is beneficial to and indispensable for all nations

- I. Introduction: the utilization of different economic resources and the development of different skills from the foundation of foreign trade.
- II. Trade in commodities (visible trade) is necessary between nations.
 - A. No nation has all the commodities it needs.
 - B. A nation may not have enough of certain commodities.
 - C. A nation may sell certain commodities at a profit.
 - D. Latest innovations and different styles of commodities may make foreign trade necessary.
 - E. All nations strive to maintain a favorable balance of trade so as to be assured of the means to buy necessary goods.
- III. Exchange of services between nations (invisible trade) is part of foreign trade.
 - A. Nations vie in providing transportation for foreign trade.
 - B. Prudent exporters purchase insurance for their cargoes.
 - C. Tourism brings a nation huge profits.
 - D. Technology is also exported and imported.
- IV. Conclusion: the purpose of foreign trade is to earn money for necessary imports and it is important to keep the balance of payments.

Topic outline

Thesis: Foreign trade is beneficial to and indispensable for all nations

- I. Introduction: the foundation of foreign trade
- II. The necessity of visible trade
 - A. Lack of certain commodities
 - B. Insufficiency of particular items
 - C. Comparative advantage in certain items
 - D. Latest innovations and different styles of commodities
 - E. The importance of a favorable balance of trade
- III. The necessity of invisible trade —exchange of services between nations
 - A. Transportation
 - B. Insurance
 - C. Tourism
 - D. Technology
- IV. Conclusion: the purpose of foreign trade and the importance of the balance of payments.

请看下面的例子。

Sentence Outline

Thesis: The motor car is both a boon and a menace

- I. The use of the motor car brings us plenty of advantages;
 - A. Possessing a car much greater degree of mobility;
 - B. Traveling to work by car is more comfortable;
 - C. The feeling of independence given by the car is the greatest advantage.
- II. The use of the motor car also has some drawbacks;
 - A. The motor car is responsible for air pollution;
 - B. The great number of the motor cars results in traffic congestion;
 - C. The soaring cost of petrol and the increased license fees and road tax add to the driver's worries.

Topic outline

Thesis: The motor car is both a boon and a menace

- I. The advantages of the motor car:
 - A. A much greater degree of mobility
 - B. More comfort
 - C. A feeling of independence
- II. The drawbacks of the motor car:
 - A. Air pollution
 - B. Traffic congestion
 - C. Soaring cost of petrol and increased license fees and road tax

二、拟写提纲应注意事项

(1) 不要列单一的分项。如果提纲中有“ I ”,下面还应该有“ II ”;如果有“ A ”,则应该有“ B ”,以此类推。

(2) 不要混合使用两种提纲。题目式提纲用的是名词、动名词或动词不定式短语;句子式提纲用的是句子。在同一提纲中不要既用短语又用句子。

(3) 同一等级的标题要用相同的结构表示。大标题下的小标题不但应该同等重要,而且要与大标题有关联,并按逻辑顺序排列。

(4) 主题(Thesis)应该用完整句;用肯定陈述句,不要用疑问句,也不要短语或从句。

下面是根据以上两种提纲所写的一篇文章,供对照参阅。

The Motor Car—a Boon or a Menace ?

The use of the motor car is becoming more and more widespread in the twentieth century; as an increasing number of countries develop both technically and economically, a larger proportion of the world's population is able to buy and use a car. Possessing a car gives a much greater degree of mobility, enabling the driver to move around freely. The owner of a car no longer forced to rely on public transport and is, therefore, not compelled to work locally. He can choose from a greater variety of jobs and probably changes his work more

frequently as he is not restricted to a choice within a small radius. Traveling to work by car is also more comfortable than having to use public transport. The driver can adjust the heating in winter and the air conditioning in summer to suit his own needs and preference. There is no irritation caused by waiting for trains, buses or underground trains, standing in long patient queues, or sitting on draughty platforms, for as long as half an hour sometimes. With the building of good, fast motorways long distances can be covered rapidly and pleasantly. For the first time in this century also, many people are now able to enjoy their leisure time to the full by making trips to the country or seaside at weekends, instead of being confined to their immediate neighbourhood. This feeling of independence, and the freedom to where you please, is perhaps the greatest advantage of the car.

When considering the drawbacks, perhaps pollution is of prime importance. As more and more cars are produced and used, the emission from their exhaust pipes contains an ever large volume of poisonous gas. Some of the contents of this gas, such as lead, not only pollute the atmosphere but cause actual harm to the health of people. Many of the minor illnesses of modern industrial society, such as headaches, tiredness, and stomach upsets are thought to arise from breathing polluted air; doctors' surgeries are full of people suffering from illnesses caused by pollution. It is also becoming increasingly difficult to deal with the problem of traffic in towns; most of the important cities of the world suffer from traffic congestion. In fact, any advantage gained in comfort is often cancelled out by the frustration caused by traffic jams; endless queues of cars crawling to a bumper through all the main streets. As an increasing number of traffic regulation schemes are devised, the poor bewildered driver finds himself diverted and forced into one-way systems which cause even greater delays than the traffic jams they are supposed to prevent. The soaring cost of petrol and the increased licence fees and road tax add to the driver's worries. In fact, he must sometimes wonder if the motor car is such a boon at all.

第二节 起草阶段

实际上在写作过程中,除校对阶段外,准备阶段、起草阶段和修改阶段之间是没有不可逾越的分界线的。写作是一个不断反复的过程,开始起草以后发现准备阶段做过的事得部分修正,以至在相当程度上改变是常见的,推翻重来也并不是完全不可能。比起和准备阶段的关系,起草阶段和修订阶段之间更是互相交叉的。这往往与每个人的写作特点和习惯有关,有的人习惯于用较快的速度粗写成几段以至全篇初稿,然后仔细推敲修订,以至重写。有的人则是慢慢地打腹稿,酝酿成熟后再落笔,写成一段,修改一段,全篇写完,文章基本成型,稍加润色后即可交卷。不少人则会根据题目是否合自己口味或者自己是否能顺利进入写作状态而采取不同的策略。

一、起草的基本要领

虽说由于人们在写作中因各有特点和习惯而不可能采用什么统一的好方法,但有些

共同的经验还是值得学习写作的人借鉴并牢记在心的。

第一是在起草的全过程中必须时刻考虑全文的主题思想,不断用它来检验写下的句、段是否有偏离的情况。如有,要及时刹车纠正。当起草过程中有了好的新思路,有必要修改、补充乃至推翻原来的主题思想时,不要迟疑不决,要果断地改变旧思路,按照新思路进行写作。

第二是起草过程要灵活掌握,不必从文章的第一句话写起,因为文章的第一句往往很费斟酌。而每个写作者都想一开始就如何把读者吸引住,因此容易造成写了第一句话不满意或是举棋不定的情况。可以在大体思考一下如何写引言后先动笔写文章的主体部分,因为在有了文章的主题思想后,主体部分相对来说比较容易写。在写主体部分的过程中,时常会对文章的第一句话应该如何写产生灵感,因此从主体部分开始写比从第一句话写起更容易找到写作感觉,进入状态。

第三是处理好局部与整体的关系。这里的整体指写一篇文章的总目的,即通过全篇传达某个或某些意思。因此,在起草过程中要根据主题的要求,紧紧围绕一条中心线索,把有关内容主次分明、有条有理、有头有尾、有详有略地组织成为一个有机整体,从而构成一个完整的篇章。也就是组织安排文章内容的材料要服从于表达主题思想的需要,要能体现文章体裁的特点,具有逻辑性,使文章结构严谨、完整,文气贯通。

最后是关于文章开头与结尾的写作。文章如何能开好头非常重要,因为它不仅仅可以帮助读者掌握文章的目的与主旨,也往往会决定读者是否有兴趣读下去。因此写好引言部分是很重要的。同样,写好结束语也是相当重要的,因为它将给读者留下对文章最后的印象,不会再有其他的内容来改变这种印象,同时也会促进读者进一步思考。这两部分都不要太长,一般情况下各自只占全文的六分之一左右,但常常需要用心才能写得比较满意。避免出现虎头蛇尾,草草结尾的现象。

写第一句话或第一段话可以采用许多种方法来写。重要的一点应当是有独创性。这样才有可能一下子抓住读者,激发读者的兴趣。以小说 Jane Austen《傲慢与偏见》和 Charles Dickens《双城记》为例,读过这两部小说的人都不会不感到第一句/段话的吸引力。

《傲慢与偏见》:

It is a truth universally acknowledged that a single man in possession of a good fortune must be in want of a wife.

《双城记》:

It was the best of times, it was the worst of times, it was the age of wisdom, it was the age of foolishness, it was the epoch of belief, it was the epoch of incredulity, it was the season of Light, it was the season of Darkness, it was the spring of hope, it was the winter of despair, we had everything before us, we had nothing before us. . . .

两部小说的开头风格完全不同,前者轻巧,活泼,略带讥讽,后者则给人以历史的沉重感。短短的话与全书主题相切,读了就很难将书放下。写文章也一样,最好开篇就能显示自己的独创性。

二、常用的起草方法

描写情景: She sat there sewing, wearing her glasses. The lamp gave off a soft light

which fell on the bureau beside her, and she felt content that she could have such a leisurely time all by herself. Since her retirement three years ago, sewing had become an indispensable part of her life. She loves sewing. She loves the feeling it gives her.

叙事: As I walked out of the library one afternoon heading for the dorm, I noticed something on the wall of a tall new building shining brightly in the sun. The reflected light was so strong that it hurt my eyes. So I took a second look. On the wall of that new building were four large, gilded characters: Li Da San Lou. They were so large that they could be seen from a long distance away. I really didn't know when the building was completed. Maybe only a day or two before. But who is this Li Da San? I wondered to myself.

幽默: In the military academy, the time for us to get up was different in different seasons, just to make sure that we could see the sunrise while either shivering or sweating on the drill ground. And we didn't have to peer out of the window to know what the weather was like. If there were three whistle, it was a clear day and we should fall in within two minutes and in another two minutes our bodies would be twisted in various ways while our minds were still half-dreaming. If there were two whistles, we knew it was raining and we should all throng into the recreation room to bellow out some revolutionary songs. The number of songs we would sing depended how loudly or barbarously we "sang". These were called exercises; physical ones on clear days and spiritual ones on raining days.

大胆设想: If I could go back in time and be born again in an age of my own choice, I would certainly like to live in the Renaissance. That is to say, I would like to be a contemporary of Raphael, Titian, Rembrandt, Rubens and all the other geniuses that lived in the 14th to the 16th centuries.

难以置信的事: It is still a surprise to me that I had never once cried during the whole year of military training. It seemed that I had had many reason for shedding tears and I was such a crybaby before the military training.

叙事加对话或单纯的对话: I glanced over the photos in the album and a faded black and white picture caught my eye. It was such a picture of my mother. With two braids dangling at the back of her head, she looked young and lovely, perhaps in her early 20's.

"Jun, what are you doing there?" It was Mother's voice.

"I'm trying to recapture days gone by." said I.

抓住特点写人物: Father is a silent man. He loves smoking dearly. When a man loves smoking not for showing off an elegant pose nor for easier social intercourse, but wholeheartedly for its own sake, he can never be a talkative man. Father spends most of his time puffing a cigarette in silence.

利用标题: The topic may startle you, as it did startle me, for it is not always easy to face the fact that one has been dishonest sometime in the past. But now I am proud to say that I am now among the class of honest people I meet daily, and this has a lot to do with what happened once in my life.

引用一句、一段话,特别是名人的话:

"You provide my bread when I'm hungry!
You're my shelter in a troubled sea!
You're my anchor in life's turbulent oceans!
But above all you're my friend, my best friend!"

界定: Friendship is in its true sense one of the ideal human relationships that are worthy of being worshipped and arduously pursued. It is, to the best of my understanding, a kind of stable and harmonious relation between people, based on mutual understanding and esteem and devoid of any utilitarian or selfish motive. It is an idealized concept so much so that it constantly arouses a sense of sacredness in one's heart, I have been trying to gain it, but I don't think I have got it, since true friendship is, if anything, too good to be true.

分析: I am a girl of 20 and 20 seems to me a good age. If I were only 10, I would have seen too little of life to understand it. If I were 30, I might have seen too much of it to have any dreams left. Now as a girl of 20, I am able to understand something of life and at the same time dream.

玩笑口吻: I like daydreaming, but I have never spent time thinking of myself as a millionaire. Now let me close my eyes and imagine what I would do if I were a millionaire.

揭露秘密: Teachers and parents all considered me a nice little girl when I was 10. I wonder what they would have called me if they had known my secret little self then. At that time, I was a nice little lady in appearance, but a wild little Indian by nature.

提问题: Who is Michael Faye? An 18 year old American young man living in Singapore. If there is anything special about him, it is that he has broken the law of Singapore by committing vandalism in that garden-like country. On March 3, 1994, according to the law of Singapore, he was sentenced to 4-month imprisonment with a fine and caning by six lashes, a form of punishment peculiar to Singapore.

以上列举的这些写第一句/段话的手法,读者会发现由于在这一阶段学生所写的大多数是简短的叙述个人经验和表达个人意见的作文,许多在其他体裁文章中会常用的开头根本没有机会运用,比如引用统计数据、引用令人吃惊的事实、运用讽刺、直接驳斥论点等等。总之,写第一句/段话要有独创性,要争取与众不同,不仅仅在形式上独创,更重要的是在内容上有新意,一开始就能抓住读者的兴趣,吸引读者读下去。如何写好文章的开头和结尾,将在第二章详细介绍。

写结束语可以采用的手法同样也很多,在此不一一列举。可以说写开篇句、段的各种手法写结尾时也能用,其精神也一样,注意独创,避免平淡。文章结尾和开头最好能相互呼应,比如前面作为开篇举过例子的作文有的是用以下方式结尾的,读者也不难看出哪段与哪段相呼应。

The thread and needle became blurred in her eyes. She had to stop, took out a handkerchief and wiped the tears off her eyes and the glasses. For a long, long time she fixed her eyes on the faded photo on the bureau, a photo of a pretty girl smiling sweetly in the sun.

The rain had let up outside. Maybe her husband would return soon. She gave a slight

sigh and took up the needle and went on sewing again.

* * * * *

When wandering around the exhibition hall, drinking in the enchanting atmosphere created by the great artistic works, I kept asking myself, "Am I in a dream?"

"Maybe, but it is so wonderful, so intoxicating to be able to make a trip back to the Renaissance!"

* * * * *

However, no human being is perfect. Mother has her weaknesses too. Sometimes she fusses about family trifles. Sometimes she complains too much. . . . But despite all this, I love Mum very, very much. She gave me my life and painstakingly brought me up. Now she is growing old and can't be as young as she was in that faded photo. But I know I'm continuing her life and I will be a person just like her.

* * * * *

Father listened to me, smoking slowly. I changed my mind. Knew then and I know now that I can never leave my father.

* * * * *

I hope I have presented above a fair picture of myself. Through writing this account, I can see my past more distinctly and so can I see my dreams and aspirations. I can say I am a girl who has many dreams for her future with what she has lived through and thought of. I believe I am now better prepared to meet any challenge in life and more determined to do my best all my life.

* * * * *

I have never confessed the above-mentioned secrets before. Al watching the boys playing football though people today still consider me as a nice, well-behaved girl, an impression to which I can have no objections, I miss the time when I was a little wild Indian. Secretly of course!

* * * * *

上述六个结尾段都写得不错,与开头呼应得较紧,有些也适当总结了全文。从独创性角度来看,具有中级英语水平的人在作文时还可更注意在总结与呼应的基础上最后用一个短短的感叹句、问题、一句话结论,甚至用一个比喻、一句挑战性的话或一句名言将全文“拔高”一下。以下是另一些学生的尝试,也许还不太成功,但这样的做法还是大可一试的。

To cry is to admit your weakness. So I did not cry.

How can things go on like this?

They may not realize this, but I know they are the real unfortunate ones.

Ah, may he grow up into a really brave man!

第三节 修改阶段

修改是写作过程的一个重要步骤。写作是一项复杂的艰苦的脑力劳动。我们阅读到的

名篇佳作均是作者反复修改、千锤百炼的结果。学习写作,首先就应学习他们这种精益求精,不断完善的精神。完成初稿仅仅是写作过程中阶段性的成果,只有经过修改、校对、定稿誊清后,你的写作任务才算完成。

一、修改阶段的任务

(1) 严格地说,修改不应在写作初稿后才开始。完成写作提纲之后,着手开始初稿之前,我们必须对提纲进行思考,并作相应的修改。因为提纲关系到文章的总体构思和布局,它的好坏直接影响文章的质量。

(2) 完成初稿之后,修改应在什么时候进行?最好是搁置一两天后再进行修改。因为完成初稿后,作者的头脑中先入为主的印象尚未退去,此时立即修改不易发现问题和错误。而在间隔一两天之后,作者重新审阅初稿,原先的印象已经淡出,呈现在面前的是一篇“新”的文章;这时审读便容易找出毛病。

(3) 修改什么?如何修改?这个问题比较复杂,既要针对文章宏观层面上存在的问题作改动,包括全文的组织结构、段落之间的连贯与接应等,又要在文章的微观上下工夫,包括修改遣词造句、语法拼写等。一般的原则是先易后难、先局部后整体。先易后难意思是先修改比较容易及比较明显的毛病和错误,然后修改一时难以发现的问题;先局部后整体的意思是先修改局部句子或词语的错误,然后从文章的整体结构上进行修改。在对文章进行局部修改时要注意以下问题:① 句型变化够不够?用同一个词作主语的句子是否太多?② 有没有纯属多余的词语?③ 有没有同一词语反复出现而可以用其他词语代替的情况?有没有用自己实际上并无把握的词语?④ 有没有可以用具体词取代的抽象词,用特定意义词代替的一般意义词?一般地,首先修改初稿中的拼写、标点、语法等错误。这些机械性的错误容易发现,也容易修改。同时,利用通读初稿的机会,对比较难以修改的用词或造句上的毛病加以思考,为下一步的修改做准备。需要说明的是,修改用词和句法上的毛病,并非针对语法结构而言,主要应从句子含义的角度进行思考和修改。我们常常见到学生的作文中有不少句子的结构和用词均没有错误,但是整个句子的含义却模糊不清,有的句子甚至不知所云。举例如下:

A. English teachers agree that personal ownership and use of a good dictionary is a prime necessity for every student of English in obtaining the maximum results from the study of English.

句子 A 的含义不清,将本来简单明了的意思复杂化;作者过多的名词堆砌是毛病的根源。将句子改成以下形式:

English teachers agree that students should own and use a good dictionary in the study of English.

B. I took the job happily when the head of the company offered me more money because of my long experience and also technical training in the field of computer science.

句子 B 的毛病在于修饰语位置不当而造成句子含义不明,关系混乱。改成两个句子后,其层次和关系分明清晰得多:

When he found out that I had both technical training and a long experience in the field of computer science, the head of the company offered me the job with a higher salary. And

I accepted his offer happily.

C. I have lost my relationship with good grades since I came to study in the university.

句子C的错误在于作者的表达不符合英语习惯;他的本意是“与好成绩无缘”。这种中国式英语句子在我国学生的习作里较为常见,应引起我们的注意和警觉。其实这个句子用下面句子中的任何一句均能将原意清楚地表达出来:

I have got poor grades since I came to study in the university.

My grades have been unsatisfactory since I came to study in the university.

I have been unable to get good grades since I came to study in the university.

二、修改时应注意的问题

机械性和局部性的毛病修改之后,作者便应从宏观上审读初稿;如若发现问题,及时修改及调整。在对文章的宏观层面问题进行修改时,要注意以下问题:①文章主题思想是否明确,中心思想表达是否准确?②文章的开头是否具有独创性,能否引起读者兴趣?③文章的内容是否充实,正文部分是否能够支撑、解释、说明主题思想?④各段落与主题思想是否紧密,段落安排是否符合思维逻辑?⑤文章的结尾是否有力?⑥初稿的段落是否具有连贯性,各段落内部结构有无改进余地?文章的连贯性取决于段落之间的过渡是否流畅。因此应着重审阅某段落的最后一个句子和下一个段落的第一个句子之间是否有相应的过渡手段呼应或联结。如:

A. ... In addition, they carried a wireless radio set, warm clothing, and an extra three weeks' food supply.

Because of these careful preparations, the expedition was ready even when an unexpected emergency happened... (代词 these 作为两句之间的过渡手段)

B. ... Third, the Board of Directors agreed to offer Mr. Gray the presidency of the airline.

When the offer was made, it was not immediately accepted because... (重复关键词 offer 作为两段之间的过渡手段)

C. ... From this I gathered that there was a restlessness among the population that could, in time, lead to rebellion.

Furthermore, the writing on the city's walls was another sign of discontent... (使用过渡词 furthermore 作为过渡手段)

以上三例中,段落之间的过渡保证了文章的连贯性。否则,文章缺乏内在联系,行文流畅便大受影响。

最后还要注意文章的布局均衡问题,应注意检查初稿各个段落之间重点是否突出。段落排列的次序是否严谨,要注意一个段落只能谈一个独立的问题,不能把两个或两个以上的意思混在一个段落里;同时,每个段落所表达的意思必须完整,各段落的中心还要服务于全文的主题。

下面是选取的两篇学生作文,连同他们的原稿一起列出,供读者对照比较。在每篇文章后,略作了说明。需要指出的是,无论原稿还是修改稿均不是完美之作,也不是将它们作为